UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
BOX 555300
CAMP PENDLETON, CA 92055-5300

I MEFO 5041.1F
CIG
MAR 24 2016

I MARINE EXPEDITIONARY FORCE ORDER 5041.1F

From: Commanding General, I Marine Expeditionary Force
To: Distribution List

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM (CGIP)

Ref: (a) SECNAVINST 5430.57G
(b) SECNAV M-5210.1
(c) MCO 5430.1
(d) NAVMC DIR 5040.6H
(e) MCO 5040.6H
(f) MARFORPACO 5040.1B

Encl: (1) List of I MEF Major Subordinate Commands (MSCs) and Commands Subject to I MEF CGIP
(2) Description of CGIP Reports
(3) Sample Format for CGIP Unit Inspection Reports (UIR)
(4) Sample Format for Corrective Action Reports (CAR)
(5) Inspection Principles, Grading System, and Definitions
(6) Sample Format for Monthly Command Inspector General's Assessment Reports
(7) Sample Format for Quarterly Inspection Reports

Reports Required: I. Monthly Inspector General Assessment Report (Report Control Symbol I MEF-5041-01), par. 4b(4)(b)
II. Quarterly Inspection Report (Report Control Symbol I MEF-5041-02), par. 4b(4)(c)

1. Situation. The Command Inspector General's (CIG) Office is responsible for four primary Functional Areas. These are the Marine Corps Hotline program, Request Mast, Intelligence Oversight and the Commanding General's (CG) Inspection program. Each of these Functional Areas are directed under corresponding Marine Corps Orders and/or Marine Forces Pacific Orders. This Order establishes policy and responsibilities governing the I Marine Expeditionary Force (MEF) CGIP and sets forth the policies and responsibilities for the conduct of inspections within I MEF and Major Subordinate Commands (MSCs).

2. Cancellation. I MEFO 5041.1E.

3. Mission. The I MEF CIG will assist, assess, inspect, investigate, train, and manage the CGIP in order to (IOT) enhance the operational readiness and warfighting proficiency of I MEF. Inspections reinforce the importance of combat readiness, evaluate the critical areas essential for mission performance and serve as a tool for commanders to assess their units.

4. Execution

a. Commander's Intent and Concept of Operations

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(1) Commander's Intent

(a) It is I MEF policy to maintain the highest level of readiness, effectiveness, discipline, efficiency, and integrity. Candid, objective and uninhibited internal analysis of the management, operation and administration of the MEF is essential to achieve this objective.

(b) References (c), (d), (e) and (f) task I MEF and MSC Commanders (1st Marine Division, 1st Marine Logistics Group and 3d Marine Aircraft Wing) with the requirement for establishing inspection programs that will evaluate functional areas within their commands.

(c) This Order is intended to promote an inspection program that promotes economy, efficiency, effectiveness, enhances readiness and keeps the CG, I MEF informed. It is not intended to create additional inspection requirements.

(1) Concept of Operations

(a) The Marine Corps Inspector General Program is composed of the Inspector General of the Marine Corps (IGMC), IGMC staff personnel, CIGs and CIG staff personnel. The mission and functions of the IGMC are detailed in references (d). CIGs work for and are responsible to their commander; CIGs are also to be considered a functional extension of the IGMC with an important role in the Marine Corps Inspector General Program.

(b) The mission assigned to CGs by the Commandant of the Marine Corps is to evaluate and report in the following manner:

(1) Conduct inspections of all assigned organizations IOT promote economy, efficiency and readiness as well as to prevent and detect fraud, waste, and abuse; discrimination; sexual harassment; and related improprieties. Essentially, Command Inspectors and their offices are designed "to be the eyes and ears of the Commandant," and certainly to see and listen in support of our CG. I MEF is a "learning organization," and CIG serve a vital role in education of subordinate units, principally through the CGIP.

1. Maintain an oversight and follow-up system for monitoring and tracking command actions taken to correct problem areas reported in inspection reports.

