



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

MCIWEST-MCB
CAMPENO 5040.1
CIG

14 DEC 2015

MCIWEST-MCB CAMPEN ORDER 5040.1

From: Commanding General
To: Distribution List

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM (CGIP)

Ref: (a) MCO 5040.6H
(b) MCO 1700.23F
(c) MCO 5200.24D
(d) NAVMC DIR 5040.6H
(e) SECNAV M-5210.1

Encl: (1) List of Marine Corps Installations West-Marine Corps Base, Camp Pendleton Bases, Stations and Units subject to the CGIP and Functional Inspection Areas
(2) Inspection Principles, Grading System, Definitions and General Guidance
(3) Command Inspection Program (CIP)/Unit Inspection Program (UIP) Procedures
(4) Description of CGIP Inspection Reports
(5) Sample Appointment Letter
(6) Sample Functional Area (FA) Inspection Report
(7) Sample Commanding Officer's FA Unit Inspection Report (UIR)
(8) Sample Corrective Action Report (CAR)
(9) Sample Follow-up Inspection Report
(10) Sample Re-Inspection Report
(11) Sample Assist Visit (AV) Inspection Report

1. Situation. References (a) through (e) and enclosures (1) through (11) contain information and guidance pertaining to Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) inspection policy and procedures.

a. Background. Per reference (a), the Commandant of the Marine Corps (CMC) delegated inspection authority and responsibility to designated major subordinate commanders.

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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 includes both the Command Inspection Program (CIP) and the Unit Inspection Program (UIP), and is designed to provide the most accurate assessment of an installation or organization's sustained effectiveness, as measured across each Functional Area (FA).

b. Philosophy

(1) The CGIP is based on a three-point philosophy. First, the CGIP is one of the Commanding General's (CGs) tools to ensure compliance with high performance standards, proper procedures, and directives from Higher Headquarters (HHQ). Second, the CGIP inspections are used as teaching/learning opportunities and not merely as means for identifying and correcting deficiencies. Third, the CGIP inspections are conducted to promote economy, efficiency, and readiness, as well as prevent and detect fraud, waste, mismanagement, and related improprieties. The 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 CG MCIWEST-MCB CAMPEN designates the Command Inspector General (CIG), MCIWEST-MCB CAMPEN to inspect all installations and organizations under the cognizance of MCIWEST-MCB CAMPEN.

(2) All MCIWEST-MCB CAMPEN installations and organizations will be subject to either a biennial CIP or UIP. The CGIP will include biennial inspections of all MCIWEST-MCB CAMPEN commands, installation activities, and personnel. The results of the FA inspections will be consolidated by the CIG and provided to the organization commander for appropriate action. The CGIP will include an oversight follow-up system for monitoring, tracking, and reporting actions to correct problem areas addressed in the inspection report.

2. Cancellation. MCIWESTO 5040.1A.

3. Mission. To direct action and publish information concerning the CGIP for MCIWEST-MCB CAMPEN commands.

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4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The UIP inspects those installations and organizations that have an Inspector General or a CIP. The CO, Marine Corps Logistics Base (MCLB) Barstow is subject to the Inspector General of the Marine Corps (IGMC) and MCIWEST-MCB CIP. The CIP is designed to assess the overall effectiveness of the installation; in other words, "inspect the inspector." The CIP will concentrate on:

1. Thoroughness and effectiveness of the CGIP.
2. Reviewing reports maintained by the command, documenting past inspections and corrective actions taken.
3. Issues that cannot be resolved at the local command level.

(b) The UIP inspects those installations and organizations that do not have an Inspector General or a CIP. The Commanding Officer (CO), Marine Corps Air Station Camp Pendleton (MCAS CamPen); CO, MCAS Miramar; CO, MCAS Yuma; CO, Headquarters and Support Battalion (HQSPtBN); and CO, Security Battalion (SctyBn) are subject to the MCIWEST-MCB CAMPEN UIP. The UIP will concentrate on the core FAs and special interest areas mandated by CMC and/or external agencies/directives.

(2) Concept of Operations

(a) The CIG will implement, administer and provide oversight for the overall MCIWEST-MCB CAMPEN CGIP, to include both the CIP and UIP. MCIWEST-MCB CAMPEN Assistant Chiefs of Staff (AC/S), Special Staff Officers, or Activity Directors, Program Managers and FA Inspectors will conduct both CIP and UIP inspections per enclosure (1), and report results to the CIG, using the format in enclosure (6).

(b) Staff sections and installation activities, such as Housing, Distribution Management Office (DMO), and Marine Corps Community Services (MCCS) will also be inspected. MCIWEST-MCB CAMPEN FA managers will review the CGIP inspection process and the applicable FAs listed in enclosure (1) under the parameters of the CIP.

