



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

IN REPLY REFER TO:

5040  
Ser N3/0630  
29 Aug 11

From: Naval Inspector General  
To: Distribution

Subj: FISCAL YEAR 2012 ECHELON II COMMAND INSPECTION, ECHELON  
II HEALTH AND COMFORT REVIEW, AND REGIONAL AREA VISIT  
SCHEDULE

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

Encl: (1) Naval Inspector General Fiscal Year 2012 Command  
Inspection, Health and Comfort Review, and Regional  
Area Visit Schedule  
(2) Areas of Review  
(3) Command Inspection/Health and Comfort Review/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. Furthermore, 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 2012 Command Inspection, Health and Comfort Review, 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 enclosure (2). 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, review or visit.

4. Echelon II command inspections, area visits and health and comfort reviews begin with the inspected command forwarding

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specific documents and products, as outlined in enclosure (3) 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, with the exception of Health and Comfort Reviews, 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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II HEALTH AND COMFORT REVIEW, AND REGIONAL AREA VISIT  
SCHEDULE

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**NAVINGEN FISCAL YEAR 2012 COMMAND INSPECTION, HEALTH AND  
COMFORT REVIEW, AND REGIONAL AREA VISIT SCHEDULE**

**COMMAND INSPECTIONS**

<u>COMMAND</u>	<u>ON SITE VISIT DATES</u>	<u>INPUTS (ENCL (3) DUE)</u>
Commander, Naval Legal Service Command	5 – 9 DEC 11	24 OCT 11
Director, Field Support Activity	9 – 13 JAN 12	28 NOV 11
Commander, Naval Air Systems Command	12 – 23 MAR 12	30 JAN 12
Commander, Office of Naval Intelligence	18 – 29 JUN 12	7 MAY 12
Chief of Naval Personnel (BUPERS)	11 – 25 SEP 12	30 JUL 12

**HEALTH AND COMFORT REVIEWS**

<u>COMMAND</u>	<u>ON SITE VISIT DATES</u>	<u>INPUTS (ENCL (3) DUE)</u>
Commander, U.S. Fleet Cyber Command	5 – 6 JUN 12	7 MAY 12

**AREA VISITS**

<u>GEOGRAPHIC AREA INSTALLATIONS</u>	<u>ON SITE VISIT DATES</u>	<u>INPUTS (ENCL (3) DUE)</u>
Washington D.C. (Washington Navy Yard, Anacostia, Naval Research Laboratory, & Suitland)	24 OCT – 4 NOV 11	12 SEP 11
South Texas (Corpus Christi, Kingsville)	6 – 17 FEB 12	27 DEC 12
Europe (Rota, Sigonella, Naples, & Souda Bay)	23 APR – 11 MAY 12	15 MAR 12
Washington (Whidbey Island, Kitsap, Everett, & Indian Island)	30 JUL – 17 AUG 12	15 JUN 12

Enclosure (1)

## AREAS OF REVIEW

### MISSION PERFORMANCE

- Strategic Planning
- Organizational Communication
- Echelon III Oversight (if applicable)
- Military Manning/Manpower - Civilian Personnel Management/HRO
- Mission Requirements/Resources (Mission, Functions, and Tasks (MF&T))
- Continuity of Operations Plan (COOP)
- Training
- Command Security
- Intelligence Oversight
- SCIF Security

### RESOURCE MANAGEMENT/QUALITY OF LIFE/COMMUNITY SUPPORT

- Command IG Functions/Hotline
- Manager's Internal Control Program
- Government Commercial Purchase Card (GCPC)/Government Travel Credit Card (GTCC) Programs
- Property Management
- Financial Management
- Information Technology/Management/Assurance (IT/IM/IA)
- Personally Identifiable Information (PII)
- Voting Assistance
- Quality of Life
- Health Services/Medical (Individual Medical Readiness (IMR)/Post-Deployment Health Re-Assessment (PDHRA))
- Physical Readiness Testing (PRT) Program
- Legal Services/Ethics Programs
- Drug and Alcohol Program Advisor (DAPA)
- Urinalysis Program
- Equal Opportunity (EO)/Command Managed Equal Opportunity (CMEO) Programs
- Sexual Assault Prevention and Response (SAPR) Program
- Ombudsman Support
- Brilliant on the Basics/Good Order and Discipline (Career Development/Command Indoctrination/Sponsorship) Programs

### FACILITIES MANAGEMENT/SAFETY/ANTI-TERRORISM/FORCE PROTECTION/ PHYSICAL SECURITY

- Facilities Sustainment
- Environmental Programs
- Energy Programs
- Anti-Terrorism/Force Protection and Physical Security
- Safety Programs
- Occupational Health

**ECHELON II COMMAND INSPECTION/HEALTH AND COMFORT**  
**REVIEW/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.
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.