



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

2dMLGO 5040.1Q
CIG
JUL 21 2017

2D MARINE LOGISTICS GROUP ORDER 5040.1Q

From: Commanding General, 2d Marine Logistics Group
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
(d) CG II MEF Inspection Philosophy, 8 Jan 15

Encl: (1) Format for Annual CGIP Schedule Bulletin
(2) Functional Areas by Tier
(3) CGIP Standards & Principles
(4) Format for Internal Inspection Letter
(5) Format for Functional Area Waiver Letter
(6) Format for Corrective Action Report
(7) Format for Unit Inspection Report
(8) CGIP Critique
(9) Inspector Appointment Letter
(10) Inspection Categories and Teams
(11) Inspector Grading Sheet

1. Situation

a. 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 CGIP.

b. A detailed analysis of inspection results during the last several years, including input from inspected unit Commanders, reflects the reality that units benefit most from the preparation phase of CGIP. Additionally, reference (d) requires that commanders emphasize the preparation phase of the CGIP including: publishing their inspection guidance, intent for conduct of the inspection, desired outcome, and impact on unit readiness. Accordingly, 2d MLG will publish an annual CGIP inspection schedule which will indicate the month each unit will be inspected.

2. Cancellation. 2dMLGO 5040.1P.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

3. Mission. The CIG will conduct inspections of the 2d MLG command element and subordinate commands on a biennial basis to evaluate areas critical to mission execution and ensure compliance with regulations and policy in order to provide the Commanding General (CG) and Commanding Officers (COs) with a means to critically assess and train their commands.

4. Execution

a. Commander's Intent. I intend to use the CGIP as part of the certification process for all 2d MLG subordinate commands - in order to ensure all 2d MLG Logistics Combat Elements are fully prepared when they "chop" to the Marine Air Ground Task Force. The CGIP will be conducted in such a manner that it develops an environment of trust and confidence. Inspections will provide a positive learning experience, identify the root causes of problems (particularly those which 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) Purpose. The purpose of the CGIP is to ensure 2d MLG commands are in compliance with current regulations, policies, and procedures. The CGIP will assist COs 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.

(2) Method

(a) The 2d MLG command element and subordinate commands will be inspected biennially. To the maximum extent possible, this inspection will be within the first six months of a commander assuming command.

(b) The calendar year CGIP schedule will be published, via a 2d MLG Bulletin, annually at the beginning of the fiscal year. The bulletin will list the units to be inspected, inspection dates, and Functional Areas (FA) to be inspected for each unit. A sample of this bulletin is provided at enclosure (1). Enclosure (2) is a listing of current Inspector General of the Marine Corps (IGMC) FAs and 2d MLG supplemental checklists that will normally be inspected. While enclosure (2) FAs and supplemental checklists will be considered 2d MLG "core FAs," they are subject to deletion, addition, and amendment.

(c) All Functional Areas and supplemental checklists are divided into three tiers: critical, significant, and administrative. The definition of these tiers, and the FAs/checklists arranged by tier, are shown in enclosure (2).

(d) Inspections will be incorporated into the 2d MLG and unit Training Exercise Employment Plan (TEEP).

(e) Enclosure (3) provides general guidance on the execution of the CGIP, as well as the minimum acceptable standards units must meet in order to receive a grade of "Mission Capable" on a CGIP.

(f) In some instances, the FAs may be waived; discussed more fully below in paragraph 4.c.(1)(e). Additionally, the 2d MLG command/unit "CGIP Notification Letter" will identify actual FAs and supplemental checklists to be inspected during each CGIP.

(g) 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.

(h) During CGIP "off-years," 2d MLG subordinate commands will conduct internal inspections of the areas listed in enclosure (1).

(3) End State

(a) The 2d MLG command element and subordinate Commands receive a CGIP biennially.

(b) All 2d MLG subordinate Commands are found "Mission Capable" on the CGIP.

(c) All 2d MLG subordinate Commands conduct an internal inspection biennially, on non-CGIP years.

c. Subordinate Element Missions

(1) Commanding Officers

(a) For CGIP "off-years," develop, conduct, and document an internal inspection program. Minimally, the internal inspection program will conduct formal internal inspections of each FA and supplemental checklist listed in enclosure (2); completed and legible FA checklists will be retained for a period of three years. Utilizing enclosure (4), retain a record of results from this internal inspection program, which is a CGIP inspected item.

