



UNITED STATES MARINE CORPS

MARINE CORPS BASE
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134-5135

MCBO 5040.3 Ch 1
B 051
25 Jun 13

MARINE CORPS BASE ORDER 5040.3 Ch 1

From: Commander

To: Distribution List

Subj: COMMAND INSPECTION PROGRAM

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

Encl: (1) Guidance for Preparation and Conduct of the Command
Inspection Program Inspections
(2) Formats for the Post Inspection Report and Status of
Findings Report

1. Situation. On 1 May 1988, the Commandant of the Marine Corps (CMC) eliminated the traditional Inspector General of the Marine Corps (IGMC) inspections and adopted a Marine Corps-wide inspection philosophy, whereby the focus of the inspection process would reside with major subordinate commanders. Per the references, this Order provides guidance and inspection procedures for the Commander, Marine Corps Base Quantico (MCBQ) Command Inspection Program (CIP).

2. Summary of Revision. This Order is new and should be reviewed in its entirety.

3. Mission

a. Reference (a) establishes the Marine Corps inspection process and assigns inspection authority and responsibility to the Commander, MCBQ to establish a program for this Command. The Commander, MCBQ is responsible for designing and administering no-notice, biennial command inspections. The inspections reinforce combat readiness, evaluate areas essential for mission performance, and help commanders identify training deficiencies. The assumption is that tenant commands are ready and mission capable; the CIP merely validates that assumption.

b. The IGMC triennially evaluates the effectiveness of command inspection programs by visits and analysis of command inspection.

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

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Command Inspector General (CIG), MCBQ shall plan and conduct a series of no-notice inspections in order to biennially validate the readiness of Quantico-based commands for their most dangerous and most likely mission profiles, and to assist those commanders in identifying improvements to mission performance. (Note: The MCBQ CIG also serves as the CIG for Marine Corps Combat Development Command and Marine Corps National Capital Region Command.)

(2) Concept of Operations. The CIP is to be administered to ensure that the inspection process requires the least number of inspections in order to meet the aforementioned goals. Inspections should cause minimal disruption to the daily work routine. Redundancy in the inspection process is to be avoided whenever possible.

b. Subordinate Element Missions

(1) Commanders will:

(a) Inform the CIG immediately concerning all scheduled or requested inspections, evaluations, audits, and staff visits to this Command by external agencies which may use your office as a point of contact;

(b) Provide any correspondence concerning such inspections, audits, and evaluations to the Commander, MCBQ (B 051);

(c) Provide to the CIG upon request, qualified personnel as augment inspectors to conduct an inspection. (Note: A tentative schedule is to be provided for planning purposes. Personnel are to be assigned for a 6-month period. If the assigned individual is unavailable, it is the command's responsibility to assign a qualified replacement, in writing, to the CIG.)

(d) Be prepared to be inspected in those areas listed in Appendix B of reference (b) or for any short notice inspection that may be directed, as applicable to your unit or activity mission;

(e) Obtain copies of appropriate Marine Corps inspection checklists electronically from the MCBQ website;

(f) Respond with action taken to correct any findings identified during an inspection within 30 days of the date of the command inspection report;

(g) Respond as directed upon receipt of the Status of Findings Report.

(2) Assistant Chiefs of Staff (AC/S)/ Division Directors will:

(a) Be prepared to be inspected in those areas listed in reference (b), Appendix B and maintained on the IGMC website at <https://www.hqmc.marines.mil/igmc/Resources/FunctionalAreaChecklists.aspx>;

(b) Obtain copies electronically of appropriate Marine Corps inspection checklists from the MCBQ or IGMC website;

(c) Provide to the CIG personnel as augment inspectors to conduct the CIP;

(d) Inform the CIG immediately concerning all scheduled or requested inspections, evaluations, and staff visits to this Command by external agencies that may use your office as a point of contact.

(e) Provide any correspondence concerning such inspections to the Commander, MCBQ (B 051).

(3) CIG will:

(a) Inspect, investigate, or inquire into any and all matters of importance to Commander, MCBQ with particular emphasis on readiness, including, but not limited to: effectiveness, efficiency, discipline, morale, economy, ethics and integrity; environmental protection; safety and occupational health; medical and dental matters; physical security; information systems management; equal opportunity issues; personnel support services; troop information and other issues affecting quality of life; command relationships; and organizational structures;

(b) Assume an oversight role for the CIP and all external inspection/evaluation/audits;

(c) Serve as the principal advisor to the Commander, MCBQ on all inspection matters;

(d) Brief the Commander, MCBQ as necessary and/or when requested;

(e) Conduct, or cause to be conducted, all inspections, evaluations, and audits in order to fulfill the requirements of this Order.

