

2/1/30 Sept 76

DDI 600-61

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FROM: CDR MILPERCEN ALEX VA //DAPC-PSF-M//

TO: ALL HOLDERS OF INITIAL DISTRIBUTION AR 600-61,
COMMAND PERSONNEL MANAGEMENT INSPECTIONS

2/4/76

UNCLAS

SUBJ: Interim Change To AR 600-61

A. AR 600-61, Command Personnel Management Inspections, 7 Aug 73

- This change is being distributed through the publications pinpoint distribution system to all holders of AR 600-61 and is effective upon receipt.
- Add the following as the first item in table 4-1, Areas for command personnel management inspection:

"Area of inspection	Sample to be used	To compute
Enlisted Administrative Discharge System	Check up to maximum of 25 individuals and their records for enlisted personnel who are in the process of being discharged or pending	deficiency points-- Use the number of individuals/records checked."

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ALFORD W. GREEN, LTC, GS C/MPMB, 221-0508		UNCLASSIFIED	
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<i>Alford W. Green</i>			

DD FORM 173 DEC 70

REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED.

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separation board action.

Checks will be made at MILPO and unit levels.

3. Add the following to paragraph 5-2c:

"Deficiencies for the Enlisted Administrative Discharge System will be scored in the margin at the bottom of page 1, DA Form 3533-R and included in the entries for the Grand Totals."

4. Paragraph 5-3 is superseded as follows:

- "5-3. Summary of inspections. The CPMI team will prepare a narrative summary of the results of the inspection. The summary will:
 - a. Cite all areas requiring improvement. In those cases in which the ability to resolve a problem is beyond the capability of the organization being inspected, the headquarters that was required to, or failed to, initiate corrective action will be identified.
 - b. Contain a statement on the degree of compliance or noncompliance for all areas of inspection to include the Enlisted Administrative Discharge System.
 - c. Contain a numerical rating of the overall effectiveness of the inspected organization which will be translated into an adjectival rating of EXCELLENT, SATISFACTORY, or UNSATISFACTORY. DA Pam 600-7 provides guidance for numerical and

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adjectival ratings."

5. Paragraph 6-4h is superseded as follows:

"h. Courtesy copies of the narrative summary of all reports will be forwarded to HQDA (DAPC-PSF-M), 200 Stovall Street, Alexandria, VA 22332 when:

(1) A CPMI is completed.

(2) The visit is made in an assistance mode and the report contains comments on the Enlisted Administrative Discharge System."

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HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 7 August 1973

ARMY REGULATION
No. 600-61

PERSONNEL—GENERAL
COMMAND PERSONNEL MANAGEMENT INSPECTIONS

Effective 1 November 1973

This is a complete revision of AR 600-61. It changes the major Army field commands as defined in AR 16-5; changes designation of proponent; reduces minimum clearance for access to classified information for team chief; adds one new major category to be inspected; deletes and/or changes subcategories to be inspected; changes sample sizes for certain subcategories; and clarifies requirement for signature on indorsements of reports indicating an unsatisfactory rating. Local supplementation of this regulation is permitted. If supplements are issued, Army Staff agencies and major Army commands will furnish one copy of each to HQDA (DAPC-PSF-M) 200 Stovall Street, Alexandria, VA 22332.

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*This regulation supersedes AR 600 61, 18 October 1971.

CHAPTER 1

GENERAL

1-1. Purpose. This regulation establishes the responsibilities, scope, and procedures for conducting command personnel management inspections (CPMI) of Active Army units. It does not prohibit or replace the formal or informal inspections of personnel operations required by AR 600-8 and other inspections conducted at the discretion of commanders at any echelon.

1-2. Scope. a. This regulation applies to all Active Army units which have responsibility for any of the following actions:

(1) Maintenance of Military Personnel Records Jacket, US Army (MPRJ) (DA Form 201).

(2) Submission or processing of morning reports (DA Form 1) or other types of input documents under the Standard Installation/Division Personnel System (SIDPERS).

(3) Classification, assignment, and use of military personnel.

(4) Requisitioning or distribution of military personnel resources.

(5) Military personnel data reporting.

b. This regulation does not apply to ROTC or units of the Reserve components. This is not intended, however, to exclude those Active Army units and activities associated with either ROTC or Reserve units.

