UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 5040.5P
CIG

NOV 09 2016

COMBAT CENTER ORDER 5040.5P

From: Commanding General
To: Distribution List

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM

Ref: (a) MCO 5040.6H
(b) NAVMC DIR 5040.6H
(c) TECOMO 5041.1
(d) SECNAV M-5210.1

Encl: (1) List of Commands and Directorates Subject to Inspection under the Commanding General's Inspection Program
(2) Inspection Principles, Grading System, and Definitions
(3) Guidelines for the Commanding General's Inspection Program
(4) Functional Area Responsibilities
(5) Inspection Notification Letter and Reports
(6) Sample Internal Inspection Program Order

Report(s) Required: Inspection Notification Letter and Report (Reports Control Symbol EXEMPT), [Enclosure (5)]

1. Situation. In accordance with the references, the purpose of this Order is to promulgate policy and procedures concerning the Commanding General's Inspection Program (CGIP).

2. Cancellation. CCO 5040.5N.

3. Mission. Conduct inspections of all subordinate units and personnel on a biennial basis; conduct inspections of all directorates and special staffs on a triennial basis, and additional inspections as required or appropriate.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. References (b) and (d) direct subordinate commanders to inspect all personnel and units under their command every two years. Enclosure (1) lists commands and directorates subject to the Marine Air Ground Task Force Training Command (MAGTFTC) CGIP. Enclosures (2) through (5) provide specific direction concerning the scope, grading, collecting, and reporting of these inspections.

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(2) Concept of Operations. The CGIP is designed to assess and enhance the ability of the MAGTFTC, Marine Corps Air Ground Combat Center (MCAGCC) and its subordinate units to perform their assigned missions by:

(a) Promoting economy, efficiency, effectiveness, and readiness of all subordinate units and personnel.

(b) Detecting and preventing fraud, waste and mismanagement, discrimination, sexual harassment, and related improprieties.

(c) Maintaining an oversight and follow-up system that monitors and tracks command actions taken to correct reported findings.

b. Subordinate Element Missions

(1) Assistant Chiefs of Staff and Special Staff Officers

(a) Shall provide functional area subject matter experts as augment inspectors to conduct inspections identified by the Command Inspector General (CIG).

(b) Augment Inspectors shall keep the CIG informed of significant problems encountered during the inspection process.

(c) Maintain an oversight and follow-up system for monitoring and tracking command actions taken to correct deficiencies identified in the inspection report. Provide the CIG with a report of the corrective action taken as directed in enclosure (5) as required.

(d) Forward to the CIG all results of external agencies evaluating Center-level activities as they become available.

(2) CIG

(a) Coordinate and supervise the conduct of the CGIP.

(b) Ensure the CIG's staff and functional area augment inspectors are qualified and properly trained to conduct inspections.

(c) Prepare the required inspection reports for submission, as listed in enclosure (5).

(d) Maintain results of all inspections for six years per reference (d).

(3) Commanding Officer, Headquarters Battalion

(a) Provide functional area augment inspectors to conduct inspections identified by the CIG.

(b) Identify your command's overall coordinator for the CGIP/Unit Inspection Program (UIP). Submit the name of the coordinator, in writing, to the CIG. Resubmit anytime there is a change in coordinators.

(c) Maintain an oversight and follow-up system for monitoring and tracking command actions taken to correct problem areas identified in the

inspection report. Provide the CIG with a report of the corrective action taken as directed in enclosure (5) as required.

(d) Implement and monitor your unit's internal inspection program per enclosure (6). Use the Inspector General of the Marine Corps (IGMC) Functional Area (F/A) checklists as a basis for conducting the program.

(4) Commanding Officer, Marine Corps Tactics and Operations Group

(a) Provide functional area augment inspectors to conduct inspections identified by the CIG.

(b) Identify your command's overall coordinator for the CGIP/UIP. Submit the name of the coordinator, in writing, to the CIG. Resubmit any time there is a change in coordinators.

(c) Maintain an oversight and follow-up system for monitoring and tracking command actions taken to correct deficiencies identified in the inspection report. Provide the CIG with a report of the corrective action taken as directed in enclosure (5) as required.

(d) Implement and monitor your unit's internal inspection program per enclosure (6). Use the IGMC F/A checklists as a basis for conducting the program.

(5) Commanding Officer, Marine Corps Communication-Electronics School

(a) Identify your command's overall coordinator for the CGIP/UIP. Submit the name of the coordinator, in writing, to the CIG. Resubmit any time there is a change in coordinators.

