



UNITED STATES MARINE CORPS

TRAINING AND EDUCATION COMMAND

1019 ELLIOT ROAD

QUANTICO, VIRGINIA 22134

TECOMO 5041.1

C46/INSP

NOV 17 2006

TRAINING AND EDUCATION COMMAND ORDER 5041.1

From: Commanding General

To: Distribution List

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM (CGIP)

Ref:

- (a) MCO 5040.6G
- (b) CG TECOM 122247Z Jun 06
- (c) MOA between CG, Training and Education Command (TECOM) and CG, MCB, Camp Lejeune of 29 Jun 2001
- (d) MOA between CG, TECOM and CG, MCI-West, Camp Pendleton of 12 Jun 2006
- (e) CG TECOM Letter of Instruction for Communications-Electronics School and the Marine Corps Air Ground Task Force Training Command, 29 Palms of 10 Oct 2000
- (f) MCCDCO 5040.2
- (g) MCO 1700.23E
- (h) TRNGCOMO 1700.2
- (i) SECNAV M5210.1

Encl:

- (1) AIRS Functional Areas for MATSGs, MATSS-1, EWTGs, MarDets and Formal Schools
- (2) AIRS Functional Areas for TECOM/EDCOM Depts
- (3) Functional Area Inspector's Guidance to Compl Insp Report
- (4) Functional Area Inspector's Report
- (5) Corrective Action Report Cover ltr
- (6) Corrective Action Report
- (7) Cert ltr to Review Corrective Action Report
- (8) Functional Area Inspector's Review Cert of Corrective Action Report
- (9) Insp Survey Questionnaire
- (10) Internal Inspection Program
- (11) Guidelines for Inspection Team Members
- (12) Guidelines for Troop Oriented Inspections

1. Situation. Reference (a) establishes the Marine Corps Command Inspection Program (CIP) and delegates inspection authority to the Commanding Generals (CGs) of Training and Education Command (TECOM) and Training Command (TRNG COM). Reference (b) establishes the Command Inspector General's (CIG) Office that would represent TECOM and TRNG COM to conduct biennial inspections of Marine Aviation Training Support Groups (MATSGs), Marine Aviation Training Support Squadron 1 (MATSS-1), Marine Detachments (MarDets), Expeditionary Warfare Training Groups (EWTGs) Atlantic (Lant) and Pacific (Pac), applicable staff and special staff sections of TECOM and Education

Command (EDCOM). References (c) through (e) are Memorandum of Agreements/Letters of Instructions between TECOM and the CGs of the installations at Camp Lejeune, Camp Pendleton, and 29 Palms, which establish inspection responsibilities for TECOM/TRNG COM subordinate units located aboard these respective installations. Reference (f), establishes inspection responsibilities for the TECOM/TRNG COM subordinate units located aboard Quantico. For the purpose of this Order, the term unit is used generically to denote commands and staff departments. Enclosures (1) through (12) provide details of inspection functional areas, reports and guidelines.

2. Mission. This Order outlines philosophies, responsibilities, policies, and procedures for the CGIP within TECOM as directed by guidance in references (a) and (b). TECOM and TRNG COM units assigned aboard the installations listed in references (c) through (f) will undergo CGIs with their respective installation commanders. However, the CIG will conduct an independent inspection of the formal school process of these units using the Automated Inspection Report System (AIRS) Formal Schools checklist. TECOM major subordinate commands Marine Corps Recruit Depots and Marine Air Ground Task Force Training Command (MAGTFTC), with established CGIPs will continue to conduct their local CGIP. With the realignment of Marine Aviation Weapons and Tactics Squadron 1 and Marine Corps Mountain Warfare Training Center, the CG, MAGTFTC will include these two units in its CGIP. As stated in reference (b), certain oversight of TECOM and TRNG COM subordinate units may be assumed as dictated by the CG, TECOM and CG, TRNG COM.

a. 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. This ensures that the unit is promoting morale, economy, efficiency, effectiveness, and professionalism, while preventing and detecting fraud, waste, abuse, discrimination, sexual harassment, and related improprieties.

b. Inspections conducted by external agencies and higher headquarters six months prior to a CGI will normally be considered suitable replacements for that CGI functional area. However, any such inspection is subject to review of results as well as any applicable corrective action taken.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The CGIP will be used as a means to gauge and enhance the command's readiness at all levels. This Order will serve as the guiding influence for the CGIP.

(2) Concept of Operations. The CIG will implement, administer and provide oversight to the CGIP per references (a) and (b), and this Order.

(a) Types of Inspections. The CGIP consists of a formal or graded CGI, informal or not graded staffs assist visits, and other inspections conducted by external agencies and higher headquarters.

(b) Philosophy. The philosophy of the inspections conducted by the CIG will be to evaluate, train, and assist the inspected unit. As discrepancies are identified during an inspection, members of the inspected unit will be educated on the proper procedures to correct the problem area(s). The grade assigned by the inspectors will reflect those discrepancies identified upon arrival at the unit. Any discrepancy that was identified and then corrected during the conduct of the inspection will be reported to the CIG as corrected and no further evaluation will be required. Whenever possible, the CGIP capitalizes on external and higher headquarters inspections or audits to satisfy inspection requirements such as:

1. Inspector General of the Marine Corps (IGMC) Command Inspection Program (CIP). The IGMC conducts a command inspection on a triennial basis to assess the overall effectiveness of this command's CGIP. The IGMC also hears request mast petitions, assesses items of special interest to the Commandant of the Marine Corps (CMC) and/or high visibility programs, and reviews this command's inspection reports and corrective actions taken.

2. Marine Corps Administrative Analysis Team (MCAAT) Audit. All TECOM units with a Reporting Unit Code will receive a biennial MCAAT audit. Additionally, certain staff sections with financial related and order writing responsibilities for government travel will receive a biennial MCAAT audit.

(c) Functional Area Categories. Core functional area inspections are the primary means to determine if TECOM units are in compliance with Marine Corps policies and directives per reference (a). The following sub-paragraphs identify the inspection functional areas for each unit:

1. Training Command Detachments. Training Command units will receive applicable functional area inspections as listed in enclosure (1) for the formal CGI.

2. TECOM/Education Command. TECOM and Education Command staff sections will receive functional area inspections per enclosure (2) where applicable.

