



UNITED STATES MARINE CORPS
MARINE CORPS BASE HAWAII
BOX 63002
KANEHOHE BAY, HAWAII 96863-3002

IN REPLY REFER TO:
BaseO 5041.6C
INSP
MAY 18 2004

BASE ORDER 5041.6C

From: Commanding General, Marine Corps Base Hawaii
To: Distribution List

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM (CGIP)

Ref: (a) MCO 5040.6G
(b) MARFORPAC 5041.1A

Encl: (1) Definitions
(2) AIRS Functional Areas for Unit Inspections
(3) AIRS Functional Areas for MCBH Agencies and Departments
(4) Functional Area Inspection Report (Sample)
(5) Unit Inspection Report (Sample)
(6) Corrective Action Report (Sample)
(7) Guidelines for Inspections
(8) Guidelines for Troop Oriented Inspections

1. Situation. Reference (a) delegates inspection authority and responsibility to designated major subordinate commands. Marine Corps Base Hawaii (MCBH) is one of those commands. Reference (b) directs MCBH to conduct biennial inspections on Marine Force Pacific (MARFORPAC) Headquarters and Service Battalion, and 3d Radio Battalion.

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.

b. Cancellation. BaseO 5041.6B

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

2. Mission. This Order establishes philosophies, responsibilities, policies, and procedures for the Commanding General's Inspection Program (CGIP) aboard MCBH as directed by guidance in references (a) and (b).

3. Execution

a. Commander's Intent. This Order will be the guiding influence in the CGIP.

b. Concept of Operations. The Base Inspector, MCBH will implement, administer and provide oversight to the CGIP per reference (a) and (b), and this Order.

(1) Inspection Frequency. In general, the functional areas listed in enclosure (2) are areas in which subordinate/tenant units will receive inspections, and enclosure (3) are areas in which MCBH departments and agencies will receive inspections. Both

subordinate/tenant units, and MCBH departments and agencies are inspected biennially. However, some functional areas may be inspected more frequently due to personnel turnover, gapped critical billets, or a shortage of trained personnel. Additionally, all tenant commands and departments will be subject to the triennial Inspector General of the Marine Corps (IGMC) inspection.

(2) Philosophy. Whenever possible, the CGIP capitalizes on external and higher headquarters inspections or audits to satisfy inspection requirements. The CGIP is designed to exploit the following external inspections and audits:

(a) Inspector General for Marine Corps, Command Inspections Program (CIP). The IGMC conducts a command inspection on a triennial basis to assess the overall effectiveness of MCBH's CGIP. It also inspects base/facilities functional areas deemed necessary, hears request mast petitions, assesses items of Commandant of the Marine Corps (CMC) special interest and/or high visibility programs, and reviews Commanding General, MCBH inspection reports and corrective actions taken.

(b) Field Supply and Maintenance Analysis Office (FSMAO) Analysis. Appropriate units aboard MCBH will receive an annual FSMAO audit.

(c) Marine Corps Administrative Analysis Team (MCAAT) Audit. Designated MCBH units will receive a biennial MCAAT audit.

(d) Postal. The Postal Officer, MCBH conducts quarterly, unannounced inspections as appropriate.

(3) Focus. Inspections will focus on operational readiness and will:

(a) Identify root causes, particularly those beyond the capability of the inspected unit commander to solve.

(b) Identify lateral trends and disseminate corrective measures.

(c) Be decentralized whenever possible.

(d) Respect and uphold the commander's authority.

(e) Foster a climate of trust and confidence.

(f) Recognize excellence.

(g) Be positive and provide productive learning experiences.

(h) Accomplish a specific purpose.

(i) Involve a critical rather than a cursory examination.

(j) Complement other inspection activities and avoid duplication.

- (k) Clearly support mission accomplishment.
- (l) Measure performance against a standard.
- (m) Capture and disseminate lessons learned in a written report.
- (n) Lead to corrective actions, if required.
- (o) Be held to a minimum in regards the number, frequency, and types of inspections.
- (p) Include follow-up and resolution of problems that are beyond the ability of the inspected unit to solve.

(4) Notification. Following the guidance in reference (a), commanding general's inspections (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.

c. Tasks

(1) Inspector

- (a) Announce the commanding general's intent to inspect a certain unit not earlier than two days prior to the scheduled inspection date.
- (b) Develop, coordinate, and implement the CGIP within MCBH.
- (c) Compile and publish an annual CGIP schedule.
- (d) Coordinate requests for schedule changes.
- (e) 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.
- (f) Utilize the guidance of enclosure (8) when conducting Troop Oriented Inspections.
- (g) Conduct inspection in/out briefs with commanders as appropriate.
- (h) Provide a written Unit Inspection Report to the unit commander.
- (i) Receive and review reports of corrective action; maintain reports of corrective action for follow-up reviews for a minimum of two years or until the next inspection cycle is complete.
- (j) Ensure the follow-up inspections are performed on any unit that previously had significant findings and received a grade of Non-Mission Capable in one or more functional areas.

