



UNITED STATES MARINE CORPS

MARINE CORPS AIR BASES WESTERN AREA MIRAMAR
PO BOX 45201
SAN DIEGO CA 92145-2001

ABO 5041.3H
INSPECTOR
15 JUL 1999

AIR BASES ORDER 5041.3H

From: Commander
To: Distribution List

Subj: MARINE CORPS AIR BASES WESTERN AREA (MCABWA) COMMANDING
GENERAL'S INSPECTION PROGRAM (CGIP)

Ref: (a) MCO 5040.6F
(b) ABO 1700.6N
(c) NAVMC 2691
(d) MCO P10120.42C
(e) MCO P1020.34F
(f) MCO 6100.10B
(g) MCO 6100.3J

Encl: (1) MCABWA Inspection Guidelines and Procedures

1. Purpose. To publish policy, guidance and information concerning the conduct of the Commanding Generals' Inspection Program (CGIP) within Marine Corps Air Bases Western Area (MCABWA).

2. Cancellation. ABO 5041.3G

3. Summary of Revision. This Order contains substantial changes and should be reviewed in its entirety.

4. Background. Reference (a) established the Marine Corps inspection process. The process focuses on assignment of inspection authority and responsibilities to major subordinate commanders (i.e., COMCABWA). For the purpose of this Order, the MCABWA subordinate commands are: Marine Corps Air Station's (MCAS's) Miramar, Camp Pendleton and Yuma.

5. Policy.

a. The Commander's intent is to ensure the readiness of subordinate commands to accomplish their missions through the implementation of the CGIP. These inspections will reinforce the importance of combat readiness, identify and evaluate critical areas essential for mission performance and provide commanders a tool with which to focus their unit training. The CGIP inspections may take the form of scheduled functional area inspections, scheduled special inspections (i.e., Field Supply Maintenance Analysis Office (FSMAO)), inspections mandated by external requirements (i.e., postal) or unannounced inspections.

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b. Under the direction of COMCABWEST, the Inspector will:

(1) Conduct, cause to be conducted or coordinate inspections of all subordinate commands and personnel to promote economy, efficiency, effectiveness and readiness.

(2) Establish and maintain a program(s) to identify and prevent any fraud, waste, mismanagement, discrimination, sexual harassment and related improprieties.

(3) Establish and maintain a system to track inspections being conducted and monitor results and, when necessary, corrective actions.

6. Action

a. MCABWA Inspector

(1) Conduct biennial inspections, reinspections or follow-up inspections of all MCABWA subordinate commands using the guidelines contained in enclosure (1).

(2) Publish an annual Air Bases Bulletin on functional areas to be inspected during the Fiscal Year.

(3) Coordinate the inspection of areas requiring special handling, scheduling and inspection procedures. Inspections of these areas will be scheduled/coordinated on an individual basis by the subordinate commander and the responsible HQMC staff agency. The following inspections/audits are coordinated by the Inspector General of the Marine Corps (IGMC), with the concurrence of the functional area manager and COMCABWEST:

(a) FSMAO.

(b) Intelligence Oversight (CMS/CMCC only).

(c) Food Services Assistance Team.

(d) Marine Corps Administrative Analysis Team (MCAAT).

(4) Publish a list of Functional Area's to be inspected during the quarter to ascertain responsibility, i.e., station or squadron level, and solicit for qualified inspectors.

(5) Maintain and provide most current IGMC checklists of functional areas.

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(6) Coordinate assignment of area inspectors, review inspector qualifications, conduct inspector training and establish a CGIP inspector pool to support this program.

(7) Maintain inspection reports and annual inspection reports per reference (a).

(8) Review inspection results, identify trends (both positive and negative) and/or systemic problems. When a particular procedure or program is identified as having potential use to other units, the Inspector will disseminate this information as appropriate.

(9) Prepare and submit an annual inspection report to IGMC per reference (a).

(10) Serve as coordinator/manager of the Department of Defense (DoD) and Marine Corps Hotline Programs within MCABWA.

(11) Manage MCABWA request mast program per reference (b).

7. Information

a. MCABWA Inspector will coordinate with each command to be inspected for the purpose of identifying inspection dates, an inspection schedule of events, location, logistical and personnel support issues, uniform assignments, and other requirements. Depending on the size of the unit being inspected and the scope of their quarterly inspection, a Letter of Instruction (LOI) may be required to be published.

b. Assistance Visit. An unofficial evaluation requested by the unit. 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.

c. Scheduled Special Inspections. Some functional areas will receive regular, periodic inspections by outside activities (i.e. FSMAO). When an inspection of this nature occurs, the functional area manager will notify the Inspector's office. The Inspector will provide the manager a copy of the CGIP checklist pertinent to their functional area. The functional area manager will compare the results of the outside activity inspection to their CGIP checklist, and notify the Inspector's office of items which remain as uncompleted CGIP inspection requirements.

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This effort will eliminate duplication of inspections and ensure all IG requirements are successfully completed.

d. Unannounced Inspections. The Commander may direct an unannounced inspection be conducted periodically throughout the command covering any area designated by the Commander.