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(c) The UIP for MCAS CamPen, MCAS Miramar, MCAS Yuma, HQSPTBN, and SctyBn will include all applicable FAs listed in enclosure (1), to include aviation specific FAs for the MCASs. The inspections will include reviews of both air station and squadron staff sections and installation activities, such as Housing, DMO, and MCCS. COs will conduct their own internal assessments during the off year that an MCIWEST-MCB CAMPEN UIP inspection is not conducted.

(d) The CO, Headquarters and Headquarters Squadron (H&HS), MCAS CamPen; CO H&HS, MCAS Miramar; CO H&HS, MCAS Yuma; CO HQSPTBN; and CO SctyBn, will inspect those areas identified as the unit commander's responsibility, per enclosure (1), and report the results to the CIG, using the format in enclosure (7). The CIG will oversee the conduct of these inspections.

(e) The CIP and UIP shall be completed within seven days after the inspection in-brief by the CIG. Those areas under the cognizance of the unit CO, i.e., drill and uniform inspections, must be inspected within seven days after the inspection in-brief of the UIP by the CIG.

(f) Enclosure (2) provides inspection principles, grading system, definitions and general guidance when conducting inspections. Enclosure (3) provides the procedures for the conduct of the CIP/UIP. Enclosures (6) through (11) describe and provide sample formats for the inspection reports.

b. Tasks

(1) CIG shall:

(a) Coordinate, schedule, and conduct CIP/UIP inspections of all MCIWEST-MCB CAMPEN commands and installation activities.

(b) Prevent inspection duplication by coordinating inspection schedules with the Inspector General of the Marine Corps (IGMC).

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

(d) Maintain results of all inspections for six years, in accordance with reference (e).

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(e) Ensure all inspection reports are submitted, as instructed by this Order.

(f) Maintain an oversight and follow-up program to act on and correct inspection results. This includes coordinating and monitoring re-inspections, if required.

(g) Provide quarterly training for MCIWEST-MCB CAMPEN personnel on the role of program managers, FA inspectors, the purpose of the CGIP, inspection procedures, grading criteria, and the FA checklists.

(h) Ensure inspection results are factual and are developed from inspection checklists. Recommendations contained in the report must be supported by references/documentation.

(2) MCIWEST-MCB CAMPEN AC/S, Special Staff Officer, and Activity Directors (Program Managers) shall:

(a) Assign inspectors for each responsible FA and provide name, e-mail address, and phone number to the MCIWEST-MCB CAMPEN CIG. Ensure the CIG is updated on assigned inspectors. Submit appointment letters to the CIG upon assignment.

(b) Ensure all program managers and FA inspectors attend scheduled training, and are qualified and fully trained to conduct inspections.

(c) Conduct Assistance Visits to commands and activities, as requested, and as schedule allows.

(d) Review FA inspector desktop procedures and turnover files of inspection areas to ensure the information is current and in compliance with pertinent directives.

(e) Develop internal procedures to verify the most current version of the FA checklist posted on the IGMC website is being utilized by FA inspectors.

(f) In coordination with the CIG, schedule installation and organization inspections for the FAs outlined in enclosure (1).

(g) When directed by the CIG, conduct no-notice inspections using the FA checklist.

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(h) Provide the completed FA checklist to the installation representative or organization CO during the inspection out-brief and advise them of corrective actions required.

(i) Provide FA Inspection Reports.

(j) Determine the grade to be assigned for each inspected FA.

(k) Submit a re-inspection report, utilizing the format contained in enclosure (10), to the MCIWEST-MCB CAMPEN CIG within two working days after completing the inspection of all FAs under your cognizance.

(l) Review the Corrective Action Report (CAR) and determine if the corrective action is sufficient, or if a follow-up inspection is required.

(m) Conduct follow-up inspections as required.

(n) Retain inspection records, to include the FA checklist used, for six years, in accordance with reference (e).

(o) Notify the MCIWEST-MCB CAMPEN CIG of any inspections or audits from outside agencies or HHQ.

(3) CO H&HS, MCAS CamPen; CO H&HS, MCAS Miramar; CO H&HS, MCAS Yuma; CO HQSPTBN; and CO SctyBn, shall:

(a) Prepare the command/installation for MCIWEST-MCB CAMPEN UIP inspection in all applicable areas listed in enclosure (1). Utilize the FA checklists for consistency.

(b) Ensure prompt action is taken to correct deficiencies identified during inspections.

(c) Submit CARs to the MCIWEST-MCB CAMPEN CIG No Later Than (NLT) the due date indicated on the Summary Inspection Report (SIR), utilizing the format contained in enclosure (8).

(d) Retain inspection records for six years, in accordance with reference (e).