1-3. Explanation of terms. a. Major deficiency. An error, omission, or procedure which has a significant adverse impact on the identification, classification, management, or use of personnel resources; causes an improper award of or withdrawal of an individual's benefits; denies equitable opportunity and treatment of the individual; involves noncompliance or inaccurate compliance with directives and regulations resulting in a serious adverse impact on personnel readiness.

b. Moderate deficiency. An error which does not have the impact of a major deficiency but which must be corrected to increase the accuracy of information or improve the personnel procedure or action in question.

c. Minor deficiency. An error in manner of recording or reporting correct information. An example of a minor deficiency would be recording as a permanent entry something which is directed to be a temporary entry on the DA Form 20 (Enlisted Qualification Record) or DA Forms 2 and 2-1 (Personnel Qualification Records).

d. Acceptable standards. Compliance with current Department of the Army directives. In cases in which general guidance only is provided, an operating procedure that produced the desired results will be considered acceptable.

e. Deviations. Noncompliance with directives resulting in a deficiency.

1-4. Objective. The objective of the CPMI is to obtain for the commander an evaluation of the effectiveness of military personnel management and the identification of problems within his command.

1-5. Responsibilities. a. Commanders of major commands and field operating agencies (as shown on the Organization of the Department of the Army chart contained in AR 10-5), except US Army Criminal Investigation Command, are responsible for --

(1) Establishing permanent CPMI teams of adequate composition to insure accomplishment of the required annual CPMI.

(2) Insuring that units of their command receive CPMI in accordance with this regulation.

(3) Assigning personnel to the CPMI team on a permanent, primary duty basis.

b. Heads of DA agencies and commanders of US Army components of unified commands and activities or elements not included in *a* above are responsible for insuring that units under their command or operational control receive CPMI in accordance with this regulation.

c. Commanders specified above and heads of DA agencies may request assistance from each other in accomplishing CPMI based on geographi-

7 August 1973

cal considerations and economy of operations. Copies of agreements made under provisions of this paragraph will be forwarded to HQDA (DAPC-PSF-M) 200 Stovall Street, Alexandria, VA 22332.

d. Authority to delegate the accomplishment of CPMI below levels specified in a above rests with Department of the Army. Request will be submitted to HQDA (DAPC-PSF-M) 200 Stovall Street, Alexandria, VA 22332.

CHAPTER 2

INSPECTION POLICIES

2-1. Scheduling. *a.* Major emphasis will be directed toward the lowest level of command maintaining MPRJ (DA Form 201).

b. Units maintaining personnel files will receive a CPMI at least once each fiscal year. Commanders having responsibility for conducting CPMI are authorized to make the following exceptions:

(1) Exempt or defer CPMI when other inspections accomplish the objective of CPMI (para 1-4). This authority will be exercised when clearly warranted by the results of other inspections.

(2) Waive all or any part of the CPMI when the inspection would curtail the fulfillment of a unit's combat or combat support role under emergency or hostile conditions.

2-2. Announcement of inspection. The purpose of the CPMI is to provide a realistic evaluation of personnel management, support and services under normal operating conditions. Advance notification of inspection date will be held to the minimum practicable. Twenty-four hours is considered sufficient notice for most units. Additional time may be required to insure presence of appropriate personnel, to minimize disruption of operations, and when applicable, to verify security clearance of inspectors. Reasonable care should be exercised to avoid interference with important op-

erational and training requirements. Unannounced inspections are at the discretion of commanders.

2-3. Composition of inspection teams. *a.* The composition of the teams will be determined by the geographical area to be covered and the number and size of units to be inspected. The team will consist of a team chief of field grade rank or civilian of at least GS-12 level and sufficient team members (officers, enlisted personnel, and civilian employees) qualified in personnel procedures through either formal schooling or pertinent experience of at least 2 years.

b. Inspection teams will be established as permanent teams, staffed by personnel whose primary duty is the accomplishment of CPMI team activities. The CPMI program must be carried out within existing manpower and fund resources. These functions will not be accomplished by personnel detailed to the teams as an additional duty. As an exception, when inspecting units are supported by the Personnel Management and Accounting Card Processor (PERMACAP), Base Operating Information System (BASOPS), or SIDPERS, an additional member will be detailed from the servicing or nearest data processing activity.

c. Team chief and members will, as a minimum, be cleared in accordance with AR 604-5 for access to information classified SECRET.