(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) Ensure CGIPs are incorporated into the unit TEEP.
- (d) In preparation for CGIPs, develop and publish inspection guidance and intent to facilitate staff action. This guidance and intent will clearly provide direction to your command as to the expected conduct of the inspection, as well as reasonable expectations concerning desired outcomes and anticipated impact to unit readiness.
- (e) For those FAs inspected within the previous six months by external inspections (e.g., Supply Maintenance Analysis Team (SMAT), Field Supply Maintenance Analysis Office (FSMAO), etc.), or for those FAs that are "not applicable" to a specific command, units may request a waiver utilizing enclosure (5). The FAs must have received a grade of "mission capable," and detailed rationale for FAs deemed "not applicable" must be provided. Also, include the prior external inspection results for each FA where a waiver is requested.
- (f) At the start of each CGIP, provide the inspection team with a copy of the most recent internal unit inspection for each applicable FA listed in enclosure (2).
- (g) Using enclosure (6), submit a "Corrective Action Report (CAR)" for completed CGIPs within 30 days of receipt of the "Unit Inspection Report (UIR)" [enclosure (7)]. As indicated in enclosure (6), the CAR shall specifically address: (1) corrective actions to be taken for "findings" and/or grades of "non-mission capable (NMC)" (identified in the UIR); and, (2) items requiring higher headquarters attention.
- (h) Ensure that any areas identified as "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.
- (i) If a unit receives an overall CGIP grade of "NMC," the unit will directly go into a "CGIP stand down." The parameters and length of the stand down will be determined by the CG upon out-brief of the CGIP, or shortly thereafter. Once the unit is within standards, the unit commander will brief the CG on corrective actions taken, along with all remaining corrective actions. All remaining corrective actions will follow the tasks identified in sub-paragraphs (g) and (h) above.
- (j) Complete enclosure (8) and provide responses to the CIG at the conclusion of the formal command/unit CGIP out-brief.

(2) Command Inspector General

- (a) Serve as the principal advisor to the CG and action officer for all inspection matters.
- (b) Publish the Annual CGIP Schedule no later than 30 Oct of each year, utilizing the format in enclosure (1).
- (c) Provide oversight and follow-up for completed inspections and command actions taken to correct problem areas reported in the UIR.
- (d) 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 this order.
- (e) Coordinate with the Commanding Officers, Assistant Chiefs of Staff, and Special Staff Officers concerning additions or deletions of FAs under their cognizance.
- (f) For each completed CGIP, conduct an inspection out-brief by the inspection team to the inspected unit commander.
- (g) Using enclosure (7), and in accordance with the references, report inspection results to the inspected staff section or 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.
- (j) Upon the identification of the "noteworthy personnel" by the inspectors, the CIG will submit Certificates of Commendation to the CG for approval.

(3) Assistant Chief of Staff, G-3

- (a) Ensure Annual CGIP schedule is incorporated into the 2d MLG TEEP.
- (b) Identify, appoint, and provide qualified inspection team members to the CGIP team as requested by the CIG.
- (c) Using enclosure (9), appoint selected primary and alternate inspection personnel in writing. As necessary, identify and replace assigned/appointed inspectors (e.g., when an appointed inspector receives PCS or TAD orders).

(d) Ensure inspection team members are familiar with the contents of this Order, particularly the specific guidance provided in enclosures (3), (10), and (11).

(4) Remaining 2d MLG Primary and Special Staff Sections

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

(b) Using enclosure (9), appoint primary and alternate inspection personnel in writing. 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, particularly the specific guidance provided in enclosures (3), (10), and (11).

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.

6. Command and Signal

a. Command. This Order is applicable to the 2d MLG Total Force.

