



UNITED STATES MARINE CORPS
1ST MARINE DIVISION (REIN)
BOX 555380
CAMP PENDLETON, CALIFORNIA 92055-5380

DivO 5041.21M
G-7

JUN 11 2015

DIVISION ORDER 5041.21M

From: Commanding General, 1st Marine Division
To: Distribution List

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM

Ref: (a) MCO 5040.6H
(b) MCO 1700.23F
(c) NAVMC DIR 5040.6H
(d) NAVMC DIR 1700.23F
(e) DivO 3501.1D
(f) DivO 5041.3G

Encl: (1) Commanding General's Inspection Functional Area List
(2) Corrective Action Report

1. Purpose. To establish 1st Marine Division's Commanding General's Inspection Program policy per reference (a).

2. Cancellation. DivO 5041.21L

3. Commanding General's Inspection Program (CGIP). Reference (a) provides detailed guidance on Marine Corps inspections and directs Commanding Generals (CG) to design and implement an inspection and evaluation program. This program is designed using the Inspector General of Marine Corps (IGMC) Functional Area Checklists (FAC) and/or internally generated inspection/evaluation checklists to conduct formal inspections and or evaluations to assess a command's readiness, performance and adherence to established orders, policies, procedures, directives, bulletins and formal training standards. Inspections and/or evaluations reinforce the importance of adhering to these regulations and their importance when evaluating the critical areas essential for mission performance. CGIP inspection/evaluation categories are as follow; FA inspections, Troop Inspection, Operational Evaluations, No-notice drills, Logistics Readiness Evaluation (LRE) and other internally directed inspections and/or evaluations as designated. The FA checklists can be located on the IGMC website under the Inspections tab.

a. Functional Area Checklist (FAC) Inspections: FAC inspections are conducted as part of the Commanding General's Inspection (CGI). The troop inspection is also a FAC inspection and is conducted in conjunction with the CGI. Commanding General's Request Mast is part

DISTRUBUTION STATEMENT A: Approved for public release; distribution is unlimited.

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM

of the CGI and will be conducted by the Command Inspector General as part of the CGI. With regards to the CGI planning, management and reporting, the G-7 has been assigned this responsibility. However, the following G sections and or special staff maintain inspection responsibilities under the CGI; G-1, G-2, G-3, G-4, G-7, Medical, Fiscal, SJA, Postal, Chaplain, Safety/Environmental Compliance Officer, and the Division Safety Director.

b. Operational Evaluation (OpEval): An evaluation of the operational capability and effectiveness of a unit or any portion thereof. Currently the 1st Marine Division has designated the Marine Corps Combat Readiness Evaluation as the OpEval that will be used to evaluate commands readiness and performance. The G-3 is responsible for the conduct of this evaluation.

c. No-notice drill: A readiness evaluation of those commands/units assigned to the division's crisis response force. This evaluation is designed to test the commands/units readiness and ability to rapidly mobilize and deploy. The G-3 is responsible for the development, management and conduct of this evaluation.

d. Administrative Assistance: Provides training and inspection preparation in support of the Marine Corps Administrative Analysis Team (MCAAT) inspections. MCAAT analyzes the effectiveness of internal audit procedures, regulatory compliance, systems management, internal controls, command administrative and disbursing/finance (DO/FO) operations, and the timely and accurate performance of pay and entitlement transactions in the Marine Corps Total Force System (MCTFS), travel systems, and other associated systems. The G-1 is responsible for the scheduling and conduct of assist visits.

e. Logistics Readiness Evaluation (LRE): An inspection directed per Division Order 5041.3G. LRE assesses unit compliance with established policy and improve materiel readiness procedures. LRE inspectors train the unit's Marines simultaneously while inspecting. The LRE program is administered by the AC/S G-4 and is conducted using checklists that may be found on the LRE SharePoint page. At a minimum, each activity address code in Division will receive an LRE once every two fiscal years.

f. Other internally directed inspections and/or evaluations: These are directed by the Commanding General based upon recommendations of the general staff. These inspections/evaluations are conducted to determine the adherence to orders, policies, procedures, directives, and bulletins and to assess their effectiveness as it pertains to readiness and safety within a command. The following two internal inspections/evaluations are hereby directed as part of the CGIP.

g. Motorcycle Mentoring Program (MMP): MMP is a FAC inspection; the Division Safety Director is responsible for the conduct of this inspection.

