



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
ALBANY, GEORGIA 31704-5000

BO 5041.5C
140
30 Apr 90

BASE ORDER 5041.5C

From: Commanding General
To: Distribution List

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM (CGIP)

Ref: (a) MCO 5040.6D

Encl: (1) Checklist Reminders
(2) Unit Inspection Report
(3) Inspection Principles, Discrepancies and Findings,
Grading Systems, and Checklists

Reports Required: I. Annual Inspection Report (Report Symbol Exempt) par 5b(4)
II. Quarterly Inspection Schedule (Report Symbol Exempt) par 5b(5)
III. Unit Inspection (Report Symbol Exempt) par 5b(6)

1. Purpose. To establish a Commanding General's Inspection Program for Marine Corps Logistics Base, Albany.

2. Cancellation. BO 5041.5B.

3. Background

a. The reference directs the Commanding General to design and execute a CGIP, which evaluates all resident subordinate organizations and reports the results to the Commandant of the Marine Corps (IGA). Traditional Inspector General of the Marine Corps (IGMC) inspections will no longer be conducted.

b. The inspection program will provide for inspection of vital functional areas, records, and procedures as they exist on a daily basis. A major objective of the CGIP is to avoid overlapping and duplicated inspections.

c. The IGMC will evaluate, MCLB, Albany's CGIP every three years to ensure effectiveness, compliance, and standardization. Notification of the IGMC or his designated representative's visit will be made with as much advance notice as possible. The IGMC will not conduct unannounced inspections.

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4. Information

a. Per the reference, the CGIP will include inspection of personnel and functional areas of the Command to promote economy, efficiency, effectiveness, and readiness. In addition, it is intended to detect and prevent fraud, waste, abuse, discrimination, sexual harassment, and related improprieties. The Base Inspector is responsible for the overall coordination of the CGIP.

b. The CGIP will include as a minimum, the following Core Inspection functional areas:

(1) Personnel Administration. Those matters pertaining to personnel management, morale, and welfare of individual Marines and sailors and their families, and administrative functions critical to the execution of a unit's primary mission.

(2) Logistics. The logistical matters which are critical to the execution of the unit's primary mission; to include, supply, maintenance, maintenance management, and transportation.

(3) Personnel. Those troop-oriented areas; close order drill, clothing and equipment, essential subjects, and physical fitness and weight control.

(4) Training. The areas critical to the development and conduct of required training, training administration, and training management.

(5) Health and Safety. Those matters that identify hazards and conditions which might expose personnel unnecessarily to injury or health hazards.

(6) Security. Those matters related to security of classified materials, physical security, and law enforcement.

(7) Intelligence. Those matters pertaining to intelligence, counterintelligence, and intelligence oversight.

(8) General. Those functional areas required by external sources or mandates requiring that inspection be conducted; such as, civilian personnel administration, postal affairs, Absentee Voting Program.

c. Duplication and redundancy in the inspection of functional areas will be avoided wherever possible. Functional areas inspected by outside agencies, i.e., FSMAO, MCDOSSET, FSLAT will not be inspected as a part of the CGIP.

5. Summary of Revision

a. Instructs the Base Inspector to monitor the Senior Inspector's inspection report.

b. The Base Inspector is to provide the Senior Inspector and the functional area inspected with a copy of the checklist at least 45 days prior to the date of inspections.

c. Adds enclosure (1), checklist reminders.

6. Action

a. Executive Director for Logistics Operations; Chief of Staff; Executive Director for Financial Management; Principal Directors of Directorates; Division Directors; Commanding Officer, Headquarters Battalion, Commanding Officer, Blount Island Command; Special Staff Officers will provide the Base Inspector with personnel, as required to form inspection teams.

b. The Base Inspector will:

(1) Schedule and administer the CGIP.

(2) Avoid redundancy of inspections conducted by outside agencies i.e., FSMAO, MCDOSSET.

(3) Maintain a follow-up system for monitoring, tracking and reporting on actions taken to correct discrepancies identified by the CGIP.

(4) Submit an Annual Inspection Report by 15 October each year to CMC (IGA).

(5) Publish Quarterly Inspection Schedules and forward to the CMC (IGA) 60 days prior to the fiscal quarter addressed in the schedule.

(6) Ensure the senior inspector reports inspection results per the format in enclosure (2).

(7) Maintain a current inspection checklist.

(8) Request personnel as required to form inspection teams.

(9) Provide a copy of the inspection checklist for the functional area to be inspected to the inspectors and to the activity being inspected at least 45 days prior to the inspection.

c. The Resource Evaluation and Analysis Office, Executive Director for Financial Management will:

(1) Notify the Base inspector of audits/inspections conducted by the FSMAO, the MCDOSSET, and other external agencies working in functional areas, that are included in the CGIP.

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(2) Maintain a follow-up system for monitoring, tracking, and reporting on action taken to correct deficiencies reported by external audit/inspection groups.

d. Inspection Team Leader will:

(1) Conduct inspections as directed by the Base Inspector utilizing the guidance in enclosures (1) and (3).

(2) Report inspection results to the Commanding General (Code 140) using the format contained in enclosure (2).

