

SUMMARY OF CHANGES TO II MEFO 5040.1B

COMMANDING GENERAL'S INSPECTION PROGRAM (CGIP)

Purpose: The enclosed II MEFO is being revised based on information gathered at the recent Inspector General of the Marine Corps (IGMC) Symposium held in August 2012.

The following items were added:

1. Additional Functional Area Checklists (FACs) were added as they are new requirements and include:

- a. 075 DEFENSE TRAVEL SYSTEM (DTS)
- b. 092 VICTIM AND WITNESS ASSISTANCE PROGRAM (VWAP)
- c. 961 EXCEPTIONAL FAMILY MEMBER PROGRAM
- d. 967 SINGLE MARINE PROGRAM
- e. 968 MARINE CORPS PERSONNEL AND FAMILY READINESS PROGRAM (UPFRP)
- f. 996 PERSONNEL SPONSORSHIP PROGRAM (PSP)

2. The following change added, as per direction of IGMC, and forwarded to all the II MEF Command Inspector General's for their SA and for future scheduling of their inspections during CY'13:

"(d) As IGMC conducts triennial inspections of II MEF General Officer MSC CGIPs, the II MEF CIG is required to conduct an inspection of your CGIP biennially. The II MEF CIG inspection will concentrate on inspecting Functional Area 001 (Command Inspection Program), Functional Area 002 (Request Mast) and Functional Area 316 (Fraud, Waste, and Mismanagement/Hotline) checklists. Additional FACs may be inspected as deemed necessary by the II MEF MSC Commanding General."

The following items were removed:

1. 382 MARINE CORPS COMMON SKILLS (DELETED BY HQMC)

In conjunction with II MEF G-1, we made grammatical changes and corrections.

This Order is only one year old and was fully staffed when first drafted. The CGIP has not changed by the changes made to the Order so staffing again would not be beneficial.



UNITED STATES MARINE CORPS
COMMAND ELEMENT
II MARINE EXPEDITIONARY FORCE
PSC BOX 20080
CAMP LEJEUNE, NC 28542-0080

II MEFO 5040.1B
CIG

OCT 05 2012

II MARINE EXPEDITIONARY FORCE ORDER 5040.1B

From: Commanding General
To: Distribution List

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM

Ref: (a) NAVMC Dir 5040.6H
(b) MCO 5040.6H

Encl: (1) Commanding General's Inspection Program Inspection
(CGIP) Grading System
(2) II Marine Expeditionary Force (II MEF) Command
Element specific Functional Area Checklists (FACs)
(3) Sample announcement inspection message and Letter of
Instruction (LOI) for CGIP unit inspections
(4) CGIP Unit Inspection Reports

1. Situation. To set forth the policies and responsibilities
in accordance with the references for the conduct of the
Commanding General's Inspection Program (CGIP) performed by the
Command Inspector General (CIG) for the Commanding General,
II Marine Expeditionary Force (CG, II MEF).

2. Cancellation. II MEFO 5040.1A.

3. Mission. The CGIP is intended to reinforce the importance
of combat readiness, evaluate critical areas essential for
mission performance and serve as a tool for commanders to assess
their units. The CGIP's purpose is not to duplicate other
established required unit inspections but to assist in helping a
unit prepare for those inspections, promote economy, efficiency,
effectiveness, and enhance unit readiness.

4. Execution

a. Commander's Intent. The intent of this Order and the
CGIP program is to reinforce the importance of CGIPs across
II MEF and the critical role those inspections perform in

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assisting unit commanders with assessing their units and accomplishing their missions. Inspections are not report cards; however, an aggressive, detailed and properly focused inspection program will enable the commander to understand where to focus attention. This is especially important during periods of high operational mission tempo. Inspections evaluate areas critical to mission performance and serve as an invaluable tool for commanders to assess their command. Inspections also highlight areas of potential concern and promote economy, efficiency and effectiveness.

c. Concept of Operations

(1) CGIPs will be conducted in accordance with the references and utilizing the enclosures. Inspections must be coordinated with inspected units by Command Inspector Generals (CIGs) to take unit pre-deployment training, deployments, and other inspections into account. Additionally, it is imperative that CGIPs complement, not duplicate, other required unit inspections. For example, with the introduction of the Field Supply Maintenance Analysis Office (FSMAO) inspections, the CGIP can assist with preparations for the inspections as well to ensure unit corrective actions.

