



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE
4400 DAUPHINE ST
NEW ORLEANS, LOUISIANA 70146-5400

ForO 5040.4A
INSP
4 Aug 00

FORCE ORDER 5040.4A

From: Commander, Marine Forces Reserve
To: Distribution List

Subj: COMMAND INSPECTION PROGRAM (CIP)

Ref: (a) MARCORMAN
(b) MCO 5040.6F
(c) MPLAN
(d) MCO P1001R.1J

Encl: (1) MFR Inspection Matrix
(2) CIP Guidelines
(3) Core Inspection Functional Areas
(4) Inspection Responsibility for Force Level Units
(5) Inspection Activity Report
(6) Unit Inspection Report Format
(7) Annual Inspection Report

1. Purpose. The purpose of the Marine Forces Reserve Command Inspection Program (CIP) is to 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. Cancellation. ForO 5040.4

3. Background

a. Reference (a) requires all Marine Corps commanders to regularly evaluate the capability of their commands to accomplish assigned missions and to seek assistance when needed.

b. Reference (b) requires Commanding Generals to develop and execute a CIP that evaluates and reports on the readiness of all assigned units, together with their capability to accomplish assigned missions.

4. Role of Commanders and Inspectors. All Force commanders will be held responsible and accountable for the readiness of their

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units to execute the missions assigned to them. The Force Inspector, and all inspectors in the Force are chartered to assist in evaluating unit readiness status and to coordinate with the commanders in ensuring that those areas inspected are relevant to readiness.

5. Objectives. The CIP is designed to accomplish the objectives set forth in paragraphs 1011.3a and 3b of reference (a) and the following:

a. Ensure Marine Force Reserve (MARFORRES) unit compliance with, and the continued relevance of laws, regulations, Marine Corps and Force Orders.

b. Improve the operational, administrative, personnel, material, and training readiness of the SMCR units of MARFORRES by identifying problem areas and recommending corrective action.

c. Report findings internal or external to the inspected unit, which may indicate significant systemic issues.

d. Include follow-up and resolution of problems that are beyond the ability of the inspected command/unit to solve.

6. MARFORRES Inspections

a. To the greatest extent possible, all inspections will be unscheduled short notice or no notice inspections, with notification between 0-48 hours prior to the commencement of the inspection. Major Subordinate Command (MSC) and Force level units shall provide an annual list of preferred inspection periods, one per fiscal quarter, to Command Inspectors for consideration. The Command Inspector may use this list at his/her discretion. Inspectors will review all information at their disposal (annual training schedules, unit input, etc.) to determine the best date for inspection. Ideally, a date that will minimally impact the regularly scheduled training cycle yet provide the best opportunity to effectively assess unit readiness should be selected.

b. The Assistant Chief of Staff, G-7 (AC/S, G-7) has inspection oversight responsibility.

(1) Commanding General's Inspection (CGI). Per reference (b), the CGI is a required inspection and is conducted triennially. The CGI is a bottom-up process designed to survey individual and unit readiness. The focus should be on readiness and process

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improvement. The Automated Inspection Reporting System (AIRS) checklists shall be used for inspecting functional areas. The AIRS contains inspection checklists updated by HQMC/MCCDC functional area sponsors and is maintained by the Inspector General of the Marine Corps (IGMC). The CGI shall include The Core Inspection Functional Areas. The inspection may exclude those items inspected during the Marine Corps Administrative Analyst Team (MCAAT) and Field Supply Maintenance Analysis Office (FSMAO) inspections conducted within the previous two years.

(2) Mobilization Operational Readiness Deployment Test (MORDT). Although not a mandatory inspection requirement for the Force CIP, MORDT is considered an effective tool to measure a unit's capabilities to mobilize and train their personnel in proper procedures and to correct discrepancies so that readiness is improved. MSC Commanding Generals shall conduct MORDTs in accordance with Ref(c). Further amplifying guidance is pending publication of upcoming Marine Corps and Force Orders currently under revision. Commanders are responsible to prepare plans, directives, guidelines, and checklists, as required, for planning the conduct and evaluation of MORDT's. MSC Commanding Generals may include a no notice MORDT as part of a CGI.

