



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS COMMAND
814 RADFORD BOULEVARD SUITE 20205
ALBANY, GEORGIA 31704-0301

MARCORLOGCOMO 5040.1
S04

MAY 13 2009

MARINE CORPS LOGISTICS COMMAND ORDER 5040.1

From: Commanding General, Marine Corps Logistics Command
To: Distribution List

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM (CGIP)

Ref: (a) MCO 5040.6H
(b) NAVMC DIR 5040.6H
(c) MARCORLOGCOMO 1700.1B
(d) SECNAV M-5210.1

Encl: (1) Functional Area Assignments
(2) Format for Inspector Assignment Letter
(3) Format for Functional Area Manager Assignment Letter
(4) Format for Corrective Action Report

1. Situation. This Order establishes the intent of the Commanding General's Inspection Program (CGIP) to evaluate the functional areas and troop readiness of Marine Corps Logistics Command (MARCORLOGCOM).

2. Cancellation. LOGCOMO 5041.1

3. Mission. In accordance with the references, amplify the philosophy, procedures and responsibilities for conducting the CGIP in accordance with the references.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order promulgates the Marine Corps Logistics Command (MARCORLOGCOM) Inspection Program. Utilizing the references, the Command, including subordinate commands will implement readiness inspections and assessment.

(2) Concept of Operations

(a) The goals of the CGIP are twofold. The first is to ensure that the Command is complying with all policies of the Commandant of the Marine Corps. The second is to ensure that the Command is promoting morale, economy, efficiency, effectiveness, and professionalism, while preventing and detecting fraud, waste, and abuse, discrimination, sexual harassment, and related improprieties.

(b) The CGIP is based on the philosophy that the inspection process will be continuous in order to meet the prescribed requisites supporting the mission of the organization. Inspections will be conducted to ensure compliance with regulation and maintain organizational readiness.

(c) The Inspection Program will be evaluated by external inspections conducted by the Inspector General of the Marine Corps (IGMC) and the Command Inspector General, Marine Corps Logistics Command. Inspections of this type are considered formal inspections. An Inspector General (IG) inspection will be conducted with short notice or without notice in order to minimize preparation time and provide an accurate account of daily readiness. An IG inspection will also be conducted command-wide to make a comprehensive examination of each functional or commodity area, and provide an assessment of the command's overall compliance with Marine Corps and other applicable directives.

(d) Functional areas (FA) designated by IGMC fall within a category identified on the Automated Inspection Reporting System (AIRS). Inspection checklists for these areas are composed by Headquarters Marine Corps using Navy and Marine Corps policy, and other applications. The AIRS checklists are intended to provide a basic guideline for program managers to perform administrative and operational duties associated with a functional area. AIRS checklists will be the standard inspection tool used for all formal and informal inspections. AIRS checklists may be obtained from the installation Command Inspector General's (CIG) Office or the IGMC web site.

(e) Inspections conducted by outside agencies other than the IG are considered external inspections. The CIG's office will be advised on all external inspections, audits, and assistance visits. External inspections in some cases may satisfy the requirement to evaluate specific functional areas for CGIP purposes; results from those evaluations will be forwarded to the CG, MARCORLOGCOM via the CIG's office for appropriate action.

(f) Inspection training will be required for all personnel assigned as functional area managers.

b. Subordinate Element Missions

(1) Command Inspector General

(a) Serve as principal advisor to the Commanding General on all inspection matters.

(b) Schedule, coordinate, and conduct inspections of MARCORLOGCOM Albany, MARCORLOGCOM Barstow, and MARCORLOGCOM Blount Island Command. CGIP Inspections for MARCORLOGCOM will be conducted biennially. The CGIP schedule will be provided only to the Commanding General and Chief of Staff. Subordinate commands' inspections will be conducted on a "short-notice" basis (i.e. unit notified 48-72 hours in advance of the inspection). "Short-notice" inspections provide a

candid, more accurate, assessment of a unit's readiness. Additionally, short-notice inspections eliminate tedious inspection preparations.

(c) Notify the command to be inspected via telephone, facsimile or e-mail no earlier than three working days prior to the inspection. A letter of notification (LON) will be forwarded following initial notification. The LON outlines the dates of the inspection, inspection schedule, support required by the inspection team and the functional areas to be inspected.