(2) In accordance with the enclosures, inspections begin with an announcement message, LOI and in-brief, and conclude with an overall CIG's CGIP inspection report. This report should not only highlight functional area inspection grades but include an executive summary that addresses an overall assessment of the inspected command. The report will also direct that inspected unit commanders take corrective actions for all "non-mission capable"/"not-in-compliance" and "finding" grades. The inspection cycle is considered complete once the inspected unit submits its corrective action report outlining corrective action taken to address all "finding" areas and/or receives a mandatory re-inspection for all "non-mission capable"/"not-in-compliance" areas to determine those areas are now "mission capable"/"in-compliance". The CIG maintains oversight of these inspections by tracking command actions taken to correct problem areas reported in inspection reports.

d. Tasks

(1) Commanding Generals:

(a) Establish and maintain your individual CGIPs in accordance with the references and this Order. Ensure your individual CGIPs are designed to achieve the goals of

combat readiness, proficiency, efficiency and compliance with relevant policy. Major Subordinate Command's (MSCs) CIGs are charged with program management of their CGIPs.

(b) Ensure that all of your subordinate commands, down to battalion/squadron level, are inspected on a biennial basis. The Inspector General of the Marine Corps (IGMC) Functional Area Checklists (FACs), located on the IGMC website, are the primary tool for the conduct of the inspections. Additionally, the FSMAO checklists for the areas of Supply, Maintenance Management, Motor Transport and Fiscal, as well as the use of the MCAAT checklists for the area of Administration, are highly encouraged to be utilized to augment the FACs. In the absence of an appropriate FAC, MSC CIGs may modify an existing FAC or develop specific checklists approved through their respective Commanding Generals (CGs). Deviations from the biennial requirement as well as the number of FACs utilized (enclosure (2)) will be coordinated by MSC CIGs through their respective CGs.

(c) CIG Subject Matter Expert (SME) inspection teams are normally staffed through coordination with MSC Staff Sections. Due to manpower requirements necessary to satisfy continuing operational requirements, CIGs are encouraged to coordinate among themselves to satisfy inspection team personnel requirements when necessary.

(d) As IGMC conducts triennial inspections of II MEF General Officer MSC CGIPs, the II MEF CIG is required to conduct an inspection of your CGIP biennially. The II MEF CIG inspection will concentrate on inspecting Functional Area 001 (Command Inspection Program), Functional Area 002 (Request Mast), and Functional Area 316 (Fraud, Waste, and Mismanagement/Hotline) checklists. Additional FACs may be inspected as deemed necessary by the II MEF Commanding General.

(2) Battalion/squadron level and higher commanding officers: Be prepared for your respective CIG to inspect your unit in accordance with the references and this Order on a biennial basis.

(3) Marine Corps Security Force Regiment: Due to your command having several Marine Corps Security Force Companies, implement and maintain an internal command inspection program in accordance with the references and this Order. The II MEF CIG will inspect your headquarters, Marine Corps Security Force Battalion, Kings Bay, Georgia and Marine Corps Security Force Battalion, Bangor, Washington biennially. II MEF CIG will

assist, when necessary, in the management of your internal company unit inspection program.

(4) II MEF Staff Sections:

(a) Support this program by identifying and providing SME Inspectors to participate as members of the II MEF CIG inspection team. Minimum grade requirement is E6 for II MEF SME Inspectors.

(b) Provide recommendations to the CIG, II MEF regarding discrepancies or outdated information contained in the FACs outlined in enclosure (2).

(5) II MEF Command Inspector General:

(a) Maintain overall II MEF staff cognizance of this program.

(b) Execute the CGIP utilizing this Order, the references and enclosures.

(c) Maintain continuous dialogue with II MEF MSC CIGs to ensure effective and efficient implementation of the CGIPs. Coordinate personnel to assist MSC inspection teams when augmentation is requested.

(d) Implement and maintain a biennial CGIP inspection of II MEF Headquarters Group units; Marine Corps Security Force Regiment Headquarters, Marine Corps Security Force Battalion, Kings Bay, Georgia; Marine Corps Security Force Battalion, Bangor, Washington and the Chemical Biological Incident Response Force.

(e) Review enclosure (2) annually and provide the II MEF Chief of Staff recommended changes to this Order as necessary. Maintain effective dialogue and coordination with the IGMC concerning applicability of FACs outlined in enclosure (2).

