

FUNCTIONAL AREA CHECKLISTS 101

The IGMC website hosts 120+ different Functional Area (FA) Checklists (FAC). These FAC were originally designed to provide standardization and assistance for inspectors. The NAVMC 5040.6H directs that FACs serve to:

- Outline the *general elements needed* for day-to-day administration and operations.
- *Provide guidelines* for internal evaluation.
- *Provide standardized criteria* for the conduct of an inspection.

Additionally, the 5040 states, “Although *not all encompassing*, checklists are intended to provide commands with *basic guidelines* necessary to perform *day-to-day administration and operation*. Functional Area Sponsors (FAS) should consider:

- Does your FA actually need to be inspected by a Command Inspector General (CIG) or IGMC?
If not, you should consider removing your FAC from the IGMC website.
- Is your FAC purposeful, relevant, and supportable?
If not, it must be updated.
- Is your FAC derived from a detailed, in-depth, or accreditation checklist?
If so, the scope of your FAC most likely needs to be refined.
- Is your FAC designed for commanders or inspectors?
Remember, inspectors follow checklist, while commanders must follow orders.
- Most of all, does your checklist provide *general elements needed* for day-to-day administration and operations, *guidelines* for internal evaluation, and does it *provide standardized criteria* for the conduct of an inspection?

When creating a FAC the FAS must first define the actual FA requirements for day-to-day administration and operation. The FAS must then create questions that will accurately validate and verify these requirements. **The answer to each question must produce sufficient evidence to compel a Subject Matter Expert in their assessment of a FA's efficiency, effectiveness, and integrity.** In designing such questions it may be helpful view FAs through these four dimensions:

Directives: Has the command published and properly authorized programs, policies, plans and appointment letters as set forth in the FA? Do all the directives honor the unique character and challenges of the command? Are appointment letters correctly formatted and current?

Documentation: Has the command retained all the required documents to prove the FA was executed correctly in the past? Are the required records on file? Have extraneous records been disposed of properly. Does the command retain documents to include past reports, records, and required training?

Demonstration: Can the command execute the current requirements of the FA? What is the actual condition of the FA? Do all the benefits and standards of the FA reach all personnel in the command? These questions actually test and verify the command's programs, policy, and plans.

Durability: What is the reasonable expectation for future success of the FA? Does the command possess the required judgment and depth of knowledge? Is the program free of single points of failure? Will the FA be resilient and enduring? How will the FA be successful when new personnel assume responsibility for FA management?

While the “4D Approach” can act as a good starting point for the proper FAC questions, it should not limit your scope. The sequence of the questions is at your discretion. FAS are strongly recommended to speak to IGMC and CIG augment inspectors as they can tell you what sequence of questions often work best during inspections. Many FAC follow the outline of their prime-governing directive. The most difficult aspect of FAC creation is the distillation of your questions; what are the minimum questions needed to assess day-to-day administration and operation? We recognize this endeavor is a huge administrative burden for each FAS, but please consider the commanders who must comply with all 120+ checklists.