(b) Maintain an oversight and follow-up system for monitoring and tracking command actions taken to correct deficiencies identified in the inspection report. Provide the CIG with a report of the corrective action taken as directed in enclosure (5) as required.

(c) Implement and monitor your unit's internal inspection program per enclosure (6). Use the IGMC F/A checklists as a basis for conducting the program.

(6) Commanding Officer, Marine Corps Mountain Warfare Training Center

(a) Provide functional area augment inspectors to conduct inspections identified by the CIG.

(b) Identify your command's overall coordinator for the CGIP/UIP. Submit the name of the coordinator, in writing, to the CIG. Resubmit any time there is a change in coordinators.

(c) Maintain an oversight and follow-up system for monitoring and tracking command actions taken to correct deficiencies identified in the inspection report. Provide the CIG with a report of the corrective action taken as directed in enclosure (5) as required.

(d) Implement and monitor your unit's internal inspection program per enclosure (6). Use the IGMC F/A checklists as a basis for conducting the program.

(7) Commanding Officer, Marine Aviation Weapons and Tactics Squadron One

(a) Provide functional area augment inspectors to conduct inspections identified by the CIG.

(b) Identify your command's overall coordinator for the CGIP/UIP. Submit the name of the coordinator, in writing, to the CIG. Resubmit any time there is a change in coordinators.

(c) Maintain an oversight and follow-up system for monitoring and tracking command actions taken to correct deficiencies identified in the inspection report. Provide the CIG with a report of the corrective action taken as directed in enclosure (5) as required.

(d) Implement and monitor your unit's internal inspection program per enclosure (6). Use the IGMC F/A checklists as a basis for conducting the program.

(8) Commanding Officer, Marine Corps Logistics and Operations Group

(a) Provide functional area augment inspectors to conduct inspections identified by the CIG.

(b) Identify your command's overall coordinator for the CGIP/UIP. Submit the name of the coordinator, in writing, to the CIG. Resubmit any time there is a change in coordinators.

(c) Maintain an oversight and follow-up system for monitoring and tracking command actions taken to correct deficiencies identified in the inspection report. Provide the CIG with a report of the corrective action taken as directed in enclosure (5) as required.

(d) Implement and monitor your unit's internal inspection program per enclosure (6). Use the IGMC F/A checklists as a basis for conducting the program.

(9) Director, Tactical Training Exercise Control Group

(a) Identify your command's overall coordinator for the CGIP/UIP. Submit the name of the coordinator, in writing, to the CIG. Resubmit any time there is a change in coordinators.

(b) Maintain an oversight and follow-up system for monitoring and tracking command actions taken to correct deficiencies identified in the inspection report. Provide the CIG with a report of the corrective action taken as directed in enclosure (5) as required.

(c) Implement and monitor your unit's internal inspection program per enclosure (6). Use the IGMC F/A checklists as a basis for conducting the program.

c. Coordinating Instructions. Inspect biennially and triennially as indicated, as well as use the guidelines listed in reference (a) under the unit inspection program.

5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center directives can be found at http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/Orders.aspx.

6. Command and Signal

a. Command. This Order is applicable to all active duty, reserve, and civilian personnel and units that fall under the cognizance of the Commanding General, MAGTFTC, MCAGCC.

b. Signal. This Order is effective the date signed.

J. F. HARP
Chief of Staff

Distribution: A

List of Commands and Directorates Subject to Inspection under the Commanding General's Inspection Program

Command Inspector General (CIG)

Headquarters Battalion (HQBN)

Tactical Training Exercise Control Group (TTECG)

Marine Corps Communication-Electronics School (MCCES)

Marine Corps Mountain Warfare Training Center (MCMWTC)

Marine Aviation Weapons and Tactics Squadron One (MAWTS-1)

Marine Corps Tactics & Operations Group (MCTOG)

Marine Corps Logistics & Operations Group (MCLOG)

Assistant Chief of Staff G-1, Manpower (AC/S G-1)

Assistant Chief of Staff G-3, Operations & Training (AC/S G-3)

Assistant Chief of Staff G-4, Installation and Logistics (AC/S G-4)

Assistant Chief of Staff G-5, Government and External Affairs (AC/S G-5)

Assistant Chief of Staff G-6, Communications & Information Systems (AC/S G-6)

Assistant Chief of Staff G-7, Mission Assurance (AC/S G-7)

Assistant Chief of Staff G-8, Comptroller (AC/S G-8)

