

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/destroy 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