(f) Develop, maintain and update an inspection training syllabus for CGIP SME inspection team members. Provide a copy of this syllabus to all II MEF inspection team members.

(g) Coordinate with the II MEF Staff Sections for SME Inspectors to participate as members of the II MEF CGIP Inspection Team.

e. Coordinating Instructions. This Order will be posted to the II MEF CIG Garrison and Public websites.

5. Administration and Logistics. Recommendations concerning this Order are invited. Recommendations should be forwarded by endorsement to the Commanding General (attn: CIG) via the chain of command.

6. Command and Signal

a. This Order will be reviewed annually.

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


N. L. COOLING
Chief of Staff

Distribution: A, B

CGIP INSPECTION GRADING SYSTEM

1. Grading System. The primary purpose of the grading system is to quantify those capabilities of the individual and command being inspected. The following grades will be utilized and assigned for the CGIP:

a. Mission Capable/In-Compliance. The organization possesses and uses the requisite skills, equipment, personnel and knowledge to accomplish its assigned missions, tasks and functions.

b. Non-Mission Capable/Not-in-Compliance. The organization does not possess or does not use the requisite skills, equipment, personnel and knowledge to accomplish its assigned missions, tasks and functions.

c. Finding. A significant problem within an area of the command which:

(1) Detracts from the command's readiness.

(2) Is a practice that could lead to fraud, waste, abuse or mismanagement.

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

(4) Significantly deviates from policies and procedures.

(5) Normally cannot be fully corrected during the course of the inspection.

d. Discrepancy. An error or failure to comply with established guidelines, direction or actions required by applicable regulations or directives not to the extent of a finding. Every effort will be made to correct discrepancies during the course of an inspection. Discrepancies are not reportable for the final inspection report.

2. The assignment of a "non-mission capable"/"not-in-compliance" and/or "finding" grade by an Inspector requires immediate notification to the Command Inspector General.

II MEF COMMND ELEMENT SPECIFIC FUNCTIONAL AREA CHECKLSISTS
(FACS)

001 COMMAND INSPECTION PROGRAM
010 INDIVIDUAL MOBILIZED AUGMENTEE (IMA) PROGRAM
020 REQUEST MAST
040 CAREER PLANNING
062 GENERAL ADMINISTRATION
063 PERFORMANCE EVALUATION SYSTEM
065 PRIVACY ACT
066 PROMOTION
068 MARINE CORPS PUBLICATIONS MGMT PROGRAM
070 PERSONNEL ADMINISTRATION
071 MILITARY AWARDS
075 DEFENSE TRAVEL SYSTEM (DTS)
080 MARINE CORPS TOTAL FORCE SYSTEM
090 LEGAL ADMINISTRATION
092 VICTIM AND WITNESS ASSISTANCE PROGRAM (VWAP)
100 POSTAL AFFAIRS
120 CASUALTY AFFAIRS
121 SEPARATION AND RETIREMENT
122 TRANSITION ASST MGMT PROGRAM (TAMP)/F.M.E.A.P.
123 LIMITED DUTY
130 SAFETY (NON-AVIATION)
150 PUBLIC AFFAIRS (UNITS ABOVE BN/SQDRN LEVEL)
190 EQUAL OPPORTUNITY PROGRAM
200 SUBSTANCE ABUSE
210 VOTER REGISTRATION PROGRAM
240 INTELLIGENCE OVERSIGHT
270 INFORMATION AND PERSONAL SECURITY PROGRAM
280 FOREIGN DISCLOSURE
316 FRAUD/WASTE/ABUSE OVERSIGHT
340 PHYSICAL FITNESS PROGRAM
350 BODY COMPOSITION & MILITARY APPEARANCE PROGRAM
360 COMBAT MARKSMANSHIP PROG
370 MARINE CORPS MARTIAL ARTS PROGRAM (MCMAP)
380 UNIT TRAINING MANAGEMENT
381 WATER SAFETY/SURVIVAL PROGRAM
385 PROFESSIONAL MIL EDUC
390 MCI PROGRAM
405 INFORMATION SYSTEMS MANAGEMENT
420 COLOR GUARD

