



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:
I MEFO 5041.1E
CIG
16 MAR 2012

I MARINE EXPEDITIONARY FORCE ORDER 5041.1E

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

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM (CGIP)

Ref: (a) NAVMC DIR 5040.6H (Marine Corps Readiness Inspections and Assessments)
(b) MCO 5040.6H (Marine Corps Readiness Inspections and Assessments)
(c) MFPO 5040.1B (Inspection Program)
(d) MFPO 3820.1A (Conduct and Oversight of Intelligence Activities)

Encl: (1) List of I MEF Major Subordinate Commands (MSCs) and Commands Subject to I MEF CGIP [Major Subordinate Elements (MSEs)]
(2) Description of CGIP Inspection Report
(3) Sample Format for CGIP Unit Inspection Report (UIR)
(4) Sample Format for Corrective Action Report (CAR)
(5) Inspection Principles, Grading System, and Definitions

Reports Required: Monthly Inspector General Assessment Report
Quarterly Inspection Report
Quarterly Intelligence Oversight Report

1. Situation. To set forth the policies and responsibilities for the conduct of inspections within I MEF and Major Subordinate Commands (MSCs).

2. Cancellation. I MEFO 5041.1D.

3. Mission

a. Background

(1) 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.

(2) References (a), (b) and (c) 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.

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

(4) Intelligence Oversight Inspections. Per reference (d), inspectors are responsible for the conduct of Intelligence Oversight Inspections. When practicable, these inspections should be conducted in conjunction with scheduled command inspections.

b. Mission. The mission assigned to Commanding Generals by the Commandant of the Marine Corps is to evaluate and report in the following manner:

(1) Conduct inspections of all assigned organizations in order to 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 Commanding Generals. I MEF is a "learning organization," and Command Inspector General's serve a vital role in education of subordinate units, principally through the Commanding General's Inspection Program (CGIP).

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

(3) Evaluate and enhance safety.

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

4. Execution

a. Command Inspector, I MEF

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

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

(3) Conduct biennial (every other year) Commanding General's Inspections 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.

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

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

(6) Submit required reports to the Inspector General of the Marine Corps per reference (a) and (d).

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

(8) 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.

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

b. Chief of Staff. Assign appropriate staff sections to support the inspection team staffing requirements in order to facilitate adequate personnel availability in support of the Command Inspection Program.

c. Staff Sections, I MEF

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

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

(3) Provide recommendations to the Command Inspector, I MEF regarding functional areas to be included in each inspection conducted for the MEF.

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

(5) Review reports of corrective action taken on discrepancies and provide comments regarding their appropriateness and effectiveness to the Command Inspector, I MEF.

(6) 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 Command Inspector, I MEF.

d. Major Subordinate Commanders

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

(2) Provide I MEF (Command Inspector) with a copy of quarterly inspection schedules at the start of each calendar quarter.

(3) Submit monthly Inspector General Assessment reports not later than 12th day of the following month (i.e. January report is submitted no later than 12 February.)

(4) Submit the Quarterly Inspection Report to I MEF for consolidation and reporting to Headquarters, U.S. Marine Corps (IGMC) via Marine Corps Forces Pacific Inspector General's Office. These reports are due to I MEF no later than the 28th day of the month following the quarter being reported (i.e. July to September report due no later than 28 October.)

(5) Submit the Quarterly Intelligence Oversight Reports to I MEF (Command Inspector and I MEF G-2) per reference (d).

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

6. Command and Signal. This order is to take effect when signed. Point of contact at I MEF is the Command Inspector at 760-763-2547.

A handwritten signature in dark ink, appearing to read "RF Castellvi". The signature is written in a cursive, somewhat stylized font.

R. F. CASTELLVI
Chief of Staff

DISTRIBUTION: I, II

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

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 Inspector General sections.

- 1st Marine Division
- 1st Marine Logistics Group
- 3d Marine Aircraft Wing

2. List of Units Inspected under I MEF CGIP (MSEs).

- 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)



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IN REPLY REFER TO:

DESCRIPTION OF CGIP INSPECTION REPORT

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

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

b. The primary purpose of the Unit Inspection Report 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 Inspector General office and the inspected unit for a minimum of five years to facilitate triennial Inspector General of the Marine Corps 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 Inspection General 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 12th of each month for the previous month's assessment.

Enclosure (2)

b. Quarterly Inspection Report. This report provides a MEF-wide update to Marine Forces Pacific 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 28th day of month following the quarterly closure.

c. Quarterly and Annual Intelligence Oversight Reports

1. Quarterly Intelligence Oversight Reports are submitted to CG, I MEF (Attn: Inspector) in accordance with reference (d). Reports are due from I MEF to Marine Forces Pacific not later than the 5th day of October, January, April, and July. MSCs will be contacted to set a target due date of their reports at least two weeks prior to MSC reports being due to I MEF.

2. Annual Intelligence Oversight Reports are due to CG, I MEF (Attn: Inspector) by 5 September. Reference (d) provides details to format the report. Although this report is required in higher headquarters orders, currently I MEF is not tasked to provide an annual report as Marine Forces Pacific consolidates the four separate quarterly reports.



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SAMPLE FORMAT FOR CGIP UNIT INSPECTION REPORT (UIR)

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 5041.1E

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.

(3) Enclosure (2) contains a list of noteworthy personnel recognized during the inspection.

b. Section II: Mission Capable with Findings

(1) Functional Area 000 (Name of function area); Mission Capable with Finding.

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

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

Enclosure (3)

2. Functional areas were inspected utilizing _____.

Subj: UNIT INSPECTION REPORT

3. Please forward a letter of corrective action per enclosure (3) for the mission capable with findings areas in Section II to this command (Attn: Command Inspector General) no later than date (normally 30-45 days from date of UIR). Also address your top three areas of priority or concern. A follow-up inspection will be conducted for the functional areas that were found "Mission Capable with Findings" or "Not Mission Capable."

4. Point of contact is XXXXXXX, I MEF CIG Chief, at DSN: 361-2547.

XXXXXXX

Sample Format for Corrective Action Report (CAR)

Unit Letterhead

From: Commanding Officer, Unit
To: Commanding General, I Marine Expeditionary Force (Attn: IG)
Via: (1) Commanding Officer, Group Level Headquarters

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

Ref: (a) I MEFO 5041.1E
(b) Unit Inspection Report dated (date)

1. Per the references, the following corrective action report is submitted.

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

a. Finding #1:

Corrective action taken:

b. Finding #2:

Corrective action taken:

3. Analysis of difficulties encountered. Address the top three areas of concern.

X. X. XXXXXX



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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. In order to keep the

Enclosure (5)

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, Marine Forces Pacific, 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.