



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 5040.5T

CIG

AUG 05 2026

COMBAT CENTER ORDER 5040.5T

From: Commanding General
To: Distribution List

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM

Ref: (a) MCO 5040.6K
(b) MCO 5430.1A w/Admin CH-2
(c) SECNAV M-5210.1 CH 1

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

Reports Required: I. Final Inspection Report (FIR) (Report Control Symbol EXEMPT), paragraph 4b(1)(d) and enclosure (6), paragraph 3a(2)(a) and (b)
II. Corrective Action Report (CAR)

1. Situation. In accordance with the references and enclosures, this Order provides guidance and inspection procedures for the Commander, Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) Commanding General's Inspection Program (CGIP).

2. Cancellation. CCO 5040.5S.

3. Mission. References (a) and (b) establish the Marine Corps inspection process and assigns inspection authority and responsibility to the Commander, MAGTFTC, MCAGCC to create a program for this Command. The Commander of MAGTFTC, MCAGCC will inspect subordinate units within the timelines defined by enclosure (1) in order to design and administer command inspections to reinforce mission readiness, evaluate areas essential for mission performance, and help commanders identify deficiencies. Additionally, this Order establishes the conduct of inspections of directorates and special staff to occur at least once every 36 months in order to validate programs required by current Inspector General of the Marine Corps (IGMC) guidance.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Command Inspector General (CIG), MAGTFTC, MCAGCC shall plan and conduct short notice inspections to regularly validate the mission readiness of the commanders within the timelines defined by enclosure (1). The CIG will assess, assist, and enhance the ability of

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the commanders to prepare for and perform its assigned mission through this inspection program. The success of the program relies on fostering positive learning experiences and recognizing excellence, but also identifying root causes of problems, particularly beyond the capability of a commander to solve.

(2) Concept of Operations. The CGIP will be administered to ensure that the inspection process requires the least number of inspections to meet their stated goals. Redundancy in the inspection process is to be avoided when possible. Enclosure (1) lists commands and directorates subject to the MAGTF/TC, MCAGCC CGIP. Enclosures (2) through (6) provide specific directions for the scope, grading, collecting, and reporting of these inspections. The CGIP is designed to assess and enhance the ability of MAGTF/TC, 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, abuse, 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) Command Inspector General (CIG)

(a) As a principal advisor to the MAGTF/TC, MCAGCC Commanding General on all inspection matters; inspect, investigate, assist, teach and train into any and all matters of importance to the Commanding General, MAGTF/TC, MCAGCC with particular emphasis on readiness, efficiency, discipline, morale, ethics, equal opportunity, safety and health, fiscal integrity, physical security, troop information, and any issues affecting quality of life.

(b) Coordinate and supervise the conduct of the CGIP and ensure the CIG's staff and functional area (FA) 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 (a). Final Inspection Reports are exempt from reports control under SECNAV M-5214.1 CH-1 and do not require a Report Control Symbol.

(e) Request appropriate assistance from higher headquarters staff agencies for those inspections, evaluations, and audits requiring special expertise not resident within this command.

(f) Prepare a Command Inspection Report for the Commander/head of inspected activity within 10 working days of completing any inspection, evaluation, or audit.

(g) Make records from the command available to the IGMC during inspections that happen at least once every 36 months.

(h) Analyze information obtained through investigations to identify areas of weakness that relate to discipline, integrity, efficiency, and readiness, and provide appropriate recommendations for improvement.

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(i) Receive allegations of inefficiency, misconduct, impropriety, mismanagement, fraud, waste, or violations of law, and investigate or refer to such matters for investigation as the Commander MAGTFCTC, MCAGCC deems appropriate.

(j) Conduct area visits and make appropriate evaluations, reports, and recommendations.

(k) Recommend to the Commander those Marines, Sailors, and or civilians deemed worthy in their respective functional areas for appropriate recognition.

(2) Assistant Chiefs of Staff, Division Directors, and Special Staff Officers

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

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

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

(d) Immediately inform the CIG when external agencies schedule inspections, evaluations, audits, and staff visits to this Command.

(e) Provide copies of any correspondence concerning such inspections to the CIG.

(3) Commanding Officers, Headquarters Battalion, Marine Corps Tactics and Operations Group, Marine Corps Mountain Warfare Training Center, Marine Aviation Weapons and Tactics Squadron One, Marine Corps Logistics and Operations Group, Expeditionary Warfare Training Group, Pacific and Atlantic

(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. 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 corrective action report (CAR) as directed in enclosure (5) as required.