Assistant Chief of Staff Marine Corps Community Services (AC/S MCCS)

Assistant Chief of Staff Religious Ministries (AC/S RM)

Inspection Principles, Grading System, and Definitions

1. Principles. The inspection process is a valuable tool, not only for the Commanding General (CG) to evaluate the readiness of units charged to him, but also to the command being inspected. With the proper mental attitude (Inspect, Assess, Assist, Teach and Train) of the inspectors and the unit, the inspection process can be a learning tool. In order to best serve the unit being inspected, the augment inspectors must consider themselves as instructors/teachers, subject matter experts, and a temporary Assistant inspector general (TAIG) during the inspection. Listed below are inspection principles outlined in reference (a).

a. The fundamental purpose of an inspection is to assess and enhance the ability of a unit to prepare for and to perform its assigned mission.

b. Inspections will identify root causes of problems, particularly those beyond the capability of the commander to solve.

c. Inspections will be decentralized whenever possible.

d. Inspections will foster a climate of trust and confidence.

e. Inspections will respect and uphold the commander's authority.

f. The number, frequency, and types of inspections will be held to a minimum.

g. Duplication among inspections will be avoided.

h. Inspections will recognize excellence when appropriate.

i. Inspections will be positive, productive learning experiences for the Marines, Sailors, and Civilians.

j. Inspections will result in a written report.

k. The inspection process will include follow-up and resolution of problems, which are beyond the ability of the inspected unit to solve.

2. Grading System. Keeping the grading system within the overall parameters associated with the Combat Center mission, the following grades shall be assigned:

a. Mission Capable. The command/unit possesses and uses the requisite skills, equipment, personnel, and understanding to accomplish its assigned mission, tasks, and functions.

b. Non-Mission Capable. The command/unit does not possess or does not use the requisite skills, equipment, personnel, and understanding to accomplish its assigned mission, tasks, and functions.

3. Definitions. For the purpose of this Order the following definitions apply:

a. Audit. An independent and objective examination of financial statements, internal controls, and the efficiency and effectiveness of management activities. Government audits are highly formalized reviews,

which must be performed per the Generally Accepted Government Auditing Standards and by professionally qualified auditors.

b. Checklists. A written set of guidelines for specific functional areas which:

(1) Outline the general elements needed for day-to-day administration and operation.

(2) Provide guidelines for internal evaluation.

(3) Provide standardized criteria for the conduct of an inspection.

c. Discrepancy. A minor error or failure to comply with guidance, direction, or action as required by appropriate and applicable directives.

d. Evaluation. An official appraisal of, or study to determine the significance, validity, effectiveness, and value of a particular program or event.

e. Finding. A significant problem within the command which:

(1) Detracts from the command's readiness.

(2) Involves or could lead to fraud, waste, and mismanagement.

(3) Involves issues of health, morale, or welfare of the unit's Marines or Sailors.

(4) Significantly deviates from higher headquarters policies and procedures.

f. Follow-up Inspection. An inspection of the action taken by a unit to correct deficiencies identified during a previous inspection. The purpose is to determine whether corrective action has been effectively completed, produced the desired results, is not causing new problems, is economical, efficient, practical, and feasible. Follow-up inspections shall be unannounced.

g. Inspection. An official evaluation of a unit where the results of findings are reported in writing to any higher headquarters. Not included are audits performed by recognized audit groups under formal audit standards.

h. Shall. Mandatory.

i. Shall not. Don't do it.

j. Staff Assist Visit. An unofficial evaluation requested by the unit or directed by a senior commander. The results will be used exclusively for the purpose for training unit personnel and will not be used to compare or to provide the basis of evaluation of past performance. The results are provided only to the commanding officer, or the officer-in-charge of the visited unit.

4. Inspection Checklist

a. The Functional Area (F/A) checklist contains the inspection checklists that are updated by Headquarters Marine Corps/Marine Corps Combat Development Command. These checklists contain those areas, at a minimum, that should be inspected in any one functional area. Although not all encompassing, checklists are intended to provide commands with the basic guidelines necessary to perform day-to-day administration and operations. A list of functional areas identifying directorates and commands responsible for those functional areas are provided in enclosure (4). This list is not exhaustive. While this list is tailored to the Combat Center, geographically separated commands should utilize this list as a guide to the scope and responsibilities of the Commanding General's Inspection Program (CGIP). (NOTE: "COs" refers to commanding officers subordinate to the Marine Air Ground Task Force Training Command)

b. Inspectors shall use the appropriate checklist when conducting an inspection. The information contained on the checklist shall be the minimum criteria used for inspection the functional area listed. The Command Inspector General (CIG) may add items to the inspection checklist, based on applicable Marine Corps directives, if the additional items provide a more complete picture of the status of the inspected unit.