CHAPTER 3

UNIT PREPARATION FOR INSPECTION

3-1. Instructions. Commanders conducting CPMI will publish directives establishing actions to be taken by units in preparation for an inspection once notification has been received.

3-2. Preparation actions. *a.* Upon notification of a forthcoming CPMI, all personnel records will be returned to the custodian and remain in place until the inspection has been terminated.

b. As exceptions to *a* above, the following records will not be returned to the custodian.

(1) Personnel records of personnel undergoing outprocessing.

(2) Patient records being held by medical facilities.

(3) Records which accompanied personnel on TDY.

c. Personnel involved in the administration of personnel functions will be made available to the

CPMI team during the inspection to the maximum extent possible.

d. Personnel will be made available in sufficient numbers to meet the sample size required in paragraph 4-4 for personal interviews. Substitution by name of selected interviewees will be at the discretion of the CPMI team. Personnel in a trainee, patient, or student status will normally be excluded from personal interviews, but may be included at the discretion of the CPMI team chief. When sufficient personnel cannot be made available for personal interview based on operational requirements or geographical location, the CPMI team chief may direct a desk audit of the sampled records in lieu thereof.

e. Inspected units will provide available administrative support to the CPMI team during the entire period of inspection.

CHAPTER 4

CONDUCT OF INSPECTIONS

4-1. General. CPMI will be accomplished by reviewing the operating procedures and files of military personnel offices, staff sections having personnel management responsibilities, and TOE/TD units, and by interviewing randomly selected officer and enlisted personnel of the inspected organization.

4-2. Scope of inspection. *a.* The following major categories of personnel operations will be inspected and rated:

- (1) Classification, use, and assignment of personnel.
- (2) Personnel records maintenance and accuracy.
- (3) Personnel accounting and data reporting.
- (4) The Army casualty system.
- (5) Enlisted evaluation, proficiency pay, and officer evaluation reports.
- (6) Promotion system.
- (7) Personnel actions.
- (8) Personnel readiness files.
- (9) PERMACAP.
- (10) BASOPS.
- (11) SIDPERS.
- (12) JUMPS-Army Surveillance Program.

b. Visits to TOE/TDA unit orderly rooms will be made to assess the adequacy of personnel management, service, and support.

4-3. Records and personnel selection. *a.* The selection of personnel to be surveyed, along with their records, will be made by the senior member of the CPMI team present, without influence from the inspected unit.

b. The random selection technique used must give every record an equal opportunity for selection in order to insure a reliable sampling.

c. In order to appraise a given phase of the operation adequately, it may become necessary to select specific records apart from, and in addition to, the sample size set forth in paragraph 4-4.

The necessity of selecting additional records will be at the discretion of the senior member of the CPMI team present.

4-4. Sample size. *a.* The number of personnel (with their records) to be surveyed will be determined separately for officers (including warrant officers) and enlisted personnel. The two separate samples will be based on the combined present operating strength (column 13f of the latest morning report(s)) for all units serviced by the inspected military personnel office. In a SIDPERS environment, strength information will be obtained from Part II of the latest Unit Manning Report.

b. The following sample size will be used.

<i>Number of personnel (Column 13f, DA Form 1 or Part II, Unit Manning Report)</i>	<i>Base sample</i>
50 or less.....	50 percent of total personnel
51-100.....	40 individuals
101-150.....	50 individuals
151-200.....	60 individuals
201-300.....	75 individuals
301-500.....	80 individuals
501-1,000.....	85 individuals
1,001-2,000.....	90 individuals
2,001-5,000.....	95 individuals
5,001 and over.....	100 individuals

c. The sample sizes listed in *b* above will give a statistically acceptable indication of the status of reviewed operations.

d. Table 4-1 provides a listing of areas to be inspected and samples to be used when reviewing the inspected areas. Also included are the factors to be used when computing the deficiency points. In these cases, the total number of deficiency points in subcategories will be divided by the number of records, forms, reports, or actions checked to determine rating for subcategory. When not specifically mentioned, the sample from *b* above will be used for computation of deficiency points.