7. Inspection Guidance

a. Frequency of MFR Inspections are provided in Enclosure (1).

b. CIP guidelines are provided in Enclosure (2).

c. Core Inspection Functional Areas are provided in Enclosure (3).

d. Notification to the unit to be inspected can be made by Naval Message or the Electronic Mail System (ELMS). It should include:

(1) Type of inspection/reinspection to be conducted.

(2) The name and rank of the Senior Inspecting Officer (SIO) at each inspection site.

(3) The AIRS checklist can be obtained through the Marine Link website: <http://www.hqmc.usmc.mil/ig/nsf>.

(4) Administrative and logistical support required from the inspected unit.

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e. The technique of inspections will depend upon the type of unit and the nature of the inspection. The SIO should, in every case, undertake the following actions:

- (1) Discuss with the unit commander details of the inspection.
- (2) Observe the personal appearance of all Marines.
- (3) Conduct physical inspection of facilities and grounds.
- (4) Conduct informal interviews with randomly selected members of the command to gauge the unit's morale.
- (5) Facilitate instructional out-briefs.
- (6) Ensure completion of AIRS checklists and preparation of reports for COMMARFORRES or the MSC Commanding Generals.
- (7) Inform the unit commander of results upon completion of the inspection and provide copies of all completed AIRS checklists before departure.
- (8) Recognize excellence.

f. Force Level Unit Inspection

(1) To facilitate the most effective use of limited manpower resources, Force level units will be inspected by the MSC maintaining administrative control over them, by the MSC with which they are collocated or as designated by Enclosure (4) of this Order. Inspector-Instructor Staffs should be employed to the fullest extent practicable to effectively execute these inspection responsibilities.

(2) Upon request, MARFORRES G-7 will provide funding to offset additional expenses incurred by MSC inspection teams who conduct inspections on Force level units identified in Enclosure (4).

(3) Selected Marine Corps Reserve (SMCR) Marines from the inspecting unit will be issued orders in accordance with Chapter 4 of reference (d) for one of the following categories: Regular drills, Annual Training (AT), Additional Training Period (ATP), Active Duty Special Work (ADSW), or Readiness Management Period (RMP).

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8. Inspection Checklists. Inspectors shall use AIRS inspection checklists when conducting inspections and ensure minimally required core functional areas and items are inspected. Inspectors shall address findings and discrepancies noted and provide appropriate comments and suggestions to correct shortcomings. Commander, MARFORRES or the MSC Commanding Generals may add items to the inspection checklists to provide a more complete picture of the readiness status of the inspected unit.

9. Reinspection Procedures

a. Reinspections are necessary to determine the action taken by a unit to correct deficiencies identified during a previous inspection.

(1) Units with findings or deficiencies shall submit a corrective action report to their respective Inspector 30 to 45 days from the inspection date. A corrective action report is an official evaluation by the unit's leadership addressing the results or findings in writing.

(2) MSC Commanding Generals should schedule a reinspection of functional areas that have findings or deficiencies during a CGI/MORDT inspection within 60 to 180 Days. The functional area reinspection shall be short or no notice and will allow reasonable time for the unit to take corrective action from the date of the initial inspection.

b. A thorough debrief shall be provided to the Unit Commander concerning functional areas that need assistance after a CGI/MORDT inspection. The unit may request additional assistance for reinspection preparation through the Chain of Command. MSC and Force Unit Inspectors are responsible for reinspections.

10. Action

a. AC/S, G-7

(1) Assume staff cognizance of the Force CIP.

(2) Report findings to the Force Commander and, as appropriate, the IGMC.

(3) Manage MARFORRES inspection database.

(4) Provide feedback to MSC/field units on Force-wide trends, findings and other inspections issues and information.

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b. MSC Commanding Generals

(1) Ensure the frequency of inspections delineated in ref (b), is adhered to. MSC's may conduct more frequent inspections of their units at their discretion.

(2) Ensure that the contents of this Order and references are disseminated to appropriate personnel throughout the command.

(3) Ensure that AIRS functional area checklists are utilized as the standard for the CIP. Review the Inspector General website for updates or changes.

(4) Review unit certification letters or annual self-inspections.

(5) Incorporate designated Force Level Units, enclosure (4), into your CIP program.