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



G. F. KEIM
Chief of Staff

DISTRIBUTION: A



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

Canc: MMM YEAR

2DMLGBul 5040
CIG

2D MARINE LOGISTICS BULLETIN 5040

From: Commanding General, 2d Marine Logistics Group
TO: Distribution List

Subj: 2D MLG COMMANDING GENERAL'S INSPECTION PROGRAM (CGIP) SCHEDULE
FOR CY 20XX

Ref: (a) MCO 5040.6H
(b) NAVMC DIR 5040.6H
(c) 2DMLGO 5040.1Q

Encl: (1) 2d MLG Functional Area Matrix

1. Purpose. To publish an annual schedule for the CY20XX Commanding General's Inspection Program for 2d MLG.

2. Background. In accordance with the references, 2d MLG Command Inspector General (CIG) is tasked with performing biennial Commanding General Inspections on the 2d Marine Logistics Group (2d MLG) command element and subordinate commands within the 2d MLG. This Bulletin notifies command personnel, command inspection personnel, and unit functional area managers of the upcoming calendar year's inspection schedule.

3. Action

a. Primary and Special Staff/Inspectors

(1) Review Functional Area Checklists (FACs) from the Inspector General Marine Corps web page,
<http://www.hqmc.marines.mil/igmc/Resources/FunctionalAreaChecklists.aspx> as well as the 2d MLG Supplemental Checklists from the CIG page on the 2d MLG SharePoint site,
<https://eis.usmc.mil/sites/2dmlg/staff/CIG/Home.aspx?RootFolder=%2Fsites%2F2dmlg%2Fstaff%2FCIG%20Document%20Library%2F1%2E%20SUPPLEMENTAL%20CHECKLIST&FolderCTID=0x012000BA7773660F1E4D4DBB90AB09F6707611&View=%7B09105EC1%2D07B9%2D4B54%2D9383%2D0C8B8C99C44F%7D>.

(2) Perform inspections of the below units on specified dates, ensuring that units are inspected on applicable Functional Areas per the enclosure.

<u>UNITS TO BE INSPECTED</u>	<u>INSPECTION DATES</u>
UNIT 1	MONTH
UNIT 2	MONTH
UNIT 3	MONTH
UNIT 4	MONTH
UNIT 5	MONTH
UNIT 6	MONTH
UNIT 7	MONTH
UNIT 8	MONTH

b. Commanders. Complete all reports in accordance with reference (c) .

4. Reserve Applicability. This Bulletin is applicable to the 2d MLG Total Force.

5. Cancellation Contingency. This Bulletin will expire in one year or when effective changes occur to the references, whichever occurs first.

I. M. GENERAL

FUNCTIONAL AREAS BY TIER

Critical Tier: Tied directly to the physical safety of personnel and the unit's readiness. Failure in any of these FAs could likely lead to a CCIR notification.

Significant Tier: Has significant impact on the unit's readiness or personnel.

Administrative Tier: Still relevant but does not have the immediate impact of the other two tiers.

FUNCTIONAL AREAS

No More Than (5) NMC FAs Allowed For The Entire Inspection			
(10) Critical FAs - (0) NMC FAs Allowed			
FA #	FA Description	Sponsor	Tier
1700.28	Hazing Prevention Response	EOA	Critical
1720	Suicide Prevention Program	G-10	Critical
1752	Sexual Assault Prevention and Response Program (SAPR)	SARC	Critical
3000	Unit Readiness	G-3	Critical
3070	Operations Security	G-3	Critical
3302	Antiterrorism	G-3	Critical
5100	Safety Program	G-10	Critical
5300	Substance Abuse Program**	G-10	Critical
5510.3	Information and Personnel Security Program	Sec Mgr	Critical
5530	Physical Security	G-3	Critical
(21) Significant FAs - No More Than (3) NMC FAs Allowed			
FA #	FA Description*	Sponsor	Tier
130	Force Preservation*	G-10	Significant
1040	Career Planning Program	MLG CRS	Significant
1400	Officer and Enlisted Promotion Process**	AAU	Significant
1553.3	Unit Training Management**	G-3	Significant
1700.23	Request Mast	CIG	Significant
1754.9	Unit, Personal and Family Readiness Program (UPFRP)	MLG FRO	Significant
3800	Intel Oversight	G-2	Significant
4400.15	Consumer-Level Supply	G-4	Significant
4600	Government Travel Charge Card Program (GTCCP)	AAU	Significant
4650	Defense Travel System	AAU	Significant
4790	Engineer Equipment Maintenance	G-4	Significant
4790.2	Maintenance Management	G-4	Significant
5090	Environmental Program Management**	G-10	Significant
5110	Postal Affairs	Postal	Significant
5239	Cyber Security Management**	G-6	Significant

