



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST
PSC BOX 20005
CAMP LEJUNE NC 28542-0005

MCIEASTO 5040.1B
CIG
27 JAN 2012

MARINE CORPS INSTALLATIONS EAST ORDER 5040.1B

From: Commanding General
To: Distribution List

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM (CGIP)

Ref: (a) NAVMC DIR 5040.6H
(b) MCO 5040.6H
(c) CG TECOM/CG MCIEAST CamLej MOA TECOM C461 7050 of
30 Mar 09
(d) MCIEASTO 5760.1

Encl: (1) Biennial Inspection Schedule
(2) Functional Area Checklist (FAC)
(3) Commanding General's Evaluation Report
(MCIEAST/CIG/HQ/1)
(4) Sample Internal Inspection Letter
(5) Sample Functional Area Waiver Letter
(6) Sample Corrective Action Report (CAR)

Reports Required: I. Unit Inspection Reports (Report Control
Symbol EXEMPT Unit Inspections)
II. Annual Inspection Reports (Report Control
Symbol EXEMPT Annual Inspection)
III. Corrective Action Report (Report Control
Symbol EXEMPT Unit Inspection and
EXEMPT Annual Inspection Program)
IV. Commanding General's Evaluation Report
(Report Control Symbol MCIEAST-5040.6-1)

1. Situation. Commanders must have a means to assess, assist, and enhance the ability of an installation to prepare for and perform its assigned mission through a centralized inspection program. The success of the CGIP relies on fostering an environment of trust and confidence, in which the Commander's authority is respected and upheld. The inspections will be positive learning experiences and will recognize excellence, but will also identify root causes of problems, particularly beyond the capability of the Commander to solve.

2. Cancellation. MCIEASTO 5040.1A.

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

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3. Mission

a. This Order promulgates policy on the CGIP for Marine Corps Installations East (MCIEAST), as required by references (a) through (d), and provides guidance for its execution.

b. Summary of Revision. This Order has been revised and should be reviewed in its entirety.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order shall be utilized by all installations within MCIEAST. I intend to employ the inspection program throughout MCIEAST to evaluate critical areas essential for mission performance, ensure compliance with regulations and policy, and to provide a tool for commanders to assess and train their organizations.

(2) Concept of Operations

(a) The philosophy of inspections conducted by MCIEAST will be to evaluate, train, and assist. The inspections will assist commanders in promoting morale, economy, efficiency, effectiveness, readiness, and training professionalism, while detecting and preventing fraud, waste, abuse, discrimination, sexual harassment, and any other improprieties.

(b) The MCIEAST CGIP shall be operated using the principles delineated in the references. In order to promote fairness, and standardization, only functional areas included in the Automated Inspection Reporting System (AIRS), maintained by the Inspector General of the Marine Corps, will be used. Reference (a) contains information on accessing current AIRS checklists.

(c) The CGIP inspections will be short notice inspections conducted on a biennial cycle. The MCIEAST CGIP inspection schedule is included as enclosure (1).

b. Subordinate Element Missions

(1) Command Inspector General (CIG) shall:

(a) Serve as the principal advisor to the Commanding General and focal point for all inspection matters;

(b) maintain an oversight and follow-up system for monitoring and tracking command actions taken to correct problem areas reported in the inspection report;

(c) monitor all inspections as required, requested, and/or directed to fulfill the requirements of the CGIP;

(d) establish inspection teams, coordinate their activities during all inspections and re-inspections, conduct training for inspectors, and ensure all inspectors adhere to the inspection principles and grading system delineated in reference (a);

(e) coordinate with commanders, staff principals, and special staff officers concerning any additions or deletions of AIRS functional areas under their cognizance;

(f) as required, schedule and coordinate briefings for the CG MCIEAST on inspection results, trend analysis, and status of corrective actions upon completion of a CGIP inspection;

(g) maintain CGIP inspection results for a period of six years;

(h) provide an overall evaluation of the adequacy and effectiveness of an installation based upon the Unit Inspection Reports (UIRs) and a compilation of the inspection results. When weaknesses are detected, provide recommendations to correct and/or strengthen internal control systems as appropriate.

(i) Report inspection results in accordance with the references; provide inspected units with a UIR within 30 days of the inspection.

(j) Receive and review all internal inspection reports;

(k) coordinate CGIP training for CIG personnel throughout MCIEAST; and

(l) provide augment Inspectors for the Training and Education Command (TECOM) Inspections, per reference (c).

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(2) MCIEAST Assistant Chiefs of Staff shall: Provide inspection team members as requested by the CIG for training and inspections.