(d) Review items of special interest to the Commanding General and IGMC; for example, safety, environmental and equal opportunity issues, and morale.

(e) Ensure each inspection team has augment inspectors, as required. Augments will be trained and appointed in writing prior to the conduct of an inspection per enclosure (2).

(f) Upon completion of a CGIP inspection or re-inspection, submit a Unit Inspection Report to the inspected unit's Commanding Officer. This report will be a "stand-alone document" and will include an evaluation grade of "mission capable" or "non-mission capable" for each functional area inspected. Submit the report within 10 days of the inspection.

(g) Receive and process request mast petitions to the Commanding General, MARCORLOGCOM during CGIP visits IAW reference (c).

(h) Maintain results of the latest CGIP and all other required inspections (e.g. MCAAT, etc) for a minimum of two years per reference (d).

(2) Primary and Special Staff Sections

(a) Provide Functional Area oversight per enclosure (1). As such provide guidance and assistance to subordinate commands to ensure compliance.

(b) Identify qualified MARCORLOGCOM Functional Area Managers (FAM) for respective Functional Areas. MARCORLOGCOM FAMs will be assigned in writing per enclosure (3). MARCORLOGCOM FAMs will evaluate their assigned functional areas annually or more often as deemed necessary to ensure compliance with updated AIRS checklist. Updates are posted to the IGMC webpage on the 15th of each month. FAMs will advise the CIG on all issues beyond their capability to resolve.

(c) Provide qualified augment inspectors to the Commanding Generals Inspection Team, as required.

(d) Coordinate assist visit requests with the CIG.

(3) Subordinate Commanders

(a) Commanders will conduct inspections, as necessary, to evaluate all functional areas of their organizations and monitor the overall condition of their units. A list of Functional Areas is listed in enclosure (1).

(b) Provide augment inspectors as required (Note - This only applies to MARCORLOGCOM Headquarters Group - East Training Section).

(c) Identify qualified command level FAMS to the CIG. FAMS will be responsible for managing designated functional areas within the CGIP (at the subordinate command level). FAMS will advise the CIG on all issues beyond their capability to resolve.

(d) Acknowledge receipt of the Letter of Notification (LON) no later than close of business on the day of receipt. Failure to acknowledge receipt of the LON will not cause the inspection to be delayed or cancelled.

(e) Unit commanders will submit a corrective action report, enclosure (4), to the Commanding General, MARCORLOGCOM (Attn: Command Inspector General) for action taken to correct or resolve a CGIP finding of "non-mission" capable. This report will be submitted within 30 days following receipt of the unit inspection report from the Command Inspector.

5. Administration and Logistics. Recommendations concerning the contents of this order may be forwarded to the Command Inspector General's office (S04).

6. Command and Signal

- a. Command. This Order is applicable to MARCORLOGCOM.
- b. Signal. This Order is effective the date signed.


