



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP BUTLER
UNIT 35001
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MCIPAC-MCBBO 5041.1B
CGOF
27 JUL 2018

MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP BUTLER ORDER 5041.1B

From: Commanding General
To: Distribution List

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM

Ref: (a) NAVMC DIR 5040.6H
(b) MCO 1700.23F
(c) MCO 5040.6H
(d) MCO 6100.13A
(e) MCO P1020.34H

Encl: (1) Commanding General's Inspection Program Manual

1. Situation. The purpose of the Commanding General's Inspection Program (CGIP) is to assess and enhance the ability of Marine Corps Installations Pacific-MCB Camp Butler (MCIPAC-MCBB) units to accomplish their assigned mission. This Order establishes the CGIP for MCIPAC-MCBB, per the provisions of the references and provides guidelines for the conduct of inspections.

2. Cancellation. MCIPAC-MCBBO 5041.1A.

3. Mission. To be the "eyes and ears" of the Commanding General and to biennially conduct short to no notice inspections of all subordinate units and personnel in order to promote economy, efficiency, effectiveness, and readiness.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To assess and enhance the ability of MCIPAC-MCBB to accomplish its assigned mission. The CGIP shall be conducted in accordance with the references and as outlined in the enclosure. Should conflict arise between the procedures set forth within this Order and the references, procedures established by higher headquarters will take precedence.

(2) Concept of Operations. The MCIPAC-MCBB Command Inspector General (CIG) will conduct biennial short to no notice inspections, focusing on those areas and performance criteria that are critical to mission accomplishment. The inspections will be conducted to best utilize time and travel. Inspections will normally take place on Okinawa and Hawaii one year, and mainland Japan and Korea the following year. The CIG has the authority to inspect any MCIPAC-MCBB command and functional area at any time and is not constrained to biennial inspections.

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b. Tasks

(1) CIG. Develop, coordinate, implement, and supervise the CGIP within MCIPAC-MCBB.

5. Administration and Logistics. Submit recommendations for changes, additions, or deletions to this Order to Commanding General, MCIPAC-MCBB (Attn: CIG) via the chain of command.

6. Command and Signal

a. Command. This Order is applicable to all members of the United States Armed Forces, host nation employees, and members of the civilian component assigned to MCIPAC-MCBB in Japan, Hawaii, and the Republic of Korea.

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



P. M. DAWSON
Chief of Staff

DISTRIBUTION: List A

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Chapter 1

Inspection Categories, Principles, & Grading System

1. CGIP

a. The purpose of the CGIP is to assess and enhance the ability of MCIPAC-MCBB units to accomplish their assigned mission.

b. The CGIP is comprised of two categories: Functional Area Inspections (FAIs) and Troop Oriented Inspections (TOIs). The program focuses on a number of core inspection areas that are critical to mission accomplishment.

c. The CGIP will:

(1) Determine if the inspected area is managed economically and efficiently in accordance with the Functional Area Checklist (FAC) identified in Appendix A. Inspection results will be reported in the format provided in Appendix B.

(2) Determine if the command is complying with doctrine, established policies, and directives; to evaluate their effectiveness, and to assist in policies and directives interpretations as required.

(3) Determine the adequacy of resources available to execute mission requirements.

(4) Identify areas susceptible to fraud, waste, abuse, and mismanagement.

(5) Determine if work practices or health conditions exist which may unnecessarily expose personnel to health hazards, or personal injury.

2. Inspection Principles. At a minimum, commanders and Functional Area (FA) inspectors will consider the following when preparing for and conducting inspections:

a. The purpose of the inspection; to assess the war fighting capability and operational readiness of MCIPAC-MCBB units.

b. Identify root causes of problems, particularly those beyond the capability of the commander to resolve.

c. Foster a climate of trust and confidence.

d. Appraise unit leadership, effectiveness, efficiency, and economy.

e. Evaluate the effectiveness of policies, doctrine, and procedures.

f. Assist in identifying work practices and conditions which might unnecessarily expose Marines, sailors, or others to injury or health hazards.

g. Assist commanders by identifying the status, requirements, and deficiencies of units or the supporting establishment by supplying information and assistance to effect positive change.

h. Evaluate existing command policies and identify effective measures and procedures to help prevent fraud, waste, abuse, mismanagement, discrimination, sexual harassment, environmental non-compliance, and any other related improprieties prejudicial to good order and discipline.

i. Handle inspection results with discretion to ensure professionalism and maintenance of sound working relationships with subordinate elements. No benefit is gained by sharing poor or unsatisfactory results with anyone except appropriate Commanders, Sergeants Major, section chiefs, and the CIG or his/her direct representative. Inappropriate discussions only serve to demoralize and undermine the Marines and sailors who must correct the discrepancy/finding. Good results, on the other hand, properly advertised, generally contribute to high unit morale.

j. Relate successful methods and techniques observed during inspections of other units and impart useful information which might serve to prevent common errors.

