



DEPARTMENT OF THE NAVY
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MCO 5040.6G
IG
4 Dec 02

MARINE CORPS ORDER 5040.6G

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS INSPECTIONS

Ref: (a) SECNAVINST 5430.57F
(b) SECNAVINST 3590.4A
(c) MCO 3800.2A
(d) SECNAVINST 3820.3D
(e) MCO 1700.23E
(f) ALMAR 023/99 Commandant's Guidance

Encl: (1) Guidelines for the Inspector General of the Marine Corps' Inspection Program
(2) Commands Inspected Under the Inspector General of the Marine Corps' Inspection Program
(3) Inspection Principles, Grading System, Definitions, and Checklists
(4) Guidelines for Commanding Generals Inspection Programs
(5) Inspection Report
(6) Checklists contained in the Automated Inspection Reporting System (AIRS)

1. Purpose. To set forth the philosophies and responsibilities for the conduct of inspections, request mast, and oversight of selected programs by the Deputy Naval Inspector General for Marine Corps Matters/Inspector General of the Marine Corps (IGMC) and designated Marine Corps commands and activities and to direct commanders, commanding generals and commanding officers to establish inspection programs.

2. Cancellation. MCO 5040.6F.

3. Summary of Revision. This revision eliminates the annual inspection reporting requirements, realigns inspection responsibilities of major commands, and revises the now web-based Automated Inspection Reporting System (AIRS) inspection categories.

4. Information. In accordance with reference (a), IGMC, fulfilling the duties and responsibilities of the Deputy Naval Inspector General for Marine Corps Matters, performs the mission and function of the Naval Inspector General (NAVINSGEN) as they apply to the Marine Corps.

5. Background. Inspections reinforce the importance of combat readiness, evaluate critical areas essential for mission performance, ensure compliance with regulations and policy, and serve as a tool for commanders to assess their units.

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In 1988 the inspection concept and inspector responsibilities within the Marine Corps changed. Inspection authority and responsibility was decentralized from HQMC (IGMC) to operational and installation commanders/commanding generals. The IGMC maintains certain specific inspection responsibilities as well as oversight of the total inspection program within the Marine Corps. Commanders/commanding generals are responsible to the Commandant (CMC) for their inspection programs. The IGMC, as the "eyes and ears" of the CMC, reports Marine Corps matters to the CMC but remains responsible under Title X, US Code to the Secretary of the Navy. The direction and philosophy stated in the Marine Corps Manual that "the sphere of influence of the Inspector General is broad, with particular emphasis on all matters affecting overall readiness, both ashore and afloat" apply to all levels of inspectors throughout the Marine Corps.

6. Action

a. IGMC shall:

(1) Use the guidelines listed in enclosure (1) to inspect, biennially, under the Unit Inspection Program (UIP), the independent units listed in enclosure (2).

(2) Use the guidelines listed in enclosure (1) to inspect triennially, under the cognizance of the Command Inspection Program (CIP), the Commanding Generals' Inspection Program (CGIPs) of the major subordinate commanders listed in enclosure (2) using the principles and guidelines listed in enclosures (3) and (4).

(3) In coordination with the Deputy Commandant, Programs and Resources (DC P&R), approve for the Secretary of the Navy the release of, or access to, IGMC reports, records, or other inspection-related documents to the General Accounting Office, Defense Contract Audit Agency, Department of Defense Inspector General (DODIG), Naval Audit Service, and the NAVINSGEN.

(4) Maintain an oversight and follow-up program to correct findings reported in CIP and UIP inspection reports as well as issues raised directly by commanders.

(5) Review items of special interest to the CMC such as environmental issues, sexual harassment, hazing, discrimination, quality of life, performance evaluation reporting, and other identified items of special interest when evaluating CGIPs.

(6) Establish a program in accordance with reference (b) for the purpose of recognizing individual Marine Corps and Navy personnel and units for excellence demonstrated during IGMC inspections.

(7) Conduct oversight inspection, as required, to ensure full compliance with Executive, Department of Defense, and Marine Corps regulations pertaining to intelligence and non-intelligence sensitive matters in accordance with references (c) and (d).

