



REPLY TO
ATTENTION OF

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DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE AND SECURITY COMMAND
8825 BEULAH STREET
FORT BELVOIR, VIRGINIA 22060-5246

5 AUG 2008

IACG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fiscal Year 2009 (FY09) INSCOM Organizational Inspection Program Directive (U)

1. (U) REFERENCES:

- a. (U) AR 20-1, Inspector General Activities and Procedures, 1 Feb 07.
- b. (U) AR 1-201, Army Inspection Policy, 4 Apr 08.
- c. (U) AR 381-10, US Army Intelligence Activities, 3 May 07.
- d. (U) AR 380-381, Special Access Programs and Sensitive Activities, 21 Apr 04.
- e. (U) US Army Inspector General Agency, The Inspections Guide, Apr 08.
- f. (U//FOUO) NSA/CSS Memorandum 1-63, Joint Inspection of Consolidated Cryptologic Activities, Aug 05.
- g. (U//FOUO) Classified US Signals Intelligence Directives (USSIDs):
 - (1) (U//FOUO) USSID SE1100 United States Army Cryptologic Forces- SIGINT Activities, 7 May 07
 - (2) (U//FOUO) USSID SE1100 United States Army Cryptologic Forces- Fixed Field Sites SIGINT Operations, 20 Jan 06
 - (3) (U//FOUO) USSID SE1200 United States Army Cryptologic Forces- Echelons Above Corps- TBP (see USSID 1600, Aug '97)

2. (U//FOUO) This memorandum sets forth Fiscal Year 2009 (FY09) command objectives and consolidated schedule for the INSCOM Organizational Inspection Program (OIP). The FY09 INSCOM OIP will include a combination of: INSCOM staff organizational inspections; Inspector General (IG) special inspections; Joint inspections in conjunction with the National Security Agency and other Service Cryptologic Element

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IGs; Department of the Army Inspector General (DAIG) inspections of Special Access Programs (SAPs) and Sensitive Activities (SAs); and Major Subordinate Commands (MSCs) and Separate Reporting Activities (SRAs) command and staff inspections. Enclosure 1 is the INSCOM FY09 Staff OIP schedule; this includes the G-3 Aviation Command Inspection Program (ACIP), G-4 Government Flight Representative (GFR)/Government Ground Flight Representative (GGFR) inspections, and the G-4 Command Logistics Inspection Program (CLIP). MSCs/SRAs and Staff Heads will report any external inspection, audit, or visit to the INSCOM OIG for tracking and de-confliction.

3. (U//FOUO) All Army inspections are designed to evaluate compliance with a standard IAW Ref 1b & 1c and will be: purposeful; coordinated/non-duplicative; feedback-focused; instructive; and followed-up. The purpose of this OIP is to ensure all subordinate units are in compliance with regulations and ready to conduct their wartime mission.

4. (U//FOUO) The scope and schedule of the FY09 INSCOM OIP is based on the high OPTEMPO in support of GWOT operations; the competing demands of Army commanders; and ongoing intelligence transformation. The Staff and INSCOM OIG inspections include Bde/Gp and subordinate levels, to include Battalions, Companies, and Detachments as required.

5. (U) The Office of the Inspector General retains responsibility for overall OIP coordination, to include the publication of regulatory guidance to supplement AR 1-201, Army Inspection Policy, and any revisions to the guidance contained in this memorandum.

6. (U) Command Inspections:

a. (U) All battalion-level commanders will conduct Initial Command Inspections (ICI) of all new company-/detachment-level commanders within the first 90 days of that subordinate's change of command, and at least one Subsequent Command Inspection (SCI) during the period of command IAW the specific guidance set forth in Para 3-3, Reference 1b.

b. (U) The INSCOM Deputy Commander, as rater of the INSCOM HHC Commander, will conduct an ICI and SCI for that unit with the support of INSCOM staff inspectors as required.

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c. (U) Other command inspections are at the discretion of MSC/SRA commanders. However, all command inspections require the personal participation/presence of the inspecting unit commander at the in-briefing, out-briefing, and at least one substantive portion of the inspection.

7. (U) INSCOM Staff Inspections:

a. (U) The INSCOM Strategic Management Information Office (SMIO) has primary responsibility for the planning and conduct of staff inspections at MSCs/SRAs; including: planning/budgeting; execution; feedback; and follow-up. The SMIO staff inspection lead responsibilities include the following requirements:

(1) (U) Coordinating training for staff inspectors on the staff inspection process and reporting requirements.

