



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
1600 HENDERSON AVENUE SUITE 238
SAN DIEGO, CALIFORNIA 92140-5001

DepO P5041.22N
15A
18 FEB 1999

DEPOT ORDER P5041.22N *w/ch 1*

From: Commanding General
To: Distribution List

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM

Ref: (a) MCO 5040.6F
(b) MCO 6100.3J
(c) DepO 1700.4T

Encl: (1) Locator Sheet

1. Purpose. To set forth the philosophy, responsibilities and procedures for the conduct of the Commanding General's Inspection Program (CGIP) within the Marine Corps Recruit Depot and Western Recruiting Region.
2. Cancellation. DepO P5041.22M
3. Information. Reference (a), the Marine Corps Order for Marine Corps Inspections, directs the implementation of a CGIP. This manual satisfies the requirements of reference (a) for this Headquarters. Reference (b) is the Marine Corps Order for Physical Fitness. Reference (c) is the Depot Request Mast Order.
4. Summary of Revision. This revision contains a substantial number of changes and should be completely reviewed.
5. Recommendation. Recommendations concerning the contents of this manual are encouraged and invited. Recommendations should be submitted to the Commanding General (Attn: MCRD/WRR Inspector).
6. Certification. Reviewed and approved this date.

H. W. PETERSON III
Chief of Staff

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Marine Corps Recruit Depot/Western Recruiting Region
1600 Henderson Avenue Suite 238
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DEPOT ORDER P5041.22N Ch1

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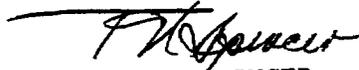
1. Purpose. To direct pen changes to the basic Order.

2. Action

a. On page 3-7, par 3002 sub par 2(g) remove "and Motor Vehicle Safety."

b. On page 4-4, par 4001 sub par 1, delete first sentence and replace with:
"Unless specifically authorized by the Commanding General, inspection schedules will not be published more than 72 hours in advance."

3. Filing instructions. File this change transmittal immediately behind the signature page of the basic Order.


T. W. SPENCER
Chief of Staff

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DepO P5041.22N
18 FEB 1999

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ENCLOSURE (1)

COMMANDING GENERAL'S INSPECTION PROGRAM

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COMMANDING GENERAL'S INSPECTION PROGRAM

CHAPTER 1

OVERVIEW

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COMMANDING GENERAL'S INSPECTION PROGRAM

CHAPTER 1

OVERVIEW

1000. BACKGROUND. In 1988, the Marine Corps decentralized its inspection authority and placed responsibility for conducting biennial Commanding General Inspections on major subordinate commanders, e.g., the Commanding General, MCRD/WRR San Diego. Triennial, however, the Inspector General of the Marine Corps (IGMC)--under the Command Inspection Program (CIP)-- inspects the Depot's Commanding General's Inspection Program (CGIP) to report on its effectiveness. Detailed information regarding the IGMC CIP is contained in reference (a).

1001. PURPOSE

1. Inspections reinforce the importance of combat readiness, evaluate the critical areas essential for mission accomplishment, and serve as a tool for commanders to assess their units. Inspections also promote readiness, economy of management, and morale within a command.

2. Accordingly, the fundamental purpose of the CGIP is to assess and enhance the ability of this command--and subordinate organizations--to perform its assigned missions. The CGIP also helps prevent fraud, waste, and abuse; discrimination; sexual harassment; and environmental noncompliance. Finally, the CGIP provides the Commanding General, his commanders, and staff with information concerning the effectiveness of training, the condition of maintenance and support facilities, and the overall status of all organizations and activities inspected.

1002. PRECEPTS. Commanders and inspectors will prepare for and conduct inspections as follows:

1. Consider the unit's specific mission and ways to enhance readiness while conducting the inspection.

2. Inspections will identify the cause of problems vice just the symptoms; particularly, those beyond the capability of the commander to determine and resolve.

3. Inspections will foster a climate of trust and confidence by ensuring a positive, productive learning experience.
4. Inspectors will respect and uphold the commander's authority.
5. The number, frequency, and types of inspections will be minimized. Duplication among inspections will be avoided.
6. Inspections will produce a written report.
7. The inspection process will include follow-up and resolution of problems which may be beyond the capability of the inspected unit to solve.

1003. TYPES OF INSPECTIONS

1. Commanding General's Inspections. Biennial, formal inspections are conducted of all subordinate organizations. Specific details concerning inspections are published by separate LOI. Chapter 3 contains amplifying information regarding Commanding General's Inspections.
2. Functional Area Inspections. Functional Area Inspections are conducted for Depot organizations in approximately 73 different functional areas. Inspectors for each area inspected are provided by the cognizant Depot General or Special Staff Officers. Chapter 4 contains specific information regarding functional area inspections.
3. Special Inspections. Special Inspections include scheduled or unscheduled inspections conducted by outside agencies, such as FSMAO, MCAAT, Postal, etc., as well as separate inspection programs within the Depot which are not included as part of the Commanding General's Inspection Program. Chapter 5 contains specific information regarding special inspections.

