



UNITED STATES MARINE CORPS  
2D MARINE LOGISTICS GROUP  
II MARINE EXPEDITIONARY FORCE  
PSC BOX 20002  
CAMP LEJEUNE, NC 28542-0002

2DMLGO 5040.1M

G-7

SEP 17 2013

2D MARINE LOGISTICS GROUP ORDER 5040.1M

From: Commanding General  
To: Distribution List

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM (CGIP)

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

Encl: (1) Functional Area Checklists  
(2) Concept and Guidance  
(3) Format for Internal Inspection Letter  
(4) Format for Corrective Action Report  
(5) Format for Functional Area Waiver Letter  
(6) Format for Unit Inspection Report  
(7) Sample Inspector Appointment Letter  
(8) Inspection Categories and Teams  
(9) CGIP Critique

1. Situation. The references require 2d Marine Logistics Group (2d MLG) to implement an inspection program that assesses, assists and enhances the ability of subordinate commands to prepare for and perform their assigned missions. Specifically, the references require a CGIP be established and executed. Per the references, the 2d MLG Command Inspector General (CIG) is responsible for the implementation and execution of the 2d MLG CGIP.

2. Cancellation. 2DMLGO 5041.1L

3. Mission. To coordinate and conduct inspections of 2d MLG subordinate commands, on a biennial basis to evaluate areas critical to mission execution, ensure compliance with regulations and policy, and provide Commanding Officers with a means to critically assess and train their commands.

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#### 4. Execution

a. Commander's Intent. My intent is to use the CGIP to ensure the continued combat readiness, efficiency and integrity of 2d MLG. The CGIP will be conducted in such a manner that it develops an environment of trust and confidence, in which the commanding officer's authority is respected and upheld. Inspections will provide a positive learning experience, identify root causes of problems (particularly those that are beyond the capability of the commanding officer to resolve), correct findings and deficiencies, and provide an opportunity to recognize individual and command excellence.

#### b. Concept of Operations

(1) The fundamental philosophy of the inspection program is to evaluate, train and assist. As "discrepancies" and "findings" are identified during an inspection, members of the inspected command will be educated on the proper procedure(s) to correct them. "On the spot" corrections will be made during the inspections when feasible.

(2) Short-notice inspections will be used, normally allowing the inspected unit/command five working days notice in advance of the inspection, to minimize wasted preparation time and to provide the commanding officer an accurate assessment of the command's day-to-day readiness.

(3) The purpose of the inspection is to ensure command compliance with current regulations, policies and procedures. The CGIP will assist commanding officers in promoting morale, economy, efficiency, effectiveness, readiness and training while simultaneously detecting and preventing fraud, waste, abuse, mismanagement, discrimination, sexual harassment and other forms of impropriety.

(4) 2d MLG commands will be inspected biennially. Enclosure (1) is a listing of the functional areas (FAs) that will normally be inspected during the CGIP. While enclosure (1) FAs should be considered 2d MLG "core FAs," they are subject to deletion, addition and amendment, and in some instances, may be waived as discussed more fully in paragraph 4c(1)(e) below. Additionally, the 2d MLG command/unit "Commanding General's Inspection Program (CGIP) Notification Letter" will identify actual FAs to be inspected for a given/scheduled CGIP.

(5) Inspections will be conducted in a manner that causes minimal operational disruption to the command being inspected. Enclosure (2) provides general guidance on the execution of the CGIP.

(6) Prior written reports of external technical inspections and/or technical assistance visits may satisfy the requirements of specific CGIP FAs. Commands are responsible for informing the CIG of such external inspections; including providing scheduling information and written results of the same.

(7) New inspectors will receive training prior to their first CGIP inspection.

c. Subordinate Element Missions

(1) Commanding Officers

(a) For non-formal CGIP years (i.e., every other year), develop, conduct and document an internal inspection program. Minimally, the internal inspection program will include conducting formal internal inspections of each FA listed in enclosure (1); completed, legible, FA checklists will be retained for a period of three years. Also, using enclosure (3), forward the results of self-inspections to the CIG's Office within 30 days of the conclusion of the inspection.

(b) As required, request and coordinate Special Assist Visits (SAVs) with the CIG; such requests, however, will not normally be supportable within 60 days of a planned inspection. These visits are designed to assist commands with problematic/desired FAs, but are not considered a substitute for internal command self-inspections.