Table 4-1. Areas for Command Personnel Management Inspection

<i>Area of inspection</i>	<i>Sample to be used</i>	<i>To compute deficiency points—</i>
Requisitions.....	Review all requisitions submitted during previous 4 months.	Use total line items reviewed.
Surplus reporting....	a. For units with 25 or less surplus reports, review all. b. For units with more than 25 surplus reports, review 50 percent, or a minimum of 25.	Use total surplus reports reviewed plus total number of individuals who have been determined to be surplus, but have not been reported.
Oversea assignment actions.	Review most current oversea assignment actions taken. Select one or more previous oversea assignment actions containing 10 or more names (if available) on which completed action should have occurred (availability month same as or immediately preceding inspection month). Review later oversea assignment actions for all actions taken.	Use total number of personnel oversea assignment actions reviewed.
Variable Reenlistment Bonus (VRB).	Review number of cases required for sample base (para 4-4b).	a. For units with strength of 151 or more, use total number of cases from the sample of individuals who have reenlisted for VRB. b. For units with strength of 150 or less, review all records and use total number of individuals reenlisted for VRB.
DA Form 1.....	a. Review 10 percent of all available morning reports submitted for permanent party personnel during previous 60 days. A minimum of five morning reports will be inspected; however, the sample will not exceed 100 morning reports. b. Under SIDPERS, review 10 percent of all change reports submitted for permanent party personnel during previous 60 days. These reports will be checked against applicable Personnel Data Cards, Personnel Transaction Registers by originator and unit, and the Unresolved Error Report.	Use number of morning reports inspected.
DA Form 1-1.....	Review DA Forms 1-1 submitted during last 120 days preceding inspection that were required on the sample base obtained in accordance with paragraph 4-4b.	Use total number of DA Forms 1-1 reviewed plus the number that should have been submitted on the sample base records but were not.

<i>Area of inspection</i>	<i>Sample to be used</i>	<i>To compute deficiency points—</i>
Military Personnel Rosters, RCS: CSGPA 1114.	Review rosters containing names of sample base personnel selected in accordance with paragraph 4-4b. Review two rosters for each name; the most recent "strength" and the most recent "audit" rosters will be used.	Use total lines reviewed.
Line of Duty (LD) investigations.	Review 50 percent of LD investigations. A minimum of five will be reviewed; however, the sample will not exceed 50 investigations.	Use number of investigations reviewed.
Casualty reporting.	Number of reports reviewed will be at discretion of CPMI team chief. This area may not be exempt even if volume or frequency of reports would not be conducive to a thorough review of procedures involved.	Use the number of reports reviewed.
Casualty document control.	Review DA Forms 201 from sample base determined in accordance with paragraph 4-4b for completeness and accuracy.	Use total number of DA Forms 201 reviewed.
Enlisted evaluation.	<ul style="list-style-type: none"> a. Review Enlisted Evaluation Transmittal Rosters (DA Form 2165-3) submitted for the previous test month (as scheduled in quarterly DA MOS evaluation test announcements). b. In SIDPERS environment, review the personnel eligible for MOS Evaluation, Parts I & II Roster; Enlisted Evaluation Notification Roster; and Enlisted Evaluation Transmittal Roster. 	<ul style="list-style-type: none"> a. For units with strength of 151 or more, use number of enlisted personnel eligible for testing from sample base (para 4-4b). b. For units with strength of 150 or less, screen all DA Forms 20 or DA Forms 2 and 2-1 and use all eligible personnel.
Proficiency pay.	Review number of cases required for sample base (para 4-4b).	<ul style="list-style-type: none"> a. For units with strength of 151 or more, use total number of cases from the sample base (para 4-4b) and determine those individuals who had or should have had a proficiency pay action at the current duty station. b. For units with strength of 150 or less, review all records and use the total number of cases of individuals who have had or should have had a proficiency pay action at the current duty station.
Officer Evaluation Reports (OER)	Review actions on OER completed within last 90 days as indicated on DA Forms 2876 or OER log. Use sample base of 20 percent.	Use total number of OER checked.

