



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

MCIWEST-MCB  
CAMPENO 5430.1  
INSP  
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MCIWEST-MCB CAMPEN ORDER 5430.1

From: Commanding General  
To: Distribution List

Subj: REGIONAL INSPECTOR GENERAL PROGRAM

Ref: (a) SECNAVINST 5430.57, Mission and Functions of the  
Naval Inspector General  
(b) 10 U.S.C. 5014, Office of the Secretary of the Navy  
(c) 10 U.S.C. 5020, Naval Inspector General: detail;  
duties  
(d) 10 U.S.C. 5042(b)(2), Headquarters, Marine Corps:  
general duties  
(e) MCO 5430.1, Marine Corps Inspector General Program  
(f) MCIWEST-MCB CAMPENO 5512.2, Professional Development  
and Authority to Issue Credentials to Command  
Inspector General Personnel  
(g) SECNAVINST 3820.3, Oversight of Intelligence  
Activities within the Department of the Navy (DON)  
(h) SECNAVINST 5000.34, Oversight of Intelligence  
Activities, Intelligence-Related Activities, Special  
Access Programs, and Sensitive Activities within the  
Department of the Navy

Encl: (1) Marine Corps Installations West-Marine Corps Base, Camp  
Pendleton Regional Command Inspector General Structure

1. Situation. In accordance with references (a) through (h),  
this Order will promulgate guidance for the development and  
sustainment of Marine Corps Installations West-Marine Corps  
Base, Camp Pendleton (MCIWEST-MCB CAMPEN) Regional Inspector  
General Program (RIGP).

2. Mission. To establish policies, procedures, and structure of  
a RIGP which fully supports all elements of Inspector General  
(IG) Programs for MCIWEST-MCB CAMPEN and subordinate commands of:  
Marine Corps Logistics Base (MCLB) Barstow; Marine Corps Air  
Station Camp Pendleton (MCAS CamPen), MCAS Miramar; MCAS Yuma;

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unlimited.

Headquarters and Support Battalion (HQSPB); and Security Battalion (Scty Bn).

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) IG personnel will promote Marine Corps institutional effectiveness, efficiency, discipline, morale, economy, ethics, integrity, and combat readiness. This shall be accomplished through impartial and independent inspections, assessments, inquiries, investigations, and teaching and training of mission capabilities throughout MCIWEST-MCB CAMPEN. Candid and unbiased internal analysis of the management, operation, and administration of commands within MCIWEST-MCB CAMPEN is essential to achieve this objective.

(b) All inquiries into matters affecting the effectiveness, efficiency, discipline, morale, economy, ethics, integrity, and readiness of MCIWEST-MCB CAMPEN shall be conducted in an independent and professional manner, without command influence, pressure, or fear of retaliation from any level within MCIWEST-MCB CAMPEN. All non-frivolous, credible complaints of fraud, waste, abuse of authority, and mismanagement reported to IG personnel shall be thoroughly and impartially examined and reported.

(2) Concept of Operations

(a) The Deputy Naval IG for Marine Corps Matters/IG of the Marine Corps (IGMC) was created by reference (a) under the authority of references (b), through (d).

(b) Reference (e) establishes the Marine Corps IG Program to promote standardization of the IG mission, functions, processes, and procedures throughout the Marine Corps.

(c) Reference (e) states, "Commanding Generals of Marine Expeditionary Forces, Wings, Divisions, Logistics Groups, and Regional Installation Commanders shall have a Command Inspector General (CIG) who, in addition to assistance, investigation, and teach and train functions, shall also execute his/her respective Commanding Generals Inspection Program (CGIP)."

(d) Reference (e) states, "Commands that rate a CIG shall have a staff structure so that they can accomplish their mission, and the IG functions and requirements, as outlined in this order."

(e) Reference (e) states, "Installations that do not have a CIG assigned will be serviced by their Regional Installation Commander's CIG." In addition, all installations shall be formally inspected under their respective regional CGIP. This will be accomplished by the Regional Command Inspector General (RCIG) supported by a Regional IG staff and four satellite Assistant Inspector General's (AIGs), enclosure (1).

(f) The four satellite AIGs will report to the RCIG, and/or Regional Deputy Command Inspector General (RDCIG) MCIWEST-MCB CAMPEN; however, they shall provide direct support to the following subordinate commanders: (1) MCLB Barstow; (2) MCAS Miramar; (3) MCAS Yuma; and (4) MCAS CamPen, HQSPTBN, and Scty Bn.

### (3) Regional IG Personnel

(a) RCIG. The RCIG is responsible to the Commanding General (CG) for executing the RIGP. Performs IG assistance, inspection, investigation, and teach and train functions, as directed by the CG. Makes inquiries or readiness assessments into any matter within the scope of the CG's authority with particular emphasis on readiness, including, but not limited to: effectiveness, efficiency, discipline, morale, economy, ethics, integrity and readiness. Responsible for leading and overseeing the Regional IG staff. Will be the first line supervisor to the RDCIG and second line supervisor to all other personnel of the Regional IG staff. Serve as the principle advisor to the CG for IG related matters and Request Mast. Adheres to the guidelines published by the IGMC.