(e) Conduct inspections identified as the CO's responsibility, using the FA checklists, and assign a grade for each area. Those areas under the cognizance of the CO must be inspected within seven days after notification of the UIP by the CIG.

(f) Upon notification of an MCIWEST-MCB CAMPEN UIP inspection, publish a Letter of Instruction that addresses the following:

1. Uniform Inspection.
2. Close Order Drill.
3. Sword Manual.
4. Color Guard.

(g) Submit an inspection report to the MCIWEST-MCB CAMPEN CIG within five working days after completing the inspection of all FAs under your cognizance.

(h) Ensure prompt action is taken to correct deficiencies identified during inspections.

(i) Submit CARs to the MCIWEST-MCB CAMPEN CIG NLT the due date indicated on the SIR, utilizing the format contained in enclosure (8).

(j) Retain inspection records for six years, in accordance with reference (e).

c. Coordinating Instructions

(1) Inspection schedules will be determined by the installation Training Effectiveness Evaluation Plan and IGMC scheduled inspections.

(2) Inspection verbal debriefs will be scheduled NLT 10 working days after an inspection cycle and in coordination with the installation commander's schedule.

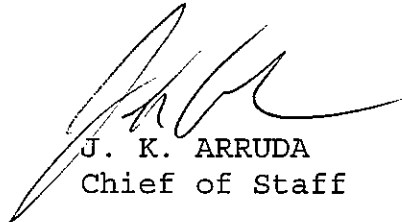
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5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of the MCIWEST-MCB CAMPEN directives can be found at:
<https://www.mciwest.usmc.mil/inst/mciwest/manpower/MCIWMCBADJ/default.aspx>

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.



J. K. ARRUDA
Chief of Staff

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List of MCIWEST-MCB CAMPEN Bases, Stations, Units and FAs subject to
the CGIP

EVEN - MCLB Barstow (CIP)	ODD - MCAS Miramar (UIP)
EVEN - HQSPTBN (UIP)	ODD - MCAS Yuma (UIP)
EVEN - MCAS CamPen (UIP)	ODD - MCIWEST-MCB CAMPEN (CIP, IGMC)
EVEN - SctyBn (UIP)	

The following depicts the Functional Areas (FA) and the Assistant Chief of Staff, Special Staff Officers, or Activity Director responsible for the FA. The three digit code is the Inspector General Marine Corps FA number. These FAs are subject to removal or changes at any time.

Organizational Command Commanding Officer

300	Uniform Inspection
320	Drill
325	Sword Manual
420	Color Guard

Command Inspector General

001	Command Inspection Program
020	Request Mast
316	Fraud, Waste, Mismanagement Oversight and Hotline

Equal Opportunity Program

030	Hazing Prevention and Response
190	Equal Opportunity Program

G-3/5

140	Combat Camera Program
340	Physical Fitness Program
350	Body Composition & Military Appearance Program
360	Marine Corps Combat Marksmanship Program
363	Range and Training Area Management
370	Marine Corps Martial Arts Program
380	Unit Training Management
381	Marine Combat Water Survival Training
385	Distance Professional Military Education
460	Historical Program

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481 Operation Security
810 EOD Technical Evaluation
890 Meteorology and Oceanography
910 Aircraft Rescue and Firefighting
900 Air Traffic Control
930 CBRNE Defense
940 Installation Emergency Management
941 Integrated Installation Protection (CBRNE)
942 Integrated Installation Protection (PI-ID)

G-1

040 Career Planning
060 Marine Corps Forms Management Program
061 Marine Corps Records Management Program
062 General Administration
063 Performance Evaluation System
065 Privacy Act
066 Promotion Process
068 Marine Corps Publications Management Program
070 Personnel Administration
071 Military Awards
100 Postal Affairs
120 Casualty Affairs
121 Separation and Retirement
123 Limited Duty
210 Voter Registration Program
270 Information Personal Security Program
280 Foreign Disclosure

G-4

561 Garrison Personal Property Plant and
Equipment
591 Garrison Mobile Equipment

South Western Region Fleet Transportation personnel will inspect its subordinate satellite commercial motor pools. During this inspection, the records and readiness of the unit are inspected and an informational report is provided to the inspected commander within the inspected unit SIR. The inspected commander is not responsible for this portion of the inspection.

753 Ground Supply
754 Ground Maintenance Management

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755 Ground Ordnance Maintenance
800 Distribution Management

G-8

075 Defense Travel System
490 Financial Management
992 Government Travel Charge Card Program

G-F

670 Transient (TAD) QTRS/NAFI Transient Billeting
Fund
680 Bachelor Housing Management
761 Utilities Management
762 Energy Conservation
770 Facilities Planning & Program System
780 Family Housing
880 Aviation Facility

Environmental Security

764 Environmental Program Management

** Environmental compliance is an area of special interest. The unit Environmental Security Area Manager will assess environmental compliance utilizing inspectors to evaluate the commander's self-audit program and will validate the status of the Annual Validation of the Plan of Action and Milestones, per MCO P5090.2A. In order to incorporate this program into the CGIP, a report of the inspected command will be provided to the Command Inspector General by the unit FA manager.