(d) Implement and monitor your unit's internal inspection program per enclosure (6). Use the Functional Area Checklist (FACs) as a basis for conducting the program.

(e) Conduct your own internal assessment during the off year that a MAGTFCTC, MCAGCC CIG inspection of such specific FAs are not conducted.

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c. Coordinating Instructions

(1) Inspect as frequently as required by enclosure (1), and use the guidelines listed in reference (a) under the unit inspection program. Inspection schedules will be determined by the MAGTFTC, MCAGCC Training Effectiveness Evaluation Plan and IGMC scheduled inspections.

(2) A copy of each complete FAC will also be provided to the commander or activity head of the inspected organization upon completion of the inspection. Inspectors will address deficiencies and provide recommendations and comments to assist the commander or activity head with correcting discrepancies and findings; these inputs form the basis for the Corrective Action Report (CAR).

5. Administration and Logistics

a. Inspection Principles and Grading System. The principles and grading system detailed in Chapter 4 of reference (a) will be followed for the CGIP.

b. Definitions. Definitions for the CGIP are found in enclosure (2).

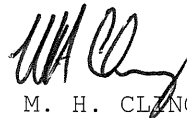
c. Inspection Checklist, Guidelines, Reports, and Schedule. The FACs maintained by the IGMC are to be used by commanders, activity heads, and inspectors in preparing for and conducting inspections under the CGIP. FACs are intended to provide activities with guidelines from applicable directives for day-to-day administration and operations. However, they are not intended to be all-encompassing in content. Thus, total reliance on such FACs, in lieu of proper reference to pertinent directive, should be avoided as they do not guarantee a Tier I rating. Guidance to prepare for and conduct an inspection is provided in Chapter 3 of reference (b).

d. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center Orders can be found at <https://www.29palms.marines.mil/Staff-Offices/G-1-Manpower-Directorate/Adjutant/#combat-center-orders>.

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.



M. H. CLINGAN

DISTRIBUTION: A

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

Annual Split Inspections

Headquarters Battalion (HQBN)

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)

Split Programs have approximately 50% of their Functional Areas inspected
each calendar year.

At Least Every 24 Months

Expeditionary Warfare Training Group, PAC (EWTGPAC) (odd years)

Expeditionary Warfare Training Group, LANT (EWTGLANT) (even years)

At Least Every 36 Months

Assistant Chief of Staff, G-1

Assistant Chief of Staff, G-3

Assistant Chief of Staff, G-4

Assistant Chief of Staff, G-6

Assistant Chief of Staff, G-7

Assistant Chief of Staff, G-8

Director, Mission Assurance (IGMC scheduled)

Command Inspector General (CIG) (IGMC scheduled)

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 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 overall grades shall be assigned to the Command by the CIG:

a. Tier I (Commendatory). A command is assessed as *Commendatory* when 90-100% of its inspected Functional Areas (FAs) are deemed effective.

b. Tier II (Satisfactory). A command is assessed as *Satisfactory* when 80-89 percent of its inspected FAs are deemed effective.

c. Tier III (Unsatisfactory). A command is assessed as *Unsatisfactory* when 0-79 percent of its FAs are deemed effective.

3. Grade Assigned to Functional Areas (FAs)

a. Effective. Sufficient evidence exists to compel a SME in the FA to believe the program existed in the past, is compliant at the time of the

inspection, and is reasonably assured to be successful in the future. Effective FAs may exist with a degree of findings and discrepancies.

b. Ineffective. Sufficient evidence exists to compel a SME in the FA to believe the program does not meet the intent of the policy or directive or does not achieve the effect desired by the policy or directive. If the FA exists in name only or does not exist at all, it shall also be assessed as ineffective.

4. Grade Assigned to Functional Area Questions (FAC)

a. Compliant. Sufficient evidence exists validating that the inspected command meets or is in accordance with the rules or standards set forth by the FAC question(s).

b. Discrepancy. A minor deviation in compliance with guidance, direction, or standards. Discrepancies require minimal corrective actions and normally are within the purview of the Functional Area Managers (FAM) to implement independently and quickly.

c. Finding. A substantial problem, major deviation, or a systemic pattern of noncompliance from directives or standards. Findings often require corrective guidance from a unit's commander and are often beyond the authority and purview of a FAM to correct independently and may incur a significant risk to the commander. Findings could:

(1) Be a failure to comply with higher headquarters' policies and procedures.