3. Grading System. The following grades shall be assigned:

a. Mission Capable. The unit possesses and utilizes the requisite skills, equipment, personnel, and knowledge to accomplish its assigned mission, functions, and tasks.

b. Mission Capable with Discrepancies. The unit possesses the requisite skills, equipment, personnel, and knowledge to accomplish its assigned mission, functions, and tasks. However, some areas which are otherwise satisfactory and/or in compliance with applicable directives might benefit from improvement in timeliness, accuracy, or aggressiveness on the part of the individuals or sections being inspected. The FA inspector's judgment will determine if such areas, while deficient to some minor degree, would not detract from the unit's assigned mission and could be corrected during the normal course of work.

c. Mission Capable with Findings. The unit is performing mission relevant tasks incorrectly in part or in an unsafe manner. In the FA inspector's judgment, significant sub-functions are not being accomplished or attempted as required by current directives, or major end-items, critical tools, or calibration equipment is missing or broken without appropriate effort to correct the situation. Generally, findings have a direct impact on unit readiness, health and welfare, safety, or security.

d. Not-Mission Capable. The unit does not possess or does not use the requisite skills, equipment, personnel, and/or knowledge to accomplish its assigned mission, functions, and tasks. Furthermore, the unit is not complying with doctrine, policies, and/or procedures of the Commanding General or other authority. Such non-compliance creates a significant threat to life, limb, or property attendant to continued operation in the FA, or such inadequacy cast serious doubt on the unit's ability to conduct its primary mission.

(1) Commanders receiving grades of "Mission Capable with Findings" or "Not-Mission Capable" are required to submit a report of corrective action to the CIG via the chain of command no later than 30 days from receipt of the Commanding General's Unit Inspection Report (UIR). Corrective action must reflect long term resolution, not only correcting the symptom, but the root cause of the problem. If corrective actions cannot be completed by the assigned date, the Commander must provide an explanation or request assistance as appropriate. General statements such as "corrective action in progress" or "corrective action taken to preclude recurrence" are unacceptable. The format for corrective action reports is provided in Appendix C.

(2) A finding of "Not-Mission Capable" will require re-inspection of the entire FA by the CIG or designated representative no earlier than 90 days from the CIG receipt of the Corrective Action Report. Not-Mission Capable areas will be briefed to the Commanding General.

Chapter 2

Definitions

1. Audit. An independent and objective examination of financial statements, internal controls, and/or the efficiency and effectiveness of management activities. Government audits are highly formalized reviews performed in accordance with generally accepted government auditing standards and by professionally qualified auditors.
2. Checklists. A written set of guidelines for specific FA's which:
 - a. Outline the general elements needed for day-to-day administration and operation.
 - b. Provide guidelines for internal evaluation.
 - c. Provide standardized criteria for the conduct of an inspection.
 - d. FAC's from the Inspector General of the Marine Corps' (IGMC) website is the standard checklist used during an inspection.
3. Discrepancy. An error or failure to comply with guidance, direction, or action as required in appropriate and applicable directives.
4. Evaluation. An official appraisal or study to determine the significance, validity, effectiveness, and/or value of a particular program or event.
5. Finding. A significant problem within the command which:
 - a. Detracts from the command's readiness;
 - b. Involves or could lead to fraud, waste, abuse, and mismanagement;
 - c. Involves issues of health, morale, or welfare of the unit's personnel;
 - d. Significantly deviates from higher headquarters policies and procedures.
6. Follow-up or re-inspection. An inspection of the action taken by a unit to correct deficiencies identified during a previous inspection. The purpose is to assess whether corrective action is effectively completed, producing the desired results, not causing new problems, economical and efficient, and is practical and feasible.
7. Inspection. An official evaluation of a unit's core FA's. Evaluating the core FA's will meet the minimum requirement for a unit inspection. Not included are audits performed by recognized audit groups under formal audit standards.

Chapter 3

Inspection Checklists, Guidelines, Reports, and Schedule

1. Inspection Checklists

a. FACs are updated by the Headquarters Marine Corps FA advocates and maintained by IGMCM. These checklists contain those items, at a minimum, that should be inspected under any one FA. Although not all encompassing, checklists are intended to provide commands with the basic guidelines necessary to perform day-to-day administration and operation.

b. FA inspectors and the CIG shall use FACs when conducting inspections. The information contained in the checklists shall be the minimum criteria used for inspecting the FA. The CIG may add items to an inspection checklist, based on applicable Marine Corps or MCIPAC-MCBB directives, if the additional items provide a more complete picture of the status of the inspected unit. Additional items must be approved by CG MCIPAC-MCBB and disseminated to all units via the CIG.

c. A report of findings, discrepancies, and recommended corrective actions will be provided to the Commander or designated representative of the inspected unit via the UIR and will form the basis for any required corrective action and/or refinement to a successful program. FA inspectors will address findings and discrepancies by providing appropriate comments and suggestions to correct them. Copies of inspection checklists used by inspectors, will be forwarded to this headquarters (Attn: CIG) and maintained on file by the CIG's office.

d. Supplemental questions may be added to FACs by FA inspectors to provide a more complete picture of the status of inspected units. All supplemental questions and supplemental checklists must be supported by a listed reference, reviewed annually, and approved by the CIG MCIPAC-MCBB.

e. The CIG's office will direct an annual review of FAC questions, supplemental questions, and supplemental checklists for currency and validity. FA inspectors are responsible to ensure that FAC questions, supplemental questions, and supplemental checklists remain valid, and should submit suggested changes to appropriate FA advocates via the CIG office as they deem necessary.

