



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

IN REPLY REFER TO:

5040  
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5 Jun 12

From: Naval Inspector General  
To: Distribution

Subj: FISCAL YEAR 2013 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 2013 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 (NAVINGEN) 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, NAVINGEN 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 2013 Command Inspection and Regional Area Visit Schedule. This schedule also 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.

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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 then 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 Tom Slais, at 1254 Ninth Street, SE, Washington Navy Yard, DC 20374-5006. Captain Slais may also be contacted at commercial (202) 433-2268, DSN 288-2268, facsimile (202) 433-3277, or e-mail at [thomas.slais@navy.mil](mailto:thomas.slais@navy.mil). My inspections deputy is Ms. Alice Edwards who may be reached at commercial (202) 433-0934, DSN 288-0934, or e-mail at [alice.f.edwards@navy.mil](mailto:alice.f.edwards@navy.mil).

  
J. P. WISECUP

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**NAVINGEN FISCAL YEAR 2013 COMMAND INSPECTION AND  
REGIONAL AREA VISIT SCHEDULE**

**COMMAND INSPECTIONS**

<u>COMMAND</u>	<u>ON SITE VISIT DATES</u>	<u>INPUTS DUE-ENCL (4)</u>
Chief of Naval Personnel (BUPERS)	28 Nov – 12 Dec 12	15 Oct 12
Director, Strategic Systems Programs	24 Jan – 1 Feb 13	10 Dec 12
Commander, U.S. Pacific Fleet	25 Feb – 7 Mar 13	11 Jan 13
President, Naval War College	11 – 20 Jun 13	26 Apr 13
Commander, Navy Reserve Force	10 – 19 Sep 13	26 Jul 13

**AREA VISITS**

<u>GEOGRAPHIC AREA INSTALLATIONS</u>	<u>ON SITE VISIT DATES</u>	<u>INPUTS DUE-ENCL (4)</u>
Hawaii (JB Pearl-Hickam, MCB Kaneohe, NIOC & Barking Sands)	8 – 22 Mar 13	22 Jan 13
Naval District Washington - North Potomac (Arlington, Carderock, Naval Observatory)	6 – 17 May 13	22 Mar 13
NSWC Crane, IN	30 Jul – 7 Aug 13	14 Jun 13

## COMMAND INSPECTION AREAS OF REVIEW

### Mission Performance

- Mission Readiness and Mission, Functions and Tasks
- Strategic Planning
- Command Relationships and Communications (Internal and External)
- Military Manning and Manpower (AC/RC)
- Civilian Manning and Manpower (Human Resources - HR)
- Training
- Continuity of Operations (COOP)
- Command Security Program

### Facilities, Safety and Security

- Facilities
- Environmental
- Energy
- Safety and Occupational Health (SOH)
- Antiterrorism and Force Protection (AT/FP) and Physical Security

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

- Command Managed Equal Opportunity
- Equal Employment Opportunity
- Sexual Assault and Response Program (SAPR)
- Suicide Prevention
- Command Individual Augmentee Coordinator Program (CIAC), and Post Deployment Health Reassessment (PDHRA) rates
- Individual Medical Readiness (IMR)
- Legal/Ethics
- Voting Assistance Program
- Command Drug and Alcohol Program
- Urinalysis Program
- Information Management/Information Assurance
- 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

- Command Relationships and Communications
- Mission Readiness
- Military Manning and Manpower
- Civilian Manning and Manpower (Human Resources - HR)
- Fleet Support
- Training
- Command Security Programs
- Reserve Component Program

### Facilities, Safety and Security

- Facilities Management
- Military Construction (MILCON) and Sustainment, Restoration and Modernization (SRM)
- Environmental
- Utilities
- Energy
- Family and Unaccompanied Housing
- Vehicles and Equipment
- Safety and Occupational Health (SOH) Programs
- Antiterrorism and Force Protection (AT/FP) and Physical Security
- Emergency Management

### 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)
- Sexual Assault Prevention and Response (SAPR)
- Urinalysis, Drug and Alcohol Programs
- Cyber Security Workforce (CSWF)
- Personally Identifiable Information (PII)
- Physical Readiness Program (PRP)
- Navy College Program
- Fleet and Family Support Center (FFSC)
- Shipboard Narcotics Inventory Control

### 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 schedule inspection/review/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 are you 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.