



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

I MEFO 5041.1G
CIG
APR 6 2020

I MARINE EXPEDITIONARY FORCE ORDER 5041.1G

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

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM (CGIP)

Ref: (a) SECNAVINST 5040.3A
(b) SECNAV M-5210.1
(c) MCO 5430.1A
(d) MCO 5040.6J

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) List of Functional Areas and Responsible Staff Sections

1. Situation. Per the references, Commanding Generals are required to establish an inspection program. The Command Inspector General (CIG) is responsible for the Commanding General's Inspection Program (CGIP). 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 5041.1F.

3. Mission. The I MEF CIG will manage the CGIP, and assess compliance in order to (IOT) promote foundational readiness that contributes to mission success at I MEF. Inspections reinforce Marine Corps standards in order to reveal current command conditions, teach and train, and recommend corrective actions.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Through CGIPs, I MEF and MSC CIGs will ascertain current command conditions, assess policy compliance, and recommend corrective actions, thereby promoting Marine Corps institutional discipline and foundational readiness.

(b) Reference (d) tasks I MEF and MSC Commanders (1st Marine Division, 1st Marine Logistics Group and 3d Marine Aircraft Wing) with the requirement to establish an inspection program that will assess compliance of functional areas within their respective commands.

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(c) This Order is intended to promote an inspection program that promotes economy, efficiency, effectiveness, enhances foundational readiness and keeps the CG, I MEF informed.

(1) Concept of Operations

(a) The Marine Corps Inspector General Program is comprised 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 reference (c). 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 Inspector General of the Marine Corps' Inspection Program.

(b) Essentially, CIGs and their offices are designed "to be the eyes and ears" of the Commandant, and certainly to see and listen in support of their respective CG. I MEF is a "learning organization," and the CIG serves a vital role in education of subordinate units, principally through the CGIP. 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 subordinate commands for which they have CGMCA every other fiscal year (24 months), in accordance with reference (d). In cases where the CGIP is unable to inspect a subordinate unit prior to six months beyond the two year requirement, the command shall submit a waiver request to the IGMC via the I MEF CIG.

2. Conduct short-notice inspections in accordance with reference (d).

3. No later than September, annually, submit fiscal year inspection schedules to IGMC, via the I MEF CIG.

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 a biennial (every other fiscal year) Commanding General's Inspection (CGI) of each I MEF Major Subordinate Element (MSE)/unit listed in enclosure (1) and provide the CG, I MEF the results of each inspection.

(d) Monitor external agency inspections, and staff visits, and track command actions 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 foundational readiness.

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

(g) Track areas of concern from inspection results to identify weaknesses or systemic issues and facilitate/coordinate possible corrective action by appropriate authorities.

(h) 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 assist in the arrangement of whatever assistance may be required by MSCs/MSEs.

(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 the fiscal year inspection plan 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 inspection findings 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 ascertain current command conditions, assess policy compliance, and recommend corrective actions, thereby promoting Marine Corps institutional discipline and foundational readiness.

(b) Submit monthly Inspector General (IG) reports to CIG, I MEF as requested to support the I MEF CG's monthly IG update. Templates distributed via separate correspondence and subject to change.

(c) Provide I MEF CIG with a copy of fiscal year inspection schedules by September of each year.

(d) Ensure I MEF standardized inspector training is utilized to ensure inspectors can mutually support inspection teams across I MEF.

(e) Provide functional area inspector personnel to the CIG, I MEF, or I MEF MSCs when requested in order to augment their inspection teams.

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



J. L. OSTERMAN

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 a CIG on their staff.

- 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 Information Group (I MIG)
 - I MEF Support Battalion (I MSB)
 - 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

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 "Ineffective" 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 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.

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

Subj: UNIT INSPECTION REPORT - XX UNIT NAME

Ref: (a) MCO 5040.6J
(b) I MEFO 5041.1G

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

1. Per the references, the following report is submitted for the Commanding General's Inspection conducted (dates of inspection).

a. The overall evaluation for the unit is MISSION CAPABLE. The command possesses the requisite skills, equipment, personnel, and understanding to accomplish its assigned mission, tasks, and functions.

b. Enclosure (1) contains a list of functional areas inspected and their respective grades. During the inspection, (Number of total Functional Areas inspected) (XX) identified functional areas were inspected. (Number of Ineffective Functional Areas) (X) areas were identified as Ineffective. (Number of Effective Functional Areas with Findings) (X) areas were identified as Effective but with findings and (Number of Effective Functional Areas with Discrepancies) (X) were identified as effective but with discrepancies.

c. (X) Ineffective Functional Areas

(1) (0000) Name of function area (X Findings/X Discrepancies)

(a) Finding #1 XXXX: (Identify and specify the discrepancy)

Root Cause: (Identify the root cause of the discrepancy).