(f) Ensure all augment inspectors receive training on the proper conduct of inspections and inspection procedures.

(g) Request appropriate assistance from HQMC staff agencies for those inspections, evaluations, and audits requiring special expertise not resident within this Command;

(h) Within 10 working days prepare a unit inspection report and Status of Findings Report to the commander/head of the inspected activity upon completion of any inspection or evaluation;

(i) Document all inspections, evaluations, and audits;

(j) Maintain records of all such inspections, evaluations and audits for a period of 6 years;

(k) Make records available to the IGMC during triennial inspections of this Command;

(l) Provide an independent command evaluation of the adequacy and effectiveness of internal control systems to deter and/or detect fraud, waste, abuse, discrimination, sexual harassment and other related improprieties;

(m) Provide recommendations to correct and/or strengthen internal control systems as appropriate, when weaknesses are detected;

(n) Establish policy and procedures for inquiries and supervise, guide, and coordinate all MCBQ inspections, evaluations, and appraisals;

(o) Through analysis of information obtained through investigations, identify areas of weakness that relate to matters of discipline, integrity, efficiency and readiness, and provide appropriate recommendations for improvement;

(p) Receive allegations of inefficiency, misconduct, impropriety, mismanagement, or violations of law, and investigate or refer such matters for investigation as the Commander, MCBQ deems appropriate;

(q) Serve as principal point of contact to Department of Defense (DoD), Department of the Navy (DON), and Headquarters Marine Corps (HQMC) on all inspections, investigations, and related matters pertaining to MCBQ;

(r) Conduct for DoD, DON, and HQMC inspections and surveys and make appropriate evaluations, reports, and recommendations concerning:

1. Tenant commands of MCBQ and
2. Programs which impact on readiness or mission performance.

(s) Conduct area visits and make appropriate evaluations, reports, and recommendations;

(t) Establish objectives, coordinate, and monitor inspection programs in conjunction with appropriate commanders or supervisory authorities;

(u) Coordinate the efforts of organizations engaged in the periodic evaluation of effectiveness, efficiency, integrity, and economy in order to minimize the duplication and quantity of inspections imposed on any unit or activity;

(v) Investigate any matters throughout MCBQ as directed by DoD or HQMC, or otherwise deemed appropriate by the Commander, MCBQ;

(w) Requests for investigations by other local officials shall be given due consideration;

(x) Serve as the MCBQ official to whom, as an alternative to the normal chain of command channels, military and civilian personnel may lodge complaints and provide facts without fear of reprisal concerning violations of law, rules, or regulations; fraud, waste, or inefficiency; abuse of authority or other misconduct; and other matters that reasonably can be expected to be of interest to the Secretary of the Navy, Chief of Naval Operations, CMC, Navy Inspector General, or DoD

Inspector General in order to ensure appropriate inquiry and management action;

(y) Serve as central coordinator for MCBQ matters involving fraud, waste, and abuse or misuse; receive information from appropriate offices on significant items of fraud, waste and abuse or misuse; report status of corrective actions to higher authority; and follow-up, as required;

(z) Serve as the program manager and focal point for the MCBQ/Marine Corps National Capital Region Command and Marine Corps Combat Development Command "Hotline" Program;

(aa) Serve as MCBQ focal point for all matters pertaining to acquisition-related fraud remedies; and

(bb) Recommend Marines, Sailors and/or civilians for recognition by the commander who are deemed noteworthy in their respective functional areas. Recommendations may include consideration for one of the following as an on-the-spot award:

1. Letter of Appreciation;
2. Certificate of Excellence;
3. Certificate of Commendation;
4. Navy and Marine Corps Achievement Medal.

(4) Tenant Activity Heads will:

(a) Participate in the CIP per existing host/tenant Memorandum of Agreements/Letter of Agreements/ISSAs, as required;

(b) Respond with action taken to correct any findings identified during an inspection within 30 days of the date of the unit inspection report; and

(c) Respond as directed upon receipt of the Status of Findings Report. A sample response format is provided in enclosure (2).

c. Coordinating Instructions

(1) The CIG will document all inspections/evaluations and will maintain records of such inspections/evaluations for 6 years. The CIG will ensure these records are available to the

IGMC during the triennial inspections of this Command, or when required.

