UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO, VA 22134-5001

IN REPLY REFER TO:
MCINCR-MCBO 5040.1
B 10
13 Jun 24

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS
BASE ORDER 5040.1

From: Commanding Officer
To: Distribution List

Subj: COMMAND INTERNAL INSPECTION PROGRAM

Ref: (a) MCO5430.1A W/ADMIN CH
      (b) MCO 5040.6J

Encl: (1) MCINCR-MCBQ / SecBn Functional Area Program Management List

1. Situation. To promulgate policy, procedures, and responsibilities consistent with the references for the conduct of the readiness inspections within Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) / Security Battalion construct.

2. Mission. Establish policy for MCINCR-MCBQ Directors, Special Staff, and the subordinate command, Security Battalion, pertaining to the Inspector General of the Marine Corps (IGMC) Inspection Checklist responsibilities and establish a timeline for off-cycle internal inspections and site assist visits.

3. Execution

   a. Commander's Intent and Concept of Operations

      (1) Commander's Intent. Establish policy that provides the framework for an efficient and effective internal inspection program, by empowering subordinate leaders through the manning and training of Functional Area Managers to conduct their duties in a proficient and professional manner, and to provide the requisite oversight for effective inspection program management.

      (2) Concept of Operations. A well-disciplined unit is the foundation for effective operational capabilities. Therefore, MCINCR-MCBQ will institute an internal inspection program that reinforces discipline as it promotes effectiveness, economy, efficiency, quality of life, and enhanced readiness. It will prevent and / or detect fraud waste, and abuse of authority, mismanagement, prohibited activities and conduct, and related improprieties. Given the unique command relationship that exists between MCINCR-MCBQ and its administrative support unit, Security Battalion, the management and execution of all functional areas will be a collaborative effort. Enclosure (1) identifies each functional area and its associated manager.

b. Tasks

(1) Chief of Staff MCINCR-MCBQ

(a) Serve as the overall supervisor of the MCINCR-MCBQ Command Internal Inspection Program.

(b) Conduct quarterly reviews of the Command Internal Inspection Program and provide the Commander with a status of the program.

(2) Commanding Officer, Security Battalion

(a) Assign functional area subject matter experts, including MCINCR-MCBQ Headquarters Staff and Security Battalion Staff, to serve as Functional Area Managers for the functional areas under the cognizance of this command.

(b) Coordinate with G-1 for the completion of appointment letters that are signed by Commander, MCINCR-MCBQ.

(c) Provide a consolidated functional area manager list to the Chief of Staff, with updates when personnel changes occur.

(d) Establish an internal inspection program that ensures each functional area is compliant with all orders, directives, and policies.

(e) Establish a Staff Assist Visits (SAV) Program that supports the internal inspections schedule, ensuring each functional area is evaluated by a subject matter expert from outside of MCINCR-MCBQ/Security Battalion.

(f) Brief the Chief of Staff MCINCR-MCBQ on the results of all internal inspections and SAVs.

(g) Coordinate semi-annually with the Command Inspector General to validate that all CoRE, CoRE+, and Non-Core Functional Areas are identified and assigned Functional Area Managers.

(3) Functional Area Managers

(a) Establish and maintain procedures that ensure assigned functional areas are effective.

(b) Maintain an internal inspection / audit of your functional area that supports the overall effectiveness of the Command's Internal Inspection Program.

(c) Functional Area Managers that are listed on enclosure (1) as "Dual Appointment" will be appointed in writing by both the MCINCR-MCBQ Commander and

Security Battalion Commander, when required by the Functional Area Checklist. Dual appointment is intended to gain efficiencies in personnel assignments, ensure synchronization of program objectives at both levels of command, and ensure appropriate subject matter experts are managing essential programs throughout the command.

(4) Assistant Chiefs of Staff MCINCR-MCBQ. Assist the Chief of Staff and Commanding Officer, Security Battalion in the execution and maintenance of the Command Internal Inspection Program and provide subject matter expertise as directed.

4. Administration and Logistics

a. Administration

(1) Ensure distribution of this Order to all elements within the MCINCR-MCBQ Staff and Security Battalion.

(2) Current Functional Area Checklists are updated regularly and are available through the IGMC web site at: https://www.igmc.marines.mil/Divisions/Inspections-Division/ Functional-Area-Checklists-FACs/. Functional Area Managers and Inspectors shall regularly check the website to ensure they have the most current checklist.

b. Logistics. Not applicable.

5. Command and Signal

a. Command. This Order is applicable to MCINCR-MCBQ, Security Battalion, and all subordinate elements.