c. A copy of the completed inspection checklist will be provided to the commander of the inspected unit and will form the basis for any required corrective action or refinement to successful programs. Augment inspectors will address findings and discrepancies noted and provide appropriate comments and suggestions to correct shortcomings.

d. Commanding officers, special staff officers, and directorates may request current copies of the inspection checklist through the Combat Center CIG's Office (Attn: Deputy Command Inspector General) or online at the following website:
http://www.hqmc.marines.mil/igmc/Resources/FunctionalAreaChecklists.aspx.

e. Recommended additions or deletions to the inspection checklist should be forwarded, in writing, to the Combat Center CIG Office (Attn: Deputy Command Inspector General).

5. Inspection Schedules. The CGIP has a philosophy of short notice or in some cases, no notice inspections in order to minimize wasted preparation time and to give commanders an accurate assessment of day-to-day readiness. Therefore, an inspection schedule will be drafted and executed by the CIG's office, but it will not be published to units and directorates subject to inspection. Augment inspectors from the General/Special Staff will be provided with the inspection dates prior to the inspections but shall not discuss dates with the unit inspected until official notification has been made by the CIG.

Guidelines for the Commanding General's Inspection Program

1. The CIG shall conduct, or cause to be conducted, on a biennial basis, inspections of all subordinate units and personnel to promote economy, efficiency, effectiveness, and readiness. The CIG shall conduct, or cause to be conducted, on a triennial basis, inspections of all special staffs, directorates, and personnel to promote economy, efficiency, effectiveness, and readiness. This authority shall not be sub-delegated.

2. The CGIP should prevent and detect fraud, waste, mismanagement, discrimination, sexual harassment, environmental noncompliance, and related improprieties.

3. Each commander shall maintain an oversight and follow-up system for monitoring and tracking command actions taken to correct problem areas reported in inspection reports.

4. The CIG will ensure the CIG's office and functional area augment inspectors are qualified and properly trained to conduct inspections.

5. The CIG will be the focal point for all inspections within the command to include monitoring corrective actions taken for findings noted during inspections.

6. Programs will include, at a minimum, the following core inspection functional areas:

a. Personnel Administration. Those matters pertaining to personnel management, the morale and welfare of individual Marines and Sailors and their families, and administrative functions critical to the execution of a unit's primary mission; general administration, personnel administration, Marine Corps Total Force System, legal administration, career planning, etc.

b. Logistics. Those logistic matters which are critical to the execution of a unit's primary mission; to include supply, maintenance, maintenance management, Marine Corps Automated Readiness Evaluation System/Defense Readiness Reporting System, embarkation, ordnance, and transportation.

c. Personnel. Those troop-oriented areas to include: close order drill, clothing and equipment, physical fitness, and weight control/personal appearance, etc.

d. Training. Those areas critical to the development and conduct of required training, unit training management, physical conditioning/weight control, Marine Corps Institute (MCI), and Distance Professional Military Education.

e. Medical and Dental. Those matters that relate to the health readiness of Marines and Sailors.

f. Safety. Those matters that identify hazards and conditions which might expose personnel unnecessarily to injury or health standards, to include aviation safety, ground safety, motor vehicle safety, and industrial hygiene.

g. Security. Those matters related to security of classified materials, physical security, and law enforcement.

h. Environmental Compliance. Those environmental matters which are critical to preserving natural and cultural resources entrusted to the Marine Corps. This is accomplished through a command environmental self-audit program. Natural Resources and Environmental Affairs (NREA) Division, compliance section, is responsible for conducting the command self-audit program. The program will be executed as technical assistance visits and formal audit visits (FAV). All tenant, resident commands, and contracted entities will be inspected under the program. The FAV will serve as the formal CGIP inspection. For additional information detailing the program to include command and environmental coordinator responsibilities, definitions, environmental practices, and fiscal year inspection schedules contact the NREA compliance office or access the MCAGCC environmental management portal at https://intranet.emportal.usmc.mil/sites/tp/default.aspx.

i. Intelligence. Those matters pertaining to intelligence, counterintelligence, and intelligence oversight.

j. General. Those functional areas required by external sources, mandates, and Marine Corps directives or higher headquarters requiring that inspections be conducted; civilian personnel administration, postal affairs, absentee voting program, operations security, and detention facilities. When applicable, each directorate and commander will ensure these functional areas are inspected per current directives and policies.