2. Evaluate and enhance safety.

3. Receive allegations of inefficiency, misconduct, impropriety, mismanagement, or violations of the law, and investigate or refer such matters for investigation, as is appropriate.

b. Subordinate Element Missions

(1) I MEF CIG

(a) Serve as the principal advisor to the CG, I MEF on all inspection matters.

(b) Has overall staff cognizance of the I MEF Command Inspection Program.

(c) Conduct biennial (every other year) CGI of all I MEF (MSEs)/units listed in enclosure (1) using the guidelines listed in enclosure (4) and provide the CG, I MEF the results of those inspections.

(d) Monitor external agency inspections and staff visits and ensure command action is taken to correct deficiencies identified during those inspections and visits.

(e) Coordinate with MSC inspectors to address items of common concern and develop inspection programs which enhance readiness.

(f) Standardize Inspector training across the MSCs to ensure inspectors can mutually support inspection teams across I MEF.

(g) Submit required reports to the IGMC per reference (a) and (d).

(h) Develop a trend analysis of inspection results to identify weaknesses or mismanagement trends and facilitate/coordinate possible corrective action by appropriate authorities.

(i) In coordination with I MEF staff sections, evaluate the appropriateness and effectiveness of corrective action taken to rectify negative findings and adverse trends, and/or arrange for whatever assistance may be required by MSCs/MSEs.

(j) Ensure that all sensitive information is continually accounted for and that all means available to restrict disclosure are taken.

(2) Chief of Staff. Assign appropriate staff sections to support the inspection team staffing requirements IOT facilitate adequate personnel availability in support of the CGIP.

(3) I MEF, Staff Sections

(a) Provide functional area inspector personnel to the Command Inspector, I MEF, or when requested by the MSCs.

(b) Ensure functional area inspector personnel attend inspector training annually, and as required by the CIG.

(c) Provide assistance as required and/or requested to subordinate commands to enable them to continually maintain a satisfactory status in each functional area.

(d) Provide recommendations to the I MEF CIG regarding functional areas to be included in each inspection conducted for the MEF.

(e) Review final inspection reports of functional areas under their staff cognizance and provide the I MEF CIG with comments and recommendations, as appropriate, on the findings.

(f) Review reports of corrective action taken on discrepancies and provide comments regarding their appropriateness and effectiveness to the I MEF CIG.

(g) Route After Action Reports of Technical Area Inspections to appropriate Staff Sections for information and/or action as appropriate. A copy will be provided to the I MEF CIG.

(4) MSC Commanders

(a) Ensure inspection programs are designed to achieve the goals of combat readiness, proficiency, efficiency and compliance with policy.

(b) Submit monthly Inspector General (IG) Assessment reports to CIG, I MEF not later than 5th day of the following month. Report Control Symbol I MEF-5041-01.

(c) Provide I MEF CIG with a copy of quarterly inspection schedules at the start of each calendar quarter.

(d) Submit the Quarterly Inspection Report to I MEF for consolidation and reporting to IGMC via Marine Corps Forces Pacific (MARFORPAC) IG Office. These reports are due to I MEF no later than the 5th day of the month following the quarter being reported (i.e. July to September report due no later than 5 October). Report Control Symbol I MEF-5041-02.

(e) Ensure I MEF Standardize Inspector training is utilized to ensure inspectors can mutually support inspection teams across I MEF.

(f) Provide functional area inspector personnel to the Command Inspector, I MEF, or I MEF MSCs when requested to augment their inspection teams.

c. Coordinating Instructions. Submit all recommendations concerning this Order to the CG, I MEF via the I MEF CIG's office.

5. Administration and Logistics. Distribution will be made by electronic copy to MSC CIGs and I MEF Staff Principals.

6. Command and Signal

a. Command. This Order is applicable to I MEF Total Force.

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

M. L. JONES
Chief of Staff

DISTRIBUTION: I, II

List of I MEF Major Subordinate Commands (MSCs) and Commands Subject to I MEF CGIP

1. List of I MEF MSCs responsible for conducting Biennial CGIPs on their subordinate units. These MSCs are commanded by a General Officer with their own organic IG sections.

