



DEPARTMENT OF THE NAVY  
NAVAL INSPECTOR GENERAL  
1254 9TH STREET SE  
WASHINGTON NAVY YARD DC 20374-5006

IN REPLY REFER TO:

5040  
Ser N3/0586  
3 Jun 13

From: Naval Inspector General  
To: Distribution

Subj: FISCAL YEAR 2014 ECHELON II COMMAND INSPECTION AND  
REGIONAL AREA VISIT SCHEDULE

Ref: (a) SECNAVINST 5040.3A  
(b) SECNAVINST 5430.57G

Encl: (1) Naval Inspector General Fiscal Year 2014 Command  
Inspection and Regional Area Visit Schedule  
(2) Command Inspection Areas of Review  
(3) Area Visit Areas of Review  
(4) Command Inspection/Regional Area Visit Staff Inputs

1. References (a) and (b) task the Naval Inspector General (NAVINSGEN) with inspecting, investigating, assessing, and inquiring into any and all matters of importance to the Department of the Navy (DON) with particular emphasis on readiness. These areas include, but are not limited to: effectiveness, efficiency, discipline, morale, economy, ethics and integrity, environmental protection, safety and occupational health, medical and dental matters, physical security, information systems management, personnel support services, command relationships, organizational structures, and other issues affecting quality of (work) life. In doing so, NAVINSGEN is tasked with making appropriate evaluations and recommendations concerning operating forces afloat and ashore, and those Navy programs impacting readiness.

2. Enclosure (1) is the Fiscal Year 2014 Command Inspection and Regional Area Visit Schedule. This schedule specifies the due dates for requested command information.

3. Once on-site, the inspection team will review and assess the areas as outlined in enclosures (2) or (3) as applicable. It is important that key personnel and points of contact from your command be identified early enough to coordinate with our team leaders to prepare for the respective inspection or area visit.

4. Echelon II command inspections and area visits begin with the inspected command forwarding specific documents and products, as outlined in enclosure (4) prior to our arrival. These inputs serve to further our understanding of the command's overall mission, top readiness and resource issues, command

Subj: FISCAL YEAR 2014 ECHELON II COMMAND INSPECTION AND  
REGIONAL AREA VISIT SCHEDULE

climate, subordinate command (Echelon III) oversight process, and any additional issues, risks, or accomplishments the commander desires to forward for consideration. Additionally prior to arrival, NAVINSGEN will conduct an on-line survey of the command's military and civilian personnel to capture their views on "quality of work life," particularly relating to staff leadership, organizational communication, resource availability, equal opportunity and command climate. NAVINSGEN will conduct on-site focus groups during area visits and command inspections. For area visits there will be separate surveys for spouses of active duty military and military reserves. Specific details, including an Excel workbook of demographic information will be required 60 days prior to commencing the inspection or area visit. The workbook can be accessed at <http://www.ig.navy.mil/Divisions/Inspections/Inspections.htm>.

5. Questions or correspondence concerning this schedule may be addressed to the NAVINSGEN Inspections Division Director (N3), CAPT Tony Swain, at 1254 Ninth Street, SE, Washington Navy Yard, DC 20374-5006. Captain Swain may also be contacted at commercial (202) 433-6647, DSN 288-6647, facsimile (202) 433-3277, or e-mail at Anthony.w.swain@navy.mil.



J. P. WISECUP

Copy to:  
SECNAV  
UNSECNAV  
CNO  
VCNO  
DNS  
NAVAUDSVC WASHINGTON DC  
NAVCRIMINSVC WASHINGTON DC  
OCHR WASHINGTON DC

Distribution:  
BUMED WASHINGTON DC  
CHNAVPERS MILLINGTON TN  
CNIC WASHINGTON DC  
COMFLTTCYBERCOM FORT GEORGE G MEADE MD  
COMNAVSAFECEN NORFOLK VA  
COMNAVAIRSYS COM PATUXENT RIVER MD  
COMNAVAFACENCOM WASHINGTON DC  
COMNAVLEGSVCCOM WASHINGTON DC  
COMNAVRESFORCOM NORFOLK VA

Subj: FISCAL YEAR 2014 ECHELON II COMMAND INSPECTION AND  
REGIONAL AREA VISIT SCHEDULE

Distribution continued:

COMNAVSEASYS COM WASHINGTON DC  
COMNAVSPAWARSSYS COM SAN DIEGO CA  
COMNAVSPESWARCOM CORONADO CA  
COMNAVSPUSYS COM MECHANICSBURG PA  
COMOPTEVFOR NORFOLK VA  
COMPACFLT PEARL HARBOR HI  
COMUSFLTFORCOM NORFOLK VA  
COMUSNAVCENT BAHRAIN  
COMUSNAVEUR NAPLES IT  
COMUSNAVSO MAYPORT FL  
DIRSSP WASHINGTON DC  
FLDSUPPACT WASHINGTON DC  
NAVHISTHERITAGECOM WASHINGTON DC  
NAVPGSCOL MONTEREY CA  
NAVWARCOL NEWPORT RI  
NAVY BAND WASHINGTON DC  
NETC PENSACOLA FL  
ONI WASHINGTON DC  
USNA ANNAPOLIS MD  
USS CONSTITUTION CHARLESTOWN MA  
COMJTREG MARIANAS GU  
COMNAVDIST WASHINGTON DC  
COMNAVREG EURAFSWA NAPLES IT  
COMNAVREG JAPAN  
COMNAVREG KOREA SEOUL KOR  
COMNAVREG MIDLANT NORFOLK VA  
COMNAVREG MIDWEST GREAT LAKES IL  
COMNAVREG NW BANGOR WA  
COMNAVREG PEARL HARBOR HI  
COMNAVREG SE JACKSONVILLE FL  
COMNAVREG SW SAN DIEGO  
SINGAPORE AREA COORDINATOR

