



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

MCIEAST-MCB CAMLEJO 5040.1B
CIG
17 Feb 21

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

From: Commanding General
To: Distribution List

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM

Ref: (a) MCO 1700.23G
(b) CG TECOM-CG MCIEAST CAMLEJ MOA TECOM C461 7050 of
30 Mar 09
(c) MCIEAST-MCB CAMLEJO 5760.1B
(d) MCO 5040.6J

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)
(6) Inspections Overview
(7) Inspections Program
(8) Required Reports and Communications
(9) Inspection Planning and Execution Checklist

1. Situation. This Order promulgates policy on the Commanding General's Inspection Program (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 5040.1A.

3. Mission

a. 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

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distribution is unlimited.

problems, particularly beyond the capability of the commander to solve.

b. Summary of Revision. This Order updates policies and procedures for the CGIP. This Order should be reviewed in its entirety.

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 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 (d) and enclosures (5) and (8) 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)
shall:

(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 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 Final Inspection Reports (FIRs) 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 FIR 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 shall:

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

(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 FIR and the Corrective Action Report (CAR) (if required) for 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 FIR, 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

FEB 17 2021

(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-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 FIR 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.



N. E. DAVIS
Chief of Staff

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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
Marine Corps Support Facility, Blount Island
* Marine Corps Engineer School, Camp Lejeune (TECOM)
* Field Medical Training Battalion East, Camp Lejeune (TECOM)

ODD YEARS

MCAS New River
MCAS Beaufort
Headquarters & Headquarters Squadron, Cherry Point
Weapons Training Battalion, Camp Lejeune
* Marine Corps Combat Service Support Schools (MCSSS) (TECOM)
* School of Infantry East (SOI-E), 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.

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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) MCO 1700.23G
(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
effective 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

Enclosure (3)

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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) FIR of _____

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

5100 MARINE CORPS SAFETY PROGRAM (MISSION CAPABLE)

1008 - Does the Traffic Safety Manager present the mishap analysis and include recommendations for corrective measures during Safe Driving councils and other safety event/briefings?

Reference: MCO 5100.19F, encl (1), chap 10, par 2

Finding: No documentation of Safe Driving Councils is on hand. The Traffic Safety Program Manager is TAD at the time of inspection and may have the items, however, none of the briefs of minutes on file had Safe Driving Council information.

Recommendation: Ensure Safe Driving councils are held quarterly, discuss required topics, and are documented with slides, attendance rosters, and meeting minutes.

Corrective Action: The MCIEAST-MCB CAMLEJ Safety Department has established controls to routinely brief mishap data to members of the Drive Safe Working Group (DSWG), but not necessarily at the ESC. However, drive safe issues that warranted the attention of the Chief of Staff were briefed accordingly for discussion and guidance. Effective immediately, all SDCs will be held quarterly, the minutes of which to be recorded and kept in a central, electronic repository for easy access.

Enclosure (4)

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Completion Date: Completed.

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

Commanding Officer

CoRE Functional Area Checklists (FAC)

1040 CAREER PLANNING
1500.59 MARINE CORPS MARTIAL ARTS PROGRAM
1500.62 FORCE FITNESS INSTRUCTOR PROGRAM
1553.3 UNIT TRAINING MANAGEMENT
1610 PERFORMANCE EVALUATION SYSTEM
1650 MILITARY AWARDS
1700.23 REQUEST MAST PROGRAM
1700.31 TRANSITION READINESS
1720 SUICIDE PREVENTION PROGRAM
1742 VOTING ASSISTANCE
1752 SEXUAL ASSAULT PREVENTION AND RESPONSE
1754.9 THE UNIT, PERSONAL AND FAMILY READINESS PROGRAM
1900.16 SEPARATION, RETIREMENT, AND 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
5040 COMMAND INSPECTION PROGRAM
5060.20 COLOR GUARD
5100 SAFETY PROGRAM
5110 POSTAL AFFAIRS
5210 RECORDS MANAGEMENT
5214 REPORTS MANAGEMENT
5215 DIRECTIVES MANAGEMENT
5239 CYBER SECURITY MANAGEMENT
5300 SUBSTANCE ABUSE PROGRAM
5354.1 PROHIBITED ACTIVITIES AND CONDUCT PREVENTION AND RESPONSE
5370 ASSISTANCE AND INVESTIGATIONS
5510.3 INFORMATION AND PERSONNEL SECURITY PROGRAM
5530 PHYSICAL SECURITY
5800.14 VICTIM AND WITNESS ASSISTANCE PROGRAM
5800.16 LEGAL ADMINISTRATION