(8) Receive, process, investigate and/or provide appropriate assistance to Marines, their families, members of Congress (in coordination with the Office of Legislative Affairs), and all others who contact the IGMC.

(9) Hear Request Mast during inspections in accordance with reference (e).

b. Commanding General, Marine Corps Combat Development Center and HQMC Deputy Commandants and staff agencies shall:

(1) Support the IGMC mission, as required.

(2) Update the functional area checklists on file in the IGMC Automated Inspection Reporting System, as required, or at a minimum no later than 15 January annually. See enclosure (5).

(3) Provide augment inspectors to the IGMC, as required.

(4) Coordinate inspection requirements with the IGMC to include inspections completed independent of, or concurrent with an IGMC inspection.

(5) Review findings and conduct follow-up actions on the findings and issues reported in the CIP/UIP inspection report forwarded by the IGMC. See enclosure (6)

c. Commanders, Marine Forces; Commanding Generals, Marine Expeditionary Forces; Commanding Generals, Major Subordinate Commands; Commanding Generals Bases/Stations shall:

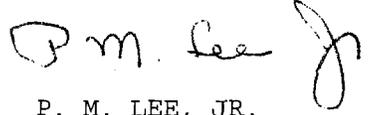
(1) Design and implement a CGIP as outlined in enclosures (3), (4) and (6).

(2) Conduct no-notice inspections in accordance with reference (f).

(3) Assign, as a primary duty, a command inspector. Commanders, Marine Forces may assign the inspector as an additional duty.

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7. Reserve Applicability. This Order is applicable to the Marine Corps
Total Force.



P. M. LEE, JR.
Inspector General
of the Marine Corps

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GUIDELINES FOR THE INSPECTOR GENERAL OF THE MARINE CORPS'
INSPECTION PROGRAM

1. Command Inspection Program (CIP)

a. The purpose of the CIP is to assess the overall effectiveness of the Commanding General's Inspection Program (CGIP).

b. The CIP by the IGMC will be on a triennial basis. These inspections will be short notice (approximately 48 hours).

c. The CIP evaluation of the CGIP will concentrate on:

(1) Thoroughness and effectiveness of the CGIP.

(2) Review reports maintained by the command, documenting past inspections conducted and corrective actions taken.

(3) Observation of the CGIP inspection methodology, if an inspection is being conducted concurrently with a scheduled IGMC CIP evaluation. The IGMC reserves the right to view/validate the inspection results of any units within the command.

(4) Review of the grading system being used.

d. The CIP is not limited only to the above. The IGMC will inspect any functional area deemed necessary, i.e., equal opportunity, training management, environmental programs, safety, etc., to better ascertain the status of the command being inspection.

e. Request mast petitions shall be heard during a CIP evaluation.

f. Items of CMC special interest and/or high visibility programs will be assessed during a CIP evaluation.

g. Major subordinate commanders will address issues affecting their commands and which cannot be resolved at their level. The IGMC will provide assistance to resolve issues with HQMC or MCCDC.

2. Inspector General Unit Inspection Program (UIP)

a. The purpose of the UIP is to inspect those independent units/activities of the Marine Corps that are not in the operational or administrative chain of command of a major subordinate commander (MSC).

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In the case of Marine detachments under the Commanding General, Training and Education Command, the IGMC will manage the inspection process. The IGMC will ensure through inspection that each unit is:

- (1) Complying with Marine Corps orders, policies, and procedures.
- (2) Accomplishing its assigned mission, tasks, and functions.

b. These independent units/activities will be inspected biennially. Inspections will be unannounced.

c. The inspection will concentrate on the core functional areas, i.e., personnel administration, substance abuse, equal opportunity, body composition, physical fitness, uniform inspection, unit training management, medical and dental, safety, security, and special interest areas mandated by CMC and/or external agencies/directives.

d. Request mast shall be heard on behalf of the CMC during the UIP.

