DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

AMC REGULATION
No. 10-27

12 April 2001

Organization and Functions

# U.S. AMC INSPECTOR GENERAL ACTIVITY MISSION AND MAJOR FUNCTIONS


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1. Purpose. This regulation sets forth the mission and major functions of the U.S. Army Materiel Command (AMC) Inspector General (IG) Activity.

2. Definitions.

a. Systemic Inspection - An inspection designed to identify problems or issues, determine the root causes of problems, develop recommended solutions/improvements, and fix responsibility for the solutions. Systemic inspections focus on issues rather than organizations or military units.

b. Follow-up Inspection - An inspection to determine whether deficiencies found during a previous inspection have been corrected or corrective actions have been implemented. The goal of follow-up inspections is to assess whether the corrective action is effective and complete, producing desired results, not causing new problems, economical, efficient, practical and feasible. The purpose is also to show if corrections/ efficiencies have been fully incorporated into the organization's policy and standing operating procedures.

c. IG Action Request (IGAR) - A complaint, allegation, or request for assistance presented or referred to an IG.

d. IG Assistance and Assessment Program (IGAAP) - A program that incorporates assistance, assessment, and IGAR processes to enhance IG recommendations to Commanders. It is a comprehensive program that starts with a customizable survey that focuses the IG team on the significant issues, and provides commanders a

* This regulation supersedes AMC-R 10-27, 5 January 1998

credible report of their organizations. The IGAAP assesses eight areas (leadership, work group, supervision, readiness, care of people, organizational effectiveness, quality of life, and human relations).

e. Organizational Inspection Program (OIP) - The commander's program which integrates and coordinates all internal inspections, staff assistance visits (SAV), and audits within the Command. The major purposes of the program are to reduce disruption, reinforce established inspection standards, and teach and train those found deficient.

3. Command and Control. The AMC IG will direct and control the U.S. AMC IG Activity and act as Chief of the Activity. All directives, instructions, and other correspondence pertaining to the operations of the Activity will be processed by or through the AMC IG.

4. Mission. The mission of the AMC IG Activity is to assess and report to the Commander, AMC, in an unbiased, objective, and timely manner on matters affecting mission performance, and the state of economy, efficiency, discipline, morale, training, and readiness throughout the command. The AMC IG Activity also monitors effectiveness of IG functions throughout the Command and provides advice and assistance to subordinate IGs as required.

5. Major functions. The major functions, by Division/Office, of the AMC IG Activity are as follows:

a. Investigations and Assistance Division--

(1) Conduct investigations and inquiries as directed by appropriate authority, prepare Reports of Investigation/Inquiry and Department Of Defense (DOD) Hotline Completion Reports, and provide follow-up tracking to verify corrective action is taken.

(2) Receive, analyze, and evaluate IGARs and verify that appropriate action is taken to resolve them.

(3) Review Major Subordinate Command (MSC) IG Reports of Investigation/Inquiry, IGAR responses and DOD Hotline Completion Reports directed by AMC or higher headquarters.

(4) Conduct IGAAP visits to provide AMC soldiers, civilians, and their families with an avenue to express their views on DOD, Army, AMC, and local policies and programs. The program is designed to leave issues at the lowest appropriate level without formal follow-up procedures. Broad systemic issues are identified and provided to the command element proponent for those specific issues. The IGAAP process improves the capability of tracking trends for the command and establishes a database for comprehensive analysis.

(5) Review completed IGARs handled by AMC IGs during systemic inspections.

(6) Provide Command trend analysis to the AMC Command Group on a biannual basis.

(7) Respond to requests under the Freedom of Information Act (FOIA) and serve as the AMC IG Activity focal point on FOIA matters.

(8) Process Acting Inspector General (AIG) nominations received from MSC/Separate Reporting Activity Commanders/ Directors and ensure AIGs are adequately trained to perform their duties.

b. Inspections Division:

(1) Conduct systemic and follow-up inspections at HQ AMC, MSCs, and subordinate installations/activities. Interface with Headquarters, Department of the Army (HQDA), other Major Commands, and other organizations as required.

(a) Identify inspection topics by evaluating and redefining potential issues, problems, or circumstances that affect mission performance. Annually prepare a list of proposed inspection topics and submit to the Commander, AMC for approval.

(b) Prepare an inspection plan for each inspection, to include objective, methodology, scope, scheduling of key events, sites to be visited with supporting rationale, etc.

(c) Conduct on-site interviews and review pertinent backup documents.

(d) Identify, document, and report root causes of problems and deficiencies. Recognize innovative methods of accomplishing Army/AMC tasks, functions, and operations.

(e) Assist inspected organizations/activities by providing information on how to improve operations and accomplish command objectives.

(f) Prepare and conduct briefings to senior management officials on inspection results/findings, conclusions and recommendations.

(g) Prepare reports of inspection results and provide to functional proponent for corrective action.

(2) Conduct intelligence oversight inspections. The AMC IG provides independent review of intelligence oversight activities and components within the Command in accordance with AR 381-10, U.S. Army Intelligence Activities and AR 20-1, Inspector General Activities and Procedures.

(3) Coordinate upcoming/ongoing IG inspections conducted by external oversight agencies, which impact AMC (e.g., DOD IG, HQDA IG, etc.):

(a) Keep AMC Commander, staff, and MSCs informed of emerging inspection issues periodically during the course of the inspection.

(b) Staff final reports for external inspections with AMC functional elements as appropriate.

(c) Monitor responses when required.

(4) Act as proponent for AMC-R 1-201, AMC Oversight Policy, and provide guidance for implementation. Maintain a database of HQ AMC inspections/visits for use in implementing this policy. Serve as the HQ AMC OIP Manager.

c. Administration and Support Office:

(1) Provide support to the AMC IG Activity in the areas of IG policy coordination, manpower and resource management to include budget planning and execution, civilian and military personnel management, automation planning and support, IG Network Administration, Management Controls Program administration, information systems security, property accountability, training, quality of life issues, IG initiatives, and special projects/tasks as directed within the Command, etc.

(2) Provide support to field IGs as needed in a variety of areas to include IG Network requirements and administration.

(3) Administer the conduct of video-teleconferences with the MSC IG community and other information sharing activities to share information of mutual interest/concern.

The proponent of this regulation is the Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, AMC, ATTN: AMCRM-O, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

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