7. Applicability. This Order is applicable to the Blount Island Command.


A. J. FINGER
Chief of Staff

DISTRIBUTION: E

CHECKLIST REMINDERS

	<u>YES</u>	<u>NO</u>
1. Was a climate of trust and confidence established?	_____	_____
2. Was the opportunity for training and learning experiences provided?	_____	_____
3. Was waste, fraud, and abuse checked during the inspection?	_____	_____
4. Were root causes for discrepant areas identified?	_____	_____
5. Was a copy of the inspection checklist provided to the section?	_____	_____
6. Was the section recognized for excellence in the inspection report?	_____	_____
7. Was a grade of "Mission Capable" or "Non-Mission Capable" assigned?	_____	_____
8. Was the inspection report accurately completed per the prescribed format?	_____	_____
9. Was the inspection report submitted in a timely format?	_____	_____
10. Were appropriate orders available during the inspection?	_____	_____

ENCLOSURE (1)

UNIT INSPECTION REPORT

1. The primary purpose of the Unit Inspection Report is to present factual information. This information is necessary so that required actions can be initiated to correct discrepancies noted and to refine existing programs.
2. The Unit Inspection Report is prepared by the senior inspector using the format on page two of this enclosure. The report should be submitted within 15 days of the completion of the inspection.
3. Each inspector must ensure that conclusions reached are factual and are developed from the inspection checklists. Recommendations contained in the report must be supported by specific findings. Causative factors and the impact of the problems should be identified and supported by the findings and discrepancies noted.
4. The report should stand alone and should provide a comprehensive appraisal of the significant problems and procedures. However, it should be remembered that the report is not a summarization of the checklists and under no circumstances will the report contain findings not contained in the completed checklists and discussed during the debrief.
5. Inspection reporting and followup will be limited to the significant items affecting unit performances.
6. The Unit Inspection Report will be retained on file by the Base Inspector for a minimum of five years. (This will facilitate the IGMC's triennial evaluations.) The reporting requirement contained in this paragraph is exempt from reports control and requires no report symbol.

ENCLOSURE (2)

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UNIT INSPECTION REPORT

From: Senior Inspector
To: Commanding General (Code 140)
Via: (1) OIC of Branch/Section/Unit that was inspected
(2) Chief of Staff; Executive Director; Principal Director;
Division Director or Commanding Officer, Headquarters
Battalion as appropriate

Subj: UNIT INSPECTION REPORT

Ref: (a) BO 5041.5C

Encl: (1) Completed Inspectors Checklists

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

Section I.

a. Narrative statement of the division/section's overall character, capability, ability to accomplish assigned mission, tasks, and functions.

b. Listing of functional areas inspected.

Section II.

a. Findings and recommendations.

(1) Finding #1. A statement of fact describing in sufficient detail the discrepancy condition noted.

Recommendation #1. A statement of recommended corrective action to resolve finding noted.

(2) Finding #2.

Recommendation #2.

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

2. Upon completion of the inspection, the senior inspector and the inspected division/section will determine a date for reinspection for

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all discrepancies found, and will notify the Base Inspector of the date and results of the area reinspected.

Senior Inspector

ENCLOSURE (2)

INSPECTION PRINCIPLES, DISCREPANCIES AND FINDINGS,
GRADING SYSTEMS, AND CHECKLISTS

1. Inspection Principles

- a. The fundamental purpose of an inspection is to assess and enhance the ability of a unit to prepare for and to perform its assigned mission.
- b. Inspections will identify root causes of problems, particularly those beyond the capability of the Command to solve.
- c. Inspection will foster a climate of trust and confidence.
- d. Inspections will recognize excellence.
- e. Inspections will be positive, productive learning experiences for all individuals involved with a specific inspection.
- f. Inspections will result in a written report.
- g. The inspection process will include followup and resolution of problems.

2. Discrepancies and Findings

- a. Within each functional area, inspectors will identify discrepancies with current policies and directives. When significant shortcomings are discovered, the inspector shall determine whether or not the discrepancies warrant identification as a finding.
- b. Discrepancies are errors or failure to comply with guidance, direction, or action as stated in appropriate and applicable directives.
- c. A finding is a significant problem within the command which:
 - (1) Detracts from the Command's readiness.
 - (2) Is a practice that could lead to waste, fraud, or abuse.
 - (3) Involves issues of health, morale, or welfare of personnel.
 - (4) Significantly deviates from Marine Corps and/or higher headquarters policies and procedures.

3. Grading Systems. The primary purpose of this grading system is to quantify those capabilities of the division, section, or individual being evaluated or inspected. Keeping the system within the overall

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parameters associated with the Marine Corps Mission, the following grades will be assigned:

a. Mission Capable. The division/section possesses the requisite skills, equipment, personnel, and understanding to accomplish its assigned mission, tasks, and functions; use these skills, equipment, personnel, and understanding to accomplish its mission, tasks, and functions.

b. Non-Mission Capable. The division/section does not possess the requisite skills, equipment, personnel, and understanding to accomplish its assigned mission, tasks, and functions; and/or does not use these skills, equipment, personnel, and understanding to accomplish its assigned mission, tasks, and functions.

4. Inspection Checklists

a. Although not all encompassing, they are intended to provide guidelines from applicable directives for day-to-day administration and operation.

b. Inspectors will use inspection checklists when conducting inspections.

c. A copy of the completed inspection checklist will be provided the division/section head during the debriefing upon completion of the inspection. This will form the basis for any required corrective action and/or refinement to successful programs. Inspectors will address discrepancies noted and provide appropriate comments and suggestions to correct shortcomings.