



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
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QUANTICO, VIRGINIA 22134-5001

MCINCR-MCBQO 5040.3B
B 051

NOV 24 2020

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE
QUANTICO ORDER 5040.3B

From: Commander
To: Distribution List

Subj: COMMAND INSPECTION PROGRAM

Ref: (a) MCO 5040.6J
(b) MCO 5430.1A W/ADMIN CH

Encl: (1) Sample Augment Inspector Appointment Letter
(2) Guidance for Preparation and Conduct of Command
Inspection Program Inspections
(3) Final Inspection Report Guideline & Sample
(4) Final, CAR, CAR Review, Re-inspection, CIG Report Format
(5) Corrective Action Report Response Guideline & Sample
(6) Inspected Unit Closure Letter Guideline & Sample
(7) Commander, MCINCR-MCBQ, Closure Letter Format
(8) CIG POA&M Template

1. Situation. Per the references, this Order provides guidance and inspection procedures for the Commander, Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ), Command Inspection Program (CIP).

2. Cancellation. MCINCR-MCBQO 5040.3A.

3. Mission

a. Reference (a) establishes the Marine Corps inspection process and assigns inspection authority and responsibility to the Commander, MCINCR-MCBQ, to create a program for this Command. The Commander, MCINCR-MCBQ, is responsible for designing and administering short- or no-notice, biennial command inspections for subordinate commands and commands assigned to MCINCR-MCBQ by memoranda of agreement (MOA). CIP inspections reinforce combat readiness, evaluate areas essential for mission performance, and help commanders identify deficiencies. The presumption is that inspected commands are compliant with applicable orders and regulations, ready, and mission capable; the CIP's mission is to validate this presumption.

b. The Inspector General of the Marine Corps (IGMC) triennially evaluates the effectiveness of command inspection programs by visits

and analysis of command inspections. The MCINCR-MCBQ Command Inspector General (CIG) is required to ensure an effective, up to date, and compliant program is maintained.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The CIG, MCINCR-MCBQ, shall plan and conduct short- and no-notice inspections on a biennial schedule to validate mission readiness of designated commands and assist those commanders in identifying improvements to mission performance.

(2) Concept of Operations. The CIP will be administered to ensure that the inspection process requires the least number of inspections, minimizes time and inconvenience to the unit, while still meeting the aforementioned goals and requirements as per the references. The list of CIG inspected units is available by request to the MCINCR-MCBQ CIG Office.

b. Subordinate Element Missions

(1) Commanders will:

(a) Immediately inform the CIG when external agencies schedule inspections, evaluations, and audits to their respective Commands;

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

(c) Identify to the CIG, upon request, qualified personnel to serve as augment inspectors also known as subject matter experts (SME). These personnel are required to attend annual training and shall be assigned as inspectors, in writing, for a minimum of six months. If the assigned individual is unavailable, it is the subordinate command's responsibility to assign, in writing, a qualified replacement to the CIG;

(d) Be prepared to be inspected in all Critical or Requiring Evaluation (CoRE) functional areas listed and published on the IGMC website, <https://www.hqmc.marines.mil/igmc>, and functional areas that are applicable to their unit's mission;

(e) Use current functional area inspection checklists and applicable orders, instructions, and references as provided electronically on the IGMC website to guide unit action, processes, and procedures;

(f) Respond as directed throughout the inspection process in accordance with this order, its references and enclosures; this includes but is not limited to coordinating with the CIG in preparing for inspection, completing a Corrective Action Report (CAR), preparing for re-inspection of areas deemed ineffective or otherwise necessary for re-inspection, and responding as directed until the inspection cycle is closed.

(g) A command graded as Non-Mission Capable shall be re-inspected, typically three to six months after the original inspection.

(2) Assistant Chiefs of Staff/Directors will:

(a) Be prepared to be inspected in applicable functional areas as posted on the IGMC website;

(b) Obtain accurate inspection checklists from the IGMC website;

(c) Identify to the CIG, upon request, qualified personnel as augment inspectors to conduct inspections. If the assigned individual is unavailable, assign a qualified replacement to the CIG;

(d) Immediately inform the CIG when external agencies schedule inspections, evaluations, and audits to their directorate; and,

(e) Provide copies of any correspondence concerning such inspections to the CIG.

(3) Command Inspector General will:

(a) Conduct command inspections, functional area assessments, and make appropriate evaluations, reports, and recommendations, typically every other fiscal year, of subordinate units and those units assigned by MOA in accordance with the references and enclosures of this order;

(b) Apply the principles and guidelines listed in enclosure (1) of reference (a) when conducting inspections focusing on those CoRE functions as outlined by the Inspector General of the Marine Corps and those functions that support the Commander's priorities;

(c) Maintain an oversight and follow-up program to monitor and correct findings and ineffective functional areas identified in inspection reports as well as issues raised directly by commanders during an inspection.