5354.1	Military Equal Opportunity Program	EOA	Significant
5800.14	Victim and Witness Assistance Program (VWAP)	SJA	Significant
5800.16	Legal Administration	SJA	Significant
6000	Health Services Support	MLG Surgeon	Significant
7300	Financial Management	G-8	Significant
8000	Ground Ordnance Maintenance	G-4	Significant

(36) Administrative FAs - No More Than (5) NMC FAs Allowed

FA #	FA Description	Sponsor	Tier
110	Security*	G-3	Administrative
120	Professional Development*	G-3	Administrative
140	Unit Internal Inspection Program*	CIG	Administrative
1020	Uniform Inspection	MLG SgtMaj	Administrative
1050	Leave, Liberty and Meal Card Accountability	AAU	Administrative
1320	Sponsorship Program	G-1	Administrative
1500.52	Water Survival Training Program	G-3	Administrative
1500.59	Martial Arts Program	G-3	Administrative
1610	Performance Evaluation System	G-1	Administrative
1650	Military Awards	G-1	Administrative
1700.31	Transition Readiness Program	MLG CRS	Administrative
1700.36	Single Marine Program	MLG SgtMaj	Administrative
1730	Religious Ministries	MLG Chaplain	Administrative
1742	Voter Assistance Program	G-1	Administrative
1754.4	Exceptional Family Member Program (EFMP)	G-1	Administrative
1900.1	Separation and Retirement	AAU	Administrative
1900.2	Limited Duty	AAU	Administrative
3040	Casualty Affairs	G-1	Administrative
3400	CBRN Defense	G-3	Administrative
3571	EOD Technical Evaluation	G-3	Administrative
3574	Marksmanship Program	G-3	Administrative
4113	Mobility Readiness**	G-3	Administrative
5060.1	Color Guard	MLG SgtMaj	Administrative
5060.2	Drill	MLG SgtMaj	Administrative
5060.3	Sword Manual	MLG SgtMaj	Administrative
5210	Records, Reports, and Directive Management Program	G-1	Administrative
5211	Privacy Act	G-1	Administrative
5351	Combat and Operational Stress Control (COSC) Program	G-10	Administrative
5370	Assistance and Investigations	CIG	Administrative
5600	Printing and Publications Management Program	G-1	Administrative
5750	Historical Program	Historian	Administrative

6100	Physical Fitness and Combat Fitness Program	G-3	Administrative
6110	Body Composition and Military Appearance Program	G-3	Administrative
7320	Garrison Personal Property Plant & Equipment	G-4	Administrative
11000.1	Unaccompanied Housing Management**	G-4	Administrative
11240	Motor Transport Licensing	G-4	Administrative

NOTES:

1. FA checklists can be found on the IGMC web page > Functional Area Checklists.
2. FAs that have a single asterisk are supplemental checklists that can be found on the 2d MLG CIG SharePoint site under shared documents > supplemental checklists.
3. FAs that are double asterisked have checklists that can be found on the IGMC web page and include a supplemental checklist that can be found on the 2d MLG CIG SharePoint site.
4. G-1 will support/inspect FAs if/when the Administration Assist Unit (AAU) is not available.

CGIP STANDARDS & PRINCIPLES

1. Standards. In accordance with reference (d), 2d MLG has established an objective inspection standard that is acceptable and achievable. The grading definitions and standard for the CGIP are as follows:

a. Definitions

(1) Function Areas Tiers. All FAs and supplemental checklist are divided into Tiers. These tiers are defined below.

(a) **Critical Tier**: Tied directly to the physical safety of personnel and the unit's readiness.

(b) **Significant Tier**: Has significant impact on the unit's readiness or personnel impact.

(c) **Administrative Tier**: Still relevant but does not have the immediate impact of the critical and significant tiers.

(2) Mission Capable. The command possesses the requisite skills, equipment, personnel, and understanding to accomplish its assigned mission, tasks, and functions; and uses these skills, equipment, personnel, and understanding to accomplish its mission, tasks, and functions.

