



DEPARTMENT OF THE NAVY
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CNIC INSTRUCTION 11000.3

From: Commander, Navy Installations Command

Subj: ZONE INSPECTION PROGRAM

Ref: (a) OPNAVINST 3120.32D
(b) OPNAVINST 5100.23G

1. Purpose. To issue guidance on responsibilities and procedures for zone inspections on Navy bases and assigned special areas to ensure all facilities, regardless of Maintenance Unit Identification Code (MUIC), are maintained in a safe and functional condition in accordance with reference (a).

2. Background

a. Shore facilities represent an important and significant investment and readiness component that must be managed with the same degree of commitment, scrutiny, and support as are vessels, aircraft, and other weapons systems. Installation Commanding Officers (CO) require the same intimate knowledge of their facilities and their supported commands to enable the proper prioritization of available resources. Zone inspections are an inherent tool for understanding base appearance, facility condition, and facility configuration to document and facilitate proper operability, cleanliness, and state of preservation.

b. Establishing an enterprise-wide program is essential to ensuring the shore is capable of supporting the Warfighter in the execution of their mission. This program should not rely solely on the thoroughness of installation commanding officers, but the involvement of all tenant commands regardless of military service or resource sponsor, to ensure discrepancies are found, documented, prioritized, and corrected in a timely manner. This effort requires consistent active involvement of the entire chain of command to meet mission critical functions, while providing the best possible appearance to the military

personnel and civilians who live, work and play on the base, as well as our Nation.

c. Installation COs provide tenants with facilities and common support base operating services (e.g., security) in support of their mission. Inherent as part of any host-tenant agreement are basic tenant responsibilities to include building oversight, cleanliness, and assignment of a Building Manager, Emergency Manager, and Building Energy Monitor. While acting within those functions, that individual or individuals should be responsible for conducting zone inspections, reporting and tracking service calls, and coordinating with the assigned Facilities Management Specialist for all facilities issues. The Zone Inspection program reinforces the need for this involvement by ensuring that leadership has adequate visibility of existing living conditions. Zones are geographic sub-divided areas of the installation that can be based on multiple factors (e.g., occupant, mission, number of facilities).

3. Policy. Zone inspection programs shall address the following:

a. Identify equipment and materials not stowed properly or inadequately safeguarded. Special consideration should be given to general organization of materials, orderly appearance, continued need of supplies, and understanding of expiration dates, where applicable. This is especially true when inspecting containerized shipping units located on the installation.

b. Identify safety deficiencies per reference (b) and fire hazards (e.g., space heaters) for programmed correction. Secure equipment, operations, or areas that are considered hazardous or life threatening.

c. Identify hazardous material and waste stowage or operational processes that pose a threat to the environment. Special consideration should be given to storage facilities, re-use of items, and disposal criteria.

d. Identify maintenance deficiencies in facilities or structures that must be corrected. Special consideration should be given to the building envelope (e.g., roof, walls, windows,

doors), serviceability of pavements, traffic control markings, signage, and base signage.

e. Identify areas of the base that require attention to maintain exterior appearance. Special consideration should be given to appearance of common bulletin boards, limiting personal signage (e.g., yard sale signs on poles or in windows, welcome home signs), burned out exterior lights, entry control points, removal of unneeded bollards, rubber cones, snow fencing, signage, pallets, trip hazards, etc.

f. Identify interior appearance, material condition and configuration of facilities that require correction. Special consideration should be given to restrooms, energy conservation (e.g., use of personal appliances, thermostat settings), and intended space occupancy. This includes evaluating if the occupant's footprint has increased because of the availability of unoccupied areas.

g. Identify situations where the contractor performing functions (e.g., janitorial, preventive maintenance, grounds, etc.) may not be meeting contractual performance standards.

h. Identify security deficiencies for the handling/stowage of information, anti-terrorism criteria, and physical security of the facility.

i. The zone inspection program does not replace any existing facility, health, hygiene, safety and/or fire inspection. It is designed to enhance the installation's professional appearance, safety, management of repairs and oversight of the contractor performance evaluation process. However, Installation COs have the option to combine with other programs when it is determined to be cost beneficial. All spaces, areas and remote locations (e.g. Outlying Landing Field (OLF), Navy Operational Support Center (NOSC), Reserve Officer Training Corps (ROTC), etc.) of an installation should be visually inspected at least annually.

4. Action

a. Region Commanders shall:

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(1) Be responsible for overall readiness, material condition, and appearance of installations and special areas in their area of responsibility.

(2) Establish a Region Zone Inspection program in which each installation implements a Base Zone Inspection program within 6 months of the signature of this instruction.

(3) Review Base Zone Inspection program results during site visits.

(4) Approve in writing all assigned remote locations not included in the program (e.g., Overseas Government Owned Contractor Operated (GOCO)).

b. Commanders/Commanding Officers/Officer-In-Charge of units operating ashore, including joint bases/region, shall:

(1) Have overall responsibility for the oversight, maintenance, and repair actions for facilities and structures within their area of responsibility.

(2) Actively participate in zone inspections with the goal of conducting at least one per week.

(3) Ensure proper prioritization of all facility related zone inspection corrective actions with existing service call efforts in MAXIMO (software solution product that handles assessment management for the government).

(4) Maintain an auditable record indicating that all facilities and spaces have been inspected at least annually. Retain the records for a period of one year.

(5) Brief all tenant commands periodically on the requirements of tenant responsibilities to include building oversight, cleanliness, energy conservation, emergency management and zone inspection programs.

(6) Designate an Installation Zone Inspection Coordinator, in writing, with responsibilities as noted in Section 4.e below. This individual should be of suitable seniority and experience to coordinate this comprehensive

program across the entire installation to include remote sites and coordinate with tenant commands as required.

c. Executive Officer (XO), or equivalent on joint bases/region, shall ensure that all non-facility related discrepancies are corrected in a timely manner.

d. Command Senior Enlisted Leaders (SEL) or equivalent on joint bases/region shall:

(1) Be responsible for the overall cleanliness of facilities and surrounding grounds.

(2) Coordinate with tenant commands as needed.

e. Installation Zone Inspection Coordinators shall:

(1) Track and report on the correction of non-facility discrepancies weekly to the base Executive Officer.

(2) Develop a recurring schedule for zone inspections with teams comprised of, as a minimum, CO, XO, SEL, Emergency Manager, Fire, Safety, Air Ops/Port Ops/Security (as applicable), Public Works Officer (PWO), and Facility Management Specialists. Tenant command leadership and their assigned building manager are also expected to participate. All facilities should be reviewed annually.

(3) Ensure building managers are submitting identified deficiencies for correction within 5 business days following the inspection, to the responsible department or program and tracking them to completion. Building managers will be provided by the command or department using the preponderance of the facility.

(4) Provide previous Zone Inspection Deficiency Lists (ZIDL) for review by the Base Commanding Officer and inspecting team leaders.

(5) Identify sub-areas, within the command or base, for use as zones. Each zone designation will include a lead base department or tenant commands, as appropriate.

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(2) Provide technical assistance, energy consumption data, property record cards, space usage data sheet, MAXIMO and other facility-related information for sub-area being inspected, as required.

5. Financial. The responsible MUIC holder for the Class II real property is responsible for funding and prioritization of corrective actions.

6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV M-5210.1 of January 2012.



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