



DEPARTMENT OF THE NAVY  
COMMANDER NAVY RESERVE FORCES COMMAND  
1915 FORRESTAL DRIVE  
NORFOLK VA 23551-4615

COMNAVRESFORCOMINST 5041.1  
N4  
22 May 2018

COMMANDER NAVY RESERVE FORCE COMMAND INSTRUCTION 5041.1

From: Commander, Navy Reserve Forces Command

Subj: ZONE INSPECTION PROGRAM

Ref: (a) OPNAVINST 3120.32D  
(b) COMNAVSAMCENINST 5041.1K

Encl: (1) COMNAVRESFORCOM Zone Inspection Matrix

1. Purpose. To issue program guidance to conduct material inspections of the Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) spaces and monitor corrective action of discrepancies.

2. Scope and Responsibility. The provisions of this instruction are applicable to COMNAVRESFORCOM staff.

3. Background. Periodic zone inspections ensure proper measures are taken to keep spaces and equipment safe, operational, clean, and in a satisfactory state of preservation. All spaces should be included in the zone inspection program and visually inspected at least once per quarter. COMNAVRESFORCOM has been divided into 10 zones as listed in enclosure (1). Inspections will be conducted weekly by 1030 each Friday. The command's overall zone inspection success does not rely on the thoroughness and keen observation of the inspecting officer, but on the continuous involvement of the entire chain of command to ensure discrepancies found are documented and corrective actions are taken in a timely manner.

4. Responsibilities:

a. Chief of staff (COS) must:

(1) Have overall responsibility for the safety, cleanliness, and preservation of all COMNAVRESFORCOM spaces.

(2) Ensure corrections of deficiencies are being rigorously pursued.

b. Senior watchbill officer (SWO) must:

(1) Schedule zone inspections, publish the date, time of zone inspection, and designate the zones to be inspected.

(2) Command duty officer (CDO) will be assigned as the inspecting officer and will be required to inspect each zone as appropriate, unless the SWO assigns a specific inspecting officer for the inspection.

(3) Review COMNAVSAFECEN 5041/1, Zone Inspection Discrepancy List (ZIDL), compilation reports, and corrective actions making appropriate reports to the COS.

c. Deputy Chief of Staff (DCOS) must:

(1) Ensure spaces are prepared and presented for zone inspection.

(2) Ensure correction of noted discrepancies and appropriate work orders or trouble calls are made and annotated on the ZIDL.

(3) Review all ZIDL folders for their inspected spaces and annotate the correction or plan for correction of all discrepancies. Forward ZIDL folders to the SWO for review within 5 days with an annotation of completion or planned actions to correct discrepancies.

d. Code Senior Enlisted Leaders (SEL) must:

(1) Accompany the inspecting officer on all zone inspections in spaces for which they are responsible.

(2) Ensure a departmental representative is assigned to formally present the spaces to the inspecting officer, ensure the last ZIDL is in the ZIDL folder, and to record discrepancies on the ZIDL for that space.

(3) Ensure all spaces, including lockers, stowage cabinets, drawers, etc. are unlocked for inspection.

(4) Report the status on corrections for all discrepancies noted and forward the ZIDL folders to the cognizant DCOS.

(5) Ensure that safety discrepancies take the highest priority, and are the first items addressed when correcting discrepancies.

e. Leading Petty Officer (LPO) must:

(1) Be directly responsible for each space assigned, accountable for equipment operation, space safety, cleanliness, and preservation.

(2) Insert new ZIDL on top of previous ZIDL on right side of folder. Re-list all uncorrected discrepancies at the top of new ZIDL.

(3) Stand by for inspection and record all discrepancies.

(4) Forward ZIDL folders to the SEL within 2 days.

f. Inspecting officer must:

(1) Inspect assigned zones and submit a report of discrepancies noted on ZIDL.

(2) Report to SWO when inspection of assigned zones is complete.

5. Procedures:

a. Procedures during the inspection:

(1) Departmental representative of the spaces presents the spaces and provides ZIDL folder to the inspection officer.

(2) Inspecting officer reviews uncorrected discrepancies on ZIDL and commences space inspection.

(3) Departmental representative of the spaces enters all new discrepancies on new ZIDL.

(4) Inspecting officer will brief the departmental representative.

b. Inspecting officer shall take particular note of previously reported discrepancies. Spaces shall be checked for fire and electrical hazards, faulty safety devices, equipment material condition, and preservation using reference (a) as a guide.

c. Procedures following the inspection:

(1) LPO makes copies of the ZIDLs and forward to inspecting officer.

(2) LPO fills in the action block on each side of the ZIDL and routes all space folders to the respective SEL.

(3) SEL reviews plan of action and initials next to the action block, and review block then routes folder to respective DCOS.

(4) DCOS will review ZIDL folders and route to SWO for review no later than 5 days following the zone inspection.

(5) After review by the DCOS, SWO, and COS, the SWO returns all ZIDL folders to the facilities manager.