(2) Activities under this program normally include, but are not limited to, Headquarters and Service Battalion; Security Battalion; and Marine Corps Embassy Security Group aboard MCBQ. Commanders of these activities and others, as determined by the Commander, MCBQ or higher headquarters, will provide qualified individuals to serve as augment inspectors for the functional areas identified by the CIG. Specific by-name assignments are made via separate correspondence. Commanders are responsible for ensuring personnel assigned as augment inspectors are available when needed and are to provide a suitable and qualified replacement as necessary. The assignment period is normally for 6 months. Any inspections under the CIP scheduled during that time are conducted by the CIG with the assistance of the augment inspectors.

5. Administration and Logistics

a. Inspection Principles and Grading System. The inspection principles and grading system identified in Chapter 1 of reference (b) will be followed for the CIP.

b. Definitions. Definitions for the command inspection program are found in Chapter 2 of reference (b).

c. Inspection Checklists, Guidelines, Reports and Schedule. The Marine Corps detailed inspection checklists maintained by the IGMC are to be used by commanders, activity heads, and inspectors in preparing for and conducting inspections under the CIP. Detailed inspection checklists are intended to provide activities with the guidelines from applicable directives for day-to-day administration and operations. However, they are not intended to be all encompassing in content. Thus, total reliance on such detailed inspections checklists, in lieu of proper reference to pertinent directives, should be avoided as they do not guarantee a mission-capable rating. Guidance for preparing and conducting inspection responsibilities are provided in Chapter 3 of reference (b).

d. Support. For those inspections/evaluations requiring special expertise not resident within this Command, the CIG requests appropriate assistance from HQMC, staff agencies and/or activities within the local travel area. The inspection of areas requiring special attention or scheduling is to be conducted on an individual basis by the CIG and the responsible HQMC staff agency.

e. Reports. Within 10 working days of the completion of each CIP inspection/evaluation, a unit inspection report and Status of Findings Report providing a comprehensive appraisal of significant findings is to be completed using the format in enclosure (2) and issued to the commander of the activity inspected. The commander of the inspected activity will respond with corrective actions taken to the Commander, MCBQ (B 051) within 30 days of the date of the unit inspection report. The CIG is to continue follow-up action until all findings are appropriately answered.

f. Recommendations. Recommendations concerning the contents of the CIP are invited. Such recommendations are to be forwarded to the Commander, MCBQ (B 051) via the appropriate chain of command.

6. Command and Signal

a. Command. The CIG assumes an oversight role for the CIP. The CIG is responsible for coordinating all inspections or evaluations and ensuring all inspections are conducted under the guidance of the Commander, MCBQ.

b. Signal

1. Guidance for preparation and conduct of CIP inspections is provided in enclosure (1).

(a) The absence of a detailed inspection/checklist for an area does not mean that the area is not subject to inspection. It simply means that a specific detailed inspection/checklist may not have been developed for that particular area.

(b) Notwithstanding the fact that detailed inspections/checklists are updated by the respective HQMC functional area managers on a continuous basis, care must be exercised to ensure that the most current directives are used in preparing for the inspection.

2. Report formats are provided in enclosure (2). A copy of each completed detailed inspection checklist will also be provided to the commander or head of the unit/activity inspected upon completion of the CIP inspection. This forms the basis for any required corrective action. Inspectors address

discrepancies noted and will provide appropriate comments and suggestions to correct deficiencies

3. This Order is effective the date signed.

/S/
R. L. ANDERSON
Chief of Staff

DISTRIBUTION: A



UNITED STATES MARINE CORPS

MARINE CORPS BASE
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134-5001

MCBO 5040.3 Ch 1
B 053
23 Jan 14

MARINE CORPS BASE ORDER 5040.3 Ch 1

From: Commander
To: Distribution List

Subj: COMMAND INSPECTION PROGRAM

Ref: (a) MCBO 5040.3
(b) MCO 1700.23E

1. Situation. To ensure changes are made to the subject Order.
2. Mission. To publish corrections to reference (a) based on clarification and guidance to reference (b) by the Office of the Inspector General of the Marine Corps.
3. Execution. To direct Change 1 to reference (a).
 - a. Replace enclosure (1) of reference (a) with enclosure (2) of this request.
 - b. PROVMAIN.
4. Administration and Logistics. None.
5. Command and Signal.
 - a. Command. This Order is applicable to all military and civilian personnel attached to this command.
 - b. Signal. Effective date signed.

