



UNITED STATES MARINE CORPS  
FORCE HEADQUARTERS GROUP  
2000 OPELOUSAS AVENUE  
NEW ORLEANS, LA 70114-1500

IN REPLY REFER TO:

5040

G-7

JAN 10 2016

GROUP ORDER 5040.1

From: Commanding General  
To: Distribution List

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM (CGIP)

Ref: (a) NAVMC DIR 5040.6H  
(b) MCO 5040.6H  
(c) MCO 5430.1  
(d) ForO 5040.4B  
(e) MCO 5200.24D  
(f) MARADMIN 201/10  
(g) ForO 5200.C  
(h) ADC, P&R ltr 5200R  
(i) MCO 6100.13  
(j) MCO 1020.34G  
(k) MCO P5060.20

Encl: (1) G-7 STANDARD OPERATING PROCEDURES (SOP)

1. Situation. After more than a decade at war and several reorganizations by higher headquarters, Force Headquarters Group (FHG) was formed to provide critical intermediate structure for effective command and control of subordinate units. The principle challenge facing our leadership and this command is how to achieve the highest levels of readiness given our extremely small staffs and waning fiscal resources. Our inspection program must recognize the unique nature of our command, integrate best practices identified by references (a) through (k), and reinforce readiness through education.

2. Mission. The FHG CGIP will, according to the procedures established in Enclosure (1), assess, assist and enhance the ability of FHG units to prepare for and perform assigned missions through a centralized inspection program.

3. Execution

a. Commander's Intent and Concept of Operations

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distribution is unlimited.

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM AND INTERNAL CONTROLS (SHORT TITLE: G-7 SOP)

(1) Commander's Intent. Through a deliberate and detailed approach to conducting inspections and assessing the results, FHG will maintain the highest level of readiness, effectiveness, discipline, integrity, and public confidence. Candid, objective and uninhibited internal analysis of the management, operation, and administration of the FHG is essential to achieve this objective. All inspections will be conducted in an independent and professional manner, without command influence, pressure or fear of reprisal from any level within the FHG.

(2) Concept of Operations. The FHG G-7 is designated as the office of primary responsibility for the CGIP and employs active duty, reserve, and civilian adjunct inspectors to conduct inspections and investigations, as necessary. The FHG G-7 is authorized to coordinate among the staff and with appropriate staff sections of MARFORRES in order to provide subject matter experts for training and conducting inspections.

4. Administration and Logistics. Information, instructions and procedures in this order are published as required per references (a) through (d). Marine Corps inspections and evaluation guidance is provided in reference (c). Recommendations concerning the process laid out in Enclosure (1) are encouraged. Such recommendations will be submitted to this Headquarters (Command Inspector General) via the appropriate chain of command for review and consideration.

5. Command and Signal

a. Command. This Order is applicable to all FHG Marines and Civilian Marines in FHG.

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

  
H. G. PRATT

Copy To:  
COMMARFORRES



G-7 STANDARD OPERATING PROCEDURES

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CHAPTER 1  
GENERAL

1. Introduction. This SOP provides instruction on the conduct of the Commanding General's Inspection program within Force Headquarters Group based on applicable directives from higher headquarters and the policies of the Commanding General (CG). The FHG G7 oversees the CGIP and conducts inspections with augmentation from FHG Special Staff and Subject Matter Experts from MARFORRES and subordinate units, as required.

2. Principles. In accordance with ref (a), the following principles should guide inspections:

a. At the core, inspections measure a unit's readiness, efficiency and effectiveness and enhance its ability to prepare for and perform its assigned mission.

(1) Inspections identify root causes of problems, particularly those beyond the capability of the Commander to solve.

(2) Inspections detect work practices and conditions that might unnecessarily expose personnel to injury or hazards.

(3) Inspections detect and prevent fraud, waste, abuse, discrimination, harassment and other practices prejudicial to good order and discipline.

(4) Inspections will be centralized wherever possible.

(5) Inspections will foster a climate of trust and confidence.

(6) Inspectors will respect and uphold the Commander's authority.

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

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

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

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(10) Inspections will be positive, productive learning experiences for the Marines and Sailors of the Command.

(11) Inspections will result in a Unit Inspection Report.

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

### 3. Policies

a. Inspection results will emphasize constructive evaluation of readiness focused on providing maximum assistance to the inspected unit. The attitude of the inspected unit's leadership determines the value of the assessment. COs (COs) and Inspector-Instructors (I&I) are urged to make use of the expertise provided by individual inspectors and evaluators by ensuring a receptive climate exists within their organization. Should the performance of individual inspectors be less than professional, commanders and/or I&Is shall immediately notify the G7.

b. All FHG commands shall be inspected biennially under the CGIP. Prescribed frequencies for inspections are considered minimum. FHG Staff Members, COs, and I&Is are encouraged to coordinate additional staff visits as necessary to carry out assigned responsibilities and improve day-to-day functioning.