(1) Results of these inspections are for the Commander's attention and the Commanding Officers' information/action. A corrective action report response is not required unless specified.

(2) The scope and depth of these inspections will vary and, depending on the detail and results of the inspection, may fulfill the functional area inspection requirement.

e. Reinspections. A unit receiving a "Non-Mission Capable" grade will be reinspected within 30 days of receipt of the grade. Any requests for a delay of reinspection must be submitted to and approved by MCABWA Inspector.

f. Corrective Action/Follow-up Inspections. A unit receiving any major findings which result in a recommendation that corrective action be taken, will be scheduled for a follow-up inspection as soon as possible after the corrective action is completed. This inspection is primarily designed to ensure that the recommended corrective action produces the desired results, is not causing new problems and is efficient, economical and practical.

(1) If at all possible, the same inspector will conduct the follow-up inspection.

(2) Follow-up inspectors will report results only addressing specific major findings from the original inspection. The report should follow the same format as the original report, with the assessment of the corrective action being included in the "comments" and "recommendation" paragraphs.


A. CAUGHLAN
Chief of Staff

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MCABWA INSPECTION GUIDELINES AND PROCEDURES

1. Principles. Consider the following as a minimum when preparing for and conducting an inspection.

a. The fundamental purpose of an inspection is to assess and enhance the ability of a unit to prepare for war and to perform its assigned mission.

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

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

d. Inspectors will respect and uphold the Commander's authority.

e. Inspectors will recognize excellence.

f. Inspections will be a positive, productive learning experience for both the command being inspected as well as the inspectors.

2. Grading System/Criteria

a. The primary purpose of the grading system is to quantify those capabilities of the unit inspected. Keeping the system within the overall parameters associated with the Marine Corps mission, the following grades will be assigned:

(1) Mission Capable. The unit possesses the requisite skills, equipment, personnel and knowledge to accomplish its assigned mission and uses these assets to accomplish its mission.

(2) Non-Mission Capable. The unit does not possess the requisite skills, equipment, personnel and/or knowledge to accomplish its assigned mission, and/or does not use these assets to accomplish its assigned mission.

b. Grades assigned by the MCABWA Inspector are "recommended" and are subject to the final approval of the Commander, MCABWA.

c. Only the grades contained in paragraph 2a above may be recommended as "the" inspection grade for the functional area. However, traditional descriptions (i.e., Excellent, Below Average, Outstanding, etc.) of elements within the functional area may be included within the inspection report.

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d. Recommendations of "Non-Mission Capable" must be completely justified.

3. Definitions

a. Inspection. An official evaluation of a unit where the results of findings are reported in writing to any higher headquarters.

b. Checklist. A written set of guidelines for a specific functional area which outlines the general elements of day to day administration and operation of a program. Additionally, the checklist provides guidelines for internal review and standardized criteria for the conduct of an inspection.

c. Discrepancy. An error or failure to comply with guidance, direction or action as stated in applicable directives.

d. Trends. Actions taken and/or procedures being used in the unit that are producing positive or negative results.

e. Findings. Failure to comply with directives issued by higher headquarters. This may include but is not limited to the following:

(1) Detracts from the unit's readiness.

(2) Is a practice that could lead to waste, fraud or mismanagement.

(3) Involves issues of health, morale or welfare of personnel.

(4) Significantly deviates from Marine Corps and/or higher headquarters policies and procedures.

4. Inspection Checklists

a. Although not all encompassing, they are intended to provide guidelines from applicable directives for the conduct of an inspection.

b. At a minimum inspectors will use the IGMC inspection checklists when conducting inspections. Current checklists can be obtained through the MCABWA Inspector's Office.

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c. A copy of the completed inspection report will be provided to the Commander upon completion of any inspection. This inspection report will form the basis for any required corrective action. Inspectors will address discrepancies noted and provide appropriate comments and suggestions to correct shortcomings.

d. The original inspection checklist and report will be forwarded through the chain of command.

5. Guidelines

a. The senior member of the inspection team will always check in and out with the Commanding Officer or his/her designated representative.

b. The senior inspector will provide the unit inspected the opportunity to evaluate the inspection.

c. Keep a proper perspective. Inspect to the Marine Corps standard. Don't invent your own.

d. Distinguish between trivial and significant things. Don't fall into the trap of discrediting your inspection by making an issue out of something relatively unimportant.

e. It is your responsibility to identify to higher headquarters problems that are beyond the unit's ability to correct.

f. Your attitude and approach should be friendly and helpful but, most of all, PROFESSIONAL! Don't try to impress with your experience, knowledge or position.

g. Always teach as you inspect. Note what people have to say, and learn from them.

h. Don't get into an argument. If a disagreement can't be resolved professionally, move on to the next item and the senior member of the inspection team will resolve the disagreement.

i. Always leave a copy of your checklist with notes.

j. Inspection results are sensitive in nature and should be treated in confidence.

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