<i>Area of inspection</i>	<i>Sample to be used</i>	<i>To compute deficiency points—</i>
Officer promotion...	<p>a. Review all promotion actions to major (MC) and other AUS promotions to first lieutenant and CW2—</p> <ol style="list-style-type: none"> (1) Made during 30-day period preceding the inspection. (2) Of individuals who would be eligible for promotion to a grade shown above during 30-day period subsequent to start of the inspection. (3) Of individuals who would be eligible for promotion to a grade shown above subsequent to an established PCS departure date and should be affected prior to officer joining the new unit of assignment. <p>b. Review all promotion actions to first lieutenant and CW2, USAR—</p> <ol style="list-style-type: none"> (1) Made during 30-day period preceding the inspection. (2) Of individuals whose promotion eligibility date to a grade shown above is during 30-day period subsequent to start of the inspection. 	Use total number of promotion actions reviewed.
Promotion boards...	Review actions of the four most recently conducted promotion board proceedings.	Use number of promotion board proceedings reviewed.
Enlisted promotions and reductions.	<p>Review—</p> <ol style="list-style-type: none"> a. As a minimum 20 percent of the promotion packets of individuals on current promotion lists. b. All promotion lists. c. All promotion and reduction actions accomplished during previous 30-day period, to include quotas received against promotions made to grade E4 and the DA MOS cutoff scores against promotions made to E5 and E6. 	Use number of promotion packets, plus number of promotion and reduction actions checked.
Suspension of favorable personnel actions.	Review 50 percent of suspended records. A minimum of five will be reviewed; however, the sample will not exceed 50 records.	Use number of records reviewed.
Suspense actions....	Review, as a minimum, Personnel Suspense Card (DA Form 2431), the Personnel Suspense Roster (DA Form 2474), or the <i>SIDPERS</i> suspense roster listing for all individuals contained in the sample base (para 4-4b).	Use total number of individuals checked for suspense actions.
Readiness files.....	Review the number of files in accordance with formula in paragraph 4-4b.	Use number of files checked.

<i>Area of inspection</i>	<i>Sample to be used</i>	<i>To compute deficiency points—</i>
Documentation-----	Review all documents required to be maintained by the appropriate governing directives to support the ADP system.	Use number of documents checked plus number missing (if applicable).
Data capture-----	See DA Pam 600-7 for specific instructions.	Use number of data changes actually followed up plus number of DA Forms 201 checked for prepunched cards.
Error resolution-----	See DA Pam 600-7 for specific instructions.	Use total number of items checked.
Files maintenance---	Review each file that is required to be maintained by AR 680-4.	Use number of files required.
Edit and update programs.	Review all programs required by AR 680-4.	Use number of programs required.
Reports-----	Review most recent issue of each report required by AR 680-4.	Use number of reports required.
Strength accountability.	See DA Pam 600-7 for specific instructions.	Use total number of units checked.
Personnel data file audit.	See DA Pam 600-7 for specific instructions.	Use total number of DA Forms 201 reviewed.

CHAPTER 5

RECORDING, SCORING AND REPORTING

5-1. Recording inspection results. *a.* Deficiencies found during the inspection will be recorded in accordance with DA Pam 600-7.

b. All deficiencies noted during the inspection will be recorded on DA Form 3532 R (Command Personnel Management Inspection Worksheet), including PERMACAP, BASOPS, or SIDPERS, if applicable, regardless of responsibility for correction. Deficiencies beyond the capability of the unit to correct will not be scored against the unit if the unit has initiated appropriate action to bring the problem to the attention of the next higher echelon of command.

5-2. Scoring. *a.* Major deficiencies will be scored as 10 points.

b. Moderate deficiencies will be scored as 6 points.

c. Minor deficiencies will be scored as 1 point.

d. Deficiencies beyond the capability of the unit to detect or correct as outlined in paragraph 5-1 will be scored as zero.

e. All deficiencies will be scored on DA Form 3533-R (Command Personnel Management Inspection Score Sheet), to include totals for Category 9 from CPMI Score Sheet- PERMACAP Units (DA Form 3775-R), if applicable. Separate score sheets are also provided for BASOPS and SIDPERS environments. These forms are illustrated in DA Pam 600-7 and will be reproduced locally.

f. Deficiencies detected during the inspection may be eliminated at the discretion of the team chief if he is satisfied that corrective action was initiated prior to the date of the inspection.

g. Deficiencies given a point value of zero under *d* above will be scored separately using point values assigned in *a*, *b*, and *c* above, and a single total will

be shown in the narrative portion of the report. These points will not be recorded against the unit. They are intended only to provide a qualitative basis for analyzing the degree of support required from outside agencies to achieve desired standards of personnel management, support and service.