COMMANDING GENERAL'S INSPECTION PROGRAM

CHAPTER 2

RESPONSIBILITIES AND DUTIES

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COMMANDING GENERAL'S INSPECTION PROGRAM

CHAPTER 2

RESPONSIBILITIES AND DUTIES

2000. MCRD/WRR INSPECTOR

1. Serve as the principal advisor to the Commanding General on all inspection and Request Mast matters.
2. Monitor and evaluate all Phase II (Troop Inspections) of the Commanding General's Inspection Program within MCRD/WRR.
3. Plan, coordinate and conduct all Phase I (Functional Areas) of the Commanding General's Inspection Program.
4. Plan, coordinate, conduct, monitor and evaluate special inspections as required.
5. Coordinate Request Masts with the Commanding General. Maintain Request Mast files.
6. Review items of special interest to the Commanding General such as waste, fraud, and abuse; environmental issues; sexual harassment; discrimination; quality of life and other identified items of special interest when conducting inspections within the CGIP.
7. Maintain an oversight and follow-up program to monitor and track command actions taken to correct problem areas reported in inspection reports.
8. Receive allegations of inefficiency, misconduct, impropriety, mismanagement, or violations of the law and investigate or refer such matters for investigation, as appropriate.
9. Maintain copies of IGMC and cognizant staff officer checklists for use in the CGIP.

4. Submit an annual inspection report to this Headquarters (Attn: MCRD/WRR Inspector) by 15 September using the format contained in Appendix B to enclosure (6) of reference (a).
5. Maintain an oversight and follow-up program to monitor and track organization actions taken to correct problem areas reported in inspection reports.

2003. GENERAL AND SPECIAL STAFF OFFICERS

1. Provide experienced personnel to inspect required functional areas.
2. Conduct technical inspections in accordance with instructions and guidelines contained in this manual. Review inspection reports received from inspectors under your cognizance and make comments/recommendations when appropriate prior to submission to the MCRD/WRR Inspector.
3. Coordinate and supervise special inspections of functional areas under your cognizance.
4. Use the Automated Inspection Reporting System (AIRS) checklists identified in Appendix D during all functional area inspections. The Depot Inspector maintains current copies of all AIRS.

2004. INSPECTORS

1. Conduct inspections as directed and in accordance with published schedules or bulletins.
2. Be thoroughly familiar with all applicable directives, instructions, references, regulations, policies, and procedures pertaining to the functional area being inspected.
3. Use inspection checklists when conducting inspections. Recommended changes to the checklists will be submitted to the Depot Inspector.

4. Conduct inspections in a positive and constructive manner. Be courteous and make every effort to provide recommendations and guidance which will benefit the inspected unit, based on the unit's mission.
5. Recognize excellence. Include individual names, sections, etc. in inspection debriefs and reports.
6. Verbally debrief the Commanding Officer, and/or OIC/NCOIC, on the inspection results.
7. Comply with the grading guidance provided in Appendix E.
8. Prepare and submit inspection reports to the MCRD/WRR Inspector (via the cognizant Depot staff officer if appropriate).
9. Inspectors will receive training from Depot Inspector personnel and will pay particular attention to Appendix E and F.

COMMANDING GENERAL'S INSPECTION PROGRAM

CHAPTER 3

COMMANDING GENERAL'S INSPECTIONS

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COMMANDING GENERAL'S INSPECTION PROGRAM

CHAPTER 3

COMMANDING GENERAL'S INSPECTIONS

3000. GENERAL INFORMATION

1. The Commanding General's Inspection is a formal inspection conducted biennially to assess and enhance the ability of subordinate commands to prepare for, and to perform, assigned missions. Consistent with thoroughness and completeness, the inspection will be conducted with minimum interference of normal work and training schedules of the inspected organization.
2. The Commanding General's Inspection is conducted in two phases:
 - a. Phase I (Functional Areas) Inspection. Phase I Inspections consist of technical inspections of the internal functional areas of the organization.
 - b. Phase II (Troop) Inspection. Phase II Inspections consist of personnel oriented, non-technical troop inspections. The Phase II Inspection will be planned, coordinated, and conducted by the inspected organization and monitored by the MCRD/WRR Inspector.
3. Request Mast. Per reference (c), a Request Mast opportunity with the MCRD/WRR Inspector will be provided to each Marine during the inspection of the 8th and 9th Districts. If possible, Request Mast packages should be provided to the MCRD/WRR Inspector prior to the inspection. A separate Request Mast bulletin will be published by the organization prior to the inspection.
4. All available personnel within the organization will be eligible to stand the inspection using the following attendance criteria as guidance:
 - a. Duty personnel and those on shift schedules will, whenever possible, stand events of the inspection during an off-watch period.