2. Command Guidelines for the CGIP

a. The CGIP should detect fraud, waste, abuse, mismanagement, discrimination, sexual harassment, environmental noncompliance, and related improprieties.

b. Each Commander will maintain an oversight and follow-up system for monitoring and tracking command actions taken to correct problem areas reported in inspection reports.

c. The CIG will ensure all FA inspectors are qualified and properly trained to conduct inspections.

d. The CIG will be the focal point for all inspections within the command to include monitoring corrective actions taken for findings noted during inspections.

e. Programs will include, at a minimum, the following core inspection FA:

(1) Special Interest Items. These are issues, matters, or concerns, which are currently identified as a Secretary of Defense, Secretary of the Navy, or CMC special interest item. The IGMC will provide specific guidance as to current items.

(2) Personnel Administration. Those matters pertaining to personnel management, the morale and welfare of individual Marines and sailors and their families, and those administrative functions critical to the execution of a unit's primary mission to include, but not limited to: general administration, legal administration, career planning, etc.

(3) Logistics. Logistical matters critical to the execution of the unit's primary mission to include but not limited to: supply, maintenance, maintenance management, status of resources and training system readiness, ordnance, and transportation.

(4) Personnel. Those areas that are troop-oriented to include but not limited to: color guard, physical fitness, Body Composition Program, uniform inspection, and drill.

(5) Training. Those areas critical to the development and conduct of required training to include but not limited to: Unit Training Management, equal opportunity, substance abuse, Chemical, Biological, Radiological, and Nuclear (CBRN).

(6) Medical and Dental. Matters related to the health readiness of Marines and sailors.

(7) Safety. Matters that identify hazards and conditions which might unnecessarily expose personnel to injury or health hazards to include but not limited to: aviation safety and ground safety.

(8) Security. Matters related to security of classified material, physical security, antiterrorism/force protection, and law enforcement.

(9) Environmental Compliance. Environmental matters critical to preserving natural and cultural resources entrusted to the Marine Corps. This is accomplished through a command environmental program.

(10) Intelligence Oversight. Matters which pertain to intelligence, counterintelligence, and intelligence oversight of intelligence activities affecting U.S. persons.

(11) General. FA's required by external sources, mandates, and Marine Corps directives or higher headquarters issued directives requiring inspections. These FA's include civilian personnel administration, postal affairs, childcare centers, voter assistance program, and PMO holding

cells/detention spaces. When applicable, each commander will ensure these FA's are inspected using current directives and policies. Commands shall ensure that all base functions under their cognizance are included in the inspection program.

3. Inspection Report

a. The primary purpose of the UIR is to present the unit commander with information necessary to initiate required actions within the command to correct deficiencies noted, refine existing programs, and aid in the overall accomplishment of the unit's mission. An equally important purpose is to provide commands at all echelons with a means by which their opinions, comments, and recommendations regarding performance, policy, and procedures can be viewed.

b. The FA inspector is responsible for preparing the inspection report. FA inspectors shall submit the rough report to the commander prior to the inspector's departure. The finalized report must be provided within seven working days of the completion of the inspection to the CIG's office in accordance with appendix B.

c. The FA inspector must ensure that conclusions reached are factual and are developed from the inspection checklists. Recommendations contained in the UIR must be supported by references/documentation. Causative factors and the impact of the problems noted should be identified and supported by the findings and discrepancies noted.

d. The UIR should provide a comprehensive appraisal. However, it should be noted that the UIR is not a summarization of the checklists and under no circumstances will the report contain findings not contained in the completed checklists and discussed during the unit debrief.

e. Inspection reporting and follow-up will be limited to the significant items affecting unit performance and readiness. In particular, a written response is required from the unit inspected for "Not-Mission Capable" and "Mission Capable with Findings" FA's.

f. Per reference (a), the UIR will be retained on file with the CIG and the inspected unit for at least six years.

4. Inspection Schedule. Inspections will be short/no notice, similar to that of the IGMC in order to minimize unproductive preparation time and to give commanders an accurate assessment of day-to-day readiness. In keeping with the Commanding General's direction, all inspections not conducted by higher authority or outside agencies will be completed no later than 30 August.