(k) Report inspection results to the commanding general.

(l) Ensure all required corrective action is completed within report guidelines.

(2) Assistant Chiefs of Staff/Special Staff Officers

(a) Provide a validated list of current functional areas under your cognizance to the inspector's office no later than 30 June each year.

(b) Assign functional area inspectors for the functional areas under your cognizance as required augment the commanding general's inspection team. Appoint the required augment inspectors (or an alternate, as needed) in writing (copy to Base Inspector) as a collateral duty at the beginning of each fiscal year for a period of one year.

(c) Develop internal procedures to verify on a monthly basis that Automated Inspection Reporting System (AIRS) checklists are updated with the version posted on the IGMC website.

(d) Coordinate all inspections by higher headquarters and external agencies with the inspector's office.

(e) Provide a copy of the results of all inspection conducted by higher headquarters and external agencies to the inspector's office.

(f) Ensure corrective action is initiated and implemented for discrepancies and findings of functional areas under your cognizance.

(g) Provide a Corrective Action Report per enclosure (6), as necessary.

(3) Augment Inspectors

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

(b) Use the IGMC AIRS checklist as a minimum standard in conducting inspections.

(c) Review inspection checklists for functional areas under your cognizance and submit recommended changes to the checklists to your 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 by all checklist items.

(e) Be prepared to brief your functional area of exercise, checklist items, findings, discrepancies, and recommend corrective actions. Provide a copy of your completed checklists to the inspected commander upon completion of the inspection.

(f) Provide a detailed Functional Area Inspection Report to the Base Inspector, MCBH upon completion of the inspection per enclosure (4).

(g) Use enclosure (7) as a guide to prepare for the inspections.

(4) Commanding Officer, Headquarters Battalion; Commanding Officer, Marine Corps Air Facility; Commanding Officer, Headquarters and Service Battalion; Commanding Officer, 3d Radio Battalion

(a) Provide the appropriate number of personnel for the individual inspection events (Personnel Inspection, Officer and SNCO Uniform, PFT, etc.).

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

(c) Submit a Corrective Action Report to the CG, MCBH, via the Inspector by the date designated and per enclosure (6) as necessary.

(d) Retain inspection records for two years or until the next inspection cycle is complete.

(e) Implement and monitor a unit internal audit/inspection program. Use the AIRS checklist as a basis for conducting the program.

(f) Assign qualified personnel (subject matter experts) to augment inspection teams as directed by CG, MCBH.

(g) Notify the Base Inspector, MCBH of any inspections or audits from outside agencies or higher headquarters. Forward a copy of the inspection/audit results and corrective action reports to the Base Inspector, MCBH.

4. Administration and Logistics

a. Inspection Checklists

(1) The AIRS contains inspection checklists that are updated by the Headquarters Marine Corps (HQMC)/MCCDC functional area sponsor 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. Functional area sponsors may add items to AIRS checklists if the additional items provided a more complete picture of the status of the inspected unit.

(3) The Base Inspector, MCBH will provide a copy of the completed inspection checklist to the commander 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. **Inspection checklists are for**

local use only by command inspectors and will not be forwarded to HQMC but will be maintained on file by the inspector.

(4) Current AIRS inspection checklists are available through the Marine Corps home page and IGMC web site and are updated monthly.

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

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

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 unit or department possesses the requisite skills, equipment, personnel, and understanding to accomplish its assigned mission, tasks, and functions:

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

c. Functional Area Grade. Each functional area will also be assigned a grade of Mission Capable or Non-Mission Capable. 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.

(1) Discrepancy. Functional area discrepancies will be noted in the Unit Inspection Report. One or more discrepancies indicate a lack of attention to detail in some degree for the functional area program administration.

(2) Finding. Written reports will be prepared and submitted to inform the commanding general and the unit of the inspection results, and to direct corrective action.

d. Reports. Written reports will be prepared and submitted to inform the commanding general and the 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 Base Inspector, MCBH within two working days (or as directed by the Base Inspector, MCBH) of completing an inspection using the template/format in enclosure (4).

(2) Unit Inspection Reports. The Base Inspector, MCBH, shall submit a Unit Inspection Report to the inspected unit within ten working days of completing an inspection using the format in enclosure (5).