b. Personnel joining the organization 30 days or less prior to the inspection will be exempt from standing the inspection.

c. Personnel scheduled to transfer (PCS or EAS) within 30 days of the inspection will be exempt from standing the inspection.

d. Personnel approved for annual leave prior to commencement of the inspection schedule will not be required to stand the inspection. Only under unusual circumstances should commanding officers approve annual leave after announcement of the inspection.

e. Commanding Officers will determine the level of participation by light-duty personnel based upon their current or expected physical condition.

f. Subordinate organizations having administrative control over Marines assigned to independent duty shall include them in the CGIP. An example of this are Marines of MCNAFAS.

3001. CG INSPECTIONS OF MCRD ORGANIZATIONS

1. CG's Inspections of MCRD organizations are conducted biennially during odd numbered years (1997, 1999, 2001, etc.).

2. Phase I Inspection. Technical inspections of those functional areas necessary for efficient operations and management of a command are phase I inspections. Chapter 4 provides detailed guidance for functional area inspections. Appendix A lists the Depot-level functional areas inspected during this phase and contains IGMC checklist cross-reference numbers for each area. All functional areas listed on Appendix A will not be inspected for each organization. Cognizant staff members will review applicable AIRS checklists to determine which functional areas should be inspected for each organization.

3. Phase II Inspection. Troop inspections to be conducted during the Phase II inspection are listed and explained below. Appendix C lists the events to be inspected for each organization.

a. Clothing and Equipment Inspection

(1) Designated sergeants and below, with senior leadership

present, will stand this inspection. The Clothing and Equipment displays found in the Marine Battle Skills Training Handbook are recommended as display examples. However, the senior Commander may determine the minimum requirements for the display. At a minimum 25% of all sergeants and below will participate in this inspection.

(2) The prescribed uniform will be the Service "C" with ribbons and name tags (no badges). Commanders are authorized to prescribe the proper Service "C" uniform (e.g. skirts or slacks) for female Marines during this portion of the inspection.

b. Personnel Inspection

(1) All available officers and enlisted personnel within the organization will stand this inspection. The unit will form in a line of platoons.

(2) The prescribed uniform will be service "A" with ribbons and badges (no name tags). Females will wear skirts, garrison caps, and oxford shoes. ID cards will be carried by all personnel in the left hand. All personnel will wear ID tags.

c. Officer and SNCO Uniform Inspection

(1) All officers (Major and below) and SNCO's (SSgt through 1stSgt/MSgt) are eligible to be chosen for this inspection. The unit commander will designate which officers/SNCO's will undergo the inspection along with the prescribed uniform for each individual. At a minimum 25% of available personnel will be inspected.

(2) Officers/SNCOs designated for this inspection are not required to stand the personnel inspection outlined in 3001, paragraph 3.b.

(3) Inspectors will use OQRs/SRBs to verify information during the inspection.

d. Close Order Drill (COD)

(1) The unit will organize one platoon to conduct COD. Weapons and 782 gear will not be utilized. Upon completion of the

personnel inspection, the drill platoon will perform COD for evaluation.

(2) The platoon sergeant will conduct the first phase of drill, using one of four drill cards selected by the MCRD/WRR Inspector or his representative. The second phase of drill will be conducted by a different platoon member using a different drill card.

e. Color Guard. Once the color guard has been inspected in the personnel inspection, they will fall out and change into the service "C" uniform and commence with the inspection of movements in accordance with NAVMC 2691 (Marine Corps Drill and Ceremonies Manual).

f. Physical Fitness Test (PFT). The unit will organize and conduct the PFT with a minimum of 25% of available personnel in accordance with reference (b). The uniform will be designated by the Commanding Officer. Monitors needed to conduct the PFT will be designated by the Commanding Officer.

g. General Military Subjects Testing. No practical GMST will be administered; however, all personnel will be asked general knowledge questions during each clothing and/or uniform inspection event. These questions will be used to provide the Commanding General with an indication of the General Military subjects proficiency within the organization.

