



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
P. O. BOX 19580
PARRIS ISLAND, SC 29905-9580

DepO 5041.3U
CIG
DEC 18 2019

DEPOT ORDER 5041.3U

From: Commanding General
To: Distribution List

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM

Ref: (a) MCO 5040.6J
(b) MCO 1700.23G

Encl: (1) MCRD/ERR PI CGIP FA and FAI Matrix
(2) Notification of Commanding General's Inspection
(3) CGIP Synchronization Matrix
(4) Sample Appointment Letter

1. Situation. This Order updates and revises policy and assigns responsibilities that govern the Commanding General (CG), Marine Corps Recruit Depot Parris Island/Eastern Recruiting Region (MCRD/ERR PI) Inspection Program. This Order supplements reference (a), which requires this command to have an established Commanding General's Inspection Program (CGIP), as well as be triennially inspected by the Inspector General of the Marine Corps (IGMC) in the form of a Comprehensive Command Inspection (CCI).

2. Cancellation. DepO 5041.3T

3. Mission. This Order establishes and promulgates the MCRD/ERR PI CGIP.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The MCRD/ERR PI Command Inspector General (CIG) is the principal advisor to the CG on inspection matters and is the eyes and ears of the CG. The CIG will assess current command conditions, assess policy compliance, and recommend corrective actions to promote institutional discipline and foundational readiness.

(b) The CIG shall demand and enforce the highest ethical standards from the inspection team. The inspection team will provide candid and unbiased analysis of the management, operation, and administration of inspected commands. All inspections will be conducted in an independent and professional manner, without command influence, pressure, or fear of reprisal.

(2) Concept of Operations. The CIG shall plan and execute inspections on all subordinate O-6 and O-5 commands biennially (based on fiscal year). Inspections will be conducted with minimum interference to the normal work and training schedules of inspected organizations. The inspections will be short-

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DEC 18 2019

notice inspections with typically less than a four calendar day notice.

b. Subordinate Element Missions

(1) MCRD/ERR PI CIG

(a) Serve as the principal advisor to the CG on all inspection and request mast matters.

(b) Provide unity of effort and command for all CGIP inspections.

(c) Plan, coordinate, and conduct command inspections, functional area (FA) assessments, and make appropriate evaluations, reports, recommendations typically every other fiscal year for MCRD/ERR PI subordinate O-6 and O-5 commands. Submit inspection schedules and reports as required by reference (a). Apply the principles and guidelines established in this Order and reference (a) when conducting inspections and meeting administrative requirements.

(d) Coordinate, monitor, and evaluate external and special inspections, including CCIs, as required.

(e) Minimize the number, frequency, and duplication of inspections.

(f) Analyze the inspectors' feedback of their FAs to identify areas within the command that warrant recognition for superior performance as well as those that are not in compliance with published orders and directives. Provide appropriate recommendations for improvement and analyze the root cause of the problem.

(g) Maintain an oversight and follow-up program to monitor and correct findings identified in inspection reports as well as issues raised by unit commanders during inspections.

(h) Schedule and conduct the re-inspection of units identified as non-mission capable, or FAs designated as ineffective, and coordinate the resolution of problems that are beyond the capability of the unit commander to solve.

(i) Ensure training of all inspectors.

(j) Coordinate request mast with the CG and maintain request mast files per reference (b).

(k) Review items of special interest to the CG, such as fraud, waste, abuse, and mismanagement.

(l) Brief the CG on pertinent inspection results.

(m) Establish a program to recognize individual Marines, Sailors, civilians, and commands for excellence demonstrated during inspections. Ensure "best practices" are disseminated during inspections.

(n) Prepare unit inspection reports and maintain inspection files.

(o) Track and analyze inspection trends.

(p) Develop and promulgate other implementing orders, instructions, and policy documents required to support the overall effective management and oversight of the CGIP.

(2) Commanding Officers, Recruit Training Regiment (RTR) and ERR Recruiting Districts

(a) Design and implement a command internal inspection program to ensure compliance with appropriate orders and directives. See enclosure (1) for FAs that subordinate commands should be prepared to be inspected on during a CGI. Please note that the list in enclosure (1) is based on the IGMC's stated Critical or Required Evaluation (CoRE) FAs, which is subject to change. For any CoRE FAs that are added or substantively changed within the 60-days prior to a CGI, an assist visit vice a formal inspection will be executed on that FAI. For any CoRE areas added or substantively changed greater than 60 days prior to the inspection and for which the unit is staffed, trained, and equipped, the unit will be inspected on that FA during the CGI. The current list of CoRE programs can be found at <https://hqmc.usmc.afpims.mil/igmc/Units/Inspections-Division/Functional-Area-Checklists-FACs/CoRE-Functional-Areas/>.

