



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS WEST-MARINE CORPS BASE  
BOX 555010  
CAMP PENDLETON, CALIFORNIA 92055-5010

MCIWEST-MCB  
CAMPENO 5040.1A  
INSP  
14 OCT 2020

MCIWEST-MCB CAMPEN ORDER 5040.1A

From: Commanding General  
To: Distribution List

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM (CGIP)

Ref: (a) MCO 5430.1, Marine Corps Inspector General Program  
(b) SECNAV M-5210.1, Department of the Navy Records Management Manual

Encl: (1) Commanding General's Inspection Program Nine Guiding Principles  
(2) Commanding General's Inspection Program Four Dimension Methodology  
(3) Critical or Required Evaluations  
(4) Commanding General's Inspection Program Sequence of Events  
(5) Sample Appointment Letter  
(6) Sample Corrective Action Report  
(7) Sample Validation Letter  
(8) Sample Non-Compliance Letter  
(9) Commanding General's Inspection Program Definitions

1. Situation. This Order updates and revises policy and assigns responsibilities that govern execution of the Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) Commanding General's Inspection Program (CGIP) in accordance with reference (a). In cases of conflicting guidance, this Order and reference (a) take precedence over any internal Commanding Officer's Inspection Program (COIP).

a. Background. Per reference (a), the Commandant of the Marine Corps (CMC) delegated inspection authority and responsibility to designated major subordinate commanders. This inspection program is designed to reinforce the importance of readiness, evaluate the critical areas essential for mission performance, and serve as a means for commanders to evaluate their commands. The MCIWEST-MCB CAMPEN CGIP is designed to provide the most accurate assessment of an installation or organization's sustained effectiveness, as measured across each functional area (FA).

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

b. Philosophy

(1) CGIP inspections are conducted to promote economy, efficiency, and readiness, as well as prevent and detect fraud, waste, mismanagement, and related improprieties. The Commanding General (CG) MCIWEST-MCB CAMPEN is responsible to the CMC for the inspection of MCIWEST-MCB CAMPEN installations and organizations. In order to fulfill this responsibility, the Command Inspector General (CIG), MCIWEST-MCB CAMPEN is designated to inspect all installations and organizations under the General Court-Martial Convening Authority (GCMCA) of the CG MCIWEST-MCB CAMPEN.

(2) The CGIP will include biennial inspections of all MCIWEST-MCB CAMPEN commands, installation activities, and personnel. The results of the inspections will be consolidated by the CIG and provided to the CG MCIWEST-MCB CAMPEN for endorsement and to the inspected commander for appropriate action(s) as required. The CGIP will include an oversight follow-up system for monitoring, tracking, and reporting corrective actions taken to address deficiencies identified in the final inspection report.

2. Cancellation. MCIWEST-MCB CAMPENO 5040.1.

3. Mission. MCIWEST-MCB CAMPEN establishes and promulgates the CGIP, and identifies its corresponding mission and functional responsibilities.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The CIG is the principal advisor on inspection matters and is the eyes and ears of the CG MCIWEST-MCB CAMPEN. The CIG has a unique role as an independent voice for the CG MCIWEST-MCB CAMPEN to promote those values that are, and will continue to be, the hallmark of the Marine Corps. Through the CGIP the CIG will evaluate the thoroughness and efficiency of all subordinate commands. The CIG will ascertain current command conditions, assess policy compliance, and recommend corrective actions, thereby promoting Marine Corps institutional discipline and foundational readiness.

(b) The CIG shall demand and enforce the highest ethical standards from its inspection team. The inspection team will provide candid and unbiased analysis of the management, operation, and administration of the inspected commands. All inspections shall be conducted in an independent and professional manner, without command influence, pressure, or fear of reprisal from any level within MCIWEST-MCB CAMPEN.