(c) Using enclosure (4), submit a "Corrective Action Report (CAR)" for concluded CGIPs within 30 days of receipt of the "Unit Inspection Report (UIR)" (enclosure (6)). As indicated in enclosure (4), the CAR shall specifically address; (1) corrective actions to be taken for "findings" and/or grades of "non-mission capable" (identified in the UIR); and (2) items requiring higher headquarters attention.

(d) Ensure areas identified as "non-mission capable (NMC)" during the CGIP are prepared for re-inspection within 90 days of the receipt of the UIR. Also, ensure prior detailed coordination with the CIG concerning the conduct of re-

inspections. If a re-inspection results in another grade of NMC, the Commander is required to personally brief the CG on the relevant issues, including a 30-day corrective action plan; the CIG will also attend this brief.

(e) Using enclosure (5), if applicable, request the waiver of inspection of FAs previously (externally) inspected within six months of a formal, announced, CGIP, or which are "not applicable" to a specific command. During the prior inspection, the FA(s) must have received a grade of "mission capable," and detailed rationale for any "not applicable" FAs must be provided. Also, include the prior inspection results for each FA where a waiver is requested.

(2) Command Inspector General

(a) Serve as the principal advisor to the Commanding General and focal point for all inspection matters.

(b) Provide oversight and follow-up for all completed inspections and command actions taken to correct problem areas reported in the UIR.

(c) Establish inspection teams; coordinate their activities, conduct inspector training, and ensure all inspectors adhere to the inspection principles and grading system delineated in the references and herein.

(d) Prior to scheduling inspections, coordinate with Assistant Chiefs of Staff to de-conflict separate, non-CGIP, inspections or significant training and exercise employment plan (TEEP) events.

(e) Coordinate with Commanding Officers, Assistant Chiefs of Staff and Special Staff Officers concerning any additions or deletions of FAs under their cognizance.

(f) For each completed CGIP, prepare an "Executive Summary (EXSUM)" on the same for the CG, 2d MLG, within five working days of the formal command/unit CGIP out-brief.

(g) Using enclosure (6), and in accordance with the references, report inspection results to the inspected command, via the UIR, within 15 days of the conclusion of the inspection.

(h) As required, schedule and coordinate briefings for the CG, 2d MLG on inspection results, trend analysis and status of corrective actions.

(i) Maintain CGIP inspection results for a period of six years.

(3) Staff Sections

(a) Identify, appoint and provide qualified inspection team members to the CGIP (inspection) team, as requested by the CIG.

(b) Using enclosure (7), appoint, in writing, your selected inspection personnel. As necessary, identify and replace assigned/appointed inspectors (e.g., when an appointed inspector receives PCS or TAD orders).

(c) Ensure inspection team members are familiar with the contents of this Order; especially, the specific guidance provided in enclosures (2) and (8).

5. Administration and Logistics

a. Recommendations for changes or modifications to this Order are invited. Recommendations should be forwarded to the CG (Attn: CIG) via the chain of command.

b. Enclosure (9) critiques will be completed and provided to the CIG at the conclusion of the formal command/unit CGIP out-brief.

6. Command and Signal

a. Command. This Order is applicable to all 2d MLG units.

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



E. D. BANTA

DISTRIBUTION: A

## FUNCTIONAL AREA CHECKLISTS

Functional areas (FAs) are updated, added and/or deleted on a regular basis; also, see below note if FA is asterisked. To view the most current list, please refer to the IGMC Website at:

<http://www.marines.mil/unit/hqmc/inspectorgeneral/pages/functionareachecklists.aspx>