- 1st Marine Division (1st MARDIV)
- 1st Marine Logistics Group (1st MLG)
- 3d Marine Aircraft Wing (3d MAW)

2. List of Major Subordinate Elements and Units inspected under I MEF CGIP:

- I MEF Headquarters Group
    - 1st Air, Naval Gunfire Liaison Company (1st ANGLICO)
    - 1st Intelligence Battalion (1st Intel Bn)
    - 1st Radio Battalion (1st Rad Bn)
    - 9th Communications Battalion (9th Comm Bn)
    - 1st Law Enforcement Battalion (1st LE Bn)
- 11th Marine Expeditionary Unit Command Element (11th MEU CE)
- 13th Marine Expeditionary Unit Command Element (13th MEU CE)
- 15th Marine Expeditionary Unit Command Element (15th MEU CE)

Description of CGIP Reports

UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
BOX 555300
CAMP PENDLETON, CA 92055-5300

1. Commanding General's Unit Inspection Report (UIR)

a. The UIR is a report prepared by the Command Inspector. The UIR will be submitted to the Commander of the inspected unit within 30 days of the completed inspection.

b. The primary purpose of the UIR is to present factual information from which the Unit Commander can review inspection deficiencies, refine existing programs, and aid in the overall accomplishment of the unit mission.

c. The report will contain recommendations to the Commander that are supported by specific references and directives. The report and any written response from the unit inspected will be limited to those significant items affecting unit performance. Particularly, a written response will be required from the unit inspected for all assessed "Non-Mission Capable" functional areas and all "Findings." Generally, "Discrepancies" are easily corrected and do not require a written response.

d. The UIR will be retained on file at I MEF Command IG office and the inspected unit for at least six years to facilitate triennial IGMC evaluations.

e. The Corrective Action Report (CAR) is a report prepared by the inspected activity listing action taken to correct those findings cited in the UIR. Subordinate units will normally submit CARs to the CG, I MEF (Attn: Inspector) within 30 days of receipt of the UIR (or notify the respective IG office as to why the CAR requires additional time.

2. Reports

a. Monthly IG Assessment Report. This report provides a MEF-wide assessment to the I MEF CG. I MEF IG provides each MSC with template and due date on a monthly basis. For planning purposes, normally MSCs are required to have input to I MEF IG not later than 5th of each month for the previous month's assessment.

b. Quarterly Inspection Report. This report provides a MEF-wide update to MARFORPAC and Headquarters Marine Corps. I MEF provides each MSC with a template and a due-date on a quarterly basis. For planning purposes, normally MSCs are required to have input to I MEF IG not later than 5th day of month following the quarterly closure.

Sample Format for CGIP Unit Inspection Reports (UIR)

UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
BOX 555300
CAMP PENDLETON, CA 92055-5300

IN REPLY REFER TO:
5040
CIG

From: Commanding General, I Marine Expeditionary Force
To: Commanding Officer, Unit Name
Via: Commanding Officer, Appropriate Chain of Command

Subj: UNIT INSPECTION REPORT

Ref: (a) MCO 5040.6H
(b) I MEFO 5041.1F

Encl: (1) Functional Area Grades
(2) Noteworthy Personnel
(3) Format for Corrective Action Report

1. Per the references, the following report is submitted for the inspection conducted during (dates of inspection).

a. Section I: Overall Grade and Functional Area Grades

(1) The overall evaluation for the unit was (MISSION CAPABLE. Brief conclusion of inspection).

(2) Enclosure (1) contains a list of functional areas inspected with their respective grade. Enclosure (2) contains a list of noteworthy personnel recognized during the inspection.

b. Section II: Functional Areas with Findings and Recommendations

(1) Name of function area (000); Mission Capable with one (1) finding.

(a) 000 00 000: (Identify and specify the discrepancy to include references).

(b) Recommendation: (Annotate corrective action to resolve the listed discrepancy to include references).

c. Section III: Functional Areas with Discrepancies and Recommendations

(1) Name of function area (000); Mission Capable with one (1) finding.

