

## "INSPECTIONS" PEARLS OF WISDOM

Turnover binders can make or break an inspection. When the IGMC comes to inspect, the command's Adjutant or Admin Chief normally gets hit with up to 18 functional area inspections. Time is short and without comprehensive turnover binders that can be passed out to IGMC inspectors while they wait their turns, the inspection can become even more frustrating for the inspectee. Looking for supporting documentation for a program during the inspection is the wrong time – it should already be in the turnover binders. This is an effective means of continuity!

Items to consider including in a turnover binder:

Overview of how the program/functional area works within the command

Specific tasks and duties

Daily routine

Billet description

Point of contacts

Organization chart

Paperwork routing flow chart

Website screen shots

Copy of PME(s) syllabus

Copy of training roster(s) – and make-up roster(s)

Appointment letter(s)

Copy of training certificate(s)

Copy of last inspection and documentation of corrective action

Copy of all required reports (should also be maintained in the command's correspondence)

LOIs or Memorandum of Agreements (should also be maintained in the command's correspondence)

Command Policy Letters support the program

References

E-mail or naval letter documentation (i.e., if the program requires contact with members of the command – that documentation should be maintained in the turnover binder and the command's correspondence files)

Put all documentation in the turnover binder that supports questions on the checklist

Status of pending projects

PAO coverage documentation

Photos

Checklists on the IGMC website could potentially be updated during any given month, prior to going out on inspections. Ensure that you are using the most recently updated version – and that the units are aware that the checklists can be updated during any given month. Checklists are required to be updated annually.

Encourage contact with the functional area managers listed on the top of each checklist. This serves two purposes: it gives the program manager accurate information directly from the Commandant's functional area program manager, and it provides the Commandant's functional area program manager with insight on how his or her program/checklist is being managed in the Fleet.

A MCAAT inspection is not an IGMC inspection. GTCC, promotions, limited duty and separations are very similar. The question was posed to MCAAT and each of the above-mentioned functional area program managers. They all were adamant about these functional areas being inspected by IGMC and MCAAT. The rationale is the propensity for FWA and frequent problems with these functional area.

Inspect admin functional areas 070 (Personnel Administration), 080 (MCTFS), and other administrative checklists at the unit level as well as at the administration centers. Questions do apply to both. Those questions that do not simply get marked N/A.

Admin centers should have updated SOP delineating responsibilities between the IPAC and supporting units.

CGI must review checklist thoroughly prior to making the determination not to inspect a specific functional area. Sometimes a checklist will have multiple parts, that last of which would be applicable to the lowest level of command. Many questions within a checklist may not be applicable but that does not mean a functional area should not be inspected.

Look for new functional area checklists, the commandant frequently implements new programs and AIRs checklists usually follow. Sometimes, but much more infrequently, AIRs checklists actually go away.

Encourage your CGI inspectors to document every discrepancy and finding. Assuming that discrepancies and findings will be corrected and that they can be only noted verbally can lead to disappointment for the GCI when the IGMC inspects and notes that the discrepancies or findings were never corrected. When an IGMC inspector is handed inspection checklists from the CGI and the checklists only have "yes" or "no" with nothing written on them, it is usually a good indicator that the inspection was not as comprehensive as it should have been.

Ensure CGI has effective processes to ensure that discrepancies and findings noted during CGI's are corrected.

Units within your command need to ensure that correspondence (naval letters, naval messages reports, rosters, e-mails, etc.) produced by the units are filed in the units' correspondence.

Last but not least, inspect to inspire. Motivate the inspectee to want to improve upon their respective program(s). Inspect by the 60/40 rule, Train 60 percent of the time and inspect during the remaining 40 percent.