- (d) Serve as the principal advisor to the Commander, MCINCR-MCBQ, on all inspection matters and assist the Commander in developing inspection priorities and promulgating these to each subordinate command;
- (e) Brief the Commander, MCINCR-MCBQ, as necessary and/or when requested and provide recommendations to correct and/or strengthen internal control systems as appropriate, when weaknesses are detected;
- (f) Ensure all augment inspectors are qualified subject matter experts in their functional area and receive annual training on the proper conduct of inspections and inspection procedures;
- (g) Request appropriate assistance from higher headquarters staff agencies for those inspections, evaluations, and audits requiring special expertise not resident within this Command;
- (h) Document all inspections, evaluations, and audits;
- (i) Maintain records of all such inspections, evaluations, and audits for a period of six years;
- (j) Make records available to the IGMC during triennial inspections of this Command;
- (k) Consolidate and analyze inspection results to identify areas of weakness or trends and provide appropriate recommendations for improvement;
- (l) Serve as principal point of contact to Department of Defense (DoD), Department of the Navy (DON), and Headquarters, U.S. Marine Corps (HQMC) on all inspections and related matters pertaining to MCINCR-MCBQ;
- (m) Coordinate command inspections to minimize the duplication and quantity of inspections imposed on any unit or activity;
- (n) Recommend to the Commander those Marines, Sailors and/or civilians deemed noteworthy in their respective functional areas for appropriate recognition; and
- (o) Coordinate biennial Staff Inspections and Self-Assessments of all applicable Installation and Staff Section Functional Areas of MCINCR-MCBQ.

(4) Units Inspected due to MOAs:

(a) Participate in the CIP per existing host/tenant MOA/Letters of Agreement/ISSAs, as required;

(b) Respond with a CAR to correct any findings identified during an inspection within 30 days of the date of receiving the Final Inspection Report; and,

(c) Respond as directed until the inspection cycle has been closed.

c. Coordinating Instructions

(1) The CIG will respond to requests from other Marine Corps organizations in the National Capital Region to provide support for inspection activities to the fullest extent possible. The augment inspectors assigned to the MCINCR-MCBQ CIP will be used when requested and available.

(2) Activities under this inspection program normally include, but are not limited to: Marine Corps Air Facility-Quantico, Marine Corps Embassy Security Group, Security Battalion-Quantico, Marine Corps Aviation Detachment-Patuxent River, Marine Corps Information Operations Center, Marine Cryptologic Support Battalion-Fort Meade, and Marine Corps Intelligence Activity. Commanders of these activities and others, as determined by the Commander, MCINCR-MCBQ, or higher headquarters. Additionally, MCINCR-MCBQ directorates will be subject biennially to the inspection program by way of an informal self-assessment.

(3) Specific by-name assignments for augment inspectors are made via separate correspondence. Appointments will be in writing; a sample appointment letter is provided in enclosure (1).

4. Administration and Logistics

a. Inspection Principles and Grading. The CIP will adhere to the inspection principles and grading system identified in reference (a).

b. Definitions. CIP terms of reference are found in enclosure (3) of reference (b).

c. Inspection Checklists, Guidelines, Reports and Schedule. The detailed inspection checklists maintained by the IGMC on the IGMC website are to be used in preparing for and conducting inspections under the CIP. Detailed inspection checklists and their associated references are intended to provide 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 inspection checklists, in lieu of proper reference to pertinent orders and directives, should be avoided as they do not guarantee an effective rating. Guidance to prepare for and conduct an inspection are provided in chapter 3 of reference (b) and in enclosure (2) of this order.

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

e. Reports

(1) Plan of Action and Milestones (POA&M). A sample POA&M is provided in enclosure (8). A POA&M shall be maintained by the CIG as a guideline to conducting inspections.

(2) Inspection checklists. Functional area augment inspectors will provide completed inspection checklists to the CIG staff within 72 hours of their respective functional area inspection.

(3) Final, CAR, CAR Review, Re-inspection, CIG Report. Augment inspectors will prepare a Final Report of the functional area inspection within five working days of the completion of their respective functional area inspection. A sample format is provided in enclosure (4). The augment inspector shall respond by completing the first portion of this report and returning it to the CIG.

(4) Final Inspection Report (FIR). The CIG will create a FIR using the format in enclosure (3) as a guideline. The FIR will be an analysis and consolidation of the information received from the augment inspectors, discussions with members of the command, augment inspector debriefs, augment inspector checklists, observations and notes of CIG core staff, and material contained within enclosure (4) and the inspection checklist. The FIR shall, at a minimum, outline findings, discrepancies, and any identified trends, misalignment with MCINCR-MCBQ Commander priorities and command climate issues. The FIR is delivered from the CIG to the commander of the inspected unit no later than 30 days after the out-brief.

(5) Corrective Action Report. The inspected unit commander will respond with a CAR to the Commander, MCINCR-MCBQ, via the CIG within 30 days of the date of receipt of the FIR. The second portion of enclosure (4) provides a sample CAR format to be utilized. The unit is responsible for completing the section labeled "UNIT CAR" for each identified finding and functional areas found ineffective per reference (a).