4. Scheduling. G-7 will attempt to minimize conflict with schedules by coordinating inspection schedules through the FHG G-3. All inspections will continue to be announced via AMHS message published by Marine Forces Reserve G-7 prior to the start of each quarter.

### 5. Responsibilities

a. FHG Command Inspector General. Within FHG, the G-7 is responsible for coordinating the inspections described in this order.

b. COs/I&Is. COs/I&Is are directed to publish inspection procedures and conduct inspections per reference (a) and this SOP. Since inspections under the CGIP occur biennially, each commander and officer-in-charge shall assess the efficiency and performance of functional areas on an annual basis and ensure their unit's functional and personnel areas are mission capable.

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Existing CGIP functional area checklists may be used for this purpose. COs/I&Is are advised to request assist visits and courtesy inspections from the FHG Staff. COs/I&Is will ensure any functional and personnel areas found Mission Capable with Findings or Non-Mission Capable are re-inspected within 30-45 days. COs/I&Is will ensure program support is provided to inspectors during a CGI and re-inspections. Inspection reports and other results shall be maintained by each unit. Formal results of a CGI will be retained by the G-7 for six years per reference (a). Unit Inspection Programs will be subject to inspection by the G-7 during the CGI.

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CHAPTER 2  
COMMANDING GENERAL'S INSPECTION

1. Scope. The CGI is an inspection of personnel and selected functional area activities of an organization or unit. Areas subject to inspection are listed in Appendix B of this order and can also be found on the FHG G-7 SharePoint Site (<https://eis.usmc.mil/sites/fhg/g7/default.aspx>).

2. Inspection Routine

a. Planning

(1) A CGI Warning Order is normally sent to the command two months prior to the commencement of the CGI. The Warning Order includes functional areas that will be inspected along with the FHG inspector's point of contact information and CGI timeline.

(2) Upon receipt of the Warning Order, the organization or unit is required to respond with the unit's functional area representatives. If personnel related inspections and Physical Fitness Tests (PFT)/Combat Fitness Test (CFT) are scheduled to be inspected, the unit will also provide an availability roster of unit organizational personnel.

b. Execution

(1) The CGI generally lasts three days, starting on Thursday and ending on Saturday. The G-7 will conduct an in-brief with the unit's CO or I&I. Following the in-brief with the CO or I&I, the G-7 and his staff will conduct an in-brief with the unit's functional area representatives. All functional areas listed in Appendix B will be inspected by FHG or MFR Subject Matter Experts (SME). Inspection team will provide an out-brief to the command at the conclusion of the inspection and send a Unit Inspection Report that will be covered later in this chapter. Inspection results for any and all rescheduled functional areas and personnel shall be provided via e-mail and in writing to the G-7 in a form of a supplemental report.

(2) Inspection assignment lists will be created by the G-7 using the unit's availability roster as discussed in in the inspection routine planning section above. If PFT/CFT/Chemical Biological Radiation and Nuclear (CBRN), uniform inspections and personnel inspections are scheduled, available Sergeants and below will be assigned to one of the following events: Personnel Inspection or PFT/CFT/CBRN. All available officers

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and Staff Noncommissioned Officers (SNCO's) will stand a uniform inspection or participate in the PFT/CFT/CBRN, if conducted.

(3) Chapter 3 and Appendix B of this Order identify the core functional areas to be inspected in all units as well as some functional areas that apply only to specific units. Those areas will be designated by the CIG based on unit mission, equipment and personnel qualification to ensure a thorough evaluation of mission readiness.

(4) Functional area checklists are available for download from the Inspector General of the Marine Corps (IGMC) web site at:

<http://www.hqmc.marines.mil/igmc/Resources/FunctionalAreaChecklists.aspx>. Functional Area inspection checklists are updated by Headquarters, U.S. Marine Corps (HQMC) and Marine Corps Combat Development Command (MCCDC) functional sponsors and maintained by the IGMC. These checklists contain, at a minimum, those areas that should be inspected in any one functional area. Additional functional areas may be added to the inspection process by the CG, FHG or to provide a more complete and detailed analysis of the inspected unit. Unit functional area representative will be required to show the appointed FHG SME how to obtain a copy of the appropriate checklist prior to the commencement of the functional area inspection.

(5) External inspection agencies, as listed in Chapter 3, paragraph 4, will use checklists applicable to their current directives.