Chapter 4

Responsibilities

1. Command Inspector General. The CIG is responsible for the following tasks:

a. Develop, coordinate, implement, and supervise the CGIP within MCIPAC-MCBB.

b. Ensure augmented TOI inspectors attend orientation training and are appointed in writing.

c. Ensure FA inspectors attend orientation training and are appointed in writing.

d. Receive, review, and provide reports of the inspections to staff officers and commanders.

e. Ensure that follow-up inspections are performed on any unit that had significant deficiencies resulting in a grade of "Not-Mission Capable."

f. Receive, review, and maintain reports of corrective action for follow-up reviews.

g. Maintain a current file for distribution of all IGMC FACs.

h. Maintain copies of all inspection reports for inspections conducted by this headquarters for six years.

i. Receive, coordinate, and forward inspection reports of results on all inspections accomplished by external agencies. Ensure all required corrective actions are completed.

j. Report inspection results to include issues identified by the inspected command, to the Commanding General, MCIPAC-MCBB.

k. Utilize the guidance of Appendix D when conducting TOIs.

l. Ensure inspected commands utilize Appendix E on all inspections.

2. MCIPAC-MCBB Staff Sections. MCIPAC-MCBB Staff Sections are responsible for the following tasks:

a. No later than 30 August, submit primary and alternate names of personnel to serve as FA inspectors to the CIG. These FA inspectors will be appointed in writing by the CIG as an additional collateral duty for the next fiscal year and must attend required training.

b. Appoint in writing, with copy to CIG, a team leader who will be the focal point for all inspection matters. At a minimum, this team leader will be responsible for changes to areas of responsibility and FA Inspector name changes.

c. Ensure the FA inspectors are fully qualified, properly briefed, and ready to inspect.

d. Each division head or special staff section is responsible for all funding and processing of orders relating to their respective areas in support of the CGIP as shown in Appendix A.

e. Coordinate with the CIG's Office all inspections by higher headquarters/external agencies.

3. Functional Area Inspectors. FA inspectors are responsible for the following tasks:

a. FA inspectors will familiarize themselves with the contents of this Order and all references and directives pertaining to the CGIP.

b. FA inspectors are to review the results of previous inspections, recommendations for correction of findings and discrepancies, and reports of corrective action. Copies of these documents are available in the MCIPAC-MCBB CIG's office.

c. FA inspectors are to report to the MCIPAC-MCBB CIG's Office for any final instructions prior to their departure.

d. FA inspectors are to present a copy of their FA assignment letter and Appendix E which allows the commander an opportunity to give feedback on the conduct of the inspector and recommendations/suggestions on how to improve the CGIP.

e. Upon completion of the inspection, the FA inspector will conduct a debrief with the designated representative and provide a copy of the inspection results before departure.

f. CGIP inspectors must identify all findings and discrepancies. Where findings are noted during the inspection, inspectors will confer with the department head, advise the Marine(s) being inspected, and then advise the MCIPAC-MCBB CIG.

g. Within seven days of the FA inspector's return to MCB Camp Butler, submit a formal written report to the CIG using the format shown in Appendix B.

h. FA inspectors will allow units to correct findings and discrepancies during the course of the inspection, time permitting. To resolve findings and discrepancies, the unit must correct both the symptomatic problem (i.e., complete required training) and the root cause (i.e., putting a corrected training process/procedure in place). Corrective action must be long term and imbedded in Standing Operating Procedures (SOPs), turnover binders, and desktop procedures. All corrected findings and discrepancies will be noted on the inspection coversheet as resolved issues, along with all unresolved findings and discrepancies. The final functional area grade will be based on unresolved findings and discrepancies.

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i. Ensure corrective action is initiated and implemented for all discrepancies identified through both the CGIP and external inspections.

j. FA inspectors will maintain the highest standards of conduct and personal appearance. They will be courteous, approachable, and tolerant ensuring inspections are conducted per the spirit and guidelines contained in Appendix F.

4. TOI Inspectors. TOI inspectors are responsible for the following tasks:

a. Attend inspector training, the pre-inspection, and post-inspection briefings.

b. Utilize the FAC as a minimum standard in conducting inspections.

c. Assist in preparing questions that are not covered on the FAC. The questions shall be developed using higher headquarters guidance and directives. References shall be provided and support each question.

d. Utilize your expertise and be prepared to provide a brief on your FA. Also, be prepared to support any findings and/or discrepancies reported. Any finding/discrepancy should be accompanied with recommended corrective action.

e. Provide a daily debrief/status report on the inspection to the CIG or designated representative.

f. Support for the TOI inspectors will be as follows:

<u>Command</u>	<u>Rank</u>	<u>Quantity</u>
MCAS Futenma	Field Grade	1 (Officer/SNCO enlisted/personnel inspections, PFT/CFT monitor and as needed).
	SNCO	1 (Additional MOS 8511) Personnel/COD/Color Guard/PFT/CFT and as needed.
HqSptBn, MCB Camp Butler, Okinawa	Field Grade	1 (Officer/SNCO enlisted or personnel inspections, PFT/CFT monitor and as needed).
	SNCO	1 (Additional MOS 8511) Personnel/COD/Color Guard/PFT/CFT and as needed.
MCAS Iwakuni	Field Grade	1 (Officer/SNCO enlisted or personnel inspections, PFT monitor and as needed).
	SNCO	1 (Additional MOS 8511) Personnel/COD/Color Guard/PFT/CFT and as needed.
Combined Arms Training Center Camp Fuji	Field Grade	1 (Officer/SNCO enlisted or personnel inspections, PFT/CFT monitor and as needed).
	SNCO	1 (Additional MOS 8511) Personnel/COD/Color Guard/PFT/CFT and as needed.

