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GENERAL'S INSPECTION PROGRAM (SHORT TITLE: SOP FOR THE
CGIP)

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Encl: (1) LOCATOR SHEET

1. Purpose. To publish policies and establish procedures for the Commanding General's Inspection Program (CGIP) within 3d Marine Aircraft Wing.

2. Cancellation. WgO P5041.1R.

3. Action. Information, instructions, and procedures in the order are published as required by references (a) through (d). Marine Corps inspections and evaluation guidance is provided in references (b) through (d). Procedures concerning the conduct of the physical fitness test are contained in reference (e). Personnel and uniform requirements and inspection procedures are

contained in references (f) through (i). The Wing Preparedness SOP and Nuclear, Biological and Chemical Defense (NBCD) Evaluations are provided in references (j) and (k), respectively. Organizational and Intermediate Maintenance Department Assistance/Inspection Program function guidelines are contained in reference (l). Financial Management guidelines and regulations for Operations and Maintenance, Marine Corps (O&M,MC) and Operations and Maintenance, Navy (O&M,N) funding are contained in references (m) through (p). Should conflict arise between the procedures set forth herein and procedures established by higher headquarters, the latter will take precedence.

4. Summary of Revision

a. Updates inspection procedures to reflect no-notice inspection policies and practices relative to the CGIP.

b. Adds multiple logistics readiness functional area inspections per the requirements in reference (c).

c. Incorporates the Deployment Readiness (555) evaluation into the Embarkation (550) inspection.

d. This revision contains numerous changes in procedures and policies and should be completely reviewed.

5. Recommendations. Recommendations concerning the SOP for the CGIP are invited and will be submitted to this Headquarters (Wing Inspector) via the appropriate chain of command.

6. Certification. Reviewed and approved this date.


P. P. MCNAMARA
Chief of Staff

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SOP FOR THE CGIP

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

SOP FOR THE CGIP

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CHAPTER 1

GENERAL

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SOP FOR THE CGIP

CHAPTER 1

GENERAL

1001. INTRODUCTION. The instructions contained in this SOP are based on applicable directives from higher headquarters, and reflect the policies of the Commanding General (CG), 3d MAW regarding inspections within 3d MAW. The CGIP is under the cognizance of the Wing Inspector. The Wing Inspector's staff is augmented as required by members of the Wing's general and special staffs.

1002. PRINCIPLES. At a minimum, commanders and inspectors will consider the following when preparing for and conducting inspections:

1. The fundamental purpose of an inspection is to assess and enhance the ability of a unit to prepare for and to perform its assigned mission (mission readiness). The unit's mission shall be the focus of the inspection.
2. Inspections will foster a climate of trust and confidence.
3. Inspections will be positive, productive, learning experiences for the Marines.
4. Inspections will recognize excellence.
5. Inspectors will respect and uphold the commander's authority.
6. Inspections will appraise leadership, unit economy, efficiency, and effectiveness.
7. Inspections will identify root causes of problems, particularly those beyond the capability of the commander to solve.
8. Inspections will detect work practices and conditions that might unnecessarily expose personnel to injury or health hazards.
9. Inspections will detect and prevent fraud, waste, abuse, discrimination, harassment, and other practices prejudicial to good order and discipline.
10. Inspections will be decentralized wherever possible.

11. The number, frequency, and types of inspections will be held to a minimum. Duplication among inspections will be avoided.
12. Inspections will result in a written report.
13. The inspection process will include follow-up and resolution of problems that are beyond the ability of the inspected unit to solve.

1003. POLICIES

1. In all inspections or evaluations, emphasis will be on a constructive evaluation of readiness with a view toward providing maximum assistance to the unit being inspected. The value of this evaluation and assistance depends in large part upon the attitude of those receiving it. Commanding officers are urged to make maximum use of the expertise of individual inspectors and evaluators by ensuring that a receptive climate exists within their organizations. Should the performance of individual inspectors be less than professional, commanders are to immediately report that occurrence to the Wing Inspector.
2. All commands in 3d MAW will be inspected biennially under the CGIP. Prescribed frequencies for inspections are considered minimum. Members of the Wing staff and commanding officers are encouraged to coordinate such additional staff visits as may be necessary to carry out assigned responsibilities and improve day to day functioning.

1004. SCHEDULING

1. Inspection schedules will not be published. All inspections will be no-notice operational readiness inspections that provide a candid and, thereby, more accurate assessment of a unit's day-to-day readiness. The no-notice format will also eliminate tedious inspection preparations that are costly in time and effort.

1005. RESPONSIBILITIES

1. Wing Inspector. Within 3d MAW, the Wing Inspector is responsible for coordinating the inspections described in this order.
2. Commanding officers. Organizational and unit commanders are directed to publish inspection procedures and conduct inspections per reference (a) and this SOP. Since inspections under the CGIP occur

biennially, each commander or officer-in-charge should have a plan for assessing the efficiency and performance of functional areas on an annual basis and ensuring their unit functional and personnel areas are mission capable. Existing CGIP functional area checklists may be used for this purpose. Commanding officers are advised to have their functional areas request assist visits and courtesy inspections from their respective group and Wing level counterparts. Commanding officers will ensure any functional and personnel areas found Mission Capable with Findings or Non-Mission Capable are re-inspected within 30-45 days. Commanding officers will ensure program support is provided to inspectors during a Commanding General's Inspection (CGI) and re-inspections. Inspection reports and other results will be maintained by each unit. Unit inspection programs will be subject to inspection by the Wing Inspector during the CGI.