/s/
T. J. PETWAY
By direction

DISTRIBUTION: A

GUIDANCE FOR PREPARATION/CONDUCT OF COMMANDER'S INSPECTION
PROGRAM INSPECTIONS

1. Activity Participation

a. The activity shall strive for maximum availability of personnel for the inspection.

b. Personnel participation in the troop events and officer/staff noncommissioned officer (SNCO) uniform inspection will be determined by the Command Inspector General (CIG) using the alpha roster and table of organization.

c. The activity to be inspected ensures the readiness and availability of all personnel selected to participate in the troop events. Troop events include physical fitness test (PFT) or combat fitness test (CFT), as appropriate/designated; personnel inspection/drill, and operational readiness events. No later than the first day, the CIG issues the commander of the inspected unit a five paragraph order detailing the events and participation.

2. Officer and Staff Noncommissioned Officer Uniform Inspection

a. The CIG designates the officers and SNCOs to participate in the uniform inspection, and the uniforms each are to wear.

b. Personnel to be inspected should be prepared to answer questions relating to the profession of arms, leadership, and Quality of Life.

c. The command provides appropriate private space for the officer and SNCO uniform inspections. Personnel report singularly using normal reporting procedures, except that the hand salute is to be held until the inspector orders "two".

d. Rosters are to be made available to the inspecting officer prior to the inspection. The names should be listed in the order that the officers/SNCOs appear for the inspection. Adequate lighting for viewing the details of the uniform and an appropriate area for executing facing movements in the inspection area are to be made available. Those officers designated to appear for inspection with swords are to be prepared to execute the sword manual upon request. A sword is to be available in the SNCO room should the inspector request any movements.

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e. Record books are maintained electronically. Appropriate portions will be made available by the commander for the inspecting officer.

f. Personnel inspections should take approximately 5 minutes per individual. Commanders are discouraged from having more than three to five Marines standing by for inspection.

3. Personnel Inspection, Drill, and Color Guard

a. Marines participating in the personnel inspection will be inspected in the Service "A" uniform with ribbons and badges. Marines will normally be formed in two or three ranks of equivalent numbers. Extremely large or small numbers should be coordinated with the lead inspector by the platoon sergeant prior to the personnel inspection.

b. Marines selected for drill are inspected with individual weapons (M-16s). Unless otherwise directed, cartridge belts, canteens, first-aid packets, bayonets, magazine pouches, magazines, pistols, and pistol holsters, are not to be worn. **The uniform is the seasonal MARPAT uniform.**

(1) Platoon commanders are to wear the cartridge belt.

(2) Platoon sergeants are to wear the cartridge belt.

(3) Guides are to carry guidons during this inspection.

(4) The platoon sergeant, normally a SNCO designated by the activity being inspected, may be a former drill instructor. Individual noncommissioned officers (NCO) are to be selected by the inspector who is to designate the drill movements to be performed. All drill movements per MCO P5060.20 w/ch 1 are subject to being prescribed. Gloves are not to be worn during the drill portion of the Command Inspection Program (CIP) inspection.

c. The color guard will be inspected per MCO P5060.20 w/ch1. Unless otherwise prescribed the seasonal MARPAT uniform will be the designated uniform.

d. Recorders (NCOs) are to be designated by the activity being inspected to accompany inspectors during these events. Assigned NCOs are to be equipped with a clipboard and sufficient

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paper to record the comments of the inspector regarding each Marine inspected. Each squad inspected is to be recorded on a separate page. The original copy of the notes taken with the total number of Marines inspected is to be presented to the inspector following the inspection.

d. Each Marine participating in the personnel inspection and/or drill is to have their current identification card and set of identification tags in their possession at the time of the inspection.

4. Physical Fitness Test (PFT) and Combat Fitness Test (CFT). The PFT, and when prescribed the CFT are to be conducted per MCO 6100.13 w/ch 1.

5. Commander's Inspection Program Sword Manual Inspection. Designated officers and SNCOs are to be inspected as an eight-member parade battalion staff. They are to exercise those movements of the sword manual and close order drill inherent in a battalion ceremonial parade as defined in MCO P5060.20 w/ch 1. The officer assigned as the battalion adjutant remains with the staff during the entire inspection.

a. The uniform for this inspection is the service "A" uniform with ribbons and badges, without name tags or gloves, unless otherwise prescribed.

b. Designated officers are to be armed with the officer's sword and are to wear the black leather duty belt from which the sword is to be slung.

c. Designated SNCOs are to be armed with the NCO sword and are to wear the black leather duty belt from which the sword is to be slung.

