

DEPARTMENT OF THE ARMY  
Wilmington District Corps of Engineers  
PO Box 1890  
Wilmington, NC 28402

SAWRM  
District Regulation  
No. 20-1-1

1 September 1982

COORDINATION OF INSPECTOR GENERAL ACTIVITIES

1. Purpose. To prescribe responsibilities and procedures governing Inspector General (IG) activities.
2. Scope. These instructions are applicable throughout the Wilmington District.
3. References:
  - a. AR 20-1, Inspector General Activities and Procedures.
  - b. OCE Supplement 1 to AR 20-1, Inspector General Activities and Procedures.
4. Discussion. Inspector General policies and procedures are defined in AR 20-1 and OCE Supplement 1 to AR 20-1. This DR does not change policy or procedures contained in those regulations.
5. Responsibilities.
  - a. The Chief, Resource Management Office (SAWRM), is assigned responsibility for overall coordination of Inspector General activities throughout the Wilmington District.
  - b. The Chief, Office of Administrative Services (SAWAS), is responsible for arranging and/or providing office space, filing cabinets, materials, typing support, transportation and motel/hotel reservations for the inspectors.
  - c. Chiefs, all divisions and offices, are responsible for insuring procedures outlined in para. 6 are adhered to and that suspense dates are met.
  - d. The Public Affairs Office (SAWPA) is responsible for preparation of the District Engineer's briefing.
  - e. All personnel are responsible for providing assistance to the IG team as requested.
6. Procedures. The following action will be taken upon notification of an IG review:

a. SAWRM-M will distribute prior year findings to appropriate organizations for updated status. SAWRM-M will compile status reports and provide data to the District Engineer, Deputy District Engineer, and Executive Assistant at least 15 working days prior to the inspection.

b. SAWRM-M will request information from the divisions/offices as specified by the IG. Data usually consists of a read-ahead package of responses to DAEN-IG circulars and other special interest items and a package to be presented the team upon arrival.

c. SAWRM-M will prepare letters to all employees announcing the IG complaint periods and insure all bulletin boards are also posted.

d. SAWRM-M will request the Chief, Office of Administrative Services, to provide the following:

- (1) Hotel/motel reservations
- (2) Office space
- (3) Materials (paper, pencils, etc.) and equipment
- (4) Typing support
- (5) Transportation from and to airport
- (6) Provide clean, serviced car(s) for team use and credit cards

e. SAWRM-M will notify SAWPA of requirement to develop the District Engineer's briefing. SAWPA will coordinate with the DE and also insure Conference Room is reserved, projector is operable, etc.

f. SAWRM-M will distribute IG Schedule to all staff elements and insure it is updated as needed.

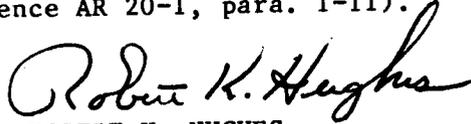
g. Each division/office chief will conduct review or management assistance visits prior to IG arrivals and certify that his/her organization has taken corrective action on prior year findings and that regulatory requirements are being adhered to. Certification will be provided SAWRM-M who will compile into package for DE's staff. Suspense dates will be adhered to.

h. SAWRM-M will provide IG team with local maps and list of restaurants in areas to be visited.

i. SAWRM-M will coordinate response to findings and insure suspense date is met. Chiefs of divisions/offices will provide status of corrective action taken or planned to be taken. RMO will be provided updated status reports as conditions are corrected. SAWRM-M will insure the DE's staff is provided updated status reports as soon as received.

j. SAWRM-M will maintain the official IG files except for portions designated as classified information. Portion of reports so designated will be maintained in SAWAS in classified safe.

k. IG findings and comments will be designated "Official Use Only" unless otherwise classified (reference AR 20-1, para. 1-11).



ROBERT K. HUGHES  
Colonel, Corps of Engineers  
Commanding

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