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

d. (X) Effective Functional Areas with Findings

(1) (0000) Name of function area (X Findings/X Discrepancies)

(a) Finding #1 XXXX: (Identify and specify the discrepancy)

Enclosure (3)

Subj: UNIT INSPECTION REPORT - XX UNIT NAME

Root Cause: (Identify the root cause of the discrepancy).

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

e. (X) Effective Functional Areas with Discrepancies

(1) (0000) Name of function area (X Discrepancies)

(a) Discrepancy #1 XXXX: (Identify and specify the discrepancy)

Root Cause: (Identify the root cause of the discrepancy).

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 maintain quality programs in spite of high turnover rates.

3. Findings and discrepancies noted during the inspection, as well as recommendations and comments, are within the command's authority and capability to correct and should be undertaken as a matter of priority. A Corrective Action report is required to be sent to CG I MEF (Attn. CIG) NLT (normally 30 days from the date of the UIR), see Enclosure (3). Additionally, re-inspections of all functional area's that received Ineffective or Effective with Findings will be coordinated and conducted by this office NLT (normally 30 days from the CAR)

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

X. X. XXXXXXXX

Sample Format for Corrective Action Reports (CAR)

Unit Letterhead

From: Commanding Officer
To: Command Inspector General, I Marine Expeditionary Force
Subj: CORRECTIVE ACTION REPORT ON THE COMMANDING GENERAL'S INSPECTION ON
(DATE)
Ref: (a) I MEFO 5040.1G
(b) Unit Inspection Report

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

2. Each program manager with a "Finding" or "Ineffective" 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. Functional Area (Grade)

(1) Question number

(a) Statement of noncompliance.

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

(c) Date Corrective will be complete:

(2) Question number

(a) Statement of noncompliance.

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

(c) Date Corrective will be complete:

4. Analysis of difficulties encountered.

X. X. XXXXXX

List of Functional Areas and Responsible Staff Sections

This list will not be considered all encompassing. For the most current list, always refer to the I MEF Command Inspector General Office. The Inspector General of the Marine Corps updates and maintains the Critical or Required Evaluation (CoRE) functional areas and the CG, I MEF may add or remove additional non-CoRE areas to the CGIP. Therefore, I MEF Staff Sections may be required to provide additional functional area inspectors as the list of inspectable functional areas is periodically updated.

1. G-1
 - 1040 Career Planning
 - 1610 Performance Evaluation System
 - 1650 Military Awards
 - 1742 Voter Assistance
 - 1900.1 Separation & Retirement
 - 3040 Casualty Affairs
 - 5210 Records Management
 - 5214 Reports Management
 - 5215 Directives Management
 - 5211 Privacy Act
 - 5600 Marine Corps Publication Management
2. G-2
 - 3800 Intelligence Oversight
3. G-3
 - 1500.59 Martial Arts Program (MCMAP)
 - 1553.3 Unit Training Management
 - 3000 Unit Readiness
 - 3070 Operations Security
 - 3302 Anti-Terrorism
 - 3400 CBRN Defense
 - 5530 Physical Security
 - 6100 Physical Fitness Program
 - 6110 Body Composition & Military Appearance Program
4. G-4
 - 4400.15 Consumer Level Supply
 - 8000 Ground Ordinance Maintenance
 - Local Food Service
5. G-6
 - 5239 Cyber Security Management
6. G-8
 - 4600 Government Travel Charge Card
7. Command Inspector General
 - 1700.23 Request Mast
 - 5060.1 Color Guard
8. Staff Judge Advocate
 - 5800.14 Victim, Witness Assistance Program
 - 5800.16 Legal Administration

9. I MEF Information Group
4650 Defense Travel System
1754.9 Unit, Personal, and Family Readiness Program
10. I MEF Surgeon
1900.2 Limited Duty
6000 Health Service Support
11. I MEF Equal Opportunity Advisor
5354.1 Prohibited Activities and Conduct
12. I MEF Sexual Assault Response Coordinator
1752 Sexual Assault Prevention and Response Program
13. I MEF Safety
5100 Safety
Local Motorcycle Mentorship
14. I MEF Combat Operational Stress Control
5300 Combat Operational Stress Control Program
15. I MEF Staff Secretary
5510.2 Foreign Disclosure
5510.3 Information & Personnel Security Program
16. I MEF Embedded Preventative Behavioral Health
Local Resiliency Program