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6000 HEALTH SERVICE SUPPORT
6100.13 PHYSICAL FITNESS AND COMBAT 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

ADDITIONAL INSPECTIONS REQUIRED FOR INSTALLATIONS WITH LAW
ENFORCEMENT OPERATIONS OR MARINE CORPS POLICE DEPARTMENT

1630 DETENTION FACILITIES
1640 CORRECTIONAL FACILITIES
5580 LAW ENFORCEMENT OPERATIONS
5585 MILITARY WORKING DOG OPERATIONS
5580.2 USMC CRIMINAL INVESTIGATION DIVISION (USMC CID) OPERATIONS

Inspections Overview

1. Background and Roles

a. Inspections shall be conducted in accordance with this enclosure and appendices. The policies and procedures outlined here in are designed to increase mission effectiveness and readiness throughout the Marine Corps.

b. The Command Inspector General's website <https://www.mcieast.marines.mil/Staff-Offices/Command-Inspector-General/>, is the primary means to promulgate inspections information to commands across Marine Corps Installations East. It is designed to be a relevant and current source for inspection checklists, trends, training, references, and named commands included in different inspection programs.

c. The Commanding General Inspection Program (CGIP) supports institutional and foundational readiness. This facilitates training for Mission Essential Tasks (METs) and overall mission readiness. The office of the Command Inspector General plans, coordinates, and leads inspections to assess command conditions, compliance of select orders and programs, and promulgates special interest topics on behalf of the Inspector General of the Marine Corps (IGMC). The Inspectors provide unity of effort, consistency, and addresses the concerns of the inspected command during inspections.

2. The CIG inspection team consists of CIG personnel as Assistant Inspectors General (AIGs), and Temporary Assistant Inspectors General (TAIGs). TAIGs are members of the armed services or Department of Defense (DoD) civilians that are authorized to act as a temporary assistant IG, and have clearance eligibility necessary for access to classified and/or sensitive information commensurate with their normally assigned duties. The TAIG is limited in scope to the specifics of the authorization detailing them as an IG. TAIGs are not permanently assigned to the IGMC office and temporarily serve as subject-matter experts (SMEs) or augments for a limited period or for a specified purpose, typically as inspectors. They may be used to assist, not lead, in the execution of all IG functions except for the Assistance function. TAIGs are endorsed and provided by the MCIEAST-MCB Camp Lejeune, Department Heads. TAIGs are SMEs, provided and approved by the AIG, to inspect and complete Functional Area

Checklists (FACs) assessments on behalf of the CIG that serve as inspection augments from across MCIEAST. Marines in commands appointed to administer functional areas are considered to be "functional area managers."

a. While the CIG consolidates FA final inspection reports, reviews corrective action reports (CARs), and evaluates and briefs the inspected command, the quality of inspections largely depends on the units cooperation and understanding with the AIG and the TAIG's provided by MCIEAST Department Heads. The directorates at HQMC publish policy in the form of Marine Corps Orders (MCOs) or Marine Corps Bulletins (MCBuls) which provide references to train qualified TAIGs/SMEs, and maintain accurate and current FACs for the installations.

b. Continuous coordination between CIG personnel and TAIGs enhances the quality and credibility of IGMC inspections. A collaborative and synergistic effort is required to promote institutional effectiveness, efficiency, discipline, morale, economy, ethics integrity, and combat readiness while detecting fraud, waste, abuse, mismanagement, noncompliance of regulations, and related improprieties.

3. Purpose of the Commanding General Inspections Program (CGIP)

a. The purpose of the CGIP is to provide commanders a compliance assessment in FAs deemed a priority by the Commanding General. This assessment will assist commanders in improving compliance in those FAs. The CIG assesses both compliance and the efficiency of the CGIP.

b. The CGIP is the CG's mechanism to ensure Marines across the installations are supervised and cared for in a manner consistent with Marine Corps values. As an extension of the eyes, ears, voice, and conscience of the CG, the CIG inspection team also gauges the command conditions and fitness of inspected commands.

c. The CGIP promotes foundational readiness that contributes to mission success by inspecting and training to compliance. The primary mission of the CGIP is to assess, assist, and enhance the ability of an Installation to prepare for and perform its assigned mission. The Inspections will be a positive learning experiences that also identify root causes of problems that may be beyond the scope of the commander to solve.