(6) Subject Matter Expert CAR Review. Upon receipt of the CAR, the CIG shall verify thoroughness and accuracy of the unit's response. The CIG shall solicit input from augment inspectors who will review the unit CAR for their area of expertise and provide thorough comment using the third portion of enclosure (4) labeled, "SME CAR REVIEW."

(7) Command Inspector General CAR Response and, if applicable, Re-inspection Announcement Letter. After review and analysis of all SME CAR REVIEW comments, the CIG will notify the inspected unit commander of acceptance and/or required changes to the unit's CAR. The CIG will also announce functional areas in need of re-inspection and a timeframe for re-inspection (NET 90 days, NLT 180 days); a sample format is provided in enclosure (5).

(8) Re-inspection Report and IG Closure Letter. Applicable augment inspectors will provide a re-inspection report to the CIG within five days of conducting a re-inspection of previously identified functional areas. A sample format of this report is provided in the fourth portion of enclosure (4) labeled "REINSPECTION." The CIG will provide written review of the re-inspection via the final portion of enclosure (4) labeled "IG FINAL REPORT."

(9) Closure Letters. No later than ten working days following receipt of re-inspection reports, the CIG will both complete a review using enclosure (4) and draft closure letters to the inspected unit and to the Commander, MCINCR-MCBQ, using the format guidelines provided in enclosures (6) and (7) respectively. The CIG will seek concurrence to closing the inspection cycle from the Commander, MCINCR-MCBQ. A closure letter, inclusive of Commander, MCINCR-MCBQ, concurrence will then be submitted to the inspected unit. Closure letters will provide a summary of the inspection, corrective actions taken, re-inspection, future recommendations, and any specific commander guidance. The closure letter signed by the Commander, MCINCR-MCBQ, officially closes the inspection cycle.

f. Recommendations. Recommendations and feedback concerning the Command Inspection Program are welcomed and may be forwarded to the Commander, MCINCR-MCBQ (B 051), via the appropriate chain of command.

5. Command and Signal

a. Command

(1) This order cancels MCINCR-MCBQO 5040.3A.

(2) The CIG is responsible for coordinating all inspections and ensuring all inspections are conducted under the guidance of the Commander, MCINCR-MCBQ.

b. Signal

(1) Guidance for the preparation and conduct of CIP inspections as described in the references and enclosures of this order is not strictly limited.

(a) The absence of a detailed inspection checklist for an area does not mean that the area is not subject to inspection.

(b) Inspection checklists are updated by the respective HQMC functional area managers on a continuous basis; however, care must be exercised to ensure that the most current directives and orders are also used in preparing for inspections. Units inspected are responsible for ensuring their functional area managers abide by applicable orders and directives in addition to requirements as outlined in inspection checklists.

(2) A copy of each completed detailed inspection checklist will be provided to the commander or activity head of the inspected organization upon completion of the CIP inspection.

(3) This Order is effective the date signed.

6. The point of contact for any questions or concerns regarding this order is the Command Inspector General at (703) 784-2277/2278.



W. C. BENTLEY III

DISTRIBUTION: A

SAMPLE AUGMENT INSPECTOR APPOINTMENT LETTER

5040
B 051

From: _____, _____, Marine Corps Installations National Capital
Region-Marine Corps Base Quantico
To: Command Inspector General, Marine Corps Installations National Capital
Region-Marine Corps Base Quantico

Subj: AUGMENTEE SUPPORT FOR THE COMMAND INSPECTION PROGRAM

Ref: (a) MCINCR-MCBQO 5040.3_

1. These individuals are appointed as an Inspector Augmentee in accordance with the reference to support the Command Inspection Program (CIP) for Functional Area (FA) TITLE (NUMBER):

<u>NAME</u>	<u>RANK/GS</u>	<u>PHONE</u>	<u>EMAIL</u>	<u>CLEARANCE</u>
PRIMARY: <u>FIRST LAST</u>	<u>RANK</u>	<u>(XXX) XXX-XXXX</u>	<u>EMAIL@usmc.mil</u>	<u>SECRET</u>
ALTERNATE: <u>FIRST LAST</u>	<u>RANK</u>	<u>(XXX) XXX-XXXX</u>	<u>EMAIL@usmc.mil</u>	<u>SECRET</u>

2. This appointment supersedes any previous appointments. Changes will be made in writing.

3. Augmentees understand that they must attend annual CIP training. An inspection to which an Augmentee is assigned is the Augmentee's appointed place of duty. As such, the Augmentee understands they are to attend the in-brief, notify the CIP staff of any changes to the FA schedule, check in and out with the CIP staff each day the Augmentee is on the schedule, complete the inspection checklist by close of business on the last day of the inspection, attend the out-brief if their FA has findings, and submit a final report within five working days of the out-brief.