(6) In-brief. The G-7 will normally hold an executive in-brief with the CO/I&I, Executive Officer (XO) or Assistant I&I, and Senior Enlisted Leader (SEL) and/or CGI coordinator the first day. The intent of this in-brief is to provide an avenue for the unit commander to communicate directly with the G-7 and not for the general dissemination of information to all personnel. Additionally, the G-7 will receive a command brief in order to better understand the command's mission prior to inspecting. Following the executive in-brief, the G-7 and the functional area inspectors will assemble in a predetermined conference room identified by the unit and will in-brief the unit's functional area representatives. This allows the G-7 to introduce the FHG's functional area inspectors and address any unit-specific inspection details prior to the start of the functional area inspections.

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(7) Uniform. The seasonal MARPAT is the working uniform of the day for all functional area representatives except as otherwise designated.

(a) The G-7 will designate uniforms (e.g. Service "A", "B", or "C" or the corresponding Blue Dress uniforms) to be worn for the officer and SNCO Uniform Inspection phases of the CGI.

(b) For personnel assigned a Service or Blue Dress uniform inspection, marksmanship badges and ribbons/medals will be worn in accordance with reference (j).

(c) The official USMC Physical Fitness Training (PT) uniform is required for the PFT portion of the CGI. The decision to wear (or not) the running suit will be made by the inspected unit commander based on local weather conditions.

(8) Inspection Events

(a) Administrative inspection portions of the CGI will normally be conducted on the first and second days of the inspection. Functional Areas that cannot be graded fairly due to the absence of key personnel or for other reasons may be rescheduled only with the approval of the G-7.

(b) Personnel inspection events, if conducted, will normally occur on the third day and will be scheduled per Appendix A. Uniforms for personnel inspection events will be designated by the CIG. Inspected personnel must have individual identification. One scribe is required for each inspection.

1. Marines assigned as scribes are responsible for obtaining and completing the forms associated with uniform inspections.

2. The FHG Inspector Chief shall conduct the personnel inspection.

3. The G-7's staff may be augmented as appropriate in order to complete personnel inspections in a timely manner when large numbers of sergeants and below are inspected.

4. The formation for the personnel inspection will be per reference (k) and as prescribed below. The uniform

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and T/O weapons will be inspected. The Platoon Sergeant will have either the sword or T/O weapon.

5. General military knowledge, current events, and knowledge about request mast, hazing, equal opportunity, sexual assault and harassment, and unit policies will be tested.

6. Unit commanders shall have an alternative site designated for personnel inspection in the event of inclement weather.

(c) Officers and SNCOs will be inspected one-on-one by the G-7 and the FHG Inspector Chief, respectively, in an area designated by the unit commander/I&I. Usually these inspections are conducted in the office of the unit's CO/I&I, Executive Officer and Sergeant Major/SEL. Electronic Service Records, from the Marine Corps Total Force System (MCTFS) shall be made available to the G-7 no later than the day prior to the inspection.

(d) Fitness Testing. The Physical Fitness Test and Combat Fitness Test verify the physical fitness of individual Marines and the effectiveness of the unit's physical training, weight control and body composition programs. The tests shall be conducted per ref (i). The tests will be administered and monitored by the unit being inspected. The Deputy G-7 will evaluate both the conduct of the test and the appearance and conduct of individual participants and monitors. The unit will be evaluated on its ability to conduct the PFT to include control and consistency in correctly applying the standards for each event. Event performance will be recorded using a standard PFT/CFT tally sheet, per ref (i). Individual event scores and totals will be summarized by the unit PFT/CFT coordinator and will include the completed result and tally sheets along with the required medical chits attached. Results of the PFT/CFT shall be submitted to the G-7, no later than 1200 on the third day of the inspection. A grade of Non-Mission Capable is required if less than 90% of those tested successfully pass either event.

1. The maximum number of Marines in the unit (to include officers and SNCOs) shall participate in the PFT unless involved in other personnel related CGI events or designated as unavailable (scheduled flight operations, leave, TAD, etc.).

2. The height and weight of all participants shall be measured no earlier than the work day prior to the PFT; results will be recorded on the PFT/CFT tally sheet.

3. Personnel with physical ailments who are scheduled to be tested will be present with their medical chits and dressed in the PFT uniform. Those who have Sick In Quarters (SIQ) or no-duty chits are not required to be present. Copies of all chits will be submitted at the test site to the G-7.

4. The test scores of personnel on the remedial physical fitness program or weight control program will be included in the unit's aggregate passing percentage.