(b) Request assistances from the CIG or FA subject matter experts, as required.

(c) When notified of an impending inspection via enclosure (2), comply with the CIG's coordination requests and efforts, including expeditiously completing and returning enclosure (3).

(d) Once the inspection is complete, ensure submission of a corrective action report (CAR) within 30 days of receiving the unit inspection report.

(e) For FAs with discrepancies and findings, ensure corrective actions are executed as reported. For ineffective FAs, be prepared for re-inspection three to six months after the initial inspection.

(3) Assistant Chiefs of Staff (AC/S)/Officers-in-Charge, and Special Staff Sections

(a) Appoint appropriately qualified primary and alternate functional area inspectors (FAIs)/subject matter experts for the FAs designated under your cognizance in enclosure (1). A sample appointment letter is provided in enclosure (4). If unable to fulfill requirement with an appropriately qualified inspector, notify the MCRD/ERR PI CIG. A copy of all FAI appointment letters shall be provided to the CIG.

(b) Provide primary or alternate inspectors when required to prepare for or execute the CGIP.

(c) Review functional area checklists (FACs) prepared by inspectors assigned from your staff section and, when appropriate, provide comments/recommendations to the CIG.

(d) Coordinate and supervise special inspections of FAs under your cognizance.

(e) If inspection results reveal significant issues that are beyond the ability of a unit commander to correct, the AC/S exercising

cognizance over the FA will be prepared to brief the CG on the measures required to correct the issues and, if applicable, the assistance the staff section is able to provide.

(f) Provide support for assist visits when mission requirements allow. Ensure the MCRD CIG is consulted prior to agreeing to support an assist visit.

(g) Provide support in area of staff cognizance to meet the inspection team's administrative and logistical requirements.

(4) FAIs

(a) Conduct inspections as directed and in accordance with published schedules or bulletins.

(b) Ensure thorough familiarity with applicable directives, instructions, references, regulations, policies, and procedures pertaining to the FA being inspected.

(c) Use FACs when conducting inspections, ensuring the most recent FAC is used. The most up-to-date FACs can be found at <https://www.hqmc.marines.mil/igmc/Resources/Functional-Area-Checklists/>.

(d) Conduct inspections in a positive and constructive manner, following the inspection principles established in reference (a), enclosure (1), chapter 1, paragraph 3.

(e) Be courteous and make every effort to affect improvement within the inspected organization.

(f) Remain mindful of each inspected command's unique mission, resources, and operating environment.

(g) Identify the root cause of problems, vice only symptoms. In particular, identify issues that are beyond the capability of the unit commander to resolve.

(h) Foster a climate of trust and confidence by ensuring a positive, productive learning experience, not only during, but also before and after the inspection.

(i) Always respect and reinforce the unit commander's authority.

(j) Recognize excellence by identifying individual names, sections, etc., in your inspection results.

(k) Thoroughly familiarize yourself and comply with the established grading and assessment criteria.

(l) Attend training provided by the MCRD/ERR PI CIG.

(m) Answer every question on the FAC. Provide a valid statement for each question.

(n) Assignment of the final FA grade is the prerogative of the individual inspector; however, prior to assignment of an ineffective grade,

the FAI will consult with the principal or special staff officer exercising cognizance over the FA and the CIG.

(o) Provide support for assist visits when mission requirements allow.

c. Coordinating Instructions

(1) Personnel Exemptions. Drill Instructors assigned to recruit training battalions (i.e., not on quota) and canvassing recruiters are exempt from participating in the inspection, unless they are assigned as an FA manager for the command.

(2) Color Guard Inspection. The color guard will be evaluated in the seasonal service uniform.