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3. Formal Schools and Training Command Detachments.

All inspections of formal school functions contained in AIRS-400 checklist will be conducted under the auspices of Training Management and Evaluation Section, Ground Training Branch, TECOM in support of the CIG. For EWTGs, MATSGs, and training detachments, inspections will coincide with the CIG's visit whenever possible, but may be conducted independently under the authority of the CIG. For Marine Corps formal schools that are included under the local installation commander's inspection program per references (c) through (f), inspection of AIRS-400 will occur independently, coordinated with both the installation command inspector and the TECOM CIG. The inspection team will provide results to both the installation command inspector and the TECOM CIG.

(d) Inspection Frequency. The CGI will be on a biennial cycle (once every two fiscal years). This schedule is subject to adjustment based on operational commitments and other unplanned developments. As situations warrant, staff assist visits may also be conducted.

(e) Focus. The unit's mission and operational readiness shall be the focus of the inspection. All inspections, whether formal or informal, will:

1. Identify root causes, particularly those beyond the capability of the inspected unit to solve.

2. Identify trends and recommend corrective measures.

3. Respect and uphold the commander's authority.

4. Foster a climate of trust and confidence.

5. Recognize excellence.

6. Be positive and provide productive learning experiences.

7. Accomplish a specific purpose.

8. Involve a critical rather than a cursory examination.

9. Complement other inspection activities and avoid duplication.

10. Measure performance against a standard.

11. Capture and disseminate lessons learned in a written report.

12. Be held to a minimum regarding the number, frequency, and types of inspections.

13. Include follow-up and resolution of problems that are beyond the ability of the inspected unit to solve.

(f) Notification. Following the guidance in reference (a), CGIs (excluding staff assist visits) will be "no notice/short notice" (approximately 48 hours) inspections to provide a candid, more accurate assessment of a unit's performance, and also eliminate tedious inspection preparations that are costly in time and effort.

(g) Staff Assist Visit. The CIG, will not normally conduct Staff Assist Visits, unless significant circumstances warrant such a visit. An internal inspection program or coordination with other commands are alternative measures that should be utilized.

b. Tasks

(1) Command Inspector General (CIG)

(a) Serve as the overall coordinator of the CGIP and as the head of the inspection team. Maintain oversight of all inspections conducted on TECOM units. Develop and implement the CGIP within TECOM and TCOM.

(b) Announce the CG's intent to inspect a unit not earlier than two days prior to the scheduled inspection date. Ensure that items of special interest (e.g., discrimination, sexual harassment, sexual assault, hazing prevention, request mast procedures, environmental issues, safety, quality of life, body composition program, performance evaluation reporting, etc.) to CMC/CGs are briefed and reviewed as part of the CGI.

(c) Announce the CG's intent to conduct independent inspections of formal school functions per paragraph 3a(2)(c)3 of this Order.

(d) Conduct pre-inspection and post-inspection meetings with CGIP team members. The pre-inspection meeting will serve as indoctrination on the principles of the CGIP. The post-inspection meeting will provide a summary of the results of the CGIP, and capture lessons learned.

(e) Conduct inspection in/out briefs with commanders and staff section heads and their key personnel as appropriate.

(f) Provide a written Inspection Report to the inspected unit.

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(g) Process and review request mast petitions submitted to the respective CG per references (g) and (h). This includes the authority to open envelopes addressed "For CG's Eyes Only."

(h) Ensure re-inspections are performed on any unit that previously had significant findings or received a grade of Non-Mission Capable in one or more functional areas.

(i) Provide a summary of inspection results to the Commanding General.

(j) Ensure all required corrective action is completed within reporting guidelines. Utilize enclosure (7) to request certification of the Corrective Action Report.

(k) Receive and review reports of corrective action; maintain reports of corrective action for follow-up reviews for six years per Part III, Chapter 5, paragraph 5040.2 of reference (i).

(l) Deliver an Inspection Summary Questionnaire for completion by the inspected unit per enclosure (9).

(m) Conduct Command Climate visits as directed by the CGs of TECOM and TCOM.

(n) Conduct a Physical Fitness Test, Uniform and Color Guard Inspection of the inspected unit when required, per enclosure (12) and applicable references.

(o) Develop a not to be released for publication, inspection schedule and a budget based on the schedule.

(p) Coordinate the inspection visit with the inspected unit as appropriate and provide details of the in-brief procedures.

(q) Recognize superlative performers in the form of a CG's coin for presentation at the out-brief to the individual(s) to be recognized.

(2) Assistant Chiefs of Staff/Special Staff Officers

(a) Assign functional area subject matter experts, preferably staff non-commissioned officers (SNCO) or officer and civilian equivalent, to serve as augment inspectors on the CGI Team for the functional areas under your cognizance when requested by the CIG.

(b) Provide a functional area augment inspector list to the CIG with updates when changes occur.

(c) Coordinate all inspections by higher headquarters and external agencies with the CIG.

(d) Provide a copy of the results of all inspections conducted by higher headquarters and external agencies to the CIG.

(e) Ensure prompt action is taken to correct deficiencies identified during inspections conducted by the CIG, higher headquarters and external agencies, and submit the corrective action report to or via the CIG per enclosures (5) and (6). Complete the Inspection Survey Questionnaire per enclosure (9).

(f) Review the corrective action responses to discrepancies and findings of functional areas under your cognizance.

(g) Implement and monitor your sections Internal Inspection Program per enclosure (10). Use the Automated Inspection Reporting System (AIRS) checklist as a basis for conducting the program.

(h) Assign an Inspection Coordinator to oversee the Internal Inspection Program.

(3) Augment Inspectors

(a) Attend all pre/post-inspection briefings.

(b) Use the IGMCA AIRS checklist as a minimum standard when conducting inspections.

(c) Review functional area inspection checklists under your cognizance and submit recommended changes to the checklists to the CIG via the respective staff department head.

(d) Assist in formulating checklists for areas that are not covered by the AIRS checklist. Use higher headquarters directives when developing these checklists and annotate references and paragraphs by all checklist items.

(e) Be prepared to brief the unit commander or staff department head on the functional area inspected, checklist items as appropriate to include findings and discrepancies, and recommended corrective actions.

