



UNITED STATES MARINE CORPS
2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
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WING ORDER 5041.2A

From: Commanding General, 2d Marine Aircraft Wing
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR CONDUCT OF THE
COMMANDING GENERAL'S INSPECTION PROGRAM (CGIP) (SHORT
TITLE: SOP FOR THE CONDUCT OF THE CGIP)

Ref: (a) MCO 5040.6H
(b) NAVMC DIR 5040.6H
(c) MCO P5060.20 W/CH 1
(d) MCO 6100.13 W/CH 1
(e) MCO 6110.3 W/CH 1
(f) Marine Corps Manual W/CH 1-3
(g) MCO P1020.34G W/CH 1-5
(h) NAVPERS 15665I

Encl: (1) SOP for Conduct of the CGIP

1. Situation. Information and instructions in this Order are published as required by reference (a) and paragraph 1011 of reference (b). References (c) through (h) provide additional background and guidance and are referenced throughout this Order.

2. Cancellation. WgO P5041.2.

3. Mission. To publish policies and establish procedures for conduct of the CGIP within 2d Marine Aircraft Wing (2d MAW).

4. Execution. The CGIP shall be conducted in accordance with this Order, enclosure and the references. Should conflict arise between the procedures set forth in this Order and the references, procedures established by higher headquarters will take precedence.

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distribution is unlimited.

MAR 02 2012

5. Administration and Logistics. Recommendations for changes, additions or deletions to this Order are invited and should be submitted to this Headquarters (Command Inspector General) via the chain of command.

6. Command and Signal

a. Command. This Order is applicable to all personnel assigned or attached to 2d MAW.

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


R. W. REGAN
Chief of Staff

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MAR 02 2012

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES (SOP) FOR CONDUCT OF THE
COMMANDING GENERAL'S INSPECTION PROGRAM (CGIP) (SHORT
TITLE: SOP FOR THE CGIP)

Location:

(Indicate the location(s) of the copy(ies) of this
Order.)

MAR 02 2012

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
Chapter 1	GENERAL	1-1
1.	Introduction.....	1-1
2.	Objectives.....	1-1
3.	Policies.....	1-1
4.	Items of Special Interest.....	1-2
5.	Scheduling.....	1-2
6.	Responsibilities.....	1-3
7.	Types of Inspections.....	1-4
8.	Conduct of Inspections.....	1-4
9.	Evaluations During Commanding General's Inspection (CGs).....	1-5
Chapter 2	COMMANDING GENERAL'S INSPECTION PROGRAM (CGIP)	2-1
1.	Scope.....	2-1
2.	Scheduling.....	2-1
3.	Inspection Routing.....	2-1
4.	Non-USMC Personnel.....	2-4
5.	Grading System.....	2-4
6.	Briefs.....	2-5
7.	Report of Inspection Results.....	2-6
8.	Report of Corrective Action.....	2-6
Chapter 3	STAFF ASSISTANCE VISITS AND COURTESY INSPECTIONS	3-1
1.	Introduction.....	3-1
2.	Scope of Inspections/Visits	3-1
3.	Reports of Inspections/Visits	3-2
Chapter 4	COMMANDING GENERAL'S DIRECTED INSPECTIONS	4-1
1.	Scope.....	4-1
2.	Minimum Notice Inspection (MNI).....	4-1
3.	Operational Readiness Evaluations (ORE).....	4-2
4.	Notification.....	4-2
5.	Safety.....	4-2

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
Chapter 5	INSPECTION PERSONNEL.....	5-1
1.	Introduction.....	5-1
2.	Duties of the Command.....	5-1
3.	Inspector Assignment and Training.....	5-2
4.	Instructions for Subject Matter Experts.....	5-3
Chapter 6	FUNCTIONAL AREAS AND INSPECTION CHECKLISTS.....	6-1
1.	Introduction.....	6-1
2.	Inspection Checklists	6-1
3.	Responsibilities.....	6-1
Chapter 7	REPORTS.....	7-1
1.	Introduction.....	7-1
2.	Commanding General's Inspection.....	7-1
3.	Inspection Reports.....	7-1
APPENDIX A	CORRECTIVE ACTION REPORT (FORMAT).....	A-1
APPENDIX B	APPOINTMENT LETTER, SUBJECT MATTER EXPERT (FORMAT).....	B-1
APPENDIX C	COMMANDING OFFICER AFTER-ACTION REPORT.....	C-1
APPENDIX D	UNIT NON-AVAILABLE ROSTER (FORMAT).....	D-1

MAR 02 2012

Chapter 1

GENERAL

1. Introduction. Instructions contained in this Order are based on applicable directives from higher headquarters and reflect the policies of the Commanding General (CG), 2d MAW. The CGIP is administered by the Command Inspector General. The Inspector's staff is augmented as required by members of the 2d MAW general and special staff. The Inspector's web page is <https://intranet.2dmaw.usmc.mil/IG/default.aspx> and located on the 2d MAW website under the "Command Inspector General" tab located on the lower left side of the web page. The terms "Command Inspector General" and "Inspector" are used interchangeably throughout this Order.

2. Objectives

- a. To assess the operational readiness of 2d MAW units.
- b. To appraise unit leadership, effectiveness, efficiency and economy.
- c. To evaluate the effectiveness of policies, doctrine and procedures.
- d. To assist in identifying work practices and conditions which might unnecessarily expose Marines and Sailors to injury or health hazards.
- e. To assist commanders by identifying the status, requirements and deficiencies of units or the supporting establishment and by supplying information and assistance to effect positive change.
- f. To detect and prevent fraud, waste, abuse, discrimination, sexual harassment, environmental non-compliance and any other related improprieties prejudicial to good order and discipline.
- g. To identify processes and procedures beneficial to the entire Wing.