<u>NUMBER</u>	<u>FUNCTIONAL AREA</u>	<u>STAFF COGNIZANCE</u>
001	Command Inspection Program	G-7
020	Request Mast	G-7
040	Career Planning	MLG CRS
060	Marine Corps Forms Management Program	G-1
061	Marine Corps Records Management Program	G-1
062	General Administration	AAU **
063	Performance Evaluation System	G-1
065	Privacy Act	G-1
066	Officer and Enlisted Promotion Process	AAU **
068	Marine Corps Publications Management Program	G-1
070	Personnel Administration	AAU **
071	Military Awards	G-1
075	Defense Travel System (DTS)	AAU **
080	Marine Corps Total Force System (MCTFS)	AAU **
090	Legal Administration	G-1
092	Victim and Witness Assistance Program	SJA
100	Postal Affairs	Postal
120	Casualty Affairs	G-1
121	Separation and Retirement	AAU **
123	Limited Duty	AAU **
130	Safety	Safety
190	Equal Opportunity Program	EOA
200	Substance Abuse Program	SACO
210	Voter Registration Program	G-1
240	Oversight-Intel/Non-Intel Sensitive	G-2
270	Information and Personal Security Program	Sec Mgr
290	Officer Uniform Inspection	G-7
300	Staff NCO Uniform Inspection	SgtMaj
310	Personnel Inspection	SgtMaj
316	Fraud, Waste, Mismanagement Oversight	G-7
320	Drill	SgtMaj
325	Sword Manual	SgtMaj
340	Physical Fitness Program	G-3
350	Body Composition and Military Appearance	G-3
360	Combat Marksmanship Program	G-3

<u>NUMBER</u>	<u>FUNCTIONAL AREA</u>	<u>STAFF COGNIZANCE</u>
370	Marine Corps Martial Arts Program	G-3
380	Unit Training Management	G-3
381	Water Safety/Survival Program	G-3
385	Distance Professional Military Education	G-3
390	MCI Program	G-3
405	Information Systems Management	G-6
420	Color Guard	SgtMaj
460	Historical Program	Historian
470	Physical Security	Sec Mgr
480	Antiterrorism	Sec Mgr
481	Operations Security	G-3
490	Financial Management	G-8
500	Health Services Support	Surgeon
510	Dental	Dental
520	Religious Ministries	Chaplain
561	Garrison Personal Property & Plant Equip	G-4
591	Garrison Mobile Equipment	G-3/UMCC
630	Communications-Electronics	G-6
680	Bachelor Housing	G-4
753	Ground Supply	G-4
754	Ground Maintenance Management	G-4
755	Ground Ordnance Maintenance	G-4
756	Engineer Equipment Maintenance	G-4
764	Environmental Program Management	Safety
800	Distribution Management	G-4
810	EOD	N/A
930	CBRN Defense	CBRN
961	Exceptional Family Member Program	G-1
963	Sexual Assault Prevention and Response	SARC
967	Single Marine Program	SgtMaj
968	Marine Corps Personal and Family Readiness	FRO
970	Unit Readiness	G-3
992	Government Travel Charge Card Program	AAU **
994	Suicide Prevention Programs	Safety
996	Marine Corps Sponsorship Program	G-1

NOTE: G-1 will support/inspect FAs that are double asterisked if/when AAU is not available.

**CONCEPT AND GUIDANCE**

1. The underlying premise of the CGIP is that it must be capable of validating the consistent mission capable readiness of a given command/unit in functional areas (administrative and technical) and troop events. For this reason, the CGIP will be short-notice in nature; more specifically, command/units will normally receive notice of an inspection five working days in advance. It is not designed to test how well Marines or Sailors can prepare for an inspection; rather, it provides the opportunity for each command to reflect the day-to-day operating procedures, capabilities, and personnel readiness established within that command. The following are general guidelines regarding the implementation of the CGIP:

a. The CGIP will not hinder real-world operations or planned higher headquarters field exercises. Where possible, conflict with training events by individual commands will be avoided. Prior to scheduling inspections, the CIG will coordinate with Assistant Chiefs of Staff to de-conflict separate, non-CGIP, inspections or significant training and exercise employment plan (TEEP) events.

b. The CGIP will normally be conducted over three to five days. The actual time will be determined by the size of the command to be inspected. The first day will include an in-brief for the Commanding Officer, as well as sufficient time for functional area inspectors to meet with their counterparts in the commodity area to be inspected. After initial notification of a pending Command Inspection, units will be instructed on the required percentages and numbers of personnel and grades to undergo troop functions such as drill, fitness tests, and uniform inspections. Adequate time will be allowed for individual units to respond to this requirement.

c. While the CGIP will be a short-notice event, follow-up evaluations will be scheduled, as necessary.

d. Portions of the CGIP may be excluded if a particular area has been recently inspected, or is pending an inspection (e.g., MCAAT, FSMAO, SMAT, Explosive Safety Inspection, physical security inspection(s) and an installations safety inspection(s)), and is found to be mission-capable contain with no or limited discrepancies. The CIG will determine the scope of each inspection, based on guidance contained in this Order.