4. The point of contact for these appointments is (Rank, First Last) email@usmc.mil or at (703) 784-XXXX.

F. LAST

Acknowledgment: (Rank, First Last)

1. I hereby acknowledge the roles and responsibilities listed above and assigned to me.

Signature Date

FOR OFFICIAL USE ONLY

Enclosure (1)

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 troop events, officer/staff noncommissioned officer (SNCO) uniform inspection will be determined by the CIG using a current alpha roster.

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

2. Officer and SNCO Uniform Inspection

a. The CIG selects which officers and SNCOs will participate in the uniform inspection and notifies the inspected command of the applicable uniform to be utilized during the inspection.

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. A hand salute will be executed if the cover is directed to be worn.

d. Rosters will 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 will be made available. Officers designated to appear for inspection with swords will be prepared to execute the sword manual upon request. A sword will be made available in the SNCO room should the inspector request any movements.

e. As directed, a copy of the awards and marksmanship record will be made available for each person to be inspected; these records will be provided to the inspecting officer.

f. Personnel inspections should take approximately five minutes per individual.

3. Personnel Inspection, Drill, and Color Guard

a. Marines participating in the personnel inspection will normally be inspected in the Service "A" uniform with ribbons and badges. Other uniforms may be prescribed at the discretion of the CIG. 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. When designated, 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, will not be worn. The uniform is the seasonal MARPAT uniform.

(1) Platoon commanders will wear the cartridge belt.

(2) Platoon sergeants will wear the cartridge belt.

(3) Guides will carry guidons.

(4) The platoon sergeant, normally a SNCO designated by the activity being inspected, may be a former drill instructor. Individual noncommissioned officers (NCO) will be selected by the inspector who will designate the drill movements to be performed. All drill movements per MCO 5060.20 are subject to being prescribed. Gloves will not be worn during the drill portion of the inspection.

c. When designated, the color guard will be inspected per MCO 5060.20. Unless otherwise prescribed the seasonal MARPAT uniform will be the designated uniform.

d. Recorders (NCOs) will be designated by the activity being inspected to accompany inspectors during these events. Assigned NCOs will be equipped with a clipboard and sufficient paper to record the comments of the inspector regarding each Marine inspected. Each squad inspected will be recorded on a separate page. The original copy of the notes taken with the total number of Marines inspected will be presented to the inspector following the inspection.

e. Each Marine participating in the personnel inspection or drill will 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 or CFT will be conducted per MCO 6100.14. A random selection of at least 15% of unit personnel (maximum of 50 personnel) will be selected to participate in the PFT or CFT.

5. Body Composition Program (BCP). The unit's BCP will be evaluated per MCO 6110.3A. A random selection of at least 15% of unit personnel (maximum of 50 personnel) will be selected to weigh-in. Personnel selected to participate in the PFT or CFT may be included in this selection percentage at the discretion of the CIG.

6. Urinalysis. At least 5% of on-hand personnel (maximum of 25 personnel) shall be randomly selected to take a urinalysis in accordance with reference (a). The purpose of the urinalysis inspection is to validate that the unit's urinalysis process is conducted in accordance with policy. Marines that are randomly chosen, but fail to appear for the event will be identified to the commander and CIG.

7. 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 not exceed 15 minutes and should include mission, tasks, 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 with the CIG by the activity to be inspected.

b. Critique. The critique will be a series of individual debriefs by the functional area lead inspector and the CIG. Debriefs are scheduled as each functional area inspection is completed. Command representatives may attend the critique at the discretion of the CIG.

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.

FINAL INSPECTION REPORT GUIDELINE & SAMPLE

5040
B 051

From: Command Inspector General, Marine Corps Installations National
Capital Region-Marine Corps Base Quantico
To: Commanding Officer, (Inspected Unit)

Subj: FINAL INSPECTION REPORT

Ref: (a) MCO 5430.1A
(b) MCO 5040.6J
(c) MCINCR-MCBQO 5040.3B

Encl: (1) Functional Areas Found Effective Without Findings
(2) Functional Areas Found Effective With Findings
(3) Individual Functional Area Reports
(4) Sample Corrective Action Response

1. In accordance with the references, a Command Inspection Program (CIP) inspection was conducted at (Inspected Unit) during the period of (dates). This report is provided to the Commanding Officer, (Inspected Unit) as the follow-up to the informal out-brief provided on (date). This report serves to inform you of the overall state of readiness of (Inspected Unit).