(2) Negatively impact the command's readiness.

(3) Be issues of health, morale, or welfare of the unit's Marines, Sailors, civilians, and families.

(4) Lead to fraud, waste, abuse of authority, or mismanagement.

5. 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. Functional Area Checklists (FACs). 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. Critical or Required Evaluation (CoRE) Functional Areas

(1) While all policies require compliance, the CoRE FAs provide a priority of effort for commanders. The IGMC inspection team and all CGIP inspection teams shall inspect all CoRE FAs when feasible and applicable. However, CGIP inspection teams may, at the direction of their Commanding General or Commander, inspect additional functional areas deemed important to the Commanding General.

(2) The CoRE list (to include aviation units, installation commands, and commands with Inspectors General) as well as the CMC "Top Priority" FAs are updated and published annually in January after annual FAs review during the IGMC Inspections Program Summit, or as required by the CMC. The CoRE list can be viewed on the IGMC website, at <https://www.igmc.marines.mil/Divisions/Inspections-Division/Checklists/>.

d. Discrepancy. A minor deviation in compliance with guidance, direction, or standards. Discrepancies require minimal corrective actions and normally are within the purview of the FAM to implement independently and quickly.

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

f. Finding. A substantial problem, major deviation, or a systemic pattern of noncompliance from directives or standards. Findings often require corrective guidance from a unit's commander and are often beyond the authority and purview of a FAM to correct independently and may incur significant risks to the commander. Findings could:

(1) Be a failure to comply with higher headquarters policies and procedures.

(2) Negatively impact the command's readiness.

(3) Be issues of health, morale, or welfare of the unit's Marines, Sailors, civilians, and families.

(4) Lead to fraud, waste, abuse of authority, or mismanagement.

g. Follow-up Inspection. If the CIG, assesses a command as Tier III (Unsatisfactory), the command will be reinspected unannounced. The reinspection grade is based on the inspected programs' health as well as the totality of the command's corrective actions taken since the previous inspection. Reinspected programs are assessed as effective or ineffective based on corrective actions taken that are within the command's ability to affect.

(1) The highest grade a command can receive on a reinspection is Tier II (Satisfactory).

(2) A reinspected command will normally receive a Tier II (Satisfactory) if all reinspected programs are assessed as effective.

(3) A reinspected command may remain Tier III (Unsatisfactory) if any reinspected programs are assessed as ineffective.

(4) IG typically reinspects Tier III (Unsatisfactory) commands between 6 and 9 months post-inspection, to allow time for the command to enact corrective actions, which may require several weeks of training and preparation. The reinspection is usually limited to FAs that were assessed as ineffective. However, effective FAs that had significant numbers of findings may also be included.

h. 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.

i. Shall. Mandatory.

j. Shall not. Don't do it.

6. Functional Area Checklist

a. The Functional Area Checklist (FAC) 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. 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 will not be considered all-encompassing as functional areas are added or deleted on a regular basis, the CIG will provide regular updates as required.

b. Inspectors shall use the appropriate checklist when conducting an inspection. The information contained on the checklist shall be the minimum criteria used for inspecting 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, Division Directors, 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:
<https://www.igmc.marines.mil/Divisions/Inspections-Division/Checklists/>.

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).

7. 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 Directorates/Special Staff will be provided with the inspection dates prior to the inspections but shall not discuss dates with the unit inspected or other personnel that do not have a need to know 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, at least every 24 months, inspections of all subordinate units and personnel to promote economy, efficiency, effectiveness, and readiness. The CIG shall conduct, or cause to be conducted, at least every 36 months, inspections of all special staffs, directorates, and personnel to promote economy, efficiency, effectiveness, and readiness. This authority shall not be sub-delegated.

2. The CIG will be the focal point for all inspections within the command to include providing assistance as requested for monitoring corrective actions taken for findings noted during inspections.

3. 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, Sailors, 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, and ordnance.

c. Personnel. Those troop-oriented areas to include: Physical fitness, and weight control/personal appearance, etc.

d. Training. Those areas critical to the development and conduct of required training, unit training management, lifelong learning, 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, personnel 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. Environmental Affairs (EA) 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 tenants, 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 EA compliance

office or access the MCAGCC environmental affairs website at <https://www.29palms.marines.mil/Staff-Offices/G-4-Installation-Support-Directorate/Environmental-Affairs/>.