(a) 000 00 000: (Identify and specify the discrepancy to include references).

(b) Recommendation: (Annotate corrective action to resolve the listed discrepancy to include references).

2. Proper program management and the maintenance of historical documents, such as desktop procedures and turnover binders make it possible to combat high turnover rates and operational tempo.

3. Please forward a letter of corrective action per enclosure (3) for the mission capable with findings areas in Section II to CG I MEF (Attn: CIG) no later than date (normally 30 days from date of UIR). A re-inspection will be coordinated and conducted by this office for the functional areas that were found "Mission Capable with Findings" or "Non Mission Capable." no later than date (normally 30 days from date of CAR).

4. The point of contact at the CIG office for inquires related to this matter is Gunnery Sergeant XXX, I MEF CIG Chief, at (760) 763-XXXX.

X. X. XXXXXXX

Sample Format for Corrective Action Reports (CAR)

Unit Letterhead

From: Commanding Officer
To: Commanding General, I Marine Expeditionary Force

Subj: CORRECTIVE ACTION REPORT ON THE COMMANDING GENERAL'S INSPECTION ON (DATE)

Ref: (a) I MEFO 5040.1F
(b) Unit Inspection Report

1. Per the references, the following corrective action report is provided in response to I MEF Commanding General's Inspection (CGI). All actions and recommendations noted have been thoroughly discussed with the applicable Functional Area (FA) Manager.

2. Each program manager with a "Finding" or "Non-Mission Capable" area personally contacted the I MEF FA Inspector to verify inspector expectations and to clarify the specific FA checklist items.

3. The following are the findings as noted in reference (b) and the corresponding corrective action taken:

a. 000 Functional Area (Grade)

(1) 000 00 000: With question from Functional Area Checklist.

(a) Finding: Use the finding from the UIR.

(b) Corrective action taken: Description of corrective action taken.

(c) Reference: MCO 0000.00, par 0b.

(2) 000 00 000: With question from Functional Area Checklist.

(a) Finding: Use the finding from UIR.

(b) Corrective action taken: Description of corrective action taken.

(c) Reference: MCO 0000.00, par 0b.

4. Analysis of difficulties encountered.

X. X. XXXXXX

Inspection Principles, Grading System, and Definitions

1. Principles. The following principles shall be considered when preparing for and conducting inspections:

a. The fundamental purpose of an inspection is to assess and enhance the ability of a unit to prepare for war and to perform its assigned mission.

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

c. Command level inspections shall be conducted short-notice or unannounced to obtain an accurate assessment of the unit's day-to-day operational and readiness capability, and to minimize, to the greatest extent possible, time wasted on preparation. During wartime, when unit training schedules are especially busy, more notice (advance liaison with unit Command Deck personnel) may be required to properly align within a unit's training program.

d. Inspections shall be conducted in a manner that will minimally disrupt the day-to-day operational/administrative functions of the inspected command.

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

f. Inspections will respect and uphold the Commander's authority.

g. The number, frequency, and types of inspections will be held to a minimum, avoiding duplication.

h. Inspections will recognize excellence.

i. Inspections will be a positive and productive learning experience for Marines.

j. Inspections will result in a written report.

2. Grading System. The primary purpose of the grading system is to quantify those capabilities of the individual, organization, or command being inspected. IOT keep the grading system within prescribed HQMC parameters, the following grades will be assigned:

a. Mission Capable. The organization does possess the requisite skills, equipment, personnel and knowledge to accomplish its assigned mission, tasks and functions.

b. Non-Mission Capable. The organization does not possess the requisite skills, equipment, personnel, and knowledge to accomplish its assigned mission, tasks and functions.

c. Discrepancy. An error or failure to comply with guidance, direction, or action as required in applicable U.S. Navy, USMC, MARFORPAC, or I MEF directives.

d. Findings. A significant problem within a command which:

(1) Detracts from the command's readiness.