G-6

405 Information Systems Management

G-7

969 School Liaison Program

Marine Corps Community Services

200 Substance Abuse Program
410 Lifelong Learning

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670 Transient (TAD) QTRS/NAFI Transient Billeting
Fund
960 Family Advocacy Program
961 Exceptional Family Member Program
963 Sexual Assault Prevention and Response Program
965 Non-appropriated Fund Procurement
966 Marine Corps Family Team Program
967 Single Marine Program
968 Marine Corps Unit Personal and Family Readiness
Program
981 Family Member Employment Assistance Program
994 Suicide Prevention Programs
995 Relocation Assistance Program
996 Marine Corps Sponsorship Program

Staff Judge Advocate

090 Legal Administration
092 Victim and Witness Assistance Program

Security Battalion

067 Identification Cards
450 Provost Marshal's Office Operations
470 Physical Security
950 Detention Spaces
955 Correctional Custody

Civilian Human Resources Office

050 Staffing Security
051 Equal Employment Opportunity
052 Position Management
053 Employee Development
054 Civilian Employee Planning and Workforce
Development
980 Civilian Workforce and Leadership Development
Program

Safety and Standardization

130 Safety (Ground SOH) (Non-Aviation)
870 Aviation Safety
875 NATOPS Review

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Medical

500 Health Service Support

Naval Hospital, Marine Corps Base, Camp Pendleton personnel will inspect its subordinate clinics. The inspected commander is responsible for ensuring his personnel/unit meet required readiness percentage.

Dental

510 Dental

1st Dental Battalion, Marine Corps Base, Camp Pendleton personnel will inspect its subordinate clinics. The inspected commander is responsible for ensuring his personnel/unit meet required readiness percentage.

Chaplain

520 Religious Ministries

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Inspection Principles, Grading System, Definitions and General
Guidance

1. Principles. All inspectors shall consider the following principles when conducting inspections:

a. The fundamental purpose of the Commanding General Inspection Program (CGIP) is to assess and enhance the ability of an installation to perform its assigned mission. Inspections also improve operational readiness, safety, efficiency, and quality of life.

b. Identify root causes of problems, particularly those beyond the capability of the inspected installation or organization to solve.

c. Inspections will be unannounced in order to obtain an accurate assessment of the installation or organization's operational and readiness capability, and to minimize, to the greatest extent possible, time wasted on preparation.

d. Inspections shall be conducted in a manner that will not disrupt the day-to-day operational/administrative functions of the inspected installation or organization.

e. Involve a critical, rather than a cursory examination; it is more important to identify and correct deficiencies than report failures.

f. The number, frequency and types of inspections will be held to a minimum, avoiding duplication. Previous inspections conducted by the Inspector General of the Marine Corps (IGMC) can replace a scheduled Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) CGIP. Similarly, Higher Headquarters (HHQ) shall also replace CGIP Functional Area (FA) inspections, but installations are still responsible for the standards set by the FA checklists. Areas not subjected to previous IGMC inspections may be inspected by the CG MCIWEST-MCB CAMPEN.

g. Focus of the inspection shall be the unit's mission; inspectors shall assess, assist and teach.

h. Inspections will foster a climate of trust and confidence.

i. Recognize excellence.

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j. Inspections will be positive and provide productive learning experiences.

k. Inspectors will respect and uphold the commander's authority.

l. Inspections will be decentralized, whenever possible.

m. Ensure inspection results are factual, are developed from inspection checklists, and result in a written report. Recommendations contained in the report must be supported by references/documentation.

2. Grading System. The primary purpose of the grading system is to quantify those capabilities of the installation or organization. In accordance with prescribed IGMC parameters, the following grades will be assigned:

a. Mission Capable. The installation/organization/activity possesses and uses the necessary skills, equipment, personnel, and knowledge to accomplish its assigned mission, tasks, and functions.

b. Non-Mission Capable. The installation or organization does not possess or use the necessary skills, equipment, personnel, and knowledge to accomplish its assigned mission, tasks, and functions.

3. Definitions

a. Inspection. An official evaluation of an installation or organization where the results or findings are reported in writing to their respective HHQ.

b. Finding. A significant problem within a unit, which includes one or more of the following:

(1) Seriously detracts from readiness.

(2) Could lead to fraud, waste, or mismanagement.