2. The CIP inspection was conducted by a team of subject matter experts from multiple commands and organizations, mostly from Marine Corps Base Quantico.

a. In order to assess personnel readiness, a random selection of 15 percent of the onboard strength participated in the Physical/Combat Fitness Test (PFT/CFT). There were ___ no shows, ___ excused absences and ___ light or limited duty for the PFT/CFT. There were ___ failures. The overall average score was ___. Marines who were randomly selected but failed to show are: (identify no-show personnel by name).

b. The current inspection standard for Body Composition Program (BCP) weigh-in during a CIP Inspection is 15 percent/maximum of 50 personnel. Based on the size of your unit, ___ personnel were selected for the BCP weigh-in. These personnel may include those selected for the PFT/CFT. There were ___ no-shows and ___ excused absences for the weigh-in. ___ Marines were required to be taped with ___ Marine(s) found to be out of standards. Marines who were randomly selected but failed to show are: (identify no-show personnel by name).

Enclosure (3)

c. The administrative process of the PFT and BCP was executed correctly and deemed effective for those responsible for executing the command's programs.

d. The personnel Uniform Inspection was a random selection of approximately ___ of the onboard strength for inspection in the Service Alpha Uniform with ribbons, badges, and soft cover. There were ___ no-shows and ___ excused absences for the uniform inspection. All Marines inspected met expectations with only minor discrepancies noted.

e. In summation, the results of the ___ Functional Areas evaluated found: ___ were Effective with no findings or discrepancies, ___ were Effective with Discrepancies, ___ were Effective with Findings and ___ were Ineffective. Additionally, _____, _____ and _____ were found to be noteworthy.

3. Although some results may not reflect the effort your unit demonstrated, their professionalism, positive attitude, willingness to improve, and mission focus were truly noteworthy. This attitude will go a long way in rectifying the issues the inspection team highlighted. Some recommendations and observations are as follows:

a. _____ demonstrated some challenges in the ___ functional areas that were deemed effective but with findings: *(All functional areas with findings)* also warrant further detailed command scrutiny. **It is advised to have the functional area manager report correction of the IG Subject Matter Expert identified findings and discrepancies to the command leadership periodically over the coming year** in order to show that they do not risk slipping into an ineffective program. The IG stands by to support and offers a re-inspection in these areas if requested by the command.

b. There were ___ functional areas that were identified as having discrepancies. Although effective programs, it is **recommended that the command follow up with these functional area managers, requiring them to show to the command leadership that they rectified the identified deficiencies**. These ___ functional areas are *(List functional areas with discrepancies)*.

c. IG trend analysis concluded that _____ demonstrated a highly capable unit with functional area managers passionate about learning and executing the requirements of their programs. However, it was noted that many of the programs demonstrated capable and sound practices only in the past 4-6 months. These relatively new procedures will need extra care and attention to maintain especially as the summer PCS season arises and some functional area managers depart the battalion. As commented by the _____ Commander during the out-brief,

Enclosure (3)

it is highly encouraged to continue with a maintenance program of all functional areas (*This is based on the IG analysis of the inspected unit overall*).

d. Throughout the inspection process, the professionalism and courtesies extended by members of your staff were outstanding. Personnel responsible of the following functional areas were highlighted as "noteworthy" by the respective inspectors: (*All functional areas found to be noteworthy, i.e. no finding/discrepancies, recommended by SME Inspector and concurrence from the Inspector General*).

e. *Add additional paragraphs as necessary to articulate the nature of the conduct of the inspection.*

4. Enclosures (1) and (2) identify the specific Functional Areas that were reviewed during the inspection and the final evaluation (grade) recorded. Enclosure (3) contains all the individual narrative reports relating to the Functional Area Checklists.

5. In accordance with reference (a), you are to **submit a formal written report to this office outlining those actions taken to correct the findings noted** during the inspection of the functional areas listed in enclosure (2) **no later than (date)** submitted in the format provided in enclosure (4). Since there were no functional areas identified as "ineffective", there will be no re-inspections required (*if there are functional areas with findings, the tentative dates of re-inspection will be addressed here*). Lastly, you are reminded that you are required to maintain the complete results of this inspection for six years.

6. Please contact this office in case of any questions or to offer suggestions for improving the preparation and/or conduct of the CIP Inspection. The primary points of contact on this matter are the Deputy Command Inspector General at (703) 432-0049, and the Inspection Operations Chief at (703) 784-2277/2278.

IG SIGNATURE

Enclosure (3)

FINAL, CAR, CAR REVIEW, RE-INSPECTION, CIG REPORT

FINAL, CAR, CAR REVIEW, RE-INSPECTION, CIG REPORT

1. COMMAND INSPECTED:

FUNCTIONAL AREA (FA) # / NAME:

FUNCTIONAL AREA MANAGER:

INITIAL FA INSPECTION RESULTS: (Effective or Ineffective) # OF FINDINGS/# OF DISCREPANCIES/# FULLY COMPLIANT.

REFERENCE: (Include references that guide the FA)

INSPECTORS' NAME/PHONE#/EMAIL:

FA REMARKS: Inspector provides additional information with regards to the overall state of the functional area, to include any trends and/or noteworthy comments.

FINDING: List all areas that showed significant problem, deviation, error, or failure to comply with guidance, direction, or action as required in appropriate and applicable directives. List each finding by question #.