(2) (U) Validating the scope and frequency of staff inspections, and ensuring that an accurate and updated inspection checklist is posted on the INSCOM NIPR and SIPR webpages for all inspectable areas.

(3) (U) Publishing a Memorandum of Notification to confirm the dates of inspection NLT 90 days prior to a unit's scheduled inspection;

(4) (U) Publishing a detailed Memorandum of Instruction (MOI) outlining the inspection schedule NLT 60 days prior to a unit's scheduled inspection;

(5) (U) Integrating/synchronizing the execution of INSCOM staff inspections at MSCs/SRAs, to include conducting in-briefings/out-briefings and leading daily IPRs.

(6) (U) Briefing the staff inspection Findings and Observations to the INSCOM Commander;

(7) (U) Publishing a draft report for verification 30 days after the inspection and a final report 60 days after the inspection;

(8) (U) Tracking feedback and corrective actions taken on Findings identified during the staff inspections in the INSCOM Fix-it process.

b. (U//FOUO) INSCOM Staff Heads will provide Temporary Assistant IG subject matter expert inspectors to the IG to support the Joint inspection process with NSA and preparation for SAP/SA inspections as required.

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8. (U) INSCOM MSCs/SRAs OIP:

a. (U) All MSC/SRA commanders will develop and execute a written OIP tailored to the unit's missions and long-range schedules, and will inspect their subordinate battalion-level units at least once in FY09. These battalion-level inspections will be in addition to the company-level ICIs/SCIs as described in Para 6 above.

b. (U) Inspected unit commanders will ensure that all related facilities, equipment, records, and electronic data are continuously accessible during duty hours of higher headquarters inspection periods, and that fully knowledgeable representatives are available to assist inspectors as required in each inspected area for the period of the inspection.

c. (U) Inspected MSCs/SRAs will reply by memorandum through the appropriate Staff Head to the SMIO on each INSCOM inspection finding NLT 90 days following the final report publication date. The unit reply will address the actions taken to correct deficiencies and bring the areas into compliance.

9. (U) INSCOM IG Inspections:

a. (U) In FY09, the OIG will inspect the conduct of ICIs/SCIs, the Voting Assistance Program, and validate the awareness training and assessment of Combating Trafficking in Persons. The OIG will also conduct special/systemic inspections of the below topics. Detailed plans for these special inspections are TBP IAW the inspection schedule at Encl 1.

(1) (U) The INSCOM Government Purchase Card program;

(2) (U) Contracting Officer Representative oversight and surveillance;

(3) (U) MICECP Overtime Costs; and

(4) (U) Force Protection Detachments;

(5) (U) Family Readiness Support Programs

b. (U//FOUO) (U//FOUO) INSCOM Intelligence Oversight (IO) inspections will be conducted IAW Refs 1c & 1g and Encl 1 schedule. These inspections will include selected MSC/SRA subordinate elements down to detachment/office level from all Military Intelligence disciplines, to include: All-Source, HUMINT, IMINT, SIGINT, MASINT, TECHINT, CI, and OSINT.

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c. (U//FOUO) INSCOM will participate in the Joint Inspection Program with NSA, SCE and OGA IGs IAW Ref 1f. Coordination and participation in the Joint Inspections of Consolidated Cryptologic Centers will be conducted under the control of the OIG. Staff Heads and MSCs will provide selected Temporary Assistant Inspector General augmentees to the OIG as directed by the Command Group IAW the schedule at Encl 1.


10.(U//FOUO) DAIG-Intelligence Oversight: The quarterly FY09 schedule for DAIG Intelligence Oversight inspections of INSCOM units IAW Ref 1c is included in Encl 1. DAIG will publish specific dates and specific instructions for these 1-2 day inspections approximately 90 days prior to execution.

11.(U//FOUO) The FY09 schedule for DAIG Special Access Program / Sensitive Activities pass-fail compliance inspections IAW Ref 1d includes the 704th MI Bde (Apr 09) and the National Ground Intelligence Center (Aug 09). These rigorous DAIG inspections focus on program management, acquisition program management, security management, information assurance, financial management, contract management, and logistics management. The OIG is the primary POC with DAIG and is responsible for the preparation of the DAIG inspections and will task staff SME Temporary Assistant IGs as required.