1006. TYPES OF INSPECTIONS

1. There are several types of inspections in the Wing. These inspections include:

- a. Commanding General Inspection (CGI) (Wing Insp with staff augments).
- b. Operational Readiness Inspections (ORI) (Wing Insp with staff augments).
- c. Deployment Readiness Evaluations (Wing Insp, G-1, G-3, G-4, and ALD).
- d. Aircraft Maintenance and Aviation Supply Inspections (ALD and COMNAVAIRPAC).
- e. Financial Management Assist Visits and Inspections - O&M, Marine Corps and O&M, Navy (Comptroller)
- f. Technical inspections (Appropriate 3d MAW staff sections and/or agencies).
- g. Security inspections (G-2 and COMCABWEST).
- h. Staff visits (3d MAW staff sections).

1007. CONDUCT OF INSPECTIONS

1. Inspections by higher headquarters may supersede those scheduled by this headquarters. Such inspections normally will be to observe the conduct of the CGI rather than to comment upon functional areas in individual units of 3d MAW.
2. Specific instructions concerning the conduct of the CGI are contained in Chapter 2 of this order. The concept for other inspections and visits is contained in Chapter 3.
3. Specific instructions for inspectors, inspection responsibilities, and submission of reports are contained in Chapters 4, 5, and 6 of this order.

1008. GRADING DURING CGI

1. Most of the events of the CGI are objectively evaluated. However, some are subjectively evaluated, based on the expertise and judgment of the inspector. See paragraph 2005 of this order for grading definitions.

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CHAPTER 2

COMMANDING GENERAL'S INSPECTION

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CHAPTER 2

COMMANDING GENERAL'S INSPECTION

2001. SCOPE. The CGI is an inspection of personnel and selected functional area activities of an organization or unit. Areas subject to inspection are listed in Appendix A of this order.

2002. SCHEDULING. The CGI will take place on a biennial basis with no prior notice provided to the unit. The goal of the CGI is to have minimum impact on unit operations while simultaneously providing the CG with an accurate indicator of each unit's readiness within the functional and personnel areas inspected.

2003. INSPECTION ROUTINE. The routine outlined within this chapter applies to inspections conducted under the CGI.

1. General

a. Staff assistance visits and courtesy inspections may be requested to help prepare for the CGI or any external evaluation. Guidance for requesting staff assistance visits or courtesy inspections is contained in paragraph 3002.

b. In those instances where a functional area was provided a courtesy inspection within 90 days of the CGI, the Wing Inspector will not re-inspect that area unless the result indicated Mission Capable with Findings or Non-Mission Capable. Explanations of the grading system can be found in paragraph 2005 of this order.

c. The schedule of events for the inspection of a unit will generally occur over a three-day period and, frequently, Monday through Wednesday. On the first day, the Wing Inspector will conduct an in-brief with the unit's commanding officer. On the second day, functional areas, as listed in Appendix A, will be inspected by the technical experts from the Wing Headquarters and other joint MCAS/Wing offices. On the third day, the Wing Inspector and the staff will conduct personnel related inspections in the following areas: Physical Fitness Test (PFT), Personnel, Clothing and Equipment, Staff Non-Commissioned Officer and Officer Uniforms, and Nuclear, Biological, and Chemical Defense (NBCD). Inspection results will be out-briefed with the unit's commanding officer on the third day or after the inspections for any rescheduled functional and personnel areas.

d. The goal of the CGI is to inspect readiness of the unit's assigned personnel in the functional and personnel areas inspected. Only permanent personnel are required to participate. Personnel assigned for training are not required to participate. Every effort should be made to ensure maximum availability for the CGI.

e. Using the alpha roster, the Wing Inspector will assign all available sergeants and below to one of the following events: Personnel Inspection, Clothing and Equipment Inspection, or PFT/NBC. As assigned by the Wing Inspector, all available officers and SNCO's will stand a uniform inspection or participate in the PFT/NBC.

f. Chapter 5 and appendix A of this order identifies the core functional areas to be inspected in all units as well as some functional areas that apply only to specific units. Those areas will be designated by the Wing Inspector based on unit mission, equipment, and personnel qualification to ensure a thorough evaluation of mission readiness.

g. Functional area CGI checklists are not appended to this order, but are available for download through the 3d MAW Intranet at the Wing Inspector's homepage. The Wing Inspector maintains a file of the most current checklists available from the Automated Inspection Reporting System (AIRS). The AIRS contains inspection checklists that are updated by Headquarters, U. S. Marine Corps (HQMC) and Marine Corps Combat Development Command (MCCDC) functional sponsors and maintained by the Inspector General of the Marine Corps (IGMC). These checklists contain those areas, at a minimum, that should be inspected in any one functional area. Additional items may be added to the AIRS checklists by the Wing functional area managers to provide a more complete picture of the status of the inspected unit.

h. The Marine Corps Administrative Analysis Team (MCAAT) and Field Supply and Maintenance Analysis Office (FSMAO) inspections will not be repeated by the CGI. However, it must be realized that those inspections do not cover all facets of a functional area. For example, MCAAT inspections focus on those areas in unit administration related to pay matters. A CGI will still include the administrative area, but will not specifically review pay related issues except as they relate to other administrative issues.

i. Functional area inspections that cannot be graded fairly due to the absence of key personnel or for other reasons may be rescheduled only by the approval of the Wing Inspector.

j. The Expeditionary Airfield (EAF), and Aircraft Firefighting and Rescue functional area inspections require three days to complete. The functional area inspector will make liaison with the unit to coordinate the dates in order to ensure the inspection is completed prior to the out-brief with the unit commander. The inspection shall not start anytime earlier than the first day of the week prior to the out-brief.

k. Group headquarters and its Personnel Support Detachment (PSD) will normally be inspected at the same time. Additionally, Centralized Personnel Administration Centers (CPACs) or Group Personnel Administration Centers (GPACs) will be inspected with the group headquarters.

