



# UNITED STATES MARINE CORPS

MARINE FORCES RESERVE  
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NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY TO  
ForO 5040.4B  
INSP  
DEC 12 2006

FORCE ORDER 5040.4B

From: Commander, Marine Forces Reserve  
To: Distribution List

Subj: COMMAND INSPECTION PROGRAM (CIP)

Ref: (a) MCO 5040.6G  
(b) ALMAR 023/99  
(c) MCO 3060R.17B  
(d) ForO 3060.17A w/CH-1  
(e) MCO 3800.2B

Encl: (1) Core Inspection Functional Areas  
(2) CIP Guidelines  
(3) Format for Commanding General Inspection Report

1. Situation. This Order sets forth policies, procedures, tasks and responsibilities required to implement inspection and other related programs per the references.

2. Cancellation. ForO 5040.4A

3. Mission. Effectively immediately Marine Forces Reserve (MARFORRES) executes the CIP in order to evaluate and report on the readiness of all assigned units, together with their capability to accomplish assigned missions.

4. Execution

a. Commanders Intent and Concept of Operations

(1) Commanders Intent

(a) Purpose. To ensure that the MARFORRES CIP reinforces the importance of combat readiness, evaluates the critical areas essential for mission performance, ensures compliance with regulations and policy, and serves as a tool for commanders to assess their units. Inspections will be performed in a manner consistent with minimizing impact on training activities.

(b) Method. Major Subordinate Command (MSC) Commanding Generals (CGs), Commanding Officers (COs), and Officers-

in-Charge (OICs) will conduct inspections of their units to evaluate readiness and ensure compliance with regulations and policy. The Commander, MARFORRES (CMFR) in coordination with the Inspector General of the Marine Corps (IGMC), will inspect MSC Commanding General Inspection Programs (CGIP) biennially to assess overall effectiveness. Force level units are inspected biennially by the CMFR. To the extent possible, inspections and other assessments will be coordinated and conducted jointly to minimize impact on scheduled training activities.

(c) Endstate. All units in the force are inspected to assess combat readiness and mission capability as required by the references and this Order.

(2) Concept of Operations

(a) Ensure that MARFORRES organizations, units, and individuals comply with the letter and spirit of relevant laws, regulations, and Marine Corps and Force Orders.

(b) Improve the operational, administrative, personnel, material, and training readiness of MARFORRES units by identifying problem areas, and recommending and tracking corrective actions.

(c) Report findings of internal or external inspections that may indicate significant force-wide systemic issues.

(d) Assist the inspected Commander in resolving problems that are beyond the ability of the inspected command/unit to accomplish.

(e) CGs, COs, and OICs are responsible and accountable for the readiness of their units to execute assigned missions. MSC CGs will develop inspection plans and execute necessary and appropriate actions to inspect their subordinate units as required by the references and this Order.

(f) The MARFORRES Inspector will conduct oversight, monitoring, and coordinating activities of all inspections, tests, and assessments of force level units.

b. Subordinate Unit Missions

(1) MARFORRES force level units, Headquarters Battalion, and MARFORRES General and Special Staff Departments will conduct annual self-inspections of the functional areas under their cognizance using the Automated Inspection Reporting System (AIRS) Checklists found on the Headquarters Marine Corps (HQMC) IGMC web

site. Results of these inspections will be maintained and made available to IGMC or this Headquarters (Office of the Inspector) when requested. Upon request, provide appropriate subject matter experts to conduct inspections and assist in executing the CIP. Travel funding will be provided by the MARFORRES Inspector.

(2) Each MSC CG shall implement a CGIP that will, at a minimum, inspect their respective subordinate units triennially in the core functional areas listed in enclosure (1). Inspections should focus on readiness, mission capability, and process improvement and will be conducted using the AIRS checklists found on the HQMC IGMC web site. Other checklists may be used in addition to the AIRS checklist. Inspections will be conducted within the guidelines contained in references (a) and (b) and enclosure (2). Inspection results will be provided to the inspected unit in the format provided in enclosure (3). MSC CGs may implement additional inspection programs as necessary. CGI and other inspections will be coordinated and conducted jointly whenever possible.

(a) MSC Inspectors will implement the CGIP for their Commands and will submit semi-annual fiscal year inspection schedules depicting the unit, site, and inspection dates to the MARFORRES Inspector by 1 September and 1 March. Coordination with MARFORRES Inspector will be accomplished to ensure that whenever possible joint CGI, Mobilization Operational Readiness Deployment Test (MORDT) and other inspections are conducted to minimize impact on unit training.

(b) Ensure that Marines assigned duty at Naval Reserve Officer Training Command (NROTC) units under the administrative control of an Inspector-Instructor (I-I) are inspected concurrent with the I-I Staff/Reserve Unit inspection.