460 HISTORICAL PROGRAM
470 PHYSICAL SECURITY
480 ANTI-TERRORISM
481 OPERATIONAL SECURITY
490 FISCAL

500 HEALTH SERVICES SUPPORT
510 DENTAL
520 RELIGIOUS MINISTRIES
561 GARRISON PROPERTY
591 GARRISON MOBILE EQUIPMENT
630 COMMUNICATIONS ELECTRONICS
680 BACHELOR HOUSING MANAGEMENT
753 GROUND SUPPLY
754 GROUND MAINTENANCE MANAGEMENT
755 GROUND ORDNANCE MAINTENANCE
756 ENGINEER EQUIPMENT MAINTENANCE
890 METEOROLOGY AND OCEANOGRAPHY-METOC
930 CBRN DEFENSE
961 EXCEPTIONAL FAMILY MEMBER PROGRAM
963 SEXUAL ASSAULT PREVENTION AND RESPONSE
967 SINGLE MARINE PROGRAM
968 MARINE CORPS PERSONNEL AND FAMILY READINESS PROGRAM (UPFRP)
970 UNIT READINESS
992 GOVERNMENT TRAVEL CHARGE CARD PROGRAM (GTCCP)
994 SUICIDE PREVENTION PROGRAMS
995 RELOCATION ASSISTANCE (W/MARINE CORPS BASE)
996 PERSONNEL SPONSORSHIP PROGRAM (PSP)

Utilization of other checklists (e.g. FSMAO/MCAAT) must be first coordinated with the CIG.

Enclosure (2)

SAMPLE ANNOUNCEMENT INSPECTION MESSAGE AND LETTER OF
INSTRUCTION (LOI) FOR CGIP UNIT INSPECTIONS

SAMPLE CGIP ANNOUNCEMENT MESSAGE

TO UNIT BEING INSPECTED (UC)

CC CG II MEF INSP (UC)

CG II MEF G-3 (UC)

(AS APPOROPRIATE)

UNCLAS//N05040//

MSGID/GENADMIN/CG II MEF/INSPECTOR//

SUBJ/COMMANDING GENERAL INSPECTION PROGRAM (CGIP) OF UNIT BEING
INSPECTED//

REF/A/II MEFO 5040.1B//

REF/B/UNIT INSPECTION LETTER OF INSTRUCTION (LOI)//

NARR/REF A IS II MEF DIRECTIVE ON THE COMMANDING GENERAL
INSPECTION PROGRAM (CGIP). REF B IS (UNIT NAME BEING INSPECTED)
LOI X-XX.//

POC/NAME/II MEF COMMAND INSPECTOR GENERAL/DSN 751-XXXX//

RMKS/1. SITUATION.

1.A. GENERAL. THIS INSPECTION IS BEING CONDUCTED AS PER THE II
MEF CGIP AND IN ACCORDANCE WITH THE REFERENCES. REF A TASKS THE
II MEF COMMAND INSPECTOR GENERAL WITH THE REQOR FOR ESTABLISHING
AN INSP PROG THAT WILL EVALUATE KEY FUNCTIONAL AREAS WITHIN
SUBORDINATE CMDS IN ACCORDANCE WITH REF A.

2. MISSION. DUR (DATE), UNIT BEING INSPECTED WILL BE INSPECTED
BY THE II MEF COMMAND INSPECTION TEAM IN ACCORDANCE WITH THE
REFERENCES IN ORDER TO PROVIDE THE COMMANDING OFFICER, UNIT
BEING INSPECTED, WITH AN ACCURATE EVALUATION OF FUNCTIONS
CRITICAL TO THE INSPECTED COMMAND'S MISSION READINESS.

3. EXECUTION.

3.A. CONCEPT OF OPERATIONS.

3.A.1. IAW REF A, THE II MEF INSPECTION TEAM WILL INSPECT KEY
FUNCTIONAL AREAS (FUNCTIONAL AREA CHECKLISTS (FACS)) AS OUTLINED
IN ENCLOSURE 2 TO REF A.

3.A.2. THE FACS CAN BE FOUND VIA THE INSPECTOR GENERAL OF THE
MARINE CORPS (IGMC) WEBSITE AT:

<http://www.marines.mil/unit/hqmc/inspectorgeneral/Pages/default.aspx>

II MEF SPECIFIC NON-FACS WILL BE PROVIDED SEPCOR.

3.B. TASKS. UNIT BEING INSPECTED WILL PREPARE A SHORT IN-BRIEF
TO BE PRESENTED TO THE INSPECTION TEAM TO INCLUDE: UNIT
MISSION, ORGANIZATION AND OPTEMPO. INCLUDE KNOWN PROBLEM AREAS,
PARTICULARLY THOSE BEYOND THE CAPABILITY OF THE COMMAND TO
SOLVE. IT IS IMPERATIVE THAT YOUR PRINCIPAL STAFF MEMBERS BE
PRESENT FOR IN-BRIEF.