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; Marine and family services, 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

<u>Functional Area Code</u>	<u>Description</u>	<u>Responsible Party</u>
1040	Career Planning Program	G-1, HQBN, MCMWTC
1500.52	Water Survival Training Program	CO's
1500.59	Martial Arts Program	CO's
1500.60	Force Preservation Council	CO's
1500.62	Physical Fitness Program (MCO 6100.14) and Force Fitness Instructor Program (MCO 1500.62)	CO's
*1553.2	Formal School Management	MCMWTC, MAWTS-1, MCLOG, MCTOG, EWTG's
1553.3	Unit Training Management	CO's
1610	Performance Evaluation System (PES)	CO's
1650	Military Awards	G-1, CO's
1700.23	Request Mast	CIG, CO's
1700.31	Transition Readiness Program (TRP)	MCCS, CO's
1700.37	Personal Financial Management	MCCS, CO's
1720.1	Suicide Prevention Program	G-1, CO's
1742.1	Voting Assistance	G-1, CO's
1752.5	Sexual Assault Prevention and Response	CoS, CO's
1754.9	Unit, Personal, and Family Readiness	CO's
1900.16	Separations, Retirement, and Limited Duty	G-1, CO's
3000.13	Unit Readiness	G-4, CO's
3040	Casualty Affairs	G-1, CO's
3070	Operations Security (OPSEC)	G-3, CO's,
3302	Antiterrorism	MA, CO's
3500.14	Aircrew Training	MAWTS-1
3501.36	Critical Infrastructure Protection (CIP)	MA, MCMWTC
3700	Aviation Operations Administration	MAWTS-1
3710.7	Naval Aviation Training and Operating Procedures Standardization (NATOPS)	MAWTS-1
3750.6	Aviation Safety	MAWTS-1
3800	Intelligence	MAWTS-1, MCTOG
3800.2	Oversight Intel, Non-Sensitive Activities	MAWTS-1, MCTOG
4400.201	Supply, Consumer Level	G-4, MCMWTC, MAWTS-1
4600.40	Government Travel Credit Card	G-1, CO's
4650.39	Defense Travel System (DTS)	G-1, CO's
5040	Command Inspection Program	CIG
5100.29	Marine Corps Safety Program Systems	MA, CO's
5110.1	Postal Affairs and Official Mail	G-1, CO's
	Military Postal Activity	
5110.2	Postal Affairs and Official Mail	G-1, CO's
5210	Records Management	G-1, CO's
5215	Directives Management	G-1, CO's
5239	Cyber Security Management	G-6, CO's
5300.17	Substance Assessment and Counseling Program	DDRC, CO's
5351.1	Operational Stress Control and Readiness (OSCAR) Program	CO's
5354.1	Prohibited Activities and Conduct (PAC) Prevention and Response	EOA, CO's
5370	Assistance and Hotline	CIG
5510.3	Information and Personnel Security	SSO, MAWTS-1, MCMWTC, MCTOG, MCLOG
5530	Physical Security	MA, CO's

Functional Area		
<u>Code</u>	<u>Description</u>	<u>Responsible Party</u>
5580	Law Enforcement Operations	MA, MCMWTC
5580.2	Criminal Investigations Division (CID) Operations	MA, MCMWTC
5580.6	Criminal Justice Investigation Division (USMC CID) Operations	MA, MCMWTC
5585.5	Military Working Dog (MWD) Operations	MA
5800.16	Victim and Witness Assistance Program	SJA, CO's
5800.16	Legal Administration	SJA, CO's
6000	Health Services Support	CO's
6100.13	Physical Fitness and Combat Fitness	CO's
6110	Body Composition and Military Appearance	CO's
11000.1	Unaccompanied Housing	G-4, CO's, MCMWTC

* Inspected by TECOM CIG

Inspection Notification Letter and Reports

1. Unit Inspection Notification (UIN) and Final Inspection Report (FIR).

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 FIR will be delivered from the CIG to the commander of the inspected unit within 30 days of the date inspected. FIR 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 FAC. 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 ineffective 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 30 days from the date of the FIR. Discrepancies noted on the FIR are minor and easily correctable items therefore, no written response is required.