3. Policies

- a. In all inspections/evaluations, emphasis will be on assessment of operational readiness, with a view toward

Enclosure (1)

rendering maximum training and assistance to the unit being inspected. The value of these assessments depends largely on the attitude of the unit being assessed. Commanders are urged to make maximum use of expertise of individual inspectors by ensuring that a receptive climate exists within their organization. Should the performance of individual inspectors be less than professional, commanders are to inform the Inspector.

b. All 2d MAW commands will undergo a Commanding General's Inspection (CGI) every 24 months, plus or minus 60 days, from the date of the last inspection. Prescribed frequencies for inspections are considered minimum. Any command requesting their CGI fall outside of the 60 day window will submit to the CG a letter of request and explain the circumstances for delay. Members of the Wing Staff and Commanding Officers (COs) are encouraged to coordinate such additional Staff Assistance Visits (SAVs), Squadron, Group or Wing Communication Exercises or Command Post Exercises, as deemed necessary to improve day to day functioning and to develop and refine war fighting capability.

4. Items of Special Interest. Currently there are items of special interest to the Department of Defense (DoD), the Secretary of the Navy (SECNAV) and the Commandant of the Marine Corps (CMC). Commanders will pay particular attention to these areas. Inspectors will give these items of special interest particularly close scrutiny during the conduct of CGIs. Inspector General of the Marine Corps (IGMC) special interest briefs can be viewed at <https://intranet.2dmaw.usmc.mil/IG/default.aspx>. The Inspector's website must be added as a trusted site in order to view.

5. Scheduling. Inspection and evaluation schedules will be published as follows:

a. By the CMC for those Functional Areas covered by external-command agencies such as Marine Corps Administrative Analysis Team (MCAAT), Food Management Team Analysis and Assistance Visit, etc.

b. By the CGs, U.S. Marine Corps Forces Command and II Marine Expeditionary Force (II MEF) as deemed necessary.

c. By the CG, 2d MAW.

d. By subordinate commanders, as necessary to discharge command responsibilities.

6. Responsibilities

a. Command Inspector General

(1) Within 2d MAW, the Inspector is responsible for coordinating inspections described in this Order.

(2) Publish in writing, directives or procedures to ensure continuity in inspection methods. At a minimum, such directives shall include:

(a) Procedures for inspection and re-inspection.

1. Biennial CGIs.

2. Inspection of individual Unit Inspection Programs.

(b) Reporting of inspection results to the unit commander.

(c) Coordination of inspection checklists to be used for each Functional Area to be inspected.

(d) Direction and procedures for recording inspection results and corrective actions.

(e) Additional direction and procedures for subordinate commanders as appropriate.

b. Assistant Chiefs of Staff (AC/S). Provide the Inspector General with the appointment letters of qualified Subject Matter Experts for Functional Areas under individual staff section cognizance.

c. Subordinate Commanders

(1) Commanders will appoint their Unit Inspection Coordinator (UIC) in writing, to coordinate with the Inspector and oversee the administration of the Unit Inspection Program.

(2) Commanders are directed to publish inspection procedures and conduct inspections per references (a), (b) and this Order. At a minimum, such directives shall include:

(a) Functional Areas required to be inspected.

(b) Procedures for internal inspection and re-inspection. Since inspections under the CGIP occur biennially, each commander will have a plan for assessing the efficiency and performance of Functional Areas semi-annually.

(c) Procedures for documenting corrective action and recording the results of all Functional Areas.

1. Groups are directed to inspect and maintain oversight of programs and units under their cognizance.

2. UICs and their Unit Inspection Programs will be subject to inspection during the course of the CGI.

7. Types of Inspections

- a. Functional Area Inspections (FAI).
- b. Troop Oriented Inspections (TOI).
- c. SAVs/Courtesy Inspections.
- d. Minimum Notice Inspections (MNI).
- e. Inspector General Inspections. (DoD/Inspector General/IGMC/Fleet Marine Forces/II Marine Expeditionary Force).

8. Conduct of Inspections

a. Inspection by higher headquarters may supersede those scheduled by this headquarters. Ordinarily, such inspections will be used to observe the conduct of the CGIP rather than to comment upon Functional Areas in individual units of 2d MAW.

b. Specific instructions concerning the conduct of the CGIP are contained in Chapter 2 of this Order. Guidance for conduct of SAVs and Courtesy Inspections are contained in Chapter 3. MNIs and Operational Readiness Evaluations are discussed in Chapter 4 of this Order.

c. Specific instructions for Inspectors, inspection responsibilities and for report submission are contained in Chapters 5, 6 and 7 of this Order.

MAR 02 2012

d. Special instructions will be published by this headquarters whenever variances to this Order occur.

e. The Command Inspector General has overall staff responsibility for the conduct of the CGIP. Within that responsibility, the Command Inspector will schedule and conduct inspection in administrative and troop-related functions and will monitor the conduct of all other portions of the CGIP on subordinate units.

f. Prior to commencing any inspection, the Command Inspector General will in-brief the unit commander or designated representative. Upon completion of the Inspection, the Inspector will provide a written report of the inspection. The Inspector will advise of any areas that will require a corrective action report.

9. Evaluations During Inspections. Most CGI events are objectively evaluated, however, some are subjectively evaluated based on the expertise and judgment of the Inspector. See Chapter 7, paragraph 3c of this enclosure for grading definitions.

MAR 02 2012

Chapter 2

COMMANDING GENERAL'S INSPECTION PROGRAM (CGIP)

1. Scope. The CGIP is an inspection of available Marines and Sailors and a unit's Functional Areas. A matrix listing all inspectable Functional Areas is posted on the inspector's web page. UICs are encouraged to review this matrix periodically for updates and changes.