Enclosure (3)

3.C. COORDINATING INSTRUCTIONS. UNIT BEING INSPECTED: AS COORDINATED WITH YOUR COMMAND AND PUBLISHED IN THE LETTER OF INSTRUCTION (REF B) THE INSPECTION SCHEDULE HAS BEEN ANNOUNCED. DEVIATIONS FROM THAT SCHEDULE WILL NORMALLY NOT BE APPROVED UNLESS DUE TO AN EMERGENCY.

4. ADMINISTRATION AND LOGISTICS. UNIT BEING INSPECTED WILL DESIGNATE A LOCATION FOR THE COMMAND IN-BRIEF AND DESIGNATE A WORK AREA FOR THE INSPECTION TEAM.

4.A. ONCE THE INSP IS COMPLETED, RESULTS WILL BE COMPILED AND BRIEFED TO COMMANDING OFFICER AS PER THE PUBLISHED SCHEDULE. ALL REPORTS REQUIRED WILL BE COMPLETED AND FORWARDED AS OUTLINED IN REF A.

5. COMMAND AND SIGNAL.

5.A. COMMAND.

5.A.1. THE II MEF COMMAND IG IS (NAME, E-MAIL AND PHONE).

5.A.2. THE II MEF COMMAND INSPECTOR CHIEF IS (NAME, E-MAIL AND PHONE)

5.B. SIGNAL.

5.B.1. ACKNOWLEDGE RECIEPT OF THIS MSG VIA E-MAIL TO (NAME).

Enclosure (3)

SAMPLE CGIP LETTER OF INSTRUCTION

5040
CIG
(Date)

LETTER OF INSTRUCTION X-XX

From: Command Inspector General
To: Command Inspection Team Members

Subj: LETTER OF INSTRUCTION (LOI) FOR THE CONDUCT OF
THE II MARINE EXPEDITIONARY FORCE (II MEF) COMMANDING
GENERAL'S INSPECTION PROGRAM (CGIP) INSPECTION OF
(UNIT BEING INSPECTED)

Ref: (a) II MEFO 5040.1B
(b) II MEF Subject Matter Expert Inspector Training
Program

Encl: (1) Schedule of Events
(2) CGIP In-Brief/De-Brief Sequence
(3) Inspector Grading Sheet

1. Situation. The II MEF Inspection Team will conduct a CGIP inspection of (unit being inspected) on (date) in accordance with the references and enclosures.

2. Mission. Using the Functional Area Checklists (FACs) and other checklists outlined in enclosure (2) of reference (a), the inspection team will conduct a complete, detailed and unbiased inspection of (unit being inspected) and compile a written report for submission to the II MEF Command Inspector General (CIG) in accordance with this LOI and the references.

3. Execution

(1) Concept of Operations

a. On (date) the II MEF Inspection Team will conduct a biennial inspection of (unit being inspected) utilizing the references and enclosures. The fundamental purpose of this inspection is to assess and enhance the unit's ability to perform its mission.

Enclosure (3)

LETTER OF INSTRUCTION X-XX

b. The following paragraphs outline the conduct of the CGIP inspection:

(1) The schedule of events is outlined in enclosure (1). Ensure you have coordinated with your Staff Section Head confirming your availability to meet the outlined schedule.

(2) Enclosure (2) was briefed and a copy provided for you to utilize in the performance of your inspection. It is paramount that you, as an Inspector, approach every aspect of this inspection with the utmost professionalism. If an issue arises during your inspection that conflicts with this requirement report it immediately to the Command Inspector General (CIG).

(3) Inspectors are required to utilize the appropriate checklist outlined in reference (a). This is your working document. You will be required to have three copies of your checklist(s) upon completion of your inspection; one (1) for the inspected unit, one (1) for the II MEF Command Inspector General Chief (along with enclosure (3)) and one (1) copy as a personal file.

(4) Your attendance is required at both the in-brief and de-brief outlined in enclosure (1). Conduct of how to prepare and brief at both the in-brief and de-brief will be discussed and practiced during our pre-inspection/training meeting on (date). Reference (b) pertains.

(5) Inspection grading will be in accordance with references (a) and in training received with reference (b).

