BUPERS NOTICE 5040

From: Chief of Naval Personnel

Subj: COMMAND INSPECTION SCHEDULE FOR ACTIVITIES UNDER THE FUNCTIONAL CONTROL OF THE CHIEF OF NAVAL PERSONNEL

Ref: (a) SECNAVINST 5040.3A
(b) BUPERSINST 5450.55
(c) BUPERSINST 5040.2G

Encl: (1) CHNAVPERS IG Inspection Schedule
(2) Inspection Staff Inputs
(3) Command Inspection Areas of Review
(4) BUPERS Self-Assessment Guide

1. Purpose. To publish the proposed schedule of inspections to be conducted by the Chief of Naval Personnel (CHNAVPERS) Inspector General (IG) (BUPERS-00IG) in fiscal years (FY) 2018 through 2020.

2. Background. Per reference (a), the Department of the Navy (DON) Inspection Program requires periodic evaluations of subordinate commands and activities in the performance of assigned mission, functions, and tasks. The CHNAVPERS IG will conduct command inspections (CI) of subordinate commands and activities per references (a) through (c).

3. Inspection Dates. Enclosure (1) is the proposed schedule of CIs to be conducted by CHNAVPERS IG. Dates listed are approximate and are provided for planning purposes. Specific dates will be coordinated with the commands and activities to be visited. Announcement letters will be provided approximately 6 months in advance of the actual on-site inspection date to facilitate the pre-inspection requirements. A detailed itinerary will be provided 1 month prior to the on-site inspection.

4. Process. The CI begins with the inspected command or activity forwarding specific documents and products, as detailed in enclosures (2) through (4), as applicable, and in the announcement letter that the IG sends to commands prior to the visit. These inputs serve to further the IG’s understanding of the command’s overall mission, readiness, top challenges, command climate, and any additional issues or risks the commanding officer (CO), officer in charge (OIC), or director desires to forward for consideration. Prior to arrival, CHNAVPERS IG will conduct an online survey of the command’s military and civilian personnel to capture their
views on quality of life, particularly relating to staff leadership, organizational communication, resource availability, equal opportunity, and command climate. CHNAVPERS IG will also conduct onsite focus groups during the inspection.

5. Records Management. Records created as a result of this notice, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

6. Cancellation Contingency. This notice may be retained for reference purposes and will remain in effect until the next notice of the same subject is issued, or for 1 year, whichever occurs first.

R. A. BROWN
Deputy Chief of Naval Personnel

Releasability and distribution:
This notice is cleared for public release and is available electronically only via BUPERS Website, http://www.npc.navy.mil.
**CHNAVPERS IG INSPECTION SCHEDULE**

**FY-18**

<table>
<thead>
<tr>
<th>COMMAND</th>
<th>ON SITE VISIT DATES</th>
<th>INPUTS DUE (enclosure (2))</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Support Detachment (PSD) Pensacola</td>
<td>Apr 2018</td>
<td>Feb 2018</td>
</tr>
<tr>
<td>PSD Pearl Harbor</td>
<td>Jun 2018</td>
<td>Apr 2018</td>
</tr>
<tr>
<td>Naval Consolidated Brig (NAVCONBRIG) Miramar Det</td>
<td>Jun 2018</td>
<td>Apr 2018</td>
</tr>
<tr>
<td>Pearl Harbor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAVCONBRIG Miramar</td>
<td>Aug 2018</td>
<td>Jun 2018</td>
</tr>
<tr>
<td>NAVCONBRIG Miramar Det</td>
<td>Sep 2018</td>
<td>Jul 2018</td>
</tr>
<tr>
<td>Navy Corrections Liaison Office</td>
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**FY-19 (TENTATIVE)**

