



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
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CNICINST 5040.4
N00G
31 Aug 2012

CNIC INSTRUCTION 5040.4

From: Commander, Navy Installations Command

Subj: REPORTING PROCESS IN RESPONSE TO NAVAL INSPECTOR GENERAL
AREA VISITS

Ref: (a) SECNAVINST 5040.3A
(b) SECNAVINST 5430.57G
(c) CNICINST 5430.1

1. Purpose. To establish the Commander, Navy Installations Command (CNIC) policy and assigned responsibilities for reporting procedures in response to Naval Inspector General (NAVINSGEN) Area Visits. This instruction applies to all CNIC Headquarters (HQ) N-Codes, Special Assistants (SAs), regions, and installations.

2. Background

a. References (a) and (b) task 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.

b. The main focus of NAVINSGEN Area Visits is to evaluate readiness and quality of life (QOL) for the Fleet, Fighter, and Family with a secondary focus on ensuring implementation and compliance of statutory and regulatory programs. Unlike a command inspection, which focuses on a specific Echelon II command's internal functions, NAVINSGEN Area Visits focus on readiness, fleet support, and QOL for all Navy activities, installations and tenant commands, in a geographic region.

3. Policy

a. In accordance with reference (c), the External Oversight/Audit Liaison function was established as a sub-function of the CNIC IG Oversight Program. The External Oversight/Audit Liaison serves, in part, as the liaison between NAVINSGEN and CNIC/Region staff during NAVINSGEN Area Visit planning, implementation, follow-up, and the reporting process.

b. NAVINSGEN is responsible for conducting readiness and QOL Area Visits to Navy regions and installations worldwide as directed by reference (a). NAVINSGEN is also responsible for issuing Area Visit Reports to senior Navy leadership with objective assessments of readiness, fleet support, and QOL that cut across command boundaries and component lines to identify Navy-wide concerns.

4. Responsibilities

a. CNIC Office of Inspector General (OIG) is responsible for:

(1) Serving as the liaison between NAVINSGEN, the CNIC staff, and Region IGs and for providing coordinated responses to NAVINSGEN Area Visit reports in a timely manner.

(2) Granting approval, as necessary, to Region IGs to coordinate directly with NAVINSGEN.

b. CNIC HQ N-Codes, SAs, and Region IGs are responsible for providing points of contact (POCs) to the CNIC OIG for addressing CNIC specific actions identified in Area Visit reports and issue papers.

c. Region IGs are responsible for coordinating and providing requested support to NAVINSGEN during all aspects of Area Visits within their Region.

d. CNIC HQ and Regions, if requested by NAVINSGEN, are required to provide personnel to augment Area Visit teams. CNIC HQs and Regions are responsible for any costs associated with travel and per diem associated with the period of augmentation in accordance with reference (b).

5. Action

a. CNIC IG shall:

(1) Provide CNIC senior leadership, to include N-Codes and SAs, with the following documents and reports when published:

(a) Annual NAVINSGEN Echelon II Area Visit Schedule;

(b) Initial findings from Area Visit exit briefs;

(c) NAVINSGEN Quicklook message; and,

(d) NAVINSGEN Area Visit final report.

(2) Provide CNIC N-Codes/SAs with copy of the Area Visit final report, assigning specific responsibilities for addressing findings and recommendations identified in formal issue papers contained therein.

(3) Brief the CNIC Commander and Deputy Commander on Area Visit findings and recommendations upon receipt of the Area Visit final report.

(4) Ensure N-codes, SAs, and Regions identify POCs to address findings and recommendations associated with the Area Visit report issue papers.

(5) Provide coordination between CNIC POCs and NAVINSGEN to address Area Visit findings and recommendations identified in issue papers, until closure.

b. CNIC N-Codes/SAs and Region Commanders (REGCOMs) shall:

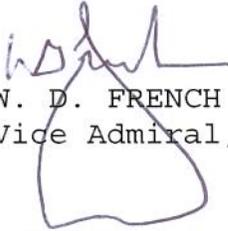
(1) Identify POCs to CNIC IG that are responsible for addressing the Area Visit report and coordinating respective code responses to the findings and recommendations, as assigned by CNIC IG.

(2) Provide responses for each applicable recommendation, along with supporting documentation, to include plans of action, milestones, and implementing directives, to the CNIC IG.

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(3) Provide quarterly responses on assigned findings and recommendations to the CNIC IG until NAVINSGEN determines all actions are complete and requires no further reporting.

6. Forms. All responses for open Area Visit Reports are to be provided to CNIC OIG using OPNAV Form 5040/2 (11-1968), Implementation Status Report. An electronic version of the OPNAV Form 5040/2 may be downloaded from the NAVINSGEN website at www.ig.navy.mil, in the Downloads and Publications Folder, titled Forms Folder, Implementation Status Report.


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