

DEPARTMENT OF THE ARMY  
Corps of Engineers, Omaha District  
106 South 15th Street  
Omaha, Nebraska 68102-1618

OM 1-1-4

CENWO-RM-B

Memorandum  
No. 1-1-4

1 September 2003

Administration  
INSPECTIONS AND VISITS

**History.** This memorandum prescribes the policy, objectives, responsibilities, and procedures for the staff inspection program, and constitutes the Omaha District Organizational Inspection Plan (OIP).

**Summary.** This memorandum is applicable to all organizational elements of the Omaha District.

1. References.

- a. AR 1-201, Army Inspection Policy.
- b. AR 335-15, Management Information Control System.
- c. Consolidated Command Guidance – updated annually.
- d. NWDOM 1-1-1, Inspection of District Activities.

2. Policy. The District's OIP will consist of six parts as noted below. Schedules for inspections, reviews, and visits shall be coordinated and consolidated where possible to reduce the administrative burden on inspected organizations by allowing inspected elements time to prepare for inspection.

- a. Staff Inspections. These are inspections of District functions at staff and field offices.
- b. Commander's Visits. By their schedule of visits and meetings throughout the District, the Commander and deputies are, in fact, directly and continually inspecting mission performance of District elements.
- c. Periodic Performance Reviews. In preparation for the HQUSACE Command Management Review (CMR), the Commander conducts an appraisal of mission performance and potential problem areas.

---

This memorandum supersedes OM 1-1-4, dated 21 December 2001.

d. Lines of Communication. The continuing dialogue in meetings, visits, and discussions between Region and District staff, with customers, and within the District gives both a real time reading of any shortcomings in mission accomplishment and, often, consensus on remedial actions needed.

e. Staff Assistance Visits: These are visits undertaken by Northwestern Division (NWD) staff personnel responsible for the functional area being inspected.

f. External Inspections and Visits. Inspections and visits are conducted by NWD; Headquarters, United States Army Corps of Engineers; Department of the Army; and Department of Defense to provide a perspective of how capably the District is performing its mission. They serve to point out where corrective action is necessary to improve the organization's performance.

3. Procedures. The District Organization Inspection Plan shall be implemented as follows:

a. Division and office chiefs will:

(1) Maintain the official copy of staff inspection schedules and reports.

(2) Provide a copy of NWD staff assistance reports to Budget, Manpower, and Management Branch, Resource Management Office.

b. The Chief, Resource Management Office will:

(1) Develop and publish the District OIP. The appendix of this memorandum provides a general outline of the planned staff inspections, quality assurance reviews, and special interest topics.

(2) Provide coordination for external inspections (e.g., Engineer Inspector General, command inspections) as required.

(3) Maintain and update this memorandum as needed.

c. The Internal Review Office will provide coordination audits (e.g., General Accounting Office, Department of Defense Inspector General Inspections, Army Audit Agency, etc.) as required.

OM 1-1-4  
1 September 2003

4. Management Information Control. Reporting requirements in this memorandum are exempt from management information control in accordance with AR 335-15, paragraph 5-2e.

FOR THE COMMANDER:

Appendix  
APP A – District Plan for  
Staff Inspections  
and Reviews

TODD E. SKOOG  
LTC, EN  
Deputy Commander

DISTRIBUTION:

<http://w3.now.usace.army.mil/html/im-c/rcrdsmgt/pdf/m1-1-4.pdf>

APPENDIX A  
U.S. ARMY ENGINEER DISTRICT, OMAHA  
PLAN FOR STAFF INSPECTIONS & REVIEWS  
(Frequency Code: A = Annually, SA = Semiannual, BI= Biennial, AR = As Required)

STAFF ELEMENT AND PURPOSE OF VISIT	LOCATION			
	<u>Staff Offices</u>	<u>Area Offices</u>	<u>Const Res/Proj Offices</u>	<u>O&amp;M Project Offices</u>
<b>1. CONSTRUCTION DIVISION</b>				
a. Review construction related activities		AR	AR	AR
b. Technical support/coordination		AR	AR	AR
c. Contract compliance inspection		AR	AR	AR
d. HQUSACE const evaluation inspections		AR	AR	AR
e. Post completion inspections		AR	AR	AR
<b>2. CONTRACTING DIVISION</b>				
Review contracting activities		AR	AR	AR
<b>3. ENGINEERING DIVISION</b>				
a. Construction site visits by design personnel		AR	AR	BI & AR
b. Inspect work performed by contract labor for compliance with design, adequacy of design, collection of data for use in future design, etc.		AR	AR	AR
c. Inspect civil works projects		AR	AR	AR
d. Inspect water quality facilities		AR	AR	A & AR
e. Inspect bridges				SA
f. Review dam safety program				A

OM 1-1-4  
 APP A  
 1 September 2003

STAFF ELEMENT AND PURPOSE OF VISIT	LOCATION			
	<u>Staff Offices</u>	<u>Area Offices</u>	<u>Const Res/Proj Offices</u>	<u>O&amp;M Project Offices</u>
4. EQUAL EMPLOYMENT OFFICE (EEO)				
EEO/Affirmative Action Review	A	SA		SA
5. INFORMATION MANAGEMENT OFFICE				
a. Review records management	AR	SA		SA
b. Review information management services such as communications, automated data processing, etc.	AR	AR		AR
c. Telephone communications services	AR	AR		AR
6. LOGISTICS MANAGEMENT OFFICE				
a. Review property accounting activities	A	A		A
b. Maintenance assistance visit	AR	AR		AR
7. OPERATIONS DIVISION				
a. Review emergency management activities		AR	AR	AR
b. Review and inspect operation and maintenance activities for the flood control, hydro power, and natural resource facilities				SA&AR
c. Review boiler and pressure vessel				A
d. Inspect civil works projects				A
e. Review general regulatory program				AR
f. Review inspection of completed works				AR

STAFF ELEMENT AND PURPOSE OF VISIT	LOCATION			
	<u>Staff Offices</u>	<u>Area Offices</u>	<u>Const Res/Proj Offices</u>	<u>O&amp;M Project Offices</u>
8. CIVILIAN PERSONNEL ADVISORY CENTER (CPAC)				
a. Review personnel practices	AR	AR		AR
b. Conduct position management survey	AR	AR		AR
9. PUBLIC AFFAIRS OFFICE				
Review public affairs activities	AR	AR		AR
10. REAL ESTATE DIVISION				
Review real estate activities	AR			
11. RESOURCE MANAGEMENT OFFICE				
Review internal control checklists application	AR			
12. SAFETY AND OCCUPATIONAL HEALTH				
Review safety program	A	A	A	A