(6) Any discrepancy that results in a grade of "unsatisfactory" the day of the inspection shall be reported to the COS via the SWO.


d. Feedback and correction of discrepancies are the keys to success of this program.

6. Records. The command's zone inspection ZIDL records history will be maintained onboard for a minimum of 12 months.

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the navy Manual 5210.1 of January 2012.

8. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

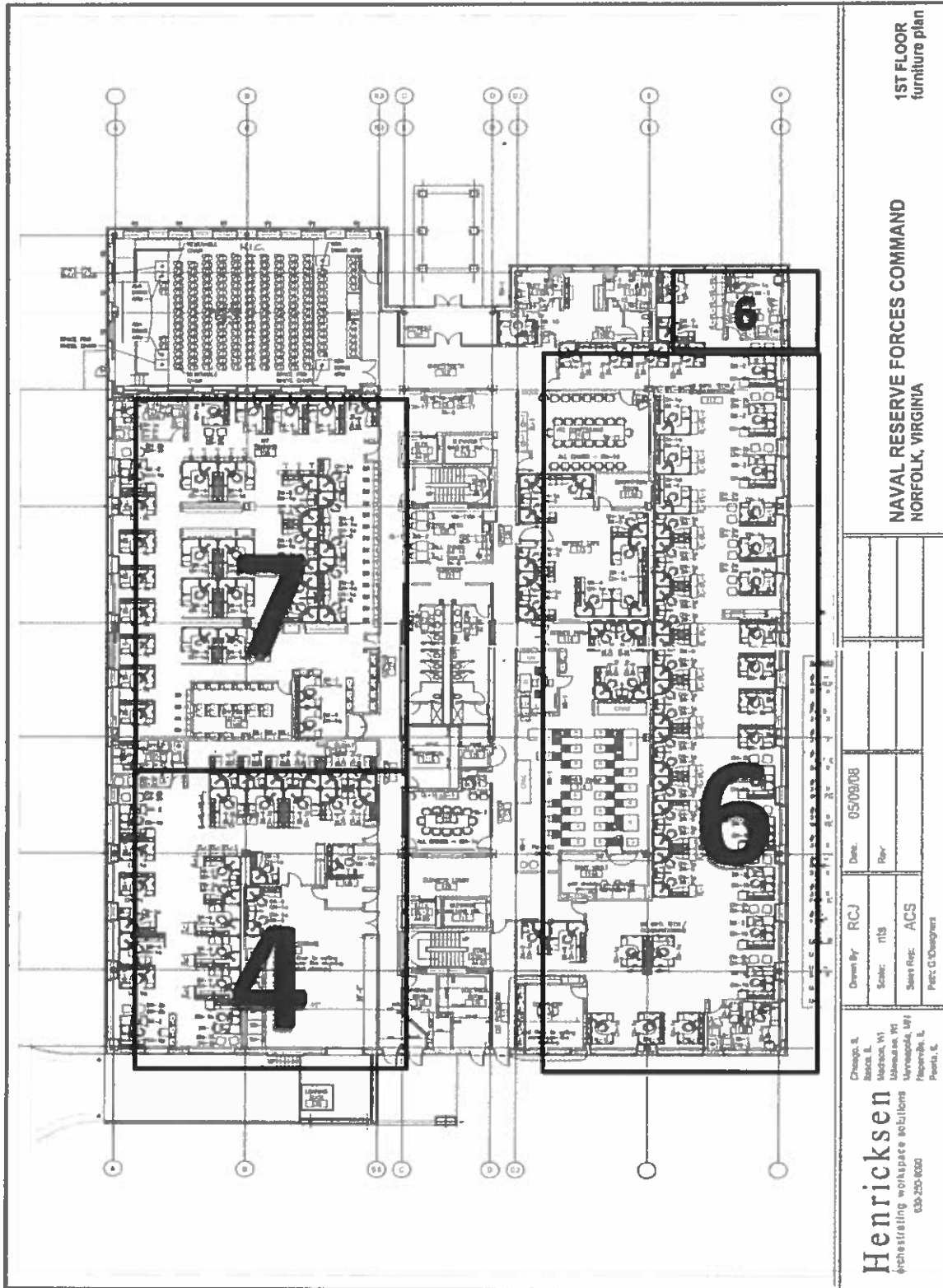
9. Forms. COMNAVSAFECEN 5041/1, Zone Inspection Discrepancy List, is available for download via Naval Forms Online <https://navalforms.documetservices.dla.mil/web/public/home>.

  
L. D. STUFFLE  
Chief of Staff

**Releasability and distribution:**

This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site, <http://www.public.navy.mil/nrh/Pages/instructions.aspx>

COMNAVRESFORCOM ZONE INSPECTION MATRIX



COMNAVRESFORCOM ZONE INSPECTION MATRIX

	<p>Henricksen</p> <p>RCJ</p> <p>NAVAL RESERVE FORCES COMMAND NORFOLK, VIRGINIA</p> <p>2ND FLOOR furniture plan</p>
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