2. Scheduling. CGIs are unit-based inspections conducted by the Inspector biennially. The intent of the CGIP is to provide the CG with an accurate evaluation of a unit's operational readiness while minimizing operational impact.

3. Inspection Routine. The routine outlined within this Chapter applies to inspections conducted under the CGIP.

a. FAIs

(1) Where a Functional Area has been inspected within 90 days of a CGI, the Inspector may choose not to re-inspect unless the results of the previous inspection were "Non-Mission Capable" or "Mission Capable with Findings" (explanation of the grading system is in Chapter 2, paragraph 5 of this enclosure). Some externally driven inspections, such as MCAAT, at the discretion of the Inspecting General may not be repeated during the CGI. If all aspects of that Functional Area were not included during the inspection, those portions will be included. For example, MCAAT Inspectors focus on those areas in unit administration related to pay matters. Areas of responsibility not transferred to the Installation Personnel Administration Center (IPAC) or inspected by MCAAT will be included in a CGI that falls within 90 days of the MCAAT inspection.

(2) Commanders may request an SAV or Courtesy Inspection, (defined and discussed in Chapter 3 of this enclosure) to help evaluate their unit or specific Functional Area.

(3) Chapter 5 of this Order addresses the policy regarding assignment of Subject Matter Experts to augment the CGI team. Functional Area Managers are encouraged to make direct liaison with Subject Matter Experts anytime prior to a CGI. A current listing of Subject Matter Experts is posted on the Inspector's web page. Because Functional Area Checklists

MAR 02 2012

under the CGIP are dynamic and subject to change they are not appended to this Order, but are instead maintained on the Inspector's web page.

(4) Functional Area Inspections which are unable to be fairly graded due to the absence of key personnel or for other extenuating circumstances may be rescheduled by the Command Inspector.

(5) Group headquarters and their Personnel Support Detachments will be inspected concurrently.

b. Troop Orientated Inspections (TOIs)

(1) The goal of the CGIP is to inspect all available permanent personnel. Commanders will make every effort to ensure maximum participation during the CGI.

(2) Commanders will be advised of the CGI well in advance of the CGI in-brief. The unit will provide an availability roster in accordance with Chapter 7, paragraph 2a (1) this enclosure. This roster will include personnel non-availability status from the previous working day through the end of the week of the inspection. Using this roster, the Wing G-3 Subject Matter Expert will assign Marines to the Physical Fitness Test and the Combat Fitness Test. The CO, Executive Officer and Sergeant Major (SgtMaj) are encouraged, but not required, to participate.

(3) Color Guard

(a) The SgtMaj will designate the Color Guard.

(b) The Color Guard inspection will be conducted per reference (c).

(c) The Drill Master and/or Augment Drill Inspector will conduct the Color Guard Inspection.

(d) The uniform will be the seasonal Marine Corps Combat Utility Uniform. Equipment for riflemen consists of a cartridge belt with one canteen and canteen carrier positioned over the right rear trouser pocket.

(e) The Color Sergeant should be prepared to perform the entire color guard checklist which is posted on the Inspector's web page.

Enclosure (1)

MAR 02 2012

(4) Physical Fitness Test (PFT)/Combat Fitness Test (CFT). The PFT/CFT verifies the physical fitness of individual Marines and the effectiveness of the unit's physical training, weight-control and Body Composition Program (BCP). The test will be conducted per reference (d). The test will be administered and monitored by unit personnel.

(a) The Subject Matter Experts from the G-3 Training office will evaluate both the conduct of the PFT/CFT as well as the appearance and conduct of individual participants and monitors. The unit will be evaluated on its ability to conduct the PFT/CFT in a military manner to include control and consistency in correctly applying current standards for each event.

(b) The PFT/CFT tally sheet is provided in references (d) and (e). All medical chits will be submitted to the inspector upon completion of the PFT/CFT.

(c) A Mission Capable grade may be assigned when the PFT/CFT Coordinator properly supervises the PFT/CFT Monitors and makes timely and appropriate corrections.

(d) The unit PFT/CFT coordinator will conduct a monitor brief as well as a demonstration brief for each event.

(e) The following may occur prior or during the PFT/CFT:

1. Height and weight of all participants recorded on PFT/CFT tally sheets per reference (d) and (e). The weigh-in will be evaluated utilizing 50 percent of the Command personnel as part of the BCP.

2. Personnel organized and controlled in order to allow for expeditions administration of the event.

3. Personnel with physical ailments scheduled to be tested will present the unit PFT/CFT Coordinator with a valid medical chit and be attired in the PFT/CFT uniform, even if their chits excuse them from participation. Those having "Sick-In-Quarters" or "no duty" chits are not required to be present. However, copies of all chits will be submitted to the inspector with PFT/CFT results.

4. The inspector's evaluation starts when the PFT/CFT Coordinator begins the monitor brief, per reference (d).

Enclosure (1)

MAR 02 2012

Muster reports and warm-up exercises should be completed prior to commencing PFT/CFT instructions.

c. Uniform

(1) The uniform of the day or working uniform is authorized for all Functional Area Managers except as otherwise designated. Subject Matter Experts will wear the uniform of the day except when conducting uniform inspections.

(2) The uniform specified by reference (c) is required for the PFT/CFT.

d. Barracks, Quarters, Work Spaces and Grounds

(1) Inspection of the appearance and upkeep of these areas is the responsibility of the cognizant Subject Matter Expert. Station or Camp Commanders and tenant units are responsible for the structural integrity and material condition of their buildings.

(2) 2d MAW Director of Safety and Standardization (DSS) is responsible for their respective ground safety, industrial hygiene and environmental management concerns in all buildings occupied by 2d MAW units.

4. Non-USMC Personnel. Sailors and civilians permanently assigned to 2d MAW units and/or under the administrative control of 2d MAW are subject to the CGIP as outlined in Chapter 2, paragraph 3 of this enclosure. Personnel of other services, including foreign military, are not required to participate in the CGI.