(b) RDCIG. The RDCIG is responsible to the RCIG, and in his/her absence will assume the role and responsibilities of the RCIG. Performs IG assistance, inspection, investigation, and teach and train functions, as directed by the RCIG. Makes inquiries or readiness assessments into any matter within the scope of the CG's authority with particular emphasis on readiness, including, but not limited to: effectiveness, efficiency, discipline, morale, economy, ethics, integrity, and readiness. Responsible for leading and overseeing the Regional IG staff. Will be the first line supervisor to all Regional IG personnel.

(c) RAIG-Investigations. The RAIG-Investigations is responsible to the RCIG and/or RDCIG. Performs IG assistance, inspection, investigation, and teach and train functions, as directed by the RCIG and/or RDCIG. Makes inquiries or readiness assessments into any matter within the scope of the CG's authority with particular emphasis on readiness, including, but not limited to: effectiveness, efficiency, discipline, morale, economy, ethics, integrity, and readiness. Responsible for overseeing, and supporting teaching and training Assistant IG's assigned to subordinate commands at various satellite locations.

(d) RAIG-Inspections. RAIG-Inspections is responsible to the RCIG and/or RDCIG. Performs IG assistance, inspection, investigation, and teach and train functions, as directed by the RCIG and/or RDCIG. Makes inquiries or readiness assessments into any matter within the scope of the CG's authority with particular emphasis on readiness, including, but not limited to: effectiveness, efficiency, discipline, morale, economy, ethics, integrity, and readiness. Responsible for overseeing, supporting, and teaching and training AIG's assigned to subordinate commands at various satellite locations.

(e) RAIG-Administration. RAIG-Administration is responsible to the RCIG and/or RDCIG. Provides administrative support to all Regional IG personnel to include Assistant IG's assigned to subordinate commands at various satellite locations. Prepares Debarment and Appeal packages for submission to the Staff Judge Advocate and command deck for adjudication. Responsible for accountability of all Regional IG Office equipment, supply purchases, facility maintenance requests, files/records management, and Privacy Act.

(f) RAIG-Substance Abuse Control Officer (SACO). This position is filled and funded by Headquarters Marine Corps Program Manager. The RAIG-SACO provides direct support to the RAIG-Inspection in the execution of the CGIP. Conducts assist visits of subordinate commands at the direction of the RCIG and/or RDCIG. Provides assistance and guidance to subordinate command SACOs to establish, maintain, and teach and train on the requirements of an effective program.

(g) Regional Inspector Chief. The Regional Inspector Chief provides direct support to the RAIG-Inspections in the conduct of the CGIP. Prepare correspondence in support of the CGIP and inputs data into the Regional IG Share Point for selected high level visibility. Assists the AIG's assigned to subordinate commands at various satellite locations with regards to CGIP and Share Point matters. Responsible for periodic training of Assistant Inspector Chief's assigned to subordinate commands at various satellite locations.

(h) AIG-Satellite. The AIG-Satellite is responsible to the RCIG and/or RDCIG; however, they support the commands to which they are assigned. This position may be located at: MCLB Barstow; MCAS Yuma; MCAS Miramar; or MCAS Camp Pen. Performs IG assistance, inspection, investigation, and teach and train functions, as directed by the RCIG and/or RDCIG. Makes inquiries or readiness assessments into any matter within the scope of the CG's authority with particular emphasis on readiness, including, but not limited to: effectiveness, efficiency, discipline, morale, economy, ethics, integrity and readiness. Supports the local commander in the execution of an internal Commanding Officer's Inspection Program (COIP) and all other IG related functions.

(i) Assistant Inspector Chief-Satellite. At MCLB Barstow, MCAS Yuma, and MCAS Miramar, the local command shall fill this position with a Marine staff noncommissioned officer (SNCO), or noncommissioned officer (NCO), or a civilian clerk. The Regional IG's Office will support the AIG-Satellite, Marine Corps Base, Camp Pendleton. The Assistant Inspector Chief-Satellite will provide IG administrative support to the AIG-Satellite during the performance of his/her duties, to include, but not limited to drafting correspondence; scanning documents; execution of an internal COIP; managing office equipment, supply purchases, facility maintenance requests, files/records management, and Privacy Act.

#### (4) Tasks

(a) The RCIG shall establish and execute a Hotline Program for direct receipt of complaints in compliance with IGMC guidance and regulations.

(b) The RCIG shall serve as the principle advisor to the CG on all inspection results, identified trends, and IG investigation matters.