(3) Corrective Action

(a) The unit inspected will submit a Corrective Action Report within 30-45 days (a specific date will be provided) of the Unit Inspection Report for any findings identified in the Unit Inspection Report. Corrective action on findings only need be included in the report using the format in enclosure (6).

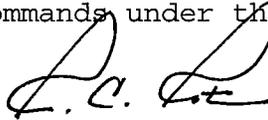
(b) The Base Inspector, MCBH will review the Corrective Action Report and determine if the corrective action is sufficient or whether a follow-up inspection is required on any functional area that had significant findings and/or discrepancies.

(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) Executive Summary. The Base Inspector, MCBH will prepare an Executive Summary of the inspection for the commanding general. 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 base Order is effective the date signed.
- b. Command. This base Order is applicable to all organizations, activities, and tenant commands under the cognizance of MCBH.



R. C. ROTEN
By direction

Distribution: A

DEFINITIONS

1. Assist Visit. An unofficial evaluation requested by the unit or directed by a senior commander. The results will be used exclusively for the purpose of training unit personnel, and will not be used to compare or 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.
2. Audit. An independent and objective examination of financial statements, internal controls, and/or the efficiency and effectiveness of management activities. Government audits are highly formalized reviews performed in accordance with Generally Accepted Government Auditing Standards (GAGAS) and by professionally qualified auditors.
3. Biennial. Occurs once every two years.
4. Checklists. Written sets of guidelines for specific functional areas which:
 - a. Outline the general elements needed for day-to-day administration and operation.
 - b. Provide guidelines for internal evaluation.
 - c. Provide standardized criteria for the conduct of an inspection.
5. Discrepancy. An error or failure to comply with guidance, direction or action as required in appropriate and applicable directives.
6. Evaluation. An official appraisal of, or study to determine the significance, validity, effectiveness, and/or value of a particular program or event.
7. Finding. A significant problem within the command which:
 - a. Detracts from the command's readiness.
 - b. Involves or could lead to waste, fraud, or abuse.
 - c. Involves issues of health, morale, or welfare of the unit's Marines or Sailor.
 - d. Significantly deviates from higher headquarters policies and procedures.
8. Follow-up Inspection. An inspection of the action taken by a unit to correct deficiencies identified during a previous inspection. The purpose is to assess whether corrective action is effectively completed, is producing the desired results, is not causing new problems, is economical and efficient, and is practical and feasible.
9. Inspection. An official evaluation of a unit across functional areas. Not included are audits performed by recognized audit groups under formal audit standards.

10. Inspection Checklist. The Automated Inspection Report System (AIRS) Program is the official checklist of the Inspector general of the Marine Corps (IGMC). This computerized program shall be used by all functional readiness inspectors, and may be modified to address local area concerns.

11. No Notice/Short Notice Inspection. The unit being inspected is notified approximately 48 hours (2 days) prior to the inspection.

12. Trend Discrepancy. A single discrepancy occurring on multiple occasions (10% or more of the sample inspected). A trend discrepancy may or may not be classified as a finding.

13. Unit. For the purposes of this Order, the term unit is used generically to denote tenant commands, MCBH organization and departments.

AIRS FUNCTIONAL AREAS FOR UNIT INSPECTIONS

FA #	Title	Staff Cognizance (Filled out by unit)	MCBH Inspector
020	Request Mast		Base Inspector
030	Homosexual Conduct Policy		EOA
040	Career Planning		G-1
060	Marine Corps Forms Management Program		G-1
061	Marine Corps Records Management Program		G-1
062	General Administration		G-1
063	Performance Evaluation System		G-1
065	Privacy Act		G-1
066	Promotion		G-1
070	Personnel Administration		G-1
071	Military Awards		G-1
080	Marine Corps Total Forces System		G-1
090	Legal Administration		SJA
100	Postal Affairs		G-1
120	Personal Affairs		G-1
121	Separation And Retirement		G-1
123	Marine Corps Personnel Sponsorship		G-1
130	Ground Safety		Base Safety
140	Motor Vehicle Safety		Base Safety
150	Public Affairs		PAO
190	Equal Opportunity Program		EOA
200	Substance Abuse Program		MCCS
210	Absentee Voting Program		G-1
270	Information And Personnel Security Program		G-1
290	Officer Uniform Inspection		Base Inspector
300	Staff NCO Uniform Inspection		Base Inspector
310	Personnel Inspection		Base Inspector
320	Drill		Base Inspector
325	Sword Manual		Base Inspector