COMMANDS INSPECTED UNDER THE INSPECTOR GENERAL OF THE MARINE CORPS'
INSPECTION PROGRAM

1. Major subordinate commands inspected by the Inspector General under the CIP.

MARFORLANT	1st FSSG
MARFORPAC	2d FSSG
MARFORRES	3d FSSG
MARFOREUR	4th FSSG
MARFORSOUTH	I MEF/1 ST MEB
MCCDC	II MEF/2d MEB/4th MEB (AT)
MAGTFCC	III MEF/3d MEB
MCRD/ERR Parris Island	MARCORLOGBASES Albany
MCRD/WRR San Diego	CABEAST
1st MarDiv	CABWEST
2d MarDiv	MarCorBasesJapan/MCB, Camp Butler
3d MarDiv	MCB Camp Lejeune
4th MarDiv	MCB Camp Pendleton
1st MAW	MCB Hawaii
2d MAW	MCB Quantico
3d MAW	
4th MAW	

Notes: (1) Although Marine Support Battalion, Fort Meade falls under the Unit Inspection Program for IGMC oversight inspection purposes, that command will conduct a Command Inspection program (CIP) for subordinate units. IGMC will conduct an assessment and evaluation of those CIPs during the conduct of the biennial unit inspection of the battalion.

(2) MARFORLANT will formally inspect II MEF while the IGMC retains oversight of that process.

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2. Units inspected by the Inspector General under the UIP.

MARSPTBn, NavSctyGrp, FT Meade, MD
MATSG, NAS, Corpus Christi, TX
MATSG, NAS, Lemoore, CA
MATSG, NAS, Oceana, VA
MATSG, NAS, Meridian, MS
MATSG, NAS, Pensacola, FL
MATSG, NAS, Whidbey Island, WA
MAWTS-1, Yuma, AZ
MARBKS, WASHDC
MCSA, Kansas City, MO
MAD, NAS, China Lake, CA
MAD, NAS, Patuxent River, MD
MCDet, Aberdeen, MD
MCDet, Keesler AFB, MS
MCDet, Ft Bliss, TX
MCDet, Ft Gordon, GA
MCDet, Ft Huachuca, AZ
MCDet, Ft Knox, KY
MCDet, Ft Lee, VA
MCDet, Ft Leonard Wood, MO
MCDet, Ft Sill, OK
MCDet, Goodfellow AFB, TX
MCDet, Lackland AFB, TX
MCDet, MacDill AFB, FL
MCDet, Monterey, CA
MCDet, Newport, RI
MCDet, Redstone Arsenal, AL
NMITC, Dam Neck, VA
MCDet, Athens, GA
EWTGLANT, Norfolk, VA
EWTGPAC, Coronado, CA
HMX-1, Quantico, VA
HQBn, HQMC, WASHDC

Note: Units and detachments under the CG, Training and Education Command will continue to receive inspection support by the IGMC in coordination with the CG, Training and Education Command.

ENCLOSURE (2)

INSPECTION PRINCIPLES, GRADING SYSTEM, DEFINITIONS, AND CHECKLISTS

1. Principles. At a minimum, commanders and inspectors will consider the following when preparing for and conducting inspections:

a. The fundamental purpose of an inspection is to assess, assist and enhance the ability of a unit to prepare for and to perform its assigned mission. The unit's mission shall be the focus of the inspection.

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

c. Inspections will be decentralized wherever possible.

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

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

f. The number, frequency, and types of inspections will be held to a minimum. However, various reviews and other inspections, such as MCAAT, may be integrated into the commander's inspection program but are not a substitute.

g. Duplication among inspections will be avoided.

h. Inspections will recognize excellence.

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

j. Inspections will result in a written report.

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

2. Grading System. The following grades shall be assigned:

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

b. Non-Mission Capable. 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. Definitions. For the purpose of this Order, the following definitions apply:

a. Assistance Visit. An unofficial evaluation requested by the 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 of the visited unit.

b. Audit. An independent and objective examination of financial statements, internal controls, and/or the efficiency and effectiveness of management activities. Government audits are highly formalized reviews, performed in accordance with Generally Accepted Government Auditing Standards and by professionally qualified auditors.

c. Checklists. A written set of guidelines for specific functional areas which:

(1) Outline the general elements needed for day-to-day administration and operation.