5. The G-7's evaluation of the PFT begins when the unit representative provides PFT/CFT instruction to participants concerning the test per ref (i). Muster reports and warm-up exercises shall be completed prior to providing the participants with PFT/CFT instructions.

6. The G-7 may reschedule or cancel the PFT/CFT depending on weather conditions.

(e) Chemical, Biological, Radiation and Nuclear  
(CBRN) Inspection

1. Phase I

a. CBRN Administration and CBRN Publications sections are normally inspected on the first day of the CGI.

b. The Individual Protective Measures (IPMs) are normally inspected on the second day in seasonal MARPAT. Inspection of IPM's will be completed after the scheduled PFT. Evaluation must include 25% of the unit's on-hand personnel with a cross section of ranks. Personnel designated as unavailable (scheduled flight operations, leave, TAD, etc.) are exempt.

c. The IPM questions verify proper CBRN instruction throughout the command. Marines to be inspected will form up in four columns and as many ranks as required. Marines will separate into groups of Officers, SNCOs and Sergeants and below. Groups of four will approach the inspector where a series of 10 questions will be asked. The first four questions will be practical applications, while the remainder will be general knowledge questions.

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2. Phase II

a. At the conclusion of the CGI, the unit commander will be provided a date for the Phase II Inspection.

b. The following areas will be inspected during the Phase II inspection: Monitor/Survey Operations, Mission Oriented Protective Posture (MOPP) Gear Exchange, Operational Decontamination, Detailed Aircraft Decontamination (DAD), Mission Oriented Task (MOT) and Ingress/Egress and Selective Unmasking Procedures. Portions of these inspections may be omitted if the unit being inspected does not have the equipment on its T/O.

(9) Out-brief. The G-7 will consolidate all inspection checklists and prepare an out-brief based on the results. For each personnel event and functional area inspected, the FHG's functional area inspector will verbally debrief the unit's functional area representative after the inspection and leave a copy of the completed checklist. Personnel events and functional area inspectors will out-brief and deliver the original completed checklist with a cover sheet to the G-7 to highlight critical problem areas or areas of excellence. The G-7 will verbally out-brief the unit commander and I&I on the inspection results.

c. Post-inspection Reporting. Reports will contain specific, detailed comments concerning discrepancies or findings noted and recommendations for corrective actions. Specific reference to pertinent directives will be made concerning each discrepancy and finding noted. For functional areas scheduled for inspection/re-inspections at a later date, a supplemental written report will be prepared after all outstanding inspections are completed.

(1) The G-7 will prepare a summary report of the complete CGI that includes all personnel and functional area results. Normally, the written report is delivered at the end of the third day.

(2) Once all detailed inspection reports have been collected from the functional area inspectors, the G-7 will prepare a Unit Inspection Report (UIR) with supporting Detailed Inspection Reports. These reports contain, comments that substantiate the grade assigned where appropriate. Reports will also reflect commendable performance when appropriate.

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(3) The G-7 will route the UIR for signature by the FHG CG or Chief of Staff and the G-1 will send it to the leadership of the inspected command.

(4) Grading System and Definitions. The G-7 will assign the grade based on the preponderance of the evidence. There is no set calculation that determines whether a unit is mission capable or not (e.g. "in all cases, two findings will yield a grade of non-mission capable"). A discrepancy in one functional area may carry more weight than a finding in another. Intermediate grades with qualifications (such as Mission Capable with Discrepancies or Non-Mission Capable with Findings), provide no additional ability to address the situations that brought about those grades. The Detailed Inspection Report provides the analytical rigor required of the unit to initiate corrective action. The following grades shall be assigned as an overall grade to the unit and to each functional area:

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

2. Non-Mission Capable. 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. Discrepancy. An error or failure to comply with guidance, direction or action as required in appropriate and applicable directives.

4. Finding. A significant problem within the command/unit which:

a. Detracts from the command's/unit's readiness.

b. Involves or could lead to fraud, waste or abuse.

c. Involves health issues, morale or welfare of the unit's/command's Marines or Sailors.

(5) Once the inspected command receives the Unit Inspection Report, they will be required to submit a Corrective Action Report to higher headquarters within 30 days, routed through the G-7

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(a) Corrective Action Reports for reports that only include discrepancies are not required unless a finding is declared due to the volume of discrepancies; however, they should be corrected as soon as possible. Discrepancies are subject to a no-notice re-inspection.

(b) The Corrective Action Report addresses action taken to correct findings, regardless of the overall grade. Appendix C contains a general format for the unit's corrective action letter.