2. In-brief. Normally, on the first day, the Wing Inspector or the Assistant Wing Inspector will hold an in-brief with the commanding officer, executive officer, sergeant major and/or CGI coordinator. The purpose of this in-brief is to coordinate and finalize inspection sites and times and to answer any questions regarding the inspection. During the in-brief, the unit will provide a complete unit roster with personnel non-availability status annotated and current through the previous working day. However, the intent of the in-brief is to provide an avenue for the unit commander to communicate directly with the Wing Inspector and not for the general dissemination of information to all personnel.

3. Uniform

a. The uniform of the day or working uniform is authorized for all functional area inspections except as otherwise designated. Functional area inspectors will wear the utility uniform.

b. The Wing Inspector will designate uniforms to be worn for the Officer Uniform Inspection, Staff Non-Commissioned Officer Uniform Inspection, and Clothing and Equipment Inspection phases of the CGI as previously described.

c. For those personnel assigned a uniform inspection, marksmanship badges and ribbons will be worn in accordance with reference (g).

d. The official "green on green" PT uniform is required for the PFT portion of the CGI.

4. Personnel Inspection Events

a. Immediately following inspection notification, the unit shall prepare an availability roster for the Wing Inspector. At a minimum, the roster should be sorted by rank and include the following fields:

LAST NAME AND INITIALS	RANK	GENDER	WORK SECTION	SSN	AVAILABLE? YES OR NO	REASON FOR NON- AVAILABILITY
SMITH, A. B.	CAPT	MALE	S-3	123456789	NO	FLIGHT SCHEDULE
ROBERTS, C. D.	SSGT	FEMALE	S-1	234567890	YES	N/A
DAVIS, E. F.	LCPL	MALE	AVI	345678901	NO	RIFLE RANGE

b. Generally, personnel inspection events will be scheduled per Appendix A. Uniforms for personnel inspection events will be designated by the Wing Inspector. The Clothing and Equipment Inspection will be conducted in the individual Marines' rooms to the maximum extent possible. If a Marine lives off base and is chosen to be inspected, this Marine may borrow the wall locker or walk-in closet of a Marine that is not being inspected. Appendix B will be used to record individual inspection results for the Personnel Inspection and the Clothing and Equipment Inspection. These forms are to have individual identification information completed prior to the inspection. Marines assigned as scribes are responsible for obtaining and completing these forms.

c. The Wing Inspector Sergeant Major will conduct the Personnel Inspection. The Assistant Wing Inspector will conduct the Clothing and Equipment Inspection. The Wing Inspector's staff may be augmented as appropriate in order to complete personnel inspections in a timely manner when large numbers of sergeants and below are to be inspected. When feasible, Color Guard and Close Order Drill will be evaluated during changes of command and/or post and reliefs.

d. When feasible, Color Guard and Close Order Drill will be evaluated during changes of command and/or post and reliefs.

e. Officers and staff non-commissioned officers will be inspected one-on-one by the Wing Inspector and the Wing Inspector Sergeant Major, respectively, in an area designated by the unit

commander. Usually, these inspections are conducted in the offices of either the unit commanding officer, executive officer, or sergeant major. However, any space is satisfactory that accommodates both one-on-one inspections and room for sword manual. Those officers and staff non-commissioned officers assigned a uniform with sword should be prepared to execute sword manual. Officer Qualification Records (OQR), Service Record Books (SRB), and award information from the Marine Corps Total Force System (MCTFS) shall be made available to the Wing Inspector no later than the day prior to the inspection.

f. Event scribes. Generally, one scribe is required for each of the inspections.

g. Inclement weather. Unit commanders shall have an alternate site designated for the Personnel Inspection in the event of inclement weather. The Wing Inspector may reschedule or cancel the PFT depending on weather conditions.

5. Clothing and Equipment. The Assistant Wing Inspector will conduct this inspection in the barracks spaces or other area designated by the unit's commanding officer. Normally, this inspection will occur after the PFT portion of the inspection.

a. Clothing and equipment will be displayed per current clothing maintenance requirements. Display diagrams are provided in reference (h). The purpose of display type inspections is to provide an organized way to quickly determine that the correct quantity and type of clothing and equipment is on hand, that it fits, and that it is serviceable.

b. All items of clothing and uniform accessories will be displayed in a condition that reflects high standards of cleanliness and serviceability.

c. Marking of clothing will be per reference (f). Clothing marked according to previously published instructions does not require remarking until the old mark becomes illegible.

d. Personnel may be directed to try on items of uniform clothing so that the inspector can determine suitable fit and appearance.

e. Appropriate chits and forms (dry cleaning, NAVMC Forms 604, etc.) may be used in place of displayed clothing or equipment.

f. Clothing that is soiled will be neatly folded and displayed separate from clean clothing. The unit commander will designate where soiled clothing will be placed.

g. Combat equipment - T/O weapons, 782 gear - will normally not be displayed or inspected.

h. General military knowledge will be tested. Questions will be appropriate to grade and level of professional military education.

6. Personnel Inspection. The formation for the Personnel inspection will be per reference (k) and as prescribed below.

a. The uniform and T/O weapons will be inspected. The platoon sergeant will have either the sword or T/O weapon.

b. General military knowledge, current events, and knowledge concerning request mast, hazing, equal opportunity, and unit policies will be tested. Questions will be appropriate to grade and level of professional military education.

c. The Personnel Inspection platoon sergeant shall form the platoon for inspection as per reference (k).