(2) Provide guidelines for internal evaluation.

(3) Provide standardized criteria for the conduct of an inspection.

d. Discrepancy. An error or failure to comply with guidance, direction or action as required in appropriate and applicable directives.

e. Evaluation. An official appraisal of, or study to determine the significance, validity, effectiveness, and/or value of a particular program or event.

f. Finding. A significant problem within the command which:

(1) Detracts from the command's readiness.

(2) Involves or could lead to waste, fraud, or abuse.

(3) Involves issues of health, morale, or welfare of the unit's Marines or Sailors.

(4) Significantly deviates from higher headquarters policies and procedures.

g. Follow-up Inspection. An inspection of the action taken by a unit to correct deficiencies identified during a previous inspection. The purpose is to assess whether corrective action is effectively completed, is producing the desired results, is not causing new problems, is economical and efficient, and is practical and feasible.

h. Inspection. An official evaluation of a unit across functional areas. Not included are audits performed by recognized audit groups under formal audit standards.

4. Inspection Checklists

a. The Automated Inspection Reporting System (AIRS) contains the inspection checklists that are updated by the HQMC/MCCDC functional area sponsor and maintained by the IGMC. These checklists contain those areas, at a minimum, that should be inspected in any one functional area. Although not all encompassing, checklists are intended to provide commands with the basic guidelines necessary to perform day-to-day administration and operation. Current checklist functional areas are contained in the checklist contained in AIRS.

b. Inspectors from the IGMC and command inspectors shall use AIRS inspection checklists when conducting inspections. The information contained in the checklists in enclosure (5) shall be the minimum criteria used for inspecting the functional areas listed. Commanding Generals may add items to an inspection checklist, based on applicable Marine Corps directives, if the additional items provide a more complete picture of the status of the inspected unit.

c. A copy of the completed inspection checklist will be provided to the commander of the inspected unit and will form the basis for any required corrective action and/or refinement to successful programs. Inspectors will address findings and discrepancies by providing appropriate comments and suggestions to correct shortcomings. Copies of inspection checklists used by command inspectors for the CGIP will not be forwarded to HQMC but will be maintained on file by the inspector.

d. Current AIRS inspection checklists are available through the Marine Corps home page and IGMC web site. The following general instructions apply:

(1) AIRS may be accessed and downloaded via the IGMC website.

(2) Text updates to the checklists are incorporated into the database by the 15th of each month.

(3) The IGMC will announce when a new version (significant program change) of AIRS has been released and placed on the IG website.

e. Recommended additions and/or deletions to the inspection checklists should be staffed and coordinated with CMC (IGI) for inclusion in the AIRS database.

Inspectors should review checklists for currency prior to each inspection cycle.

GUIDELINES FOR THE COMMANDING GENERAL'S INSPECTION PROGRAM

1. Commanders/commanding generals shall conduct biennial inspections of all subordinate units and personnel to promote economy, efficiency, effectiveness, and readiness. This authority may be delegated in cases where geographic distances make it unfeasible to conduct recurring, in-depth inspections. This does not relieve the commander/commanding general of the responsibility for their subordinate unit's overall readiness and adherence to all pertinent Marine Corps orders, directives, and policies. The following guidance applies:

a. The Commanders, Marine Forces Atlantic and Pacific shall inspect the command elements of the Marine Expeditionary Forces (MEUs and SPMAGTFs) and all independent commands which do not fall under the CIP of their major subordinate command's (MSC) (i.e., divisions, wings, groups). If not feasible due to location or insufficient resources, MARFORPAC/MARFORLANT may delegate the inspection program to the appropriate MEF commanding general.