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

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

(a) Detracts from the command's readiness.

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

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

(d) Significantly deviates from higher headquarters' policies and procedures.

(5) Discrepancy. An error or failure to comply with guidelines, directions or actions, as required by appropriate and applicable directives.

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

b. Inspection Standards. All applicable FAs for a unit will be inspected. For a unit to receive an overall inspection grade of Mission Capable, it must meet the following standard for each Tier:

(1) Critical. No FA in this tier may be Non-Mission Capable. If any FA is Non-Mission Capable, the unit will receive an overall inspection grade of Non-Mission Capable.

(2) Significant. No more than three FAs in this tier may be Non-Mission Capable. If more than three FAs are Non-Mission Capable, the unit will receive an overall inspection grade of Non-Mission Capable.

(3) Administrative. No more than five FAs in this tier may be Non-Mission Capable. If more than five FAs are Non-Mission Capable, the unit will receive an overall inspection grade of Non-Mission Capable.

(4) Overall. No more than five FAs total (all tiers combined) may be Non-Mission Capable. If more than five FAs are Non-Mission Capable, the unit will receive an overall inspection grade of Non-Mission Capable.

c. Failed Inspection/Grade of Non-Mission Capable. If a unit receives an overall CGIP grade of "NMC," the unit will directly go into a "CGIP stand down." The parameters and length of the stand down will be determined by the CG upon out-brief of the CGIP, or shortly thereafter. Once the unit is within standards, the unit commander will brief the CG on corrective actions taken, along with all remaining corrective actions. All remaining corrective actions will follow the tasks identified in sub-paragraphs (g) and (h) above.

2. Inspection Principles. 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 and his/her staff, as well as sufficient time for FA inspectors to meet with their counterparts in the commodity area to be inspected. 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 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.

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

will assist the inspected unit, to the maximum extent possible, with correcting deficiencies and finding solutions to problems.

c. Inspections will foster a climate of trust and confidence. Inspectors will communicate with the inspected sections throughout the inspection, ensuring there are no "surprises" at the end of the inspection.

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, Unit
To: Commanding General, 2d Marine Logistics Group (Attn:
Command Inspector General)
Via: Commanding Officer, Regiment (if required)

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

Ref: (a) NAVMC DIR 5040.6H
(b) MCO 5040.6H
(c) 2DMLGO 5040.1Q

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 MOSs, if applicable) continue to adversely affect 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

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)
Via: Commanding Officer, Regiment (if required)

Subj: REQUEST FOR WAIVER OF FUNCTIONAL AREA(S) 100, 200, ...
(List all functional areas to be waived.)

Ref: (a) 2DMLGO 5040.1Q

Encl: (1) External Inspection Results for FA# XXX

1. Per the reference, it is requested the below FA(s) be waived from
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 CORRECTIVE ACTION REPORT

(Letterhead)

5040
Code
Date

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

Subj: CORRECTIVE ACTION REPORT

Ref: (a) NAVMC DIR 5040.6H
(b) MCO 5040.6H
(c) 2DMLGO 5040.1Q
(d) CIG ltr 5040/CIG dtd _____

1. This report is submitted in response to the references:
 - 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.
3. The point of contact for this correspondence is Rank Name, Phone, Email.

Commanding Officer

FORMAT FOR UNIT INSPECTION REPORT

(Letterhead)

5040

CIG

Date

From: Command Inspector General, 2d Marine Logistics Group
To: Commanding Officer (Inspected Command)
Via: Commanding Officers within chain of command

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM UNIT
INSPECTION REPORT

Ref: (a) MCO 5040.6H
(b) II MEFO 5040.1B
(c) 2DMLGO 5040.1Q

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.

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 an re-inspections for "non-mission capable" grades.

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM UNIT
INSPECTION REPORT

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

Command Inspector General

ENCLOSURE (7)

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).