(2) Concept of Operations

(a) The CIG will plan, implement, administer, and provide oversight for the MCIWEST-MCB CAMPEN CGIP in accordance with reference (a) and enclosures (1) through (9). Through the CGIP, the CIG will evaluate the effectiveness, efficiency, economy, and readiness of all commands within GCMCA of the CG on a biennial basis by utilizing the Four Dimension Methodology outlined in enclosure (2).

(b) Commanders for Headquarters and Headquarters Squadron (HQHQRON), Marine Corps Air Station (MCAS) Camp Pendleton (CampPen); HQHQRON, MCAS Miramar; HQHQRON, MCAS Yuma; Headquarters Support Battalion (HQSPBTBN) Marine Corps Base, Camp Pendleton (MCB CampPen); Security Battalion (Scty Bn) MCB CampPen; Marine Corps Logistics Base (MCLB) Barstow; and Marine Operational Test and Evaluation Squadron One (VMX-1), Yuma, AZ will conduct their own internal COIP during the off-year of an inspection under the CGIP.

(c) MCIWEST-MCB CAMPEN Assistant Chiefs of Staff (AC/S), Special Staff Officers (SSO), Activity Directors, or Program Managers will provide augment inspectors (AIs) who are considered subject matter experts (SMEs) in their occupation to the CIG in support of the CGIP. The AIs will be assigned in writing, attend CGIP training given by the CIG Office, conduct thorough inspections, provide training, mentoring and feedback to inspected units, provide comprehensive reports, and attend in/out briefs as required.

(d) Inspectors shall use functional area checklists (FACs) to assess the thoroughness and effectiveness of a functional area (FA) to determine if the program is compliant. Inspectors will answer all questions on their assigned FAC with specific information relative to the applicable order/regulation that applies to ensure there is sufficient evidence to compel an expert to believe the program existed in the past, is effective and in compliance now, and will be effective in the future.

(e) The CIG will ensure the CGIP includes at a minimum, FAs deemed as Critical or Required Evaluation (CoRE) by the Office of the Inspector General of the Marine Corps (IGMC), and any additional FAs the CG MCIWEST-MCB CAMPEN considers essential to command readiness as outlined in enclosure (3).

(f) FAC questions will be graded as "Compliant" or "Finding" or "Discrepancy" or "Non-applicable." FA programs will be graded as "Effective" or "Ineffective." Commands will be assessed as "Mission Capable" or "Non-Mission Capable."

(g) The CIG, and appropriate inspectors, will brief inspected commanders on their overall results with special attention to "Findings" and "Ineffective" programs.

(h) Commanders shall write a Corrective Action Report (CAR) that details a plan and timeline to remediate ineffective FAs and effective FAs with findings. A command found Non-Mission Capable shall be re-inspected, typically three to six months after the original inspection.

(i) The CIG will monitor inspections results and input them into the Inspector General's Marine Corps Enterprise Information Technology Services (MCEITS) Share Point for commander's review. The CIG will review and verify all inspected command CARs and update the Inspector General's Share Point as applicable. The CIG will consolidate issues beyond the inspected commander's capability for review by the CG MCIWEST-MCB CAMPEN. The CIG will monitor regional trends and disseminate this information as appropriate.

b. Tasks

(1) CIG

(a) Serve as the CG MCIWEST-MCB CAMPEN's principal advisor on readiness and all inspection matters.

(b) Conduct short notice inspections in accordance with reference (a).

(c) Develop a logical and uniform sequence of events for the conduct of inspections as outlined in enclosure (4).

(d) Develop formatted templates in support of the CGIP and a listing of definitions as outlined in enclosures (5) through (9).

(e) Provide quarterly training for AIs on the purpose of the CGIP, inspections methodology and procedures, grading criteria, trends, and to ensure current FACs are being utilized.

(f) Ensure inspection results are factual and recommendations contained in the report are supported by evidentiary documentation and references.

(g) Maintain final inspection reports of all inspections in accordance with reference (b), and upload the results into the CIG MCEITS Share Point.

(h) Execute the CGIP under the nine guiding principles outlined in enclosure (1).