(6) All inspection reports will be submitted in accordance with references (a) and (b) and enclosure (3) of this LOI in **Microsoft Word format** from each Inspector. Include in your final report identification of noteworthy performers. A final list of noteworthy performers will be compiled at the completion of the inspection and provided to the unit commander for recommended recognition. Noteworthy performers excel by demonstrating outstanding personal appearance, knowledge, attitude, motivation and leadership.

Enclosure (3)

LETTER OF INSTRUCTION X-XX

(2) Coordinating Instructions. All Inspectors are required to read and become familiar with this LOI and all applicable references and enclosures.

4. Administration and Logistics. The II MEF Command Inspector General Chief (name) is the primary contact for all coordination questions concerning this LOI and inspection and can be reached at (e-mail and phone).

5. Command and Signal. The following contact information is provided:

a. II MEF Command Inspector General is (name) and can be reached at (e-mail and phone).

b. The Commanding Officer (unit being inspected) is (name) and can be reached at (e-mail and phone).

c. The Executive Officer (unit being inspected) is (name) and can be reached at (e-mail and phone).

d. The Sergeant Major (unit being inspected) is (name) and can be reached at (e-mail and phone).

/s/

Enclosure (3)

SAMPLE SCHEDULE OF EVENTS (MODIFY AS APPROPRIATE)

Date			
Time	Event	Personnel	Uniform
MON			
0900	Team Muster	All Inspectors	As directed
1000	Introductions/In-Brief	All Inspectors	As directed
1030-TBD	Functional Area Insp	All Inspectors	As directed
TUE			
0730	Team Muster	All Inspectors	As directed
0800-TBD	Functional Area Insp	All Inspectors	As directed
WED			
0730	Team Muster	All Inspectors	As directed
0800-TBD	Functional Area Insp	All Inspectors	As directed
THUR			
0730	Team Muster	All Inspectors	As directed
0800-TBD	Functional Area Insp	All Inspectors	As directed
FRI			
0800	Team Muster	All Inspectors	As directed
0830	Pre De-Brief preparation	All Inspectors	As directed
1000-TBD	Unit De-Brief	All Inspectors	As directed

IN-BRIEF/DE-BRIEF SEQUENCE

IN-BRIEF:

- * II MEF Command Inspector General introduces Unit Commander.
- * II MEF Command Inspector General makes opening remarks.
- * Unit Commander provides Unit Command In-Brief.
- * Unit Commander introduces unit Staff Members.
- * Command Inspector General provides CGIP in-brief and then introduces Inspectors.
- * Unit Commander makes final remarks.
- * Inspectors and unit Staff Members commence inspection.

DE-BRIEF:

Pre-Debrief Meeting. An inspection team pre-debrief meeting will be held prior to the official unit de-brief. The purpose of the meeting will be to review the conduct of the inspection, to collect final reports and to rehearse briefings for the official de-brief. All Inspectors are required to attend this pre de-brief and provide input. Inspectors will brief the conduct of the inspection, "non-mission" capable and "finding" grades (these grades must have been previously discussed with the Command Inspector General), any noted discrepancies and corrective action taken during the conduct of the inspection.

De-Brief. An official de-brief will be held prior to the conclusion of the inspection. All Inspectors are required to attend. Conduct of the out-brief will be as follows:

a. The II MEF Command Inspector General will present an overview of the entire inspection utilizing inputs from the inspectors obtained during the pre-debrief meeting.

b. Inspectors for each area will be present and provide an appropriate summation of their inspection. The Inspector will outline first all positive aspects of the inspection followed by a summation of all noted "findings," and/or "non-mission capable"/"not-in-compliance" areas. Inspectors will be prepared to answer any questions the unit commander may have.

INSPECTOR GRADING SHEET

Every Inspector is required to submit this document at the completion of their inspection and forward it to the II MEF Command Inspector General Chief for inclusion in the final inspection report provided to the inspected unit.

1. UNIT INSPECTED:

2. DATES:

3. INSPECTOR'S NAME:

4. FUNCTIONAL AREA CHECKLIST (FAC) NUMBER(S) UTILIZED: Reminder that a copy of your checklist must be included with the final Inspector report.

5. NON-FAC CHECKLIST UTILIZED: Reminder that a copy of the checklist must be included with the final Inspector report.

6. NOTEWORTHY PERFORMERS:

7. LIST OF "NON-MISSION CAPABLE"/"NOT-IN-COMPLIANCE" AREA(S) AND "FINDING" AREA(S): An example is provided:

FINDING #1: FAC # 270 01 041 (NUMBER CORRESPONDING TO PROBLEM AREA) Is the command utilizing the Joint Personnel Adjudication System (JPAS) as required?