b. The Commander, Marine Forces Reserve shall inspect the command element and all independent commands which do not fall under the CIP of the 4th Marine Division (MarDiv), 4th Marine Aircraft Wing (MAW), 4th Force Service Support Group, or Marine Corps Reserve Support Center. Due to geographical constraints which preclude meeting a biennial schedule, the inspection cycle for 4th MarDiv, 4th MAW, and 4th FSSG is triennial.

c. By agreement, the Commander, Marine Corps Materiel Command shall receive inspector support and be inspected by the Commander, Marine Corps Logistics Bases.

d. Those MSCs or their subordinate units having administrative control over Marines assigned to independent duty shall include them in their CGIP. Some examples of these type situations are:

(1) COMMARCORLOGBASES, Albany, GA will include MCLB Albany, MCLB Barstow, MCLB Blount Island, and the Marines assigned duty as Marine Corps Representatives at Fort Benning, GA since they are under the administrative control of COMMARCORLOGBASES, Albany, GA.

(2) COMMARFORRES will ensure that Marines assigned duty at NROTC units under the administrative control of a Inspector-Instructor (I-I) Staff/Reserve Unit are inspected concurrent with the I-I Staff/Reserve Unit inspection.

(3) CG, MCB Quantico will include MCTSSA and the Marines assigned to various test and evaluation activities and army acquisition commands. Exceptions to this guidance will be considered on an individual basis. For example, independent duty Marines assigned to the Law Education Program are exempted from participating in command inspections, phone watches, flag details, etc.

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This does not preclude these Marines from maintaining Marine Corps standards, or participating in specific required events such as the semi-annual PFTs. The same guidelines apply to Marine Corps Non-appropriated Fund Audit Service members

2. The CGIP program should detect fraud, waste, abuse, discrimination, sexual harassment, environmental noncompliance, and related improprieties.

3. Each commander will maintain an oversight and follow-up system for monitoring and tracking command actions taken to correct problem areas reported in inspection reports.

4. Commanders will ensure the command inspector and all functional area inspectors are qualified and properly trained to conduct inspections.

5. The command inspector will be the focal point for all inspections within the command to include monitoring corrective actions taken for findings noted during inspections.

6. Programs will include, as a minimum, the following core inspection functional areas:

a. Special Interest Items. These are issues, matters, or concerns, which are currently identified as a Secretary of Defense, Secretary of the Navy, or Commandant of the Marine Corps special interest item. The IGMC will provide specific guidance as to current items.

b. Personnel Administration. Those matters pertaining to personnel management, the morale and welfare of individual Marines and Sailors and their families, and those administrative functions critical to the execution of a unit's primary mission; general administration, personnel administration, Marine Corps Total Force System legal administration, career planning, etc.

c. Logistics. Those logistical matters critical to the execution of the unit's primary mission to include, supply, maintenance, maintenance management, Marine Corps Automated Readiness Evaluation System Status of Resources and Training System readiness, embarkation, ordnance, and transportation.

d. Personnel. Those areas that are troop-oriented, to include: close order drill, clothing and equipment, physical fitness, and Body Composition Program (BCP).

e. Training. Those areas critical to the development and conduct of required training, Unit Training Management, Battle Skills Training/essential subjects, Marine Corps Institute equal opportunity, substance abuse, NBC, and Professional Military Education.

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f. Medical and Dental. Those matters related to the health readiness of Marines and Sailors.

g. Safety. Those matters that identify hazards and conditions which might expose personnel unnecessarily to injury or health hazards, to include aviation safety, ground safety, motor vehicle safety, and industrial hygiene.

h. Security. Those matters related to security of classified material, physical security, antiterrorism/force protection, and law enforcement.

i. Environmental Compliance. Those environmental matters critical to preserving natural and cultural resources entrusted to the Marine Corps. This is accomplished through a command environmental self-audit program.

j. Intelligence. Those matters which pertain to intelligence, counterintelligence, and intelligence oversight.

k. General. Those functional areas required by external sources, mandates, and Marine Corps directives or higher headquarters issued directives requiring inspections. These functional areas include civilian personnel administration, postal affairs, childcare centers, absentee voting program, and correctional facilities. When applicable, each command inspector/commander will ensure these functional areas are inspected using current directives and policies. MSCs shall ensure that all base functions under their cognizance are included in the inspection program.