(3) Physical Fitness Test (PFT) and Combat Fitness Test (CFT). At every command, at least 15 percent of on-hand personnel shall be randomly selected by the CIG or a designated representative to take a PFT or CFT, depending on the season, in accordance with FAC 6100, "Physical Fitness and Combat Fitness." For larger commands, the maximum number required shall be 50 personnel. Marines that are randomly chosen, but fail to appear for the event will be identified to the commander. Commanders may also add personnel to the randomly selected roster at their discretion to accomplish additional training.

(4) Body Composition and Military Appearance. At every command, at least 15 percent of on-hand personnel shall be randomly selected by the CIG or a designated representative for weigh-in in accordance with FAC 6110, "Body Composition and Military Appearance." For larger commands, the maximum number required shall be 50 personnel. Marines appearing to be out of standards or of poor military appearance will also be directed to weigh-in and may be recommended to their commander to be assigned to the Body Composition Program. Marines that are randomly chosen, but fail to appear for the event will be identified to the commander. Commanders may also add personnel to the randomly selected roster at their discretion.

(5) Urinalysis. At every command, at least five percent of on-hand personnel (maximum of 25 personnel) shall be randomly selected by the CIG or a designated representative to take a urinalysis in accordance with FAC 5300, "Substance Abuse." The purpose of the evolution is to observe the unit's process to evaluate if the urinalysis is conducted in accordance with policy. Marines that are randomly chosen, but fail to appear for the event will be identified to the commander.

(6) Special Inspections. Outside agency inspections are classified as "special" inspections. Special inspections are normally scheduled and conducted as required by pertinent directives and orders. Cognizant staff sections will coordinate special inspections of activities under their purview and inform the MCRD/ERR PI CIG of the scheduled occurrence. Copies of all special inspection results shall be made accessible to the MCRD/ERR PI CIG for awareness, review, and oversight.

(7) Separate Inspection Programs. Inspections conducted by MCRD PI/ERR agencies on a recurring basis that are not part of the CGIP are termed "separate" inspections. Copies of all separate inspection results shall be made accessible to the MCRD/ERR PI CIG for awareness, review, and oversight.

(8) Inspection Notification and Reporting

(a) Unless specifically authorized by the CG, the MCRD/ERR PI CIG will provide approximately four calendar days advance notice to the inspected unit to affect mutually agreeable arrangements for the inspection event scheduling. The events will include a MCRD/ERR PI CIG in-brief with the inspected unit commanding officer and designated staff, FA inspections using the grading criteria provided in the Administration and Logistics section, and an out-brief with the commanding officer and staff.

(b) The MCRD/ERR PI CIG will provide a unit inspection report within 14 calendar days after completion of the inspection. The MCRD/ERR PI CIG and inspected unit commander will retain a copy of unit inspection reports for a period of at least two years.

(c) Within 30 calendar days following issuance of the unit inspection report, inspected unit commanders will provide the MCRD/ERR PI CIG with a written report of corrective actions completed or undertaken to remedy all FA findings.

(d) For any FAs evaluated as ineffective, the MCRD/ERR PI CIG will coordinate with the inspected unit commander to schedule a re-inspection of that FA within three to six months following the initial inspection. The formal re-inspections will be in addition to, not in lieu of, other inspections. A separate report will be submitted indicating the results of each re-inspection. Re-inspections will continue every three to six months until the FA is evaluated as effective.

(e) If a unit is assessed as non-mission capable, all of the unit's ineffective FAs will be re-inspected per the immediately preceding paragraph. At the completion of all of the FA re-inspections, the unit's overall mission capability will be reassessed by the MCRD/ERR PI CIG.

(9) Assist Visits. All assist visits are coordinated through the staff principal exercising cognizance of the FA(s) to be evaluated and approved by the MCRD/ERR PI CIG. Personnel assigned as primary/alternate CGIP inspectors will conduct assist visits using criteria established in applicable FACs.

(10) Grading Procedures. Each FA will be evaluated using the standard IGMC FAC, with a grade of compliant, discrepancy, finding, or not applicable will be assigned to each question on the FAC. An overall grade of effective or ineffective will also be assigned to each FA. Additionally, the command will be assessed as to whether it is mission or non-mission capable based.

(11) Grading System Definitions

(a) Grades Assigned to Commands

(1) Mission Capable. The command possesses and effectively manages the requisite skills, equipment, personnel, and knowledge to accomplish all assigned missions, tasks, and functions. This is not to be confused with an assessment of Mission Essential Tasks, but those tasks deemed important for foundational readiness by the Commandant of the Marine Corps (CMC), IGMC, and Deputy Commandants.