(6) Any Unit Inspection Report that includes findings require re-inspection and will be coordinated between the functional area inspector, the unit's functional area representative, and the G-7. Re-inspection will be normally conducted within 60 days. Requests for delay of a re-inspection date will be forwarded in writing to the G-7 via the chain of command. Appendix C contains the general format that will be used for the CGI results report.

(7) The G-7 will maintain Unit Inspection Reports for all inspected units a period of six years.

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CHAPTER 3  
COURTESY INSPECTIONS, STAFF VISITS AND OTHER INSPECTIONS

1. Introduction. This section addresses those inspections managed by the G-7 that do not typically result in a grade. These inspections include Courtesy Inspections and Staff Visits. This section also addresses the functional area inspections outside the scope of the CGIP. These inspections and staff visits may, or may not, be announced.

2. Scope of Courtesy Inspections and Staff Visits

a. Courtesy Inspection. When a unit faces readiness challenges for which it requires the assistance of higher headquarters (outside the inspection cycle), the unit can request a Courtesy Inspection from the appropriate FHG Staff Section through the G-7. Units are encouraged to request assistance as part of the preparation process for the CGI or other external agency inspections.

(1) Requests for courtesy inspections for this purpose should be made well in advance of the desired date since multiple units may be requesting the same support of one staff section.

(2) A functional area that receives a pre-inspection by a FHG staff functional area inspector conducted within 90 days prior to a scheduled CGI will be excused from that functional area during the CGI, unless the results of the pre-inspection included one or more Findings.

(3) Courtesy inspections will not normally be scheduled within 90 days prior to the anniversary date of the unit's last CGI.

b. Staff Visits. Staff visits are conducted by members of the FHG General and Special Staff. The purpose is to assist and advise lower echelon commanders and their staffs, to keep the CG informed of conditions and trends existing in the functional areas reviewed, and to maintain overall FHG readiness and efficiency at the highest possible level.

c. Inspection and Visit Reports, and findings made as the result of Courtesy Inspections or Staff Visits, will be submitted directly to the commander/I&I making the request and will not become part of the permanent record of any higher headquarters. Discrepant findings are required to be corrected.

d. Staff visits initiated by the CG or the FHG staff will generate a report to be prepared by the visiting staff section. A copy of the visit, date, purpose, problem areas noted, proposed solutions to noted problems and other pertinent information will be submitted to the commander of the unit that received the staff visit. Reports of staff visit results should follow the format of the checklists used for the CGI.

3. Other Inspections and Internal Audits. Higher headquarters as well as Headquarters Marine Corps and many of its headquarters-level functional area managers have established their own functional area inspection programs. The responsible staff section will maintain the results of any inspection/audit for six years. With the exception of IGMC, whose representative at the command is the G-7, each of these organizations has a representative at Marine Forces Reserve who can advise and assist units preparing for inspections.

- a. Inspector General of the Marine Corps (IGMC)
- b. Fleet Readiness Assistance and Assessment Program (FRAAP)
- c. Marine Corps Administrative Analysis Team (MCAAT)
- d. Field Supply and Maintenance Analysis Office (FSMAO)
- e. Electronic Key Management System
- f. Environmental
- g. Financial Management Inspection
- h. Mission Assurance
- i. Safety
- j. Security
- k. Intelligence Oversight
- l. Administrative Action Unit

CHAPTER 4  
INSPECTION PERSONNEL

1. Introduction. The guidance below describes the billet responsibilities of the Command Inspector and the augmentation by supporting units in the form of SME to conduct an inspection.

2. FHG G-7

a. Prepare Inspection Plans. Ensure inspections are conducted biennially.

b. Coordinate the conduct of the CGI.

c. Request assignment of the functional area inspectors from the FHG staff sections and appropriate staff sections within Marine Forces Reserve. Advise inspectors of details concerning upcoming inspections.

d. Receive and review applicable inspection reports for content and assignment of appropriate grades. Consult staff sections as deemed necessary.

e. Interface with staff to ensure execution of Corrective Action Reports.

f. Review current list of core inspection checklists published by IGMC and identify supplementary checklists in order to ensure coverage of Reserve specific issues.

g. Maintain a file of all inspection reports by this headquarters and higher authority.

h. Assist in the conduct of the inspections by higher headquarters when so requested.

i. Coordinate with units to ensure the execution of the Corrective Action Report

j. Maintain an inspector training syllabus as found in Appendix D.

k. Maintain current roster of assigned functional area inspectors.