(3) Involves issues of health, morale, or welfare.

(4) Significantly deviates from HHQ policies and procedures.

c. Discrepancy. An error or failure to comply with guidance or direction of a HHQ directive.

d. Follow-up Inspection. An inspection or action taken to correct deficiencies identified during a previous inspection. The purpose of a follow-up inspection is to assess 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. Based on an analysis of inspection results, the Assistant Chief of Staff (AC/S), Special Staff Officer, or Activity Director, in conjunction with the Senior Inspector, determines whether or not a follow-up inspection is necessary.

e. No-notice Inspection. No-notice inspection means the unit being inspected is not notified earlier than 48 hours prior to the inspection. The CIG may notify the Commanding Officer or Executive Officer 48 hours prior to verify availability of the unit to be inspected.

f. Assistance Visits (AV). This unofficial evaluation may be requested by the installation or organizational commander, directly to the AC/S or Special Staff Officer listed in enclosure (1) with inspection responsibility for the FA. AVs must be conducted within the non-inspected Fiscal Year of the inspected organization/installation. The results will be used exclusively for the purpose of training command personnel and will not be used to compare commands or provide the basis for evaluation of past performance. The results are made available only to the commander of the visited installation or organization. A formal written request is not needed for an AV.

4. Other inspections. Additional inspections, evaluations, and audits by sources internal and external to the installation/organization are integral to the CGIP. Internal inspections are conducted by inspectors within MCIWEST-MCB CAMPEN, per regulations issued by higher authority. External inspections are conducted by inspectors outside MCIWEST-MCB CAMPEN. The frequencies of these inspections are based on guidance issued by the Commandant of the Marine Corps (CMC). The following are examples of internal and external inspections:

a. Internal Controls. All commands, activities, AC/S and Special Staff Officers will evaluate their internal controls to safeguard against fraud, waste, and mismanagement, unauthorized use, or misappropriation. These inspections will be conducted annually, per reference (b).

b. Safety. All commands and activities will be inspected annually. Safety inspections will be conducted in conjunction with the CGIP, when possible.

c. Marine Corps Administrative Analysis Team. CMC (MI) sponsors this inspection. All commands will be inspected every three years. This analysis does not replace a CGIP inspection.

d. Field Supply Maintenance Analysis Office (FSMAO). Logistics Modernization Team initiates the FSMAO. All commands will be inspected every three years. This analysis does not replace a CGIP inspection.

e. Children, Youth & Teen. CMC (MR) sponsors this inspection. This is a biennial inspection. Facilities will be inspected once by Headquarters Marine Corps (HQMC) and once by local inspectors within a 12 month period. The local inspection will commence and conclude within 120 days.

f. Detention and Brig. CMC (POS-40) sponsors this inspection. Facilities will be inspected once every three years.

g. Environmental. County, state, or federal inspections are coordinated by environmental officials with individual installation representatives. Adverse results (notice of violations) are coordinated with those representatives. These inspections can be either announced or unannounced.

h. Explosive Safety. CMC (ASL) sponsors this inspection. Commands will be inspected annually.

i. Non-Appropriated Fund Audit. CMC (Marine Corps Nonappropriated Funds Audit Service) sponsors this inspection, it is conducted annually.

j. Provost Marshal's Office (PMO), Fire and Emergency Services Accreditations. HQMC inspection to ensure emergency services are to standard.

k. Joint Commission Inspections (Medical). Ensures hospitals and clinics are to standard.

l. Accreditations (PMO/Fire). Ensures Security and Emergency Services are qualified to execute all missions.

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5. FA Checklists. HQMC created a system that allows commands to download current checklists at their convenience. These checklists are updated monthly, approximately the 15th of each month, by the IGMC. It is imperative units maintain current checklists. Commands can download checklists directly from the IGMC home page via the Internet at:
<http://www.hqmc.marines.mil/igmc/Resources/FunctionalAreaChecklists.aspx>

Once this web page opens, click on the hyper-link shown in parenthesis titled, FA Word Doc. Assistance may be obtained from the Program Manager for any given FA.

CIP/UIP Procedures

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

a. MCIWEST-MCB CAMPEN CIG conducts inspector/program manager training and verifies identity of new or augment inspectors.

b. MCIWEST-MCB CAMPEN issues a warning order to all Functional Area (FA) inspectors and publishes the CIP/UIP Letter of Instruction.

c. CIG releases a message through the Automated Message Handling System, announcing the CIP/UIP, timed to arrive within the inspected command's read board, 48 hours prior to commencement of inspection.

d. After the notification message is received by the command, the CIG staff and FA inspectors will conduct an in-brief with the installation/organization Commanding Officer (CO) and staff. The FA inspectors and the installation/organizational staff will coordinate the UIP or CIP inspection schedule to be conducted over the following seven days.

e. Organizational (Battalion/Squadron) COs will publish the personnel inspection LOI and conduct those portions of the Commanding General Inspection Program (CGIP) that they are responsible for within five days, and report the results to the CIG within five days after completion. This pertains to UIP only. Enclosure (8) applies.

f. A copy of the completed FA checklist will be provided by the FA inspector to the inspected activity and CO upon completion of any FA inspection. This checklist will form the basis of the required corrective action, if needed. The completed checklist will not be forwarded through the chain of command.