5. Grading System

a. The following grades shall be assigned, per reference (b):

(1) Mission Capable. The unit possesses and utilizes the requisite skills, equipment, personnel and knowledge to accomplish its assigned mission, tasks and functions.

(2) Mission Capable with Discrepancies. The unit possesses and utilizes the requisite skills, equipment, personnel and knowledge to accomplish its assigned mission, tasks and functions. However some areas, which are otherwise satisfactory and/or in compliance with applicable directives,

Enclosure (1)

MAR 02 2012

might benefit from improvement in timeliness, accuracy or aggressiveness on the part of the individuals or sections being inspected. The Inspector's judgment will determine if such discrepant areas, while incorrect to some minor degree, would not detract from the unit's assigned mission and could be corrected in the normal course of work.

(3) Mission Capable with Findings. The unit is performing mission relevant tasks incorrectly in part or in an unsafe manner. In the Inspector's judgment, significant sub-functions are not being accomplished or attempted as required by current directions or major end-items, critical tools or calibration equipment are missing or broken without appropriate effort to correct the situation. Generally, findings have a direct impact on unit readiness, health and welfare, safety or security. Findings must be corrected and a corrective action report must be completed and submitted to the Inspector within 30 days of the receipt of the signed Unit Inspection Report (UIR). A sample corrective action report is provided in Appendix A.

(4) Non-Mission Capable. The unit is not complying with doctrine, policies and/or procedures of the CG or other authority such that there is a significant threat to life, limb or property attendant to continued operation if the unit fails to meet minimum readiness standards of clothing, equipment or general military knowledge. Subject Matter Experts will submit results of the re-inspection to the Inspector.

b. A finding of "Non-Mission Capable" will require re-inspection of the entire TOI event or Functional Area by the Subject Matter Expert or his designated representative within 90 days of the original inspection date.

c. Re-inspection results will be briefed to the CG in the same manner as original CGI results.

6. Briefs

a. In-brief. The Inspector will hold a consolidated FAI/TOI in-brief with the CO for the purpose of coordinating and finalizing inspection sites and timelines. The primary intent of the in-brief is to provide an avenue for the Commander to communicate directly with the Inspector. All questions regarding the inspection will be addressed during the in-brief. As this in-brief is informal in nature, the uniform of the day or working uniform is appropriate. In addition, commanders are

Enclosure (1)

MAR 02 2012

encouraged to provide a command brief to the Inspector reflecting: current operational tempo, manpower shortages and significant issues that bear impact on this inspection.

b. Out-brief. At the completion of FAI/TOI events, the Inspector will informally out-brief the commander on inspection results. Inspection checklists will be consolidated by the Inspector to highlight critical problem areas and/or areas of excellence. The CG will be formally briefed on inspection results. This normally occurs the week following the inspections. After the UIR is signed, the Inspector will formally out-brief the Commander with the final grade/report.

7. Report of Inspection Results. A written report of the CGI results will be prepared by the Inspector for the CGs signature. This report will normally be forwarded to unit commanders via the Group Commanders within 15 days of the inspection. A Report of Corrective Action (see Chapter 2, paragraph 8 of this enclosure) for a grade of "Mission Capable with Findings" is required with no re-inspection. Grades of "Non-Mission Capable" require a subsequent re-inspection to be coordinated between the Inspector and the commander. Re-inspections will normally be conducted within 90 days. Requests for delay of re-inspection will be forwarded in writing to the Inspector via the chain of command.

8. Report of Corrective Action. Commanders receiving grades of "Mission Capable with Findings" are required to submit a report of corrective action to the Inspector via the chain of command no later than 30 days from the date of receipt of the UIR.

a. In order to expedite reporting, the Inspector's Office will e-mail a signed copy of the inspection results to units, via their chain of command.

b. Corrective action must reflect long term resolution, not only correcting the symptom, but the root cause of the problem. If corrective actions cannot be completed by the assigned date, the commander must provide an explanation or request assistance as appropriate. General statements such as "corrective action in progress" or "corrective action taken to preclude recurrence" are unacceptable.

c. The format for corrective action reports is provided in Appendix A. Endorsing authorities should comment on the adequacy of corrective actions completed and the acceptability of the estimated completion dates for actions not yet completed.

Enclosure (1)

MAR 02 2012

Chapter 3

STAFF ASSISTANCE VISITS AND COURTESY INSPECTIONS

1. Introduction. SAVs and Courtesy Inspections normally will not be approved within 90 days of a CGI. Requests for Wing-level SAVs or Courtesy Inspections will be made via the Inspector's office and not directly to Wing Subject Matter Experts. Requests will be acted on within the limits of Wing resources.

2. Scope of Inspections/Visits

a. SAVs. An unofficial evaluation requested by a unit or directed by a senior commander. The results will be used exclusively for the purpose of training unit personnel and will not be used to compare or to provide the basis of evaluation of past performance. The results are provided only to the commander or the Officer-In-Charge (OIC) of the visited unit. An SAV is specific in scope. It consists of a duty expert from the Group or a Subject Matter Expert from the Wing reviewing the Functional Area checklist, supplemental questions or supplemental checklists if applicable, with a Functional Area Manager acting as if they were standing an inspection themselves. Functional Area Managers may informally request assistance visits from their respective Groups. If the Group staff is unable to provide the SAV, the Group should forward the request via e-mail or phone call to the Command Inspector's office. The Command Inspector's office will then coordinate to provide the appropriate Subject Matter Expert to conduct the SAV. Functional Area Managers should request SAVs well in advance, since multiple units may be requesting the same support from one Group or Wing Staff section.

b. Courtesy Inspection. A Courtesy Inspection is more formal and broader in scope than an SAV. It consists of one or more duty experts from the Group or Subject Matter Experts from the Wing looking at a group of related Functional Areas for example; all the Functional Areas in the Operations or Administrative department. Wing-level Courtesy Inspections must be requested in writing to the Inspector's office by the CO via the chain of command. Commanders are encouraged to request Courtesy Inspections prior to external agency inspections, such as MCAAT. Commanders should request Courtesy Inspections well in advance, since multiple units may be requesting the same support from one Group or Wing staff section.