4. CGIP Inspections Principles. Inspections conducted by MCIEAST will be to evaluate, train, and assist the inspected unit. The assurances of inspections are impartiality, credibility, independence, objectivity, and professionalism. Consistent and standards based inspections provide the greatest opportunity to administer a successful inspection while giving commands the opportunity to succeed.

a. Short Notice Inspections. When possible, all inspections should be conducted with short notice (typically notification occurs four calendar days before arrival to include weekends) in order to minimize restrictions on liberty and unproductive preparation time, to provide an accurate assessment of day-to-day operations, and to assess the status-quo climate and implementation of functional areas. By exception, this may be extended when either the unit's operational tempo or geographical location makes earlier IG contact necessary. Inspection schedules should be safeguarded, restricted, and unpublished. To the maximum degree possible, an inspection should not unnecessarily affect the inspected command's operations. The CIG, with the approval of the Commanding General, may reserve the right to conduct short notice inspections at any time to accurately assess commands.

b. Maximize the Commander's Training Time. The timing of an inspection shall not impact the operations of the inspected command. A command's operational schedule should be honored when scheduling a short-notice inspection. Inspection agencies shall research unit Training and Exercise Employment Plans (TEEPs) as well as recent inspection history as to not overburden the command with inspections or adversely affect training. The number, frequency, and types of inspections shall be held to a minimum.

c. Add Value Through Teaching and Training. Inspections will be positive, productive learning experiences for the Marines, Sailors, and civilians. Inspection agencies shall teach and train underdeveloped FA managers in commands and assist in the continued progression of the FA and command. Opportunities always exist to expose FA managers to updated policies, shared lessons learned, and best practices. Each command inspected should be more effective after the inspection than they were before it. Making clear and useful annotations to each question on the checklist and adding best practices in recommendations provide for a quality inspection that incorporates training.

d. Assess Against Well-Established Standards. Inspectors shall inspect consistently, candidly, and accurately to

enforceable standards derived from policy, (i.e., statute, DoD Instructions/Directives, SECNAV Instructions, Marine Corps Bulletins (MCBuls), and MCOs). MARADMINs are not considered policy and should only be sparingly and precisely used as a FAC reference. Training manuals, and technical publications are instructional or informative in nature; they are considered unestablished standards and therefore unenforceable. Exceptions are approved by the IGMC and shall only occur when an immediate effect is necessary and desired. Inspectors shall use FACs provided on the IGMC website which are open-source and available to all commands. AIG shall not alter or remove IGMC content, but may add to FACs at the direction of their Commanding General to accommodate areas of concern or emphasis of the Commander. The FACs are a collection of questions derived from policy and each FAC question is tied to a reference. Having FACs tied to references promulgated by HQMC Directorates on behalf of the CMC and limiting assessments to FAC questions provides consistency in inspections across the Marine Corps. While inspectors are AIGs, TAIGs, and SMEs and may have a great deal of experience in a program, their assessment of discrepancies and findings is limited to standards-based questions on the FAC. This should not dissuade or preclude the inspector from offering opinions or suggestions on procedures and providing best practices.

e. Respect the Authority and Responsibilities of Command. Inspections will foster a climate of trust and confidence and inspectors shall respect, uphold, and never usurp a commander's authority. Inspectors may find discrepancies and/or findings and provide recommendations, whereas commanders are responsible for balancing risk and developing courses of action to achieve compliance with policy. During inspections, commanders also have an opportunity to express concerns on issues that affect their command and cannot be resolved at their level. The inspectors can then recommunicate these issues to higher agencies for resolution and determine if these issues are systemic and warrant refinements to the FA or policy. Additionally, inspectors shall find a balance between conducting the inspection and not being so intrusive as to prevent the staff from supporting their command's mission during the inspection.

f. Conduct Root Cause Analysis. Ensuring compliance to MCOs, MCBuls, and other policies is a critical and necessary part of the CGIP. Compliance ensures Marines not only receive benefits but also adhere to established standards set forth by Marine Corps policies. Deviating from policy can hinder and degrade combat readiness. Inspections should determine why a resource, policy, or standard is not applied by a command for the benefit of the individual Marine and institution. Root cause analysis enables inspection teams and commanders to determine and understand the actual causes of non-compliance and how to resolve them. Pursuing root causes such as a lack of resources, poor staff management, lack of awareness to policy changes, poor turnover procedures, and/or lack of command emphasis allows a commander to develop corrective actions.

g. Identification of Trends. Inspection teams should capture trends through a root cause analysis to help rectify unit and Marine Corps-wide deficiencies. Identifying trends to the CIG during inspections provides necessary input to recommend changes to Marine Corps policy, training, and procedures as necessary. Each inspection team should maintain a manageable form of trend tracking based upon inspection results.

