



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

DivO 4000.1
4MMO

19 JAN 2016

DIVISION ORDER 4000.1

From: Commanding General
To: Distribution List

Subj: 1ST MARINE DIVISION INTERNAL INSPECTIONS PROGRAM

- Ref:
- (a) MCO 4400.150, Consumer Level Supply Policy, 29 Jan 2014
 - (b) UM 4000-125, Retail Supply and Maintenance Execution Procedures, 27 Apr 2015
 - (c) AMHS Message, Global Combat Support System, Marine Corps (GCSS-MC) User's Manual, 141835Z Nov 2014
 - (d) GCSS-MC Procedural Notice 5-12: Instructional Procedures for the Preparation of the Unit Deployment Program (UDP) Within GCSS-MC, 021712Z May 2012
 - (e) GCSS-MC Procedural Notice 2-14: Submitting for Disposition and Replacement of Military Equipment and Secondary Repairables, 221814Z Jul 2014
 - (f) MCO 4050.38D, Personal Effects and Baggage Manual, 2 Nov 2009
 - (g) MCO 8300.1D, Marine Corps Serialized Small Arms/Light Weapons Accountability Program (MCSSAAP), 16 Feb 2012
 - (h) MCO P4450.7E w/Ch1, Marine Corps Warehousing Manual, 14 Dec 2012
 - (i) MCO 4400.160, Field Supply and Maintenance Analysis Office (FSMAO) Program, 26 Nov 2013
 - (j) MARADMIN 331/15, Offline and Internet-Based Ordering Policy, 9 July 2015
 - (k) MARADMIN 417/15, Clarification of Document Retention Requirements to Support Marine Corps Logistics Audit Readiness, 21 Aug 2015
 - (l) MCO P4790.2C w/Ch1-2, Marine Corps Integrated Maintenance Management System (MIMMS) Field Procedures Manual
 - (m) DivO P4790.1, Maintenance Management Standard Operating Procedures (MMSOP)
 - (n) MCRP 4-11.3G, Unit Embarkation Handbook
 - (o) DivO 4600.6E, Embarkation SOP
 - (p) DivO P8000.2G SOP for Class V (W)
 - (q) TM 11275-15/4, Tactical Engineer Equipment Licensing Manual
 - (r) MCO P11262.2B, Standard Policy for Inspection, Testing, and Certification of Tactical Ground Load Lifting Equipment
 - (s) MCRP 4-8.11A, Marine Corps Field Feeding Program
 - (t) MCO 10110.14M, Marine Corps Food Service and Subsistence Program
 - (u) DivO 10110.3F, 1st Marine Division SOP for Food Service
 - (v) DivO 5041.3G, 1st Marine Division Logistics Readiness Evaluation (LRE)

1. Situation. Despite the implementation of Global Combat Support System - Marine Corps (GCSS-MC) and reinstatement of both the Field Supply and Maintenance Analysis Office (FSMAO) unit visits and Logistics Readiness Evaluation (LRE) Team visits over the past three to five years, 1st Marine Division units are not consistently demonstrating high levels of performance across all logistics functional areas. Procedurally sound account management is critical to ensure the accountability and readiness of each unit's ground

equipment account. 1st Marine Division will now provide more focused attention to the internal inspections program across all functional areas of all commodities inspected by the Logistics Readiness Evaluation (LRE) Team.

2. Mission. To publish specific guidance regarding the implementation and reporting of internal inspections across the functional areas of all commodities (i.e. Ammunition, Embarkation, Field Mess, Maintenance Management, Unit User Account Management, Supply, Communications, Engineers, Ordnance, Motor Transport) inspected by the LRE Team.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) To ensure all units in 1st Marine Division better manage ground equipment accounts, and to more effectively and consistently perform all logistics functions at a high level of performance (i.e. 90% and above on all checklists used in conjunction with LRE inspections).

(b) To provide specific direction as to what will be inspected, follow-up action requirements, and reporting procedures to be executed.

(c) To enhance command involvement throughout the year over all logistics commodity functional areas.