3. FHG General and Special Staff

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a. Each general or special staff section will assign primary and alternate inspectors for applicable functional areas listed in Appendix B of this order. Primary and alternate inspectors for each functional area will conduct the proper training syllabus and submit the training form as found in Appendix E of this order. To ensure consistency within the CGI, this assignment should be for a minimum of one year and will be considered an additional duty.

b. Each general and special staff will assign functional area inspectors based on professional knowledge and experience. Inspectors should be highly representative of Marine Corps standards for personal appearance and body weight. In addition, they must have a security clearance commensurate with the inspection requirements. Access to classified material will be on a need-to-know basis. The sponsoring general or special staff section has the responsibility to arrange for G-7 access into secure areas to be inspected.

c. Functional Area Inspector training is a dual responsibility. Each general and special staff section is responsible for ensuring that appropriate training is scheduled to maintain the high degree of technical proficiency expected of functional area inspectors. The G-7 will ensure that inspectors are instructed in appropriate inspection techniques and philosophies as described by this order. This G-7 will conduct quarterly meetings with the assigned functional area inspectors in order to meet training requirements for inspectors and document training as required. Training will be conducted per Appendix D.

d. Personnel inspectors will be from the Inspector staff, I/E., the G-7, Deputy G-7 and FHG Inspector Sergeant Major/Chief. In the absence of any member of the Inspector staff, or in the event that the size of the unit to be inspected mandates additional personnel inspectors, additional inspectors will be assigned as required. Their duties as inspectors will take priority over their normal duties on the days they are detailed to inspect.

#### 4. Instructions for Supplementary Functional Area Inspectors

a. Inspectors will familiarize themselves with the contents of this order and all references and directives pertinent to the inspection being conducted.

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b. Augment inspectors should review the results of the previous inspection, noting areas that needed attention and recommendations for correction of discrepancies.

c. Augment inspectors may conduct courtesy inspections and assist visits. Augment inspectors will advise the G-7 when they perform courtesy inspection and assist visits. In the event a courtesy inspection is within 90 days of the CGI, the results will become part of the CGI and a copy of the results will be provided to the G-7 by the applicable augment inspector. Any area found Mission Capable with Findings or Non-Mission Capable will be re-inspected during the CGI.

d. As described in Chapter 2 of this order, functional area inspections normally occur on the first and second day of the CGI schedule. Inspectors are to report to the G-7 at the pre-designated location at the inspected unit to check-in and receive any final instructions before beginning their inspections. Upon completion of their inspection, functional area inspectors are to verbally debrief the G-7 prior to giving the findings or the assignment of a grade of Non-Mission Capable and re-inspection date. After the G-7 is debriefed, the functional area inspector will debrief the Marines or Sailors in charge of the functional area just inspected and provide that individual with a copy of the completed checklist. The functional area inspectors will then report to the G-7 and then turn in the original checklist with its coversheet. Regardless of grade assigned, every attempt should be made to debrief the G-7 face-to-face and hand in the completed inspection checklist prior to departing the unit being inspected.

e. In order to make the inspection helpful and constructive, all functional area inspectors will maintain the highest standard of professional appearance and be courteous and approachable.

f. Functional area inspectors will search for discrepancies thoroughly and report them objectively and impartially. Irregularities and deficiencies observed, as well as observations of noteworthy accomplishments and conditions, will be brought to the attention of those concerned in a frank and impersonal manner. Criticism must be sound and constructive. The inspector's assessment should be realistic in view of a no-notice inspection.

g. Inspectors should capitalize on the opportunity to be helpful by transmitting successful methods and best practices

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observed in other units and imparting useful information which might serve to prevent common errors.

h. Inspectors will observe the attention being given to the safeguarding of funds and government property, efforts being made to promote cost-consciousness and prevent fraud, waste and abuse and will also observe other subjects relating to the effective discharge of command responsibilities.

i. Inspectors will make every effort to inspect, instruct and assist the personnel being inspected as required.

j. Professionalism and the establishment and maintenance of sound working relationships with subordinate elements require that inspection results be handled with courtesy for the unit inspected. There is no benefit gained by sharing poor or unsatisfactory inspection results with anyone except those with a need to know. Further discussions only serve to demoralize and undermine the Marines and Sailors who will have to correct the deficiencies. This work will be difficult at best and need not be further burdened by adverse publicity. Good results properly noted, generally contribute to the high unit morale.

k. Active duty (Active Component or Active Reserve)  
Functional Area Inspectors are responsible for submitting their own Temporary Additional Duty (TAD) requests and making travel arrangement in Defense Travel System (DTS). The FHG G-1 will generate the orders and make travel arrangements for all Reserve Component (RC) Marines who participate in the inspection. All lodging reservations will be made by the FHG G-1.