h. Assess the Survivability and Compliance of FAs. Ideally, commands should improve their knowledge of FA procedures, FA management, and compliance with each successive inspection. The time and expense invested in inspections should yield a gradual increase in compliance over time. Inspected commands should examine previous CARs to determine if they adequately completed previously submitted corrective actions. The inspection team should identify to the Commander instances wherein corrective actions were not adequately addressed. Obstacles to a positive trajectory are usually operational tempo, high and/or poor turnover in FA managers, resource shortfalls, and a lack of staffing. Sound desktop and turnover procedures can lessen a majority of these obstacles. Inspection teams should assist commands in assessing the resiliency of FA management and provide recommendations to increase survivability.

i. Recognize Commendatory Marines, Sailors, and Civilians. Inspections shall recognize excellent performance during inspections. FA managers are usually appointed to FAs as collateral duties and invest a significant amount of their time in such duties. Excellent performance shall be recognized by the command, Commanding General, or IGMC, as appropriate.

5. IGMC Inspections Program Functional Areas

a. 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 or Commander. CGIP inspection teams should take into consideration the amount of FAs that may be sufficiently and accurately inspected by their TAIGs/SMEs before including non-CoRE FAs in addition to the CoRE list.

(2) The CMC has identified priority FAs within the CoRE list that are the highest priority. The CMC "Top Priority" FAs demand special attention and consideration by a commander, therefore FA managers should be recognized as very capable Marines. Commands receiving a grade of ineffective in a majority of the CMC's "Top Priority" will be individually briefed by the IGMC to the CMC during quarterly update briefs.

(3) Aviation units, installation commands, and commands with Inspectors General have additional FAs deemed CoRE by the CMC and IGMC.

(4) 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.hqmc.marines.mil/igmc/Units/Inspections-Division/CORE-Functional-Areas/>.

b. Special Assessment FAs. Under unique circumstances, the IGMC or CMC may deploy the IGMC inspection team, or parts thereof, to assess a command in a particular FA or targeted group of FAs. Commanding Generals may do the same with their CGIP inspection teams.

c. Commands That Do Not Possess All CoRE Functional Areas. Units in this category include Commanding Generals' staff, a Marine Forces command, and commands with shared services

agreements. In the instances when a command is inspected and is responsible for having a functional area program, but the FA is not managed locally, commands shall have a memorandum of agreement or understanding detailing the responsible agency and its role in managing the FA.

d. All FACs can be viewed on the IGMC website, at, <https://www.hqmc.marines.mil/igmc/Resources/Functional-Area-Checklists/>.

6. IGMCIP Inspections Grading. Per reference (d), CIG shall thoroughly examine and validate all assessments before providing a final assessment of the functional areas and ultimately the command. The Director of Inspections will consult the CIG if a command is assessed as Non-Mission Capable. FAs are assessed at the time the inspector reviews the question on the FAC with the functional area manager. Opportunities to assist FA managers with corrective actions occur throughout the inspection during the deliberate teaching and training; however, these opportunities are diminished by reevaluating FAC questions throughout the inspection and delay the inspection process. The following grading system is used:

a. Grade Assigned by CIG to the Command

(1) Mission Capable (MC). The command possesses and effectively manages the requisite skills, equipment, personnel, and knowledge to accomplish all assigned missions, tasks, and functions. This is not to be confused with an assessment of Mission Essential Tasks, but those tasks deemed important for foundational readiness by the CMC, IGMC, and Deputy Commandants.

(2) Non-Mission Capable (NMC). The command does not possess or does not effectively manage the requisite skills, equipment, personnel, and knowledge to accomplish all assigned missions, tasks, and functions. This is not to be confused with an assessment of Mission Essential Tasks, but those tasks deemed important for foundational readiness by the CMC, IGMC, and Deputy Commandants.

b. Grade Assigned to FAs

(1) Effective. Sufficient evidence exists to compel an expert in the FA to believe the program existed in the past, is

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

(2) Ineffective. Sufficient evidence exists to compel an expert in the FA to believe the program is ineffective, 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.

c. Grade Assigned to FAC Questions

(1) 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).

(2) Discrepancy. A minor deviation, error, or failure to comply with guidance, direction, standards, or action as required in appropriate and applicable policy directives. Discrepancies require minimal corrective actions and are normally within the capability of the inspected FA manager or leadership to correct independently within a short period of time. A discrepancy is of minor risk to the command.

(3) Finding. A significant problem, deviation, error, or failure to comply with appropriate and applicable policy directives and/or higher headquarters policies and procedures. Findings require involvement, guidance, corrective action, and follow-up from a commander, the commander's higher headquarters, or an external agency. Findings are often beyond the authority and purview of a FA manager to correct and may be indicative of a systemic or resource shortfall. Findings are greater than a minor risk to the command. If left uncorrected, findings may have one or all of the following characteristics:

(a) Can negatively impact the command's readiness.