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g. All non-mission capable grades will be debriefed to the CIG and then to the CO or the representative immediately.

h. The MCIWEST-MCB CAMPEN FA inspector compiles and forwards the FA inspection report to the CIG via email as soon as possible. Enclosure (6) applies.

i. The Program Manager provides FA inspector oversight, maintaining a pool of inspectors through appointment and training. Collects and stores all inspection reports and maintains the files for six years.

j. The MCIWEST-MCB CAMPEN CIG consolidates all FA inspection reports, which includes inspections conducted by Assistant Chiefs of Staff, Special Staff Officers and Activity Directors, and submits a CIR for CIP inspections or an Summary Inspection Report (SIR) for UIP inspections to the installation or organizational commander. The CIR/SIR is submitted to the inspected command within 10 working days of the inspection out brief.

k. Upon receipt of an SIR, the command has 30 days to respond in writing, addressing all findings, or non-mission capable areas if any. The written response is to be submitted to the Commanding General, MCIWEST-MCB CAMPEN, via the CIG, using the format contained in enclosure (8). A specific due date will be included in the CIR/SIR submitted to the command.

l. The MCIWEST-MCB CAMPEN CIG will forward the CAR to all pertinent Program Managers to ensure sufficiency.

m. FA inspectors shall conduct follow-up inspections no earlier than 30 days after the command's CAR is submitted.

n. FA inspectors shall conduct re-inspections no earlier than 90 days after the Command's CAR is submitted.

2. Inspection Schedule. Areas inspected by other inspection programs within the previous year shall not be re-inspected during the CIP/UIP, provided a grade of mission capable was received; however, care should be exercised to ensure all areas of the FA checklists are reviewed. Detailed coordination between the command and inspection teams will reduce overlap.

Description of CGIP Inspection Reports

1. Functional Area Inspection Report (FAIR). A report showing the inspection result of a Functional Area (FA). Enclosure (6) applies.
2. Best Practice(s). An innovative system, process, technique, method or procedure to be shared with other Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) installations that enhance or make an FA more effective, promoting economy, efficiency, and readiness.
3. Unit Inspection Report (UIR). The UIR of all FAs inspected, provided by the appropriate MCIWEST-MCB CAMPEN Assistant Chief of Staff to the Command Inspector General (CIG). Enclosure (7) applies.
4. Summary Inspection Report (SIR). The final SIR of all FAs inspected under the Unit Inspection Program. It is prepared by the CIG and provided to either the installation or organizational commander. The primary purpose of the SIR is to present factual information from which the command can review inspection results and initiate required actions within the command to correct noted deficiencies, refine existing programs, and aid in the overall accomplishment of the command's mission. The SIR will contain recommendations to the Commanding General (CG)/Commanding Officer that are supported by specific references and directives.
5. Corrective Action Report (CAR). The report prepared by the inspected installation or organization, submitted to the CG MCIWEST-MCB CAMPEN, via the CIG, indicating all corrective actions taken or initiated for items identified in the CIR/SIR. A CAR is required for all assessed "non-mission capable" FAs and all "findings." Generally, "discrepancies" are easily corrected and do not require a written response. Enclosure (8) applies.

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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: (AC/S, Special Staff Officer, Director)

To: (Rank/Grade First Name MI Last Name)

Subj: APPOINTMENT AS FUNCTIONAL AREA INSPECTOR/MANAGER

Ref: (a) MCIWEST-MCB CAMPEN ORDER 5040.1

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

000	Descriptive Functional Area
001	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. MARINE

date

FIRST ENDORSEMENT

From: (Rank/Grade First Name MI Last Name)

To: (AC/S, 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 the reference, all applicable FA references and FA checklists.

