

MEDICAL INSPECTOR GENERAL (MEDIG) COMMAND INSPECTION PLANNING WORKSHEET

PART I					
Actions to be completed within 24-48 hours of notification date					
Item Number	Task	Additional Coordination Needed?	Completed		
			Yes	No	N/A
1.	Provide the Medical Inspector General (MEDIG) Inspection Coordinator with the Command's Inspection Coordinator point of contact (POC) information.				
2.	Initiate public notice concerning the MEDIG inspection and promote staff survey participation.				
3.	Complete and send the MEDIG Command Inspection Information Sheet (NAVMED 5040/09). Include separate submissions for each Navy Medical Readiness and Training Command/Unit (NMRTC/U) or subordinate activity.				
4.	Provide list of Flag/General Officers, Commanding Officers/Officers in Charge, and administrators from key civilian hospitals/Veterans Administration facilities (as applicable) suggested for courtesy calls by Medical Inspector General.	After consultation with MEDIG Coordinator, schedule MEDIG courtesy calls (approximately 20 minutes in duration); and communicate confirmed appointments with MEDIG Coordinator.			
5.	Review the MEDIG inspection agenda and begin identifying Command POCs.	If concerns/conflicts arise, contact MEDIG Coordinator.			
6.	Provide a complete alpha roster of all active duty and civil service staff. The data must include name, rank (GS equivalent), and work location. The work location should include either the main facility or NMRTU (if applicable), no department or division information is needed. MEDIG Inspection Coordinator will provide Excel template. The alpha roster will be used to randomly select focus group participants. One attendee and one alternate will be identified as the room monitor to control access and ensure only persons from the identified group attend. Communicate MEDIG focus group attendance to assigned staff. Identify appropriate sized conference rooms for all focus groups based on the number of assigned staff.	Mandatory participation as their place of work for the date/time from Command leadership.			
7.	Identify three separate workspaces—a work center for the MEDIG team to accommodate up to 10 inspectors, an office space for the MEDIG, and an office space for an investigator (preferably, away from the Command suite).				
8.	Provide most recent Command Defense Equal Opportunity Management Institute Organizational Climate Survey results and any other assessments profiling the Command's equal opportunity climate, morale, teamwork, and communication.				
9.	Forward the MEDIG program input requirements to Command POCs.				
PART II					
Additional items required to be sent to the MEDIG prior to the inspection					
Item Number	Task	Additional Coordination Needed?	Completed		
			Yes	No	N/A
10.	Command POCs completed programs' self-assessments and return requested documents to respective MEDIG inspectors.				
11.	Reserve three MEDIG parking spaces.				
12.	Biographies of Command triad and key base personnel for whom the Command Coordinator has arranged MEDIG leadership visits.				
13.	Command brief and required subordinate Command briefs.				
14.	Finalized agenda with Command POCs (first and last name included), room locations, and phone numbers identified.				

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PART III					
MEDIG Work Center Requirements					
Item Number	Task	Additional Coordination Needed?	Completed		
			Yes	No	N/A
15.	Arrange for a lockable workspace with individual keys for inspectors, if practical.				
16.	Ensure MEDIG workspaces include a telephone. There should be dialing instructions posted near the telephone (to include DSN and commercial access, on-base and room-to-room calls).				
17.	Base and Command telephone directory. Also post the names and numbers of the following personnel near the telephone(s):				
	a. Command POCs' pager/telephone numbers.				
	b. Work center telephone number.				
	c. Medical Inspector General's local office number.				
	d. Computer (IT) support.				
18.	IT connectivity for MEDIG laptops (Wi-Fi or LAN access).				
19.	One CAC enabled computer with internet access and Microsoft Office mapped to a printer within the team workspace.				
20.	Two reams of paper.				
21.	Shredder in MEDIG team workspace.				
22.	Close access to a copier.				
23.	Place signs on MEDIG workspace doors with the following: "MEDIG Workspace: Do not enter. Please knock and wait for assistance."				
PART IV					
Items to have available on the first inspection day					
Item Number	Task	Additional Coordination Needed?	Completed		
			Yes	No	N/A
24.	Last 12 months of Executive Steering Committee minutes.				
25.	Last 12 months of Regional assist visit inspection reports.				
26.	Last 12 months of investigations conducted.				
27.	Last 12 months of Management Internal Control Program reviews.				
PART V					
Actions to be completed on the first day of inspection					
Item Number	Task	Additional Coordination Needed?	Completed		
			Yes	No	N/A
28.	Finalize arrival procedures with the MEDIG Inspection Coordinator.				
29.	Provide brief upon MEDIG team's arrival on any required/pertinent safety information.				
30.	Provide to MEDIG Team Leader any work area keys.				