(f) Provide a detailed Functional Area Inspection Report to the CIG upon completion of the inspection per enclosures (3) and (4). This will occur at the inspection location when accompanying the full inspection team. If the inspection is conducted independent of the full inspection team, deliver the report to the CIG upon returning to home base. Use a separate report for each functional area inspected.

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(g) Provide a copy of the inspection report to the inspected commander or staff department head upon completion of the inspection per enclosures (3) and (4) when conducting an inspection independent of the full inspection team or when conducting a Staff Assist Visit. Provide a copy of the inspection report or Staff Assist Visit Report to the CIG and to the installation commander when the independent inspection is performed on a unit covered under a local command inspection program per references (c) through (f) and enclosures (3) and (4). Use a separate report for each functional area inspected. Deliver the Inspection Survey Questionnaire per enclosure (9) to the inspected unit (not required for a Staff Assist Visit).

(h) Maintain file copies of your inspection reports, checklists, and notes.

(i) Provide concurring or non-concurring comments to the Corrective Action Report submitted by the inspected unit, per enclosure (8).

(j) Use enclosure (11) as a guide to prepare for inspections.

(4) Commanding Officers of MATSGs, MATSS-1, EWTGs, MarDet and Formal Schools

(a) Provide the appropriate number of personnel for the individual inspection events (Personnel Inspection, Officer and SNCO Uniform Inspection, PFT, Body Composition, etc.) as prescribed by the CIG. (Not applicable to formal schools).

(b) Ensure prompt action is taken to correct deficiencies identified during inspections.

(c) Submit a Corrective Action Report to the CIG, by the date designated in the inspection report per enclosures (5) and (6). Complete and submit the Inspection Summary Questionnaire per enclosure (9).

(d) Retain inspection records/Staff Assist Visit Reports for two years or until the next inspection cycle is complete.

(e) Implement and monitor your unit's Internal Inspection Program per enclosure (10). Use the AIRS checklist as a basis for conducting the program.

(f) Assign an Inspection Coordinator to oversee the Internal Inspection Program.

(g) Notify the CIG of any inspections or audits from external agencies or higher headquarters. Forward a copy of the inspection/audit results and corrective action reports to the CIG.

(h) Coordinate the schedule of events on the inspection visit with the CIG.

(i) Prepare a short command overview to brief the CIG during the in-brief. The CIG will advise on the content of the brief.

(j) Provide the team access to academic staff, school administrators, curriculum developers, instructors, classroom facilities, Master Lesson Files and classes in session upon request.

4. Administration and Logistics

a. Inspection Checklists

(1) The AIRS contains inspection checklists that are updated by HQMC functional area sponsors and maintained by the IGMC. AIRS checklists contain those areas, at a minimum, that should be inspected in any one functional area.

(2) Inspectors shall use inspection checklists when conducting inspections. The information contained in the AIRS checklists shall be the minimum criteria used for inspecting the functional areas listed. Augment inspectors are considered functional area experts and may omit inspecting items from the AIRS checklist that are not applicable to the unit inspected. Augment inspectors may also add items to AIRS checklists if the additional items provide a more complete picture of the status of the inspected unit. However no finding or discrepancy will be given to any statement added to the AIRS checklist.

(3) The CIG will provide a copy of the completed inspection report to the commander/staff department head of the inspected unit, which will form the basis for any required corrective action or refinement to successful programs. Inspectors will address findings and discrepancies noted and provide appropriate comments and suggestions to correct shortcomings.

(4) Current AIRS checklists are updated regularly and are available through the IGMC Marine Corps web site at:

<http://hqinet001.hqmc.usmc.mil/ig/Inspections%20Division/AIRS%20Checklist.doc>

(5) Inspectors shall review checklists for currency prior to each inspection cycle.

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(6) Recommended additions and/or deletions to the inspection checklists should be staffed and coordinated with IGMC for inclusion into the AIRS updates.

b. Grading System. The primary purpose of the grading system is to quantify those capabilities of the command, unit, functional area or individual being evaluated or inspected. The following grades shall be assigned:

(1) Mission Capable. The command, unit or department possesses the requisite skills, equipment, personnel, and understanding to accomplish its assigned mission, tasks, and functions; and it uses these skills, equipment, personnel, and understanding to accomplish its mission, tasks, and functions.

(2) Non-Mission Capable. The command, unit or department does not possess the requisite skills, equipment, personnel, or understanding to accomplish its assigned mission, tasks, and functions; or does not use these skills, equipment, personnel, and understanding to accomplish its assigned mission, tasks, and functions.

(3) Not-Graded. This is primarily used for Staff Assist Visits, but can also be used if only a partial inspection is conducted, or if an inspection could not be conducted on that functional area.

c. Functional Area Grade. Each functional area will be assigned a grade of Mission Capable, Non-Mission Capable or Not-Graded. A grade of Non-Mission Capable in a functional area indicates the unit is not able to perform its mission in a specific functional area and suffers from gross program neglect. Receiving a grade of Non-Mission Capable in a functional area does not necessarily result in an overall unit grade of Non-Mission Capable. Grades will not be assigned for Staff Assist Visits.

d. Problems noted in the inspection will be categorized as follows:

(1) Findings. One or more findings normally indicate program neglect or lack of command emphasis. Though presently able to execute its assigned mission, failure to initiate and implement immediate corrective action could render the functional area non-mission capable.

(2) Discrepancies. One or more discrepancies indicate a lack of attention to detail in some degree for the functional area program administration.

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e. Other comments or recommendations (not related to a finding or discrepancy) may also be made by the inspector to help improve the overall functional area program.

f. Reports. Written reports will be prepared and submitted to inform the CG and the inspected unit of the inspection results, and to direct corrective action.

(1) Functional Area Inspection Reports. The functional area inspector will submit a detailed Functional Area Inspection Report to the CIG using the template/format in enclosures (3) and (4).

(2) Unit Inspection Reports. When the CIG and the preponderance of inspectors are inspecting a command, the CIG shall at the completion of the inspection, submit a Unit Inspection Report to the inspected unit, using the AIRS Inspection Report format downloaded from the IGMC website. The key discrepancies and findings and recommended corrective action will be addressed in the out brief. When only one or two functional areas are being inspected separately from the CIG's visit, or when a staff section is being inspected, the inspector of the functional area(s) must submit a report within 10 days to the CIG, in the format in enclosures (3) and (4). The inspector must also out brief the inspected unit on the results of the inspection, recommended corrective actions and submission of the Corrective Action Report.