5-3. Summary of inspection. The CPMI team will prepare a narrative summary of the results of the inspection, citing all areas requiring improvement. In those cases in which the ability to resolve a problem is beyond the capability of the organization being inspected, the headquarters that was required to, or failed to, initiate corrective action will be identified. Narrative summaries will contain a numerical rating of the overall effectiveness of the inspected organization which will be translated into an adjectival rating of EXCELLENT, SATISFACTORY, or UNSATISFACTORY. DA Pam 600-7 provides guidance for numerical and adjectival ratings.

5-4. Critique. The CPMI team will conduct a critique of the inspection prior to departure from the inspected unit. Personnel present for the critique should include the commander and key personnel of the inspected unit. In addition, the commander, or his representative, from the next higher headquarters should be present when practicable. During the critique, the team chief and designated team members will explain the results of the ardas inspected, the weaknesses noted, and suggested corrective action. Indicated weaknesses will be factually supported. Vagueness and generalities will be avoided. The overall unit rating will be announced by the team chief at the end of the briefing. Personnel of the inspected unit should be encouraged to ask questions during the critique to clarify any points not understood.

CHAPTER 6

CORRECTIVE ACTION

6-1. Immediate action. Upon completion of the inspection, the commander of the inspected unit will take immediate action to correct all deficiencies discovered during the inspection which are within his capability to correct.

6-2. Excellent and satisfactory ratings. Nothing contained in this regulation shall preclude the CPMI team chief from recommending to the major commander that a unit be reinspected in any of the subcategories that do not meet acceptable standards even though a specific numbered category or overall rating is EXCELLENT or SATISFACTORY.

6 3. Unsatisfactory rating. Units receiving an UNSATISFACTORY rating will receive special consideration and attention by the headquarters directing the CPMI and all intervening subordinate headquarters with respect to immediate correction of the UNSATISFACTORY conditions. This consideration will include an appraisal of the unit to determine if lack of command interest or negligence were factors contributing to the UNSATISFACTORY condition. Units rated as UNSATISFACTORY will receive a reinspection within 90 days of the initial date by the CPMI team conducting the initial inspection. A second reinspection within 60 days of the first reinspection may be conducted. However, third and subsequent reinspections must be approved by HQDA. Necessary action to resolve UNSATISFACTORY conditions beyond the capability of the unit concerned will be a matter of review every 45 days by each succeeding level of command until corrective action has been completed. When specific recurrent deficiencies are determined to be the sole contributor to an UNSATISFACTORY rating, and these deficiencies are easily correctable within the capability of the unit, CPMI team chiefs are authorized to recommend to the major commander that a reinspection not be conducted.

6-4. Distribution of reports. The report of the inspection, with copies of associated inspection sheets, will be distributed as follows:

a. A draft copy of the inspection results and worksheets will be given to the commander of the

inspected unit prior to departure of the team. This information will be used by the commander to take immediate corrective action(s).

b. After command and staff evaluation, the headquarters responsible for the CPMI will forward the final report, with appropriate comments and instructions, through command channels to the unit inspected. The letter forwarding a CPMI report rated as SATISFACTORY to the inspected unit should be signed at a level no lower than the chief of staff of the command responsible for conducting the CPMI. The reports for UNSATISFACTORY units will not be handled as a routine matter, but will indicate command interest and emphasis. Therefore, the CPMI report should be signed by the commander or deputy commander.

c. The headquarters responsible for performing the CPMI will process the inspection reports, as appropriate, to insure that deficient areas beyond the control of the inspected units are corrected.

d. Where a CPMI is being performed by a major command for the head of a Headquarters, Department of the Army agency, the report will be forwarded to the head of the Department of the Army agency concerned for compliance with *b* and *c* above.

e. Where a CPMI is being performed by a major command for another command, as permitted under paragraph 1-5c, the report will be forwarded to the major command having operational control over the inspected unit for compliance with *b* and *c* above.

f. Copies of subsequent reinspections will be distributed in accordance with *a* through *e* above.

g. CPMI reports will be furnished the DA Military Personnel Management Teams during visits to activities to facilitate the identification of problem areas and allow for the concentration of efforts of the DA Military Personnel Management Teams to help resolve these problems.

h. Courtesy copies and supporting documents of all CPMI reports will be forwarded to HQDA (DAPC-PSF-M) 200 Stovall Street, Alexandria, VA 22332.

7 August 1973



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AR 600-61

The proponent agency of this regulation is the US Army Military Personnel Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) direct to HQDA (DAPC-P5F-M) 200 Stovall Street, Alexandria, VA 22332.

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