(2) MCIWEST-MCB CAMPEN AC/S, SSO, and Activity Directors Program Managers

(a) Support the CIGs request for AIs in order to fully execute the CGIP.

(b) Assign qualified SME AIs for each responsible FA under your cognizance as identified in enclosure (3).

(c) Submit an appointment letter of AIs to the CIG utilizing enclosure (5), and update the CIG when a change to an AI is required.

(d) Ensure your AIs attend CGIP training, command in-briefs and command out-briefs as requested by the CIG.

(e) Support validation reviews and re-inspections when applicable.

(f) Support assist visits of commands and activities when requested by the CIG.

(g) Notify the CIG of any inspections or audits from outside agencies or Higher Headquarters.

(3) Commanding Officer (CO), HQHQRON MCAS CamPen; CO HQHQRON MCAS Miramar; CO HQHQRON MCAS Yuma; CO HQSPTBN; CO Scty Bn; CO MCLB Barstow; and CO VMX-1

(a) Prepare your command/installation for an inspection under the CGIP in all applicable areas listed in enclosure (3). Utilize FACs for consistency.

(b) Submit a CAR to the CIG no later than the due date indicated on the final inspection report utilizing the format contained in enclosure (6).

(c) Ensure prompt action is taken to correct deficiencies identified during inspections and in the final inspection report.

(d) Develop and maintain an internal COIP to be executed at a minimum during the off-year of the CGIP. Commanders shall ensure their COIP focuses on FAs deemed by IGMC to be CoRE.

(e) Upon request, support the CIG with SME AIs to fulfill the CGIP mission.

(4) AIs

(a) Ensure you are appointed in writing by your supervisor utilizing enclosure (5).

(b) Attend CGIP training, command in-briefs and command out-briefs as requested by the CIG.

(c) Review your CGIP desktop procedures and turnover files to ensure the information is current and in compliance with pertinent directives.

(d) Develop internal procedures to ensure you are utilizing the most current version of the FAC posted on the IGMC website.

(e) Upon completion of an inspection and before departure, provide the CIG with a verbal brief regarding the status of the inspected program.

(f) Provide FACs detailing any ineffective FAs as well as findings and discrepancies for each FA to the CIG for review and development of the final inspection report. Upon submission of the FAC, recommend to the CIG a grade for the FA and identify any deserved special recognition.

(g) Review the command CAR as it applies to your FAC to determine if the proposed corrective action is sufficient.

(h) Conduct verification/validation inspections of findings identified during your inspection and re-inspections of FAs deemed as ineffective.

(i) Develop inspection trends relating to your assigned FA and submit them to the CIG with recommended mitigation(s) and/or corrective action(s).

(j) Submit a validation/re-inspection report utilizing the format contained in enclosure (7) to the CIG within two working days after completing the validation/re-inspection of all FAs under your cognizance.

c. Coordinating Instructions

(1) Inspection schedules will be determined by the CIG.

(2) Inspection de-briefs will be scheduled no later than ten working days after an inspection cycle and synchronized with the inspected command.

(3) A non-compliance letter will be issued to the inspected commander upon completion of a validation review and/or re-inspection which identifies a deficiency of corrective actions as outlined in enclosure (8).

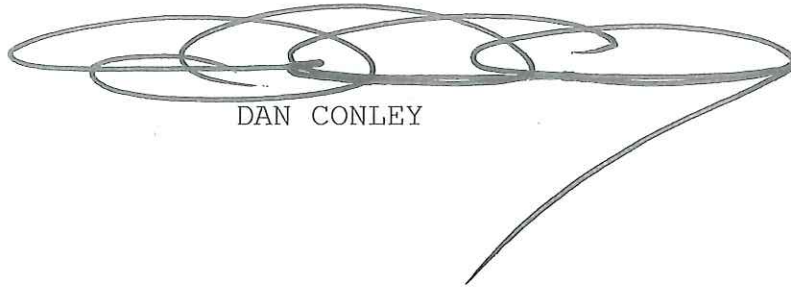
5. Administration and Logistics. Directives issued by the command are published and distributed electronically. Electronic versions of MCIWEST-MCB CAMPEN directives are available at: [https://eis.usmc.mil/sites/mciw\\_mpwr/MCIWMCBADJ/default.aspx](https://eis.usmc.mil/sites/mciw_mpwr/MCIWMCBADJ/default.aspx).