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-

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

IN REPLY REFER TO:
 5040
 Orig
 Date

From: AC/S XXXX or Deputy AC/S (must have "By direction"), 2d Marine Logistics Group
 To: Command Inspector General, 2d Marine Logistics Group
 Subj: APPOINTMENT OF GYSgt I. M. MARINE TO 2D MARINE LOGISTICS GROUP COMMANDING GENERAL'S INSPECTION PROGRAM

Ref: (a) 2DMLGO 5040.1Q

1. Per the reference, GySgt I. M. Marine, USMC, is hereby assigned as a primary inspector to the 2d Marine Logistics Group (MLG) Commanding General's Inspection Program (CGIP) inspection team. GySgt I. M. Marine, USMC, is hereby assigned as the alternate inspector to the 2d Marine Logistics Group (MLG) Commanding General's Inspection Program (CGIP) inspection team.
2. As such, his/her duties include subject matter expertise in the following Functional Areas (FAs): name and number for all FAs to be inspected.
3. This assignment will take precedence over all normal work day responsibilities during 2d MLG CGIP inspections. More specifically, your "appointed place of duty" includes all 2d MLG CGIP events and briefs as identified by the 2d MLG Command Inspector General (CIG), prior to each inspection.
4. The Security Clearance for primary GySgt I. M. Marine is:
 The Security Clearance for alternate 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

Copy to:
 Alternate Inspector

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 of 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 agencies; some of these inspections and assessments are not intended to be all inclusive but, rather, target specific areas of concern (e.g., Naval Audit Service and U. S. Government Accountability Office inspections referenced below). Within 10 days of receiving official inspection results, a copy of the results will be submitted to the 2d MLG CIG's Office by the staff section or command that was 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) NAS Inspections/Assessments.

(6) U. S. Government Accountability Office.

(7) Physical Security Inspections.

2. Inspection Team

a. Administrative, Troop and Technical Inspectors. The 2d MLG CIG's Office will maintain a list of primary and alternate 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, officers or staff non-commissioned officers (or a sergeant on a pre-approved basis only). These inspectors will possess the necessary Military Occupational Skill (MOS) and technical proficiency to adequately inspect their specific responsible FAs.

(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 staff section possessing responsibility for specific FAs, and after notification to the CIG concerning the same, an alternate inspector from within 2d MLG may be arranged for by the specific staff section; however, all of this must be discussed in advance and coordinated through the CIG Office.

(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 submitted, when required, to the CIG.

b. As indicated in paragraphs 4c(3)(b) and 4c(4)(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:

(1) Overview of the CGIP (concept, commander's guidance, and evaluation criteria).

(2) Inspection principles.

(3) FACs.

(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 FAs. Inspectors are expected to maintain current information 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) inspector training, (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 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 FAC 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 FAC (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 are concise, clear and easily understood.

j. Noteworthy Personnel: Identify all Marines and Sailors, who contributed significantly and directly impacted the section/unit, to the CIG.

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



2D MLG COMMANDING GENERAL'S INSPECTION PROGRAM

INSPECTOR GRADING SHEET

FUNCTIONAL AREA #/TITLE: Choose an item.

UNIT INSPECTED: Choose an item.

DATE OF INSPECTION: Click here to enter a date.

INSPECTORS NAME: Rank Initials Last Name

UNIT REPRESENTATIVE: Rank Initials Last Name

OVERALL GRADE: Choose an item.

A. INSPECTION SUMMARY: (Provide narrative summary of inspection results.)

Overall, Choose an item.'s (unit name) Choose an item. (functional area) procedures are Choose an item. with Choose an item. (#) findings and Choose an item. (#) discrepancies. Additionally, there were Choose an item. (#) best practices and Choose an item. (#) noteworthy Marines/Sailors.

B. FINDINGS (LIST ALL AND #):

FINDING #: Name of problem area.

DISCUSSION: Brief description of problem.

RECOMMENDATION: Brief recommendation for corrective action.

C. DISCREPANCIES (LIST ALL AND #):

DISCREPANCY #: Name of problem area.

DISCUSSION: Brief description of problem.

RECOMMENDATION: Brief recommendation for corrective action.

D. BEST PRACTICES (LIST ALL AND #):

AREA #: Name of area.

DISCUSSION: Brief description of best practice.

E. NOTEWORTHY INDIVIDUALS (LIST ALL AND #):

Rank Last Name, First Name, M.I.

Unit (Co., BN, REGT)

Billet Name

FA # / FA Name