M. E. MARINE

Enclosure (5)



Sample Functional Area (FA) Inspection Report

FA INSPECTION REPORT	UNIT INSPECTED:
DATE:	FUNCTIONAL AREA (FA):
(INSPECTOR) Mr./Ms./Rank NAME: LAST, FIRST, MI	PHONE NUMBER:
(INSPECTED) Mr./Ms./Rank NAME: LAST, FIRST, MI	PHONE NUMBER:
INSPECTION GRADE (IN BOLD)	
MISSION CAPABLE	NOT MISSION CAPABLE
<p>1. ALL NON-MISSION CAPABLE GRADES WILL BE IMMEDIATELY BRIEFED TO THE CIG AND THEN TO THE UNIT CO OR HIS/HER REPRESENTATIVE.</p> <p>2. ALL NON-MISSION CAPABLE GRADES WILL BE RE-INSPECTED (90) DAYS AFTER THE INSPECTION OUT-BRIEF.</p> <p>3. ALL FINDINGS WILL BE FOLLOWED-UP (30) DAYS AFTER THE INSPECTION OUT-BRIEF.</p>	
A COPY OF THIS REPORT WILL BE SENT TO THE COMMAND INSPECTOR GENERAL (CIG) ASAP	

FINDINGS

(1) FA Question #000 00 000 and Question. (Cut and paste from IGMC Website)

FINDING: Explain Finding

RECOMMENDATION: Explain Recommendation

1 4 DEC 2015

REFERENCE(S): Ref from the FA Checklist (Cut and paste from IGMC Website)

ADDITIONAL COMMENTS:

DISCREPANCIES

(1) FA Question # 000 00 000 and Question. (Cut and paste from IGMC Website)

DISCREPANCY: Explain Discrepancy

RECOMMENDATION: Explain Recommendation

REFERENCE(S): Ref from the FA Checklist (Cut and paste from IGMC Website)

ADDITIONAL COMMENTS:

ISSUE(s) BEYOND FA's or COMMANDER'S CONTROL

Issue: (FA Question # and Question)

Recommendation:

BEST PRACTICE(S)

Explain Best Practice(s):

SPECIAL RECOGNITION

Individual(s) who deserve Special Recognition:

1. Mr./Ms./ (Rank) FN MI Last Name (Male/Female) and (Explanation for award)

MCIWEST-MCB
CAMPENO 5040.1
14 DEC 2015

Sample Format for Commanding Officer's FA UIR



UNITED STATES MARINE CORPS
(COMMAND LETTERHEAD)
MARINE CORPS BASE
BOX 555025
CAMP PENDLETON, CALIFORNIA 92055-5025

5040
INSP
Date

From: Commanding Officer (Command)
To: Command Inspector General, Marine Corps Installations West-
Marine Corps Base, Camp Pendleton

Subj: UNIT INSPECTION REPORT OF (COMMAND)

Ref: (a) MCIWEST-MCB CAMPEN ORDER 5040.1

1. The officer uniform inspection was conducted on _____. The SNCO uniform inspection was conducted on _____.

a. Grade: _____

b. Participation: Marine officers _____, SNCOs _____, Naval Officers _____, and Naval Enlisted _____.

c. Trends noted during the inspection were:

d. The following personnel received noteworthy recognition for exceptional performance in all areas during the officer uniform inspection:

NAME

SECTION

e. Additional comments:

2. The personnel inspection was conducted on _____.

a. Grade: _____

b. Participation: Marines _____, and Sailors _____.

Enclosure (7)

Subj: UNIT INSPECTION REPORT OF (COMMAND)

c. Trends noted during the inspection were:

d. The following personnel received noteworthy recognition for exceptional performance in all areas during the personnel inspection:

NAME	SECTION
_____	_____

e. The following personnel were outstanding in all areas during the personnel inspection:

NAME	SECTION
_____	_____

f. Comments:

3. Close Order Drill (COD). Provide comments concerning conduct of the COD. The overall grade for COD is.

a. Grade: _____

b. Participation: Marines _____, and Sailors _____.

c. Trends noted during the inspection were:

d. The following personnel were outstanding in all areas during the personnel inspection:

NAME	SECTION
_____	_____

e. Comments:

4. Sword Manual. Provide comments concerning conduct of the sword manual. The overall grade for sword manual is.

a. Grade: _____

14 DEC 2015

Subj: UNIT INSPECTION REPORT OF (COMMAND)

b. Participation: Marines _____, and Sailors _____.

c. Trends noted during the inspection were:

d. The following personnel were outstanding in all areas during the personnel inspection:

NAME	SECTION
_____	_____

e. Comments:

5. The Physical Fitness Test (PFT) was conducted on _____.

a. Grade: _____

b. Participation: Officers, _____ SNCOs, _____ NCOs, _____ LCpls and below, and _____ Sailors _____

c. Pass/fail average: _____ failed the PFT for an overall pass rate of _____%.

d. The following individuals are noted for having achieved a score of 300 on the PFT:

NAME	SECTION
_____	_____

e. Comments:

6. The color guard was rated as _____. (Provide comments as appropriate).

a. Grade: _____

b. Participation: Marines _____, and Sailors _____.