Enclosure (1)

MAR 02 2012

3. Reports of Inspections/Visits. Wing Subject Matter Experts will submit SAV and Courtesy Inspection results to the Inspector who will in turn forward them to the unit commander. The Inspector's office will maintain a copy of all SAV and Courtesy Inspection results for a historical record of staff action and trends. The Functional Area Manager receiving the SAV or Courtesy Inspection will receive a copy of the inspection results for his or her records.

a. Wing Subject Matter Experts conducting SAVs or Courtesy Inspections initiated by the CG will out-brief the Inspector and submit a written inspection report just as for a scheduled CGI.

(1) SAVs and Courtesy Inspections will be conducted using the Functional Area checklist and applicable supplemental checklists for that Functional Area.

(2) SAVs will be ungraded, but any discrepancies or findings will be identified in order to provide the requesting unit with a clear picture of the scope of any existing problems.

(3) Courtesy Inspections will be graded and any discrepancies or findings will be identified in order to provide the requesting unit with a clear picture of the scope of any existing problems.

(4) While no Corrective Action Report is required for SAVs or Courtesy Inspections, UICs should ensure that any findings or discrepancies noted are tracked and corrected.

MAR 02 2012

Chapter 4

COMMANDING GENERAL'S DIRECTED INSPECTIONS

1. Scope. CGs Directed Inspections provide the CG with a snapshot-in-time evaluation of Wing units to address a systemic issue or other areas of concern. They are intended to have minimal impact on a unit's day-to-day operations.

2. Minimum Notice Inspection (MNI). MNIs normally will be conducted as a result of information derived from Marine Corps Functional Area Evaluation System, Material Management Section, Status of Readiness and Training System, etc. and will not normally be conducted within 90 days after a scheduled CGI. An MNI may only be scheduled with CGs approval and may include those areas discussed in Chapter 1, paragraph 7a of this enclosure. The following procedures will be adhered to when conducting an MNI:

a. Notification. Normally, a unit will be notified the day prior to an MNI. However, no-notice inspections may be conducted at the CGs discretion.

b. Grading. The grading of MNIs will be per Chapter 2, paragraph 5 of this enclosure.

c. Checklists. Appropriate Functional Area checklists and supplemental checklists will be used during the conduct of an MNI.

d. Reports. All MNI reports will be submitted and published per Chapter 7 of this Order.

e. Inspection Categories. All Functional Areas are subject to inspection. Areas to be inspected will be determined by the Inspector with guidance from the CG and the Wing Staff.

3. Operational Readiness Evaluations (ORE). The CG may direct the Command Inspector General and Special Staff sections to assess specific operational capabilities of Wing units.

a. These evaluations are not intended to "surge" or "extend" operations to the point of launching all of a unit's assets or continuing operations beyond the limits of reasonable operating hours. Emphasis will be on execution of a specific

Enclosure (1)

MAR 02 2012

mission by designated sub-elements of a unit, (e.g., firing battery, a section/division of aircraft, one Crash-Fire-Rescue crew, etc.)

b. Where specific coordination is required in advance for support of the evaluation, the Inspector, in conjunction with G-3, will provide ranges, targets, external loads, ordnance, etc., as required.

c. The evaluation team will be the AC/S, G-3, the Wing DSS, the Command Inspector, and other Officers from Wing Staff sections as appropriate to the evaluation.

4. Notification. All MNIs and OREs will be coordinated with parent Group Commanders and a report of results will be provided upon completion.

5. Safety. In addition to normal flight crew responsibilities for safe operations, Squadron and Group Commanders, as well as any member of the evaluation team, may terminate events during execution whenever, in their judgment, an unsafe situation is developing or has developed.

MAR 02 2012

Chapter 5

INSPECTION PERSONNEL

1. Introduction. This Chapter describes the duties of the Command Inspector and assigned Subject Matter Experts.

2. Duties of the Command

a. Manage and coordinate the conduct of the CGIP.

b. Prepare CGIP inspection plans.

c. Maintain and update the Inspector's web page.

d. Request, consider and act on all Subject Matter Experts recommendations.

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

f. Maintain staff cognizance of post-inspection action.

g. Maintain current Functional Area checklists and supplemental checklists/questions for areas listed on the Inspector's web page.

h. Maintain electronic copies of all inspection reports for inspections conducted by this headquarters for six years.

i. When tasked, assist higher headquarters in the conduct of inspections.

j. Conduct quarterly training for all Subject Matter Experts (including augments). At a minimum, this training should include appropriate inspection techniques/philosophies, grading criteria and inspection reporting procedures. Additional periodic training may be scheduled as required to address changes in programs or policy.

k. Fairly adjudicate conflicts that may arise during the inspection process.

MAR 02 2012

3. Inspector Assignment and Training

a. AC/Ss will submit in writing Subject Matter Expert recommendations for Functional Areas under their cognizance, as listed on the Inspector's web page. The format for Subject Matter Experts recommendations is provided in Appendix B. Primary and alternate Subject Matter Expert for each Functional Area should be assigned in writing by the Inspector. To ensure consistency within the CGIP, assignment should be for a minimum of one year and considered an additional duty. Substitute Subject Matter Experts will not be utilized unless specifically approved by the Inspector. The Inspector will maintain a current roster of Subject Matter Experts and post them on the Inspector's web page.

b. Subject Matter Experts will be selected on the basis of professional knowledge and experience and will represent Marine Corps standards in appearance and body composition. All Subject Matter Experts shall have a clearance commensurate with access required to conduct inspections.