(b) Involve issues of health, safety, morale, or welfare of the command's Marines, Sailors, civilians, and families.

(c) Involve or can lead to fraud, waste, abuse of authority, or mismanagement.

Inspections Programs

1. Inspector General of the Marine Corps Inspections

a. IGMC Inspection Team. The IGMC inspection team is led by the IGMC Director of Inspections and the Lead Inspector as AIGs. Only senior Marines (Staff Sergeant and above) and DoD civilians who are experts from their respective HQMC Directorates and Deputy Commandants augment the team as TAIGs. IGMC inspectors are senior SMEs prepared to assist, teach, train, and inspect to improve their FAs Marine Corps-wide on behalf of their Directorates or Deputy Commandants. IGMC inspectors seek to distribute best practices, discover root causes for ineffectiveness, develop mitigation strategies, and find policy gaps in their directorates. Their awareness results in timely policy and FAC refinements. Every year the inspection team receives refresher training, validates the CoRE FAs, and refines FACs for relevancy to maintain the credibility of the IGMC Inspections Program.

b. Comprehensive Command Inspection (CCI). Through the CCI, the IGMC Inspections Division inspects all major commands that are required to execute a CGIP for compliance with this Order, CoRE FAs, and "inspects the inspectors" to assess the overall thoroughness and effectiveness of the CGIP. A list of CCI commands is on the IGMC website, at, <https://www.hqmc.marines.mil/igmc/Units/Inspections-Division/>.

(1) CCIs of CGIPs are typically conducted every third or fourth fiscal year (36-48 months) by the IGMC inspection team. Commands that consistently perform well in CCIs and have demonstrated survivable programs will be considered less of a priority.

(2) Typically, the inspection will include the headquarters and up to two subordinate units chosen by the IGMC inspection team. All CoRE FAs that apply shall be inspected.

(3) The IGMC inspection team will re-inspect, at a minimum, one unit recently inspected (typically within the last six months) by the CGIP inspection team. The IGMC inspection team will compare the two results (IGMC inspection team and CGIP team) for accuracy and consistency with HQMC TAIGs/SMEs to assure independent and impartial oversight. Due consideration

is given to differences between the IGMC and CCIP inspection team time frames with regard to any corrective actions, turnover, and functional area atrophy.

(4) The IGMC inspection team may also inspect one additional unit in the CGIP to test the overall efficacy and intent of the CGIP, as well as to avoid the same subordinate units being inspected by IGMC due to the cyclical nature of the inspections schedule.

(5) The IGMC will evaluate reports maintained by the command documenting past inspections conducted and corrective actions taken, CGIP inspector qualifications, adherence to the inspection order, and inspections schedules.

c. Independent Command Inspection (ICI). Through the ICI, the CIG Inspections Division inspects independent commands to assess compliance of CoRE FAs. Independent commands are those not directly under the operational or administrative chain of command of a major subordinate command, are not inspected as part of any other CGIP, and the only oversight is provided by the IGMC. The IGMC Inspections Division shall coordinate and conduct inspections of independent commands typically every other fiscal year (24 months). Commands that consistently perform well in ICIs and have demonstrated survivable programs will be considered less of a priority. A list of ICI commands is on the IGMC website, at, <https://www.hqmc.marines.mil/igmc/Units/Inspections-Division/>.

d. Special Aspects of a CCI and ICI. During both inspections, the following shall take place:

(1) Assess the Compliance and Foundational Readiness of a Command. The CIG shall inspect CoRE FAs and any FAs deemed necessary to ascertain the compliance and foundational readiness of a command.

(2) Request Mast. The IGMC is the only entity who can hear a Request Mast on behalf of the CMC. At each IGMC inspection, commanders being inspected shall notify Marines that the Request Mast opportunity exists and provide them an opportunity to attend. The IGMC shall provide specific instructions regarding IGMC Request Mast procedures in the inspection notification letter to the command (reference a). Any appropriate Request Mast shall be conducted in accordance

with reference (a). CIGs are not authorized to conduct Requests Mast on behalf of the CMC or their Commanding General or Commander as part of the CGIP. The IGMC Request Mast does not extend to personnel from subordinate commands not being inspected.

(3) Body Composition and Military Appearance. At every command, at least 15 percent of on-hand personnel shall be randomly selected for weigh-in in accordance with FAC 6110, "Body Composition and Military Appearance". For larger commands, the maximum number required shall be 50 personnel. Marines appearing to be out of standards or of poor military appearance will also be directed to weigh-in and may be recommended to their commander to be assigned to the Body Composition Program. Marines that are randomly chosen, but fail to appear for the event will be identified to the commander and CIG. Commanders may also add personnel to the randomly selected roster at their discretion.