7. Physical Fitness Test (PFT). The PFT verifies the physical fitness of individual Marines and the effectiveness of the unit's physical training, weight control, and military appearance programs. The test will be conducted per reference (e). The test will be administered and monitored by the unit being inspected. The Assistant Wing Inspector will evaluate both the conduct of the test and the appearance and conduct of the individual participants and monitors. The unit will be evaluated on its ability to conduct the PFT in a military manner to include control and consistency in correctly applying the standards for each event. Results of the PFT will be submitted to the Assistant Wing Inspector no later than 1200 on the third day of the inspection. A grade of Non-Mission Capable is required if less than 90% of those testing pass.

a. The maximum number of Marines in the unit will participate in the PFT unless involved in other personnel-related CGI events or designated as unavailable (scheduled flight operations, leave, TAD, etc.).

b. Those Marines participating should represent a cross-section of the unit. That is, the rank and gender of the participants should be at least proportional to those found in the unit.

c. Height and weight of all participants will be measured no earlier than the working day prior to the PFT. Results will be recorded on the PFT tally sheets.

d. Personnel to be tested will be organized and controlled in order to allow for the expeditious administration of the PFT.

e. Personnel with physical ailments who are scheduled to be tested will be present with their medical chits and dressed in the PFT uniform. Those who have SIQ or no-duty chits are not required to be present. However, copies of all chits will be submitted to the Assistant Wing Inspector at the test site.

f. Test scores of personnel in remedial physical fitness or weight control programs will be included in the unit's aggregate passing percentage.

g. The Wing Inspector's evaluation of the PFT begins when the unit instructs participants concerning the test per reference (e). Muster reports and warm-up exercises shall be completed prior to providing the participants with PFT instructions to ensure commencement of the evaluation as per the schedule of events.

8. Nuclear, Biological, and Chemical Defense (NBCD) Inspection

a. Phase I

(1) It is standard practice to evaluate the commodity sections on the second day of the CGI. The areas to be evaluated for NBCD are Administration, NBCD Publications, Calibration Control and Maintenance Management, Equipment Maintenance and Serviceability, and Control Center, depending on which areas are applicable to the unit.

(2) On the third day of the CGI, the Individual Protective Measures (IPM's) will normally be inspected. These are generally tested immediately after the command's PFT. Fixed and rotary-wing squadrons are required to draw their Mission Oriented Protective Posture Ensemble (MOPP) gear from their group headquarters. All personnel who participate in the PFT will participate in the IPM's.

Personnel designated as unavailable (scheduled flight operations, leave, TAD, etc.) are exempt.

(3) The IPM questions verify that NBCD is being taught throughout the command. NBCD personnel provide the questions through local classes. Upon completion of the PFT, all participants who completed the PFT will form at a pre-designated area to don MOPP-2 and prepare to move into MOPP-4. During their forming, ranks will be four columns and as many ranks required. Marines will separate into groups of officers, staff noncommissioned officers, and sergeants and below. Groups of four will approach the inspector. A series of ten questions will be asked individually. The first four questions will be practical applications, while the remainder will be general knowledge questions. Each Marine will be required to answer two or three questions.

b. Phase II

(1) At the conclusion of the CGI, the unit commander will provide a date for the Phase II inspection. The date will be within the next 15 days to receive the Operational Readiness Inspection (ORI) or the date the command will be evaluated for their Marine Corps Combat Readiness Evaluation (MCCRE) during the calendar year. Upon receiving the command's date for the Phase II inspection, 3d MAW NBCD will generate and publish a Letter of Instruction (LOI) concerning Monitor/Survey Operations, MOPP Gear Exchange, Detailed Troop Decontamination, Operational Decontamination, Detailed Aircraft Decontamination, Mission Oriented Task (MOT), Ingress/Egress, and Selective Unmasking Procedures.

9. Platoon Close Order Drill and Color Guard. Close Order Drill and Color Guard will be evaluated, to the greatest possible extent, during changes of command and/or post and reliefs. This is a mission-oriented event for which the unit will have ample opportunity to prepare. This will provide for an accurate evaluation of the unit's abilities.

2004. NON-USMC PERSONNEL. Sailors permanently assigned to 3d MAW units are subject to all events of the personnel phase of the CGI, except the PFT. However, Naval personnel assigned to provide medical support to 3d MAW units, corpsmen, and dental technicians are exempt from the personnel events. If selected for a personnel inspection, Naval officers and staff noncommissioned officers will be required to wear a uniform equivalent to the Marine counterpart.

2005. GRADING SYSTEM. Keeping the grading system within the parameters associated with the Marine Corps mission, the following grades shall be assigned to the unit overall and each functional area inspected:

1. Mission Capable. The unit possesses and successfully uses the requisite skills, equipment, personnel, and understanding to accomplish its assigned mission, tasks, and functions.

2. Mission Capable with Discrepancies. The unit possesses the requisite skills, equipment, personnel, and understanding to accomplish its assigned mission, tasks, and functions. However, some areas which are otherwise satisfactory or in compliance with applicable directives might benefit from improvement in timeliness, accuracy, or aggressiveness on the part of individuals or sections being inspected. The inspector's judgment will determine that such a discrepant area, while incorrect in some minor degree in its present state, would not detract from the unit's mission performance and could be corrected in the normal course of work routine with no report of correction required.

3. Mission Capable with Findings. The unit is performing mission relevant tasks incorrectly, in part or in an unsafe manner. In the inspector's judgment, significant sub-functions are not being accomplished or attempted in whole or as required by current directions, or major end-items, critical tools, or calibration equipment is missing or broken without appropriate effort to correct the situation. Findings are required to be re-inspected by the inspector or his designated functional area representative within 30 to 45 days of the original inspection date. Results of the reinspection will be reported in the same manner as for the CGI.

4. Non-Mission Capable. The unit is not complying with doctrines, policies, or procedures of 3d MAW or other higher authority. A finding of Non-Mission Capable will require re-inspection of the entire personnel event or functional area by the Inspector or his designated representative within 30 to 45 days of the original inspection date. Results of the re-inspection will be reported in the same manner as for the CGI.