(3) MCIEAST Commanders shall:

(a) Provide inspection team members to augment the MCIEAST CGIP inspection team, as requested by the MCIEAST CIG;

(b) appoint, in writing, an organizational CGIP representative who will be responsible for coordinating with the MCIEAST CIG Office on all inspection related matters;

(c) maintain copies of the UIR and the CAR (if required) for at least six years, per reference (a);

(d) during years which there is not a formal CGIP inspection, conduct an internal inspection of all functional areas under your command within a 30 day period after notification by the MCIEAST CIG utilizing enclosure (2) and enclosure (3); provide a written report of this inspection to the MCIEAST CIG, using enclosure (4) as a guide.

(e) Inform the MCIEAST CIG when external inspections/evaluations/audits are scheduled or in progress. If an external inspection occurs within six months of a formal CGIP inspection, use the format in enclosure (5) as a guide to justify a waiver of that functional area.

(f) Inform the MCIEAST CIG when a change of functional areas occurs, and indicate reason for the change; and

(g) submit a CAR to the MCIEAST CIG within 30 days after receipt of the UIR, using enclosure (6) as a guide.

5. Administration and Logistics

a. Administration

(1) Inspection Routine. The biennial inspection schedule is included in enclosure (1).

(2) Follow-Up Inspections

(a) The purpose of a follow-up inspection is to evaluate the effectiveness of the actions taken by an organization to correct the findings identified during a

previous inspection. It assesses whether corrective action is effectively completed, is producing the desired results, is not causing new problems, is economical and efficient, and is practical and feasible.

(b) The MCIEAST CIG will follow-up on all findings noted during CGIP inspections. A CAR will be submitted to the MCIEAST CIG within 30 days after receiving the UIR if findings and/or a grade of Non-Mission Capable were identified. Follow-up inspections will be conducted within six months of the original inspection date for functional areas with a grade of Non-Mission Capable.

(3) CGIP Checklists. All installations will be responsible for the same functional areas, with additional functional areas for air stations. Utilize the checklist for Private Organizations operating aboard the installation as outlined in enclosure (3) of reference (d).

(4) CGIP Individual Recognition Award. Individual exemplary performance noted during the course of a CGIP inspection will be recognized.

b. Logistics

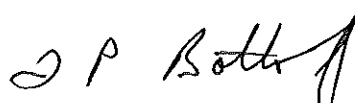
(1) The inspection teams will be task organized according to the applicable functional areas for each installation.

(2) The inspection visits will be conducted with economy in mind, utilizing military transportation and lodging wherever possible.

6. Command and Signal

a. Command. This Order is applicable to MCIEAST.

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



F. P. BOTTORFF
Chief of Staff

DISTRIBUTION: A

BIENNIAL INSPECTION SCHEDULE

1. Biennial inspections will be conducted on the installations within MCIEAST based upon the following calendar year schedule:

EVEN YEARS

Headquarters and Support Battalion, Marine Corps Base, Camp Lejeune
Marine Corps Logistics Base, Albany
Marine Corps Air Station, Cherry Point
Marine Transport Squadron 1 (VMR-1), Cherry Point
* School of Infantry (SOI), Camp Lejeune (TECOM)
* Marine Corps Combat Service Support Schools (MCCSSS) (TECOM)

ODD YEARS

Marine Corps Air Station, New River
Marine Corps Air Station, Beaufort
Marine Corps Air Facility, Quantico
Deployment Processing Command-East, Reserve Support Unit, Camp
Lejeune
Weapons Training Battalion, Camp Lejeune
* Field Medical Training Battalion (FMTB), Camp Lejeune (TECOM)
* Marine Corps Engineer School (MCES), Camp Lejeune (TECOM)

2. The above schedule will continue on a rotating basis, unless situations arise that require the schedule to be adjusted or the program to be temporarily suspended.

* In accordance with reference (c), the Support for Training and Education Command Activities aboard Camp Lejeune, Memorandum of Agreement, MCIEAST will provide augmentation to support TECOM's CGIP.

FUNCTIONAL AREA CHECKLISTS (FAC)

Functional areas are updated, added and/or deleted on a regular basis. To view the most current list, please refer to the IGMC website:

<http://www.marines.mil/unit/hqmc/inspectorgeneral/Pages/FunctionAreaChecklist.s.aspx>