(1) Access to classified material will be on a need-to-know basis.

(2) Individual clearance status will be stated on each Subject Matter Expert's appointment letter, if required.

c. Training of Subject Matter Experts is a dual responsibility. AC/Ss are responsible for ensuring that appropriate training is scheduled to maintain the high degree of technical proficiency expected of Subject Matter Experts. AC/Ss are welcome to participate in inspections to ensure quality performance of their Subject Matter Experts. The Inspector will ensure that Subject Matter Experts are trained in appropriate inspection techniques/philosophies, grading criteria and inspection reporting procedures.

(1) Subject Matter Expert "refresher" training is a requirement of the IGMC. This requirement will be met at a minimum semi-annually and any additional periodic training scheduled and administered by the Inspector or Deputy Inspector.

(2) Attendance at Inspector training by primary and alternate Subject Matter Experts is mandatory. Documentation of periodic training is the responsibility of the Command Enlisted Inspector Chief.

Enclosure (1)

MAR 02 2012

4. Instructions for Subject Matter Experts

a. Subject Matter Experts will familiarize themselves with the contents of this Order and all references and directives pertaining to the CGIP.

b. Subject Matter Experts are encouraged to review the results of previous inspections, recommendations for correction of findings and discrepancies and reports of corrective action.

c. Subject Matter Experts are to report to the Inspector at a designated location for any final instructions before the inspection begins. Subject Matter Experts will fall under the authority of the Inspector General during the evaluation process until released by the Inspector. Subject Matter Experts will establish the intended duration of their specific program inspection with the Functional Area Manager for their Functional Area prior to commencing the inspection and in accordance with the Inspector's guidance during the in-brief (e.g., safety inspections will normally run for the duration of the unit inspection).

d. Upon completion of their inspection, Subject Matter Experts will verbally debrief the Marine(s) inspected, the Staff Noncommissioned Officer-In-Charge (OIC) and OIC responsible for that Functional Area. During this debrief Subject Matter Experts must identify all findings and discrepancies. Where findings are noted during the inspection, Subject Matter Experts will confer with their staff department head for concurrence, advise the Marine being inspected and then advise the Inspector. This should be done on the day the finding is noted. Subject Matter Experts should not communicate with the CO, Executive Officer or SgtMaj on the status of an inspection. Refer all questions to the Inspector.

e. Subject Matter Experts will allow units to correct findings and discrepancies during the course of the inspection. To resolve findings and discrepancies the unit must correct both the systemic problem (i.e., complete required training) and the root cause (i.e., putting a corrected training process/procedure in place). Corrective action must be long term and imbedded in SOPs, turnover binders and desktop procedures. All corrected findings and discrepancies will be noted on the inspection coversheet as resolved issues, along with all unresolved findings and discrepancies. The final Functional Area grade will be based on unresolved findings and discrepancies. The coversheet can be found on the Inspector General's website.

Enclosure (1)

MAR 02 2012

f. At the completion of the inspection of a Functional Area, Subject Matter Experts will report to the Command Inspector, turn in a completed electronic cover sheet and checklist and verbally debrief the Inspector (for a second time if findings were noted during the inspection). The Subject Matter Expert will collate Functional Area Inspection results for the formal unit out-brief.

g. Subject Matter Experts are encouraged to recommend deserving Marines and Sailors for Commanding General Certificates of Commendation or Letters of Appreciation where warranted for specific achievements during the inspection. Recommendations will be submitted to the Inspector, along with their inspection results.

h. Subject Matter Experts are encouraged to recommend Functional Areas for designation as 2d MAW Noteworthy Programs. These Noteworthy Programs will be posted on the Inspector's web page for a period of one year in an effort to share best processes and procedures with other 2d MAW units and program managers. Specific justification for recommending a program as noteworthy must be included on the inspection coversheet for that Functional Area.

i. Subject Matter Experts will maintain the highest standards of conduct and personal appearance. They will be courteous, approachable and tolerant. They will make every effort to earn the confidence of the Marines they are inspecting. Where conflicts or disagreements arise during the inspection, Subject Matter Experts should disengage and report the issue to the Inspector for adjudication.

j. Subject Matter Experts will diligently search for findings and discrepancies, reporting any found objectively and impartially. Irregularities and deficiencies, as well as noteworthy programs, shall be documented and brought to the attention of those concerned in a frank and impersonal manner. Findings and discrepancies requirements must be noted on the FAI Checklist.

k. During the inspection, Subject Matter Experts should take the opportunity to relate successful methods and techniques observed in other units and impart useful information which might serve to prevent common errors.

l. Subject Matter Experts will observe the attention being given to safeguarding funds and government property and efforts being made to promote cost-consciousness, prevent fraud, waste, abuse and foster a positive command climate.

Enclosure (1)

MAR 02 2012

m. Professionalism and maintenance of sound working relationships with subordinate elements requires that inspection results be handled with discretion toward the unit inspected. No benefit is gained by sharing poor or unsatisfactory results with anyone except appropriate commanders, Sergeants Major, section chiefs and the Inspector or his direct representative. Inappropriate discussions only serve to demoralize and undermine the Marines and Sailors who must repair the problem. This work will be difficult at best and need not be further burdened by adverse publicity. Good results, on the other hand, properly advertised, generally contribute to high unit morale.

MAR 02 2012

Chapter 6

FUNCTIONAL AREAS AND INSPECTION CHECKLISTS

1. Introduction. This Chapter describes responsibilities and procedures with respect to Functional Areas, Functional Area checklists, supplemental questions and supplemental checklists.