(3) Corrective Action Report

(a) The inspected unit will submit a Corrective Action Report per enclosures (5) and (6) by the due date stated in the Inspection Report on any finding identified in the report. The due date will normally be 30 calendar days from the date of the CIG's signature on the Inspection Report. Discrepancies will be corrected and tracked internally by the unit's Internal Inspection Program Coordinator.

(b) The CIG will review the Corrective Action Report and determine if the corrective action is sufficient or whether a follow-up inspection is required on any functional area that had significant findings and/or discrepancies.

(c) Any functional area receiving a grade of Non-Mission Capable will be re-inspected within 90 days from the original inspection completion date.

(4) Staff Assist Visit Report. The functional area inspector will use enclosures (3) and (4) upon completion of a Staff Assist Visit. This report will be given to the inspected unit and the CIG for information or corrective action, and is not considered an official accountable report. No formal Corrective Action Report is required of the inspected unit. A copy of the Staff Assist Visit

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Report will be maintained by both the functional area inspector and the CIG.

(5) Summary Inspection Report. After the unit reports on corrective action taken, the CIG will then prepare a Summary Inspection Report for the CG. This report will include the dates of the inspection, overall unit grade assigned, noteworthy performance, issues identified by the inspected command that are beyond their ability/resources to correct, and corrective action taken by the unit.

5. Command and Signal

a. Signal. This Order is effective the date signed.

b. Command. This Order is applicable to all units and staff sections under the inspection cognizance of TECOM and TCOM and in certain circumstances, is applicable to all other TECOM subordinate units.


GEORGE J. FLYNN

DISTRIBUTION: A

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CG, MCCDC
CG, MCI EAST
CG, MCI WEST
CG, LOG CMD

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AIRS FUNCTIONAL AREAS FOR MATSGS-MARDETS-EWTGS-MATSS-FORMAL SCOLS

FUNCTIONAL AREA NUMBER	FUNCTIONAL AREA TITLE	RESPONSIBLE SECTION/PERSON	MATSG, MATSS, EWTG, MARDET AND FORMAL SCOLS (NOTE 1 ONLY) TO BE INSP
020	Request Mast	CIG	ALL
030	Homosexual Conduct	CIG	ALL
040	Career Planning	CRS/DEP CIG	ALL
060	Marine Corps Forms Management Prog	DEP CIG	ALL
061	Marine Corps Records Management Prog	DEP CIG	ALL
062	General Administration	DEP CIG	ALL
063	Performance Evaluation System	DEP CIG	ALL
065	Privacy Act	DEP CIG	ALL
066	Promotion	DEP CIG	ALL
068	Publication Management	DEP CIG	ALL
070	Personnel Admin	DEP CIG	ALL
071	Military Awards	ASSTN CIG	ALL
080	MCTFS	DEP CIG	ALL
090	Legal Administration	DEP CIG	ALL
100	Postal Affairs	DEP CIG	ALL
120	Personal Affairs	ASSTN CIG	ALL
121	Seps and Retirement	DEP CIG	ALL
122	TAMP/FMEAP	ASSTN CIG	ALL
130	Ground Safety/Motor Vehicle/Operation Risk Management/Occupational Health	SAFETY	ALL
150	Public Affairs	ASSTN CIG	ALL
190	Equal Opportunity	EOA/ASSTN CIG	ALL
200	Substance Abuse Program	CIG	ALL
210	Absentee Voting Program	ASSTN CIG	ALL
270	Information and Personal Security Program	SCTY MANAGER	ALL
290	Officer Uniform Inspection	CIG	ALL
300	SNCO Uniform Inspection	SGTMAJ/SR ENL	ALL
310	Personnel Inspection	SGTMAJ/SR ENL	ALL
340	Physical Fitness	G-3	ALL
350	Body Composition Prog	G-3	ALL
380	Unit Training Management	GTB	ALL
382	Marine Corps Common Skills	GTB	ALL
385	Distance PME	CCE/MCU	ALL
390	MCI Program	CCE/MCU	ALL
400	Formal School	GTB (SAT)	ALL (EXCEPT FOR MATSG AND MATSS) NOTE 1
420	Color Guard	SGTMAJ/SR ENL	ALL
460	Historical Program	ASSTN CIG	ALL
470	Physical Security	G-3	ABERDEEN ONLY
480	Antiterrorism	G-3	ALL
500	Medical	EOA/CRS	ALL
510	Dental	EOA/CRS	ALL
670	Housekeeping	SGTMAJ/SR ENL	ALL
992	Gov't Travel Card	DEP CIG	ALL
994	Suicide Prevention Prog	CIG/ASSTN CIG	ALL
995	Relocation/Personnel Sponsorship	ASSTN CIG	ALL
NOTE 1	For Formal Schools located aboard Quantico, 29 Palms, Yuma, Camp Pendleton, Camp Lejeune, Parris Island and San Diego, we will focus on the AIRS 400 checklist. Your Installation CGIP should have a list of required functional areas that will be inspected.		

AIRS FUNCTIONAL AREAS FOR TECOM/EDUC CMD DEPTS

FUNCTIONAL AREA NUMBER	FUNCTIONAL AREA TITLE	STAFF DEPTS TO BE INSP	INSPECTING AGENCY
001	Command Inspection Program	CIG	IGMC/Higher HQ/Ext Agency
020	Request Mast	CIG	IGMC/Higher HQ/Ext Agency
030	Homosexual Conduct	CIG	IGMC/Higher HQ/Ext Agency
040	Career Planning	CRS	IGMC/Higher HQ
060	Marine Corps Forms Management Prog	ALL	ADJ/IGMC/ Higher HQ
061	Marine Corps Records Management Prog	ALL	ADJ/IGMC/ Higher HQ
062	General Administration	ADJ	CIG/IGMC/ HIGHER HQ
063	Performance Evaluation System	ADJ	CIG/IGMC/ HIGHER HQ
065	Privacy Act	ADJ	CIG/IGMC/ HIGHER HQ
066	Promotion	ADJ	CIG/IGMC/ HIGHER HQ
068	Publication Management	ALL	ADJ/IGMC/ Higher HQ
070	Personnel Admin	SJA	ADJ/IGMC/ Higher HQ
071	Military Awards	ADJ	ADJ/IGMC/ Higher HQ
090	Legal Administration	SJA	ADJ/IGMC/ Higher HQ
121	Septs and Retirement	SJA	ADJ/IGMC/ Higher HQ
130	Ground Safety	SAFETY	IGMC/Higher HQ
190	Equal Opportunity	EOA	IGMC/Higher HQ/Ext Agency
210	Absentee Voting	ADJ	CIG/IGMC/High er HQ/Ext Agency
270	Information Pesonnel Security	TRNG CMD SSEC	IGMC/Higher HQ
316	F W A Oversight and Hotline	CIG	IGMC/Higher HQ
405	Information Systems Mgt	G-6	IGMC/Higher HQ
490	Fiscal Matters	G-4, G-7, EDUC CMD	IGMC/Higher HQ/Ext Agency
992	Gov't Travel Card	ADJ, EDUC CMD	CIG/IGMC/ HIGHER HQ