3002. CG's INSPECTIONS OF WRR MARINE CORPS DISTRICTS

1. CG's Inspections of WRR Marine Corps Districts are conducted biennially during even numbered years (1996, 1998, 2000 etc). The MCRD/WRR Inspector will coordinate with District Commanders and publish a bulletin detailing inspection requirements. Districts to be inspected are:

- a. 8th Marine Corps District
- b. 9th Marine Corps District
- c. 12th Marine Corps District

2. Phase I Inspection. Technical functional areas will be inspected by a team consisting of Depot staff members under the cognizance of the MCRD/WRR Inspector. Appendix D lists the functional areas inspected during this phase and contains IGMC checklist cross-reference numbers for each area. Functional areas covered by special inspections by Marine Corps teams (FSMAO, MCAAT, etc.) will not be duplicated, but these reports will be reviewed. The team will consist of the MCRD/WRR Inspector and members from normally the following:

- a. Adjutant Division (G-1)
- b. Consolidated Personnel Administration Center (CPAC) (G-1)
- c. Depot Education Office (AC/S, MCCS)
- d. Training Division (G-3)
- e. Supply/Contracting (G-4)
- f. Depot Safety Office (G-4)
- g. Garrison Mobile Equipment ~~and Motor Vehicle Safety~~ (G-4)
- h. Comptroller (Fiscal)
- i. Legal Administration (SJA)
- j. Public Affairs Office
- k. Communication and Information Systems Department (CISD)

3. Phase II Inspection. Troop inspections conducted during the Phase II inspection are listed below. For an explanation of the events, see 3001, paragraph 3 above. No Marine should be required to stand more than two of the four inspections. Appendix D contains a list of the events with the IGMC checklist cross-references.

- a. Personnel Inspection

- b. Officer and SNCO Uniform Inspection
- c. Color Guard
- d. Physical Fitness Test

3003. SEQUENCE OF EVENTS/REPORTS

1. The MCRD/WRR Inspector will notify the organization to be inspected. For the Districts, notification will include an inspection schedule with a planned sequence of events including dates, times, and locations for each event. MCRD organizations will determine the schedule for Phase II. For Phase I, the Inspector will notify the Depot Organizations to be inspected and provide a schedule of inspections to be conducted. A sample inspection schedule is provided below:

a. MCRD Organizations

<u>Day</u>	<u>Time</u>	<u>Event</u>	<u>Location</u>
Day 1:	1300	Clothing/Equip Insp	Barracks
Day 2:	0830	Personnel Inspection	Parade Deck
Day 2:	0900	Color Guard	Parade Deck
Day 2:	1030	Close Order Drill	Parade Deck
Day 2:	1330	Officer/SNCO Uniform Insp	HQ
Day 3:	0700	Physical Fitness Test	PT Field

b. Marine Corps Districts

<u>Day</u>	<u>Time</u>	<u>Event</u>	<u>Location</u>
Day 1:	0630	Physical Fitness Test	PT Field
Day 1:	0930	Inbrief	HQ
Day 1:	0945	Phase I Inspection begins	Work Spaces
Day 1:	1330	Officer/SNCO Uniform Insp	HQ
Day 2:	0800	Personnel Inspection	Parade Deck
Day 2:	0845	Color Guard Inspection	Parade Deck
Day 2:	TBA	Request Mast	HQ
Day 3:	A.M.	Phase I Inspection ends	Work Spaces
Day 3:	TBA	Debrief/Depart	HQ

2. A Phase I Inspection team will be identified and be under the cognizance of the MCRD/WRR Inspector at least four weeks prior to inspections of Marine Corps Districts. Inspectors will obtain and familiarize themselves with functional area checklists required for these inspections. All inspectors will undergo training prior to the commencement of any inspection.
3. The Depot Inspector and/or his representatives will monitor and evaluate all Phase II inspections.
4. For Phase II the MCRD/WRR Inspector and/or his representative will provide an oral debrief of the inspection to the Commanding Officer/Officer-in-Charge of the unit inspected upon completion of the final event.
5. CG's Inspection Report. The CG's Inspection Report will be submitted within 30 days of the final inspection event. For Phase I inspections the MCRD/WRR Inspector will submit an inspection report using the format in enclosure (6) to reference (a). For Phase II the applicable commander will submit the report to the Commanding General via the MCRD/WRR Inspector using the format in enclosure (6) to reference (a). The Augmentation Inspector conducting the Phase I inspection will submit the technical inspection report to the MCRD/WRR Inspector with in 5 working days following the completion of the inspection.
6. The MCRD/WRR Inspector will review the report and concur or non-concur in the overall rating (Mission Capable or Non-Mission Capable) for the inspection, a summary of Phase I functional areas inspected, and any comments and/or recommendations noted. The final Inspection Report will be submitted for review by the Commanding General and retained in the MCRD/WRR Inspector's Office for two years. A copy of the complete report will be provided to the Commanding Officer/Officer in Charge of the unit inspected.