(c) Upon request, MSC's will provide appropriate subject matter experts to conduct inspections and assist in executing the MARFORRES CIP. Travel funding for support to the MARFORRES CIP will be provided by MARFORRES Office of the Inspector.

(3) MARFORRES Inspector has staff cognizance over the CIP and is the focal point for all inspections within the command to include monitoring corrective actions taken for findings noted during inspections. The MARFORRES Inspector will:

(a) Conduct inspections of Headquarters Battalion, MARFORRES biennially or as directed.

(b) Conduct inspections of force level units biennially or as directed.

(c) Conduct Intelligence Oversight Inspections throughout the Force as required by reference (e).

(d) Ensure that Marines assigned duty at NROTC units under the administrative control of an I-I for Force level units are inspected concurrent with the unit inspection.

(e) Conduct short notice (48-72 hours) biennial inspections of the command elements of 4th Marine Division, 4th Marine Aircraft Wing, 4th Marine Logistical Group, and Marine Corps Mobilization Command to assess overall effectiveness of their CGIP's. This inspection will include the following:

1. Thoroughness and effectiveness of the CGIP.
2. Review of reports maintained by the command documenting past inspections and corrective actions taken.
3. Observation of the CGIP inspection methodology.
4. Review of the grading system being used.
5. The CIP is not limited only to the above.

Any functional area deemed necessary by the CMFR (i.e., Special Interest, Equal Opportunity, Training Management, Embarkation, Environmental Programs, Financial, Logistics, Safety, etc.) may be inspected to better ascertain the readiness status of the command being inspected.

(f) Coordinate inspections of force level units to ensure that whenever possible joint inspections are conducted to minimize impact on training.

(g) Compile and assess internal and external inspection results; compile and report findings to the Force Commander and, as appropriate, to the IGMC, and maintain CIP inspection records.

c. Coordinating Instructions

(1) Additional audits inspection programs, tests, etc, may be conducted to establish a comprehensive picture of unit readiness for commanders. However, these programs will be implemented in conjunction with, and in a manner that is consistent with, the purpose and scope of the CIP. These assist visits and inspections are not a substitute for the Commander's Inspection. All schedules for separate inspections of force level units will be coordinated with the MARFORRES Inspector.

The results of internal inspections of force level units will be forwarded to the Commander, MARFORRES (Attn: Office of the Inspector) as soon as possible.

(2) Findings and discrepancies identified during a CMFR Inspection or MORDT requires the submission of a Corrective Action Report in standard naval letter format from the unit to the Commander, MARFORRES (Attn: Office of the Inspector) via their chain-of-command no later than 45 days from the date of their inspection. A corrective action report is an official evaluation by the unit's leadership addressing the results or findings in writing.

(a) Re-inspections may be necessary to determine the action taken by a unit to correct findings and deficiencies identified during a previous inspection. Re-inspections of functional areas that have findings or deficiencies will be conducted within 180 days from the date of the original inspection. In the event of minor discrepancies/findings, the corrective action report may be accepted in lieu of a re-inspection.

#### 5. Administration and Logistics

a. Personnel. MSC CGs, COs, OICs, I-I's, and MARFORRES General and Special Staff Officers will provide appropriate subject matter experts to support the MARFORRES CIP when requested.

b. Logistics. The MARFORRES Inspector will fund travel expenses for personnel supporting the MARFORRES CIP.

#### 6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Reserve.

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



R. E. BRAITHWAITE  
Executive director

DISTRIBUTION: B

**CORE Inspection Functional Areas**

1. Personnel Administration. Those matters pertaining to personnel management, the morale and welfare of individual Marines and Sailors and their families, and those administrative functions critical to the execution of a unit's primary mission; general administration, personnel administration, Marine Corps Total Force System (MCTFS), legal administration, career planning, equal opportunity, and so forth.
2. Logistics. Are those logistical matters critical to the execution of the unit's primary mission (supply, maintenance, maintenance management, Marine Corps Automated Readiness Evaluation System (MARES)/Status of Resources and Training System (SORTS) Readiness, embarkation, ordnance, facilities, and transportation).
3. Personnel and Training. Those areas that are troop-oriented, to include: physical conditioning/weight control, personal appearance, required training, unit training management, battle skills training/essential subjects, Marine Corps Institute (MCI), and professional military education.
4. Medical and Dental. Are those matters that relate to the health readiness of Marines and Sailors.
5. Safety. Those matters that identify hazards and conditions which might expose personnel unnecessarily to injury or health hazards, to include aviation safety and Naval Air Training and Operating Procedures Standardization, ground safety, motor vehicle safety, and industrial hygiene.
6. Security. Those matters related to security of classified materials, Information Assurance, Electronic Key Management System and law enforcement.
7. Environmental Compliance. Those environmental matters which are critical to preserving natural and cultural resources entrusted to the Marine Corps. This is accomplished through the MARFORRES Facilities (and host service where applicable) Environmental Compliance Evaluation (ECE) programs.
8. Intelligence. Those matters pertaining to intelligence, counterintelligence, and intelligence oversight activities by MARFORRES intelligence personnel and organizations.
9. Command Directed. Those command-level functional areas such as public relations/affairs, non-judicial punishment, request mast, classified material control, etc.