FUNCTIONAL AREA INSPECTORS GUIDANCE TO COMPLETE INSPECTION REPORT

This example is to assist you in providing the Command Inspector General with a report that is in a format which is easily transferred into the AIRS program. This example should also be used in providing the inspected unit a report on the functional area you inspected, when you conduct an inspection separately from the Command Inspector General's visit to the unit.

Directions: Using the format contained in the Inspection Report, identify each statement number that requires input. The input (FINDINGS, DISCREPANCIES, COMMENTS, and or RECOMMENDATIONS) **MUST** be clearly associated with a statement number. There can be more than one input per statement number.

A statement should not have both a Finding and a Discrepancy.

A statement can have a Finding or a Discrepancy plus Comment and/or Recommendation.

A statement can also have no Finding or Discrepancy but only Comment and/or Recommendation.

If there is nothing to say about a statement DO NOT include that statement in the Report.

We also have the ability to identify General COMMENTS and/or RECOMMENDATIONS in the AIRS program when there is no statement on the checklist that you can align a particular Comment/Recommendation to. You can have more than one General Comment and/or Recommendation. If you have a General input item identify it in the brief as: Statement Number (Use the three digit functional area number for the checklist, use the two digit sub-category number of where that comment should have been had a relevant statement been on the checklist. The last three digits will be used to sequential the comment within a particular sub-category of that checklist (e.g. 001 03 002), (e.g. 001 04 004), (e.g. 001 04 006)).

Please remember: normal capitalization, no underlines, no bold, and with normal punctuation.

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FUNCTIONAL AREA INSPECTOR'S REPORT

FUNCTIONAL AREA RESULTS

Unit Inspected: XX Marine Division, Camp Lejeune, NC

Functional Area Inspected: Command Inspection Program (FA# 001)

Inspector Name: Col I. M. Inspector

Inspector Work Section and Phone Number: TECOM Insp 703-784-XXXX

Date(s) of Inspection:

Mission Capable/Non Mission Capable/Not Graded: Mission Capable

Statement Number: 001 03 004

Finding: The Division Inspector incorrectly deleted statements off the AIRS checklist.

Comments: Although the AIRS checklists form the basis for the conduct of inspections, in at least one functional area, the checklist used by the Division Inspector did not cover all the applicable items on the IGMC checklist.

Recommendation: It is appropriate and encouraged to add additional items, specific to the Division, to an IGMC AIRS checklist. However, the Division Inspector should not remove items from the AIRS checklist in the development of the Division checklist.

Statement Number: 001 04 007

Discrepancy: Two years worth of UIRs are not on file.

Comments: It is recognized that a conscious decision was made to suspend the CGI Program due to operational necessity. With that said, the program now in place is positive and beneficial to the supported commands.

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Recommendation: Understanding that it is not feasible at the present time to conduct a CGIP visit in the traditional sense, the Commanding General accepts the fact that a comprehensive snapshot of the state of readiness of any one unit is not possible. Currently there is not an established timeframe in which Division Inspectors must complete all the functional areas contained in the CGIP. It is recommended that Division Order 5041.6C establish a reasonable timeframe for the completion of all functional area checklist items as it pertains to a specific inspected command. Additionally, the commands slated for deployment should have a comprehensive inspection complete prior to departure.

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CORRECTIVE ACTION REPORT COVER LTR

LETTERHEAD

5041
Office Code
Date

From: Commanding Officer/Staff Section Department Head
(of Inspected Unit)

To: Command Inspector General

Subj: CORRECTIVE ACTION REPORT

Ref: (a) TECOMO 5041.1
(b) CG, XXXXXXXX Inspection Report of (date)

Encl: (1) Corrective Action Report

1. Per the references, enclosure (1) contains, findings, recommended corrective, and command response/action from the Commanding General's Inspection conducted (list dates).

2. The point of contact is (list rank, name, DSN and commercial number).

I. M. INCHARGE

NOTE: The inspected command/section submitting the Corrective Action Report can also add additional paragraphs as deemed necessary for the report.

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CORRECTIVE ACTION REPORT
(SUBMIT AS ENCLOSURE WITH CORRECTIVE ACTION COVER LETTER)

FUNCTIONAL AREA: Career Planning	PARA: 2.a.1
CHECKLIST ITEM: Career Retention Spec Inspection Checklist	
FINDING STMT: 040 02 008 - Does the examination of career planning contact records reveal the command was properly conducting required interviews?	
FINDINGS: The command Career Planner is not conducting all the required interviews as prescribed by MCO P1040.3J, PAR 6005.	
RECOMMENDATIONS: Set up a monthly tracking system to schedule Marine for required interviews. Have emailed a copy of database to help tracking system.	
CORRECTIVE ACTION TAKEN: EAS Rosters are pulled to identify requisite Marines and interviews are scheduled. Those names will be added to the Special Populations Report discussed each week.	

FUNCTIONAL AREA: Career Planning	PARA: 2.a.2
CHECKLIST ITEM: Career Retention Spec Inspection Checklist	
FINDING STMT: 040 02 009 - Does the command have a satisfactory interview management system?	
FINDINGS: The CRS does not have interview management system.	
RECOMMENDATIONS: The inspector has emailed a copy of database to help set-up a command tracking system.	
CORRECTIVE ACTION TAKEN: IG Database will be used. Another database is under design that will track interviews and reconcile with the EAS roster to track data and worksheet on the IRE folders.	