<table>
<thead>
<tr>
<th>COMMAND</th>
<th>ON SITE VISIT DATES</th>
<th>INPUTS DUE (enclosure (2))</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navy Manpower Analysis Center</td>
<td>Nov/Dec 2018</td>
<td>Sep 2018</td>
</tr>
<tr>
<td>My Navy Career Center Norfolk</td>
<td>Apr/May 2019</td>
<td>Feb 2019</td>
</tr>
<tr>
<td>NAVCONBRIG Chesapeake</td>
<td>Jun 2019</td>
<td>Apr 2019</td>
</tr>
<tr>
<td>Navy-Marine Corps Appellate Leave Activity</td>
<td>Aug/Sep 2019</td>
<td>Jun 2019</td>
</tr>
<tr>
<td>PSD Washington</td>
<td>Aug/Sep 2019</td>
<td>Jun 2019</td>
</tr>
</tbody>
</table>
# FY-20 (TENTATIVE)

<table>
<thead>
<tr>
<th>COMMAND</th>
<th>ON SITE VISIT DATES</th>
<th>INPUTS DUE (ENCL 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSD Lemoore</td>
<td>Feb 2020</td>
<td>Dec 2019</td>
</tr>
<tr>
<td>NAVCONBRIG Charleston</td>
<td>Apr 2020</td>
<td>Feb 2020</td>
</tr>
<tr>
<td>PSD Yokosuka, Japan</td>
<td>Jun 2020</td>
<td>Apr 2020</td>
</tr>
<tr>
<td>PSD Kitsap</td>
<td>Aug 2020</td>
<td>Jun 2020</td>
</tr>
<tr>
<td>PSD San Diego</td>
<td>Sep 2020</td>
<td>Jul 2020</td>
</tr>
</tbody>
</table>
INSPECTION STAFF INPUTS

1. Current organizational chart and personnel roster (to include position title, rank/grade, supervisory status, and telephone and e-mail directory).

2. List (5215 index only) of all local directives (instructions and notices), standard operating procedures (SOP) or policy documents, and a collateral duties list.

3. Any readily available (do not create for us) recent background papers, which might describe the command’s history, budget issues, or address any other additional major management issues.

4. Command’s governing mission, functions and tasks (MFT) instruction.

5. Demographics datasheet.

6. Top command issues or areas of greatest risk:
   a. What are the short and long term impacts of each issue or concern? (Where applicable, the impact should be directly tied to mission performance or main business lines/process.)
   b. What are you doing to resolve the issue?
   c. How do you measure progress?
   d. What commands, activities, or organizations (external to you) are currently engaged in helping resolve this issue?

7. Significant accomplishments.

8. Surveys – electronic version of the command’s last two command climate surveys/assessments.

9. Summary of most recent self-assessment or self-inspection results.

10. Command in-brief with speaker notes. Should include:
    b. Analysis of governing MFT instruction (Is it accurate? Are any functions or tasks no longer performed? Are any new required functions or tasks not listed?);
    c. Unique challenges; other important items for situational awareness; and
    d. Perception of workforce concerns (i.e., What the CO, OIC, or director thinks his or her employees think or worry about).

Enclosure (2)
COMMAND INSPECTION AREAS OF REVIEW

Mission Performance Functions and Programs
- Command Relationships and Communication
- Continuity of Operations Planning/Disaster Preparedness
- Manpower Management
- Mission Readiness/Mission, Functions, and Tasks
- Strategic Planning

Mission Support Functions and Programs
- Casualty Assistance Calls Program
- Civilian Equal Employment Opportunity
- Civilian Recognition/Awards Program
- Civilian Performance Appraisal Program
- Civilian Personnel Management
- Civilian Position Descriptions
- Civilian Training and Education
- Command Managed Equal Opportunity Program
- Correspondence Management Program
- Directives Management Program
- Drug-Free Workplace Program
- Forms Management Program
- Fraud, Waste, and Abuse Awareness
- Freedom of Information Act (FOIA) and Privacy Act (PA)
- Legal Services/Ethics
- Managers’ Internal Control Program
- Navy Voting Assistance Program
- Public Affairs Matters
- Records Management Program
- Transportation/Government-Leased Vehicles
- Victim and Witness Assistance Program