DISCREPANCY: List areas that show a minor deviation, error, failure to comply with minimal corrections by FA Manager or leadership in short period of time. List each discrepancy by question #.

RECOMMENDATION: Inspector provided course of action to correct EACH finding or discrepancy including applicable references.

2. UNIT CAR (+30days)

ACTION TAKEN: Corrective actions taken or planned by inspected command to rectify EACH identified finding and discrepancy. Complete a CAR for each finding and ineffective FAs.

PROJECTED COMPLETION DATE: (DD MM YYYY) determined by command

3. SME CAR REVIEW (+40days)
Complete for EACH FINDING

SME CORRECTIVE ACTION RECOMMENDATION: SUITABLE/UNSUITABLE

SME COMMENTS: (required if unsuitable, make recommended changes/
describe what not viable, **state whether re-inspection or closure is
recommended**)

4. REINSPECTION (NET 90 days)

REINSPECTION DATE:

SME REINSPECTION COMMENTS: Inspector makes comments on the results of
the re-inspection and can recommend closure or other actions for
improvement. List **each previous finding & discrepancy in results.**
Annotate ANY area that still has a finding or discrepancy.

5. IG FINAL REPORT (NLT +190 days)

IG SUMMARY: IG determines further action. DTD.

Enclosure (4)

CORRECTIVE ACTION REPORT RESPONSE GUIDANCE & SAMPLE

5041
B 051

From: Command Inspector General, Marine Corps Installations, National Capital Region-Marine Corps Base Quantico

To: Commanding Officer, (Inspected Unit)

Subj: RESPONSE TO (Inspected Unit) CORRECTIVE ACTION REPORT

Ref: (a) MCO 5430.1A w/ADMIN CH
(b) MCO 5040.6J
(c) MCINCR-MCBQO 5040.3B
(d) Unit Corrective Action Report of _____
(e) CIG Out-Brief to (Inspected Unit) of _____

Encl: (1) Augment Inspector Response to (Inspected Unit) Corrective Action Report

1. The purpose of this memorandum is to provide the Commanding Officer, (Inspected Unit) an evaluation of corrective actions as outlined in reference (d) and to provide notification of those functional areas (FA) that the Command Inspector General (CIG) has deemed necessary for re-inspection.

2. (Inspected Unit) corrective actions to the findings of the following FAs were reviewed by the CIG team of Subject Matter Experts/augment inspectors; corrective action has been accepted and they are now considered closed.

a. *Functional Areas that were effective and received suitable remarks upon review of the CAR.*

3. (Inspected Unit) corrective action for the following functional areas have been found suitable; however, due to the high number of findings in these functional areas the CIG has determined that a re-inspection is necessary. The inspections will be coordinated between by the CIG and will take place (tentative inspection dates) in accordance with references (a) through (c).

a. *Functional Areas found to be ineffective and those effective Functional Areas deemed necessary for re-inspection by the Inspector General.*

4. No later than 30 days after re-inspection, the CIG will provide reevaluation and/or courses of action of all re-inspected functional areas listed under paragraph (3) to the Commanding Officer, (Inspected Unit). There is no written response required to this memorandum.

IG SIGNATURE

Enclosure (5)

INSPECTED UNIT CLOSURE LETTER GUIDANCE & SAMPLE

5040
B 051

From: Command Inspector General, Marine Corps Installations National
Capital Region-Marine Corps Base Quantico
To: Commanding Officer, (Inspected Unit)
Subj: (Inspected Unit) COMMAND INSPECTION PROGRAM CLOSURE LETTER

Ref: (a) MCO 5040.6J
(b) MCINCR-MCBQO 5040.3B
(c) Commander's Inspection Program (CIP) ltr of ____
(d) Final Inspection Report of ____
(e) (Inspected Unit) Corrective Action Report of ____
(f) CIG Response to (Inspected Unit) Corrective Action Report
of ____

Encl: (1) Re-inspection Results

1. In accordance with the references, a Command Inspection Program inspection of your command was conducted during the period of (date). Of the ____ functional areas inspected, the results were as follows:

- a. Noteworthy ()
- b. Effective without Findings ()
- c. Effective with Findings ()
 - (1) *List functional areas that Effective with findings along with FA#.*
- d. Ineffective ()
 - (1) *List functional areas that are Ineffective along with FA#.*

2. The Commanding Officer delivered a Corrective Action Report to the Command Inspector General on (date), reference (e). After the Command Inspector General's review of the unit's Corrective Action Report and in accordance with the references, a re-inspection of the following ____ functional areas was conducted:

- a. *List functional areas that were re-inspected along with FA#.*

3. Re-inspections of the following functional areas required multiple visits from the SME IG inspectors in an attempt to resolve all findings:

- a. *List functional areas that were applicable along with FA#.*

Enclosure (6)

4. To date, the following functional areas have unresolved findings per enclosure (1):

a. *List functional areas that were re-inspected with unresolved findings along with FA#.*

5. Appropriate corrective action has been addressed by the functional area SME with the functional area manager during inspection and re-inspection per reference (d) and enclosure (1). It is the Command's responsibility to address identified remaining issues.