FUNCTIONAL AREA: Career Planning	PARA: 2.a.2
CHECKLIST ITEM: Career Retention Spec Inspection Checklist	
FINDING STMT: 040 02 013 - Are the proper reenlistment codes assigned upon discharge?	
FINDINGS: Reenlistment codes are not properly assigned upon discharge.	
COMMENTS: The CRS and Commanding Officer need to establish procedures to properly document correct RE codes for Marines separating or retiring.	
RECOMMENDATIONS: The command should review the MCO P1040.31J Fig.6-2, TFRS AUTHORITY, and MCO P1900.16F	

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CORRECTIVE ACTION TAKEN:

RE codes will be assigned in the interview process and written on contact record in proper place. This will be routed appropriately and the CO will authorize the final reenlistment code.

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CERTIFICATION LTR TO REVIEW CORRECTIVE ACTION REPORT

LETTERHEAD

5041

CIG

Date

From: Command Inspector General
To: (Rank, FName, MI. LName of Functional Area Inspector)

Subj: CERTIFICATION OF CORRECTIVE ACTION FOR (FUNCTIONAL
AREA) INSPECTION FINDINGS FOR (NAME OF UNIT)

Ref: (a) Inspection Report of (date)

Encl: (1) Corrective Action Report from (Unit) of (date)

1. Please review the enclosure to determine and certify whether the proposed/completed corrective action for the findings noted in the reference will correct the noted problem(s).

2. If you believe this corrective action will not correct the problem, provide your rationale and recommend alternative corrective action.

C. I. GENERAL

NOV 17 2008

FUNCTIONAL AREA INSPECTOR'S REVIEW
CERTIFICATION OF CORRECTIVE ACTION REPORT

LETTERHEAD

5041
Office Code
Date

FIRST ENDORSEMENT on CIG's ltr 5041 of CIG dtd --

From: (Rank, FName, MI, LName of Functional Area Inspector)
To: Command Inspector General

Subj: CERTIFICATION OF CORRECTIVE ACTION FOR (FUNCTIONAL
AREA) INSPECTION FINDINGS FOR (COMMAND/SECTION)

1. Returned. Per the reference the proposed/completed
corrective action stated in enclosure (1) will (will not)
correct the noted findings, (If not, recommended alternative
corrective action).

2. The corrective action should be completed by (date).

F. A. INSPECTOR

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INSPECTION SURVEY QUESTIONNAIRE

Unit: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Dates Inspected: XX November 2005 - XX November 2005

1. Please indicate how this inspection contributed toward your unit's readiness.

2. Was the inspection thorough (e.g., were areas overlooked, do any inspection functional areas require increased emphasis, etc.)?

3. Was enough time allotted to the inspection and its various sub-elements (i.e., in-brief, functional area inspections, Request Mast, debrief)?

4. Were the instructions and recommendations provided to your Marines beneficial?

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5. Was the demeanor and professionalism of the team satisfactory?

6. Was the debrief informative and complete or did questions remain unanswered?

7. Are there any issues facing your command that require assistance from higher headquarters that were not raised during the inspection? (If so, please describe in problem/discussion/recommendation format.)

8. Please provide any other comments that you feel may be pertinent to either your inspection or to the inspection process in general.

[Please return to Command Inspector General, Training and Education Command, 1019 Elliott Road, Quantico, VA 22134 by XX
XXXXXXXXXX XXXX.

LETTERHEAD

INTERNAL INSPECTION PROGRAM

CmdO XXXX.XX
CO
Date

(INSERT TYPE COMMAND) ORDER XXXX.XX

From: Commanding Officer
To: Distribution List

Subj: INTERNAL INSPECTION PROGRAM

Ref: (a) MCO 5040.6F
(b) TECOMO 5041.1

Encl: (1) Master Inspection Schedule Example
(2) Coordinating Instructions

1. Purpose. To establish local guidance and inspection procedures as set forth in the references.

2. Cancellation. None.

3. Information

a. Goals and Philosophy

(1) Goals. The goals of the Commanding Officer's Internal Inspection Program 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 waste, fraud, and abuse, discrimination, sexual harassment, and related improprieties.

(2) Philosophy. The Internal Inspection Program is based on the philosophy that the inspection process will be continuous, thus, requiring the least number of inspections in order to meet the prescribed goals. Inspections will be conducted semiannually, or as determined by the Commanding Officer, to monitor the inspection process and review appropriate inspection reports. Redundancy in the inspection process will be avoided.

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b. Per the references, a master inspection schedule will be published ensuring that functional area inspections are conducted as required by current Marine Corps directives. In cases where no time frames have been established by Marine Corps directives, the inspections will be scheduled on a semiannual basis. Enclosure (1) lists the Master Inspection Schedule and associated functional areas.

c. Inspections are categorized as follows:

(1) Formal. The Inspector General of the Marine Corps (IGMC), higher headquarters or an outside agency will conduct this type of inspection. This is a formal, command-wide inspection that makes a comprehensive examination of each functional or commodity area of the command. This inspection is designed to provide an assessment of the command's overall compliance with Marine Corps and other applicable directives.

(2) Informal. This type of inspection examines one or more functional areas and is conducted to assist the Commanding Officer in assessing the overall effectiveness of the command. Informal inspections are directed by the Commanding Officer or requested by a particular functional area sponsor within the command. In some cases, they will occur as a follow-up action to known discrepancies.

d. The Automated Inspection Reporting System (AIRS) checklist will be used for all inspections. Current checklists may be obtained from the Internal Inspection Coordinator or the IGMC web site. The results for both formal and informal inspections will be documented in a Unit Inspection Report (UIR) as described in the references. The Internal Inspection Coordinator will maintain completed AIRS checklists and the UIR for every scheduled inspection (formal and informal) for a period of five years.

4. Reports. Within thirty days after completing an informal inspection or follow-up, the Internal Inspection Coordinator will issue a Unit Inspection Report to the Commanding Officer. A comprehensive appraisal of positive highlights, significant problem areas and corrective actions will be included. The inspection process for any given functional area will only be considered complete when all corrective action has been taken.