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6. Command and Signal

a. Command. This Order is applicable to all commands, organizations, units, and activities under the command of MCIWEST-MCB CAMPEN.

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

A handwritten signature in dark ink, consisting of several overlapping loops and a long, sweeping tail that extends downwards and to the right.

DAN CONLEY

DISTRIBUTION: A-3

Commanding General's Inspection Program Nine Guiding Principles

1. 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 Command Inspector General (CIG) 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 approval of the Commanding General (CG), Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN), may reserve the right to conduct short notice inspections at any time to accurately assess commands.

2. 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. The CIG should 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.

3. Add Value Through Teaching and Training. Inspections will be positive, productive learning experiences for Service Members and civilians. The CIG staff and augment inspectors (AIs) shall teach and train underdeveloped Functional Area (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.

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4. Assess Against Well-Established Standards. AIs shall inspect consistently, candidly, and accurately to enforceable standards derived from policy, (i.e., statute, Department of Defense Instructions and Directives, Secretary of the Navy Instructions, Marine Corps Bulletins and Orders, and MCOs). MARADMINs are not considered policy and should only be sparingly and precisely used as a Functional Area Checklist (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 Inspector General of the Marine Corps (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. The CIG and AIs shall not alter or remove IGMC content, but may add to FACs at the direction of the CG MCIWEST-MCB CAMPEN to accommodate areas of concern or emphasis. 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 Headquarters Marine Corps Directorates on behalf of the Commandant of the Marine Corps and limiting assessments to FAC questions provides consistency in inspections across the Marine Corps. While AIs 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 AI from offering opinions or suggestions on procedures and providing best practices.

5. Respect the Authority and Responsibilities of Command. Inspections will foster a climate of trust and confidence and AIs shall respect, uphold, and never usurp a commander's authority. AIs recommend discrepancies and/or findings to the CIG and provide overall 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 AIs can then recommunicate these issues to the CIG and higher agencies for resolution and determine if these issues are systemic and warrant refinements to the FA or policy. Additionally, AIs 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.

6. Conduct Root Cause Analysis. Ensuring compliance to Marine Corps Orders and Bulletins, and other policies is a critical and necessary part of the Commanding General's inspection Program. 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.

7. Identify 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. The CIG staff will maintain inspection results in the CIG MCEITS Share Point and conduct periodic trend analysis across the region and disseminate accordingly.

8. 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 alleviate a majority of these obstacles. Inspection teams should assist commands in assessing the resiliency of FA management and provide recommendations to increase survivability.

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9. Recognize Commendatory Marines, Sailors, and Civilians.  
Inspections shall recognize excellent performance during inspections. Inspected command 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, and if warranted to the CG as appropriate.

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Commanding General's Inspection Program Four Dimension  
Methodology

1. Directives. Has the command published and properly authorized programs, policies, plans, and appointment letters as set forth in the Functional Area (FA), and are they current? Do all the directives honor the unique character and challenges of the command? Are appointment letters current?
2. Documentation. Has the command retained all required documents to include past reports, records, and required training in accordance with applicable references? Do these records confirm the FA was executed correctly in the past? Have records eligible for destruction been disposed of properly?
3. Demonstration. Can the command execute the current requirements of the FA? What is the actual condition of the FA? Do the benefits and standards of the FA reach all personnel in the command? These questions actually test and verify the command's programs, policies, and plans.
4. Durability. What is the reasonable expectation for future success of the FA? Does the command possess the required judgment and depth of knowledge? Is the FA free of single points of failure? Will the FA be resilient and enduring? How will the FA be successful when new personnel assume responsibility for FA management?