(4) Physical Fitness Test (PFT)/Combat Fitness Test (CFT). At every command, at least 15 percent of on-hand personnel shall be randomly selected to take a PFT or CFT, depending on the season, in accordance with FAC 6100, "Physical Fitness and Combat Fitness". For larger commands, the maximum number required shall be 50 personnel. Marines that are randomly chosen, but fail to appear for the event will be identified to the commander and CIG. Commanders may also add personnel to the randomly selected roster at their discretion to accomplish additional training.

(5) Urinalysis. At every command, at least five percent of on-hand personnel (maximum of 25 personnel) shall be randomly selected to take a urinalysis in accordance with FAC 5300, "Substance Abuse." The purpose of the evolution is to observe the unit's process to evaluate if the urinalysis is conducted in accordance with policy. Marines that are randomly chosen, but fail to appear for the event will be identified to the commander and CIG.

(6) Short Notice. For scheduled short notice inspections, commands shall be informed approximately four calendar days prior to the first day of inspection. The IGMC will provide ample notification to make coordination if unusual circumstances exist such as access, training evolutions, transportation requests, lodging challenges, or country clearances are required.

(7) Constant Communication and Feedback. Throughout the inspection, the inspected command shall be kept informed of their progress. Each inspection begins with an office call by the senior member of the inspection team to discuss the inspection process with the commander or the commander's representative. The command will receive an in-brief from the inspection team to explain the purpose of the inspection, the inspection process, the grading criteria, schedule, introduce the inspection team, and review the report requirements for the inspection. An inspection team representative, usually the Director or Lead Inspector, will provide the commander or the commander's representative with a daily in-progress review. Lastly, the command will receive an out-brief reviewing the final assessment.

2. Commanding General's Inspection Program

a. The CGIP supports the ability of a Commander or Commanding General to ensure compliance and foundational readiness throughout the command. The CGIP is an inspection program established by a Commanding General or Commander that is typically managed by the CIG to promote the effectiveness, efficiency, economy, and readiness of subordinate commands. The CGIP assures command readiness in support of the IGMCIIP. The CIG works directly for the Commanding General or Commander to execute the CGIP and coordinates with the IGMC to effectively conduct inspections and enforce compliance with Marine Corps policies.

b. Commanding Generals and Commanders shall ensure their subordinate units are inspected every other fiscal year (24 months). This authority may be delegated in cases where geographic distances and/or budgetary constraints make it unfeasible to conduct recurring, in-depth inspections. This does not relieve the higher command of the overarching responsibility for ensuring subordinate unit compliance, foundational readiness, and adherence to all pertinent higher headquarters orders, directives, and policies. The following guidance applies:

(1) CGIPs shall have and maintain a two-year (fiscal year) inspection plan. In cases where the CGIP is unable to inspect a subordinate unit prior to six months beyond the two-year requirement, the command shall submit a waiver request to the IGMC. An example of a waiver request is included in

enclosure (3).

(2) Commanding Generals and Commanders shall ensure their CIGs and all associated functional area inspectors or TAIGs are qualified, properly trained, have clearance eligibility necessary for access to classified and/or sensitive information commensurate with their normally assigned duties, and are designated in writing by the Commanding General, Commander, or CIG to conduct inspections.

(3) A CGIP final inspection report of findings, discrepancies, and recommended corrective actions should be provided to the commander of the inspected unit approximately 30 calendar days after the inspection out-brief. This report should form the basis for any required corrective actions or refinements to maintain successful FAs. Inspectors should address findings, discrepancies, and provide recommendations to correct shortcomings. Copies of completed checklists should neither be forwarded to HQMC nor the IGMCM; the respective CIG shall maintain final inspections reports.

(4) Subordinate commanders should maintain oversight and monitor command actions taken to correct deficiencies noted in final inspection reports. The inspected command shall submit a CAR to the CIG within 30 calendar days of receiving the final inspection report. The CIG should review all CARs and coordinate with inspectors to ensure the corrective actions are valid and reasonable.

(5) Special Aspects of a CGIP. A CGIP must conduct the following requirements at a minimum:

(a) Assess the Compliance and Foundational Readiness of a Command. The CIG shall inspect all CoRE FAs and any FAs deemed necessary by the Commanding General or Commander to ascertain the compliance and foundational readiness of a command. Additionally, command directives on inspections will reference the CoRE FAs requirements specifically.