FA #	Title	Staff Cognizance (Filled out by unit)	MCBH Inspector
340	Physical Fitness Program		G-3
350	Body Composition Program		G-3
360	Marksmanship Program		G-3
380	Unit Training Management		G-3
381	Water Safety / Survival Program		G-3
382	Battle Skills Training		G-3
384	Troop Information Program		G-3
385	Distance Professional Military Education		G-3
390	MCI Program		G-3
420	Color Guard		Base Inspector
430	Interior Guard		Base Inspector
460	Historical Program		PAO
480	Physical Security And Combating Terror		G-3 / PMO
510	Dental		Base Inspector
520	Religious Ministries		Base Chaplain
670	Housekeeping		G-4
930	NBC Defense		G-3
966	Marine Corps Family Team Building Program		MCCS
970	SORTS		G-3
992	Government Travel Charge Card Program		G-1
994	Suicide Prevention Programs		Base Chaplain

AIRS FUNCTIONAL AREAS FOR MCBH DEPARTMENTS AND AGENCIES

FA#	Title	Staff Cognizance
020	Request Mast	Inspector
040	Career Planning	G-1 (Adjutant)
050	Staffing / Security	HRO
051	Equal Employment Opportunity	HRO
052	Classification/Position Management	HRO
053	Employee Development	HRO
054	Labor-Employee Relations	HRO
060	Marine Corps Forms Management Program	G-1 (Adjutant)
061	Marine Corps Records Management Program	G-1 (Adjutant)
062	General Administration	G-1 (Admin Ops)
063	Performance Evaluation System	G-1 (Adjutant)
064	Printing Management	G-3 (CVIC)
065	Privacy Act	G-1 (Adjutant)
066	Promotions	G-1 (BPAC)
067	Identification	G-1 (BPAC)
070	Personnel Administration	G-1 (BPAC)
071	Military Awards	G-1 (Adjutant)
080	Marine Corps Total Forces System	G-1 (BPAC)
090	Legal Administration	SJA (AdminLaw)
100	Postal Affairs	G-1 (Adjutant)
120	Personal Affairs	G-1 (BPAC)
121	Separation And Retirement	G-1 (Admin Ops/Adjutant)
122	Transition Assistance Management Program	MCCS (Marine & Family Services)
123	Marine Corps Personnel Sponsorship	G-1 (Admin Ops)
130	Ground Safety	Safety
140	Motor Vehicle Safety	Safety
150	Public Affairs	PAO (PAO Chief)
190	Equal Opportunity Programs	Inspector (EOA)
200	Substance Abuse Programs	MCCS (Marine & Family Services)
210	Absentee Voting Program	G-1 (Manpower Ops)
270	Information & Personnel Security Program	G-1 (Info Sec)
316	Fraud, Waste, And Abuse Oversight And Hotline	Inspector
319	Command Inspection Program	Inspector
405	Information Systems Management	G-6 (Ops/ISMO)
410	Lifelong Learning	MCCS (Marine & Family Services)
450	PMO Operations	Provost Marshal (MP Operations)
460	Historical Program	PAO (PAO Chief)
480	Physical Security And Combating Terrorism	PMO (Services) & G-3 (AT/FP)
481	Operational Security	G-3 (Plans)
490	Fiscal Matters	Comptroller

FA#	Title	Staff Cognizance
520	Religious Ministries	Chaplain
561	Garrison Personal Property Plant And Equipment	G-4 (Supply)
591	Garrison Mobile Equipment	G-4 (Supply)
630	Communications-Electronics	G-6 (ISMO)
680	Bachelor Housing Management	G-4 (FAC)
760	Real Property Maintenance	G-4 (FAC)
761	Utilities Management	G-4 (FAC)
762	Energy Conservation	G-4 (FAC)
763	Natural Resource Management	G-4 (Environmental)
764	Environmental Program Management	G-4 (Environmental)
765	Fire Protection & Emergency Services Program	Safety
766	Industrial Hygiene	Safety
767	Pest Control Management	G-4 (FAC)
770	Facilities Planning And Program System	G-4 (FAC)
780	Family Housing	G-4 (Housing)
800	Traffic Management	Provost Marshal (AID/MP Operations)
810	EOD Technical Evaluation	G-3 (EOD)
880	Aviation Facilities	MCAF (C-20 Ops)
890	Meteorology & Oceanography - METOC	MCAF (C-20 Ops)
900	Air Traffic Control	MCAF (C-20 Ops)
910	Aircraft Rescue & Firefighting	MCAF (C-20 Ops)
920	Commercial Activities Program	Business Performance Office (BPO)
950	Detention Spaces	Provost Marshal (MP Operations)
960	Family Advocacy Programs	MCCS (Marine & Family Services)
961	Commercial Sponsorship	MCCS (Support)
962	Finance/Accounting	MCCS (Support)
963	Information Systems	MCCS (Support)
964	Non Appropriated Fund Personnel	MCCS (Support)
965	Non Appropriated Fund Procurement	MCCS (Support)
966	Marine Corps Family Team Building Program	MCCS (MCFTB)
980	Civilian Leadership Development Program	MCCS (Support)
991	Semper Fit	MCCS (Semper Fit)
992	Government Travel Charge Card Program	G-1 (Manpower Ops)
994	Suicide Prevention Programs	MCCS (Marine & Family Services)
995	Relocation Assistance Program	MCCS (Marine & Family Services)