2. Inspection Checklists. Functional Area checklists, updated by HQMC/MCCDC Functional Area Sponsors and maintained by the IGMC, are posted on the Inspector's web page. These checklists contain those issues to be addressed during the inspection of any one Functional Area.

a. Supplemental questions may be added to Functional Area checklists by Wing Subject Matter Experts to provide a more complete picture of the status of inspected units. Additionally, some Functional Areas (Supply and Food Service) are covered entirely by supplemental checklists, as they do not have an associated Functional Area checklist. These checklists are posted with the Functional Area checklists on the Inspector's web page. All supplemental questions and supplemental checklists must be supported by a listed reference, reviewed annually and approved by the CG.

b. UICs may view and print current Functional Area checklists from the Inspector's web page at any time. Checklists are intended as guides for both Inspector and the inspected unit. Only Functional Area checklists and supplemental checklists posted on the Inspector's web page will be used for inspections, courtesy inspections or SAVs.

c. External inspection agencies, listed in Chapter 1, paragraph 7, of this enclosure will use checklists applicable to their current directives.

d. The Inspector's office will direct an annual review of the Functional Area checklist questions, supplemental questions and supplemental checklists for currency and validity. Subject Matter Experts are responsible to ensure that Functional Area checklist questions, supplemental questions and supplemental checklists remain valid and should submit suggested changes to IGMC via the Inspector's Office as they deem necessary.

MAR 02 2012

3. Responsibilities. AC/Ss are responsible for ensuring Subject Matter Experts for Functional Areas under their cognizance are qualified and that supplemental questions submitted are current and valid for the Functional Area in question.

MAR 02 2012

Chapter 7

REPORTS

1. Introduction

a. This Chapter describes inspection reporting responsibilities, procedures and formats for submission of reports for 2d MAW inspections.

b. Reports are a vehicle informing the CG, Group and unit commanders about the status of units inspected. Reports must be factual, clear and concise.

c. Care will be taken not to indulge in unverified or unsubstantiated criticism or to represent a limited observation as a general condition. The report should encompass a unit's performance since the last inspection. Commendatory performance or appearance on the day of an inspection may be the result of a "crash program" and not the result of incremental long term process improvements.

d. Reports will contain specific detailed comments concerning discrepancies or findings noted and recommendations for corrective action. Specific reference to applicable directives will be made concerning each discrepancy or finding noted. Comments will be included to substantiate the grade assigned. Reports will reflect commendable performance where appropriate.

2. Commanding General's Inspection

a. Pre-Inspection Requirements

(1) Availability Roster. For TOI events, a unit availability roster will be submitted using the format provided in Appendix D. An electronic version is available for download on the Inspector web page. The roster identifying all hands available and not available (Marine Corps and Navy), for the inspection is due to the G-3 Subject Matter Expert three working days prior to the inspection in-brief. Justification for non-availability must be provided.

(2) Inspection Notification Letter

(a) The Inspector will deliver a letter with coordinating instructions from the CG to the CO approximately 30 days prior to the unit being inspected.

Enclosure (1)

MAR 02 2012

(b) The UIC will provide the Command Inspector General with an inspection schedule and personnel assignments for inspection events.

(3) Location for Inspections. The commander will publish a Letter of Instruction (LOI) identifying locations of TOI events; i.e., specific barracks, parade deck, etc. The LOI also will outline an inclement weather plan. Because hangers, warehouses and gymnasiums are less than ideal for drill, the Inspector may reschedule or cancel these events depending on weather conditions.

(4) PFT/CFT Result Sheet. The PFT/CFT result sheet will be prepared upon completion of the test. Event performance will be recorded utilizing a standard PFT/CFT tally sheet as per reference (d). Individual event scores and totals will be summarized by the unit PFT/CFT coordinator and the completed results sheet will be turned in to the Inspector Chief by 1600 on the day of the PFT/CFT. The unit to be inspected is responsible for reproduction of all required forms.

3. Inspection Reports

a. The report of individual personnel and FAI results will be made on the appropriate inspection checklist (See Chapter 2, paragraph 7, Chapter 5, paragraph 4e and Chapter 6, paragraph 2 of this enclosure). A summary report, in letter format, of the completed CGI (to include all personnel and Functional Area event grades) will be forwarded to the Squadron/Battalion Commander via the Group Commander (where appropriate) from the CG.

b. The Inspector will maintain a file copy of all inspection reports and keep the CG informed of all commendatory or adverse trends noted as a result of composite analysis of all inspections conducted.

(1) The Inspector is responsible for transmitting inspection reports to external agencies and higher headquarters when required.

(2) Those Functional Areas of the CGIP inspected prior to Unit Deployment Program (UDP) rotations will be reported to the receiving commanders. Units subject to inspection by other major commands while in a UDP status should return with copies of all such inspection results. These results will be entered into the inspection data base to preclude duplication of inspections.

Enclosure (1)

MAR 02 2012

c. Grading. Criteria for grading, based on checklist items and the Inspector's judgment, should be demanding and realistic. Grades should not be influenced by plans or good intentions. They should reflect current status or conditions. The overall grade assigned should be consistent with the grading system described in Chapter 2, paragraph 5 of this enclosure.

d. Submission of Results. See Chapter 2, paragraph 7, of this enclosure.