(2) Non-Mission Capable. The command does not possess or does not effectively manage the requisite skills, equipment, personnel, and

knowledge to accomplish all assigned missions, tasks, and functions. This is not to be confused with an assessment of Mission Essential Tasks, but those tasks deemed important for foundational readiness by the CMC, IGMC, and Deputy Commandants.

(b) Grades Assigned to FAs

(1) Effective. Sufficient evidence exists to compel an expert in the FA to believe the program existed in the past, is successful and in compliance at the time of the inspection, and is reasonably assured to be so in the future. Effective FAs may exist with a degree of findings and discrepancies.

(2) Ineffective. Sufficient evidence exists to compel an expert in the FA to believe the program is ineffective, does not meet the intent of the policy or directive, or does not achieve the effect desired by the policy or directive. If the FA exists in name only or does not exist at all, it shall also be assessed as ineffective.

(c) Grades Assigned to FAC Questions

(1) Compliant. Sufficient evidence exists validating that the inspected command meets or is in accordance with the rules or standards set forth by the FAC question(s).

(2) Discrepancy. A minor deviation, error, or failure to comply with guidance, direction, standards, or action as required in appropriate and applicable policy directives. Discrepancies require minimal corrective actions and are normally within the capability of the inspected FA manager or leadership to correct independently within a short period of time. A discrepancy is of minor risk to the command.

(3) Finding. A significant problem, deviation, error, or failure to comply with appropriate and applicable policy directives and/or higher headquarters policies and procedures. Findings require involvement, guidance, corrective action, and follow-up from a commander, the commander's higher headquarters, or an external agency. Findings are often beyond the authority and purview of a FA manager to correct and may be indicative of a systemic or resource shortfall. Findings are greater than a minor risk to the command. If left uncorrected, findings may have one or all of the following characteristics:

(a) Can negatively impact the command's readiness.

(b) Involve issues of health, safety, morale, or welfare of the command's Marines, Sailors, civilians, and families.

(c) Involve or can lead to fraud, waste, abuse of authority, or mismanagement.

5. Administration and Logistics

a. Recommendations concerning the contents of this Order are encouraged and invited. Recommendations should be submitted to the CG (Attn: MCRD/ERR PI CIG) via the chain of command.

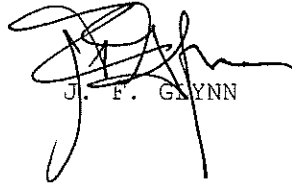
b. Directives issued by MCRD/ERR PI are published and distributed

electronically. Electronic versions can be viewed on the G-1 SharePoint.

6. Command and Signal

a. Command. This Order is applicable to all commands and personnel assigned to MCRD/ERR PI.