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM

h. Force Preservation Council (FPC): FPC is evaluated using an internally generated evaluation checklist. The G-7 is responsible for the development, management and conduct of this evaluation.

4. Commanding General's Inspection (CGI). Per the direction of IGMC the CGI is a short notice inspection (72-48 hours' notice). Efforts will be made to conduct the CGI inspection within the first quarter after a commander assumes command. At a minimum, commands will receive a CGI within 24 months after the unit's last inspection. The CGI strives to include the other categories of inspections as well as the Logistics Readiness Evaluation (LRE) during those years when a Field Supply Maintenance Analysis Office (FSMAO) inspection is not scheduled, however, inspections can be conducted at different times if need be. The CGI is based upon inspections of the unit's commodities and functional areas using the IGMC FA checklists. Inspections under the umbrella of the CGI are conducted by the Division G-7 Readiness Section and designated personnel assigned as inspectors. Marines, Sailors and civilian Marines that possess a significant amount of Military Occupation Specialty (MOS) training and operational experience, coupled with specific inspector training are designated by the Commanding General as a Subject Matter Expert (SME). These SMEs conduct the inspection utilizing an expanded FA checklist that consists of the IGMC core functional areas and additional functional areas identified by the Commanding General's staff. It is the intent of the Commanding General that the G-7 attempt to coordinate all FA inspections to occur simultaneously with the CGI in order to reduce the disruption to the command being inspected. This effort is also intended to provide a better assessment of the command as it provides an overall picture of the command's functional areas during a specific period of time.

a. Assist Visits (AV): AV is a vital component of a commander's ability to evaluate his commands compliance and readiness. Normally, AV requests will not be approved within 90 days of a CGI. Commanders are encouraged to request post deployment AV prior to returning from deployment. It is important to note that a requirement for scheduling an AV is that commands conduct a self-inspection prior to the AV. This will allow the AV team to employ a targeted approach, focusing only on the areas pre identified as needing help.

5. Conduct of the CGI. The CGI is conducted in four phases.

a. Phase I/Intent to Inspect. G-7 releases quarterly AMHS to notify Division units that are in the window for CGI. This notification message reiterates the procedures for requesting assist visits. Prior to the release of this intent message, the Division Readiness Chief will make every effort to identify the best time period for the inspection to take place. This will be done through coordination with the Division G-3 and Regiments and/or separate battalion staffs. At no time will the G-7 identify the exact dates of the CGI to the commands.

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM

b. Phase II/Unit Notification. Units are notified via AMHS that their unit will stand a CGI. This notification is provided 72-48 hours prior to the beginning of the inspection.

c. Phase III/Inspection. The CGI is a one week inspection unless conducted jointly with an LRE, then the inspection can take up to two weeks to conclude. Due to operational and training commitments, there are times when a Functional Area Manager(s) may not be available during the designated week(s) of the inspection. If this is the case, the Readiness Chief will work with the command to reschedule these inspection areas. The inspection will conclude only when all functional areas have been inspected. Upon conclusion of the inspection, the command will receive a post inspection out briefing. The command will then have 30 work-days to complete corrective actions. Any FAs found to be Non-Mission capable will be re-inspected after corrective actions are completed.

d. Phase IV/Commanding General out briefing. The out briefing with the Commanding General will be conducted 45 days after the conclusion of the inspection. During this out briefing noteworthy performance and areas that were identified as non-mission capable will be briefed. SMEs for the areas assessed as non-mission capable will attend in order to brief the Commanding General on the findings, the units' corrective actions and results of the re-inspection.

6. Recognition of Excellence. Those personnel that stand out during the inspection will be recognized by the award of Commanding General Certificates of Commendation. Additionally, the unit(s) that has the highest score(s) during the calendar year will be recognized by a Commanding General Certificates of Commendation.

7. Task

a. Assistant Chief of Staff (AC/S), G-7 (Readiness):

(1) Manage the CGIP.

(2) Maintain the results of all CGI inspections for three (3) years per reference (b) (destruction authority).

(3) Ensure that all required reports are submitted per reference (a).

(4) Supervise and facilitate the assist program to help commands become compliant and operationally ready.

(5) Provide Professional Military Education for division personnel on the role of the Inspector and purpose of the CGIP.