COMMANDING GENERAL'S INSPECTION PROGRAM

CHAPTER 4

FUNCTIONAL AREA INSPECTIONS

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COMMANDING GENERAL'S INSPECTION PROGRAM

CHAPTER 4

FUNCTIONAL AREA INSPECTIONS

4000. GENERAL INFORMATION.

1. While the CG's Inspection of functional areas is conducted biennially, an organization may be subject to an assistance visit of a functional area during non inspection years. All functional area inspections (assistance visits) are coordinated through the staff principals exercising oversight management. Staff principals or Commanding Officers will submit recommendations to the Depot Inspector for any assistance visits to be scheduled during non inspection years.

a. The results of each assistance visit will only be briefed to the Commanding Officer of the unit inspected.

b. The inspector's office will be informed and provided a copy of all scheduled assistance visits.

2. Appendix A lists those functional areas for Depot organizations that may be inspected. During a CG's biennial inspection year the functional areas will not be limited to a set period. These functional area inspections may be conducted throughout the year, or within a single week by the staff principals giving minimal notice to the unit being inspected. Coordination with the Depot Inspector will be conducted prior to any inspection.

3. Inspectors are selected and assigned from Depot cognizant staff offices through the MCRD/WRR Inspector. Inspectors will ensure that inspection checklists, AIRS, are current and complete, and will become thoroughly familiar with all directives and references of the functional area to be inspected. Past inspection reports should be reviewed and inspectors should be prepared to give special attention to any area in which discrepancies or findings were noted.

4. All inspectors will be required to receive training in the inspection process and philosophy by personnel from the Depot

Inspector's office. This training will be conducted prior to any inspection taking place.

5. Current checklists and report forms are maintained on file in the MCRD/WRR Inspector's Office.

6. Periodically, the Depot is inspected by formal Marine Corps inspection teams, e.g., FSMAO, MCAAT, etc. Albeit these teams evaluate, analyze and/or provide guidance in specific internal functions, they will comply with the requirements for conducting technical inspections. Inspected units will forward a copy of their inspection results to the MCRD/WRR Inspector.

4001. INSPECTION PROCESS/REPORTS

Unless specifically authorized by the Commanding General, inspection schedules will not be published more than 72 hours in advance. ~~be published in advance of the inspection dates.~~ In all cases, the inspectors will provide a minimum of 48 hours advance notice to the inspected unit and arrange a mutually agreeable time for each inspection.

2. Inspectors will conduct the inspection using applicable checklists and complete an inspection report in accordance with guidelines set forth in Appendices D and E. The inspection report will include the grading sheet listed in Appendix E, all checklists, and a summary of discrepancies and/or findings with any comments or recommendations.

3. The inspection report will be submitted to the MCRD/WRR Inspector and to the organizational commander via the cognizant staff office no later than five working days after the completion of the inspection.

4. If a functional area is found Non-Mission Capable, the inspector will coordinate with the inspected unit and conduct a reinspection of that area within 60 days of the written report. Such a reinspection will be in addition to, not in lieu of, other inspections. A separate report will be submitted indicating the results of the reinspection. Reinspections will continue every 60 days until the area has been found Mission Capable. Requests for

deviation from this time requirement will be addressed in writing to the MCRD/WRR Inspector.

5. The MCRD/WRR Inspector will review the inspection report for findings. Within five working days, the MCRD/WRR Inspector will task the inspected unit to provide a report of corrective action taken for all findings.

6. The unit inspected must reply in writing to the CG (Attn: MCRD/WRR Inspector) within 30 days listing corrective action taken or scheduled.

COMMANDING GENERAL'S INSPECTION PROGRAM

CHAPTER 5

SPECIAL INSPECTIONS

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COMMANDING GENERAL'S INSPECTION PROGRAM

CHAPTER 5

SPECIAL INSPECTIONS

5000. SCOPE. Special Inspections include scheduled or unscheduled inspections conducted by outside agencies, as well as separate inspection programs within the Depot which are not included as part of Commanding General's Inspections.

5001. OUTSIDE AGENCIES

1. Outside agency inspections are classified as "special" inspections. Special inspections are normally scheduled and are conducted as required, e.g., annually, periodically, etc. These inspections will be coordinated by the appropriate staff sections--via the MCRD/WRR Inspector--and copies of all inspection results will be forwarded to the MCRD/WRR Inspector for review. A partial list of "major" outside agency inspections follow:

- a. Marine Corps Administrative Analysis Team (MCAAT).
- b. Marine Corps Non-Appropriated Fund Audit Service (MCNAFAS).
- c. Field Supply and Maintenance Analysis Office (FSMAO).
- d. BUMED inspections of Medical and Dental facilities.
- e. Food Services Assistance Team.
- f. HQMC Child Development Program Inspection Team inspection of Child Development Center.

2. Inspections coordinated by the Depot Environmental Officer include, but are not limited to, the Environmental Compliance Evaluation.