001 COMMAND INSPECTION PROGRAM
010 INDIVIDUAL MOBILIZED AUGMENTEE (IMA) PROGRAM
020 REQUEST MAST*
040 CAREER PLANNING*
045 RESERVE CAREER PLANNING
050 STAFFING/SECURITY
051 EQUAL EMPLOYMENT OPPORTUNITY
052 CLASSIFICATION/POSITION MANAGEMENT
053 EMPLOYEE DEVELOPMENT
054 LABOR/EMPLOYEE RELATIONS
060 MARINE CORPS FORMS MANAGEMENT PROGRAM
061 MARINE CORPS RECORDS MANAGEMENT PROGRAM*
062 GENERAL ADMINISTRATION*
063 PERFORMANCE EVALUATION SYSTEM*
065 PRIVACY ACT*
066 OFFICER & ENLISTED PROMOTION PROCESS*
067 IDENTIFICATION CARDS
068 MARINE CORPS PUBLICATIONS MANAGEMENT PROGRAM
070 PERSONNEL ADMINISTRATION*
071 MILITARY AWARDS*
080 MARINE CORPS TOTAL FORCE SYSTEM*
090 LEGAL ADMINISTRATION*
091 LEGAL SERVICES SUPPORT SECTION
100 POSTAL AFFAIRS*
120 CASUALTY AFFAIRS*
121 SEPARATION AND RETIREMENT
122 TRANSITION ASST MGT PROGRAM (TAMP)/F.M.E.A.P.*
123 LIMITED DUTY*
130 SAFETY (NON-AVIATION)*
140 COMBAT CAMERA PROGRAM
150 PUBLIC AFFAIRS
170 MARINE CORPS BANDS
190 EQUAL OPPORTUNITY PROGRAM*
200 SUBSTANCE ABUSE PROGRAM*
210 VOTER REGISTRATION PROGRAM*
230 RECRUIT TRAINING
240 INTELLIGENCE OVERSIGHT
270 INFORMATION AND PERSONAL SECURITY PROGRAM*
280 FOREIGN DISCLOSURE
290 OFFICER UNIFORM INSPECTION
300 SNCO UNIFORM INSPECTION
310 PERSONNEL INSPECTION
316 FRAUD/WASTE/MISMISMANAGEMENT OVERSIGHT AND HOTLINE
320 DRILL
325 SWORD MANUAL
330 MCJROTC PROGRAM
340 PHYSICAL FITNESS PROGRAM*

350 BODY COMPOSITION AND MILITARY APPEARANCE PROGRAM*
360 COMBAT MARKSMANSHIP PROGRAM
363 RANGE AND TRAINING AREA MANAGEMENT
370 MARINE CORPS MARTIAL ARTS PROGRAM (MCMAP)
380 UNIT TRAINING MANAGEMENT*
381 WATER SAFETY/SURVIVAL PROGRAM
382 MARINE CORPS COMMON SKILLS
385 DISTANCE PROFESSIONAL MILITARY EDUCATION (DPME)
390 MCI PROGRAM
400 FORMAL SCHOOL MANAGEMENT
405 INFORMATION SYSTEMS MANAGEMENT
410 LIFELONG LEARNING (LL)
420 COLOR GUARD
440 BRIGS
450 PMO OPERATIONS
460 HISTORICAL PROGRAMS
470 PHYSICAL SECURITY
480 ANTI-TERRORISM
481 OPERATIONS SECURITY*
490 FISCAL MANAGEMENT
500 HEALTH SERVICE SUPPORT*
510 DENTAL*
520 RELIGIOUS MINISTRIES
561 GARRISON PROPERTY
591 GARRISON MOBILE EQUIPMENT
630 COMMUNICATIONS ELECTRONICS (COMM-ELECT)
670 TRANSIENT (TAD) QTRS/NAFI TRANSIENT BILLETING FUND
680 BACHELOR HOUSING MANAGEMENT*
753 GROUND SUPPLY
754 GROUND MAINTENANCE MANAGEMENT
755 GROUND ORDNANCE MAINTENANCE
756 ENGINEER EQUIPMENT MAINTENANCE
760 REAL PROPERTY MAINTENANCE
761 UTILITIES MANAGEMENT
762 ENERGY CONSERVATION
763 NATURAL RESOURCES MANAGEMENT
764 ENVIRONMENTAL MANAGEMENT
765 FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM
767 PEST CONTROL PROGRAM
770 FACILITIES PLANNING & PROGRAMMING SYSTEM
780 FAMILY HOUSING
800 DISTRIBUTION MANAGEMENT
810 EOD TECHNICAL EVALUATION
830 AVIATION SUPPLY FOR ACTIVE DUTY UNITS
835 AVIATION SUPPLY FOR RESERVE AND AIR STATIONS
840 AVIATION LOGISTICS INFORMATION MANAGEMENT
850 AIRCREW TRAINING
860 AVIATION COMMAND AND CONTROL (AC2): TRAINING
870 AVIATION SAFETY
875 NATOPS REVIEW
880 AVIATION FACILITY
890 METEOROLOGY AND OCEANOGRAPHY - M E T O C
900 AIR TRAFFIC CONTROL

