



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

Canc frp: Jan 2020

BUPERSNOTE 5040
BUPERS-00IG
22 Jan 2019

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

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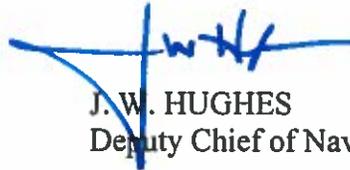
views on quality of life, particularly relating to staff leadership, organizational communication, resource availability, equal opportunity, and command climate. CHNAVPERS IG will also conduct onsite focus groups during the inspection.

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.



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

<u>COMMAND</u>	<u>ON-SITE VISIT DATES</u>	<u>INPUTS DUE (enclosure (2))</u>
Personnel Support Detachment (PSD) Kitsap	18 - 25 Apr 2019	Jan 2019
PSD Everett	2 – 10 May 2019	Jan 2019
Naval Consolidated Brig (NAVCONBRIG) Chesapeake	18 – 26 July 2019	Mar 2019
Navy-Marine Corps Appellate Leave Activity	22 – 30 Aug 2019	May 2019
PSD New London	12 - 20 Sep 2019	Jun 2019

FY-20 (TENTATIVE)

<u>COMMAND</u>	<u>ON-SITE VISIT DATES</u>	<u>INPUTS DUE (ENCL 2)</u>
Navy Manpower Analysis Center	5 -13 Dec 2019	Sep 2019
NAVCONBRIG Charleston	Apr 2020	Jan 2020
PSD Charleston	Apr 2020	Jan 2020
PSD Atsugi	Jun 2020	Mar 2020
PSD Yokosuka	Jun 2020	Mar 2020
PSD North Island	Sep 2020	Jun 2020
PSD San Diego	Sep 2020	Jun 2020
PSD Afloat West	Sep 2020	Jun 2020

FY-21 (TENTATIVE)

<u>COMMAND</u>	<u>ON-SITE VISIT DATES</u>	<u>INPUTS DUE (ENCL 2)</u>
Navy Pay and Personnel Center	Nov 2020	Aug 2020
My Navy Career Center Memphis	Feb 2021	Nov 2020
Travel Processing Center	Feb 2021	Nov 2020
NAVCONBRIG Miramar	Apr 2021	Jan 2021
NAVCONBRIG Miramar Detachment (Det) Navy Corrections Liaison Office Bremerton	Jun 2021	Mar 2021
NAVCONBRIG Miramar Det Joint Base Lewis-McChord, Fort Lewis	Jun 2021	Mar 2021
My Navy Career Center Norfolk	Sep 2021	Jun 2021
PSD Afloat East	Sep 2021	Jun 2021
PSD Oceana	Sep 2021	Jun 2021

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:
 - a. Command's mission, self-assessment of mission performance, performance metrics, and mission challenges
 - 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

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 Conservation 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.



DRAFT // PRE-DECISIONAL

Enter Title



STATUS

1. Policies / Guidelines

4. Program Challenges / Issues / Risks

2. Key Processes / Tools

5. Key Indicators (Metrics)

3. Program Successes

6. Opportunities for Improvement

KEY:

Red = 1 - 49%

Yellow = 51 - 75%

Green = 76 - 100%

Current as of: [Date]

1