2006. OUT-BRIEF. The Wing Inspector will consolidate all inspection checklists. For each personnel event and functional area inspected, the inspector will verbally debrief the unit's representative after the inspection and leave a copy of the completed checklist.

Personnel event and functional area inspectors will also out-brief with and deliver the original completed checklist with cover sheet to the Wing Inspector to highlight critical problem areas or areas of excellence. At the end of the personnel event inspection day, the Wing Inspector will verbally out-brief the unit commander on the inspection results. For squadrons, an outbrief will also be scheduled with the group commander.

2007. REPORT OF INSPECTION RESULTS. The Wing Inspector will prepare a written report of the CGI results for the CG's signature. This report will be forwarded to the unit commander via the group commander within 30 days of completion of the inspection. Reports of corrective action for minor discrepancies are not required, but they shall be rectified as soon as possible. Minor discrepancies are subject to no-notice re-inspection. Grades of Mission Capable with Findings and Non-Mission Capable require re-inspection and will be coordinated between the Wing Inspector and the unit commander. Re-inspection will normally be conducted within 30 to 45 days. Requests for delay of a re-inspection date will be forwarded in writing to the Wing Inspector via the chain of command. Appendix D is the general format that will be used for the CGI results report.

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CHAPTER 3

STAFF VISITS, COURTESY INSPECTIONS, AND OTHER COMMANDING GENERAL'S
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SOP FOR THE CGIP

CHAPTER 3

STAFF VISITS, COURTESY INSPECTIONS, AND OTHER COMMANDING GENERAL INSPECTIONS

3001. INTRODUCTION. The instructions contained herein pertain to inspections or staff visits conducted to ascertain conditions relating to one or more specific matters and about which special information is desired. These inspections and staff visits may or may not be announced.

3002. SCOPE OF INSPECTIONS AND VISITS

1. Staff Visits. Staff visits are scheduled or unscheduled visits conducted by members of the general and special staff to assist and advise lower echelon commanders and their staffs and to keep the CG informed of conditions or trends existing in the functional areas reviewed and to maintain overall Wing readiness and efficiency at the highest possible level.

2. Courtesy Inspection. Courtesy inspections may be requested by telephone or in writing to the cognizant group or Wing staff section whenever a unit has problems that higher headquarters can assist in solving. Units are encouraged to request assistance from their respective group headquarters. Courtesy inspections may also be requested as part of the preparation process for the CGI or other external agency inspections such as MCAAT or FSMAO. Direct liaison with functional area sponsors is encouraged in requesting pre-inspections. Requests for courtesy inspections for this purpose should be made well in advance of the desired date since multiple units may be requesting the same support of one staff section. A pre-inspection by a Wing staff functional area inspector conducted less than 90 days prior to the CGI will be considered as the actual inspection, unless the results were Mission Capable with Findings or Non-Mission Capable.

3003. REPORTS OF INSPECTIONS AND VISITS. Reports and findings made as the result of courtesy inspections or staff visits will be submitted directly to the commander making the request and will not become part of the permanent record of any higher headquarters. Discrepant findings are required to be corrected. Staff visits initiated by the CG or the Wing staff will generate a report to be prepared by the visiting staff section. A copy of the visit, date, purpose, problem areas noted, proposed solutions to noted problems,

and any other pertinent information will be submitted to the commander. Reports of staff visit results should follow the format of checklists used for the CGI.

3004. OPERATIONAL READINESS INSPECTIONS (ORI).

1. The CG may direct the Wing Inspector to assess specific operational capabilities of Wing units. These inspections are designed to evaluate the readiness of Wing units who have been identified to deploy on no/short notice deployments in response to real world contingencies. The evaluation team will be composed of representative officers from all appropriate Wing staff sections. Normally, four functional areas will be inspected during this inspection:

- a. Personnel Administration - G-1/AAU
- b. Intelligence - G-2
- c. Embarkation/Deployment Readiness - G-4
- d. Medical Readiness - Wing Medical

2. By direction of the appropriate Wing staff section, this inspection may be completed by the cognizant group staff section.

3005. SUPPLY AND MAINTENANCE ASSISTANCE TEAM (SMAT) VISITS.

1. The SMAT, operating under the cognizance of the G-4, assists commanders in ensuring their ground equipment accounts are maintained in a high state of combat readiness.

2. The SMAT analyzes supply and maintenance programs and practices to determine the effectiveness of their application and compliance with governing directives and procedures.

3. Requests for SMAT visits should be submitted via the chain of command to the Commanding General (Attention: G-4/Readiness).

4. SMAT reports and out-briefs are provided to the requesting commander only.

3006. AIRCRAFT MAINTENANCE AND AVIATION SUPPLY INSPECTIONS

1. Reference (1) contains the Organizational and Intermediate Maintenance Department Assistance/Inspection Program Evaluation Guidelines. The ALD is responsible for these inspections. The overall readiness of 3d MAW is directly related to, and dependent upon, effective and sustained maintenance practices, program management, and the material condition of aircraft. ALD will ensure compliance with governing regulations, orders, and procedures.
2. Additionally, ALD will provide assistance and inspect the Marine Aviation Logistic Squadrons' Supply Departments for compliance with aviation supply procedures and regulations.
3. AIRS checklists 820, 830, 840, and 860 apply to the Aircraft Maintenance Department, Aviation Supply, Avionics, and Aviation Ordnance areas.
4. Explosive Safety Self-Audits (ESSA) are conducted by the base Explosive Safety Officer annually. Explosive Safety Inspections (ESI) are conducted biannually by the Naval Safety Center.
5. A copy of all unit inspection results will be provided to the Wing Inspector.