Unit Inspection Notification (UIN) Letter Format

HEADING

5040.X
CIG
(date)

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

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM

Ref: (a) MCO 5040.6K
(b) CCO 5040.6T

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.

<u>SSIC</u>	<u>Functional Area Description</u>	<u>Inspector</u>
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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

Final Inspection Report (FIR) Format

HEADING

5040.X
CIG
(date)

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

Subj: FINAL INSPECTION REPORT

Ref: (a) MCO 5040.6K
(b) CCO 5040.6T

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

1. Per the references, the enclosure is submitted.

a. Section I

(1) XXXXX was the subject of a Commanding General's Inspection on DD MM YYYY and was deemed overall as **Tier I: Commendatory / Tier II: SATISFACTORY / Tier III: UNSATISFACTORY.**

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

<u>SSIC</u>	<u>FUNCTIONAL AREA DESCRIPTION</u>	<u>GRADE</u>
1700.37	Personal Financial Management Program	Effective
1700.31	Transition Readiness Program	Ineffective

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.

XXX 5040.XX
(date)

(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.

(d) Section III

(1) A corrective action report shall be submitted to the Command Inspector General within 30 days of receipt of the Final Inspection Report. The report must address the actions taken to correct all unsatisfactory areas in section I and each of the findings in section II. Discrepancies noted in section II are of concern, and for internal action.

(2) A follow-up inspection will be conducted for those functional areas which were all Tier III Unsatisfactory 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

Corrective Action Report (CAR) Format

HEADING

From: Commander's Title, Command Name
To: Inspector General of the Marine Corps (Attn: Inspections Division)
Via: Command Inspector General, Command Name

Subj: COMMAND NAME CORRECTIVE ACTION REPORT

Ref: (a) MCO 5040.6K

Encl: (1) Response to Inspector General of the Marine Corps Final Inspection
Report.

1. Per the reference, the enclosure is provided.

2. The point of contact is Rank/Name, Command Inspector General, at (XXX)
XXX-XXXX and fname.lname@usmc.mil

I. M. COMMANDER

HEADING

5040.X
CIG
(date)

From: Command Inspector General
To: Commanding Officer/Officer in Charge
Subj: [COMMAND NAME] CORRECTIVE ACTION REPORT
Ref: (a) MCO 5040.6K
(b) CCO 5040.6T

1. XXXX was the subject of the Commanding General's Inspection of DD MMM YYYY. The results have been provided by the MAGTFTC, MCAGCC Twentynine Palms Command Inspector General. Corrective actions to **Ineffective** Functional Area(s) are:

1700.37 Personal Financial Management Program

Inspectors: Name: Rank: Phone:

Question:

Reference:

Finding:

Recommendation:

Action Taken:

Projected Completion Date:

2. Corrective actions to **Effective** Functional Areas with Findings are:

1700.31 Transition Readiness Program

Inspectors: Name: Rank: Phone:

Question:

Reference:

Finding:

Recommendation:

Action Taken:

Projected Completion Date:

3. Point of contact:

SIGNATURE OF CO

Enclosure (6)

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 5040.6K
(b) CCO 5040.5T

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 two-fold. 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

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 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 Final Inspection Report (FIR) as described in the reference. The Internal Inspection Coordinator will maintain completed FACs and the FIR for every scheduled inspection (formal and informal) for a period of six years.

(b) Reports. Within 30 days after completing an informal inspection or follow-up, the Internal Inspection Coordinator will issue a Final Inspection Report (FIR) 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. Final Inspection Reports are exempt from reports control under SECNAV M-5214.1 CH-1 and do not require a Report Control Symbol.

b. Coordinating Instructions

(1) Command Sponsors for Functional Areas

(a) Maintain a current FAC for all assigned functional areas. Current FACs 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 FAC 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.

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(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 FACs through the IGMC website. Check for changes to the appropriate FACs quarterly.

(d) Provide current FACs to internal functional area sponsors.

