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
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.
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COMNAVREG PEARL HARBOR HI
COMNAVREG SE JACKSONVILLE FL
COMNAVREG SW SAN DIEGO
SINGAPORE AREA COORDINATOR
## COMMAND INSPECTIONS

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

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

Enclosure (3)
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.

Enclosure (4)