3. Inspections coordinated by the Depot Safety Director include, but are not limited to, industrial hygiene inspections.

4. Field Supply and Maintenance Analysis Office (FSMAO). FSMAO analysis visits are established to provide the CMC with direct field representation. FSMAO analyzes the effectiveness of supply and maintenance units by reviewing management policies and procedures in all logistics-related functional activities. Depot activities are analyzed biennially--per MCO P4400.160--and will be coordinated through the MCRD/WRR Inspector's office.

a. Upon completion of the analysis, FSMAO submits a formal report to the AC/S, G-4 for concurrence. The AC/S, G-4 has 15 days to endorse the report with appropriate corrective action taken on all findings.

b. Copies of the AC/S, G-4 endorsement will be provided to the MCRD/WRR Inspector's office.

5002. SEPARATE INSPECTION PROGRAMS

1. Fire Prevention and Protection Management (Fire Marshal)
2. Special monthly Ground Safety, Fire, and Environmental Health Inspections of Child Development Center
3. Annual Multidisciplinary Inspection of Child Development Center
4. Monthly Area Appearance Program (DepO P11000.2, 7007)

COMMANDING GENERAL'S INSPECTION PROGRAM

APPENDIX A

MCRD PHASE I (FUNCTIONAL AREAS) INSPECTION
AREAS WITH IGMC CHECKLIST CROSS-REFERENCES

INSPECTING STAFF SECTION/DIVISION
FUNCTIONAL AREAS

1. AC/S, G-1

a. EQUAL OPPORTUNITY ADVISOR (Command Section). Equal Opportunity Program (190)

b. ADJUTANT DIVISION

- (1) Publications Management & Directives Control (060)
- (2) Marine Corps Records MGT Program (061)
- (3) Fitness Reports (063)
- (4) Personal Affairs (120)
- (5) Absentee Voting Program (210)
- (6) Awards/Decorations/Medals Program (071)

c. DEPOT CAREER PLANNER. Career Planning (040)

d. CONSOLIDATED PERSONNEL ADMINISTRATION CENTER

- (1) General Administration (062)
 - (a) Meal Card Accountability (Sub-category 01 of General Administration)
 - (b) Leave & Liberty (Sub-Category 02 of General Administration)
- (2) Identification Cards (067))
- (3) Personnel Administration (070).
- (4) Promotions (066)
- (5) Marine Corps Total Force System (080)
- (6) Separation and Retirement (121)

e. SACC. Substance Abuse Program (200)

COMMANDING GENERAL'S INSPECTION PROGRAM

INSPECTING STAFF SECTION/DIVISION
FUNCTIONAL AREAS

2. AC/S, G-2/3

a. TRAINING

- (1) Physical Fitness Program (340)
- (2) Weight Control/Military Appearance Program (350)
- (3) Unit Training Management (380)
- (4) Water Safety/Survival Program (381)
- (5) Battle Skills Training/EST (382)
- (6) Leadership Training (383)
- (7) Marksmanship Program (360)
- (8) Troop Information Program (384)
- (9) Professional Military Education (385)
- (10) MCI Program (390)
- (11) MCRD/WRR Annual Training and Education Plan (No AIRS checklist)
- (12) Recruit Training (230)
- (13) Formal School (400)
- (14) Security of Classified Information (270)
- (15) Naval Warfare Publications Library (640)
- (16) Historical Program (460)
- (17) Printing Management (064)
- (18) NBC Defence - Individual (930)

3. AC/S, G-4

a. SERVICE AND SUPPLY DIVISION. Supply Management/Garrison Property (561)

b. DEPOT SAFETY OFFICE

- (1) Ground Safety (MSC) (130)
- (2) Motor Vehicle Safety (140)
- (3) Explosive Ordnance Safety (130)

c. FOOD SERVICE DIVISION. Food Service Activities (700)

COMMANDING GENERAL'S INSPECTION PROGRAM

INSPECTING STAFF SECTION/DIVISION
FUNCTIONAL AREAS

d. FACILITIES

- (1) Housekeeping (670)
- (2) Bachelor Housing Management (680)

e. MAINTENANCE MANAGEMENT

- (1) Garrison Mobile Equipment (591)
- (2) Maintenance Management (No AIRS Checklist)
- (3) Ground Ordnance (Inspected in conjunction with Maintenance Management PESV (No AIRS Checklist))

4. AC/S, STAFF JUDGE ADVOCATE. Legal Administration (090)

5. AC/S, COMPTROLLER. Fiscal Matters (490)

6. AC/S, RELIGIOUS MINISTRIES. Religious Ministries (520)

7. MCRD/WRR INSPECTOR

- a. Credit Unions (Sub-Category 04 of Fiscal Matters (490)
- b. Request Mast (020)
- c. Morale (030)
- d. Fraud, Waste, and Abuse Oversight -- Awareness/Prevention/Remedies (317)