2. Commander's Guidance. The best preparation for the the CGIP is to have a sound internal inspection program that is consistently executed; periodically validated through "Special Assist Visits (SAVs)." Troop events will require regular instruction or review of the basic tenets involving small unit leadership.

3. Evaluation Criteria. Many factors are involved in evaluating a command. While the results of a CGIP are important, other factors can impact readiness, such as critical manpower shortages, large personnel turnover or frequent operational commitments. A spirit of cooperation and assistance, focused toward teaching and understanding must exist between the unit being evaluated and the inspection team. The formal grading system, however, for the CGIP is as follows:

a. Mission Capable. The command possesses the requisite skills, equipment, personnel, and understanding to accomplish its assigned mission, task, and functions, and uses these skills, equipment, personnel, and understanding to accomplish its mission, tasks, and functions.

b. Non-mission Capable. The command does not possess the requisite skills, equipment, personnel, and understanding to accomplish its assigned mission, task, and functions, and does not use these skills, equipment, personnel, and understanding to accomplish its mission, tasks, and functions.

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

d. Finding. A significant problem within the command which (only one item is required):

- (1) Detracts from the command's readiness.
- (2) Involves or could lead to fraud, waste, abuse or mismanagement.
- (3) Involves issues of health, morale, or welfare of the unit's Marines and Sailors.
- (4) Significantly deviates from higher headquarters' policies and procedures.

NOTE: The CIG will review all materials related to items proposed as "findings" and the recommendations provided by the inspector.

4. Inspection Principles. At a minimum, Commanders and inspectors will consider the following when preparing for and conducting inspections:

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 unit's mission will be the focus of the inspection.

b. Inspections will identify root causes of problems, particularly those beyond the capability of the commander to solve.

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

d. Inspectors will respect and uphold the Commanding Officer's authority.

e. The number, frequency, and type of inspections will be held to a minimum.

f. Duplication among inspections will be avoided.

g. Inspections will recognize excellence, including noteworthy personnel and best practices.

h. Inspections will be a positive, productive learning experiences for the Marines and Sailors.

i. Inspections will result in a written report.

j. The inspection process will include follow-up and assistance in the resolution of problems which are beyond the ability of the inspected unit to solve.

## FORMAT FOR INTERNAL INSPECTION LETTER

(Letterhead)

5040

CO

Date

From: Commanding Officer  
 To: Commanding General, 2d Marine Logistics Group (Attn: Command Inspector General)

Subj: INTERNAL INSPECTIONS FOR CALENDAR YEAR 20XX (CY-XX)

Ref: (a) NAVMC DIR 5040.6H  
 (b) MCO 5040.6H  
 (c) 2d MLGO 5040.1M

1. Per the references, an internal inspection program was initiated and completed during (inclusive dates). The following results are provided:

a. Discrepancies. All discrepancies have been, or are in the process of, being corrected.

b. Findings. There were three findings in the following functional areas: FA # \_\_, FA# \_\_, and FA# \_\_. Overall, however, the command has been found to be mission capable.

c. Non-Mission Capable. FA# \_\_ was found to be non-mission capable and we are, therefore, requesting that a "Special Assist Visit" (SAV) be provided for this FA as soon as possible.

2. Commander's Assessment. Overall, the command continues to be mission capable. Morale is good and command climate is positive, based on our command climate survey of (date). High operational tempo and high-value/low-density MOS shortages (name which MOSSs, if applicable) continue to adversely effect our ability to meet the requirements enumerated in FA# \_\_ (same as non-mission capable FA#). The requested SAV will greatly assist us in correcting our most pressing deficiencies.

NOTE: The above is an example only - but please discuss the most relevant readiness/command climate issues.

3. My point of contact is (name and phone number).

Commanding Officer

Enclosure (3)

FORMAT FOR CORRECTIVE ACTION REPORT

(Letterhead)

5040  
Code  
Date

From: Commanding Officer, (Unit)  
To: Commanding General, 2d Marine Logistics Group (Attn:  
Command Inspector General)

Subj: CORRECTIVE ACTION REPORT (CAR)

Ref: (a) NAVMC DIR 5040.6H  
(b) MCO 5040.6H  
(c) 2d MLGO 5040.1M  
(d) CIG ltr 5041/CIG dtd \_\_\_\_\_

1. This report is submitted in response to reference (d):
  - a. List findings and corrective action taken.
  - b. Provide comments concerning overall action (procedural changes, training, etc.) taken to correct discrepancies.
2. Address items requiring higher headquarters' attention.