(2) Concept of Operations. All 1st Marine Division unit commanders will use this Order and references (a) through (v) to implement and sustain internal inspection programs across all logistics commodities. Commodity officers-in-charge (OIC) or chiefs will follow the steps detailed below as they apply to the tasks in this Order:

(a) A commodity OIC or chief from regimental headquarters or a separate battalion will conduct inspections on their respective functional areas indicated within this order during the identified months using the most current LRE checklist. Adjacent battalion commodity OICs can be tasked to conduct inspections on other battalions within a regiment (independent battalions will inspect themselves).

(b) The inspected commodity OIC will provide the Company Commander and Maintenance Management Officer with the inspection results. The Company Commander will then forward the results to the Battalion Commander, who will forward it to the Regimental Commander (if applicable).

(c) If the functional area is evaluated at below 90%, the Company Commander or commodity OIC will provide the Battalion Commander and the Regimental Commander (if applicable) with a plan of corrective action (POCA) within 14 days of the date of the inspection results. The POCA will identify the functional area and score, the discrepant areas within that functional area (to include the sample size reviewed and the number correct), and the plan to correct all discrepancies.

(d) On a monthly basis, Regimental and independent Battalion Commanders will report the inspection results (to include the functional area and score, overview of the discrepant areas within that functional area, and

overview of the plan to correct the discrepancies) to the Commanding General on the already occurring Weekly Sitrep.

(e) Complete details of all discrepant areas and the full plan to correct will be forwarded to the Division G-4/Material Readiness Officer following the same timeline as the monthly update to the Commanding General.

(f) The inspecting officer or staff noncommissioned officer (SNCO) will schedule and conduct a follow-up inspection of the identified discrepant questions (i.e. below 90%) of the functional area 30-45 days after the POCA has been provided to the Regimental or independent Battalion Commander.

(g) Upon conclusion of the follow-up inspection, the inspecting officer or SNCO will continue to follow up on the discrepancies until the appropriate corrections have been completed to raise the performance level of the given question to 90% or above.

(h) The Battalion Maintenance Management Officer will retain records of the inspection for a minimum of two years. The inspected commodity OIC will also receive a copy of the inspection record.

(i) The Division LRE team member responsible for the commodity will assess the Internal Inspection program during the scheduled LRE visits.

b. Tasks

(1) Commanding Officers. Schedule and conduct weekly Material Readiness meetings with the Maintenance Management Officer, Supply Officer, S-4 Officer, S-3 Officer, Executive Officer, Equipment Commodity Owners, and any other key personnel deemed necessary.

(2) Maintenance Management. A Regimental or Battalion Maintenance Management Officer or Chief will conduct inspections on the following functional areas during the identified months using the most recent LRE checklist: Maintenance Administration (January), Personnel and Training (February), Records and Reporting (March/April/May), Publications Control (July), Preventive/Corrective Maintenance (August), Equipment Availability (September), Supply Support (October), Maintenance Related programs (November), and Unit User Account Management (November).

(3) Communications Maintenance Management. A Regimental or Battalion Communications Maintenance Officer or Chief will conduct inspections on the following functional areas during the identified months using the most current LRE checklist, available at (<https://eis.usmc.mil/sites/lmardiv/G6/MAINT/default.aspx>): Maintenance/Operations Administrative (January), Equipment Records (February), Supply Support (March), Preventive Maintenance (April), Corrective Maintenance (May), Inventory Control (June), Maintenance Reporting (July), Modifications (August), Calibration Control (September), Publication Control (October), and Training (November).

(4) Communications Operations Management. A Regimental or Battalion Communications Officer or Chief will conduct inspections on the following functional areas during the identified months using the most current LRE checklist, available at (<https://eis.usmc.mil/sites/lmardiv/G6/MAINT>

/default.aspx): Maintenance/Operations Administrative (January), Equipment Records (February), Supply Support (March), Preventive Maintenance (April), Battery Management (May), Inventory Control (June), Maintenance Reporting (July), Modifications (August), Publication Control (September), and Training (October).