(c) The RCIG, shall establish and conduct a CGIP in accordance with IGMC guidance and regulations.

(d) The RCIG shall serve as an official to whom, as an alternative to the normal chain of command channels, service members, and civilian personnel may lodge complaints and provide facts without fear of retaliation concerning: violations of law, rules, regulations; fraud, waste, abuse of authority, mismanagement, or other misconduct; and other matters that can be reasonably expected to be of interest to the Commandant of the Marine Corps (CMC), IGMC, or CG, in order to ensure appropriate inquiry and management action.

(e) RCIG shall ensure Regional IG personnel are trained and credentialed in accordance with references (e) and (f).

(f) Installation Commanders shall provide adequate office space and Information Technology (IT) support to the AIG-Satellite Office in direct support of their installation/unit.

(g) Installation Commanders shall provide the AIG-Satellite Office with a SNCO or NCO or civilian to serve as the Assistant Inspector Chief-Satellite in direct support of their installation/unit.

(h) Installation Commanders shall provide local administrative support to the AIG-Satellite Office in direct support of their installation.

#### (5) Coordinating Instructions

(a) Commanders shall develop a local internal COIP to be executed at a minimum during the off year of the CGIP. Commanders shall ensure his/her COIP focuses on functional areas deemed by IGMC as Critical or Required Evaluation, with special emphasis on the CMC "Top Five" priorities. A complete listing of IGMC functional areas can be found on the following link: <https://www.hqmc.marines.mil/igmc/Units/Inspections-Division/CORE-Functional-Areas/>.

(b) The AIG-Satellite Offices will support COIPs and coordinate subject matter experts for inspections as required. The Regional IG's Office will provide oversight of COIPs and support as required.

(c) The Region will have one IG Hotline Program. The Hotline Program will be executed out of the Regional IG's Office and commanders shall publish Hotline posters throughout their command. The Regional IG's Office will provide oversight of all Hotline complaints from start to finish ensuring appropriate entries are entered into the IGMC Case Management System. The RCIG and/or RDCIG will determine if Hotline complaints will remain at the Regional IG's Office or moved to the AIG-Satellite Office for local command action, and returned to the Regional IG's Office for follow-on appropriate action(s).

#### 4. Administration and Logistics

##### a. Training Requirements

(1) Per reference (e), Regional IG personnel shall attend one of the following courses: the Department of Defense Joint IG Certification Course; courses offered by the Association of Inspectors General; courses offered by the Federal Law Enforcement Training Center; or courses offered by the Council of the Inspectors General on Integrity and Efficiency.

(2) Regional IG personnel will attend an IGMC Mobile Training Team, at the first available opportunity, but not later than six months after joining the Regional IG Office and biannually thereafter.

(3) Per reference (e), annually, either the RCIG or the RDCIG must attend the IGMC Symposium. Both the RCIG and RDCIG must attend an IGMC Symposium at least once within a two year period.

(4) All MCIWEST-MCB CAMPEN IG personnel are required to continue their professional education throughout their employment.

b. Credentials. Regional IG personnel may be issued locally produced credentials signed by the CG as outlined in reference (f).

c. Access to Information and Spaces. Regional IG personnel properly identifying themselves as Regional IG representatives, in the course of official business, shall have expeditious and unrestricted access to MCIWEST-MCB CAMPEN commands when required, and be given all requested documentation or reports within the CG's authority. No officer, employee, or service

member of a MCIWEST-MCB CAMPEN activity may deny assigned Regional IG personnel such access. Access to classified material shall be handled IAW (a), (g) and (h).

5. Command and Signal

a. Command. This Order is applicable to all uniformed and civilian personnel assigned to the Regional IG's Office and commanders.

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



K. J. KILLEA

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B  
C





# Marine Corps Installations West-Marine Corps Base, Camp Pendleton Regional Command Inspector General Structure

Region

Command Inspector General (IG) (O-6) - Colonel  
Deputy Command Inspector General – GS-1801-XX  
Assistant Inspector General (AIG) Inspections – GS-1801-XX  
AIG Investigations – GS-1801-XX  
AIG Administration – GS-0301-XX  
AIG Substance Abuse Control Officer – USMCR/O-3  
Inspector Chief (SNCO) – GySgt

Headquarters and  
Support Battalion –  
Security Battalion  
Marine Corps Air  
Station Camp Pendleton  
AIG-1801-XX  
ASSISTANT INSPECTOR  
CHIEF

Marine Corps Logistics  
Base Barstow  
AIG GS-1801-XX  
ASSISTANT INSPECTOR  
CHIEF

Marine Corps Air  
Station Miramar  
AIG GS-1801-XX  
ASSISTANT INSPECTOR  
CHIEF

Marine Corps Air  
Station Yuma  
AIG GS-1801-XX  
ASSISTANT INSPECTOR  
CHIEF