(b) Body Composition and Military Appearance. At every unit, at least 15 percent of on-hand personnel shall be randomly selected for weigh-in in accordance with FAC 6110, "Body Composition and Military Appearance." For larger units, the maximum number required shall be 50 personnel, although the CGIP or inspected unit commander may include additional personnel as deemed necessary. Additionally, Marines appearing

to be out of standards or of poor military appearance will also be directed to weigh-in and may be recommended to the commander to be assigned to the Body Composition Program. Marines that are randomly chosen, but fail to appear for the event will be identified to the commander.

(c) PFT/CFT. At every unit, at least 15 percent of on-hand personnel shall be randomly selected to take a PFT or CFT, depending on the season, in accordance with FAC 6100, "Physical Fitness and Combat Fitness." For larger units, the maximum number required shall be 50 personnel, although the CGIP or inspected unit commander may include additional personnel as deemed necessary. Marines that are randomly chosen, but fail to appear for the event will be identified to the commander.

(d) Urinalysis. At every unit, at least five percent of on-hand personnel (maximum of 25 personnel) shall be randomly selected to take a urinalysis in accordance with FAC 5300, "Substance Abuse." The purpose of the evolution is to observe the unit's process to evaluate if the urinalysis is conducted in accordance with policy. Marines that are randomly chosen, but fail to appear for the event will be identified to the commander.

(e) Short Notice. For scheduled short notice inspections, units shall be informed approximately four calendar days prior to the first day of inspection. CIGs will provide ample notification to make coordination if unusual circumstances exist such as access, training evolutions, transportation requests, lodging challenges, or if country clearances are required.

(f) Compliance Waivers. CGIPs must identify a program's inability to comply with Navy and Marine Corps regulations should those conditions exist at a subordinate command. When applicable, a request for a waiver via the FAS and HQMC staff should be initiated.

3. Re-Inspections

a. The IGMCM will only re-inspect a command if it is assessed as Non-Mission Capable. Commanding Generals or Commanders may set their own criteria for re-inspections in the guidelines of their CGIP.

b. The re-inspection is typically limited to FAs that were assessed as ineffective.

c. Re-inspections shall be scheduled with the command within three to six months of the original inspection. It is critical that the unit receive their entire final inspection report approximately 30-days after the out-brief, and that the IGMC or the CIG receive the unit's CAR within 30 calendar days of receipt of the final inspection report in order to evaluate the CAR. Additionally, corrective actions prior to any re-inspection may require several weeks of training, preparation, or recovery.

Required Reports and Communications

1. Inspection Teams (CGIP) Communications with Inspected Commands. This section illustrates how CGIP inspections will typically be executed. While Commanding Generals is the architect of the CGIP, the following protocols are provided to standardize the inspections process and share best practices.

a. Notification. Inspection agencies should officially notify inspected units approximately four calendar days prior to the commencement of the inspection. At a minimum, the notification letter will include the following:

- (1) Purpose of the inspection.
- (2) Inspection schedule and special aspects or events.
- (3) FAs to be inspected.
- (4) Specific requirements or logistical requests from the inspection team.
- (5) Points of contact and senior member of the inspection team.

b. In-briefs

(1) Inspection Team Office Call and In brief. The senior member of the inspection team should meet with the inspected commander or the commander's representative to discuss the inspection, composition of the inspection team, and any concerns the commander may have with the conduct of the inspection. After an office call is complete, the inspection should begin with in-briefs. The inspection team should explain the purpose of the inspection, the inspection process, the grading criteria, schedule, introduce the inspection team, and review the report requirements for the inspection.

(2) Command In brief. The inspected command should also provide a command in-brief that details its mission, task organization, monitored command code and reporting unit code, on-hand strength, date the current commander assumed command, and particular challenges the command has experienced since the last inspection for which the inspection team should consider. The command should have all FA managers being inspected present

at the in brief to introduce and link-up FA managers to inspectors.

c. Daily Updates

(1) Inspection Team. At the end of each day, the inspection team should confer to share and discuss the information that the team has collected. The senior member of the inspection team should compile results and determine the completion status of the inspection and any developing trends.

(2) Command Team. The CIG, senior member of the inspection team, or Lead Inspector should provide a daily update to the inspected commander or the commander's representative on the status of the inspection and have the opportunity to discuss any concerns with the inspection.

d. Out-brief. The CIG, senior member of the inspection team, or Lead Inspector shall give an out-brief summarizing the assessment of the command. Each out-brief should include the assessment of each FA with detailed explanations of findings and any FA assessed as ineffective. If required, the TAIGs/SMEs should be available to provide a more technical and detailed explanation of results. The inspection team should recognize commendatory performance and review timelines for required reports following the inspection.