(5) Embarkation. A Regimental or Battalion Embarkation Officer or Chief will conduct inspections on the following functional areas during the identified months using the most current LRE checklist: Personnel and Training (January), Administration (March), Publications (May), Container Management (June), Unit Deployment List (July), Practical Application (September), Automated Information Systems (September), and Supply/Equipment Preparation (November).

(6) Engineer. A Regimental or Battalion Motor Transport/Engineer Officer/Chief or Bravo TAMCN Equipment Owner will conduct inspections on the functional areas during the identified months using the most current LRE checklist: Maintenance/Operations Admin, Training, Publication Control (January & July); Equipment Records, Inventory Control, Calibration Control (February & August); Preventive Maintenance, Corrective Maintenance, Maintenance Reporting (March & September); Supply Support, Modifications, Licensing Procedures (April & October), Dispatching (May & November), Shop Safety (June & December).

(7) Motor Transport. A Regimental or Battalion Motor Transport Officer or Chief will conduct inspections on the following functional areas during the identified months using the most current LRE checklist: Maintenance Administration and Training (January), Publications and Dispatch (February), Equipment Records (March), Inventory Control (April), Preventive Maintenance (June), Corrective Maintenance and Motor Vehicle Safety (July), Maintenance Reporting and Shop Safety (August), Supply Support (September), Modifications (October), and Calibrations and Licensing (November). The following are additional requirements to the already outlined requirements in the Concept of Operations.

(a) Inspection results will be sent to Division G4- (Motor Transport) 14 days after the inspection has taken place.

(b) All inspected units for that quarter will provide feedback during the quarterly Motor Transport conference on lessons learned. No standard format is required as long as all topics are discussed.

(8) Ordnance. A Regimental or Battalion Ordnance Maintenance Officer or Chief will conduct inspections on the following functional areas during the identified months using the most current LRE checklist: Maintenance Administration (January), Personnel and Training (February), Records and Reporting (March), Publications Control (April), Equipment Availability (May), Preventive Maintenance Checks and Services (June), Physical Security (July), Corrective Maintenance (August), Supply Support (September), and Maintenance Related Programs (October).

(9) Supply. A Regimental or Battalion Supply Officer or Chief will conduct inspections on the following functional areas during the identified months using the most current LRE checklist: Property Control (January), Requisition Management (February), Serialized Small Arms (March), Internal Control Procedures (April), Personal Effects (May), Training (June), Warehousing (July), Individual Clothing (August), Physical Security

(September), Garrison Property (October), and Accountability Assessment (November).

(10) Ammunition. A Regimental or Battalion S-4A Officer or Chief will conduct inspections on the following functional areas during the identified months using the most current LRE checklist: Administration and Management (January & July), Desktops and Turnovers (February & August), Ammunition Procedures (March & September), Publication Control and Physical Security (April & October), Ammunition Storage (May & November), and Inventory Management (June & December).

(11) Field Mess. The Regimental Mess Chief or Regimental Field Mess Chief will conduct inspections on the following functional areas during the identified months using the most current LRE checklist: Training (January), Publication Control (February), Inventory Control (March), Preventive and Corrective Maintenance (April), Maintenance/Operation Administration (May), Equipment Records (June), Maintenance Reporting (August), Supply Support (September), and Packaged Operational Rations (October). All independent battalions will be inspected by the Battalion S-4A or MMO. Inspection results will be sent to Division G-4 (Food Service) 14 days after the inspection has taken place.

4. Administration and Logistics

a. As indicated within the tasks, records of the internal inspections and all follow-up actions will be retained by the Battalion Maintenance Management Officer.

b. Recommendations concerning the contents of this Order are encouraged and will be forwarded to the Division G-4 via the appropriate chain of command.

5. Command and Signal

a. Command. This Order is applicable to the entire 1st Marine Division.

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


D. J. O'DONOHUE

DISTRIBUTION: III

Copy to: CG, I MEF
CG, 3RD MAW
CG, 1ST MLG
OIC, FSMAO-WEST
LSCO, I MEF