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



J. F. GLYNN

MCRD/ERR PI CGIP FA and FAI Matrix

Section	Functional Area	Primary Inspector	Core	Districts	VE/IBN	HRS/Bn	RTA	RTBNS	Supp Bn
AC/S G-1									
1040	Career Planning	Depot Career Planner	Y	X	X	X	X	X	X
5210	Records, Reports, and Directives Management	G-1 Manpower Chief	Y	X	X	X	X	X	X
1650	Military Awards	G-1 Manpower Chief	Y	X	X	X	X	X	X
3040	Casualty Affairs	G-1 Manpower Adjutant	Y	X	X	X	X	X	X
1742	Voting Assistance	G-1 Manpower Adjutant	Y	X	X	X	X	X	X
1610	Performance Evaluation System (PES)	G-1 Manpower Adjutant	Y	X	X	X	X	X	X
1600.2	Limited Duty	Depot IPAC Chief	Y	X	X	X	X	X	X
5800.14	Victim and Witness Assistance	SJA Chief	Y	X	X	X	X	X	X
5800.16	Legal Administration	SJA Chief	Y	X	X	X	X	X	X
5110	Postal Affairs	Depot Postal Chief	Y	X	X	X	X	X	X
AC/S G-3									
6100	Physical Fitness & Combat Fitness	G-3 Operations Chief	Y	X	X	X	X	X	X
6110	Body Composition & Military Appearance	G-3 Operations Chief	Y	X	X	X	X	X	X
1500.59	Maine Corps Martial Arts	G-3 Operations Chief	Y	X	X	X	X	X	X
3000	Unit Readiness	None	Y	X	X	X	X	X	X
1533.3	Unit Training Management	G-3 Operations Chief	Y	X	X	X	X	X	X
5510.3	Information & Personnel Security	Depot Security Manager	Y	X	X	X	X	X	X
3600	Intelligence Oversight	None	Y	X	X	X	X	X	X
5530	Physical Security	PMIO Physical Security Chief	Y	X	X	X	X	X	X
3302	Antiterrorism	Depot Antiterrorism Officer	Y	X	X	X	X	X	X
3070	Operations Security	Depot OPSEC Program Manager	Y	X	X	X	X	X	X
AC/S G-4									
4400.15	Consumer Level Supply	Depot Supply Chief	Y	X	X	X	X	X	X
AC/S G-6									
5239	Cyber Security Management	Depot Cyber Security Officer	Y	X					
AC/S G-7									
1700.23	Request Mast	CI/G	Y	X	X	X	X	X	X
5370	Assistance and Investigations	CI/G Chief	Y	X	X	X	X	X	X
5040	Command Inspection Program	CI/G	Y	X	X	X	X	X	X
5354.1	Prohibited Activity & Conduct Prevention and Response	Depot EOA	Y	X	X	X	X	X	X
5060.1	Color Guard	CI/G Chief	Y	X	X	X	X	X	X
MCCS									
5300	Substance Abuse Program	Depot Drug Demand Reduction Coordinator	Y	X	X	X	X	X	X
1754.9	Unit, Personal, and Family Readiness	Maine Corps Family Team Building	Y	X	X	X	X	X	X
1700.31	Transition Readiness	Transition Readiness Coordinator	Y	X	X	X	X	X	X
1752	Sexual Assault Prevention and Response	Depot SA/PC	Y	X	X	X	X	X	X
SAFETY									
5100	Safety	Depot Safety Officer	Y	X	X	X	X	X	X
1720	Suicide Prevention	Depot Safety Officer	Y	X	X	X	X	X	X
AC/S G-8									
4650	Defense Travel System	Depot Lead Defense Travel Administrator	Y	X	X	X	X	X	X
4600	Government Travel Charge Card (GTCC)	Depot Intermediate Agency Program Coordinator	Y	X	X	X	X	X	X
Medical/Dental									
6000	Health Services	Depot Clinic Lead CPD	Y	X	X	X	X	X	X
TOTAL FAS			36	32	31	31	31	30	30

DepO 5041.3U
DEC 18 2019

Notification of Commanding General's Inspection



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19580
PAGLES ISLAND, SC 29905-9580

DEP O 5041.3U
5040
CI/JJG
DD Mon YY

From: Commanding General
To: Commanding Officer, (Unit)

Subj: NOTIFICATION OF A COMMANDING GENERAL'S INSPECTION FROM (DD TO DD
MONTH YYYY)

Ref: (a) MCO 5040.6J Inspector General of the Marine Corps Inspections
Program
(b) MCO 5430.1A W/ Admin CH Marine Corps Inspector General Program
(c) DepO 5041.3U Commanding General's Inspection Program

Encl: (1) CGIP Synchr Matrix - (Unit)

1. BACKGROUND. Per the references, the Commanding General of Marine Corps Recruit Depot/Eastern Recruiting Region (MCRD/ERR) has directed the Command Inspector General (CIG) to inspect (Unit) to assess the command's ability to perform its assigned mission. The CIG Team will conduct the Commanding General's Inspection (CGI) at your command from DD TO DD MONTH YYYY. This inspection is designed to enhance processes, procedures, readiness, warfighting, and mission capabilities of the command.
2. PURPOSE: Provide the Commander with an unbiased and objective assessment of the unit's mission readiness and evaluate its organizational strengths and weaknesses.
3. OBJECTIVES: This inspection should provide a clear benefit to the unit's overall mission readiness while promoting the following:
 - a. Compliance with established orders and directives.
 - b. Identification of positive and negative trends.
 - c. Enhancement of Marine Corps ethos.
 - d. The morale and welfare of Marines and Sailors.
4. INTENT: The CIG will use a systematic inspection methodology to evaluate all relevant functional areas listed in the Inspector General of the Marine Corps Functional Area Checklists. The CGI will be conducted with minimal disruption to ongoing training and operations.
5. OVERVIEW: The CGI is a (two-four) day focused event that will start with a formal in-brief and conclude with a formal out-brief. The results of the CGI will be contained in a written inspection report distributed to the Commanding Officer following the Commanding General's review of the results. A detailed inspection plan for the CGI will be published by the CIG following the commands completion of enclosure (1). This separate correspondence will outline the relevant functional areas and assign tasking to ensure smooth execution during the inspection.