5. Action

a. Command Sponsors for Functional Areas

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Date

- (1) Maintain a current AIRS checklist for assigned functional areas. Current AIRS checklists are available from the Internal Inspection Coordinator and the IGMC website.
- (2) Be thoroughly familiar with all orders, directives and publications related to the assigned functional area.
- (3) Maintain a functional area turnover binder as directed by the Internal Inspection Coordinator.
- (4) Complete a self-inspection of assigned functional areas using the current AIRS checklist on a semi-annual basis (best conducted between scheduled informal inspections by the Internal Inspection Coordinator).
- (5) Have a thorough understanding of assigned functional area subject matter to include required training and recurring reports.
- (6) Perform as the subject matter expert for the assigned functional areas.
- (7) Provide expert opinion and advice to the Commanding Officer concerning assigned functional areas.

b. Internal Inspection Coordinator

- (1) Schedule, coordinate and monitor inspections in accordance with the guidelines and instructions contained in the enclosures and the reference.
- (2) Provide a final report of the results of each informal inspection to the Commanding Officer and maintain an oversight and follow-up system for monitoring, tracking and reporting actions taken to correct identified discrepancies.
- (3) Obtain current Marine Corps AIRS checklists through the IGMC website. Check for changes to the appropriate AIRS checklists quarterly.
- (4) Provide current AIRS checklists to internal functional area sponsors.
- (5) Provide training to internal functional area sponsors as

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required.

(6) Identify to the Inspector General of the Marine Corps outdated or superseded AIRS checklists, references, programs and policies via the chain of command.

(7) Provide to the Commanding Officer expert opinion in all areas concerning the Internal Inspection Program.

(8) Coordinate for the Commanding Officer with higher headquarters and outside agency formal inspections.

(9) Forward recommended changes to AIRS checklists to the appropriate checklist Functional Area Manager.

I. M. COMMANDER

DISTRIBUTION: A

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Date

MASTER INSPECTION SCHEDULE EXAMPLE

<u>AIRS NUMBER</u>	<u>FUNCTIONAL AREA</u>	<u>INSPECTION MONTH</u>
020	REQUEST MAST	JAN/JUN
030	HOMOSEXUAL CONDUCT POLICY	JAN/JUN
040	CAREER PLANNING	JAN/JUN
060	MARINE CORPS FORMS MANAGEMENT	JAN/JUN
061	MARINE CORPS RECORDS MANAGEMENT PROG	JAN/JUN
062	GENERAL ADMINISTRATION	JAN/JUN
063	PERFORMANCE EVALUATION SYSTEM	JAN/JUN
065	PRIVACY ACT	JAN/JUN
066	PROMOTION	JAN/JUN
070	PERSONNEL ADMINISTRATION	JAN/JUN
071	MILITARY AWARDS	JAN/JUN
080	MARINE CORPS TOTAL FORCE SYSTEM	MAR/AUG
090	LEGAL ADMINISTRATION	MAR/AUG
100	POSTAL AFFAIRS	MAR/AUG
120	PERSONAL AFFAIRS	MAR/AUG
121	SEPARATIONS AND RETIREMENT	MAR/AUG
122	TAMP/FMEAP	MAR/AUG
130	GROUND SAFETY	MAR/AUG
150	PUBLIC AFFAIRS	MAR/AUG
190	EQUAL OPPORTUNITY PROGRAM	MAY/OCT
200	SUBSTANCE ABUSE PROGRAM	MAY/OCT
210	ABSENTEE VOTING PROGRAM	MAY/OCT
290	OFFICER UNIFORM INSPECTION	MAY/OCT
300	STAFF NCO UNIFORM INSPECTION	MAY/OCT
310	PERSONNEL INSPECTION	MAY/OCT
340	PHYSICAL FITNESS PROGRAM	MAY/OCT
350	BODY COMPOSITION PROGRAM	MAY/OCT
380	UNIT TRAINING MANAGEMNET	MAY/OCT
382	MARINE CORPS COMMON SKILLS PROGRAM	MAY/OCT
385	DISTANCE PME	JUL/DEC
390	MCI PROGRAM	JUL/DEC
400	FORMAL SCHOOL	JUL/DEC

ENCLOSURE (1)

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Date

MASTER INSPECTION SCHEDULE

<u>AIRS NUMBER</u>	<u>FUNCTIONAL AREA</u>	<u>INSPECTION MONTH</u>
420	COLOR GUARD	JUL/DEC
460	HISTORICAL PROGRAM	JUL/DEC
500	MEDICAL	JUL/DEC
510	DENTAL	JUL/DEC
670	HOUSEKEEPING	JUL/DEC
992	GOVT TRAVEL CHARGE CARD	JUL/DEC
994	SUICIDE PREVENTION PROGRAM	JUL/DEC
995	RELOCATION/PERSONNEL SPONSORSHIP	JUL/DEC

ENCLOSURE (1)

ENCLOSURE (10)

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Date

COORDINATING INSTRUCTIONS

1. Reporting Instructions

a. Upon completion of each functional area inspection, an inspection report will be submitted to the Commanding Officer. Use the format found in reference (a), enclosure (5) or a similar format. This report, as a minimum, will include:

- (1) Completed Automated Inspection Reporting System (AIRS) checklist.
- (2) Noted discrepancies (to include repeat discrepancies).
- (3) Assigned evaluation (mission capable or non-mission capable).
- (4) Recommendations for corrective action(s).
- (5) Remarks as to the overall effectiveness or condition of the areas and functions inspected, including observations as to the effectiveness or improvement, to include internal control systems to deter and detect fraud, waste and abuse.

b. The original copy of the functional area inspection will be presented to the Commanding Officer for review. Upon review, the original will be maintained in the Internal Inspection Program turnover binder. A copy of the original will be provided to the command sponsor of the functional area for inclusion into the functional area turnover binder.

c. The Internal Inspection Coordinator will consolidate functional area reports into a Unit Inspection Report (UIR), using guidelines identified in the reference. A summary will be included with reports of inspection covering all items inspected.

d. The Internal Inspection Coordinator will submit to the Commanding Officer a narrative of action(s) taken to correct discrepancies within thirty days following receipt of a status of findings report. The original will be maintained in the Internal Inspection Program turnover binder and a copy will be provided to

ENCLOSURE (2)

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the functional area sponsor for inclusion into the functional area turnover binder.

e. The initial report on corrective action taken will be updated and briefed to the Commanding Officer as directed until the last discrepancy is corrected.