Resource Management
- Budget Formulation and Execution
- Business Process Standardization
- Civilian Time and Attendance
- Contract Management
- Financial Management/Comptroller
- Government Commercial Purchase Card Program
- Government Travel Charge Card Program
- Government Travel Program – Travel Management
- Property Management Program/Defense Property Accountability System (DPAS)
- Small Purchases
- Supply Support

Enclosure (3)
COMMAND INSPECTION AREAS OF REVIEW (continued)

**Information Technology/Cybersecurity**
- Cybersecurity
- Information Technology
- IT Systems Certification and Accreditation
- Privacy Program

**Security Program**
- Key Control Program
- Industrial Security
- Insider Threat Program
- Operations Security (OPSEC)
- Personnel/Information Security
- Physical Security/Antiterrorism and Force Protection
- Special Security Program

**Facilities, Safety and Environmental**
- Energy Conversation Program
- Environmental
- Facilities Maintenance
- Hazardous Material Program
- Industrial Shops (Brigs)
- Safety and Occupational Health Program

**Quality of Life Programs**
- Command Individual Augmentee Coordinator
- Deployment Health Assessments
- Drug and Alcohol Abuse Prevention and Control
- Family Advocacy Program
- Family Care Plan
- Hazing Compliance and Training
- Individual Medical Readiness
- Morale, Welfare, and Recreation Funds Control/Unit Recreation Funds
- Navy Community Service Program
- Personal Financial Management Program
- Physical Readiness Program
- Sexual Assault Prevention and Response Program
- Suicide Prevention Program
- Tobacco Cessation Program
- Urinalysis Program
COMMAND INSPECTION AREAS OF REVIEW (continued)

*Command and Sailor Programs*

- Command Indoctrination Program
- Command Career Counselor Program
- Command Good Order and Discipline
- Collateral Duties Management
- CPO 365
- Enlisted Evaluations/Counseling
- Military Education and Training
- Military Leave Accounting
- Officer Fitness Reports /Counseling
- Ombudsman Program
- Outside Employment of Military Personnel
- Overseas Screening
- Personnel Tempo (PERSTEMPO)
- Sailor Career Management Program
- Sailor Recognition
- Sponsorship Program
- Transition Goals, Plans, Success
- Watch Bill Program
BUPERS SELF-ASSESSMENT GUIDE

In preparation for the CHNAVPERS Inspector General (IG) command inspection (CI), commands and activities must conduct a self-assessment of each functional area, to include all collateral duty responsibilities. The IG conducts CIs based on compliance with regulatory guidance located in various directives, regulations, and laws.

A sample form follows. When assigning an overall status of your functional area, use Red (0-49 percent compliant), Yellow (51-75 percent compliant) and Green (76-100 percent compliant) as a scoring convention and using the shape-fill area in PowerPoint to select the appropriate color in the status box located in the upper right corner of the slide. This determination will be based using the subject matter expert’s best judgment centered on self-assessments against established standards, directives, and checklists. NOTE: It is important to be objectively honest with the status of your compliance area. Do not unrealistically score the area too high or too low. The goal is to have a “no surprise” inspection, so your best judgment is needed. The two-fold purpose of the self-assessment is:

1. To provide a guide for a critical assessment of operational and material readiness and effectiveness and efficiency, with an emphasis on metrics and feedback systems that are being used to evaluate success, and the verification of compliance with all regulatory guidance; and

2. To provide a potential framework for future day-to-day command management.

In completing the self-assessment, each functional area must be examined within the context of the following:

a. Policies and Guidelines. List all overarching regulatory guidance that dictates how the business is intended to be executed.

b. Key Processes and Tools. These are those specific items utilized to ensure your program is being managed properly.

c. Program Successes. These are goals and achievements that outline successful events and efforts.

d. Program Challenges, Issues, and Risks. These are the issues and challenges to executing a fully compliant program. These are big picture issues that require efforts from outside BUPERS.

e. Key Indicators (Metrics). These are the tools used to ensure or verify your successful efforts at ensuring total program compliance.

f. Opportunities for Improvement. These are the local hurdles that you have to overcome that are currently precluding you from being able to have a fully compliant program.