Functional Area Responsibilities

Functional Area Code	Description	Responsible Party
1020	Uniform Inspection	CO's, TTECG
1040	Career Planning	G-1, HQBN, MWTC, MCCES
1050	General Administration	G-1, CO's
1320	Sponsorship Program	MCCS, CO's
1400	Officer and Enlisted Promotion Program	G-1, CO's
1500.52	Water Survival Training Program	CO's
1500.59	Martial Arts Program	CO's
*1553.2	Formal Schools Management	MWTC, MAWTS, MCLOG, MCTOG, MCCES
1560	Lifelong Learning	MCCS, CO's
1610	Performance Evaluation System	G-1, CO's, TTECG
1630	PMO Holding Cells and Detention Spaces	G-7
1650	Military Awards	G-1, CO's
1700.23	Request Mast	CIG, CO's
1700.28	Hazing Prevention Response	EOA, CO's
1700.31	Transition Readiness Program	MCCS, CO's
1700.36	Single Marine Program (SMP)	MCCS, CO's
1700.37	Personal and Financial Management	MCCS, CO's
1700.38	Family Member Employment Assistance	MCCS, MWTC
1720	Suicide Prevention Program	G-1, CO's
1730	Religious Ministries	RMD, MWTC, HQBN, MCCES
1740	Family Care Plans	MCCS, CO's
1742	Voter Assistance Program	G-1, CO's
1752	Sexual Assault Prevention and Response	MCCS, CO's
1754.4	Exceptional Family Member Program	MCCS, CO's
1754.6	Family Team Building Program	MCCS, MWTC
1754.9	The Unit, Personal, and Family Readiness Program	FRO, CO's
1754.11	Family Advocacy Program	MCCS, CO's
1755	School Liaison Program	MCCS, MWTC
1900.1	Separations and Retirement	G-1, CO's
1900.2	Limited Duty	G-1, CO's
3000	Unit Readiness	G-3, CO's
3040	Casualty Affairs	G-1, CO's
3070	Operations Security (OPSEC)	G-3, CO's, TTECG
3302	Antiterrorism	G-7, CO's
3500	Aircrew Training	MAWTS
3550	Range and Training Area Management	G-3, MWTC
3571	EOD Technical Evaluation	G-3
3574	Combat Marksmanship	G-3, HQBN, MWTC
3700	Aviation Operations Administration	MAWTS
3710	Naval Aviation Training and Operating Procedures Standardization (NATOPS)	MAWTS
3750	Aviation Safety	MAWTS
3800	Intelligence Oversight	MAWTS
4400	Consumer Level Supply	G-1, HQBN, MWTC, MAWTS, MCCES
4600	Government Travel Credit Card	G-1, CO's
4650	Defense Travel System (DTS)	G-8, CO's
4790	Engineer Equipment Maintenance	G-4
4790.2	Maintenance Management	G-4, CO's

5040.6N	Command Inspection Program	CIG, CO's, Directorates
5060.1	Color Guard	CO's
5060.2	Drill	HQBN, MAWTS, MWTC, MCCES
5060.3	Sword Manual	CO's, TTECG
5090	Environmental Program Management	G-4, CO's
5100	Safety Program	G-7, CO's
5110	Postal Affairs	G-1, CO's
5210	Records and Directives Management	G-1, CO's
5211	Privacy Act	G-1, CO's
5239	Information Systems Management	G-6, CO's
5300	Substance Abuse Program	MCCS, CO's
5351	Combat Operational Stress	CO's
5354	Military Equal Opportunity Program	EAO, CO's
5370	Assistance and Investigations	CIG
5510.2	Foreign Disclosure	G-3, MAGTFTC CO's
5510.3	Information and Personnel Security	G-1, MAWTS, MWTC, MCCES
5512	Identification Cards	G-1, MCMWTC
5530	Physical Security	MCMWTC, MAWTS, MCTOG MCLOG, MCCS
5580	PMO/MCPD Operations	G-7, MWTC
5600	Printing and Publications Management	G-1, CO's
5750	Historical Program	G-3, CO's
5800.14	Victim and Witness Assistance Program	G-1, CO's
5800.16	Legal Administration	G-1, CO's
6000	Health Services Support	CO's
6100	Physical Fitness Program	CO's
6110	Body Composition and Military Appearance	CO's
7300	Financial Management	G-8, CO's
8000	Ground Ordnance Maintenance	G-4, HQBN, MAWTS, MCMWTC, MCCES
11000	Bachelor Housing Management	G-4, HQBN, MAWTS, MWTC, MCCES