12.(U) The INSCOM OIG POC for the INSCOM OIP is Ms. A. Skeeter Gallagher, DSN 235-1796/ COML 703-706-1796.

2 Encls

1. FY09 INSCOM Consolidated Inspection Schedule
2. INSCOM OIG and Staff OIP POCs



DAVID B. LACQUEMENT
Major General, USA
Commanding

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PARC

SMIO

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SJA

DA G-2X

Enclosure 1: FY09 INSCOM Consolidated Inspection Schedule

Dates	Unit	Location	Type of Inspection
6-9 Oct 08	704 th MI Bde SAP	Ft Meade MD	IG & Staff – SAP Prep
20-31 Oct 08	ADF	Buckley AB CO	Joint IG
Oct 08 TBD	15 th MI Bn (AE)	Ft Hood TX	G-3 ACIP
3-7 Nov 08	204 th MI Bn	Ft Bliss TX	G-4 GFR/GGFR
17-21 Nov 08	GISA	Ft Bragg NC	IG Special & G-4 CLIP
1-5 Dec 08	513 th MI Bde	Ft Gordon GA	IG Special & G-4 CLIP
8-12 Dec 08	513 th MI Bde	Ft Gordon GA	Staff (w/o G-4)
8-12 Dec 08	3 rd MI Bn	Korea	G-4 GFR/GGFR
8-12 Dec 08	116 th MI Gp	Ft Gordon GA	IG Special & G-4 CLIP
Dec 08 TBD	224 th MI Bn (AE)	Hunter AAF GA	G-3 ACIP
<i>Oct-Dec 08 TBD</i>	<i>NE & Devens ROs</i>	<i>New England</i>	<i>DAIG IO</i>
<i>Oct-Dec 08 TBD</i>	<i>AOA, W Hartford</i>	<i>CT</i>	<i>DAIG IO</i>
Oct-Dec 08 TBD	513 th FPDs TBD	CENTCOM AOR	IG Special
Oct-Dec 08 TBD	Detroit & Rock Island, NE Drum & Picatinny ROs	MI, IL, MA, NY, NJ	IG IO
6-9 Jan 09	JSTARS	Robins AB GA	IG Special & G-4 CLIP
TBD Jan 09	INSCOM HHC	Ft Belvoir VA	Command SCI
26-30 Jan 09	704 th MI Bde SAP	Ft Meade MD	IG & Staff SAP Prep Follow up
2-6 Feb 09	704 th MI Bde	Ft Meade MD	Staff
2-12 Feb 09	MOC	Ft Meade MD	Joint IG
9-12 Feb 09	704 th MI Bde	Ft Meade MD	IG Special
<i>Jan-Mar 09 TBD</i>	<i>HQs, 902nd MI Grp</i>	<i>Ft Meade Md</i>	<i>DAIG IO</i>
23-27 Feb 09	NGIC SA	Charlottesville VA	IG & Staff SA Prep
9-20 Mar 09	NSA/CSS TX	Lackland AB TX	Joint IG
16-20 Mar 09	470 th MI Bde	Ft Sam Houston TX	IG Special & G-4 CLIP
30 Mar-3 Apr 09	CCF	Ft Meade MD	IG Special & G-4 CLIP
Mar 09 TBD	204 th MI Bn (AE)	Ft Bliss TX	G-3 ACIP
<i>Jan-Mar 09 TBD</i>	<i>Monroe, Eustis, Lee ROs 902nd & NGIC</i>	<i>VA & MD</i>	<i>DAIG IO</i>
<i>Jan-Mar 09 TBD</i>	<i>Nat'l Guard Intel Ctr</i>	<i>Charlottesville VA</i>	<i>DAIG IO</i>
Jan-Mar 09 TBD	470 th FPDs TBD	SOUTHCOM AOR	IG Special
<i>20-24 Apr 09</i>	<i>704th MI Bde SAP</i>	<i>Ft Meade MD</i>	<i>DAIG SAP Pass-Fail</i>
<i>Apr-Jun 09 TBD</i>	<i>JTF Atlanta, RO Atlanta, Ft Benning RO 902nd MIG</i>	<i>GA</i>	<i>DAIG IO</i>
<i>Apr-Jun 09 TBD</i>	<i>AOA Det, Ft McPherson, B Co, MID 308th MI, 902nd MIG Huntsville</i>	<i>Ft McPherson GA</i>	<i>DAIG IO</i>
<i>Apr-Jun 09 TBD</i>	<i>US AOA Redstone, JTF 308th MI Bn,</i>	<i>Huntsville AL</i>	<i>DAIG IO</i>
<i>Apr-Jun 09 TBD</i>	<i>US AOA Redstone, JTF 308th MI Bn,</i>	<i>Redstone Arsenal AL</i>	<i>DAIG IO</i>
27 Apr-1 May 09	501 st MI Bde	Korea	Staff
TBD Apr-May 09	3 rd MI BN (AE)	Korea	G-3 ACIP
4-8 May 09	501 st MI Bde	Korea	IG Special
4-8 May 09	500 th MI Bde	Hawaii/Japan	Staff
4-8 May 09	204 th MI Bn	Ft Bliss TX	G-4 GFR/GGFR
11-15 May 09	500 th MI Bde	Hawaii/Japan	IG Special
26-29 May 09	NGIC SA	Charlottesville VA	IG & Staff SA Prep Follow up