APPENDIX A  
INSPECTION SCHEDULE OF EVENTS

(DATE)

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DAY 1

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(0730) The Senior Inspecting Officer (SIO) and Assistant Inspecting Officer (AIO) will meet with the SMEs and review inspection methodology, criteria, and answer any questions the SMEs might have prior to the inspection.

(0800) The SIO will hold a formal in-brief with the CO, I&I and commodity area managers of the unit. The CGI Team will receive a command brief from the inspected unit.

(0900) Personnel assignments distributed. Commence inspection.

(1000) SIO tours facility with CO and/or I&I.

(1300) SIO conducts interviews with CO, I&I, and I&I SEL.

(TBD) Inspect muster procedures and documentation to certify drill percentage. (5 drill weekend)

DAY 2

(TBD) Inspect muster procedures and documentation to certify drill percentage. (4 drill weekend)

(0730) Continue with inspection.

(TBD) SIO interviews Marines from unit to assess command climate. Unit will provide one (1) Staff Non-Commissioned Officer (SNCO), one (1) Non-commissioned Officer (NCO), and one (1) junior Marine.

(TBD) Complete inspection. Review results with CGI team and wrap-up SIO Executive Summary. Proofread for accuracy.

(TBD) Out-brief CO, I&I, and commodity/functional area managers of the unit.

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APPENDIX B  
FUNCTIONAL AREA CHECKLISTS

IGMC Core Functional AreasFHG Additional Functional Areas

020 Request Mast Program	010 Individual Mobilization
030 Hazing Prevention and Response	Augmentee (IMA) Programs (RSU & FHG HQ (MCIRSA) only)
066 Marine Corps Officer and Enlisted Promotion Process	045 Reserve Career Planning
070 Personnel Administration	061 Marine Corps Records Management Program
071 Military Awards	062 General Administration
075 Defense Travel System	123 Limited Duty
090 Legal Administration	310X Unit Personnel Inspection with uniform trend collection (FHG ALL RANKS) (N/A for RSU)
092 Victim and Witness Assistance Program	360 Combat Marksmanship Program
100 Postal Affairs	370 Marine Corps Martial Arts Program (MCMAP)
120 Casualty Affairs	385 Distance Professional Military Education (DPME)
121 Separation and Retirement	420 Color Guard (N/A for RSU)
130 Safety (Non-aviation)	680 Bachelor Housing Management (RSU Only)
190 Equal Opportunity	960 Family Advocacy Program
200 Substance Abuse Program	
210 Voter Registration Program	
240 Intelligence Oversight	
270 Information and Personnel Security	
340 Physical Fitness Program	
350 Body Composition Program	
380 Unit training Management	
470 Physical Security	
480 Anti-Terrorism	
481 Operational Security	
500 Health Service Support	
753 Ground Supply	
755 Ground Ordnance Maintenance	
963 Sexual Assault Prevention & Response Program	
968 Marine Corps Unit Personal and Readiness	
970 Unit Readiness	
994 Suicide Prevention Program	

This list is changed regularly and will be updated via Group Bulletin vice changes to the Group Order.

APPENDIX C  
FORMAT FOR COMMANDING GENERAL'S INSPECTION REPORTS

(UNIT LETTERHEAD)

5040  
CODE  
Date

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

Subj: UNIT INSPECTION REPORT (UIR)

Ref: (a) MARCORMAN  
(b) MCO 5040.6H  
(c) ForO 5040.4B  
(d) GruO 5040.1

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 area inspected and the grade assigned to each functional area.*

b. Section II. Findings and Recommendations. *The Functional Area Checklist report can be attached as an enclosure to the unit inspection report instead of retyping all the inspection results in Section II. Findings and recommendations will be listed here.*

(1) Finding Number. *A statement of fact describing the deficiency conditioned noted.*

Recommendation. *A recommended corrective action to resolve finding noted.*

(2) Finding Number. *A statement of fact describing the deficiency conditioned noted.*

Recommendation. *A recommended corrective action to resolve finding noted.*

10 Jan 16

APPENDIX C  
FORMAT FOR COMMANDING GENERAL'S INSPECTION REPORTS

~~(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.~~

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 issues in Section II will be forwarded to this Command (at: Office of the Inspector) no later than 15 days from the date of the inspection. A follow-up inspection will be conducted for those functional areas which were non-mission capable within 60 days from the date of inspection.