3007. FINANCIAL MANAGEMENT ASSISTANCE VISITS AND INSPECTIONS.

1. AC/S Comptroller is responsible for O&M, Marine Corps (O&M, MC) and O&M, Navy (O&M, N) financial assistance visits and inspections. References (n) and (p) contain the policies, procedures and guidelines used during the Financial Management Assistance Visit and Inspection.
2. The intent of the assist visits and inspections is to:
 - a. Ensure the accuracy and validity of data entered in the accounting systems.
 - b. Ensure there is a balance between fund authorizations and budget execution.
 - c. Ensure the accounting transactions are entered into the accounting systems.

- d. Ensure proper training is provided to fund control holders.
3. Additionally, AC/S Comptroller will provide assistance and inspect Temporary Additional Duty (TAD) procedures established at the CPACs, GPACs and S-1 sections for compliance with TAD procedures and regulations.
4. A copy of unit inspection results will be provided to the Wing Inspector.

3008. OTHER INSPECTIONS AND EXTERNAL AUDITS

1. MCAAT, FSMAO, Fiscal, Security, and other inspections are non-CGI programs scheduled by the responsible agency or staff section. The Wing Inspector will coordinate external audits with the assistance of the cognizant staff section. The responsible staff section will provide the results of any inspection/audit to the Wing Inspector.

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CHAPTER 4

INSPECTION PERSONNEL

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CHAPTER 4

INSPECTION PERSONNEL

4001. INTRODUCTION. The instructions contained herein pertain to the Wing Inspector's duties as well as the assignment of and the instructions for inspection personnel.

4002. DUTIES OF THE WING INSPECTOR

1. Prepare inspection plans. Ensure inspections on all 3d MAW units are conducted biennially.
2. Coordinate the conduct of the CGI.
3. Arrange for transportation, billeting, messing, etc., of inspecting personnel as may be required in conjunction with inspections conducted by this or higher headquarters.
4. Request the assignment of functional area inspectors from the Wing staff sections and Marine Corps Air Station and Marine Corps Base activities. Advise all augment inspectors of details concerning upcoming inspections.
5. Receive and review applicable inspection reports for content and assignment of appropriate grades. Consult staff sections as deemed necessary.
6. Maintain staff cognizance of post-inspection action.
7. Maintain a file of the inspection checklists and guides for the areas shown in Chapter 5.
8. Maintain a file of all inspection reports by this headquarters and higher authority.
9. Assist in the conduct of inspections by higher headquarters when so requested.
10. Maintain an oversight and follow-up system for monitoring and tracking actions taken to correct problem areas reported on inspection reports.
11. Maintain a current roster of assigned functional area inspectors.

4003. AUGMENT INSPECTOR ASSIGNMENT AND TRAINING

1. The senior person in each general and special staff section will assign inspectors for applicable functional areas listed in Chapter 5 of this order. A primary and alternate inspector for each functional area will be identified in writing to the Wing Inspector. To ensure consistency within the CGI, this assignment should be for a minimum of one year and will be considered an additional duty.
2. The senior person in each general and special staff section is encouraged to participate in inspections of group headquarters to ensure quality performance of their inspectors. Inspectors will be selected on the basis of professional knowledge and experience and will be highly representative of Marine Corps standards for personal appearance and body weight. In addition, they must have a security clearance commensurate with the inspection requirements. Access to classified material will be on a need-to-know basis. The sponsoring general or special staff section has the responsibility to provide or arrange for Wing Inspector access into secure areas to be inspected.
3. Training of functional area inspectors is a dual responsibility. The senior person in each general and special staff section is responsible for ensuring that appropriate training is scheduled to maintain the high degree of technical proficiency expected of functional area inspectors. The Wing Inspector will ensure that inspectors are instructed in appropriate inspection techniques and philosophies as described by this order. Inspector refresher training is a requirement of the IGMC, per the IGMC Command Inspection Program checklist. This requirement will be met by periodic coordination meetings scheduled and chaired by the Wing Inspector or Assistant Wing Inspector. Attendance at such meetings by primary and alternate functional area inspectors is mandatory. Documentation of periodic training is the responsibility of functional area department heads.
4. Personnel inspectors will be from the Inspector staff, i.e., the Wing Inspector, Assistant Wing Inspector, and Wing Inspector Sergeant Major. In the absence of any member of the Inspector staff, or in the event that the size of a unit to be inspected mandates additional personnel inspectors, augment inspectors will be assigned as required. Their duties as inspectors will be assigned as required. Their duties as inspectors will take priority over their normal duties on the days they are detailed to inspect. Training of augment personnel inspectors will be the responsibility of the Assistant Wing Inspector.

4004. INSTRUCTIONS FOR AUGMENT INSPECTORS

1. Augment inspectors will familiarize themselves with the contents of this order and all references and directives pertinent to the inspection to be conducted.
2. Augment inspectors will be responsible for ensuring that their CGI checklists are current with the latest IGMC requirements, and that the Wing Inspector has the current checklist on file and posted to the 3d MAW Intranet. Augment inspectors will also review the AIRS checklist periodically for recommended changes, and forward them to the Wing Inspector.
3. Augment inspectors are encouraged to review the results of the previous inspection, noting weak areas and recommendations for correction of discrepancies.
4. Augment inspectors will conduct courtesy inspections and assist visits. Augment inspectors will advise the Wing Inspector when they perform courtesy inspections and assist visits. In the event a courtesy inspection is within ninety days of the CGI, the results will become part of the CGI and a copy of the results will be provided to the Wing Inspector by the applicable augment inspector. Any area found Mission Capable with Findings or Non-Mission Capable will be re-inspected during the CGI.
5. As described in Chapter 2 of this order, functional area inspections normally occur on the second day of the CGI schedule. Inspectors are to report to the Wing Inspector at a pre-designated location at the inspected unit by 0730 to check-in and receive any final instructions before beginning their inspections. Upon completion of their inspection, functional area inspectors are to verbally debrief the Wing Inspector prior to the assignment of a grade for the functional area. After the Wing Inspector is debriefed, the functional area inspector will debrief the Marine or Sailor in charge of the functional area just inspected and provide that individual with a copy of the completed checklist. The functional area inspectors will then report to the Wing Inspector and turn in the signed original checklist with its coversheet. The Wing Inspector will collate functional area inspection highlights, positive and negative, as well as results of Mission Capable, Mission Capable with Discrepancies, Mission Capable with Findings, and Non-Mission Capable for the de-brief with the unit commander.