Commanding Officer

FORMAT FOR FUNCTIONAL AREA WAIVER LETTER

(Letterhead)

5040

CO

Date

From: Commanding Officer, (Unit)  
To: Commanding General, 2d Marine Logistics Group (Attn:  
Commanding Inspector General)  
Subj: REQUEST FOR WAIVER OF FUNCTIONAL AREA(S) 100, 200, ...  
(List all functional areas to be waived.)  
Ref: (a) 2d MLGO 5040.1M  
Encl: (1) External Inspection Results for FA# XXX

1. Per the reference, request relief from the following functional areas during the upcoming 2d MLG CGIP inspection:

a. Functional Area XXX, (Title): Area was found to be mission capable during a MCAAT inspection less than 6 months ago (provide inspection results as an enclosure).

b. Functional Area XXX, (Title): Is not a function relevant to this command and is, therefore, not applicable. (This function is provided by (contract, another command, etc.).)

2. My point of contact is (name and phone number).

Commanding Officer

FORMAT FOR UNIT INSPECTION REPORT

(Letterhead)

5040  
CIG  
(Date)

From: Command Inspector General  
To: Commanding Officer (Inspected Command)  
Via: Commanding Officers within chain of command  
  
Subj: COMMANDING GENERAL'S INSPECTION PROGRAM (CGIP) UNIT  
INSPECTION REPORT (UIR)  
  
Ref: (a) MCO 5040.6H  
(b) II MEFO 5040.1B  
(c) 2d MLGO 5040.1M  
  
Encl: (1) Detailed Results Binder

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.

b. Section II: Mission-capable with Findings. A detailed summary of "mission-capable with findings" grades in a bulletized format.

c. Section III: Non-mission Capable. A detailed summary of "non-mission capable" grades in a bulletized format; includes "findings" and "recommendations."

d. Section IV: Noteworthy Performance/Best Practices. A detailed summary of "note-worthy performers" and "best practices" in a bulletized format.

Enclosure (6)

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

e. Section V: Conclusion. A detailed narrative statement concerning the overall unit health and performance of the command; including, results of interviews with command personnel, common themes, noted concerns and recommendations concerning the same.

f. Section VI: Action. A detailed statement concerning corrective action reporting required by the command for "mission capable with findings" grades and re-inspections for "non-mission capable" grades.

2. Questions concerning this report should be directed to the Command Inspector General Chief (Name and phone number).

Command Inspector General

Enclosure (6)



UNITED STATES MARINE CORPS  
2D MARINE LOGISTICS GROUP  
II MARINE EXPEDITIONARY FORCE  
PSC BOX 20002  
CAMP LEJEUNE, NC 28542-0002

IN REPLY REFER TO:

5041

Orig

Date

From: AC/S XXXX or Deputy AC/S (must have "By direction")  
To: Command Inspector General, 2d Marine Logistics Group

Subj: APPOINTMENT OF GYSGT I. M. MARINE TO 2D MARINE LOGISTICS  
GROUP (2d MLG) COMMANDING GENERAL'S INSPECTION PROGRAM  
(CGIP)

Ref: (a) 2dMLGO 5041.1M

1. Per the reference, GySgt I. M. Marine, USMC, is hereby assigned to the 2d MLG CGIP inspection team.
2. As such, his/her duties include subject matter expertise in the following Functional Areas (FA's): name and number for all functional areas to be inspected.
3. This assignment will take precedence over all normal work day responsibilities during 2d MLG CGIP inspections.
4. The Security Clearance for GySgt I. M. Marine is:
5. The point of contact for this matter is (name and telephone number of appointing section/directorate point of contact).

XXXXXXX

By direction

Enclosure (7)

## INSPECTION CATEGORIES AND TEAMS

1. Inspection Categories. Inspections are divided into two categories; internal and external.

a. Internal Inspections. These inspections are conducted from within 2d MLG and include the following:

(1) Commanding General's Inspection Program (CGIP).