B. R. BRADEN
Chief of Staff

DISTRIBUTION: A



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B. R. BRADEN
Chief of Staff

DISTRIBUTION: A

FUNCTIONAL AREA ASSIGNMENTS

<u>Functional Area #/Title</u>	<u>Funtional Area Manager</u> <u>LOGCOM HQ</u>	<u>BICmd</u>	<u>BARSTOW</u>
001 CMD INSP PROGRAM	Command Inspector		
020 REQUEST MAST	Command Inspector	X	X
030 HOMOSEXUAL CONDUCT	Equal Opp Advisor	X	X
040 CAREER PLANNING	Career Planner	X	X
061 MC RECORDS MGT	Adjutant	X	X
062 GENERAL ADMIN	Adjutant	X	X
063 FITNESS REPORTS	Adjutant	X	X
065 PRIVACY ACT	Adjutant	X	X
066 PROMOTION	Adjutant	X	X
068 MC PUBS MGMT	Adjutant	X	X
070 PERS ADMIN	Adjutant	X	
071 MILITARY AWARDS	Adjutant	X	X
090 LEGAL ADMIN	Adjutant	X	X
120 CASUALTY AFFAIRS	Adjutant	X	X
123 LIMITED DUTY	Hq Co	X	X
130 MOTOR VEH SAFETY	Safety		X
170 MUSICAL UNITS	Band		
190 EO PROGRAM	Equal Opportunity Advisor	X	X
200 SACO	Hq Co	X	X
210 ABSENTEE VOTING	Adjutant	X	X
270 INFO & PERSO SEC	Security Manager	X	X
316 FRAUD/WASTE/ABUSE	Command Inspector	X	X
340 PHYSICAL FITNESS	Training	X	X
350 BODY COMPOSITION	Training	X	X
360 MARKSMANSHIP PROGRAM	Training	X	X
381 WATER SAFETY/SURVIVAL	Training	X	X
382 MC COMMON SKILLS	Training	X	X
385 PME	Training	X	X
390 MCI PROGRAM	Training	X	X
405 INFO SYS MGMT	C4	X	X
420 COLOR GUARD	Color Sergeant	X	X
460 HISTORICAL PROGRAM	LOC		
470 PHYSICAL SECURITY	LOC	X	X
480 ANTI-TERRORISM	LOC	X	X
490 FISCAL MATTERS	Comptroller		X
753 GROUND SUPPLY	Command Inspector	X	
963 SAPR	SARC	X	X
966 MCFTB	FRO	X	X
970 SORTS		X	
992 GOVT TRAVEL CARD	Comptroller		X
994 SUICIDE PREVENTION	Command Inspector	X	X
995 RELOCATION & SPONSOR	Adjutant	X	X

FORMAT FOR INSPECTOR ASSIGNMENT LETTER

5040
Office Code
Date

From: Commanding General
To: Appointee

Subj: ASSIGNMENT AS AUGMENT INSPECTOR

Ref: (a) MCO 5040.6H
(b) MARCORLOGCOMO 5040.1

Encl: (1) Format for Unit Inspection Report

1. Per the references, you are hereby assigned as an augment inspector for (functional area), (AIRS Code) during the inspection of (command), (location), from (date) to (date).

2. You will be guided in the performance of your duties in accordance with the references and under the cognizance of the Command Inspector. The Command Inspector will provide an Automated Inspection Reporting System (AIRS) checklist and assist with your preparation for the inspection.

3. Submit enclosure (1) with the AIRS checklist to the Office of the Command Inspector no later than 10 days after completion of the inspection.

4. Point of contact for this matter is (name) at (extension).

SIGNATURE

DATE

FIRST ENDORSEMENT

From: Appointee
To: Commanding General

1. In accordance with the references, I accept the responsibilities as an augment inspector. I have read and understand the applicable checklist(s) and will be guided in the performance of my duties by the references listed on the checklist(s) and references (a) and b).

SIGNATURE

ENCLOSURE (2)

FORMAT FOR FUNCTIONAL AREA MANAGER ASSIGNMENT LETTER

5040
Office Code
Date

From: Commanding General/Commanding Officer
To: Functional Area Manager

Subj: ASSIGNMENT AS FUNCTIONAL AREA MANAGER (Note: list Automated
Inspection Report System (AIRS) number and title)

Ref: (a) MCO 5040.6H
(b) MARCORLOGCOMO 5040.1

1. Per the references, you are hereby assigned as the Functional Area Manager (FAM) for (AIRS number and functional area title).
2. You will be guided in the performance of your duties in accordance with the provisions of reference (b). You are required to maintain an updated AIRS checklist of assigned functional areas. AIRS checklists are provided by the Office of the Command Inspector. The Command Inspector will assist you with conducting root cause analysis and resolving systemic problems within your area. You will discharge your assigned responsibilities under the guidance of the Command Inspector.
3. Any changes of personnel assigned, as FAMs will be reported to the Command Inspector no later than 10 days after reassignment occurs.
4. Point of contact for this matter is (name) at (extension).

SIGNATURE

FORMAT FOR CORRECTIVE ACTION REPORT

5040
Office Code
Date

From: Commanding Officer
To: Commanding General, Marine Corps Logistics Command (Attn:
Command Inspector)

Subj: CORRECTIVE ACTION REPORT

Ref: (a) MARCORLOGCOMO 5040.1
(b) Commanding General's Inspection Report

1. Per the references the following report is submitted.
 - a. List findings and corrective action taken.
 - b. Provide comments concerning overall actions (procedural changes, training, etc...) taken to correct discrepancies.
2. Items requiring higher headquarters attention (MARCORLOGCOM or higher).

SIGNATURE