Enclosure (2)

Critical or Required Evaluations

The following depicts Inspector General of the Marine Corps (IGMC) Critical or Required Evaluation (CoRE) functional areas (FAs) of responsibilities the Assistant Chiefs of Staff, Special Staff Officers, Activity Director, or Program Manager. These Functional Areas (FAs) are subject to change at any time. Note: FAs with an asterisks (\*) are deemed to be CoRE by the Commanding General, Marine Corps Installations West-Marine Corps Base, Camp Pendleton and are additive to the IGMC CoRE FAs.

Organizational Command

5060.1                      Color Guard  
1020                        \*Uniform Inspection (Officer, Staff  
                             Noncommissioned Officers and Enlisted)

Command Inspector General (CIG)

5040                        Command Inspection Program  
1700.23                    Request Mast  
5370                        Assistance and Investigations (if applicable)

Equal Opportunity Advisor (EOA)

5354                        Prohibited Activities and Conduct (PAC)

G-1, Manpower

1040                        Career Planning Program  
5210                        Records Management  
5214                        Reports Management  
5215                        Directives Management  
1610                        Performance Evaluation System (PES)  
5211                        \*Privacy Act  
1650                        Military Awards  
5110                        Postal Affairs  
3040                        Casualty Affairs  
1900.2                      Limited Duty  
1742                        Voter Assistance Program  
5510.3                      Information Personal Security Program

G-3/5, Operations, Plans & Training, Regional LE Programs

|                 |  |
|-----------------|--|
| 3500            | Aircrew Training   |
| 3302            | Anti-Terrorism   |
| 3550            | *Range and Training Area Management (RTAM)                           |
| 3750            | Aviation Safety  |
| 6100.14/1500.62 | Physical Fitness & Force Fitness Instructor                          |
| 6110            | Body Composition and Military Appearance Program                     |
| 1500.59         | Martial Arts Program   |
| 1553.3          | Unit Training Management   |
| 1630            | Provost Marshals Office Holding Cells and Detention Centers          |
| 1640            | Correctional Facilities  |
| 5585            | Military Working Dogs (MWD)  |
| 3070            | Operation Security (OPSEC)   |
| 5530            | Physical Security  |
| 5580.1          | Criminal Investigation Division (CID) Operations                     |
| 3700            | Aviation Operations Administration                                   |
| 3710            | Naval Air training and Operating Procedures Standardization (NATOPS) |
| 3000            | Unit Readiness   |

G-4, Logistics

|         |                             |
|---------|-----------------------------|
| 4400.15 | Supply, Consumer-Level      |
| 5790.2  | *Maintenance Management     |
| 8000    | Ground Ordnance Maintenance |

G-6, Communications

|      |                           |
|------|---------------------------|
| 5239 | Cyber Security Management |
|------|---------------------------|

G-8, Programs & Resources

|      |   |
|------|---|
| 4650 | Defense Travel System (DTS)                   |
| 4600 | Government Travel Charge Card Program (GTCCP) |

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Marine Corps Community Services (MCCS)

5300                    Substance Abuse Program (SACO)  
1754                    Sexual Assault Prevention and Response  
                         Program  
1754.9                  The Unit, Personal, and Family Readiness  
                         Program  
1720                    Suicide Prevention Programs  
1700.31                Transition Readiness Program (TRP)  
Staff Judge Advocate

5800.16                Legal Administration  
5800.14                Victim and Witness Assistance Program (VWAP)

Safety and Standardization

5100                    Safety Program

Medical

6000                    Health Service Support (Medical)/(Dental)

Commanding General's Inspection Program Sequence of Events

1. Sequence of Events for Notification and Inspection. The following reflects the sequence of events generated by the Command Inspector General (CIG) Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) office to initiate a Commanding General's Inspection Program (CGIP) inspection, from notification, through completion of the corrective action report (CAR).