6. In order to make the inspection helpful and constructive, all inspectors will maintain the highest standard of personal appearance and be courteous, approachable, tolerant, and make every effort to merit the confidence of all with whom they come in contact.
7. Inspectors will search for discrepancies thoroughly and report them objectively and impartially. Irregularities and deficiencies observed, as well as observations of noteworthy accomplishments and conditions, will be brought to the attention of those concerned in a frank and impersonal manner. Criticism must be sound and constructive. The inspector's assessment should be realistic in view of a no-notice inspection.
8. Inspectors should capitalize on the opportunity to be helpful by transmitting successful methods observed in other units and imparting useful information which might serve to prevent common errors.
9. Inspectors will observe the attention being given to the problems of safeguarding funds and government property, efforts being made to promote cost-consciousness and prevent fraud, waste, and abuse, and will also observe other subjects relating to the effective discharge of command responsibilities.
10. Inspectors will make every effort to advise, teach, or train the personnel being inspected as required. If possible and time permits, annual training should be conducted during the CGI.
11. Professionalism and the establishment and maintenance of sound working relationships with subordinate elements require that inspection results be handled with courtesy for the unit inspected. There is no benefit gained by sharing poor or unsatisfactory results with anyone except appropriate commanders, senior staff noncommissioned officers, such as sergeants major and section chiefs, and the Wing Inspector or his direct representative. Further discussions only serve to demoralize and undermine the Marines and Sailors who will have to repair the problem in the end. This work will be difficult at best and need not be further burdened by adverse publicity. Good results properly noted, on the other hand, generally contribute to high unit morale.

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CHAPTER 5

FUNCTIONAL AREAS AND INSPECTION CHECKLISTS

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CHAPTER 5

FUNCTIONAL AREAS AND INSPECTION CHECKLISTS

5001. INTRODUCTION. The instructions contained herein pertain to functional areas and inspection checklists and guides.

5002. INSPECTION CHECKLISTS

1. The Wing Inspector maintains a file of the most current checklists available from the Automated Inspections Reporting System (AIRS). The AIRS contains inspection checklists that are updated by Headquarters, U.S. Marine Corps and Marine Corps Combat Development Center functional area sponsors and maintained by the IGMC. These checklists contain areas, at a minimum, that should be inspected in each functional area. Additional items may be added to the original checklists by the wing functional area managers to provide a more complete picture of the status of the inspected unit. Checklists are not distributed on a regular basis due to the inefficiency involved in publishing changes caused by frequent procedural and directive changes.

a. Current checklists are available through the 3d MAW Intranet Website under "Inspector", "CGIP Checklists". Checklists are intended as an aid to both the inspector and the unit being inspected.

b. Only current and applicable checklists, distributed by the Wing Inspector, will be used by functional area inspectors.

c. Functional area inspectors are responsible for maintaining the currency of their checklists and for providing the Wing Inspector with the most current checklist for posting to the 3d MAW Intranet.

d. External inspection agencies, as listed in paragraph 1006, will use checklists applicable to their current directives.

2. Unit Readiness Inspections. Hybrid checklists are used for this inspection. In some cases, they are tailored to the anticipated area of operations. Cognizant staff sections are responsible for keeping these up-to-date and for providing the Wing Inspector with the most current checklists. Normally these checklists only contain critical items essential to the safe and efficient deployment of 3d MAW squadrons in response to real world contingencies. These checklists are available on the 3d MAW Intranet.

5003. RESPONSIBILITIES. Listed below are general and special staff responsibilities for conducting inspections of functional areas, including the preparation and review of inspection checklists.

1. Wing Inspector

- a. Request Mast Program. (020)
- b. Intelligence Oversight. (240)
- c. Officer Uniforms. (290)
- d. Staff NCO Uniforms. (300)
- e. Personnel Inspection. (310)
- f. Clothing and Equipment. (310.1)
- g. Close Order Drill. (320)
- h. Physical Fitness Test. (340)
- i. Color Guard. (420)

2. Equal Opportunity Advisor

- a. Equal Opportunity. (190)

3. Assistant Chief of Staff, G-1

- a. Career Planning. (040)
- b. General Administration. (060)
- c. Personnel Administration. (070)
- d. Manpower Management System/Military Pay System. (080)
- e. Personal Affairs. (120)
- f. Government Travel Charge Card. (180)
- g. Substance Abuse Program. (200)
- h. Absentee Voting. (210)

4. Assistant Chief of Staff, G-2
 - a. Intelligence. (250)
 - b. Information and Personnel Security. (270)
 - c. Security of Classified Information (CMCC). (270)
5. Assistant Chief of Staff, G-3
 - a. Physical Fitness Program. (340)
 - b. Weight Control/Military Appearance Program. (350)
 - c. Marksmanship Program. (360)
 - d. Training Management. (380)
 - e. Water Safety/Survival Program. (381)
 - f. Battle Skills Training/Essential Subjects. (382)
 - g. Leadership Training. (383)
 - h. Troop Information Program. (384)
 - i. Professional Military Education. (385)
 - j. MCI Program. (390)
 - k. Historical Program. (460)
 - l. Force Protection/Combating Terrorism/Physical Security.
(480) (Physical Security inspections conducted by the MCB and MCAS
Provost Marshall)
 - m. Naval Warfare Publication Library. (640)
 - n. Aircrew Training. (850)
 - o. NBC Defense. (930)
 - p. SORTS. (970)
 - q. Operations. (XXX)

6. Assistant Chief of Staff, G-4. Annual Supply and Maintenance Analysis Team (SMAT) and Field Supply and Maintenance Analysis (FSMAO) inspections and assist visits are to be conducted independent of the CGI.

