



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

MCIEAST-MCB CAMLEJO 5040.1C
CIG
FEB 15 2023

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

From: Commanding General
To: Distribution List

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM

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

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

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 references (a) through (c) and provides guidance for its execution.

2. Cancellation. MCIEAST-MCB CAMLEJO 5040.1B.

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 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

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

(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 operate using principles delineated in references (a) through (c). 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.

(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. Subordinate Element Missions

(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 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 functional areas under their cognizance.

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(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 completion of the inspection.

(j) Coordinate follow-up inspections within six months of the original inspection date for FAs with a grade of In-effective and or findings. The CIG will produce a Final Re-Inspection Report (FRIR) and brief the MCIEAST Commanding General highlighting what progress has been made by the Command to overcome any In-Effective FAs.

(k) Receive and review all internal inspection reports.

(l) Coordinate CGIP training for CIG personnel throughout MCIEAST.

(m) Coordinate 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) 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

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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) Upon receipt of the Letter of Instruction (LOI) outlying an upcoming Commanding General's Inspection, the MCIEAST CG will contact the Commanding Officer of the inspected command for any further guidance in preparation for the inspection.

(h) 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

(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 In-effective were identified. Follow-up inspections will be conducted within six months of the original inspection date for FAs with a grade of In-effective.

(c) The MCIEAST-MCB CAMLEJ CG will be briefed by the Commanding Officer prior to submission of the CAR to the MCIEAST-MCB CIGs office.

(d) The MCIEAST-MCB CAMLEJ CIG will re-inspect those in-effective functional areas and provide the Commanding Officer of the

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inspected unit a Final Re-Inspection Report FRIR at the completion of inspecting all previous In-Effective functional areas.

(e) The MCIEAST-MCB CAMLEJ CIG will brief the FRIR to the MCIEAST Commanding General highlighting what progress has been made by the Command to overcome any In-Effective FAs.

(3) CGIP Checklists. All Installations will be responsible for the same FAs, with additional FAs for air stations and those Installations who perform law enforcement operations. Utilize the checklist for POs operating aboard the Installation as outlined in reference (c).

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

b. Logistics

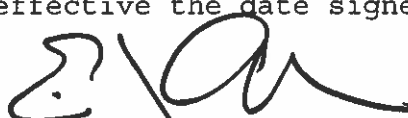
(1) The inspection team will be organized according to the applicable FAs for each command.

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



E. J. ADAMS
Chief of Staff

DISTRIBUTION: A/B

Copy to: CG TECOM

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

ODD YEARS

MCAS New River
Marine Corps Air Station (MCAS), Cherry Point
MCAS Beaufort
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 unless situations arise that require the schedule to be adjusted or the program to be 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_

Encl: (1) INTERNAL INSPECTION DETAILS

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 (utilize enclosure (1) example for listing of all FAs inspected with name of program manager, the findings and discrepancies listed). The Command has been found to be Mission Capable.

2. Per the references, the following report is submitted: (List all FAs which were inspected with the below example as a guide).

(LIST ALL FUNCTIONAL AREAS INSPECTED)

a. Marine Corps Sponsorship Program (1320)

(1) 0104 - Finding (1). Inbound Marines have not been receiving equal or higher pay grade sponsorship assignment.

(a) Corrective Action. As of 1 Jan 2023, inbound personnel are assigned sponsors who are of equal or higher pay grade.

3. 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

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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:

5100.29 MARINE CORPS SAFETY MANAGEMENT SYSTEMS (EFFECTIVE)

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.

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Completion Date: Completed.

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

Commanding Officer