a. CIG issues a general warning order to all Functional Area (FA) augment inspectors (AIs) and publishes the CGIP Letter of Instruction.

b. Approximately one week prior to an inspection, the CIG office conducts CGIP training with assigned AIs and identifies any new AIs.

c. Approximately 48 hours prior to commencement of a CGIP inspection, the CIG releases a notification letter to the inspected command via e-mail, fax, or hand carry and initiates coordination.

d. After the notification letter is received by the command, the CIG staff will coordinate an in-brief with the inspected command. The AIs and the inspected command staff will coordinate the FA inspection schedule to be conducted over five day period.

e. When AIs have completed inspecting their individual FA, they will immediately brief the CIG of their results and provide a draft Functional Area Checklist (FAC). FAs deemed as ineffective will be briefed to the commander or his/her representative at the earliest opportunity.

f. Once the AI has briefed the CIG and their FAC has been vetted for a final grade/CIG concurrence, a copy of the completed FAC will be provided to the inspected command representative/program manager. This FAC will form the basis of the final inspection report and any required corrective action, if needed.

g. Prior to departing the inspected command, the CIG will provide the inspected commander or his/her representative with an "informal" out-brief highlighting FAs of strength, FAs with

findings, FAs deemed ineffective, and any special recognition/best practices identified by the AIs.

h. The CIG office will collect all finalized FACs, work through any concerns, develop a presentation, and schedule a "formal" briefing with the inspected command. AIs of FAC with findings or those deemed ineffective will be available to personally discuss their results with the commander or his/her representative.

i. Utilizing the final FACs, the CIG office will draft a final inspection report for CG MCIWEST-MCB CAMPEN review and signature and provide the CG MCIWEST-MCB CAMPEN with an overall presentation of the inspection.

j. After the final inspection report is signed by the CG MCIWEST-MCB CAMPEN, a copy will be provided to the commander of the inspected command, and the CIG office will upload the result into the CIG Marine Corps Enterprise Information Technology System (MCEITS) Share Point.

k. Upon receipt of their final inspection report, the inspected command has 30 days to respond to the CIG in writing with a CAR, addressing all findings and/or ineffective FAs. The CAR will be submitted to the CG MCIWEST-MCB CAMPEN via the CIG. A due date for the CAR will be included in the final inspection report.

l. The CIG will forward the CAR to all pertinent AIs to ensure the proposed corrective action is sufficient.

m. AIs shall conduct validation reviews of findings no earlier than 30 days after the inspected command's CAR has been submitted. These results will be provided to the CIG for review, inclusion in the inspection file, and updated in the CIG MCEITS Share Point.

n. AIs shall conduct re-inspections of ineffective FAs no earlier than 90 days after the inspected commands CAR has been submitted. These results will be provided to the CIG for review, inclusion in the inspection file, and updated in the CIG MCEITS Share Point.



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Sample Appointment Letter

UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS WEST-MARINE CORPS BASE  
BOX 555010  
CAMP PENDLETON, CALIFORNIA 92055-5010

5040  
[Office Code]  
[DATE]

From: [Assistant Chief of Staff, Special Staff Officer, Director]  
To: [Rank/Grade First Name Middle Initial. Last Name EDIPI/MOS  
USMC]

Subj: APPOINTMENT AS FUNCTIONAL AREA INSPECTOR/MANAGER

Ref: (a) MCIWEST-MCB CAMPENO 5040.1A, Commanding General's  
Inspection Program (CGIP)

1. Per reference (a), you are hereby appointed the Inspector or  
Alternate Inspector/Manager for the following FAs.

|     |                             |
|-----|-----------------------------|
| 000 | Descriptive Functional Area |
|-----|-----------------------------|

2. As the Inspector for this/these area(s), you are directed to  
thoroughly familiarize yourself with all applicable references and  
AIRS checklists.