* Inspected by TECOM CIG

Inspection Notification Letter and Reports

1. Unit Inspection Notification (UIN) and Unit Inspection Report (UIR).

a. The unit inspection notification letter and resulting report are prepared by the CIG using the format in this enclosure. The notification letter will be provided to the inspected command 48 hours prior to the inspection. The UIN will be used for no notice inspections and delivered at the start of an unannounced inspection. The UIR will be delivered, from the CIG, to the commander of the inspected unit within 30 days of the date inspected. UIR shall not be forwarded to the commander of the unit inspected from the senior inspector/functional area augment inspector.

b. Inspectors must ensure that all inspection results are factual and are derived from the inspection checklist. Grades listed in the report must be supported by the references and documentation. Causative factors and impact of the problems noted should be identified and supported by the findings and discrepancies noted.

c. Inspection reports with findings or non-mission capable areas will require a corrective action report from the commanding officer or directorate of the unit inspected. The report will be forwarded to the CIG's office within 45 days from the date if the UIR. Discrepancies noted on the UIR are minor and easily correctable items therefore, no written response is required.

Inspection Notification Letter Format

HEADING

5040
CIG
(date)

From: Command Inspector General
To: Commanding Officer, Officer in Charge

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM

Ref: (a) MCO 5040.6H
(b) CCO 5040.5P

1. Per the references, a Commanding General's Inspection Program (CGIP) will be conducted xx - xx December xxxx.

2. The following functional areas will be the subject of the CGIP.

Code	Functional Area Description	Inspector

3. This letter serves as short notice. Please provide the use of a conference room for our in brief on xx December xxxx at xxxx and our out brief on xx December xxxx at (TBD). Also, request command personnel accountable for inspection areas be present at both briefs.

4. The point of contact is Readiness Specialist, at (760) 830-4873.

Signature
Command Inspector General
or By direction

Enclosure (5)

Inspection Report Format

HEADING

5040
CIG
(date)

From: Command Inspector General
To: Commanding Officer/Officer in Charge

Subj: UNIT INSPECTION REPORT

Ref: (a) MCO 5040.6H
(b) CCO 5040.5P

Encl (1) Individual Inspector Summary Report and Functional Area Inspection Checklists

1. Per the references, the following report is submitted.

a. Section I

(1) XXXXX was the subject of a Commanding General's Inspection on xx December xxxx and was deemed overall MISSION CAPABLE/NON-MISSION CAPABLE.

(2) Listing of functional areas inspected and the grade assigned to each functional area.

CODE	FUNCTIONAL AREA DESCRIPTION	GRADE

b. Section II

(1) Findings and Recommendations

(a) Finding #. A statement of fact describing in sufficient detail the deficient condition noted.

(b) Recommendation #. A statement of recommended corrective action to resolve finding noted.

(c) Amplifying comments. Any comments which enhance the understanding of the findings noted or specifics associated with a particular finding or existing situation of interest.

(2) Discrepancies and Recommendations

(a) Discrepancy #. A statement of fact describing in sufficient detail the deficient condition noted.

(b) Recommendation #. A statement of recommended corrective action to resolve finding noted.

(c) Amplifying comments. Any comments which enhance the understanding of the findings noted or specifics associated with a particular finding or existing situation of interest.

c. Section III

(1) A correction action report shall be submitted to the Command Inspector General with 45 days of receipt of the Unit Inspection Report. The report must address the actions taken to correct all non-mission capable areas in section I and each of the findings in section II. Discrepancies noted in section II are of concern, and for your internal action.

(2) A follow-up inspection will be conducted for those functional areas which were non-mission capable and any findings. The follow-up inspection will be unannounced.