8. PUBLIC AFFAIRS. Public Affairs (150)

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INSPECTING STAFF SECTION/DIVISION
FUNCTIONAL AREAS

9. MCNAFAS

- a. Non-Appropriated Fund Personnel (160)
- b. NAFI Billeting Fund (Sub-Category 03 of Bachelor Housing Management (680))

10. FIRE PROTECTION BRANCH. Fire Prevention and Protection Management (765)

11. AC/S, MCCA

- a. FAMILY SERVICE CENTER
 - (1) Education Programs (410)
 - (2) Family Programs (960)
- b. Recreation Operations (No AIRS Checklist)

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APPENDIX B

MCRD FUNCTIONAL AREAS INSPECTED BY EXTERNAL SOURCES

COGNIZANT STAFF SECTION AND
FUNCTIONAL AREAS

1. AC/S, G-1
 - a. Postal Affairs (100)

2. AC/S, G-2/3
 - a. Training and Audiovisual Support Activities (470)
 - b. Printing Management (064)

3. AC/S, G-4
 - a. Maintenance and Operation of Facilities (760)
 - b. Utilities Management (761)
 - c. Energy Conservation (762)
 - d. Facilities Planning and Programming System (770)
 - e. Industrial Hygiene (766)
 - f. Pest Control Program (767)
 - g. Family Housing (780)
 - h. Traffic Management (800)

4. AC/S, COMPTROLLER. Fiscal Matters (490)

5. AC/S, MCCS. MWR Activities (650)

6. MCRD/WRR INSPECTOR. Environmental Health (530)

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COGNIZANT STAFF SECTION AND
FUNCTIONAL AREAS

7. BRANCH MEDICAL CLINIC

- a. Medical (500)
- b. Medical Support (Non-FMF) (501)
- c. Medical/Dental Equipment and Supply (505)
- d. Preventive Medicine (530)

8. DENTAL CLINIC.

- a. Dental (510)
- b. Medical/Dental Equipment and Supply (505)

9. COMMUNICATIONS AND INFORMATION SYSTEMS DEPARTMENT

- a. Communications-Electronics (Comm-Elect) (630)
- b. Communications Security Material System (635)
- c. Information Systems Management (405)
- d. Y2K (406)

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APPENDIX C

MCRD PHASE II (TROOP) INSPECTION AREAS
WITH IGMC CHECKLIST CROSS-REFERENCES

Phase II Inspection Areas

<u>Functional Areas</u>	<u>IGMC Checklist No.</u>
Officer Uniform Inspections	(290)
Staff NCO Uniform Inspections	(300)
Personnel Inspection	(310)
Drill	(320)
Color Guard	(420)
Clothing and Equipment Inspection	(310)
Physical Fitness Test	(340)

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APPENDIX D

MARINE CORPS DISTRICTS PHASE I AND PHASE II AREAS WITH IGMC
CHECKLIST CROSS-REFERENCES

Phase I Functional Inspection Areas

<u>Functional Areas</u>	<u>IGMC Checklist No.</u>
Request Mast	(020)
Morale	(030)
Career Planning	(040)
Publications Mgmt. & Directives Control	(060)
Marine Corps Records Mgmt. Program	(061)
General Administration	(062)
Fitness Reports	(063)
Printing Management	(064)
Promotions	(066)
Identification Cards	(067)
Personnel Administration	(070)
Awards/Decorations/Medals Program	(071)
Marine Corps Total Force System	(080)
Legal Administration	(090)
Personal Affairs	(120)
Separation and Retirement	(121)
Ground Safety (MSC)	(130)
Motor Vehicle Safety	(140)
Public Affairs	(150)
Equal Opportunity Program	(190)
Substance Abuse Program	(200)
Absentee Voting Program	(210)
FWA and Hotline W/O AI	(317)
Command Inspection Program	(319)
Physical Fitness Program	(340)
Weight Control/Military Appearance	(350)
Unit Training Management	(380)
Leadership Training	(383)
Troop Information Program	(384)
Professional Military Education	(385)
MCI Program	(390)

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Phase I Inspection Areas

<u>Functional Areas</u>	<u>IGMC Checklist No.</u>
Information Systems Management	(405)
Education Programs	(410)
Historical Program	(460)
Fiscal Matters	(490)
Garrison Property/Supply Management	(561)
Garrison Mobile Equipment	(591)
Purchasing Procedures	(No AIRS Checklist)

Phase II Inspection Areas

Officer Uniform Inspections	(290)
Staff NCO Uniform Inspections	(300)
Personnel Inspection	(310)
Color Guard	(420)
Physical Fitness Test	(N/A)
Clothing and Equipment	(N/A)

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APPENDIX E

GRADING SYSTEM

1. The goal of the Commanding General's Inspection Program is to honestly evaluate each unit's ability to accomplish its mission without spending excessive man-hours in similar type preparatory or preliminary inspections. The grading system used to conduct inspections will state only "Mission Capable" or "Non-Mission Capable" as per reference (a) and explained in paragraph 3a and 3b below.

