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 5040.5R
CIG

APR 27 2018

COMBAT CENTER ORDER 5040.5R

From: Commanding General
To: Distribution List

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM

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

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 Responsibilities
(5) Inspection Notification Letter and Reports
(6) Sample Internal Inspection Program Order

Report Required: I. Unit Inspection Report (Report Control Symbol EXEMPT), paragraph 4b(1)(d) and enclosure (6), paragraph 3a(2)(a) and (b)

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 5040.5P.

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, MAGTFTC, MCAGCC will design and administer biennial command inspections in order 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 staffs on a triennial basis 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 biennially validate the mission readiness of the commanders. The CIG will assess, assist, and enhance the ability of the commanders to prepare for and perform

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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, particulary 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 the aforementioned goals. Redundancy in the inspection process is to be avoided whenever possible. Enclosure (1) lists commands and directorates subject to the MAGTFTC, MCAGCC CGIP. Enclosures (2) through (6) provide specific direction concerning the scope, grading, collecting, and reporting of these inspections. The CGIP is designed to assess and enhance the ability of MAGTFTC, 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) Director, CIG

(a) As a principal advisor to the MAGTFTC, MCAGCC Commanding General on all inspection matters; inspect, investigate, assist, teach, train or inquire into any and all matters of importance to the Commanding General, MAGTFTC, 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 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 (b). Unit Inspection Reports are exempt from reports control under SECNAV M-5214.1 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 to the commander/head of inspected activity within 10 working days of completing any inspection, evaluation, or audit.

(g) Make records available to the IGMC during triennial inspections of this Command.

(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.

(i) Receive allegations of inefficiency, misconduct, impropriety, mismanagement, fraud, waste, or violations of law, and investigate or refer such matters for investigation as the Commander MAGTFTC, 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

(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 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 Functional Area (F/A) checklists as a basis for conducting the program.

(e) Conduct your own internal assessment during the off year that a MAGTFTC, MCAGCC CIG inspection is not conducted.

c. Coordinating Instructions

(1) Inspect biennially and triennially as indicated, as well as 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 completed detailed inspection checklist will also be provided to the commander or activity head of the inspected organization upon completion of the CGI. 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 Plan.

5. Administration and Logistics

a. Inspection Principles and Grading System. The inspection principles and grading system identified in Chapter 1 of reference (b) 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 detailed inspection checklists maintained by the IGMC are to be used by commanders, activity heads, and inspectors in preparing for and conducting inspections under the CGIP. Detailed inspection checklists 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 detailed inspection checklists, in lieu of proper reference to pertinent directive, should be avoided as they do not guarantee a mission-capable rating. Guidance to prepare for and conduct an inspection are provided in Chapter 3 of reference (b).

d. 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/G1-Manpower/Adjutant-Office/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.

W. F. MULLEN III

Distribution: A

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

Command Inspector General (CIG) (IGMC scheduled)

Biennial

Headquarters Battalion (HQBN) (odd years)

Marine Corps Mountain Warfare Training Center (MCMWTC) (odd years)

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

Marine Corps Tactics & Operations Group (MCTOG) (even years)

Marine Corps Logistics & Operations Group (MCLOG) (even years)

Triennial

Assistant Chief of Staff, Resource Management Directorate (RMD)

Assistant Chief of Staff, MAGTF Training Directorate (MTD)

Assistant Chief of Staff, Installation Support Directorate (ISD)

Assistant Chief of Staff, Communications Directorate (CD)

Tactical Training Exercise Control Group (TTECG)

Religious Ministries (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. 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:
http://www.hqmc.marines.mil/igmc/Resources/Functional AreaChecklists.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 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, 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 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 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 EA 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; 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