FUNCTIONAL AREA INSPECTION REPORTS (SAMPLE)

Command Inspected: _____ Battalion

Functional Area Inspected: Nuclear, Biological, Chemical Defense (NBCD) (FA# 930)

Inspector/Phone #: MSgt I. B. Good, 257-7671

Inspection Date: 15 Aug 03

Checklist Used: AIRS Detailed Inspection Checklist dated: 30 July 2003

Grade Assigned: Mission Capable or Non-Mission Capable (Note 1)

Positive Comments:

1. (Name) is an extremely talented and motivated NCO. Unit would not have had a program as such without his initiatives.
2. (List by name, grade, social security number and MOS all Marine/Sailors/Civilians whose performance deserves special recognition.)
3. (Describe programs, procedures or special initiatives by the unit which are worthy of recognition or which may have applicability to other units.)

Finding/Discrepancy: 2 Findings, 1 Discrepancy

The following findings were note:

1. 930 01 002. The unit does not maintain a review of the DEMP or roster for Chamber Dates, Mask Types and Mask Sizes. **Recommendation:** Conduct NBC gear accountability stand-down of all personnel in the unit and maintain in the S-3 until the DEMP can be loaded.
2. 930 01 004. Unit and team NBC Defense training is not conducted as required by the current edition of MCO P3400.3. **Recommendation:** Establish decon and monitor/survey teams within command and provide training as required per MCO, i.e., S-1 provide one two-person monitor/survey team; S-4 provide one two-person decon team.

The following discrepancy was noted:

1. 930 01 003. Current ITS or the current Training and Readiness Manual (T&R) for MOS 5702/5711 has not been established. **Recommendation:** Download the ITS requirements from the HQMC web page for 5702/5711 and have on hand.

Other Remarks:

1. Recommend unit establishes an ITS training sheet for each Marine departing the unit to take back to parent command. (Note: This recommendation is not tied to a finding or discrepancy - only a general recommendation to improve the program.)

2. (List any additional areas of concern either directly or indirectly relating to the functional area inspected.)
3. (List any corrective action, which must be undertaken by the Inspector or higher headquarters.)
4. (List any difficulties encountered in the conduct of the inspection.)

NOTES:

1. If a Non-Mission Capable grade is being assigned, the functional area inspector will recommend a re-inspection date (normally within 90 days).
2. Enclose a copy of the completed AIRS checklist with the report.

UNIT INSPECTION REPORT (SAMPLE)

5041
DATE

From: Commanding General, Marine Corps Base Hawaii
To: (Unit Inspected)

Subj: UNIT INSPECTION REPORT

Ref: (a) MCO 50440.6G
(b) BaseO 5041.6C

Encl: (1) Functional Area Comments/Recommendations
(2) Corrective Action Report Format

1. Per the references, the Base Inspector conducted an inspection of your functional areas in conjunction with the Commanding General's Inspection Program (CGIP) on _____ (date). The inspection team was well received and fully supported (or other applicable comments). A detailed summary of each functional area inspected can be found in enclosure (1).

a. Section I

(1) (A detailed narrative statement of the unit's overall ability to accomplish the assigned mission, tasks, and functions).

(2) The following functional areas were inspected with the assigned grade:

- (a) 020/Request Mast: Mission Capable
- (b) 040/Career Planning: Mission Capable
- (c) 062/General Administration: Non-Mission Capable
- (d) 065/Privacy Act: Mission Capable
- (e) etc.

(3) The following individual Marines had noteworthy performance:

- (a) SSgt R. B. Jones, Career Planning
- (b) 1stLt D. U. Black, Legal Administration
- (c) Sgt B. C. Buck, Personnel Inspection
- (d) SSgt R. E. Myers, SNCO Uniform Inspection
- (e) Capt T. O. Brown, Officer Uniform Inspection
- (f) etc.

b. Section II. Findings and Recommendations:

(1) Finding #__. (A statement of fact describing the deficiency condition noted.) **Recommendation:** (A recommended corrective action to resolve the finding noted.)