This inspection is a short-notice inspection designed to validate the readiness of a command or unit. It consists of two major areas; namely, troop oriented inspections and technical functional areas.

(2) Special Assist Visit (SAV)

(a) The SAV offers the Commander an unofficial evaluation of any desired functional areas; however, as previously discussed, this option may not be supportable within 60 days of a planned inspection. Focus of the SAV is threefold:

(1) It provides a readiness evaluation to the Commander.

(2) It concentrates on training personnel and improving procedures.

(3) It can be tailored to view any or all of the functional areas. The results of the SAV are provided only to the commander of the inspected unit.

(b) SAVs should normally be scheduled through the CIG's Office. In some instances, it will be permissible for CGIP inspection team members to conduct SAVs via direct liaison with the command's functional area manager/SME, however, the CIG's Office must still be notified of this type arrangement.

(c) It is important to note that manpower constraints may limit the extent of a SAV. For this reason, Commanders should make SAV requests no later than 90 days in advance.

(3) Specific Functional Area Inspections. It is important to note that specific CGIP functional area inspections may be conducted on an as required basis. The purpose of such inspections will be to validate correction of specific deficiencies identified during previous inspections and/or to

determine if similar deficiencies reside throughout 2d MLG. When conducted, results of a specific functional area inspection will be shared by the functional area inspector with the unit's Commanding Officer, and a copy of the final inspection results will also be provided to the CIG's Office.

b. External Inspections/Assessments. The inspections and assessments listed below are conducted by inspectors from outside 2d MLG in accordance with regulations issued by higher authority and are coordinated through the appropriate general staff section and the 2d MLG CIG's Office. The frequency of these inspections is based on guidance promulgated by CMC and other Federal and State agencies; some of these inspections and assessments are not intended to be all inclusive but, rather, target specific areas of concern (e.g., NAS and GAO inspections referenced below). Within 10 days of receiving official inspection results, a copy of the results is to be submitted to the 2d MLG CIG's Office by the staff section or command having been inspected/assessed.

(1) Field Supply Maintenance Analysis Office (FSMAO). All permanently assigned units will be analyzed by FSMAO biennially, per MCO P4400.160\_.

(2) Marine Corps Administrative Analysis Team (MCAAT). All permanently assigned units will be examined on a biennial basis by MCAAT, per MCO 7220.13\_.

(3) Annual Food Service Inspection. The Food Service Department will be inspected annually by the East Coast Food Management Team, per MCO P10110.14\_.

(4) Base Environmental Compliance Inspection

(5) Naval Audit Service (NAS) Inspections/Assessments

(6) U. S. Government Accountability Office (GAO)

(7) Physical Security Inspections (PMO/MCIE)

(8) Etc.

## 2. Inspection Team

a. Administrative, Troop and Technical Inspectors. The 2d MLG CIG's Office will maintain a list of inspectors for each functional area. Inspectors are assigned by the cognizant staff

section based on their expertise in a given area. Additional inspection team augments will be required to conduct troop oriented inspections.

(1) All inspectors assigned to the inspection team will be civilian employees, officer or staff non-commissioned officers (or sergeant for color guard inspection, only). These inspectors will possess the necessary MOS and technical proficiency to adequately inspect their specific responsible functional area(s).

(2) Military personnel assigned are expected to present an excellent personal appearance and will be within the current height and weight standards.

(3) In the event that sufficient functional area expertise does not reside within the general staff section possessing responsibility for specific functional areas, and only after approval is received from the appropriate unit Commanders, personnel from individual units may be assigned to the inspection team based on requisite MOS experience.

(4) Inspector assistance from outside 2d MLG will be coordinated by the CIG's Office. The CIG will be responsible for the formation of the inspection team from those personnel assigned by the cognizant staff sections. Changes, additions, and deletions of assigned inspectors should be made when required to the CIG.

b. As indicated in paragraph 4c(3)(b) of this Order, inspection team members will be appointed in writing; see enclosure (7), for additional guidance.