**NAVINGEN FISCAL YEAR 2014 COMMAND INSPECTION AND  
REGIONAL AREA VISIT SCHEDULE**

**COMMAND INSPECTIONS**

<u>COMMAND</u>	<u>ON SITE VISIT DATES</u>	<u>INPUTS DUE-ENCL (4)</u>
U.S. Fleet Cyber Command	13 – 24 Jan 14	2 Dec 13
U.S. Pacific Fleet	3 – 14 Mar 14	21 Jan 14
Naval Special Warfare Command	5 – 15 May 14	24 Mar 14
Naval Safety Center	16 – 20 Jun 14	5 May 14
U.S. Naval Academy	16 Sep – 2 Oct 14	5 Aug 14

**AREA VISITS**

<u>GEOGRAPHIC AREA INSTALLATIONS</u>	<u>ON SITE VISIT DATES</u>	<u>INPUTS DUE-ENCL (4)</u>
Naval District Washington (NAS Patuxent River & NSA South Potomac)	12 – 26 Nov 13	1 Oct 13
Hawaii (JB Pearl-Hickam, MCB Kaneohe, NIOC, NCTAMS, Barking Sands)	17 - 28 Mar 14	3 Feb 14
Navy Region Mid-West (NAVSTA Great Lakes)	29 Jul – 7 Aug 14	17 Jun 14

## COMMAND INSPECTION AREAS OF REVIEW

### Mission Performance

- Mission Readiness and Mission, Functions and Tasks
- Command Relationships and Communications (Internal and External)
- Strategic Plan
- Total Force Management
- Personnel Training and Qualifications
- Continuity of Operations (COOP)
- Command Security Program

### Facilities, Safety and Security

- Facilities Management
- Environmental
- Safety and Occupational Health (SOH)

### Resource Management/Quality of Life/Community Support

- Command Managed Equal Opportunity (CMEO)
- Equal Employment Opportunity (EEO)
- Sexual Assault and Response Program (SAPR)
- Suicide Prevention
- Command Individual Augmentee Coordinator Program (CIAC)
- Post Deployment Health Reassessment (PDHRA) rates
- Individual Medical Readiness (IMR)
- Legal/Ethics
- Navy Voting Assistance Program
- Command Drug and Alcohol Program
- Urinalysis Program
- Information Management/Information Technology
- Cyber Security Work Force (CSWF)
- Personally Identifiable Information (PII)
- Physical Readiness Program
- Command Evaluation and Review Program
- Managers' Internal Control Program
- Personal Property Management
- Command Inspection Program
- Government Commercial Purchase Card Program
- Government Travel Credit Card Program

### Brilliant on the Basics of Sailor Development

- Sailor Career Management Program
- Sponsorship Program
- Command Indoctrination Program

## AREA VISIT AREAS OF REVIEW

### Mission Performance

- Mission Readiness
- Command Relationships and Communications
- Total Force Management
- Personnel Training and Qualifications
- Command Security Programs
- Reserve Component Program

### Facilities, Safety and Security

- Facilities Management
- Environmental
- Energy
- Public Safety
- Antiterrorism and Force Protection (AT/FP) and Physical Security

### Resource Management/Quality of Life/Community Support

- Suicide Prevention
- Individual Medical Readiness (IMR)
- Command Individual Augmentee Coordinator (CIAC)
- Morale, Welfare and Recreation (MWR)
- Voting Assistance
- Legal and Ethics
- Command Managed Equal Opportunity (CMEO)
- Equal Employment Opportunity (EEO)
- Sexual Assault Prevention and Response (SAPR)
- Urinalysis, Drug and Alcohol Programs
- Cyber Security Workforce (CSWF)
- Personally Identifiable Information (PII)
- Physical Readiness Program
- Navy College Program
- Fleet and Family Support Center (FFSC)
- Shipboard Narcotics Inventory Control
- Navy Exchanges
- Commissaries
- Galleys
- Religious Programs
- Information Technology/Information Management
- Hazing Policy Training and Compliance

### Brilliant on the Basics of Sailor Development

- Sailor Career Management Program
- Sponsorship Program
- Command Indoctrination Program

**ECHELON II COMMAND INSPECTION / REGIONAL AREA VISIT**  
**STAFF INPUTS**

Request the following products/documents be forwarded electronically to NAVINSGEN no later than six weeks prior to the scheduled inspection/area visit date:

1. Copy of the COMMAND BRIEF (with speaker's notes if available).
2. Command's TOP ISSUES of concern (by Directorate/business line). Include:
  - a. 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.)
  - b. What is the Command doing to mitigate/resolve the issue?
  - c. How do you measure progress (metrics)?
  - d. What outside commands, activities, or organizations are currently engaged in helping resolve the issue?
3. Summary of recent OVERSIGHT INSPECTIONS OF SUBORDINATE (ECHELON III) COMMANDS including significant findings (if applicable).
4. Results of the last two (staff) COMMAND CLIMATE ASSESSMENTS (Executive Summary only).
5. List of all NAVAUDIT, DODIG, and GAO reports for the last three years
6. DIRECTOR/COMMANDER/COMMANDING OFFICER SUMMARY. Summarize the command's top issues, areas of greatest risk, and most significant accomplishments from the Director/Commander/Commanding Officer perspective.
7. POINTS OF CONTACT. Request points of contact (POCs) for each area listed in enclosure (2). 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.