Functional Area Code	Description	Responsible Party
1040	Career Planning	RMD, HQBN, MCMWTC,
1050	Leave, Liberty, and Meal Card Program	CO's
1320	Sponsorship Program	CO's
1400	Officer and Enlisted Promotion Program	CO's
1500.52	Water Survival Training Program	CO's
1500.59	Martial Arts Program	CO's
*1553.2	Formal Schools Management	MCMWTC, MAWTS-1, MCLOG, MCTOG
1553.3	Unit Training Management	HQBN
1560	Lifelong Learning	ISD, CO's
1610	Performance Evaluation System	CO's,
1630	PMO Holding Cells and Detention Spaces	ISD
1650	Military Awards	RMD, CO's
1700	Recreation Program	ISD, CO's
1700.23	Request Mast	CIG, CO's
1700.28	Hazing Prevention Response	CO's
1700.31	Transition Readiness Program	ISD, CO's
1700.36	Single Marine Program (SMP)	ISD, CO's
1700.37	Personal and Financial Management	ISD, CO's
1700.38	Family Member Employment Assistance	ISD
1720	Suicide Prevention Program	CO's
1730	Religious Ministries	RM, MCMWTC, HQBN
1740	Family Care Plans	ISD, CO's
1742	Voter Assistance Program	RMD, CO's
1752	Sexual Assault Prevention and Response	ISD, CO's
1754.4	Exceptional Family Member Program	ISD, CO's
1754.6	Family Team Building Program	ISD
1754.9	The Unit, Personal, and Family Readiness Program	ISD, CO's
1754.11	Family Advocacy Program	ISD
1754.14	Community Counseling	ISD
1755	School Liaison Program	ISD
1900.1	Separations and Retirement	CO's
1900.2	Limited Duty	CO's
3000	Unit Readiness	N/A
3040	Casualty Affairs	CO's
3070	Operations Security (OPSEC)	MTD, CO's, TTECG
3302	Antiterrorism	ISD, CO's
3500	Aircrew Training	MAWTS-1
3550	Range and Training Area Management	MTD, MCMWTC
3571	EOD Technical Evaluation	MTD
3574	Marksmanship Program	MTD, HQBN
3700	Aviation Operations Administration	MAWTS-1
3710	Naval Aviation Training and Operating Procedures Standardization (NATOPS)	MAWTS-1
3750	Aviation Safety	MAWTS-1
3800	Oversight Intel, Non Sensitive Activities	MAWTS-1
4400	Consumer Level Supply	ISD, MCMWTC, MAWTS-1
4400.17	Aviation Supply	N/A
4600	Government Travel Credit Card	RMD, CO's
4650	Defense Travel System (DTS)	RMD, CO's
4790	Engineer Equipment Maintenance	MTD

4790.2	Maintenance Management	MTD, MCMWTC, TTECG
5040.6N	Command Inspection Program	CIG
5060.1	Color Guard	CO's
5090	Environmental Program Management	ISD, CO's
5100	Safety Program	ISD, CO's
5110	Postal Affairs	CO's
5210	Records, Reports, & Directives Management	RMD, CO's
5211	Privacy Act	RMD, CO's
5239	Cyber Security Management	CD, CO's, TTECG
5300	Substance Abuse Program	CO's
5354	Military Equal Opportunity Program	EOA, CO's
5370	Assistance and Investigations	CIG
5510.2	Foreign Disclosure	MTD, CO's
5510.3	Information and Personnel Security	RMD, MAWTS-1, MCMWTC
5512	Identification Cards	RMD, MCMWTC
5530	Physical Security	ISD, CO's
5580	PMO/MCPD Operations	ISD, MCMWTC
5580.1	Criminal Investigations Division	ISD, MCMWTC
5585	Military Working Dog Operations	ISD
5600	Printing and Publications Management	RMD, CO's
5750	Historical Program	MTD, CO's
5800.14	Victim and Witness Assistance Program	ISD, RMD, CO's
5800.16	Legal Administration	CO's
6000	Health Services Support	CO's
6100	Physical Fitness and Combat Fitness	CO's
6110	Body Composition and Military Appearance	CO's
7300	Financial Management	RMD, CO's
8000	Ground Ordnance Maintenance	MDT, HQBN, MAWTS-1, MCMWTC
11000	Bachelor Housing Management	ISD, MAWTS-1, MCMWTC
11000	Transient Housing	ISD, MCMWTC
11000.22	Family Housing	ISD

* 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 of 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 5040.5R

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.

SSIC	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 5040.5R

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

1. Per the references, the enclosure 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.

SSIC	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 corrective action report shall be submitted to the Command Inspector General within 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 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 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 six years. its assigned mission through this inspection program. The success of the

(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. Unit Inspection Reports are exempt from reports control under SECNAV M-5214.1 and do not require a Report Control Symbol.

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.