MCB Hawaii	Field Grade	1 (Officer/SNCO enlisted or personnel inspections, PFT/CFT monitor and as needed).
	SNCO	1 (Additional MOS 8511) Personnel/COD/Color Guard/PFT/CFT and as needed.

5. Commanders. Unit Commanders are responsible for the following tasks:

a. Establish a continuous, self-examination/inspection process to review unit programs and ensure compliance with higher headquarters' policies and directives. This process will ensure that sound, self-perpetuating programs are in place, thereby providing essential stability during turnover of key personnel and enhancing the effectiveness of unit readiness.

b. Conduct sufficient personnel and uniform inspections to ensure all personnel of the command meet uniform and personal appearance standards.

c. Ensure that all corrective action is initiated and implemented for discrepancies that are identified through both internal and external inspections.

d. Retain on file a copy of each FAI and all external inspections with completed corrective action, and records of findings reported on each inspection, internal and external, for at least six years.

e. Submit reports as required in Appendices C and E.

APPENDIX A

FUNCTIONAL AREA LISTING

RESPONSIBLE MANAGER OR ORGANIZATION	CHECKLIST CODE	FUNCTIONAL AREA NAME
CIG	1020	UNIFORM INSPECTION
CIG	1110	AVIATION FACILITIES
CIG	13800	EXPEDITIONARY AIRFIELD & ACR
CIG	1700.23	COMMANDANT'S REQUEST MAST PROGRAM
CIG	1742	VOTER ASSISTANCE PROGRAM
CIG	3500.10	AVN CMD AND CNTL (AC2) TRNG
CIG	3500.14	AIRCREW TRAINING
CIG	3700	AVN OP ADMIN
CIG	3710	NATOPS REVIEW
CIG	3750	AVIATION SAFETY
CIG	5354	MILITARY EQUAL OPPORTUNITY PROGRAM
CIG	5370	FWA OVER & HOTLINE
CIG	5060.1	COLOR GUARD
CIG	5060.2	DRILL
CIG	5060.3	SWORD MANUAL
CIG	6100	PHYSICAL FITNESS PROGRAM
CIG	6110	BODY COMP & MAP
CIG	6500	EFR & ARFF
SAFETY	5100	MARINE CORPS SAFETY PROGRAM
CHAP	1730	RELIGIOUS MINISTRIES
G-8	4600	GTCC PROGRAM
G-8	4650	DEFENSE TRAVEL SYSTEM
MEDBN	6000	HEALTH SERVICES
G-F	11000	UNACCOMPANIED HOUSING MGMT
G-F	5090	ENVIRONMENTAL MGMT PROGRAM

FUNCTIONAL AREA LISTING

RESPONSIBLE MANAGER OR ORGANIZATION	CHECKLIST CODE	FUNCTIONAL AREA NAME
G-1	1040	CAREER PLANNING PROGRAM
G-1	1050	GENERAL ADMIN
G-1	1400	PROMOTION
G-1	1610	PERFORM EVAL SYS
G-1	1650	MILITARY AWARDS
G-1	1900.1	SEPS/RETIRE
G-1	1900.2	LIMITED DUTY
G-1	5110	POSTAL AFFAIRS

G-1	5210	REC, REP & DIR MGMT PROGRAMS
G-1	5512	ID CARDS
G-1	5600	MC PUBLICATIONS MGMT PROGRAM
G-3/5	1500.52	WATER SAFETY/SURVIVAL
G-3/5	1500.59	MCMAP
G-3/5	1553.3	UNIT TRAINING MGMT
G-3/5	3000	UNIT READINESS
G-3/5	3070	OPSEC
G-3/5	3302	TERRORISM (AT/FP)
G-3/5	3400	CBRN DEFENSE
G-3/5	3550	RANGE-AREA TRNG MGMT
G-3/5	3571	EOD TECH EVAL
G-3/5	3574	MARKSMANSHIP PROGRAM
G-3/5	5510.2	FOREIGN DISCLOSURE
G-3/5	5510.3	INFO/PERSONNEL SEC
G-3/5	5750	HISTORICAL PROGRAM
G-4	4400.15	CONSUMER-LEVEL SUPPLY
G-4	7320	GARRISON PPE
G-4	8000	GROUND ORDNANCE MAINTENANCE
G-6	5510.3	INFOSYSMGMT (ASSURANCE)

FUNCTIONAL AREA LISTING

RESPONSIBLE MANAGER OR ORGANIZATION	CHECKLIST CODE	FUNCTIONAL AREA NAME
MCCS	1700.36	SINGLE MARINE PROGRAM
MCCS	1720	SUICIDE PREV PROGRAM
MCCS	1752	SARC
MCCS	1754.6	MCFTB PROGRAM
MCCS	1754.9	UPFRP
MCCS	1754.11	FAMILY ADVOCACY PROGRAM
MCCS	5300	SUBSTANCE ABUSE
PMO	1630	PMO HOLDING CELLS & DET SPACES
PMO	5530	PHYSICAL SECURITY
PMO	5580	PMO MCPD OPERATIONS
SJA	5211	PRIVACY ACT
SJA	5800.16	LEGAL ADMIN