2. Grading Procedures

a. Phase I (Functional Areas). Each functional area will be evaluated using the standard IGMC checklist which contain applicable questions. An overall grade of Mission Capable or Non-Mission Capable will be assigned to each functional area. Discrepancies and findings will be noted on the grading sheets for each area.

b. Phase II (Military Inspections). Each inspection event will be graded on the unit's ability to perform the event. Each event will be assigned a grade of Mission Capable or Non-Mission Capable.

3. Grading System Definitions

a. Mission Capable. The organization/unit possesses and uses the requisite skills, equipment, personnel, and understanding to accomplish its assigned mission, tasks, and functions.

b. Non-Mission Capable. The organization/unit does not possess or does not use the requisite skills, equipment, personnel, and understanding to accomplish its assigned mission, tasks, and functions.

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c. Discrepancy. An error or failure to comply with guidance, direction or action as required in appropriate and applicable directives.

d. Finding. A significant problem within the organization which:

(1) Detracts from the organization's readiness.

(2) Involves or could lead to waste, fraud, or abuse.

(3) Involves issues of health, morale, or welfare of the unit's Marines or Sailors.

(4) Significantly deviates from higher headquarters policies and procedures.

4. A repeat **discrepancy** in two consecutive CG biennial inspections could result in a finding. A repeat **finding** in two consecutive CG biennial inspections will normally result in the organization/unit being assigned a Non-Mission Capable.

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APPENDIX F

INSTRUCTIONS FOR CONDUCTING THE INSPECTION AND PREPARING THE INSPECTION REPORT

1. Principles

a. The fundamental purpose of an inspection is to assess and enhance the ability of a unit to prepare for, and to perform, its assigned mission. The organization/unit's mission and ways to enhance readiness shall be the focus of the inspection.

b. Inspections will identify root causes of problems, vice just the symptoms; particularly those beyond the capability of the commander to determine and solve.

c. Inspections will foster a climate of trust and confidence by ensuring a positive, productive learning experience.

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

e. Inspections will recognize excellence.

f. Augment inspectors represent the Commanding General when conducting inspections.

2. Grading Systems. "Mission Capable" or "Non-Mission Capable" as defined in Appendix E.

3. Definitions

a. Inspection. An official evaluation of a unit where the results or findings are reported in writing to any higher headquarters. Not included are audits performed by recognized audit groups (i.e. MCAAT) under formal audit standards.

b. Checklists. A written set of guidelines, AIRS, for specific functional areas which:

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(1) Outline the general elements needed for day-to-day administration and operation.

(2) Provide guidelines for internal evaluation.

(3) Provide standardized criteria for the conduct of an inspection.

4. Conducting The Inspection

a. Use black ink on all checklists.

b. Answer every question on the checklist with either: (1) Yes, (2) No, or (3) N/A, as applicable.

c. For each finding or discrepancy noted, list checklist statement # and comment in remarks block beginning on the first page of the Functional Area Grade Sheet. If no findings or discrepancies were found, annotate such in the POSITIVE COMMENTS/RECOGNITION section.

d. Assignment of the final grade (Mission Capable/Non-Mission Capable) is the prerogative of the individual inspector.

e. Prior to assignment of a Non-Mission Capable grade the functional area inspector will consult with the Depot Inspector.

f. Submit the completed checklist with the Functional Area Grade Sheet to the MCRD/WRR Inspector's Office not later than five working days after the inspection.

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FUNCTIONAL AREA GRADE SHEET

Functional Area #: _____ Title: _____ Date: _____
Inspector: _____ Inspected Unit: _____

Grade: (circle one only) Mission Capable Non-Mission Capable

DISCREPANCIES

STATEMENT #: _____ REMARKS: _____

STATEMENT #: _____ REMARKS: _____

STATEMENT #: _____ REMARKS: _____

STATEMENT #: _____ REMARKS: _____

DISCREPANCIES cont.

STATEMENT #: _____ REMARKS : _____

STATEMENT #: _____ REMARKS : _____

STATEMENT #: _____ REMARKS : _____

STATEMENT #: _____ REMARKS : _____

STATEMENT #: _____ REMARKS : _____

STATEMENT #: _____ REMARKS : _____

