ECHELON II COMMAND INSPECTION STAFF INPUTS

The following products/documents must be forwarded electronically to NAVINSGEN no later than ___________.

1. COMMAND BRIEF (with speaker's notes if available).

2. Command Organizational Chart.

3. List of all Active Duty and Reserve Echelon III UICs under command’s cognizance.

4. Command's TOP ISSUES of concern (by CO/Directorate/Business line). Include:
   - What are the short/long term impacts of each issue? (Where applicable, the "impact" should be directly tied to mission performance or main business lines/processes.)
   - What are you doing to mitigate/resolve these issues?
   - How do you measure progress (metrics)?
   - What outside commands, activities, or organizations are currently engaged in helping resolve these issues?

5. Summary of recent OVERSIGHT INSPECTIONS OF SUBORDINATE (ECHELON III) COMMANDS, including significant findings (if applicable).

6. Results of the last two (staff) COMMAND CLIMATE ASSESSMENTS (Executive Summary only).

7. List of all NAVAUDIT, DODIG, and GAO reports for the last three years.

8. GMT and Civilian Mandatory Training status from FLTMPS.

9. Latest Shore Manpower Requirements Determination (SMRD) report.

10. The following instructions in PDF format if applicable:
    COOP; SECNAVINST 3030 Series
    MF&T; OPNAVINST 5440/5450 Series
    Current Command 1301 Instruction listing collateral duty assignments
    Command Security Instruction
    Emergency Action/destruct Plan
    OPSEC Instruction
    Personnel Security Instruction
    EKMS Instruction
SCIF Security Instruction

Physical Security and AT/FP Plan/Instruction

Information Assurance Manager Command Instructions/Policies

CISP (Counter Intelligence Support Plan)

IT Contingency Continuity Plan

Wireless Command Policy
POINTS OF CONTACT

Request points of contact (POCs) for each area listed below. NAVINSGEN Team Leaders will contact each command POC directly for additional information prior to arrival. Request the identified POCs be accessible prior to and throughout the visit.

**Mission Performance**
- Mission Readiness
- Command Communications/Relationships
- Total Force Management
- Military Manpower and Manning
- Civilian Personnel Management, HRO Support
- Military Training
- Civilian Training
- Command Security Programs
- Personnel Security
- Operations Security (OPSEC)
- Information Security (INFOSEC)

**Resource Management, Quality of Life, Community Support**
- Manager’s Internal Control Program
- Echelon III Oversight Process
- Government Commercial Purchase Card
- Government Travel Card Programs
- Asset and Property Management
- Operations / Material Budgets
- Command IG Functions
- Information Technology/Information Assurance/Information Management
- Personal Identifiable Information
- Command Climate, Quality of Work and Home Life Issues
- Sexual Assault Prevention and Response Program
- CMEO / EEO Programs
- Drug and Alcohol Abuse Prevention Programs
- Individual Medical Readiness / Post Deployment Health Reassessments
- Physical Fitness Programs
- Ethics Programs / Legal Services
- Voting Assistance Program

**Facilities, Safety, ATFP, Physical Security**
- Safety and Occupational Health
- Facilities Sustainment
- Environmental Management
- Energy Programs
- ATFP and Physical Security