DEC 18 2019

Notification of Commanding General's Inspection

Subj: NOTIFICATION OF A COMMANDING GENERAL'S INSPECTION FROM (DD TO DD-
MONTH YYYY)

6. TASK: Upon receipt of this notification, complete the following:
- a. Complete and submit enclosure (1) to the Command Inspector General's Office no later than 1600, DD Month YYYY. If there are questions/concerns with areas identified to be inspected, notify this office as soon as possible.
 - b. Ensure all relevant functional area program managers within the command are notified and prepared for the CIG.
7. Point of contact is the Command Inspector, Colonel Alvin L. Bryant or Master Sergeant Waldemar Perez at (843) 228-3307/4425.

A. L. BRYANT
By direction

FOR OFFICIAL USE ONLY

The Commander or designated release authority will release IG records in accordance with DoD Directives 5400.7, DoD Freedom of Information Act (FOIA) Program, and DoD 5400.11-R, DoD Privacy Program. See the Inspector General Program Concept and System Guide, Sections 6-3 and 6-4, for detailed procedures for records release for both official and non-official requests.

CGIP Synch Matrix

Staff Section	Functional Area	Primary	Phone	Program Manager	Phone	Notes
ACFS, G-1						
1040	Career Planning Program	Inspector	XXXX	Inspected		CORE
1610	Performance Evaluation System (PES)	Inspector	XXXX	Inspected		CORE
5210	Records, Reports, and Directive Management Programs	Inspector	XXXX	Inspected		CORE
1650	Military Awards	Inspector	XXXX	Inspected		CORE
3040	Casualty Affairs	Inspector	XXXX	Inspected		CORE
1742	Veter Assistance Program	Inspector	XXXX	Inspected		CORE
1900.2	Limited Duty	Inspector	XXXX	Inspected		CORE
5110	Postal Affairs	Inspector	XXXX	Inspected		CORE
Staff Section Functional Area Primary Phone Program Manager Phone Notes						
SJA						
5211	Privacy Act	Inspector	XXXX	Inspected		Will Inspect
5800.14	Victim and Witness Assistance Program (V/WAP)	Inspector	XXXX	Inspected		CORE
5800.16	Legal Administration	Inspector	XXXX	Inspected		CORE
Staff Section Functional Area Primary Phone Program Manager Phone Notes						
ACFS, G-3						
6100	Physical Fitness and Combat Fitness Program	Inspector	XXXX	Inspected		CORE
6110	Body Composition & Military Appearance Program	Inspector	XXXX	Inspected		CORE
1500.53	Martial Arts Program (MCMAP)	Inspector	XXXX	Inspected		CORE
1553.3	Unit Training Management	Inspector	XXXX	Inspected		CORE
3000	Unit Readiness	Inspector	XXXX	Inspected		CORE
5510.3	Information & Personnel Security Program	Inspector	XXXX	Inspected		CORE
3070	Operation Security	Inspector	XXXX	Inspected		CORE
3302	Antiterrorism	Inspector	XXXX	Inspected		CORE
5530	Physical Security	Inspector	XXXX	Inspected		CORE
5060.1	Color Guard	Inspector	XXXX	Inspected		CORE
Staff Section Functional Area Primary Phone Program Manager Phone Notes						
ACFS, G-4						
4400.15	Supply, Consumer-Level	Inspector		Inspected		CORE
8000	Ground Ordnance Maintenance	Inspector	XXXX	Inspected		CORE
Staff Section Functional Area Primary Phone Program Manager Phone Notes						
ACFS, G-6						
5233	Cyber Security Management	Inspector	XXXX	Inspected		CORE
Staff Section Functional Area Primary Phone Program Manager Phone Notes						
ACFS, G-7						
1700.23	Request Mast	Inspector		Inspected		CORE
1020	Uniform Inspection (Officer)	Inspector	XXXX			Will Inspect
Staff Section Functional Area Primary Phone Program Manager Phone Notes						
Special Staff						
5354	*Prohibited Activities and Conduct (PAC) Prevention and Response	Inspector	XXXX	Inspected		CORE
Staff Section Functional Area Primary Phone Program Manager Phone Notes						
MCCS						
5300	*Substance Abuse Program	Inspector	XXXX	Inspected		CORE
1754.3	Unit Personal and Family Readiness Program	Inspector	XXXX	Inspected		CORE
1700.31	Transition Readiness Program	Inspector	XXXX	Inspected		CORE
5351	Combat and Operational Stress Control	Inspector	XXXX	Inspected		Will Inspect
1752	*Sexual Assault Prevention and Response Program	Inspector	XXXX	Inspected		CORE
Staff Section Functional Area Primary Phone Program Manager Phone Notes						
FORCE PRES						
5100	*Safety Program (Non-Aviation)	Inspector	XXXX	Inspected		CORE
1720	*Suicide Prevention Program	Inspector	XXXX	Inspected		CORE
Staff Section Functional Area Primary Phone Program Manager Phone Notes						
ACFS, G-8						
4650	Defense Travel System	Inspector	XXXX	Inspected		CORE
4600	Government Travel Charge Card Program (GTCCP)	Inspector	XXXX	Inspected		CORE
Staff Section Functional Area Primary Phone Program Manager Phone Notes						
Medical/Dental						
6000	Health Services Support	Inspector	XXXX	Inspected		CORE
	[XX]-NON-CORE FUNCTIONAL AREAS					
	*-[XX]- CRITICAL OR REQUIRING EVALUATION (CORE)					
	** NEW CHECKLIST AS OF DD Month YYYY					