APPENDIX B

**** USE LETTERHEAD PAPER **** USE LETTERHEAD PAPER ****

REPORT SUBMITTED TO CIG

(Date)

From: (Person who conducted the inspection)

To: Command Inspector General, Marine Corps Installations Pacific

Subj: FUNCTIONAL AREA INSPECTION OF (LIST # AND NAME OF AREA INSPECTED), FOR
(PUT UNIT NAME OR SECTION HERE), HELD (DATE THE INSPECTION OCCURRED)

Ref: (a) MCIPACO 5041.1 W/CH 2

Encl: (1) ATTACH YOUR COMPLETED CHECKLIST TO THIS REPORT

IGMC CHECKLIST NUMBER: (FUNCTIONAL AREA NUMBER)

GRADE: MISSION CAPABLE or NOT-MISSION CAPABLE (**NOTE 1**)

1. Per the reference, enclosure (1) is submitted. Prior to the inspection, the mission statement of the unit and the following reports of previous inspections were reviewed:

a. The following sub-areas of this main Functional Area (FA) were inspected:

b. If any difficulties were encountered, list them here:

2. **INSPECTION RESULTS:**

a. Findings and Recommendations.

(1) Finding: Describe each finding that was discovered during the inspection. The inspector must describe, with clear basis in fact, the problem/condition that was noted. It must be clear from the inspector's description why this particular item is a significant problem.

(2) Recommendation: Provide a clear, complete description of recommended corrective action to resolve the finding(s) noted.

(3) Amplifying Comments: Provide any comments which would enhance the understanding of the finding(s) noted, put the finding(s) in context or describe an existing situation of interest.

b. Discrepancies and Recommendations.

(1) Discrepancy: Clearly, concisely, and specifically describe each discrepancy noted; indicate where trend discrepancies exist.

(2) Recommendation: Provide a clear statement of corrective action required.

Subj: FUNCTIONAL AREA INSPECTION OF (LIST # AND NAME OF AREA INSPECTED), FOR
(PUT UNIT NAME OR SECTION HERE), HELD (DATE THE INSPECTION OCCURRED)

(3) Amplifying Comments: Provide any comments which would enhance the understanding of the discrepancy(ies) noted, put the discrepancy(ies) in context or describe an existing situation of interest.

3. SPECIAL RECOGNITION:

a. List by full name, grade, EDIPI and MOS all Marines/sailors/civilians whose performance deserves special recognition.

b. Describe programs, procedures or special initiatives by the unit which are worthy of recognition or which may have applicability to other units.

4. COMMENTS:

a. List any additional areas of priority or concern either directly or indirectly relating to the FA inspected.

b. List any corrective action which must be undertaken by the inspector or higher headquarters.

NOTES:

1. If a not-mission capable grade is being recommended, recommend a re-inspection date. Normally, within ninety (90) days.

2. A copy of the completed checklist will be enclosed with the report.

5. YOUR POINT OF CONTACT INFORMATION:

(YOUR TYPED NAME, AND THEN SIGN REPORT)

APPENDIX C

SAMPLE FORMAT OF
CORRECTIVE ACTION REPORT FROM UNIT/SECTION

FUNCTIONAL AREA: (As stated in original report).

1. **FINDING:** (Restate finding per the original report).

Recommended Corrective Action: (As specified in the report).

Action Taken: (What action was taken by the unit).

Action Completed:

or

Action in Progress:

Projected Completion Date: (i.e., day/month/year).

(The above format would continue for each finding noted).

1. **DISCREPANCY:** (Restate discrepancy per the original report).

Recommended Corrective Action: (As specified in the report).

Action Taken: (What action was taken by the unit).

Action Completed:

or

Action in Progress:

Projected Completion Date: (i.e., day/month/year).

(The above format would continue for each discrepancy noted).

APPENDIX D

TROOP ORIENTED INSPECTION (TOI) GUIDELINES

1. General. Troop oriented events; Personnel Inspection, Close Order Drill, Color Guard, Officer and SNCO Uniforms, Enlisted Uniforms, Request Mast, and PFT will be inspected per reference (c) and to the standards prescribed by the IGMC. Buildings and Grounds programs and Facilities will also be inspected.

2. Concept. TOIs will be accomplished during the Commanding General's Inspections. At that time, current rosters, unit lineage and honors, Request Mast Orders and other pertinent information will be provided by the unit commander.

a. Close Order Drill. The inspection will be conducted using a T/O platoon selected by the unit commander. Uniform requirements are listed in this appendix. The purpose of the inspection is to evaluate the platoon's ability to execute their leader's commands and assess the leader's ability to properly issue the commands contained in this appendix. One or more NCO's will be selected to drill the platoon as part of the evaluation.

b. Personnel Inspection. Approximately one third of the remaining personnel (Sgt's/below) will be selected by the commander to stand the personnel inspection. The uniform will be the Service "C" with ribbons and badges and T/O weapon. The IGMC checklist for Personnel Inspections will be used to evaluate this portion of the inspection.

c. Color Guard. The Color Guard will be inspected in the uniform listed in this appendix; the National Ensign and Unit Colors will be carried. The IGMC checklist for Close Order Drill will be used to evaluate the Color Guard's ability to properly execute those movements listed in this appendix.

d. Officer and SNCO Uniform. Officers and SNCOs are required to have all uniforms and be prepared to stand inspection as appropriate.