(6) Recapitulate, by the 1st of each month, an Inspection Activity Report, Enclosure (5), to MARFORRES AC/S G-7. All report requirements must be electronically transmitted. ELMS transmissions are acceptable, with attachments as appropriate.

(7) Provide an electronic copy of Executive Summaries/Unit Inspection Reports to the MARFORRES, G-7 on all inspected units by utilizing Enclosure (6) per reference (b).

(8) By 15 October, submit an Annual Inspection Report, Enclosure (7), directly to the IGMC, as required per reference (b). Provide an electronic copy of this report to the MARFORRES AC/S G-7.

c. All Force Level Units

(1) Conduct annual self-inspection using the AIRS checklist and retain the completed checklists on file for a period of 3 years. Subject reports will be inspected as part of MSC CIP's.

(2) No later than 30 September each year, the Commanding Officer of each Battalion level or higher unit must submit an Annual Inspection Report, Enclosure (7), to MARFORRES G-7, via the MSC G-7 responsible for the Force unit per Enclosure (4). The certification of this report may not be delegated.

(3) Identify to the Command Inspector four (4) drill weekend periods, one per fiscal quarter, to be considered for the conduct of a no-notice inspection. Selected dates will be those considered least disruptive to regularly scheduled training.

(4) Customize the AIRS checklist, as necessary, to create a more effective tool to assess unit performance and readiness status. Ensure the minimum core functional area items are included. All adjustments to the AIRS checklist must be approved by the MSC Commander/MSC G-7.

d. All Staff Department Heads

(1) Become familiar with the AIRS checklist as it pertains to their functional area and use existing management data bases to identify potential problem areas for Force and MSC units.

(2) Report to MARFORRES G-7 deficiencies, trends or potential problem areas identified on assist visits, management report reviews, etc., that may have Force-wide impact. A detailed ELMS communication is acceptable.

(3) Report results of all external agency inspections (FSMAO, MCCAT, etc.) conducted on their functional area using the Inspection Activity Report in Enclosure (4).

(4) As directed, be prepared to assist and augment the AC/S G-7 with functional and commodity area experts in the conduct of inspections.

(5) Principal Staff sections with higher headquarters reporting requirements that are inspection related (i.e., G-2, G-6, etc.) will provide an electronic copy of that report to the MARFORRES AC/S, G-7.

11. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

/s/

P. J. DULIN
Chief of Staff

DISTRIBUTION: B

Copy to: CMC (IGMC/IGA/MRA)

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MFR Inspection Matrix

Unit	Type of Inspection	Frequenc y	Reference	Sponsor/Agency
MFR				
HQBN S-1	MCCAT Inspection	Every 2 years	MCO 5040.6F	HQMC (Code MIF)
HQBN S-4	Field Supply and Maintenance Analysis Office Inspection	Every 2 years	MCO P4400.160A	HQMC (Code LPP-2)
G-2	Sensitized Compartmented Information Facility (SCIF)	Every other year	DoD 510521.M-1	SSO DIA
G-3 (NBC)	Anti-Terrorism/ Force Protection	Every 2 years	MCO 3302.1C	HQMC (Code POS)
G-4	FSMAO	Every 3 years	MCO P4400.160A	HQMC (Code LPP-2)
RCO	Procurement Management Review	Every 3 years	NAPS 5201.691- 1	HQMC (LBO)
4th MarDiv				
4th MAW				
4th FSSG				

CIP GUIDELINES

1. Principles. 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 assess and enhance the ability of a unit 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 will be held to a minimum.

(g) Duplication among inspections will be avoided.

(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 Unit Inspection Report.

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

(l) Grades will not be assigned to functional areas inspected in the CGI. 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."

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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, etc.
2. Logistics. Those logistical matters that are 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: close order drill, clothing and equipment, 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. 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 standardization (NATOPS), ground safety, motor vehicle safety, and industrial hygiene.
6. Security. Those matters related to security of classified materials, 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 a command environmental self-audit program.

ENCLOSURE (3)

8. Intelligence. Those matters pertaining to intelligence, counterintelligence, and intelligence oversight.

9. Command Directed. Those command-level functional areas such as public relations/affairs, non-judicial punishment, request mast, classified material control, etc.