6. Special Instructions

a. Command Briefing. The activity being inspected conducts a command briefing for the CIP inspection team prior to the commencement of the scheduled inspection. This briefing should be limited to not more than 15 minutes and should include mission, tasks, and functions; organization; command relationships; and an identification or comment on any significant problem areas. The date and time of this briefing, as well as the location and attendance requirements will be coordinated by the activity to be inspected.

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b. Critique. The critique is to be a series of individual debriefs by the functional area lead inspector, the command counterpart, and the Command Inspector General. Debriefs are scheduled as each functional area inspection is completed.

c. Honors. There are to be no honors of any kind rendered by any Marine Corps Base activity for any CIP inspection, or triennial IGMC inspection.

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FORMATS FOR POST INSPECTION REPORT AND
STATUS OF FINDINGS REPORT

(Letterhead)

5040
B051
(Date)

From: Command Inspector General
To: Commanding Officer, *(Unit/Activity Inspected)*
Subj: REPORT OF POST INSPECTION RESULTS; COMMAND INSPECTION
PROGRAM (CIP)
Ref: (a) NAVMC DIR 5040.6H
(b) MCBO 5040.3
Encl: (1) Mission Capable without Findings FAs Inspected
(2) Mission Capable with Findings FAs Inspected
(3) Non-Mission Capable FAs Inspected
(4) Individual Functional Area Reports

1. Per the references, the Command Inspection Program (CIP) Inspection was conducted at *(unit/activity inspected)* during the period of *(inclusive dates of inspection)*. As the Command Inspector General (CIG) for the Marine Corps Base Quantico (MCBQ), I am delivering this report to the Commanding Officer *(or activity head)*, *(unit/activity inspected)* as a follow-up to the informal out-brief provided on *(date of out-brief)*. This report serves to inform the commanding officer of the overall state of readiness for the command.

2. *(Paragraph 2 narrative as appropriate)*.

3. Enclosures (1) thru (3) identify the specific functional areas that were reviewed during the inspection and the final evaluation (grade) recorded. Enclosure (4) contains all of the individual, narrative reports relating to the functional area checklists (FAC).

4. Per reference (a), under the general topic of reporting requirements, you will need to submit a formal written report to

Enclosure (2)

Subj: REPORT OF POST INSPECTION RESULTS; COMMAND INSPECTION PROGRAM (CIP)

this office outlining those actions taken to correct the findings noted during the inspections of the functional areas listed in enclosure (2). Furthermore, you should expect a re-inspection of those areas listed in enclosure (3). You are required to maintain this report on file for six (6) years.

5. Throughout the inspection process, the professionalism and courtesies extended by members of your staff was outstanding (*or other comments as appropriate*).

6. I stand ready to take any questions or accept suggestions for improving the preparation and/or conduct of the CIP inspection. The primary point of contact on this matter is (*list point of contact*), (*and phone number*).

SIGNATURE BLOCK

Enclosure (2)

(Letterhead)

5040
(Originator Code)
(Date)

From: Commanding Officer, *(Unit/Activity Inspected)*
To: Command Inspector General

Subj: STATUS OF FINDINGS

Ref: (a) REPORT OF POST INSPECTION RESULTS dated *(date of inspection report)*
(b) MCBO 5040.3

Encl: (1) Status of Findings Report(s)

1. In response to reference (a), enclosure (1) is submitted as required by reference (b).

2. *(Include any amplifying remarks as necessary.)*

3. The command *(or activity)* point of contact is *(include rank/name, daytime telephone and email address of point of contact)*.

SIGNATURE BLOCK

Enclosure (2)

COMMAND INSPECTION PROGRAM

ACTIVITY: _____ FUNCTIONAL AREA #: _____

DATE INSPECTED: _____

INSPECTOR: _____

STATUS OF FINDINGS

FINDING #: *Finding from unit validation report. (Include all information from the report.)*

CORRECTIVE ACTION: Recommended action from unit validation.

REPORT STATUS: *(State the current status of corrective action for each finding.)*

COMMANDER'S REMARKS: *(This section allows the Commander to comment on any specific validation, to include alternate courses of action or any other applicable remarks.)*

(NOTE: Repeat for each finding until all findings have been addressed.)

Enclosure (2)