I. B. BOSS

---

[DATE]

FIRST ENDORSEMENT

From: [Rank/Grade First Name MI Last Name EDIPI/MOS USMC]  
To: [Assistant Chief of Staff, Special Staff Officer, Director]

1. I have assumed all duties as the Inspector/Alternate  
Inspector/Manager for the above FA. I have read and understand the  
provisions of reference (a), all applicable Functional Area  
references and Functional Area checklists.

M. E. MARINE

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Enclosure (5)

Sample Corrective Action Report

[UNIT LETTER HEAD]

From: Commanding [General/Officer], [Installation or  
Organization]  
To: Commanding General, Marine Corps Installations West-Marine  
Corps Base, Camp Pendleton  
Via: Command Inspector General, Marine Corps Installations  
West-Marine Corps Base, Camp Pendleton

Subj: CORRECTIVE ACTION REPORT

Ref: (a) MCIWEST-MCBO 5040.1A, Commanding General's Inspection  
Program  
(b) Final Inspection Report of [DATE OF REPORT]

1. Per reference (a), this report provides corrective action(s)  
taken or planned to rectify areas identified in reference (b).

2. Findings and Corrective Actions

a. #1. FA Code. Question.

FINDING: Identified in the final inspection report.

b. Corrective Action: How will the unit correct the  
finding?

c. #2. FA Code. Question.

FINDING: Identified in the final inspection report.

d. Corrective Action: How will the unit correct the  
finding?

3. Amplifying Comments. Any comments that enhance the  
understanding of the finding noted, corrective action taken, or  
plan for action to be taken.

4. Problems Beyond the Command's Ability to Solve. This  
section should cover any areas that the inspected  
installation/organization wants the Command Inspector General or  
higher headquarters to look into, to include any problems or  
issues that cannot be resolved at the installation/organization  
level.

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5. Point of contact is [Rank and Name] at [phone number] or  
[email].

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Sample Validation Letter

UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS WEST-MARINE CORPS BASE  
BOX 555010  
CAMP PENDLETON, CALIFORNIA 92055-5010

5041  
INSP  
[DATE]

MEMORANDUM

From: **Staff Sergeant Eye M. Business (1900.2 Limited Duty)**  
To: Command Inspector General  
  
Subj: COMMANDING GENERAL'S INSPECTION [INSPECTED UNIT TITLE]  
CORRECTIVE ACTION REVIEW AND VALIDATION REPORT CONDUCTED  
ON [DATE]  
  
Ref: (a) MCIWEST-MCBO 5040.1A, Commanding General's Inspection  
Program  
(b) Corrective Action Report of DD MMM YY  
  
Encl: (1) [---]

1. FA 1900.2 Limited Duty, underwent a CGIP Functional Area (FA) inspection on 16 November 2019, which identified one finding. Per references (a) and (b), the following corrective action have been taken.

**#1 0110:** FA Question.

**FINDING:** Identified in the final inspection report.

**Unit Corrective Action Taken** - How the unit will correct the finding - excerpt from the CAR.

**Corrective Action Validation** - "*Inspector validates and explains if correction action was taken or not taken/why*". (In RED).

2. Point of contact is [Mr. Justin Sledge] at [phone number].

Signature  
[I. M. BUSINESS]

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Enclosure (7)

MCIWEST-MCB  
CAMPENO 5040.1A  
14 OCT 2020



Sample Non-Compliance Letter

UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS WEST-MARINE CORPS BASE  
BOX 555010  
CAMP PENDLETON, CALIFORNIA 92055-5010

5040  
INSP  
[DATE]

From: Command Inspector General  
To: Commanding Officer, [Command Title]  
Subj: FUNCTIONAL AREAS WITH CONTINUED POST-VALIDATION REVIEW  
AND/OR RE-INSPECTION NON-COMPLIANCE