(2) Is a practice that could lead to fraud, waste and abuse.

(3) Involves issues of health, morale, or welfare of personnel.

(4) Significantly deviates from policies and procedures.

3. Definitions. For the purpose of this Order, the following definitions apply:

a. Inspection. An official evaluation of a unit where the results are reported in writing to I MEF and/or MSC Commanders. Audits performed by recognized audit groups under formal audit standards are not included.

b. Follow-up Inspection. An inspection of action taken to correct major deficiencies identified during a previous inspection. The purpose of the follow-up inspection is to assess whether corrective action is effectively completed; is producing the desired results; is not causing new problems; is economical and efficient; and is practical and feasible.

c. Audit. An official examination and verification of accounts and records according to generally accepted U.S. Government Audit Standards. The conclusions reached must be supported by sufficient, competent and relevant evidence. Results are reported to higher headquarters via the appropriate chain of command.

Sample Format for Monthly Command Inspector General's Assessment Reports

UNITED STATES MARINE CORPS
(UNIT LETTERHEAD)

IN REPLY REFER TO:
5040
CIG

From: Commanding General, (Insert MSC)
To: Commanding General, I Marine Expeditionary Force

Subj: MONTHLY COMMAND INSPECTOR GENERAL'S ASSESMENT

1. The following cases were opened with the total open cases during the month of October:

a. CONGRINTS: 0 Total Congrints: 1

b. Hotlines: 3 Total Hotlines: 4

c. Request Mast: 0 Total Request Mast: 1

2. During the month of October, the following cases were closed:

a. CONGRINTS: 1

b. Hotlines: 2

c. Request Mast: 3

3. During the month of October, the following cases were identified as cases of Interest: (Note: Officer Misconduct, Major Fraud and Significant Abuse.)

a. List only Case #XXXXX

b. List only Case #XXXXX

4. During the month of October, the Unit CGI's office conducted two (2) inspections. The following trends were identified:

a. Promotions (066):

(1) Trends: (Explain)

(2) Possible Systemic Causes: (Explain)

b. Environmental (764):

(1) Trends: (Explain)

(2) Possible Systemic Causes: (Explain)

5. During the month of October, the following Functional Areas were identified as Model Programs:

c. 1st Law Enforcement Battalion. Defense Travel System (075): (Explain why this Functional Area is a Model Program. i.e. Ones that you would refer other units to as an example.)

6. During the month of October, the following Functional Areas were identified with Best Practices:

a. 9th Communications Battalion

(1) Defense Travel System (075): (Explain why this Functional Area is a Best Practice. i.e. Any innovative practice not required by the order that improves the Programs effectiveness/efficiency.)

7. The point of contact at the Command Inspector General's office for inquiries related to this matter is Gunnery Sergeant XXX at (760) 763-XXXX.

X. X. XXXXX

Sample Format for Quarterly Inspection Reports

UNITED STATES MARINE CORPS
(UNIT LETTERHEAD)

IN REPLY REFER TO:
5040
CIG

From: Commanding General, (Insert MSC)
To: Commanding General, I Marine Expeditionary Force

Subj: QUARTERLY INSPECTION REPORT: 4TH QUARTER FISCAL YEAR 2015

Ref: (a) MARFORPACO 5041.1B

1. Per reference (a), the following information is provided regarding (enter MSC):

a. Top five findings: (No unit information)

b. Possible systemic causes: (Explain the trends and possible causes and include FA question numbers.)

c. Hotline Complaints interest subjects: (Top three most frequent Hotline Complaint subjects)

d. Congressional interest subjects: (Top three most frequent CONGRINT subjects)

e. Best Practices: (Explain why this Functional Area is a Best Practice. i.e. Any innovative practice not required by the order that improves the Programs effectiveness/efficiency.)

f. Observation of trends:

g. Inspections or Assist Visits scheduled: (List units for next QTR)

2. The point of contact at the Command Inspector General's office for inquiries related to this matter is Gunnery Sergeant XXX at (760) 763-XXXX.

X. X. XXXX