7. Commanders will inspect, or cause to be inspected, those areas requiring special handling, scheduling, and inspection. The inspection of these areas will be scheduled and conducted on an individual basis by the command inspector/commander and/or the responsible HQMC staff agency.

8. The inspection/audit schedules at Appendix A to this enclosure are coordinated by the sponsoring agency and the major subordinate commander with IGMC concurrence.

NON-IGMC INSPECTION/AUDIT SCHEDULES

1. The below listed non-IGMC inspections or audits are scheduled or coordinated by the sponsoring agency as indicated. This list is not all encompassing. There are many other types of inspections/audits/assistance visits, which are not programmed.

TYPE INSPECTION	SPONSORING AGENCY
Marine Corps Administrative Analysis Team (MCAAT)	HQMC (MIF)
Child Development Program	HQMC (MR)
Personal Service Centers	HQMC (MR)
Adequacy of Detention and Brig Spaces	HQMC (POS-40)
Procurement Management Review	HQMC (LBO)
Food Management Team Analysis and Assistance Visit	HQMC (LFS)
Field Supply Maintenance Analysis Office (FSMAO) Environmental	HQMC (LPP) HQMC (LFL)
Family Housing Project Survey/Validation Visits	HQMC (LFF)
Facilities Management Assistance Visits (FMAT)	HQMC (LFF)
Major Repair/Minor Construction Project Validation Visit	HQMC (LFF)
Arms, Ammunition, and Explosives (AA&E) Physical Security Structural Upgrade Assistance Visits	HQMC (POS)
DOD Explosives Safety Board (DDESB) Inspection	HQMC (ASL) and MARCORSYSCOM (PMAM)
Ammunition and Hazardous Materials	HQMC (ASL) and MARCORSYSCOM (PMAM)
Explosives Safety Inspection	HQMC (ASL) and MARCORSYSCOM (PMAM)
Internal Control Quality Assurance Visits	HQMC (RFR)
Marine Corps Non-Appropriated Fund Audit Service	HQMC (MCNAFAS)
Communication Security Material System	HQMC (CSB)

Note: The title and scope of the current FSMAO program is under review at the time of publication of this order.

INSPECTION REPORT

1. Inspection Report

a. The primary purpose of the inspection report is to present the unit commander with information necessary to initiate required actions within the command to correct deficiencies noted, refine existing programs, and aid in the overall accomplishment of the unit's mission. An equally important purpose is to provide commands at all echelons with a means by which their opinions, comments, and recommendations regarding performance, policy, and procedures can be viewed.

b. The command inspector using the format in Appendix A to this enclosure prepares the unit inspection report. Modifications to the format are authorized in order to meet local requirements, or to improve the reporting process. The report should be submitted by the command to the commander of the inspected unit within 10 days of the completion of the inspection.

c. Each command inspector must ensure that conclusions reached are factual and are developed from the inspection checklists. Recommendations contained in the report must be supported by references/documentation. Causative factors and the impact of the problems noted should be identified and supported by the findings and discrepancies noted.

d. The report should provide a comprehensive appraisal. However, it should be noted 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 unit debrief.

e. Inspection reporting and follow-up will be limited to the significant items affecting unit performance. In particular, a written response is required from the unit inspected for "non-mission capable" functional areas and findings issued. In general, discrepancies issued are normally easily corrected and no written response should be necessary.

f. Inspection reports will be retained on file with the command inspector and the inspected unit for at least two years. The reporting requirement contained in this paragraph is exempt from reports control and requires no report symbol.

2. Inspection Schedules. MSC inspections will be short/no notice inspections similar to that of the IGMC in order to minimize unproductive preparation time and to give commanders an accurate assessment of day-to-day readiness. Therefore, inspection schedules should not be published within the command.

FORMAT FOR COMMANDING GENERAL INSPECTION REPORT

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

Subj: UNIT INSPECTION REPORT

Ref: (a) MCO 5040.6G
(b) Appropriate Local Order

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

a. Section I

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

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

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

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

Recommendation. A recommended corrective action to resolve finding noted.