(2) Finding #__. (A statement of fact describing the deficiency condition noted.) **Recommendation:** (A recommended corrective action to resolve the finding noted.)

(3) Additional comments. (Comments to enhance the understanding of the finding(s) noted or specifics associated with a particular finding or existing situation of interest.

2. Additional areas of priority or concern.

3. Problems Beyond the Unit Ability to Solve. (This section should cover areas that the inspecting organization needs higher headquarters assistance to resolve.)

4. A report of corrective action taken for **non-mission capable areas** in Section I and the **findings** issued in Section II will be forwarded to this command (Attn: Base Inspector) no later than _____ (date - normally 30-45 days should be allowed to correct the findings and to respond). A follow-up inspection will be conducted for those functional areas which were non-mission capable within 90 days of this report. The discrepancies listed in the Unit Inspection Report are for the commander's information and action only. The format for the Corrective Action Report is found in enclosure (2) of this report.

(NAME)

By direction

BaseO 5041.6C

CORRECTIVE ACTION REPORT (SAMPLE)

From: Commanding Officer, (Unit)
To: Commanding General, Marine Corps Base Hawaii
Subj: CORRECTIVE ACTION REPORT
Ref: (a) BaseO 5041.6C
(b) Unit Inspection Report of _____ (date)
Encl: (1) Corrective Action Report

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

(NAME)

CORRECTIVE ACTION REPORT
(Unit)

Functional Areas Inspected:

063/Performance Evaluation System (IG code/functional area)

Findings:

063 00 003. Command has a database in place to track (AN) reports to CMC, but is not tracking all other FITREPS appropriately.

063 00 016. Command is only utilizing the website to ensure all FITREP periods are accounted for.

Recommended Corrective Action:

063 00 003. Ensure logbooks and database are updated to include appropriate information required to track all FIRTEPS, i.e., date received/date submitted.

063 00 016. Command needs to ensure on-line performance evaluation record (OLPER) is being utilized along with the www.mmsb.usmc.mil website to account for all FITREP periods.

Command Response: (Concur or Do Not Concur. Please provide reason and reference for any do not concurs).

Action Completed/Action in Progress:

063 00 003. Action Completed. Command revised logbooks and database to include appropriate information required to track all FITREPS.

063 00 016. Action in progress. Command utilizing the OLPER and www.mssb.usmc.mil website to account for all FITREP periods.

071/Military Awards

Finding: 071 00 003. System not in place to track timely submission to the decision-maker headquarters more than 60 days prior to the desired date for presentation of an award.

Recommended Corrective Action: 071 00 003. Ensure that proper information is annotated on the tracking database to ensure timely submission to the decision-maker headquarters. Database is already in place, the information just needs to be updated.

Command Response: Concur.

Action in Progress: 071 00 003. Tracking database is being revised to ensure timely submission of awards.

Projected completion date: (day/month/year)

GUIDELINES FOR INSPECTIONS

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 the **"mission statement"** of the functional area prior to the evaluation.
2. The Inspector, Marine Corps Bases Hawaii will conduct an in/out brief with the commander or Officer in Charge of the functional area to be inspected.
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/Base 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. **Do not invent standards.**
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.
8. Report any significant discrepancy(ies) and finding(s) and attempt to identify the root cause. Maintain adequate working papers and documentation to support checklist results.
9. **Do not argue** with unit personnel. If there is a disagreement over the grade assigned, bring this to the Base Inspector to resolve.
10. Identify problems that are beyond the functional area responsible personnel's ability to resolve and which require higher headquarters corrective action.
11. Do not discuss inspection results outside the Inspection Team.