Encl: (1) List of Functional Area(s)/Finding(s) Still  
Non-Compliant

1. On [Date], [Year], the Command Inspector General's (CIG) office conducted (Unit) mandated Commanding General's Inspection.
2. Follow-up validations by CIG Inspectors in areas that were (Effective) with findings were conducted on [Date], [Year].
3. Upon completion of the validation review/re-inspection, enclosure (1) details the functional area(s)/finding(s) that will remain open until final corrective action is applied and are considered to be within the commands ability to correct. If the finding(s) is/are beyond the commands control, such as, waiting on Headquarters Marine Corps approval of exemptions or waivers, they are annotated accordingly.
4. All findings still pending corrective action will remain open within the CIG database, and will continue to be tracked until corrected.
5. The point of contact at this office is [Name] at [phone number].

I. B. CIG

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Enclosure (8)

Commanding General's Inspection Program Definitions

Assist Visit. An unofficial evaluation requested by a unit or directed by a senior commander. The results shall be used exclusively for the purpose of training unit personnel. The results are provided only to the commander of the inspected unit, and/or the senior commander requesting the visit.

Best Practices. An innovative system, process, technique, method or procedure to be shared with other Marine Corps Installations West-Marine Corps Base, Camp Pendleton commands that enhances or makes a Functional Area (FAs) more effective promoting economy, efficiency, and readiness.

Compliant. Sufficient evidence exists validating a standard when answering a question as set forth within a Functional Area Checklist (FAC). The Inspector General of the Marine Corps and supporting Command Inspector Generals will assess whether FAs managed by subordinate units are compliant or not.

Corrective Action Report. A formal command response submitted after receiving a final inspection report, wherein, the command addresses how they corrected, or plan to correct, findings, and ineffective FAs.

Discrepancy. A minor deviation of compliance with guidance, policies, or standards. Discrepancies require minimal corrective actions and normally are within the purview of the functional area manager to implement independently and quickly.

Effective. The grade used to assess a functional area or program when, sufficient evidence exists to compel an expert in the functional area to believe the program existed in the past, is effective and compliant now, and is reasonably assured to be so in the future. Effective programs may exist with a degree of findings and discrepancies.

Final Inspection Report. A comprehensive written report detailing the assessments of FAs, the command climate, general observations, and suggestions for the inspected command. Final inspection reports shall include clear concise actions needed for correcting ineffective FAs and effective FAs with findings.

Finding. Substantial problem, major deviation, or a systemic pattern of non-compliance from directives or standards. Findings may incur a significant risk to the commander and negatively impact the command's readiness. Findings may affect the health, morale, or welfare of the unit's Service Members and their families. Findings could lead to fraud, waste, abuse of authority, or mismanagement.

Functional Area. A Headquarters Marine Corps directorate program conveyed through a Marine Corps Order or a Navy Marine Corps Directive.

Functional Area Checklist. A written set of questions or conditions for specific functional area or program that: provides the minimum general requirements for routine operations; provides guidelines for internal evaluations; and provides standardized criteria for formal assessments and inspections.

Ineffective. The grade used to assess a functional area or program wherein, sufficient evidence exists compelling an expert to believe the program is seriously ineffective, exists in name only, or does not exist.

Mission Capable. When a command possesses and effectively manages the requisite skills, equipment, and personnel to accomplish all assigned tasks, functions, and missions.

Non-Compliance Report. A report given to the inspected commander upon completion of a validation review and/or re-inspection which identifies non-compliance of corrective actions.

Non-Mission Capable. When a command fails to possess and effectively manage the requisite skills, equipment, and personnel to accomplish all assigned tasks, functions, and missions.

Re-inspection. An additional inspection required to determine whether a command deemed as "Non-Mission Capable" corrected their deficiencies.

Special Recognition. Recognize excellence of personnel who display superior knowledge, skills and/or innovation by going above and beyond the norm of what is expected.

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Validation Review. A Review to ensure corrective action of finding(s) has been remedied by the inspected unit, and if not, a determination is made as to why.