



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
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IN REPLY REFER TO:
I MEFO 5041.1D
Insp

JUN 19 2006

I MARINE EXPEDITIONARY FORCE ORDER 5041.1D

From: Commanding General
To: Distribution List

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM (CGIP)

Ref: (a) MCO 5041.6G
(b) MARFORPAC 5041.9
(c) MCO 1700.23E w/ch 1

Encl: (1) List of I MEF Major Subordinate Commands (MSC) and
Commands subject to I MEF CGIP
(2) Description for CGIP Inspection Report
(3) Sample Formats for CGIP Inspection Report
(4) Inspection Principles, Grading System, and Definitions

1. Purpose. To set forth policy, procedures, and responsibilities for the conduct of inspections within I MEF and Major Subordinate Commands (MSC) s.
2. Cancellation. I MEFO 5041.1C
3. Background. Inspections reinforce the importance of combat readiness, evaluate the critical areas essential for mission accomplishment and serve as a tool for commanders to assess their units. Reference (a) tasks I MEF and MSC Commanders to establish an inspection program that will evaluate all functional areas within their commands. This order is intended to reinstitute an inspection program that encourages economy, efficiency, effectiveness and enhances readiness.
4. Scope. This order is applicable to I MEF Major Subordinate Commands and those organizations under the Operational Control of I MEF.
5. Inspection Objectives. The objectives of the I MEF inspection program are to enhance professional excellence, combat effectiveness and the welfare of our Marines and Sailors. Inspections are conducted to:
 - a. Evaluate and enhance safety.
 - b. Promote readiness and evaluate training effectiveness.
 - c. Prevent and detect fraud, waste and abuse; discrimination; sexual harassment; environmental noncompliance and related improprieties.
 - d. Maintain an oversight and follow-up system for monitoring and tracking command actions taken to correct problem areas reported in inspection reports.

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e. Receive allegations of inefficiency, misconduct, impropriety, mismanagement, or violations of the law.

6. Special Inspections. The I MEF Command Element may be subject to inspections, audits, and reviews by technical agencies which require specific actions. Guidance for such visits is generally available under appropriate directives. Inspections do not reduce the limitations regarding disclosure of information from personnel records.

7. Responsibilities and Duties.

a. I MEF Inspector.

(1) Serve as the principle advisor to the CG, I MEF on all inspection matters. Coordinate all aspects of the Commanding General's Inspection Program for each command.

(2) Conduct Commanding General's Inspection of all I MEF units listed in enclosure (1) using the guidelines listed in enclosure (2) and provide the CG, I MEF the results of those inspections.

(3) Maintain an oversight and follow-up system for monitoring and tracking the command actions taken to correct reported problem areas.

(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 Headquarters U.S. Marine Corps, Inspector General (IGMC) as required in reference (a).

(7) Develop a database of inspection results to identify trends for possible corrective action by appropriate authorities.

(8) Coordinate with I MEF Staff Sections to evaluate the appropriateness and effectiveness of corrective action to rectify discrepancies and adverse trends identified during Inspections.

(9) Submit intelligence oversight quarterly reports, reports of violations and/or infractions to CG, Marine Forces Pacific, (MARFORPAC).

(10) In conjunction with CO, MEF Headquarters Group, publish quarterly and annual I MEF Inspection schedules.

(11) Establish and maintain a web-based reporting system to receive reports of fraud, waste, abuse, discrimination, sexual harassment, and related improprieties.

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b. Chief of Staff. Assign appropriate staff sections to support the Inspection team staffing requirements to execute the Command Inspection Program.

c. General and Special Staff Officers.

(1) Provide functional area personnel to the Command Inspector in the execution of scheduled inspections. Be prepared to assist I MEF MSCs when requested.

(2) Review final inspection reports of cognizant functional areas and provide the I MEF Inspector with comments and recommendations, as appropriate, on the findings.

(3) Review reports of corrective action taken on discrepancies and provide comments to I MEF Inspector regarding appropriateness and effectiveness.

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 CG, I MEF (Attn: Inspector) with a copy of quarterly inspection schedules at start of each calendar year.

(3) Submit the Annual Inspection Report (enclosure (3)) required by reference (a) to CG, I MEF for consolidation and reporting to Headquarters, U.S. Marine Corps (IG). These reports are due to I MEF Inspector not later than 1 October.

(4) Submit the Quarterly/Annual Intelligence Oversight Reports to CG, I MEF (Attn: Inspector) per reference (b).

8. Policy and Procedures for Commanding General's Inspection Program.

a. The I MEF Commanding General's inspection program focuses on the following core areas.

(1) Personnel. Indicators of individual readiness; close order drill, clothing and equipment, essential subjects, physical fitness and weight control.

(2) Personal Administration. Those matters pertaining to personnel management, morale, and welfare of individual Marines and Sailors and their families, and administrative functions critical to the execution of the unit's primary mission.

(3) Training. Those areas critical to the development and conduct of required training, training administration, and training management.

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(4) Logistics. Those logistical matters which are critical to the execution of the unit's primary mission, to include supply, maintenance, maintenance management, MARES/SORTS readiness, embarkation, ordnance, and transportation.

(5) Health and Safety. Those matters which identify hazards and conditions exposing personnel unnecessarily to injury or health hazards, to include medical and dental.

(6) Security. Those matters related to security of classified materials, physical security, and law enforcement.