2. Scheduling. The Command Inspection Coordinator will maintain and publish the schedule of inspections upon approval of the Commanding Officer.

3. Inspection guidelines

a. Inspection checklists (or guidelines for locally assigned functional areas that do not maintain an AIRS checklist) serve as a guide in preparing for a formal or informal inspection. AIRS checklists should be used in the preparation for inspections.

b. Each functional area sponsor is responsible for the preparation and update of the functional area turnover binder for each area assigned.

c. Previous inspections results will be reviewed and particular attention will be directed to those items noted as a discrepancy during previous inspections.

4. Assignment of Inspection Evaluations

a. Mission Capable. The functional area is complying with the doctrine, policies and procedures of the Commanding Officer and other higher authority except for minor discrepancies.

b. Non-mission capable. The functional area is not complying with doctrine, policies and procedures of the Commanding Officer and other higher authority, there are a significant number of trend discrepancies in the functional area, or both.

ENCLOSURE (2)

ENCLOSURE (10)

GUIDELINES FOR INSPECTION TEAM MEMBERS

The guidelines presented in this section are not all-inclusive, and are provided to assist in promoting a relationship of trust and confidence between inspectors and command personnel. Inspection Teams will conduct reviews under the following guidelines:

1. Inspection team members will review and familiarize themselves with the AIRS Checklist for the functional area(s) they are inspecting as well as the pertinent references listed on the checklist.
2. The Command Inspector General will conduct an in/out brief with the commander or officer-in-charge of the inspected unit.
3. Provide the inspected functional area personnel an opportunity to evaluate the results of the inspections.
4. When inspecting, maintain a proper sense of perspective. Each functional area evaluated should be viewed in its relationship to the overall readiness of the unit and its ability to perform its mission.
5. Use the AIRS inspection checklists and inspect to the standards set by the Inspector General of the Marine Corps (IGMC) or other higher authority.
6. Maintain a friendly, helpful attitude throughout the inspection and pay attention to what people have to say. **Teach and train as you review.**
7. Acknowledge excellence and identify personnel who have made significant contributions to the functional area readiness in your report. This will be done through the Command Inspector General.
8. Immediately report any Non-Mission Capable grade or significant findings to the Command Inspector General.
9. Provide a detailed/descriptive statement of all discrepancies and findings. A clear and concise recommendation to correct the deficiency will also be provided.
10. **Do not argue** with unit personnel. If there is a disagreement over the grade assigned, bring this to the Command Inspector General.
11. Identify problems that are beyond the unit's ability to resolve which require higher headquarters assistance.
12. Do not discuss inspection results outside the Inspection Team.
13. Coordinate inspection travel arrangements and other schedules with the Command Inspector General. Do not make any travel or schedule changes without prior coordination with the Command Inspector General.
14. During out briefs, do not brief every discrepancy. Limit the brief to wave top items and give a short summary of the overall functional areas inspected.
15. During all CGIP inspections, the primary duty of all augment functional area inspectors will be under the direction of the Command Inspector General.

GUIDELINES FOR TROOP-ORIENTED INSPECTIONS

1. General. Troop-oriented events are inspected to the standards prescribed by the applicable AIRS checklists, modified as required by the responsible functional area subject matter expert and this enclosure.

2. Concept. The CIG will print out a report of permanent personnel assigned to the unit to determine the number of participants. Supporting documentation, i.e., leave/TAD orders, current medical chits (light/limited duty), must be presented to the Inspector for those personnel who cannot participate in the scheduled event. The following criteria will be used to select personnel for the events:

a. Physical Fitness Test (PFT). PFT will be organized and conducted by the inspected unit. The PFT inspector will evaluate the unit's ability to conduct a PFT per the appropriate orders and directives. Participants will be designated by the CIG and will include 20% of assigned E-5s and below; 20% of E-6s and above and 20% of officers will be selected to take the PFT. The Commanding Officer and the Sergeant Major/First Sergeant/Senior Enlisted will participate in the PFT and will not be considered as part of the 20% sample. The number and or percentage of personnel can be changed up or down by the CIG. No substitution of selected personnel is authorized without the approval of the PFT inspector. Personnel selected for the PFT must also participate in the weigh-in. Personnel selected for the PFT and are unable to perform the entire PFT or can only do a partial PFT, must still do the weigh-in. Personnel unable to perform the entire PFT must bring in a non-expired medical chit for review by the PFT inspector. Some personnel in the command may also be selected by the CIG to do the weigh-in only based on information obtained from Marine Corps Total Forces Reports. The unit will conduct a weigh-in immediately after the PFT.

b. Personnel Inspection. Approximately 20% of the unit personnel (E-5 and below) will be selected to stand the Personnel Inspection.

(1) The CIG will prescribe the uniform to be worn.

(2) Current Events and BST/EST knowledge will be evaluated.

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(3) The AIRS checklist for Personnel Inspection will be used to evaluate this portion of the inspection. The CIG will provide the grading criteria and a standard individual uniform inspection sheet to annotate the results of the personnel inspection.

(4) Marines medically excused from the PFT, PFT failures not actively assigned to the body composition program (BCP), or any other Marine that appears to exceed established height/weight/body fat standard will also be selected for inspection. These personnel are in addition to the 20% sample.

c. Officer and SNCO Uniform Inspection. Officers and SNCOs should have all required uniforms and be prepared to stand the inspection as appropriate.

(1) Officers and SNCOs/POIs/CPOs are selected at random. Sample size is 20% of the officers and SNCOs available at the time of the inspection.

(2) Officers and SNCO medically excused from the PFT, PFT failures not actively assigned to the body composition program (BCP), or any other Marine that appears to exceed established height/weight/body fat standard will also be selected for inspection. These personnel are in addition to 20% sample.

(3) Inspection uniforms are prescribed by the CIG.

d. Color Guard. The Color Guard is inspected in the prescribed uniform, and carrying the National Ensign, and Marine Corps Colors, and service rifle. The AIRS checklist for Color Guard is used to evaluate the Color Guard. The unit's Color Guard may also be evaluated during any of the various ceremonies requiring a Color Guard.