(1) Officers and SNCOs will be selected at random. Sample size will be between 25 percent to 50 percent of the officers and SNCOs available at the time of the inspection.

(2) Officers and SNCOs medically excused from the PFT and/or assigned to a weight control or military appearance program will be selected for inspection. These personnel will be in addition to the 25 percent to 50 percent sample.

(3) To ensure diversity of uniforms, the unit commander will designate personnel and provide this information to the Command Inspector General or a representative.

e. Enlisted Uniforms

(1) Marines will be inspected in the Service "A" uniform. The Inspector will select a random sample of approximately 33 percent of the Sgts

and below of the command's onboard personnel (less FAP and TAD). Uniform clothing items will be checked for proper fit, serviceability, and marking.

(2) Marines medically excused from the PFT, PFT failures, or those assigned to weight control or Military Appearance Program will be selected for a uniform inspection. These personnel are in addition to the 33 percent sample.

f. Request Mast. The Command Inspector General will review and assess the command's Request Mast Program for compliance with applicable orders and directives. Per references (a) and (d), each Request Mast case from initiation to resolution will be reviewed for appropriate documentation and command action, and the unit's system established to monitor and track Request Masts from initiation to resolution. Personnel desiring to Request Mast with the Commanding General will be afforded that opportunity. Commanders will publish a Request Mast Bulletin outlining the purpose, opportunity, and procedures to Request Mast with a representative of the Commanding General.

g. Physical Fitness Test (PFT)/Combat Fitness Test (CFT). A PFT/CFT will be organized and conducted by the inspected unit and monitored by the Inspection Team. Participants will be designated by the Command Inspector General and will include approximately 33 percent of all remaining assigned Sgts and below of the available Marines; up to 50 percent of all SNCOs and officers may be selected to take the PFT/CFT. All personnel required to take the PFT/CFT will participate. It is strongly encouraged that the Commanding Officer and Sergeants Major take the PFT/CFT.

CLOSE ORDER DRILL

1. The following uniform and equipment items shall be worn by the Platoon Sergeant of the Close Order Drill Platoon:

a. Uniform

(1) Marine Corps Combat Utility Uniforms (Woodland MARPAT) with Cover.

(2) Marine Corps Combat Boots.

b. Equipment

(1) Leather Service Belt.

(2) Service Sword Frog.

(3) Noncommissioned Officer Sword.

2. The following uniform and equipment items shall be worn by the members of the Close Order Drill Platoon:

a. Uniform

(1) Marine Corps Combat Utility Uniforms (Woodland MARPAT) with Cover.

(2) Marine Corps Combat Boots.

CLOSE ORDER DRILL GRADED MOVEMENTS

1. This section lists the basic Close Order Drill movements. Platoons are expected to perform in a manner which reflects their awareness of the platoon leader's voice and their responsiveness to the commands given. A Senior Inspector will designate sequence of drill movements on drill cards:

- | | |
|--|--|
| 1. FORM PLATOON
(NORMAL/CLOSE INTERVAL) | 18. MARK TIME |
| 2. INSPECTION ARMS | 19. CHANGE STEP |
| 3. PORT ARMS | 20. HALF STEP |
| 4. ORDER ARMS | 21. ROUTE STEP |
| 5. LEFT SHOULDER ARMS | 22. MARCH TO THE REAR |
| 6. RIGHT SHOULDER ARMS | 23. COLUMN HALF MOVEMENTS
(LEFT/RIGHT) |
| 7. PRESENT ARMS | 24. COLUMN MOVEMENTS
(LEFT/RIGHT) |
| 8. RIFLE SALUTES | 25. FORM COLUMN OF FILES
(LEFT/RIGHT) |
| 9. REST POSITIONS | 26. FORM COLUMN OF TWOS
(LEFT/RIGHT) |
| 10. SLING/UNSLING ARMS | 27. CLOSE/EXTEND INTERVAL
(ON LINE/IN COLUMN) |
| 11. FACING MOVEMENTS (HALTED) | 28. OBLIQUES (FORWARD/MARK
TIME/IN PLACE HALT/
RESUME) |
| 12. OPEN AND CLOSE RANKS | 29. FLANKING MOVEMENTS
(LEFT/RIGHT) |
| 13. FORM FOR INSPECTION | 30. EYES RIGHT |
| 14. DRESS RIGHT/LEFT | 31. DISMISS/FALL-OUT |
| 15. COUNT OFF (COLUMN/LINE) | |
| 16. SIDE STEPS | |
| 17. BACK STEP | |

COLOR GUARD

1. The following uniform and equipment shall be worn:
 - a. National Color Bearer and Organizational Color Bearer
 - (1) Marine Combat Utility Uniform(s) (woodland MARPAT) with covers.
 - (2) Marine Corps Combat Boots.
 - (3) Flag Harness (Note 1).
 - (4) Cartridge Belt.
 - b. Left and Right Color Guards
 - (1) Marine Combat Utility Uniform(s) (woodland MARPAT) with covers.
 - (2) Marine Corps Combat Boots.
 - (3) Cartridge Belt (no canteen or first aid kit).
 - (4) Service Rifle.