2. Required Reports

a. Functional Area Checklists. Inspectors should provide completed FACs to the inspected unit. The inspectors shall also submit reports detailing any ineffective FAs as well as findings and discrepancies for each FA to the CIG for the development of the final inspection report.

b. Final Inspection Report. The CIG Inspections Division, as appropriate, shall provide a comprehensive written report detailing the assessment of FAs, command climate, general observations, and recommendations for the inspected command. FA assessments shall include clear and concise actions needed to correct ineffective FAs and effective FAs with findings.

(1) The final inspection report presents the inspected commander with information to initiate required corrective actions within the command to remedy noted deficiencies, refine existing programs, and aid in improving the command's

foundational readiness. The final inspection report shall address findings and discrepancies in all FAs that were identified during the inspection along with recommended corrective actions. The CIG will consolidate functional area assessments provided by the TAIGs as direct representatives of the Commanding General and forward.

(2) Per enclosures (7), (8) and (9), CIG prepares the unit final inspection report and submits it to the commander of the inspected unit approximately 30 calendar days after the inspection out-brief. For CCIs, the final inspection report will go directly to the inspected command with a copy retained by the CIG. For ICIs, the final inspection report will go directly to the inspected command with a copy retained by the CIG.

(3) The CIG shall retain each FIR for 6 years after the inspection.

(4) The FIR shall only include factual conclusions reached throughout the inspection that are supported by references and documentation. The CIG shall ensure the causative factors and the impacts of the problems noted are properly reflected as discrepancies or findings.

(5) The FIR shall be a standalone wide-ranging evaluation. The FIR shall not contain findings not contained in the completed checklists or discussed in the unit out brief.

(6) The CIG shall receive and review each TAIGs FAC, compile a FIR, and forward it to the inspected unit within 30 days upon completion of the inspection.

c. Corrective Action Report

(1) The inspected command shall submit a corrective action report (CAR) within 30 calendar days to the CIG after receiving the final inspection report. During CCIs, the subordinate unit's CAR will be retained by the CIG. The command shall outline its plan to correct findings and ineffective functional areas. Discrepancies require no written response since they are correctable at the FA manager level.

(2) Per enclosure (4), the inspected command shall submit the finding, reference, inspector provided recommended solution, corrective action, and projected completion date.

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(3) The CIG shall review, and if needed, forward the corrective actions to the TAIG/inspector to verify that they are suitable or unsuitable. If a corrective action is unsuitable, the TAIG/inspector shall recommend other courses of action and coordinate with the inspected command to develop an implementation plan.

Inspection Planning and Execution Checklist

1. Inspection Planning

a. Identify command(s) to be inspected and type of inspection (CGIP, CCI, ICI).

b. Confirm the inspected command(s) availability and suitability for inspection through Force Synchronization Conference outputs, TEEPs, and/or higher headquarters. Examine other inspection agency schedules to ensure the command is not oversaturated with inspections.

c. Develop the inspection schedule.

d. Plan FAs to inspect (CoRE or Special Assessment).

e. Identify TAIGs for the inspection team and plan logistics of the inspection.

f. Ensure TAIGs are qualified, properly trained, have clearance eligibility necessary for access to classified and/or sensitive information commensurate with their normally assigned duties, and are designated in writing by the Commander or CIG.

g. Research the inspected command(s)' mission, command team, recent operational tempo, and past performance on inspections.

h. Per enclosure (6), notify the inspected command(s) approximately four calendar days prior to arrival.

i. Coordinate with the inspected command for support, inspection schedule, and confirm FAs to be inspected.

2. Inspection Execution

a. Office call with the inspected commander.

b. Conduct and receive the in-briefs.

c. Introduce TAIGs to functional area managers.

- d. Conduct the inspection.
- e. Conduct daily inspection team reviews.
- f. Provide the inspected command with daily updates.
- g. Develop the out-brief.
- h. Collect completed FACs from TAIGs/SMEs and provide them to the inspected command.
- i. Conduct the out-brief.
- h. Recognize personnel for commendatory performance.
- i. Coordinate any requirements for a follow-up inspection.

3. Post-Inspection Actions

- a. Per enclosures (7), (8) and (9), submit the final inspection report to the inspected command approximately 30 calendar days after the inspection out-brief.
- b. Per enclosure (4), the inspected command submits the CAR within 30 calendar days after receiving final inspection report.
- c. Review and verify inspected command's CAR.
- d. Consolidate issues beyond the inspected commander's capability for review with the IGMC or CIG. Conduct follow-up inspections, as required.