MAR 02 2012

APPENDIX A

CORRECTIVE ACTION REPORT (FORMAT)



**UNITED STATES MARINE CORPS
(UNIT ADDRESS)**

5041
CO

From: Commanding Officer, *Your Unit Here*
To: Commanding General, 2d Marine Aircraft Wing (Command Inspector)
Via: Commanding Officer, *Your Group* (if applicable)
Subj: REPORT OF CORRECTIVE ACTION FOR THE COMMANDING GENERAL'S INSPECTION
Ref: (a) Command Inspector's ltr 5041. IG of dtd (Tasking Letter)
(b) WgO P5041.2A
(c) CG, 2D MAW ltr 5041 IG, of dtd (CGI Results Letter)
Encl: (1) Functional Area 060, Publications and Directives Control Point

1. Per references (a) and (b), 2d Marine Aircraft Wing (2d MAW) conducted a Commanding General's Inspection of Marine Medium Tiltrotor Squadron-XXX (your unit) during the period xx to xx (your inspection dates). The results of this inspection were identified in reference (c).

2. Per reference (c), corrective action for all findings noted during the CGI is provided in the enclosure (1).

3. The point of contact for the enclosed corrective action is Major G. R. Done (Unit Inspection Coordinator) at 645-1111 or e-mail at git.r.done@usmc.mil.

C. O. SIGNATURE

Enclosure (1)

MAR 02 2012

060 Publications and Directives Control Point

FINDING 1: Command Issued Directives have not been annually reviewed to evaluate and validate currency. In all cases no revision letters were available to validate distribution dates. The following was noted:

- 27 out of 38 were reviewed for 2012
- Four have not been reviewed since 2011
- Three have not been reviewed since 2010
- Three have not been reviewed since 2009
- One has not been reviewed since 2008

CORRECTIVE ACION: S-1 established a database program to track the yearly distribution of revision letters for 38 Command Issued Directives. S-1 developed/modified desktop procedures that accurately account for Command Issued Directives and maintain continuity within the unit. All Command Issued Directives for 2012 have been reviewed; of those, 27 are complete and 11 are being updated at the department/section level.

FINDING 2: Although the unit is distributing the Marine Corps Publication Electronic Library (MCPEL), the unit does not have an internal distribution and retrieval program in place to control publications and directives not in electronic format.

CORRECTIVE ACION: S-1 SOP, desktop procedures and turnover folder have all been annotated to reflect the use of a database that allows for the automatic update verification of publications and directives on hand. Additionally, the tracking system, developed by the S-1, to account for the distribution and recovery of MCPELs and non-electronic publications and directives has been annotated as well. As listed in the desktop procedures, a monthly reconciliation will be conducted by S-1 with departmental Directive Control Point Clerks (DCPC). The DCPC is an internal billet that S-1 put in place on 15 October 2011.

MAR 02 2012

APPENDIX B

APPOINTMENT LETTER, SUBJECT MATTER EXPERT APPOINTMENT (FORMAT)



UNITED STATES MARINE CORPS
2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
POSTAL SERVICE CENTER BOX 8050
CHERRY POINT, NC 28533-0050

5040
Orig
Date

From: AC/S, Deputy AC/S, OIC (Must have By direction authority)
To: Command Inspector General

Subj: REQUEST APPOINTMENT AS SUBJECT MATTER EXPERT IN CASE
OF GUNNERY SERGEANT I. M. MARINE 6789/8511 USMC

Ref: (a) WgO P5041.2A

1. Request Gunnery Sergeant I. M. Marine be designated as a Subject Matter Expert for 2d Marine Aircraft Wing (2d MAW). His/her duties are to include oversight of Functional Area XXXX (Name of Functional Area).
2. This assignment shall take precedence over all normal responsibilities during Commanding General's Inspections where this inspector is assigned.
3. Security clearance. (If required)
4. The point of contact is Master Sergeant Hardcharger at 645-3010.

SIGNATURE

Enclosure (1)

MAR 02 2012

APPENDIX C

COMMANDING OFFICER AFTER-ACTION REPORT (FORMAT)



UNITED STATES MARINE CORPS
 2D MARINE AIRCRAFT WING
 II MARINE EXPEDITIONARY FORCE
 POSTAL SERVICE CENTER BOX 8050
 CHERRY POINT, NC 28533-0050

UNIT COMMANDER COMMANDING GENERAL INSPECTION AFTER-ACTION REPORT

DATE ASSESSED:	
UNIT ASSESSED:	
CO:	
XO:	
SGTMAJ:	
COORDINATOR:	

PURPOSE OF REPORT: The purpose for this report is to allow the unit commander the opportunity to provide feedback on the conduct of the unit's CG Inspection. Using a scale of 1 to 5, one unsatisfactory, two below average, three average, four above average, and five being outstanding, answer the following questions. Please provide your comments in the section provided. This report will be submitted to CG 2D MAW within ten days of the out-brief. *Send to Terry.Rudisill@USMC.mil.*

1. Were the instructions and guidance provided to your personnel prior to the start of the inspection adequate?	1 2 3 4 5
a. Was the in-brief informative and thorough?	1 2 3 4 5
Comments:	
2. Was the assessment thorough?	1 2 3 4 5
a. Were areas overlooked?	1 2 3 4 5
b. Was the focus of the inspection appropriate?	1 2 3 4 5

MAR 02 2012

Comments:

3. If needed, was adequate training and education provided?

1 2 3 4 5

**a. Was follow-up training and education requested?
(If yes, provide area in which requested, name of the inspector,
and date by which training was requested.)**

YES **NO**

Comments:

MAR 02 2012

4. Was the demeanor and professionalism of the team satisfactory?	1 2 3 4 5
<i>Comments:</i>	
5. Were corrective actions provided for all discrepancies and or findings?	1 2 3 4 5
<i>Comments:</i>	

6. Was the out-brief informative and complete?

1 2 3 4 5

Comments:

7. Please provide any additional comments that you feel may be pertinent to your assessment or the assessment process in general.

Comments:

8. Do you have any questions or comments in reference to the CG's Functional Inspection areas?

Comments:

9. Are there any issues facing your command that require assistance from higher headquarters that were not raised during the inspection?

Problem:

Discussion:

Recommendation:

