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) 2019 through 2021.

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) and in an announcement letter sent 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

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

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.

[Signature]

J. W. HUGHES
Deputy Chief of Naval Personnel

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

**FY-19**

<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) Kitsap</td>
<td>18 - 25 Apr 2019</td>
<td>Jan 2019</td>
</tr>
<tr>
<td>PSD Everett</td>
<td>2 – 10 May 2019</td>
<td>Jan 2019</td>
</tr>
<tr>
<td>Naval Consolidated Brig (NAVCONBRIG) Chesapeake</td>
<td>18 – 26 July 2019</td>
<td>Mar 2019</td>
</tr>
<tr>
<td>PSD New London</td>
<td>12 - 20 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>Navy Manpower Analysis Center</td>
<td>5 -13 Dec 2019</td>
<td>Sep 2019</td>
</tr>
<tr>
<td>NAVCONBRIG Charleston</td>
<td>Apr 2020</td>
<td>Jan 2020</td>
</tr>
<tr>
<td>PSD Charleston</td>
<td>Apr 2020</td>
<td>Jan 2020</td>
</tr>
<tr>
<td>PSD Atsugi</td>
<td>Jun 2020</td>
<td>Mar 2020</td>
</tr>
<tr>
<td>PSD Yokosuka</td>
<td>Jun 2020</td>
<td>Mar 2020</td>
</tr>
<tr>
<td>PSD North Island</td>
<td>Sep 2020</td>
<td>Jun 2020</td>
</tr>
<tr>
<td>PSD San Diego</td>
<td>Sep 2020</td>
<td>Jun 2020</td>
</tr>
<tr>
<td>PSD Afloat West</td>
<td>Sep 2020</td>
<td>Jun 2020</td>
</tr>
</tbody>
</table>
## FY-21 (TENTATIVE)

<table>
<thead>
<tr>
<th>Command</th>
<th>On-Site Visit Dates</th>
<th>Inputs Due (Encl. 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navy Pay and Personnel Center</td>
<td>Nov 2020</td>
<td>Aug 2020</td>
</tr>
<tr>
<td>My Navy Career Center Memphis</td>
<td>Feb 2021</td>
<td>Nov 2020</td>
</tr>
<tr>
<td>Travel Processing Center</td>
<td>Feb 2021</td>
<td>Nov 2020</td>
</tr>
<tr>
<td>NAVCONBRIG Miramar</td>
<td>Apr 2021</td>
<td>Jan 2021</td>
</tr>
<tr>
<td>NAVCONBRIG Miramar Detachment (Det) Navy Corrections Liaison Office Bremerton</td>
<td>Jun 2021</td>
<td>Mar 2021</td>
</tr>
<tr>
<td>NAVCONBRIG Miramar Det Joint Base Lewis-McChord, Fort Lewis</td>
<td>Jun 2021</td>
<td>Mar 2021</td>
</tr>
<tr>
<td>My Navy Career Center Norfolk</td>
<td>Sep 2021</td>
<td>Jun 2021</td>
</tr>
<tr>
<td>PSD Afloat East</td>
<td>Sep 2021</td>
<td>Jun 2021</td>
</tr>
<tr>
<td>PSD Oceana</td>
<td>Sep 2021</td>
<td>Jun 2021</td>
</tr>
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INSPECTION STAFF INPUTS

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

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

3. Any readily available recent background papers (do not create for us), 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
   d. Perception of workforce concerns (i.e., what the CO, OIC, or director thinks his or her employees think or worry about).
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)
Information Technology (IT)/Cybersecurity
  Cybersecurity
  IT
  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
  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 and Sailor Programs
Command Indoctrination Program
Command Career Counselor Program
Command Good Order and Discipline
Collateral Duties Management
Sailor 360
Individual Medical Readiness
Command Individual Augmentee Coordinator

Command and Sailor Programs (continued)
Deployment Health Assessments
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
Single Sailor Program
Sailor Recognition
Sponsorship Program
Transition Goals, Plans, Success
Watch Bill Program
BUPERS SELF-ASSESSMENT GUIDE

1. 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.

2. 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:

   a. 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

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

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

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

   b. Key Processes/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.
1. Policies/Guidelines

2. Key Processes/Tools

3. Program Successes

4. Program Challenges/Issues/Risks

5. Key Indicators (Metrics)

6. Opportunities for Improvement

KEY: Red = 1 – 49% Yellow = 51 – 75% Green = 76 – 100% Current as of: [Date]