DEC 18 2019

Sample Appointment Letter

UNITED STATES MARINE CORPS
 MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
 PO BOX 19001
 PARRIS ISLAND, SOUTH CAROLINA 29968-9001

IN REPLY REFER TO
 5040
 CI
 DD Mon YY

From: Assistant Chief of Staff, (section)
 To: Rank First M. Last 1234567890/0311 (Inspector)
 Subj: APPOINTMENT LETTER AS A FUNCTIONAL AREA INSPECTOR FOR THE COMMANDING
 GENERAL'S INSPECTION PROGRAM
 Ref: (a) MCO 5040.6J Inspector General of the Marine Corps Inspection
 Program
 (b) MCO 5430.1A W/ Admin CH Marine Corps Inspector General Program
 (c) DepO 5041.3U Commanding General's Inspection Program

1. You are hereby assigned as a Functional Area Inspector (FAI) for the Commanding General's Inspection Program (CGIP) for Functional Area Checklist (# and Title of Checklist). As Functional Area Inspectors, you are expected to be the Subject Matter Experts (SME) in the functional area(s) to which you are assigned. This requirement is essential as each FAI will visit subordinate units comprising Marine Corps Recruiting Depot/Eastern Recruiting Region and serve as the Commanding General's personal representative under the supervision and direction of the Command Inspector General.

2. You are expected to conduct yourself professionally and with the highest degree of integrity when conducting the duties commensurate with the CGIP. Your duty is to weigh compliance with the appropriate order or directive. Do not look for flaws rather determine the root cause of an issue and establish executable solutions. The authority of the unit commanders being visited and inspected will be recognized and honored at all times.

3. The assignment as a FAI will normally be for a minimum duration of twelve months. Each functional area will be assigned a primary and alternate inspector. At a minimum, the FAI will become familiar with all applicable Marine Corps Orders, Depot Orders and each reference within the assigned functional area as stated within the Inspector General of the Marine Corps (IGMC) Functional Area Checklist (FAC) library. Each FAI will be expected to attend assigned training and maintain their assigned portion of the CGIP throughout the duration of this assignment.

4. It is imperative that you understand the intent of the CGIP and maintain the integrity of this requirement. The intent is to identify and analyze factors which may inhibit or reduce readiness. You must provide feedback to the commander to improve the command. Train and educate so the unit benefits from the inspection. Commanders, Officers-In-Charge and Department Heads will become familiar with the CGIP. When appropriate, each unit will appoint the highest caliber personnel for the purposes of fulfilling the CGIP FAI requirements.

IM. N. CHARGE
 By direction

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