10. Special Interest Items. These are issues, matters, or concerns which are currently identified as Commandant of the Marine Corps or CMFR special interest item. The Inspector will provide specific guidance as to current items.

11. Other. Those functional areas required by external sources, mandates, and Marine Corps directives or higher headquarters issued directives requiring that inspections be conducted: civilian personnel administration, postal affairs, and absentee voting program.

When applicable, each Command Inspector/Commander will ensure these functional areas are inspected using current directives and policies. MSCs shall ensure that all base functions under their cognizance are included in their inspection program.

### **CIP Guidelines**

1. Inspections. At a minimum, Commanders and Inspectors will consider the following when preparing for and conducting inspections:

a. The fundamental purpose of an inspection is to inspect a unit's readiness, efficiency, and effectiveness, and enhance its ability to prepare for and to perform its assigned mission.

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

c. Inspections will be decentralized wherever possible.

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

e. Inspectors will respect and uphold the Commander's authority.

f. The number, frequency, and types of inspections conducted will be only those necessary to provide the commander with an accurate picture of unit readiness and mission capabilities.

g. Duplication among inspections will be avoided whenever possible. All separate inspection programs must be coordinated with the CIP.

h. Inspections will recognize excellence with appropriate comments in the Unit Inspection Report (UIR).

i. Inspections will be positive, productive learning experiences for the Marines.

j. Inspections will result in a UIR.

k. The inspection process will include follow-up and resolution of problems that are beyond the ability of the inspected unit to solve.

2. Grading. Grades will not be assigned to functional areas inspected in the CGIP. These areas shall be considered as "Mission Capable" or "Non-Mission Capable" in the evaluation. Overall performance will be rated as "Mission Capable" or as "Non-Mission Capable."

a. Mission Capable is defined as "The command/unit possesses and uses the requisite skills, equipment, personnel, and understanding to accomplish its assigned mission, tasks, and functions."

b. Non-Mission Capable is defined as "The command/unit does not possess, or does not use, the requisite skills, equipment, personnel, and understanding to accomplish its assigned mission, tasks, and functions."

3. Findings and Discrepancies. Inspectors shall address findings and discrepancies noted and provide appropriate comments and suggestions to correct shortcomings.

4. Debriefing and Request for Additional Assistance. A thorough debrief shall be provided to the Unit Commander concerning functional areas that need assistance after a CGI inspection. The unit may request additional assistance for re-inspection preparation through the chain of command.

FORMAT FOR COMMANDING GENERAL INSPECTION REPORT

(Unit Letterhead)

5040  
Code  
Date

From: Commander/Commanding General  
To: Commanding Officer/Officer in Charge  
Via: Commanding General (As appropriate)

Subj: UNIT INSPECTION REPORT

Ref: (a) MCO 5040.6G  
(b) ForO 5040.4B  
(c) Appropriate Local Order

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

a. Section I

(1) A detailed narrative statement of the unit's overall ability to accomplish assigned mission, tasks, and functions.

(2) Listing of functional areas inspected and the grade assigned to each functional area.

b. Section II. Findings and Recommendations. The AIRS checklist report can be attached as an enclosure to the Unit Inspection Report instead of retyping all the inspections results in Section II. Findings and recommendations will be listed here and on the AIRS checklist.

(1) Finding #. A statement of fact describing the deficiency condition noted.

Recommendation. A recommended corrective action to resolve finding noted.

(2) Finding #. A statement of fact describing the deficiency condition noted.

Recommendation. A recommended corrective action to resolve finding noted.

(3) Amplifying comments. Comments to enhance the understanding of the finding(s) noted or specifics associated with a particular finding or existing situation of interest.

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2. Additional areas of priority or concern.

3. A report of corrective action taken for the non-mission capable areas in Section I and the findings issued in Section II will be forwarded to this Command Element (Attn: Office of the Inspector) no later than (normally allow 45 days to respond). A follow-up inspection will be conducted for those functional areas which were non-mission capable.

/s/  
Commanding