10. General. 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, child care centers, absentee voting program, and correctional facilities. When applicable, each command inspector/commander will ensure these functional areas are inspected using current directives and policies. MSC's shall ensure that all base functions under their cognizance are included in the inspection program.

ENCLOSURE (3)

INSPECTION RESPONSIBILITY FOR FORCE LEVEL UNITS

INSPECTING COMMAND	T/O
1. <u>4th MARINE DIVISION</u>	
a. 3rd CAG, Camp Pendleton, CA	(103)
b. 31th ITT, Camp Pendleton, CA	(11)
c. 32nd ITT, Worcester, MA	(11)
d. 33rd ITT, Miami, FL	(11)
e. 34th ITT, Garden City, NY	(11)
f. 35th ITT, Chicago, IL	(11)
g. 14th CIT, San Diego, CA	(14)
h. 4th SCAMP, Mobile, AL	(44)
i. I MACE, Camp Pendleton, CA	(295)
j. 4th ANGLICO, West Palm Beach, FL	(264)
2. <u>4th FORCE SERVICE SUPPORT GROUP</u>	
a. 10th CIT, Washington, DC	(14)
b. STAP, Albany, GA	(08)
c. 4th CAG, Washington, DC	(128)
d. 12th CIT, Washington, DC	(14)
e. II MACE, Camp LeJeune, NC	(179)
3. <u>4th MARINE AIRCRAFT WING</u>	
a. 4th FIIU, Aurora, CO	(54)
b. 3rd ANGLICO, Long Beach, CA	(115)

INSPECTION ACTIVITY REPORT

1. COMMAND: (Wing, Division, FSSG, MARFORRES)
2. UNIT(S) INSPECTED:
3. TYPE OF INSPECTION(S): (CGI, MORDT, FSAMO, MCAAT, MCCRES, etc.)
4. INSPECTION DATES: (mm/yy)
5. SENIOR INSPECTING OFFICER:
6. RESULTS: (Mission Capable, Non-Mission Capable)
7. TRENDS: (Must not be left blank. Insert N/A if no trends were noted)
8. COMMENTS / RECOMMENDATIONS:

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UNIT INSPECTION REPORT

From: Command Inspector
To: Commanding Officer, (Inspected Unit)
Via: Commanding General MSC (G-7)
Copy: Commanding General MARFORRES, (G-7)

Subj: UNIT INSPECTION REPORT

Ref: (a) MCO 5040.6F

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

a. Section I

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

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

b. Section II

(1) Findings.

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

(b) Amplifying comments. Any comments which enhance the understanding of the finding(s) noted or specifics associated with a particular finding or existing situation of interest.

(2) Recommendations.

(a) Statement of recommended corrective action to resolve finding noted.

(b) Amplifying comments. Any comments which enhance the understanding of the recommendation(s).

2. Additional areas of priority or concern. Any additional requirements placed upon the commanding officer by the major subordinate commander, for example:

a. It is requested a report of corrective action taken for the non-mission capable areas in section I and the findings issued in section II be forwarded to this Headquarters (Attn: Inspector) no later than 30 to 45 days after reinspection date.

b. A follow-up inspection will be conducted for those functional areas which were non-mission capable. The follow-up inspection will be unannounced.

Command Inspector

ENCLOSURE (6)

ANNUAL INSPECTION REPORT

From:
To: Commandant of the Marine Corps (IG)
Via: (As appropriate)

Subj: ANNUAL INSPECTION REPORT, FY XX

Ref: (a) MCO 5040.6F

Encl: (If applicable)

1. Per the reference, the following report is submitted.
2. A detailed narrative summary of the MSC's overall capability as reflected from the inspections conducted, impressions gained, to include comments/recommendations which may enhance the Marine Corps inspection program.
3. Findings or command-wide findings which impact the Marine Corps as a whole; i.e., professional knowledge/competence, unit training, formal schools training, etc. This paragraph shall include those findings noted in all inspections; i.e., Naval Audit, DODIG, MCAAT, FSMAO, MCCRES, ECE's, any environmental regulatory agency visits (inspections, audits, etc) etc.
4. Corrective actions taken on findings that the command had the ability to correct.
5. Narrative summary of units/sections/Marines recognized for their outstanding accomplishments during inspections conducted.
6. Items requiring higher headquarters attention (FMF or HQMC).

COMMANDING GENERAL