Enclosure 1: FY09 INSCOM Consolidated Inspection Schedule

Dates	Unit	Location	Type of Inspection
May/Jun 09 TBD	INSCOM HHC	Ft Belvoir VA	Command ICI
8-19 Jun 09	RAINFALL		Joint IG
8-12 Jun 09	3 rd MI Bn	Korea	G-4 GFR/GGFR
Apr-Jun 09 TBD	500 th FPDs	PACOM AOR	IG IO
13-17 Jul 09	66 th MI Gp	Germany	Staff
20-24 Jul 09	66 th MI Gp	Germany	IG Special
27-31 Jul 09	1 st IO	Ft Belvoir	G-4 CLIP
TBD Jul 09	1 st MI Bn	WAAF GE	G-3 ACIP
10-14 Aug 09	NGIC	Charlottesville VA	DAIG SA Pass-Fail
17-21 Aug 09	902 nd MI Gp	Ft Meade MD	Staff
24-28 Aug 09	902 nd MI Gp	Ft Meade MD	IG Special
14-18 Sep 09	AOA	Ft Meade MD	Staff
21-25 Sep 09	AOA	Ft Meade MD	IG Special
<i>Jul-Sep 09 TBD</i>	<i>Los Alamitos RO 902nd MIG</i>	CA	<i>DAIG IO</i>
<i>Jul-Sep 09 TBD</i>	<i>Monterey ROs 902nd MIG</i>	CA	<i>DAIG IO</i>
<i>Jul-Sep 09 TBD</i>	<i>JTF Los Angeles</i>	CA	<i>DAIG IO</i>
Jul-Sep 09 TBD	66 th FPDs	EUCOM AOR	IG

Color Key:

Green	Staff Inspections
Blue	Aviation Inspections
Yellow	OIG Special Inspections
Pink	DAIG Inspections
Purple	Joint Cryptologic Inspections

*** Note: IG special inspections topics will include the INSCOM GPC Program, COR oversight and surveillance, MICECP Overtime Costs, conduct of ICIs/SCIs, voting assistance, validation of Combating Trafficking in Persons awareness training, and intelligence oversight. Additional FPD and CI/HUMINT IO inspections will be conducted at remote detachments/offices as indicated.**

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Enclosure 2: INSCOM OIG and Staff OIP Points of Contact

Staff Element	OIP Point of Contact	DSN Phone Number
INSCOM IG	COL Dwight Williams	235-1158
OIG Inspection Chief	Ms. A. Gallagher	235-1796
OIG IO Chief	Mr. John Holland	235-1203
SMIO - Staff Inspections Program	Mr. Daniel Scarfo	328-4554
G-1	Mr. Roland Venable	328-4621
G-2	Mr. Rand Bass	328-4382
G-3	LTC Richard Kiwus	235-1669
G-4	Mr. James Leonard	328-4488
RM	Ms. Betty Lovelace	328-4453
G-6	Ms. Patty Dionne	235-1761
CHAP	MSG Lisa West	235-2710
SMIO	Mr. Robert Manaugh	328-4691
PARC/DOC	TBD	328-2203
SJA	TBD	235-2936
DA G-2X	Mr. Brian Corr	235-2905