



DEPARTMENT OF THE NAVY

NAVAL INTELLIGENCE COMMAND
4600 SILVER HILL ROAD
WASHINGTON, D.C. 20389

NAVINTCOMINST 5040.2^{IN REPLY REFER TO}
NIC-00Z

JUN 13 1985

NAVINTCOM INSTRUCTION 5040.2

From: Commander, Naval Intelligence Command

Subj: NAVAL INTELLIGENCE COMMAND INSPECTION PROGRAM FOR
COMMANDER, TASK FORCE 168

Ref: (a) OPNAVINST 5040.7J

Encl: (1) COMNAVINTCOM Command Inspection Procedures
(2) Inspection schedule of Commander, Task Force 168
Detachments

1. Purpose. To establish procedures for conducting the Naval Command Inspection Program within Task Force 168.

2. Background. Reference (a) requires that COMNAVINTCOM, as a designated Immediate Superior In Command (ISIC), inspect each of his component commands at least triennially. This requirement also applies to all detachments of Commander, Task Force 168.

3. Objectives. This program is intended to:

a. Ensure the readiness, effectiveness, efficiency, and general ability of inspected commands to perform their mission.

b. Recommend appropriate action to correct deficiencies.

4. Command Inspection Procedures. Enclosure (1) contains the procedures used by COMNAVINTCOM during command inspections.

5. Scheduling. The general inspection schedule for Task Force 168 echelon 4 and 5 detachments is listed in enclosure (2).

6. Action. The Deputy Commander (NIC-00B) normally serves as the Chief Inspector during Task Force 168 echelon 4 and 5 inspections. The NAVINTCOM Inspector General (NIC-00Z) serves as the Inspection Coordinator for all such inspections and directs the NAVINTCOM Inspection Program. He will ensure that this program is administered as required by reference (a), with particular emphasis on inspection follow-up. NIC-00Z will also coordinate this program with Naval Audit Service audits of Task Force 168, and other formal inspection and evaluation programs to eliminate overlap and redundancy. He will also maintain files on the status of inspections, progress of action on inspection recommendations and other appropriate records and correspondence.

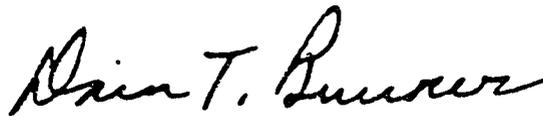
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7. Follow-up Procedures. All echelons of command must ensure vigorous follow-up action on recommendations resulting from inspections or audits by all inspection authorities, e.g., COMNAVINTCOM, Naval Audit Service, Naval Inspector General, Defense Audit Service or General Accounting Office.

a. COMNAVINTCOM (NIC-002) will assign action on inspection recommendations to appropriate commands or headquarters staff elements.

b. The Task Group or Unit Commander, or other designated action officer will submit Implementation Status Reports for each assigned recommendation 60 days after completion of the inspection and at 30 day intervals thereafter, to COMNAVINTCOM (Attn: NIC-002). These will describe corrective action taken or planned and include anticipated completion dates for continuing actions. When action on an item is considered complete, this should be stated. NIC-002, however, will make the final determination in each case.

8. Reports and Forms. The Implementation Status Report (OPNAV Form 5040/2 (11/68)) can be obtained from COMNAVINTCOM (Attn: NIC-002).



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COMNAVINTCOM COMMAND INSPECTION PROCEDURES

1. General. The following procedures will be followed during inspections of detachments. They supplement the guidance contained in reference (a). The routine will vary depending upon the mission and functions of the detachment and the current tempo of operations.
2. NAVINTCOM Command Inspection Schedule. COMNAVINTCOM submits the NAVINTCOM Command Inspection Schedule to the Naval Inspector General (NAVINSGEN) annually in January. This schedule will be based on enclosure (2), but contain specific dates for the current and following calendar year. A copy will be provided to CTF 168 and all detachments.
3. Notification of Inspection. Approximately four months in advance of a scheduled inspection, the Commander will formally notify CTF 168 and the cognizant detachment of the inspection.
4. Letter of Instruction. The detachment to be inspected will be issued a letter of instruction approximately two months prior to the inspection date. The letter will contain the detailed schedule, composition of the inspection party, current COMNAVINTCOM inspection guide and check lists, and any special inspection instructions and guidance.
5. Arrival Conference. Upon commencement of the inspection, a brief arrival conference will be held with the inspected detachment to discuss the objectives and procedures for the inspection and conduct any required familiarization briefings.
6. Procedural Policy. When conducting detachment inspections, all members of the inspection team will:
 - a. Recognize and respect the prerogatives of command in the determination of local procedures and interpretations of policy.
 - b. Aid and assist the inspected activity by providing information and positive guidance whenever possible.
 - c. Seek out and define problems for resolution; proposing solutions to these problems when practicable.
 - d. Report only those matters of major significance.
 - e. Report achievements, noteworthy practices, and commendatory performances.

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7. Critique. A post-inspection critique normally will be held with the inspected detachment on the final inspection day to advise the detachment of significant findings, discrepancies, and recommendations prior to the receipt of the inspection report.

8. Inspection Report

a. Inspection team members will submit findings and recommendations to the Chief Inspector within 15 working days after conclusion of the inspection.

b. The Chief Inspector will submit a formal inspection report to COMNAVINTCOM within 45 working days after conclusion of the inspection.

c. After approval by COMNAVINTCOM, the Chief Inspector will forward the inspection report to CTF 168 and the inspected detachment.

d. The Task Group or Unit Commander should review the inspection report and provide Commander, Task Force 168 and COMNAVINTCOM with a statement of actions planned or taken, to correct the deficiencies reported.

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Task Group 168.3/Naples, IT
Task Unit 168.4.2/Naples, IT*
Task Unit 168.4.3/London, UK*

August 1990

Fiscal Year 1991

Task Group 168.6/Panama, PA
Task Unit 168.0.9/Miami, FL
Task Unit 168.0.1/New Orleans, LA*

February 1991

Task Group 168.5/Yokosuka, JA
Task Unit 168.1.1/Kamiseya, JA
Task Unit 168.1.2/Subic Bay, RP
Task Unit 168.5.2/Subic Bay, RP*
Task Unit 168.5.1/Singapore, SG*

June 1991

Task Group 168.0/Suitland, MD

September 1991

* - Detachment not yet established.