(6) Publish quarterly AMHS message(s) that provide a warning order regarding CGI, identify trends, and training.

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM

(7) Conduct the following training.

(a) Monthly training for functional area managers and inspectors.

(b) Quarterly training for SMEs.

(c) Annual or as requested, CGIP training for Commanders and their staff.

(8) Maintain a current roster of primary and secondary inspectors for all Functional Areas (FAs).

(9) Release quarterly trends message.

(10) Conduct the CGI.

(11) Recognize excellence through the award of Commanding General Certificates of Commendation.

(12) Coordinate with IGMC Inspections as required.

(13) Ensure that SMEs re-inspect FA found "Non-Mission Capable" within 30 days of the initial inspection.

(14) Conduct an annual review of FA being used during the CGI.

b. General and Special Staff Officers:

(1) Extend full cooperation to the AC/S, G-7 for the conduct of the CGI.

(2) Plan, coordinate and assess inspections and/or evaluations that fall under the cognizance of the G section and or Special Staff. Coordinate with the G-7 Readiness Chief in order to synchronize and/or de-conflict inspections/evaluations.

(3) Provide personnel who are MOS proficient and possesses a significant amount of MOS knowledge and operational experience to be trained and designated as a SME, capable of conducting FA inspections and/or evaluations. Enclosure (4).

(4) Designate one (1) primary and one (1) alternate SME for each Functional Area. Enclosure(4).

(5) Periodically compile, update, and maintain Functional Area Checklists as reflected in the IGMC FA checklists.

(6) When requested by the AC/S G-7, conduct AV as scheduling permits.

(7) Coordinate all inspection/evaluation requirements with the

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM

AC/S, G-7, to include inspections/evaluations completed independently of, or concurrently with the CGI.

(8) Inform the AC/S, G-7 of all inspection/evaluation results.

(9) Re-inspect FA found to be "Non-Mission Capable" within 30 days of the initial inspection.

(10) Conduct quarterly training for all inspectors.

(11) Maintain a current roster of primary and secondary inspectors for all Functional Areas (FAs).

(12) Release quarterly trends message.

c. Regimental Headquarters, Subordinate Battalion Commanders, and Separate Battalion Commanders.

(1) Maintain an internal self-inspection/evaluation program.

(2) Submit Corrective Action Reports to the CG (Attn: AC/S, G-7) within 30 days of receiving the CGI Inspection Report. The format contained in enclosure (2) will be used.

(3) Notify the CG (Attn: Cognizant staff section) of the results of any inspection conducted by an organization external to the division headquarters.

8. Coordinating Instructions.

a. The sole source for obtaining functional area checklists (FA) will be the IGMC webpage under the tab titled "Inspections". It is the unit's responsibility to ensure that Functional Area Managers check this website on a regular basis in order to view updates to FA checklists.

b. Upon receipt of notification of a pending CGI, commands will provide the Division Readiness Chief a list that identifies the Functional Area Managers by name prior to the initiation of the inspection.

c. Functional Area Managers will present their FA desktop procedure/turnover binder with the last Self-inspection to the SME conducting the CGI inspection. This binder will include the results from the previous CGI. Any discrepancies or anomalies pertaining to records that are required by Marine Corps order to be maintained must be memorialized in a memorandum for record and made a part of the self-inspection and inspector briefing. The Functional Area Manager is also responsible for providing a blank Functional Area Checklist(s) to the SME at the initiation of the inspection.

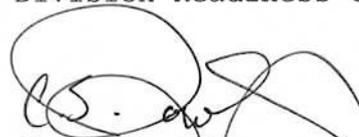
Subj: COMMANDING GENERAL'S INSPECTION PROGRAM

d. Any challenges to the assessment by an SME will be addressed by the Division Readiness Chief and the units Executive Officer. In instances where an issue cannot be resolved at this level, the Command Inspector General and the Commanding Officer will intervene.

e. The command's Corrective Action Report will be submitted to the Division Readiness Chief no later than 30 business days after the conclusion of the inspection enclosure (2).

9. Administration/Logistics.

a. The Division Readiness Chief is the point of contact for all matters pertaining to the CGI. E-mails need to be sent to 1MARDIV_G7_CIG@usmc.mil, attention Division Readiness Chief/point of contact is (760) 763-7748.



C. S. Dowling
By direction

DISTRIBUTION: A