No. While the command is utilizing JPAS, numerous errors were found to exist.

RECOMMENDATION: Each JPAS record should be reviewed and corrected accordingly.

REFERENCE: MARADMIN 077/04.

8. INSPECTOR COMMENTS:

CGIP UNIT INSPECTION REPORTS

1. All CGIP inspections will include the following:

a. Announcement message and Letter of Instruction (LOI) (enclosure (3)). The announcement message and LOI will alert the inspected command about the inspection and detail all required preparations and coordination the unit being inspected must adhere to.

b. At the completion of the unit's inspection, Appendix A of this enclosure will be drafted and forwarded to the unit's commanding officer within thirty days of the completed inspection. Appendix A to this enclosure will only contain "non-mission capable"/"not-in-compliance" and "finding" grades.

c. Within thirty days of unit receipt of Appendix A, the unit is required to submit a Corrective Action Report (Appendix B to this enclosure). This report will address corrective action completed and/or in-progress on "non-mission capable"/"not-in-compliance" and "finding" areas only.

d. If the unit received "non-mission capable"/"not-in-compliance" grade(s), coordination will be conducted to establish a timeline for a mandatory re-inspection.

e. The CIG will monitor and ensure CGIP inspected units are completing all corrective actions outlined in their Corrective Action Reports.

2. An inspection conducted under the CGIP will be considered complete only after submission of all required reports outlined in this Order. CIG offices are required to maintain inspection reports in accordance with NAVMC DIR 5040.6H. MSC CIGs are required to maintain their inspection reports.

SAMPLE FORMAT FOR THE CGIP UNIT INSPECTION REPORT

5041
(Your code)
(Date)

From: Commanding General
To: Commanding Officer of unit inspected
Via: Commanding Officers within chain-of-command (As appropriate)

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM (CGIP) UNIT INSPECTION REPORT

Ref: (a) MCO 5040.6H
(b) II MEFO 5040.1B

Encl: (1) Detailed Results

1. Per the references, the following report is submitted.

a. Section I: Summary of results

(1) A detailed narrative statement of the unit's overall ability to accomplish assigned mission, tasks and functions.

(2) Listing of functional areas inspected and the grade assigned to each functional area in a chart format.

b. Section II: Findings and recommendations

(1) A more detailed summary of "non-mission capable"/"not-in-compliance" areas and "findings" areas along with recommendations for corrective action provided in bullet format.

(2) Any amplifying comments that would enhance the understanding by the commander concerning "non-mission capable"/"not-in-compliance" and "findings" area in bullet format.

c. Section III: Conclusion. A short synopsis provided by the CIG to outline observations noted during the course of the unit inspection. This includes, prior unit inspection results, Inspector Team comments, recognition of noteworthy

Enclosure (4)

accomplishments/personnel identified as worthy of appropriate recognition by the commander.

d. Section IV: Action. A report of corrective action taken for the "non-mission capable"/"not-in-compliance" areas and "findings" areas outlined in Section I and II above will be forwarded to this command (Attn: Command Inspector General) no later than _____ (normally 30 days from date of this report). Extensions to this reporting requirement must be approved by the CIG. A follow-up inspection will be conducted for those functional areas deemed "non-mission capable"/"not-in-compliance".

/s/
By direction

Enclosure (4)

SAMPLE FORMAT FOR CGIP UNIT CORRECTIVE ACTION REPORT

5041
(Your Code)
(Date)

From: Commanding Officer
To: Command Inspector General
Via: As appropriate

Subj: CORRECTIVE ACTION REPORT ON THE CGIP INSPECTION
DURING (DATE)

Ref: (a) II MEFO 5040.1B
(b) Command Inspector General ltr of CGIP unit report

1. Per the references, the following corrective action report is submitted.

2. The following are "non-mission capable"/"not-in-compliance" or "finding" areas noted in reference (b) and the corresponding corrective action taken or in-progress:

a. Non-Mission Capable/Not-in-Compliance area #1:

Corrective Action Taken or Contemplated:

Proposed Re-Inspection Date:

b. Finding #1:

Corrective Action Taken or Contemplated:

/s/
Commanding Officer

Enclosure (4)