4. Point of contact is: *I. M. Marine, Force Headquarters Group Command Inspector General, DSN: 697-7289.*

*I. M. MARINE*  
By direction

APPENDIX C  
FORMAT FOR COMMANDING GENERAL'S INSPECTION REPORTS

(UNIT LETTER HEAD)

IN REPLY REFER TO:

5040

S-1

DATE

FIRST ENDORSEMENT on CG FHG G-7 ltr 5730 INSP of DATE

From: Commanding Officer, Unit Inspected

To: Commanding General, FHG (G-7)

Subj: COMMAND INSPECTION REPORT

1. The following corrective action will be taken for the findings issued in Section II:

a. Functional Area *CHECKLIST NUMBER*

(1) *FINDINGS AND UNIT'S CORRECTIVE ACTION*

(2) *CONTINUED AS REQUIRED*

b. Point of contact is: *NAME, UNIT DSN: XXX-XXXX*

*I. M. MARINE*

APPENDIX D  
FUNCTIONAL AREA INSPECTOR TRAINING SYLLABUS

RANK/RATE: \_\_\_\_\_

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

I. REQUIRD READING

DOCUMENT	DATE	SIGNATURE
MCO 5040.6H		
NAVMC 5040.6H		
MCO 5430.1		
ForO 5040.4B		
GruO 5040.1		
CHAP 1		
CHAP 2		
CHAP 3		
CHAP 4		

II. REQUIRED OJT

Requirement	Date Completed	Marine Signature	FHG G7 Signature
1. Locate Functional Area Checklist on the IGMC website			
2. Review previous inspection results for format and style of commentary			
3. Review Checklist			
4. ASSIST QUALIFIED INSPECTOR DURING AN INSPECTION			
5. CONDUCT INSPECTION WITH QUALIFIED INSPECTOR PRESENT			

APPENDIX E  
INSPECTION RESPONSIBILITIES BY STAFF SECTION

Having completed the above training I understand my responsibilities and duties as a member of the Commanding General's Inspection Program team and the responsibilities associated with my duties as an inspector for my functional areas.

Trainee: \_\_\_\_\_ Date: \_\_\_\_\_

List of Functional Areas:

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The above has satisfactorily completed the Commanding General's Inspection Program training syllabus for functional area inspectors.

FA Inspector: \_\_\_\_\_  
Date: \_\_\_\_\_

OIC/SNCOIC: \_\_\_\_\_  
Date: \_\_\_\_\_

G-7: \_\_\_\_\_  
Date: \_\_\_\_\_

APPENDIX E  
INSPECTION RESPONSIBILITIES BY STAFF SECTION

CORE FUNCTIONAL AREA MANAGERS

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1. SIO

- a. Request Mast Program (020)
- b. Hazing Prevention and Response Conduct Policy (030)
- c. Physical Fitness Program (340)
- d. Anti-Terrorism (480)
- e. Family Advocacy Program (960)
- f. Sexual Assault Prevention and Response (963)
- g. Marine Corps Unit Personal and Family Readiness (968)
- h. Suicide Prevention Program

2. Equal Opportunity Advisor

Equal Opportunity (190)

3. Sexual Assault Response Coordinator

Sexual Assault Prevention and Response (963)

4. G-1

- a. Individual Mobilization and Augmentee Programs (010)
- b. Career Planning (040)
- b. Reserve Career Planning (045)
- d. General Administration (060-063, 065, 066, 068)
- e. Personnel Administration (070)
- f. Military Awards (071)
- g. Defense Travel System (075)

APPENDIX E  
INSPECTION RESPONSIBILITIES BY STAFF SECTION

- h. Legal Administration (090)

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- i. Victim and Witness Assistance Program (092)

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- j. Postal Affairs (100)
- k. Casualty Affairs (120)
- l. Separation and Retirement (121)
- m. Limited Duty (123)
- n. Voter Registration (210)
  
- 5. G-2
  - a. Intelligence Oversight (240)
  - b. Counter Intelligence (250)
  - c. Information and Personal Security Program (270)
  - d. Operation Security (481)
  
- 6. G-3
  - a. Safety (Non-aviation) (130)
  - b. Substance Abuse (200)
  - c. Unit Personnel Inspection with uniform trend collection (310X)
  - d. Physical Fitness Program (340)
  - e. Body Composition Program (350)
  - f. Combat Marksmanship Program (360)
  - g. Marine Corps Martial Arts Program (370)
  - h. Unit Training Management (380)
  - i. Distance Professional Military Education (PME) (385)

APPENDIX E  
INSPECTION RESPONSIBILITIES BY STAFF SECTION

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- j. Color Guard (420)
  - k. Anti-terrorism (480)
  - l. Unit Readiness (970)
  - m. Suicide Prevention (994)
7. G-4
- a. Ground Supply (753)
  - b. Ground Ordnance Maintenance (755)
  - c. Physical Security (470)
  - d. Bachelor Housing Management (680)
8. Medical/Dental Representative
- a. Medical (500)