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910 AIRCRAFT FIREFIGHTING AND RESCUE (ARFRF)
915 EXPEDITIONARY AIRFIELD (EAF)/AIRCRAFT RECOVERY (ACR)
920 AVIATION OPERATIONS ADMINISTRATION
930 CBRN DEFENSE
940 INSTALLATION EMERGENCY MANAGEMENT
941 INTEGRATED INSTALLATION PROTECTION (CBRNE)
942 INTEGRATED INSTALLATION PROTECTION (PI/ID)
950 DETENTION SPACES
955 CORRECTIONAL CUSTODY
960 FAMILY ADVOCACY PROGRAM
961 EXCEPTIONAL FAMILY MEMBER PROGRAM
963 SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM*
964 NON-APPROPRIATED FUND (NAF) PERSONNEL
965 NON-APPROPRIATED FUND PROCUREMENT
966 MARINE CORPS FAMILY TEAM (MCFTB) PROGRAM
967 SINGLE MARINE PROGRAM
968 UNIT PERSONAL AND FAMILY READINESS PROGRAM (RPFPR) *
969 SCHOOL LIAISON PROGRAM (SLP)
970 UNIT READINESS
980 CIVILIAN LEADERSHIP DEVELOPMENT PROGRAM
990 MOBILIZATION EMBARKATION - RESERVE FORCES
991 SEMPER FIT
992 GOVERNMENT TRAVEL CHARGE CARD PROGRAM (GTCCP) *
994 SUICIDE PREVENTION PROGRAMS*
995 RELOCATION ASSISTANCE PROG (RAP)/PERS SPONSORSHIP
996 PERSONNEL SPONSORSHIP PROGRAM (PSP)

*Identifies core functional areas that should be inspected at every command.

Enclosure (2)

COMMANDING GENERAL'S EVALUATION REPORT

COMMAND/UNIT INSPECTED: _____

DATE OF INSPECTION: _____

INSPECTOR (S): _____

FUNCTIONAL/OPERATIONAL AREAS INSPECTED: _____

Grade: Mission Capable (MC): NonMission Capable (NMC):

FINDINGS, DICREPANCIES AND RECOMMENDATIONS:

Findings: (NOTE OR STATE NONE)

Discrepancies: (NOTE OR STATE NONE)

Recommendations:

Comments:

Overall Grade: MC: NMC:

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SAMPLE INTERNAL INSPECTION LETTER

OFFICIAL LETTERHEAD

5040
CO
Date

From: Commanding Officer, (Installation)
To: Commanding General, Marine Corps Installations East
(Attn: CIG)

Subj: INTERNAL INSPECTIONS FOR CALENDAR YEAR 20XX (CY-XX)

Ref: (a) MCO 5040.6H
(b) MCIEASTO 5040.1_

1. Per references (a) and (b), an internal inspection program was initiated and completed during (inclusive dates). All discrepancies/findings have been, or are in the process of being corrected. The installation has been found to be Mission Capable.
2. The point of contact in this matter is XXXXXXXXXXXXXXXX at (Phone number) and email XXXXXXXXXXXXXXXX.

Commanding Officer

Enclosure (4)

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SAMPLE FUNCTIONAL AREA WAIVER LETTER

OFFICIAL LETTERHEAD

5040

CO

Date

From: Commanding Officer, (Installation)
To: Commanding General, Marine Corps Installations East
(Attn: CIG)

Subj: REQUEST FOR WAIVER OF FUNCTIONAL AREA(S) 100, 200...
(LIST ALL FUNCTIONAL AREAS TO BE WAIVED)

Ref: (a) MCIEASTO 5040.1_
(b) CG MCIEAST Msg (include DTG of notification message)

Encl: (1) Justification document for FA XXX

1. Per references (a) and (b), request relief from the following functional areas during the upcoming MCIEAST CGIP inspection:

a. Functional Area XXX (nomenclature): Area was found to be mission capable during a MCAAT inspection less than 6 months ago (provide inspection results as an enclosure).

b. Functional Area XXX (nomenclature): Is not a function of this installation. This function is provided by (contract, another installation, etc.).

2. The installation point of contact is (name and phone number).

Commanding Officer

Enclosure (5)

SAMPLE CORRECTIVE ACTION REPORT (CAR)

OFFICIAL LETTERHEAD

5040
CO
Date

From: Commanding Officer, (Installation)
To: Commanding General, Marine Corps Installations East
(Attn: CIG)

Subj: CORRECTIVE ACTION REPORT

Ref: (a) MCIEASTO 5040.1_
(b) UIR of _____

1. Per references (a) and (b), the following report is submitted:

a. List Non-Mission Capable/Findings and corrective action taken.

(1) Finding #1.

(a) Corrective Action #1.

(2) Finding #2.

(a) Corrective Action #2.

b. Provide comments concerning overall actions (procedural changes, training, etc.) taken to correct Non-Mission Capable or Findings.

2. Amplifying Comments. Any comments, which may require higher headquarters attention to address corrective action.

Commanding Officer

Enclosure (6)