(2) Finding #.

Recommendation.

(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 issued in section II will be forwarded to this Command Element (Attn: Inspector) no later than _____ (normally allow 45 days to respond). A follow-up inspection will be conducted for those functional areas which were non-mission capable.

/s/Commanding General or
Command Inspector

Appendix A to
ENCLOSURE (5)

CHECKLISTS CONTAINED IN THE AUTOMATED
INSPECTION REPORTING SYSTEM (AIRS)

FUNCTIONAL AREA NUMBER/TITLE	SPONSOR
020 REQUEST MAST	IGMC
030 HOMOSEXUAL CONDUCT	MPO-40
040 CAREER PLANNING	MMEA-6
045 RECRUITING/REENLISTMENT	MARFORRES
050 STAFFING/SECURITY	MPO-33
051 EQUAL EMPLOYMENT OPPORTUNITY	MPO-31
052 CLASSIFICATION/POSITION MANAGEMENT	MPO-32
053 EMPLOYEE DEVELOPMENT	MPC-32
054 LABOR/EMPLOYEE RELATIONS	MPC-37
060 MARINE CORPS FORM MANAGEMENT PROG	ARDE
061 MARINE CORPS RECORDS MGT PROG	ARD
062 GENERAL ADMINISTRATION	MPP-40
063 FITNESS REPORTS	MMSB
064 PRINTING MANAGEMENT	ARD
065 PRIVACY ACT	ARAD
066 PROMOTION	MMPR
067 IDENTIFICATION CARDS	MRP
070 PERSONNEL ADMINISTRATION	MIFE
071 MILITARY AWARDS	MMMA
080 MARINE CORPS TOTAL FORCE SYS	MIF
090 LEGAL ADMINISTRATION	JA-3
100 POSTAL AFFAIRS	MRP
120 PERSONAL AFFAIRS	MRC
121 SEPARATION AND RETIREMENT	MMSR-4
122 TRANSITION ASST MGT PROG (TAMP)	MRB
123 MARINE CORPS PERSONNEL SPONSORSHIP	MRP
130 GROUND SAFETY MATTERS	SD
140 MOTOR VEHICLE SAFETY	SD
150 PUBLIC AFFAIRS	PAP
160 NONAPPROPRIATED FUND PERSONNEL (NAFI)	MWP
170 MUSICAL UNITS	MPO
190 EQUAL OPPORTUNITY PROGRAM	MPE
200 SUBSTANCE ABUSE PROGRAM	MRT
210 ABSENTEE VOTING PROGRAM	MRP
230 RECRUIT TRAINING	C462
240 INTELLIGENCE OVERSIGHT	IGMC
250 INTELLIGENCE	CI
270 INFORMATION AND PERSONNEL SECURITY PROG	AREA
290 OFFICER UNIFORM INSPECTION	C467
300 SNCO UNIFORM INSPECTION	MCUB
310 PERSONNEL INSPECTION	MCUB