(3) Special Recognition: (list by name, personnel identified)

2. The point of contact is the Readiness Inspector at (760) 830-4873.

Signature
Command Inspector General

Sample Internal Inspection Program Order

XXX 5040.X
CO
(Date)

COMMAND ORDER 5040.X

From: Commanding Officer
To: Distribution List

Subj: INTERNAL INSPECTION PROGRAM

Ref: (a) MCO 5040.6H

Encl: (1) Master Inspection Schedule
(2) Coordinating Instructions

1. Situation. To establish local guidance and inspection procedures as set forth in the reference.

2. Mission. The goals of the Commanding Officer's Internal Inspection Program are twofold. The first is to ensure that the command is complying with all policies of the Commandant of the Marine Corps. The second is to ensure that the command is promoting morale, economy, efficiency, effectiveness, and professionalism, while preventing and detecting fraud, waste, and mismanagement, discrimination, sexual harassment, and related improprieties.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The Internal Inspection Program is based on the philosophy that the inspection process will be continuous, thus, requiring the least number of inspections in order to meet the prescribed goals. Inspections will be conducted semiannually, or as determined by the Commanding Officer, to monitor the inspection process and review appropriate inspection reports. Redundancy in the inspection process will be avoided.

(b) Per the reference, a master inspection schedule will be published ensuring that functional area inspections are conducted as required by current Marine Corps directives. In cases where no time frames have been established by Marine Corps directives, the inspections will be scheduled on a semiannual basis. Enclosure (1) lists the Master Inspection Schedule and associated functional areas.

(c) Inspections are categorized as follows:

1. Formal. The Inspector General of the Marine Corps (IGMC), higher headquarters or an outside agency will conduct this type of inspection. This is a formal, command-wide inspection that makes a

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comprehensive examination of each functional or commodity area of the command. This inspection is designed to provide an assessment of the command's overall compliance with Marine Corps and other applicable directives.

2. Informal. This type of inspection examines one or more functional areas and is conducted to assist the Commanding Officer in assessing the overall effectiveness of the command. Informal inspections are directed by the Commanding Officer or requested by a particular functional area sponsor within the command. In some cases, they will occur as a follow-up action to known discrepancies.

(2) Concept of Operations

(a) The IGMC Functional Area (F/A) checklist will be used for all inspections. Current checklists may be obtained from the Internal Inspection Coordinator or the IGMC web site. The results for both formal and informal inspections will be documented in a Unit Inspection Report (UIR) as described in the reference. The Internal Inspection Coordinator will maintain completed F/A checklists and the UIR for every scheduled inspection (formal and informal) for a period of five years.

(b) Reports. Within thirty days after completing an informal inspection or follow-up, the Internal Inspection Coordinator will issue a Unit Inspection Report to the Commanding Officer. A comprehensive appraisal of positive highlights, significant problem areas and corrective actions will be included. The inspection process for any given functional area will only be considered complete when all corrective action has been taken.

b. Coordinating Instructions

(1) Command Sponsors for Functional Areas

(a) Maintain a current F/A checklists for assigned functional areas. Current F/A checklists are available from the Internal Inspection Coordinator and the IGMC website.

(b) Be thoroughly familiar with all orders, directives and publications related to the assigned functional area.

(c) Maintain a functional area turnover binder as directed by the Internal Inspection Coordinator.

(d) Complete a self-inspection of assigned functional areas using the current F/A checklist on a semi-annual basis (best conducted between scheduled informal inspections by the Internal Inspection Coordinator).

(e) Have a thorough understanding of assigned functional area subject matter to include required training and recurring reports.

(f) Perform as the subject matter expert for the assigned functional areas.

(g) Provide expert opinion and advice to the Commanding Officer concerning assigned functional areas.

(2) Internal Inspection Coordinator

(a) Schedule, coordinate and monitor inspections in accordance with the guidelines and instructions contained in the enclosures and the reference.

(b) Provide a final report of the results of each informal inspection to the Commanding Officer and maintain an oversight and follow-up system for monitoring, tracking and reporting actions taken to correct identified discrepancies.

(c) Obtain current Marine Corps F/A checklists through the IGMC website. Check for changes to the appropriate F/A checklists quarterly.

(d) Provide current F/A checklists to internal functional area sponsors.

(e) Provide training to internal functional area sponsors as required.

(f) Identify to the IGMC outdated or superseded F/A checklists, references, programs, and policies via the chain of command.

(g) Provide to the Commanding Officer expert opinion in all areas concerning the Internal Inspection Program.

(h) Coordinate for the Commanding Officer with higher headquarters and outside agency formal inspections.

(i) Forward recommended changes to F/A checklists to the appropriate checklist Functional Area Manager.

4. Administration and Logistics

5. Command and Signal

a. Command.

b. Signal.