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

(f) Identify to the IGMC outdated or superseded FACs, 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 FACs 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

<u>CODE</u>	<u>FUNCTIONAL AREA</u>	<u>INSPECTION MONTH</u>
1040	Career Planning Program	JAN/JUN
1500.52	Water Survival Training Program	JAN/JUN
1500.59	Marine Corps Martial Arts Program	JAN/JUN
1500.60	Force Preservation Council	JAN/JUN
1500.62	Physical Fitness Program (MCO 6100.14) and Force Fitness Instructor Program (MCO 1500.62)	JAN/JUN
1553.2	Formal School Management	JAN/JUN
1553.3	Unit Training Management	JAN/JUN
1610	Performance Evaluation System (PES)	JAN/JUN
1650	Military Awards	JAN/JUN
1700.23	Request Mast Procedures	JAN/JUN
1700.31	Transition Readiness Program (TRP)	JAN/JUN
1700.37	Personal Financial Management	JAN/JUN
1720.1	Suicide Prevention Program	JAN/JUN
1742.1	Voting Assistance	JAN/JUN
1752.5	Sexual Assault Prevention and Response	JAN/JUN
1754.9	Unit, Personal, and Family Readiness	JAN/JUN
1900.16	Separations, Retirement, and Limited Duty	JAN/JUN
3000.13	Unit Readiness	JAN/JUN
3040	Casualty Affairs	JAN/JUN
3070	Operations Security (OPSEC)	JAN/JUN
3302	Antiterrorism	JAN/JUN
3500.14	Aircrew Training	JAN/JUN
3501.36	Critical Infrastructure Protection (CIP)	JAN/JUN
3700	Aviation Operations Administration	JAN/JUN
3710.7	Naval Aviation Training and Operating Procedures Standardization (NATOPS)	JAN/JUN
3750.6	Aviation Safety	JAN/JUN
3800	Intelligence	JAN/JUN
3800.2	Oversight Intel, Non-Sensitive Activities	JAN/JUN
4400.201	Supply, Consumer Level	JAN/JUN
4600.40	Government Travel Charge Credit Card	JAN/JUN
4650.39	Defense Travel System (DTS)	JAN/JUN
5040	Command Inspection Program	JAN/JUN
5100.29	Marine Corps Safety Program Systems	JAN/JUN
5110.1	Postal Affairs and Official Mail Military Postal Activity	JAN/JUN
5110.2	Postal Affairs and Official Mail	JAN/JUN
5210	Records Management	JAN/JUN
5215	Directives Management	JAN/JUN
5239	Cyber Security Management	JAN/JUN
5300.17	Substance Assessment and Counseling Program	JAN/JUN
5351.1	Operational Stress Control and Readiness (OSCAR) Program	JAN/JUN
5354.1	Prohibited Activities and Conduct (PAC) Prevention and Response	JAN/JUN

<u>CODE</u>	<u>FUNCTIONAL AREA</u>	<u>INSPECTION MONTH</u>
5370	Assistance and Hotline	JAN/JUN
5510.3	Information and Personnel Security	JAN/JUN
5530	Physical Security	JAN/JUN
5580	Law Enforcement Operations	JAN/JUN
5580.2	Criminal Investigations Division (CID) Operations	JAN/JUN
5580.6	Criminal Justice Investigation Division (USMC CID) Operations	JAN/JUN
5585.5	Military Working Dog (MWD) Operations	JAN/JUN
5800.16	Victim and Witness Assistance Program	JAN/JUN
5800.16	Legal Administration	JAN/JUN
6000	Health Services Support	JAN/JUN
6100.13	Physical Fitness and Combat Fitness	JAN/JUN
6110	Body Composition and Military Appearance	JAN/JUN
11000.1	Unaccompanied Housing	JAN/JUN

Coordinating Instructions1. 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 Functional Area Checklists (FACs).
- (2) Noted discrepancies (to include repeat discrepancies).
- (3) Assigned evaluation (Tier I, II, or III).
- (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 mismanagement.

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 Final Inspection Report (FIR), 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. Functional Area Checklists (or guidelines for locally assigned functional areas that do not maintain FACs) serve as a guide in preparing

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for a formal or informal inspection. FACs 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. Effective. Sufficient evidence exists to compel a SME in the FA to believe the program existed in the past, is compliant at the time of the inspection, and is reasonably assured to be successful in the future. Effective FAs may exist with a degree of findings and discrepancies.

b. Ineffective. Sufficient evidence exists to compel a SME in the FA to believe the program does not meet the intent of the policy or directive or does not achieve the effect desired by the policy or directive. If the FA exists in name only or does not exist at all, it shall also be assessed as ineffective.