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

MICHAEL L. BROOKS

DISTRIBUTION: A

F/A	FUNCTIONAL AREA	DES	MCINCR-MCBQ	SECBN	Dual Appointment
3302	Antiterrorism	CoRE			X
5370	Assistance and Investigations Program	CoRE	X		
6110	Body Composition and Military Appearance Program	CoRE			X
1040	Career Planning Program	CoRE			X
3040	Casualty Affairs	CoRE			X
3400	CBRN Defense	Non-CoRE	X		
5060.2	Color Guard	Non-CoRE	X		
5040.0	Command Inspection Program	CoRE	X		
4400.201	Consumer Level Supply	CoRE			X
5580.60	Criminal Justice Information Reporting Requirements	CoRE +		X	
3501.36	Critical Infrastructure Program (CIP)	CoRE +	X		
5239	Cyber Security Management	CoRE			X
4650.39	Defense Travel System (DTS)	CoRE			X
1630	Detention Facilities	CoRE +		X	
5215	Directives Management	CoRE	X	X	
5060.2	Drill	Non-CoRE		X	
5090	Environmental Program Management	Non-CoRE	X		
1754.4	Exceptional Family Member Program (EFMP)	Non-CoRE	X		
3571.2	Explosive Ordnance Disposal (EOD) Technical Evaluation	Non-CoRE	X		
11000.22	Family Housing	Non-CoRE	X		
1500.6	Force Preservation Council (FPC)	CoRE		X	
5510.2	Foreign Disclosure	Non-CoRE	X		
4600	Government Travel Charge Card (GTCCP)	CoRE			X
8000	Ground Ordnance Maintenance	Non-CoRE	X		
6000	Health Service Support (HSS)	CoRE		X	
5750	Historical Program	Non-CoRE	X	X	
5512	Identification Cards	Non-CoRE	X		
5510.3	Information and Personnel Security Program (IPSP)	CoRE	X		
5580	Law Enforcement Operations	CoRE +		X	
1050	Leave, Liberty and Administrative Absence	Non-CoRE		X	
5800.16	Legal Administration	CoRE	X	X	
4790.2	Maintenance Management	Non-CoRE	X	X	
5000.18	Marine Corps Fleet Band	CoRE +	X		
5100.29	Marine Corps Safety Management Systems (MCSMS)	CoRE			X
1320	Marine Corps Sponsorship Program	Non-CoRE		X	
3574	Marksmanship Program	Non-CoRE		X	

F/A	FUNCTIONAL AREA	DES	MCINCR-MCBQ	SECBN	Dual Appointment
1500.59	Martial Arts Program (MCMAP)	CoRE		X	
1650	Military Awards	CoRE			X
5110.1	Military Postal Activity (MDC/MPO)	CoRE +			X
5585.5	Military Working Dog (MWD) Operations	CoRE +		X	
11240	Motor Transport Licensing	Non-CoRE	X		
11240	Motor Transport Operations	Non-CoRE	X		
3070	Operations Security	CoRE			X
5110.2	Organizational Postal (UMR/OMC)	CoRE	X		
1610	Performance Evaluation System (PES)	CoRE			X
1700.37	Personal Financial Management Program (PFMP)	Non-CoRE		X	
6100.13	Physical Fitness and Combat Fitness Program	CoRE		X	
6100.14/1500.62	Physical Fitness Program and Force Fitness Instructor Program	CoRE		X	
5530	Physical Security	CoRE			X
5354.1	Prohibited Activities and Conduct Prevention and Response Program (PAC)	CoRE			X
3550.10	Range and Training Area Management	Non-CoRE	X		
5210.11	Records Management	CoRE	X	X	
1730	Religious Ministries	Non-CoRE	X		
5214	Reports Management	CoRE	X	X	
1700.23	Request Mast Procedures	CoRE			X
1900.16	Separations, Retirement, and Limited Duty	CoRE		X	
1752	Sexual Assault Prevention & Response (SAPR)	CoRE	X		
1700.36	Single Marine Program (SMP)	Non-CoRE	X	X	
5300	Substance Abuse	CoRE		X	
1720	Suicide Prevention Program	CoRE			X
5060.2	Sword Manual	Non-CoRE		X	
11000	Transient Housing	Non-CoRE	X		
1700.31	Transition Readiness Program (TRP)	CoRE		X	
11000.1	Unaccompanied Housing	CoRE	X		
1020	Uniform Inspection	Non-CoRE		X	
3000.13	Unit Readiness	CoRE			X
1553.3	Unit Training Management	CoRE		X	
1754.9	Unit, Personal, and Family Readiness Program (UPFRP)	CoRE		X	
5580.2	USMC Criminal Investigation Division (USMC CID) Operations	CoRE +		X	
5800.14	Victim and Witness Assistance Program (VWAP)	CoRE			X
1742.1	Voting Assistance Program	CoRE			X
1500.52	Water Survival Training Program	CoRE		X	