c. Trends noted during the inspection were:

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Subj: UNIT INSPECTION REPORT OF (COMMAND)

d. The following personnel were outstanding in all areas during the personnel inspection:

NAME

SECTION

e. Comments:

//S// Command CO

14 DEC 2015

(LETTER HEAD)

Sample Format for Corrective Action Report (CAR)

From: Commanding General/Officer, (Installation or Organization)
To: Commanding General, Marine Corps Installation West-Marine
Corps Base, Camp Pendleton, CA
Via: Command Inspector General

Subj: CORRECTIVE ACTION REPORT

Ref: (a) MCIWEST-MCB CAMPEN ORDER 5040.1
(b) Summary Inspection Report (SIR) dtd

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

2. Findings and Recommendations

a. Finding #1. FA Code. Question.

FINDING: Explain the finding.

b. Corrective Action:

c. Finding #2. FA Code. Question.

FINDING: Explain the finding.

d. Corrective Action:

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.

5. Point of contact.

//S// CG/CO

Enclosure (8)



Sample Follow-Up Inspection Report

FOLLOW-UP FA INSPECTION REPORT	UNIT INSPECTED:
DATE:	FUNCTIONAL AREA (FA):
(INSPECTOR) Mr./Ms./Rank NAME: LAST, FIRST, MI	PHONE NUMBER:
(INSPECTED) Mr./Ms./Rank NAME: LAST, FIRST, MI	PHONE NUMBER:
FOLLOW-UP STATUS (IN BOLD)	
COMPLETE	INCOMPLETE
A COPY OF THIS REPORT WILL BE SENT TO THE COMMAND INSPECTOR GENERAL (CIG) ASAP	

FINDING FOLLOW-UP

FINDING: Explain Finding

COMMENTS:



MCIWEST-MCB
CAMPENO 5040.1

14 DEC 2015

Sample Re-Inspection FA Report

FA RE-INSPECTION REPORT	UNIT INSPECTED:
DATE:	FUNCTIONAL AREA (FA):
(INSPECTOR) Mr./Ms./Rank NAME: LAST, FIRST, MI	PHONE NUMBER:
(INSPECTED) Mr./Ms./Rank NAME: LAST, FIRST, MI	PHONE NUMBER:
INSPECTION GRADE (IN BOLD)	
MISSION CAPABLE	NOT MISSION CAPBLE
1. ALL NON-MISSION CAPABLE GRADES WILL BE IMMEDIATELY BRIEFED TO THE CIG AND THEN TO THE UNIT CO OR HIS/HER REPRESENTATIVE.	
2. ALL NON-MISSION CAPABLE GRADES WILL BE RE-INSPECTED (90) DAYS AFTER THE INSPECTION OUT-BRIEF.	
3. ALL FINDINGS WILL BE FOLLOWED-UP (30) DAYS AFTER THE INSPECTION OUT-BRIEF.	
A COPY OF THIS REPORT WILL BE SENT TO THE COMMAND INSPECTOR GENERAL (CIG) ASAP	

FINDING(S)

(1) FA Question # 000 00 000
FINDING: Explain Finding
RECOMMENDATION: Explain Recommendation
REFERENCE(S): Ref from the FA Checklist
ADDITIONAL COMMENTS:

Enclosure (10)

14 DEC 2015

DISCREPANCIES

(1) FA Question # 000 00 000

DISCREPANCY: Explain Discrepancy

RECOMMENDATION: Explain Recommendation

REFERENCE(S): Ref from the FA Checklist

ADDITIONAL COMMENTS:

ISSUE(s) BEYOND FA'S or COMMANDER'S CONTROL

Issue: (FA Question #)

Recommendation:

14 DEC 2015



Sample Assist Visit FA Inspection Report

FA ASSIST VISIT (AV) REPORT	UNIT INSPECTED:
DATE:	FUNCTIONAL AREA (FA):
(INSPECTOR) Mr./Ms./Rank NAME: LAST, FIRST, MI	PHONE NUMBER:
(INSPECTED) Mr./Ms./Rank NAME: LAST, FIRST, MI	PHONE NUMBER:
A COPY OF THIS REPORT WILL BE SENT TO THE COMMAND INSPECTOR GENERAL (CIG) ASAP	

ISSUE(S)

(1) FA Question # 000 00 000 and Question. (Cut and paste from IGMC Website)

ISSUE: Explain Finding

RECOMMENDATION: Explain Recommendation

REFERENCE(S): Ref from the FA Checklist and Question. (Cut and paste from IGMC Website)

ADDITIONAL COMMENTS:

ISSUE(s) BEYOND FA's or COMMANDER'S CONTROL

Issue: (FA Question #) and Question. (Cut and paste from IGMC Website)
Recommendation: