



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE, NC 28542-0005

MCIEAST-MCB CAMLEJO 5040.1A
CIG

22 DEC 2016

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE
ORDER 5040.1A

From: Commanding General
To: Distribution List

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM (CGIP)

Ref: (a) NAVMC DIR 5040.6H
(b) CG TECOM-CG MCIEAST CAMLEJ MOA TECOM C461 7050 of
30 Mar 09
(c) MCIEAST-MCB CAMLEJO 5760.1A

Encl: (1) Biennial Inspection Schedule
(2) Sample Internal Inspection Letter
(3) Sample Functional Area Waiver Letter
(4) Sample Corrective Action Report (CAR)
(5) Core Functional Area Checklists (FAC)

1. Situation. This Order promulgates policy on the CGIP for Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) as required by the references and provides guidance for its execution.

2. Cancellation. MCIEAST-MCB CAMLEJO 5040.1.

3. Mission. 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 program 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.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order is to be utilized by all commands within MCIEAST. I intend to employ the

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distribution is unlimited.

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inspection program throughout the region 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 commanding officers in promoting morale, economy, efficiency, effectiveness, readiness, training, and professionalism while detecting and preventing fraud, waste, abuse, discrimination, sexual harassment, and any other improprieties.

(b) The MCIEAST-MCB CAMLEJ CGIP will be operated using the principles delineated in the references. In order to promote fairness and standardization, only functional areas included in the Functional Area Checklist (FAC), maintained by the Inspector General of the Marine Corps, will be used. Reference (a) contains information on accessing current FAC.

(c) Private Organizations (POs) have been added as an inspection area with the implementation of reference (c).

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

b. Tasks

(1) MCIEAST-MCB CAMLEJ Command Inspector General (CIG)

(a) Serve as the principal advisor to the Commanding General (CG) 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

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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 FAC functional areas under their cognizance.

(f) As required, schedule and coordinate briefings for the CG, MCIEAST-MCB CAMLEJ 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.

(l) Provide augment inspectors for the Training and Education Command (TECOM) inspections, per reference (b).

(2) MCIEAST-MCB CAMLEJ, Department Heads. Provide inspection team members as requested by the CIG for training and inspections.

(3) MCIEAST Commanders

(a) Provide inspection team members to augment the MCIEAST CGIP inspection team, as requested by the MCIEAST-MCB CAMLEJ CIG.

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(b) Appoint, in writing, an organizational CGIP representative, who will be responsible for coordinating with the MCIEAST-MCB CAMLEJ CIG's office on all inspection related matters.

(c) Maintain copies of the UIR and the Corrective Action Report (CAR) (if required) for at least six years.

(d) During years 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-MCB CAMLEJ CIG. Provide a written report of this inspection, using enclosure (2) as a guide, to the CG, MCIEAST-MCB CAMLEJ (Attn: CIG).

(e) Inform the MCIEAST-MCB CAMLEJ 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 (3) as a guide to justify a waiver of that FA.

(f) Inform the MCIEAST-MCB CAMLEJ CIG when a change of FAs occurs and indicate why.

(g) Submit a CAR to the MCIEAST-MCB CAMLEJ CIG within 30 days after receipt of the UIR, using enclosure (4) 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.

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(b) The MCIEAST-MCB CAMLEJ CIG will follow-up on all findings noted during CGIP inspections. A CAR will be submitted to the CG, MCIEAST-MCB CAMLEJ (Attn: 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 FAs with a grade of Non-Mission Capable.

(3) CGIP Checklists. All Installations will be responsible for the same FAs, with additional FAs for air stations. Utilize the checklist for POs operating aboard the Installation as outlined in enclosure (3) of reference (c).

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

b. Logistics

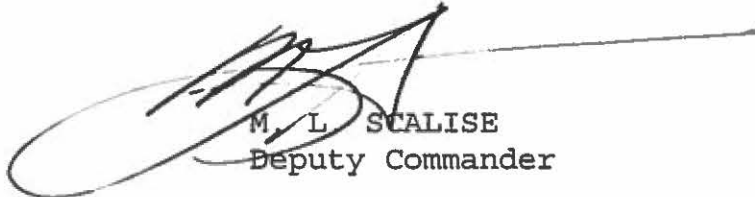
(1) The inspection teams will be task organized according to the applicable FAs for each command.

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

6. Command and Signal

a. Command. This Order is applicable to all MCIEAST subordinate commands.

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


M. L. SCALISE
Deputy Commander

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Biennial Inspection Schedule

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

EVEN YEARS

Headquarters and Support Battalion, MCIEAST-MCB CAMLEJ
Marine Corps Logistics Base, Albany
Marine Corps Air Station (MCAS), Cherry Point
HQHQRON (Headquarters & Headquarters Squadron) MCAS, Cherry Point
Marine Transport Squadron 1 (VMR-1), MCAS Cherry Point
* School of Infantry East, Camp Lejeune (TECOM)
* Marine Corps Combat Service Support Schools (TECOM)

ODD YEARS

HQHQRON MCAS New River
HQHQRON MCAS Beaufort
Weapons Training Battalion, Camp Lejeune
* Field Medical Training Battalion East, Camp Lejeune (TECOM)
* Marine Corps Engineer School, 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 (b), the Support for Training and Education Command activities aboard Camp Lejeune, Memorandum of Agreement, MCIEAST will provide augmentation to support TECOM's CGIP.

MCIEAST-MCB CAMLEJO 5040.1A
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Sample Internal Inspection Letter

Official Letterhead

5040
CO
Date

From: Commanding Officer
To: Commanding General, Marine Corps Installations East-
Marine Corps Base, Camp Lejeune (Attn: CIG)

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

Ref: (a) NAVMC DIR 5040.6H
(b) MCIEAST-MCB CAMLEJO 5040.1_

1. Per the references, 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 Command 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 (2)

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Sample Functional Area Waiver Letter

Official Letterhead

5040

CO

Date

From: Commanding Officer, _____
To: Commanding General, Marine Corps Installations East-
Marine Corps Base, Camp Lejeune (Attn: CIG)

Subj: REQUEST FOR WAIVER OF FUNCTIONAL AREA(S) 1000, 2000...
(LIST ALL FUNCTIONAL AREAS TO BE WAIVED)

Ref: (a) MCIEAST-MCB CAMLEJO 5040.1_
(b) CG MCIEAST-MCB CAMLEJ CIG (include DTG of
notification message)

Encl: (1) Justification document for FA XXXX

1. Per the references, request relief from the following functional areas during the upcoming MCIEAST CGIP inspection:

a. Functional Area XXXX (nomenclature): was found to be mission capable during a Marine Corps Analysis Team inspection less than six months ago (provide inspection results as an enclosure).

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

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

Commanding Officer

Sample Corrective Action Report (CAR)

Official Letterhead

5040
CO
Date

From: Commanding Officer, _____
To: Commanding General, Marine Corps Installations East-
Marine Corps Base, Camp Lejeune (Attn: CIG)

Subj: CORRECTIVE ACTION REPORT

Ref: (a) MCIEAST-MCB CAMLEJO 5040.1_
(b) UIR of _____

1. Per the references, 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

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Core Functional Area Checklists (FAC)

1040 CAREER PLANNING
1400 OFFICER AND ENLISTED PROMOTION PROCESS
1500.59 MARINE CORPS MARTIAL ARTS PROGRAM
1610 PERFORMANCE EVALUATION SYSTEM
1650 MILITARY AWARDS
1700.23 COMMANDANT'S REQUEST MAST PROGRAM
1700.28 HAZING PREVENTION RESPONSE
1720 SUICIDE PREVENTION PROGRAM
1742 VOTER ASSISTANCE PROGRAM
1752 SEXUAL ASSAULT PREVENTION AND RESPONSE
1754.9 THE UNIT, PERSONAL AND FAMILY READINESS PROGRAM
1900.1 SEPARATION AND RETIREMENT
1900.2 LIMITED DUTY
3000 UNIT READINESS
3040 CASUALTY AFFAIRS
3070 OPERATIONS SECURITY
3302 ANTI-TERRORISM
3800 INTELLIGENCE OVERSIGHT
4400.15 CONSUMER LEVEL SUPPLY
4600 GOVERNMENT TRAVEL CHARGE CARD
4650 DEFENSE TRAVEL SYSTEM
5100 MARINE CORPS SAFETY PROGRAM
5110 POSTAL AFFAIRS
5210 RECORDS, REPORTS AND DIRECTIVES MANAGEMENT
5300 SUBSTANCE ABUSE PROGRAM
5354 MILITARY EQUAL OPPORTUNITY PROGRAM
5510.3 INFORMATION AND PERSONNEL SECURITY PROGRAM
5530 PHYSICAL SECURITY
5750 MARINE CORPS HISTORICAL PROGRAM
5800.14 VICTIM AND WITNESS ASSISTANCE PROGRAM
5800.16 LEGAL ADMINISTRATION
6000 HEALTH SERVICE SUPPORT
6100 PHYSICAL FITNESS PROGRAM
6110 BODY COMPOSITION AND MILITARY APPEARANCE PROGRAM

ADDITIONAL INSPECTIONS REQUIRED FOR AVIATION COMMANDS

3400.14 AIRCREW TRAINING
3700 AVIATION OPERATIONS ADMINISTRATION
3710 NAVAL AVIATION TRAINING AND OPERATING PROCEDURES
STANDARDIZATION
3750 AVIATION SAFETY
4400.17 AVIATION SUPPLY