Notes:

1. Olive drab.

COLOR GUARD GRADED MOVEMENTS

1. Manual of the Color Guard. The following manual will be evaluated:
 - a. Order Colors.
 - b. Carry Colors from Order Color.
 - c. Order Colors from Carry Colors.
 - d. Present Colors from Order Colors.
 - e. Order Colors from Present Colors.
 - f. Rest with the Colors.
 - g. Eyes Right (Left) from Order and Carry Colors.
 - h. Carry Colors from Eyes Right (left).
2. Movements of the Color Guard. The following movements will be evaluated:
 - a. Right Turn (Halted and at QuickTime).
 - b. Left Turn (Halted and at QuickTime).
 - c. Counter-March (Halted and at QuickTime).
 - d. Eyes Right (Left) at QuickTime.

APPENDIX E

SAMPLE FEEDBACK GUIDE ON CONDUCT OF INSPECTION

DATE

From: Commanding Officer, _____
To: Commanding General, Marine Corps Installations Pacific, Marine Corps
Base Camp Butler (Attn: CIG)

Subj: FEEDBACK ON THE CONDUCT OF INSPECTION PERFORMED

Ref: (a) MCIPACO 5041.1 W/CH 2

1. In accordance with the reference, the following questionnaire is submitted.

2. Please give us your professional opinion about the following. We want to know what we can do to improve the quality of our inspection.

Comments:

a. Did the initial in brief provide you relevant and concise information as to how the inspector was going to conduct the inspection?

Comments:

b. Were your questions answered to your satisfaction during the in brief and out brief?

Comments:

c. Were the inspectors professional in their demeanor and appearance during the conduct of the inspection?

Comments:

d. If you were the inspector, what would you have done differently during the inspection of your organization and still met all requirements established by current orders and directives?

Comments:

e. Do you feel your organization's readiness improved due to this inspection?

Comments:

f. Please provide the inspector's name, the functional area inspected and the date the inspection was performed. Additionally, please provide your input on how to improve the CGIP.

Comments:

Commanding Officer's signature

APPENDIX F

GUIDELINES FOR INSPECTIONS

The guidelines presented in this section are not all inclusive, and are provided to assist in promoting a relationship of trust and confidence between inspectors and command personnel. Inspection Teams will conduct reviews under the following guidelines:

1. Inspection team members will review the "**mission statement**". Of the FA prior to the evaluation.
2. The FA Inspector will conduct an in/out call with the Officer-in-Charge of the FA to be inspected.
3. Provide the FA under review an opportunity to evaluate the results of the inspections.
4. When inspecting, maintain a proper sense of perspective. Each FA evaluated should be viewed in its relationship to the overall readiness of the Base/Station and its ability to perform its mission.
5. Use the Functional Area checklists maintained by the Inspector General of the Marine Corps (IGMC) and "**inspect to the standards set by IGMC or other higher authority: do not invent standards.**"
6. Maintain a friendly, helpful attitude throughout the inspection and pay attention to what people have to say. **Teach and train as you review.**
7. Acknowledge excellence and identify personnel who have made significant contributions to the 'functional areas' readiness.
8. Report any significant finding(s) and attempt to identify the root cause. Maintain adequate work papers and documentation to support checklist results.
9. **Do not argue** with unit personnel. If there is a disagreement over procedures or inspection results, move on to the next item and settle the disagreement later.
10. Identify problems which are beyond the unit's ability to resolve and which require higher headquarters corrective action.
11. Do not discuss inspection results outside the Inspection Team.

APPENDIX G

Inspectors General Checklist (sample)

5040 COMMAND INSPECTION PROGRAM

Functional Area Sponsor: IGMC	Name of Command
Subject Matter Expert: Inspections Division	Date
(DSN)664-4659/4537 (COML) 703-604-4659/4537	Inspector
	Final Assessment
Revised: 23 February 2016	Discrepancies: Findings:

Subsection 1 - ORGANIZATION

0101 Is the command inspector billet a primary duty?
Reference: MCO 5040.6H, par 5c

Result Comments.

0102 Has the command published a CGIP directive? Is the directive in compliance with higher headquarters directives?
Reference: MCO 5040.6H, par 5c

Result Comments.

0103 Does the command inspector have a training program for augment inspectors?
Reference: NAVMC 5040.6H, chap 3, par 3g

Result Comments

0104 Do augment inspectors have the technical expertise to inspect their functional area, i.e., are they qualified?
Reference: NAVMC 5040.6H, chap 3, par 3g

Result Comments.