### 3. Inspector Training

a. Personnel assigned to the inspection team will receive inspector training. The 2d MLG CIG is responsible for conducting the training.

b. Based on the number of inspections actually conducted, inspection team members may receive appropriate fitness report comments. This will be the reporting senior's decision and is another opportunity to reflect the overall performance of the individual inspector.

c. The following is the minimum initial training to be received by each inspector:

Enclosure (8)

- (1) Overview of the CGIP (concept, commander's guidance, and evaluation criteria).
- (2) Inspection principles
- (3) Functional Area Checklists
- (4) What constitutes an actual discrepancy or finding.
- (5) Required reports

#### 4. Inspector Responsibilities

a. Inspectors are assigned based on their knowledge and expertise in their assigned functional area(s). Inspectors are expected to maintain current information and guidance pertaining to their assigned area.

b. As the subject matter expert in their assigned areas, Inspectors will provide assistance and training to the inspected unit personnel during the course of an inspection.

c. Inspectors are responsible for providing sound and workable recommendations to unit personnel and, ultimately, to the commander of an inspected unit, for correcting areas of concern uncovered during an inspection.

d. Inspectors must provide timely report submissions to the CIG in order to facilitate the preparation of the UIR for submission to the commander.

e. Inspectors will attend training conducted by the CIG.

f. Inspectors will conduct re-inspections of those areas receiving a grade of non-mission capable within 90 days of the initial inspection date. Inspectors will submit the results of the re-inspection to the CIG in the same manner as the initial results.

g. Inspectors will attend the following CIG briefs: (1) the CIG pre-brief (i.e., the in-brief preparation meeting/brief for the inspection team), (2) the inspected command in-brief, (3) a post inspection "hotwash," and (4) the final command out-brief. At the final command out-brief, Inspectors will brief all "findings," for their respective FAs, and appropriate recommendations for corrective action. Inspectors must also be

Enclosure (8)

prepared to answer in-depth questions from the commander, and his/her staff, during both the in and out-briefs.

h. Inspectors will give a copy of the functional area checklist with the inspectors' notes (either handwritten or typed) to the unit representative upon completion of the inspection.

i. Inspectors will submit a copy of completed functional area checklists (with the inspectors' notes) to the CIG, along with the Inspection Summary Report, by close of business the last day of the designated inspection week, normally a Friday. Inspectors will ensure that all notes/comments ensure are concise, clear and easily understood.

j. Noteworthy Personnel: Identify, at least, three Marines/Sailors, who contributed significantly, and directly impacted the section/unit.

k. Best Practices: On an ongoing basis, identify and obtain products suitable for posting to the 2d MLG (CIG) website.

## CGIP CRITIQUE

**PURPOSE OF REPORT:** The purpose of this report is to allow the unit commander the opportunity to provide feedback concerning the CGI process. Please provide your comments in the section provided. This report will be submitted to the CIG, 2d MLG NLT *ten working days* after the CGIP out-brief.

## Part A. Completed by the CIG

UNIT ASSESSED:	
DATES ASSESSED:	
CO:	
XO:	
SGTMAJ:	
COORDINATOR:	

## Part B. Completed by the inspected unit (YES/NO, with comments)

1. Were the instructions and guidance provided to your personnel prior to the start of the inspection adequate?
  
2. Was the in-brief informative and thorough; did it adequately prepare you and your unit representatives for the inspection?
  
3. Did the assessment/inspection entail all the functional areas as directed within the unit inspection notification letter? (If not, which FA(s) were added/deleted/modified)?
  
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4. Was each FA adequately assessed/inspected? (If not, ID the associated FA, and note the concern).
  
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5. Were your unit representatives provided an appropriate amount of time to rectify discrepancies on the spot/during the inspection? (If not, ID the associated FA and note the concern).

6. If needed, was adequate training and education provided to your unit representatives? (If not, ID the associated FA and note the concern).

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7. Did your unit representatives receive/understand the Inspectors' final assessment for each FA? (If not, ID the associated FA, and note the concern).

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8. Did the Inspectors conduct themselves in a professional manner, as subject matter experts in written and verbal interactions? (If not, ID the Inspector (Rank, Name) and note the concern).

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9. Did the inspection out-brief represent the anticipated results, as updated during the inspection process (no surprises)?

10. During the out-brief, did the Inspector(s) adequately explain FA(s) that were found to be mission capable with findings (MCF) and/or non-mission capable (NMC)? (If not, ID the associated FA and note the concern).

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11. Was follow-up training and education requested? (If yes, provide the FA(s) requested, the name of Inspector, and date training is/was requested.)

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Areas/items of concern not covered above?

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