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. Percentage will be based off of unit's morning report (onboard strength).
 - a. Personnel Inspection. Approximately one quarter (25%) of the unit personnel (Sergeants and below) will be selected by the commander to stand the Personnel Inspection.
 - (1) Base Inspector will prescribe the uniform to be worn.
 - (2) BST/EST knowledge is evaluated.
 - (3) The AIRS checklist for Personnel Inspection (310) is used to evaluate this portion of the inspection.
 - (4) Marines medically excused from the PFT, PFT failures, or those assigned to weight control or Military Appearance Program will be selected for inspection. These personnel are in addition to the 25% sample.
 - b. 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 are selected at random. Sample size is between 25% to 50% of the officers and SNCOs available at the time of the inspection.
 - (2) Officers and SNCOs medically excused from the PFT, PFT failures, or those assigned to weight control or Military Appearance Program will be selected for inspection. These personnel are in addition to 25%-50% sample.
 - (3) Inspection uniforms are prescribed in the directive announcing the inspection.
 - c. Physical Fitness Test (PFT). PFT will be organized and conducted by the inspected unit. The Inspection Team will evaluate the unit's ability to conduct a PFT per Marine Corps Orders and directives. Participants will be designated by the Base Inspector and will include approximately 33% of all remaining assigned Sergeants and below of the available Marines; up to 50% of all SNCOs and officer's may be selected to take the PFT. A weigh-in will be conducted immediately prior to or after the PFT.
 - d. Color Guard. The Color Guard is inspected in the utility uniform, and carrying the National Ensign, and Marine Corps Colors. The AIRS checklist for Color Guard (420) is used to evaluate the Color Guard.
 - e. Close Order Drill. A 32-man drill platoon will be drawn at random from the Marines standing the personnel inspection. The platoon will be in the prescribed uniform and will be armed with the service rifle. Two to three NCOs will be randomly selected to drill the platoon. The senior inspector will designate the drill cards to be performed.

(1) Platoons are expected to perform in a manner that reflects their awareness of the platoon leader's voice and their responsiveness to the commands given.

(2) Grades will be assigned based on Corporal's Course standards.

CARD # 1	CARD # 2
FORM PLT AT NORMAL INTERVAL	FORM PLT AT NORMAL INTERVAL
ALIGN PLT FROM THE LEFT	OBTAIN DOUBLE-ARM INTERVAL IN LINE
FORM PLT FOR INSPECTION	FACING MOVEMENTS
PARADE REST	REST
FLANKING MOVEMENTS (RIGHT/LEFT)	FLANKING MOVEMENTS (RIGHT/LEFT)
CLOSE & EXTEND IN COLUMN (MARCHING)	COLUMN LEFT
LEFT OBLIQUE, MARK TIME	RIGHT OBLIQUE, HAFL-STEP
CHANGE STEP	CLOSE & EXTEND IN COLUMN (HALTED)
PASS IN REVIEW	PASS IN REVIEW
DISMISS THE PLT	DISMISS THE PLT

CARD # 3	CARD # 4
FORM PLT AT NORMAL INTERVAL	FORM PLT AT NORMAL INTERVAL
SIDE STEPS	CLOSE & EXTEND ON LINE
BACK STEPS	PARADE REST
AT EASE	ALIGN THE PLT FROM THE RIGHT
RIFLE SALUTE	RIGHT OBLIQUE, IN PLACE HALT
COLUMN RIGHT	HALF STEP
FLANKING MOVEMENTS (LEFT/RIGHT)	MARK TIME
LEFT OBLIQUE, PLT HALT	MARCH TO THE REAR (x2)
PASS IN REVIEW	PASS IN REVIEW
DISMISS THE PLT	DISMISS THE PLT

DRILL/SWORD CARD NUMBER 1

NAME _____ PLATOON _____ DATE _____

INSTRUCTOR _____ STUDENT INITIALS _____ GRADE _____

CODE :

- A - IMPROPER COMMAND (2 POINTS)
- B - COMMANDS ON WRONG FOOT (2 POINTS)
- C - IMPROPER SEQUENCE OF MOVEMENTS OR COMMANDS (2 POINTS)
- D - IMPROPER MOVEMENT/POSITION OF UNIT LEADER (2 POINTS)
- E - CORRECTIONS (2 POINTS)

NOTES: ANY MISSED MOVEMENTS (HALF THE VALUE OF THAT MOVEMENT) STUDENTS WILL STILL BE REQUIRED TO EXECUTE THE MOVEMENT.

ONE POINT WILL BE DEDUCTED FOR EACH INCORRECTLY EXECUTED ADDITIONAL MOVEMENT (NOT TO EXCEED 10 POINTS).

COMMANDS	A	B	C	D	E	SCORE	COMMENTS
FORM THE PLATOON AT NORMAL INTERVAL (8)							
ALIGN THE PLATOON FROM THE LEFT (8)							
FORM FOR INSPECTION (8)							
PARADE REST (8)							
FLANKING MOVEMENTS (RIGHT/LEFT) (10)							
CLOSE AND EXTEND IN COLUMN (MARCHING) (10)							
LEFT OBLIQUE, MARK TIME (10)							
CHANGE STEP (10)							
PASS IN REVIEW (10)							
DISMISSED (8)							
CONTROL (4)							
BEARING (4)							
COMMAND VOICE (2)							

DRILL/SWORD CARD NUMBER 2

NAME _____ PLATOON _____ DATE _____

INSTRUCTOR _____ STUDENT INITIALS _____ GRADE _____

CODE:

- A - IMPROPER COMMAND (2 POINTS)
- B - COMMANDS ON WRONG FOOT (2 POINTS)
- C - IMPROPER SEQUENCE OF MOVEMENTS OR COMMANDS (2 POINTS)
- D - IMPROPER MOVEMENT/POSITION OF UNIT LEADER (2 POINTS)
- E - CORRECTIONS (2 POINTS)

NOTES: ANY MISSED MOVEMENTS (HALF THE VALUE OF THAT MOVEMENT) STUDENTS WILL STILL BE REQUIRED TO EXECUTE THE MOVEMENT.