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FUNCTIONAL AREA NUMBER/TITLE	SPONSOR
316 FRAUD/WASTE/ABUSE OVERSIGHT AWARENESS/PREVENTION/REMEDIES	IGMC
319 COMMAND INSPECTION PROGRAM	IGMC
320 DRILL	TE-37S
325 SWORD MANUAL	TE-37S
340 PHYSICAL FITNESS PROGRAM	C472
350 BODY COMPOSITION PROGRAM	C472TP
360 MARKSMANSHIP PROGRAM	C462
380 UNIT TRAINING MANAGEMENT	C461-T
381 WATER SAFETY/SURVIVAL PROGRAM	C472TP
382 BATTLE SKILLS TRAINING/ESSENTIAL SUBJECTS	C462
383 LEADERSHIP TRAINING	MCU
384 TROOP INFORMATION PROGRAM	C472TP
385 DISTANCE PROFESSIONAL MILITARY EDUCATION	MCI
390 MCI PROGRAM	MCI
400 FORMAL SCHOOLS	C461-T
405 INFORMATION SYSTEMS MANAGEMENT	C4/CP
410 LIFELONG LEARNING (LL)	MRV
420 COLOR GUARD	TE-37S
430 INTERIOR GUARD	POS-30
440 CORRECTIONAL FACILITY	POS-40
450 PMO OPERATIONS	POS-10
460 HISTORICAL PROGRAM	HD
480 PHYSICAL SECURITY & COMBATTING TERRORISM	POS-10
481 OPERATIONAL SECURITY	PSH
490 FISCAL MATTERS	MFR
500 MEDICAL	HS
510 DENTAL	HS
520 RELIGIOUS MINISTRIES	REL
550 EMBARKATION READINESS	LPO-3
561 GARRISON PROPERTY	LFS-3
570 MOBILIZATION READINESS	PP&O
591 GARRISON MOBILE EQUIPMENT	LFS-2
630 COMMUNICATIONS ELECTRONICS (COMM-ELECT)	C4I
670 HOUSEKEEPING	LFF-3
680 BACHELOR HOUSING MANAGEMENT	LFF-3
760 REAL PROPERTY MAINTENANCE	LFF-4
761 UTILITIES MANAGEMENT	LFF-1
762 ENERGY CONSERVATION	LFF-1
763 NATURAL RESOURCES MANAGEMENT	LFL
764 ENVIRONMENTAL MANAGEMENT	LFL-6

ENCLOSURE (6)

FUNCTIONAL AREA NUMBER/TITLE	SPONSOR
765 FIRE PREVENTION & PROTECTION MANAGEMENT	LFF-1
766 INDUSTRIAL HYGIENE	SD
767 PEST CONTROL PROGRAM	LFL
770 FACILITIES PLANNING & PROGRAMMING SYSTEM	LFL
780 FAMILY HOUSING	LFF-3
800 TRAFFIC MANAGEMENT	LFT
810 EOD TECHNICAL EVALUATION	LPE
820 AIRCRAFT MAINTENANCE DEPARTMENT	ASL-33
830 AVIATION SUPPLY FOR ACTIVE DUTY UNITS	ASL-31A
835 AVIATION SUPPLY FOR RESERVE AND AIR STATIONS	ASL-31A
840 AVIONICS	ASL-34A
850 AIRCREW TRAINING	TE-31A
870 AVIATION SAFETY	ASL
875 NATOPS REVIEW	SD
880 AVIATION FACILITY	ASL-35
890 AVIATION WEATHER	ASL-37
900 AIR TRAFFIC CONTROL	APC-5
910 AIRCRAFT FIREFIGHTING AND RESCUE	ASL-38
915 EXPEDITIONARY AIRFIELD (EAF)	ASL-38A
920 COMMERCIAL ACTIVITIES (CA) PROGRAM	TOL-21
930 NBC DEFENSE (INDIVIDUAL)	C-421
950 DETENTION SPACES	POS-40
955 CORRECTIONAL CUSTODY	POS-40
960 FAMILY ADVOCACY PROGRAM	MRO
961 COMMERCIAL SPONSORSHIP	MRE
962 FINANCIAL/ACCOUNTING	MRF
963 INFORMATION SYSTEMS (MCCS)	MRI
964 NONAPPROPRIATED FUND PERSONNEL (NAF)	MRG
965 NONAPPROPRIATED FUND PROCUREMENT	MRB
966 MARINE CORPS FAMILY TEAM BUILDING PROGRAM	MZR
970 SORTS (STATUS OF RESOURCES AND TRAINING SYS)	POC-30
980 CIVILIAN LEADERSHIP DEVELOPMENT PROGRAM	MPO-30
990 MOBILIZATION EMBARKATION (RESERVE FORCE)	MARFORRES G-4
991 SEMPER FIT	MRS
992 GOVERNMENT TRAVEL CARD PROGRAM	RDF
994 SUICIDE PREVENTION PROGRAM	MR
995 RELOCATION ASSISTANCE PROGRAM (FMEAP)	MRB