I. M. COMMANDER

Master Inspection Schedule

CODE (SSIC)	FUNCTIONAL AREA	INSPECTION MONTH
3302	Antiterrorism	
6110	Body Composition & Military Appearance	JAN/JUN
1040	Career Planning	JAN/JUN
3040	Casualty Affairs	JAN/JUN
4400.15	Consumer Level Supply	JAN/JUN
4650	Defense Travel System	JAN/JUN
4600	Government Travel Charge Card	JAN/JUN
1700.28	Hazing Prevention Response	JAN/JUN
6000	Health Services	JAN/JUN
5750	Historical Program	JAN/JUN
5510.3	Information & Personal Security	JAN/JUN
3800	Intel Oversight	JAN/JUN
5800.16	Legal Administration	JAN/JUN
1900.2	Limited Duty	JAN/JUN
1500.59	Martial Arts	JAN/JUN
1650	Military Awards	JAN/JUN
5354	Military Equal Opportunity	JAN/JUN
1400	Officer & Enlisted Promotions	JAN/JUN
3070	Operations Security	JAN/JUN
1610	Performance Evaluation System	JAN/JUN
6100	Physical Fitness	JAN/JUN
5530	Physical Security	JAN/JUN
5110	Postal Affairs	JAN/JUN
5210	Records, Reports, & Directives Management	JAN/JUN
1700.23	Request Mast	JAN/JUN
5100	Safety	JAN/JUN
1900.1	Separation & Retirement	JAN/JUN
1752	Sexual Assault Prevention & Response	JAN/JUN
5300	Substance Abuse	JAN/JUN
1720	Suicide Prevention	JAN/JUN
3000	Unit Readiness	JAN/JUN
1754.9	Unit, Personal & Family Readiness	JAN/JUN
5800.14	Victim & Witness Assistance	JAN/JUN
1742	Voter Assistance	JAN/JUN

Additional Inspections Required for Aviation Commands

CODE (SSIC)	FUNCTIONAL AREA	INSPECTION MONTH
3500.14	Aircrew Training	JAN/JUN
3700	Aviation Operations Administration	JAN/JUN
3750	Aviation Safety	JAN/JUN
3710	Naval Aviation Training Operating Procedures Standardization (NATOPS)	JAN/JUN

Enclosure (1)

Enclosure (6)

Coordinating Instructions

1. Reporting Instructions

a. Upon completion of each functional area inspection, an inspection report will be submitted to the Commanding Officer. Use the format found in the reference, enclosure (5). This report, as a minimum, will include:

(1) Completed F/A Inspection checklist.

(2) Noted discrepancies (to include repeat discrepancies).

(3) Assigned evaluation (mission capable or non-mission capable).

(4) Recommendations for corrective action(s).

(5) Remarks as to the overall effectiveness or condition of the areas and functions inspected, including observations as to the effectiveness or improvement, to include internal control systems to deter and detect fraud, waste, and mis-management.

b. The original copy of the functional area inspection will be presented to the commanding officer for review. Upon review, the original will be maintained in the internal inspection program turnover binder. A copy of the original will be provided to the command sponsor of the functional area for inclusion into the functional area turnover binder.

c. The internal inspection coordinator will consolidate functional area reports into a unit inspection report (UIR), using guidelines identified in the references. A summary will be included with reports of inspection covering all items inspected.

d. The internal inspection coordinator will submit to the commanding officer a narrative of action(s) taken to correct discrepancies within thirty days following receipt of a status of findings report. The original will be maintained in the internal inspection program turnover binder and a copy will be provided to the functional area sponsor for inclusion into the functional area turnover binder.

e. The initial report on corrective action taken will be updated and briefed to the commanding officer as directed until the last discrepancy is corrected.

2. Scheduling. The command inspection coordinator will maintain and publish the schedule of inspections upon approval of the Commanding Officer.

3. Inspection Guidelines

a. Inspection checklists (or guidelines for locally assigned functional areas that do not maintain an F/A checklist) serve as a guide in preparing

for a formal or informal inspection. F/A checklists should be used in the preparation for inspections.

b. Each functional area sponsor is responsible for the preparation and update of the functional area turnover binder for each area assigned.

c. Previous inspections results will be reviewed and particular attention will be directed to those items noted as a discrepancy during previous inspections.

4. Assignment of Inspection Evaluations

a. Mission Capable. The functional area is complying with the doctrine, policies, and procedures of the Commanding Officer and other higher authority except for minor discrepancies.

b. Non-mission Capable. The functional area is not complying with doctrine, policies, and procedures of the Commanding Officer and other higher authority, there are a significant number of trend findings in the functional area, or both.