6. It is highly recommended that the command continue to improve upon the still uncorrected identified findings and maintain the high state of readiness of the functional areas and functional area managers as they were at the end of this inspection cycle.

7. The Commanding Officer Marine Corps Installations National Capital Region-Marine Corps Base Quantico approves the closing of this inspection cycle as recommended by the Command Inspector General.

8. The point of contact for this matter is _____,
(email.1@usmc.mil) at (703) 784-2278.

IG SIGNATURE

COMMANDER, MCINCR-MCBQ, CLOSING LETTER FORMAT

5040
B 051

From: Command Inspector General, Marine Corps Installations National
Capital Region-Marine Corps Base Quantico
To: Commanding Officer (Inspected Unit)

Subj: (Inspected Unit) COMMAND INSPECTION PROGRAM CLOSURE LETTER

Ref: (a) MCO 5040.6J
(b) MCINCR-MCBQO 5040.3B
(c) CIP Letter of _____
(d) Final Inspection Report of _____
(e) (Inspected Unit) CAR of _____
(f) CIG Response to (Inspected Unit) CAR of _____

Encl: (1) Closure Letter to (Inspected Unit) w/enclosure

1. Forwarded, recommending approval.

IG SIGNATURE

APPROVED/DISAPPROVED

COMMANDER, MCINCR-MCBQ
Colonel, U.S. Marine Corps

Date: _____

Comments:

CIG POA&M TEMPLATE

INSPECTED UNIT		Name of Unit			
INSPECTION BEGINS (DATE)		21-OCT-2020			
ITEM	EVENT	DAY	ACTY COMPLETION	STATUS	COMMENTS
1	Build Standard Folder File	25	16 Sep 2020	Not Started	Include all template documents***Basis B Post POA&M First deliver copy of POA&M to IG
2	IG Confirmation of FAAs to be Inspected	31	30 Sep 2020	Not Started	CIP FA LIST TO IG FOR CONFIRMATION PER BY CURRENT LIST FROM RCMC
3	Notify SMEs of Advancement of Inspection Dates	28	23-Sep-2020	Not Started	Send Selected FA List to SME + Request availability
4	Confirm SME availability primary vs secondary, to include periods of non-availability and current contact info	26	25 Sep 2020	Not Started	Send/Phone confirmation of response on weekend with each SME identify any constraints
5	Begin building lead copy binders - staging documentation	25	26 Sep 2020	Not Started	Binders include 5 paragraph order, CIP Schedule, MCOB/O, In Brief, Alpha Poster
6	Send Email of CIP Training of SMEs if applicable	24	27-Sep-2020	Not Started	Primarily a formal brief. Extension who is obligated will set up training if not initially obligated
7	Review Appointment Letters of SMEs if applicable	24	27 Sep 2020	Not Started	Confirm that all SME Inspection Appointment Letters are on binder
8	Submit Review Transportation Request (if applicable)	23	30 Sep 2020	Not Started	Request on O4 for 15pm Vans - usual requirement for 2 J on day #1, 1 J a second
9	Complete draft 5-Paragraph Order for IG review & signature	21	30 Sep 2020	Not Started	Have problem by Graham Per second and D/CIG
10	CIP BIENNIAL INSPECTION TRAINING BRIEF	20	1 Oct 2019	Not Started	IG Confirmation List of all SME, keep industry attendance and Certification of completion
11	Build Inspection Unit Alpha Binder	19	2 Oct 2020	Not Started	Folder + Alpha Poster with units (B/C/P/C/T/GA)
12	Send Re-Notification to include to SMEs Request reply	11	8-Oct-2020	Not Started	Inspectors need schedule, EMPLOYEES, In Brief Inspection (omit schedule + Alpha poster)
13	Coordinate Final Preparation of CIG in Brief	12	9-Oct-2020	Not Started	CIG review and create in brief
14	Send Calendar for to & reserve meeting location to all SMEs for presentation IG meeting	11	10 Oct 2020	Not Started	Extension meeting agenda. If unable to attend do not list as in-attendance
15	Draft Schedule			Not Started	Review templates and create schedule
16	Complete Binders for members of the CIG office participating in the inspection	11	10 Oct 2020	Not Started	Completed inspection Program Binders (4) = CIG
17	Start Building MATTE R INSPECTION BINDER (2)	10	11 Oct 2020	Not Started	CIP Binder schedule, Cover Index, MCOB 5449 ID, 5-Paragraph Order, Alpha Poster with units, Table of FA's
18	SME Inspector Confirmation & Pre-Inspection Meeting	8	17-Oct-2020	Not Started	IG hold SME meeting on upcoming inspection return confirm log & checklist
19	Send Proposed Schedule to SMEs	7	14 Oct 2020	Not Started	Schedule binder programs to be inspected by Day 1 2, stand in name email at 5 Pm Order
20	CIG's in Call meeting with CMD CO of Inspected Unit	4	17-Oct-2020	Not Started	Coordinate all scheduling, Alpha & Email Review, and incorporate details included in 5 Paragraph Order
21	Send 5 Paragraph Order to Inspected Unit & Schedule C/OIG in Brief	4	17-Oct-2020	Not Started	MCO 5449 (4) p 1-3 - same content occurs - 4 days prior to kick off include request for unit CIG response (review on the ground)
22	Complete CIG in Brief & Send to CMD CO	4	17-Oct-2020	Not Started	Send read to CMD CO/OS/OP/CIG ONLY AFTER IN-CALL
23	Send 5 Paragraph Order to Inspected Unit & Schedule C/OIG in Brief	4	17-Oct-2020	Not Started	CIG to be inspected response to Alpha Poster with review (B/C/P/C/T/GA)
24	FINAL INSPECTION PREP	3	18 Oct 2020	Not Started	FINAL INSPECTION PREP
25	TRANSPORTATION CONFIRMATION	3	18 Oct 2020	Not Started	Pick up 4 1/2 van Year 8 van 8 use Motor Transportation
26	INSPECTION LOG & DUTY ROSTER	3-DAY	23 Oct 2020	Not Started	CIG presentation of CIP in brief
27	Scheduled Inspections (SME check into door within 72 hrs)	+0	23 Oct 2020	Not Started	Day 1 ALL SME INSPECTORS CHECK-OUT FOR FA INSPECTION CONDUCTED
28	Scheduled Inspections & begin building Results Binder - Out Brief	+1	27-Oct-2020	Not Started	Day 2 ALL SME INSPECTORS CHECK-OUT FOR FA INSPECTION CONDUCTED
29	Scheduled Inspections & continue building Results Binder - Out Brief	+2	23 Oct 2020	Not Started	Day 3 ALL SME INSPECTORS CHECK-OUT FOR FA INSPECTION CONDUCTED
30	Scheduled & Unscheduled Inspections (Out Brief Review)	+1	24-Oct-2020	Not Started	Day 4 ALL SME INSPECTORS CHECKLISTS DUE BY COB TO CIG
31	Final Review of All Inspections & COMPLETE Results Binder - Out Brief	+5	26-Oct-2020	Not Started	Day 5 FINAL INSPECTION DAY/ RECEIVE ALL CHECKLIST FOR REVIEW/ FINALIZE CIG OUT BRIEF
32	Out-Brief with the Inspected Command Element	+7	28-Oct-2020	Not Started	Pre-draft 10 a.m. SMEs with findings must attend
33	Break FBR	+8	29 Oct 2020	Not Started	
34	FA Inspection Final Reports from SMEs due by COB	+10	31-Oct-2020	Not Started	Due 10 days after without
35	Final Inspection Report due to Inspected Command	+30	30-Nov-2020	Not Started	NET 10 days from Outbrief (per 24.7.1) 10 days after Inspection Reports received
36	Commander's Corrective Action Report (CAR) due to CIG	+60	30-Nov-2020	Not Started	Due 30 days following the date of receipt of FBR
37	Review CAR from unit			Not Started	FA Managers were 2nd portion of inspection report documents. Review for accuracy per the SME confirmation
38	Send Corrective Action Report to applicable SMEs and request validation of proposed corrective action	+60	19-Jan-2021	Not Started	SMEs complete 2nd portion of inspection Report documents
39	Review Inspection Validation from SMEs on proposed Corrective Action Plan	+100	29-Jan-2021	Not Started	
40	Commitment SME response into one PDF documents	+100	1-Feb-2021	Not Started	Have prepared by Graham Per second and D/CIG
41	Send Inspection Report back to Command with CAR SME (include in remarks to remarks of future subject that requirements include SME response conclusions (2P))	+100	29-Jan-2021	Not Started	Use template
42	Re-Inspection Scheduled	+60	13-Jan-2021	Not Started	All SME Inspectors must notify CIG of R-Inspection dates/time and check in/out with CIG. Inspection are to be conducted NET 90 days from outset of 24.7.1 10 days after inspection
43	Re-Inspection conducted	+90	19-Jan-2021	Not Started	SMEs do brief on stand to CIG Team
44	Report Steps 36-38	+100	29-Jan-2021	Not Started	Commander must CAR only on RESPECTED FA's
45	IG Final Closure Letter of Inspection Cycle to Command and Base CDR	+100 +100	15-Feb-2021	Not Started	NET 10 days post final inspection plan completion (MCOB)
46	FINALIZE MATTE R INSPECTION BINDER	+100	18-Feb-2021	Not Started	Finalized 10 days from date of closure. May be completed touch with pending final report
47	ENDX				
48	NOT STARTED				
49	STARTED				
50					