ONE POINT WILL BE DEDUCTED FOR EACH INCORRECTLY EXECUTED ADDITIONAL MOVEMENT (NOT TO EXCEED 10 POINTS).

COMMANDS	A	B	C	D	E	SCORE	COMMENTS
FORM THE PLATOON AT NORMAL INTERVAL (8)							
OBTAIN DOUBLE-ARM INTERVAL IN LINE (8)							
FACING MOVEMENTS (8)							
REST (8)							
FLANKING MOVEMENTS (LEFT/RIGHT) (10)							
COLUMN LEFT (10)							
RIGHT OBLIQUE, HALF STEP (10)							
CLOSE AND EXTEND IN COLUMN (HALTED) (10)							
PASS IN REVIEW (10)							
DISMISSED (8)							
CONTROL (4)							
BEARING (4)							
COMMAND VOICE (2)							

DRILL/SWORD CARD NUMBER 3

NAME _____ PLATOON _____ DATE _____

INSTRUCTOR _____ STUDENT INITIALS _____ GRADE _____

CODE :

- A - IMPROPER COMMAND (2 POINTS)
- B - COMMANDS ON WRONG FOOT (2 POINTS)
- C - IMPROPER SEQUENCE OF MOVEMENTS OR COMMANDS (2 POINTS)
- D - IMPROPER MOVEMENT/POSITION OF UNIT LEADER (2 POINTS)
- E - CORRECTIONS (2 POINTS)

NOTES: ANY MISSED MOVEMENTS (HALF THE VALUE OF THAT MOVEMENT) STUDENTS WILL STILL BE REQUIRED TO EXECUTE THE MOVEMENT.

ONE POINT WILL BE DEDUCTED FOR EACH INCORRECTLY EXECUTED ADDITIONAL MOVEMENT (NOT TO EXCEED 10 POINTS).

COMMANDS	A	B	C	D	E	SCORE	COMMENTS
FORM THE PLATOON AT NORMAL INTERVAL (8)							
SIDE STEP (10)							
BACK STEP (8)							
AT EASE (8)							
RIFLE SALUTE (8)							
COLUMN RIGHT (10)							
FLANKING MOVEMENTS (LEFT/RIGHT) (10)							
LEFT OBLIQUE, PLATOON HALT (10)							
PASS IN REVIEW (10)							
DISMISSED (8)							
CONTROL (4)							
BEARING (4)							
COMMAND VOICE (2)							

DRILL/SWORD CARD NUMBER 4

NAME _____ PLATOON _____ DATE _____

INSTRUCTOR _____ STUDENT INITIALS _____ GRADE _____

CODE:

- A - IMPROPER COMMAND (2 POINTS)
- B - COMMANDS ON WRONG FOOT (2 POINTS)
- C - IMPROPER SEQUENCE OF MOVEMENTS OR COMMANDS (2 POINTS)
- D - IMPROPER MOVEMENT/POSITION OF UNIT LEADER (2 POINTS)
- E - CORRECTIONS (2 POINTS)

NOTES: ANY MISSED MOVEMENTS (HALF THE VALUE OF THAT MOVEMENT) STUDENTS WILL STILL BE REQUIRED TO EXECUTE THE MOVEMENT.

ONE POINT WILL BE DEDUCTED FOR EACH INCORRECTLY EXECUTED ADDITIONAL MOVEMENT (NOT TO EXCEED 10 POINTS).

COMMANDS	A	B	C	D	E	SCORE	COMMENTS
FORM THE PLATOON AT NORMAL INTERVAL (8)							
CLOSE AND EXTEND ON LINE (8)							
PARADE REST (8)							
ALIGN THE PLATOON FROM THE RIGHT (8)							
RIGHT OBLIQUE, IN PLACE HALT (10)							
HALF STEP (10)							
MARK TIME (10)							
MARCH TO THE REAR (x2) (10)							
PASS IN REVIEW (10)							
DISMISSED (8)							
CONTROL (4)							
BEARING (4)							
COMMAND VOICE (2)							