(7) Intelligence. Those matters pertaining to intelligence, counterintelligence, and intelligence oversight.

(8) General. Those functional areas required by external sources or mandates requiring inspections be conducted, e.g., postal affairs and absentee voting. When applicable, each commander will ensure these functional areas are inspected per current directives and policies.

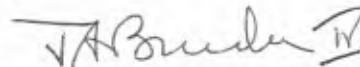
b. Inspections conducted as part of the Commanding General's inspection program may take place anytime within the two-year period and must be noted as a Commanding General's inspection on the quarterly inspection schedule.

c. Inspection Checklists directed for use by IGMC are available through the IGMC's Automated Inspection Reporting System (AIRS).

(1) I MEF Inspector and Major subordinate command inspectors will obtain, maintain and use these checklists for conducting inspections.

(2) A copy of the completed AIRS checklist will be provided to the commander upon completion of any inspection. This checklist will form the basis of the required corrective action, if needed. The completed checklist will not be forwarded to HQMC or through the chain of command.

d. Grading System. Enclosure (4) clarifies the inspection grading system and definitions.



J. A. BRUDER IV
Chief of Staff

DISTRIBUTION: LIST I/II

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List of I MEF Major Subordinate Commands
responsible for conducting Biennial CGIPs

CG, First Marine Division
CG, First Marine Logistics Group
CG, Third Marine Aircraft Wing

List of Units Inspected under I MEF CGIP

MEF Headquarters Group
 1st Air, Naval Gunfire Liaison Company
 1st Intel BN
 1st Radio BN
 9th Comm BN
11th MEU CE
13th MEU CE
15th MEU CE

ENCLOSURE (1)

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INSPECTION REPORTS

1. Commanding General's Inspection Report

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

b. The primary purpose of the Inspection Report is to present factual information from which the Unit Commander can review inspection results and initiate required actions within the command to correct noted 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 Inspection report will be retained on file at I MEF and at the inspected unit for a minimum of five years to facilitate triennial IGMC evaluations.

e. The Annual Inspection Report will be forwarded to CG, I MEF (Attn: Inspector) by the last working day of September for consolidation.

f. The Corrective Action Report is a report prepared by the inspected activity listing action taken to correct those findings cited in the Inspection Report. The Corrective Action Report will be submitted to CG, I MEF (Attn: Inspector) within 30 days of receipt of the Inspection Report.

2. Intelligence Oversight Reports

a. Quarterly Intelligence Oversight Reports are submitted to I MEF (Attn: Inspector) in accordance with reference (b). Reports are due on 15 March, 15 June, 15 September, and 15 December. The format for the report is provided in reference (b).

b. Annual Intelligence Oversight Reports are due to CG, I MEF (Attn: Inspector) by 1 September. Reference (b) provides details the format for the report.

ENCLOSURE (2)

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FORMAT FOR UNIT INSPECTION REPORT

Unit Letterhead

From: Command Inspector
To: Commanding Officer

SUBJ: INSPECTION OF (UNIT, LOCATION)

Ref: (a) MCO 5041.6G
(b) IMEFO 5041.1D

1. In accordance with the reference, the following report is submitted.

2. Section I

a. Narrative statement of the unit's overall character capability, and ability to accomplish assigned mission, tasks, and functions.

b. Listing of functional areas inspected.

c. A list of individual(s) warranting special commendation as appropriate.

3. Section II

a. Findings and Recommendations

(1) Finding #1. A statement of fact describing in sufficient detail the Finding condition noted.

(2) Recommendation. A statement of recommended corrective action to resolve the Finding noted.

b. Amplifying Comments. Any comments which enhance the understanding of the Findings noted or the specifics associated with a particular deficient condition or existing situation of interest.

4. Additional Areas of Priority or Concern. Any additional requirements placed upon the Unit Commander by the MSC.

SIGNATURE
Inspector

ENCLOSURE (3)

I MEFO 5041.1D
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ANNUAL INSPECTION REPORT FORMAT

Unit Letterhead

From: Commanding Officer
To: Commanding General, I Marine Expeditionary Force (Inspector)

SUBJ: ANNUAL INSPECTION REPORT, FY XX

Ref: (a) IMEFO 5041.1D

Encl: (if applicable)

1. Per the reference, the following report is submitted.
2. Narrative summary of inspections conducted and impressions gained.
3. Trends.
4. Corrective actions.
5. Items requiring higher headquarters attention (IMEF, MARFORPAC or HQMC).
6. Tentative schedule of inspections for the upcoming fiscal year.

X. X. XXXXXXXX

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FORMAT FOR CORRECTIVE ACTION REPORT

Unit Letterhead

From: Commanding Officer
To: Commanding General, I Marine Expeditionary Force
(Attn: Inspector)

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

Ref: (a) IMEFO 5041.1D
(b) Command Inspector Report of Findings and Recommendations

1. Per references (a) and (b), 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.

X.X. XXXXXX

ENCLOSURE (3)

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INSPECTION PRINCIPLES, GRADING SYSTEM, DEFINITIONS, AND CHECKLISTS

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 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.

d. Inspections shall be conducted in a manner that will not 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 the 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 grading system within prescribed HQMC parameters, the following grades will be assigned:

a. Mission Capable. The organization possesses and uses 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.

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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. Finding. 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 the 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.