- a. Embarkation/Deployment Readiness. (550)
- b. Supply Readiness (555)
- c. Maintenance, Maintenance Management and Readiness Reporting (560)
- d. Ground Ordnance Readiness (565)
- e. Motor Transport Readiness (575)
- f. Engineer Equipment Readiness (580)
- g. Housekeeping. (670)
- h. Bachelor Housing Management. (680)
- i. Food Services/Field Messing Equipment. (700)
- j. Explosive Ordnance Disposal. (810)
- k. Aircraft Firefighting and Rescue. (910)
- l. Expeditionary Airfield. (915)

7. Assistant Chief of Staff, Aviation Logistics Department. Aircraft Maintenance Evaluations (AME), Explosive Safety Self-Audits (ESSA), and Explosive Safety Inspections (ESI) to be conducted independent of the CGI.

- a. Aircraft Maintenance Department. (820)
- b. Aviation Supply. (830)
- c. Avionics. (840)
- d. Aviation Ordnance. (860)

8. Assistant Chief of Staff, G-6
 - a. Communications Electronics. (630)
 - b. Communications Material Security. (635)
9. Staff Judge Advocate
 - a. Legal Administration. (090)
10. Medical Officer
 - a. Medical. (500)
11. Dental Officer
 - a. Dental. (510)
12. Public Affairs Officer
 - a. Unit Information. (150)
13. Director of Safety and Standardization (DOSS)
 - a. Ground Safety. (130)
 - b. Motor Vehicle Safety. (140)
 - c. Environmental Management. (764)
 - d. Industrial Hygiene. (766)
 - e. Aviation Safety. (870)
 - f. NATOPS. (875)
14. Assistant Chief of Staff, Comptroller. Inspections conducted independent of the CGIP.
 - a. Fiscal Matters. (490)
 - b. O&M, MC Financial Management
 - c. O&M, N Financial Management

d. Government Micro-purchasing Charge Card Financial Procedures for O&M, MC and O&M, N Accounts

15. Chaplain

a. Religious Ministries. (520)

16. Adjutant

a. Unit Mail Room. (100) (Inspections conducted by the MCAS and MCB postal inspectors)

b. Classified Material Control Center. (270)

c. Naval Warfare Publications Library (NWPL). (640)

17. Family Readiness Officer

a. Family Readiness. (XXX)

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CHAPTER 6

REPORTS

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CHAPTER 6

REPORTS

6001. INTRODUCTION

1. The instructions contained herein pertain to format and responsibility for submission of reports and forms for CGI's and technical inspections conducted within this command.
2. Reports are a vehicle for completing the orderly process of inspection and for informing the CG, immediate commanders, and the unit commanders of the status of units inspected. Reports must be factual, clear, and concise.
3. Care will be taken not to indulge in unverified or unsubstantiated criticism or to represent a limited observation as a general condition. It should be considered that the report should encompass a unit's performance since the last inspection. Commendatory performance or appearance on the day of an inspection may be the result of a crash program and not the result of a permanent change with continued excellence as a goal.
4. Reports will contain specific detailed comments concerning discrepancies or findings noted and recommendations for corrective action. Specific reference to pertinent directives will be made concerning each discrepancy and finding noted. Comments will be included to substantiate the grade assigned where appropriate. Reports will also reflect commendable performance where appropriate.

6002. COMMANDING GENERAL'S INSPECTION REQUIREMENTS

1. In-Brief. At the in-brief with the unit commander, the Wing Inspector will provide the commanding officer a letter with inspection requirements and information. Units will provide the Wing Inspector with personnel availability rosters and the locations of personnel inspection events (i.e. barracks, parade deck, etc.).

2. Personnel Inspection Record. For the Personnel and Clothing and Equipment Inspections, Appendix B will be completed for individual identification data and will be placed on a clipboard. Command designated scribes will be responsible for obtaining and completing these forms. The scribe will present the completed forms to the inspector or the inspector's representative immediately following the inspection. This form will also be utilized for

officer and staff noncommissioned officer uniform inspections and will be used to record comments made by the inspecting officer.

3. PFT Result Sheet. This form will be prepared upon completion of the test. See Appendix C of this order. See paragraph 2003.7a of this order for height and weight measurement requirements. Event performance will be recorded using any standard PFT tally sheet. Individual event scores and totals will be summarized by the unit PFT coordinator and will include the completed results sheet along with the tally sheet and medical chits attached.

4. The unit to be inspected is responsible for reproduction of all required forms utilizing the appendices herein.

6003. FINAL INSPECTION REPORTS

1. The report of inspection results of individual personnel and functional areas will be made on the appropriate inspection checklist. See paragraphs 2006, 4004.4, and 5002 of this order. Copies of the functional area checklists will be provided to units immediately upon completion of the inspection. At the out-brief, the Wing Inspector will provide the commanding officer a summary matrix of the inspection results and the checklist coversheet for the inspection results of each functional and personnel area. A summary report of the completed CGI that includes all personnel and functional area results will be sent in letter format from the CG to the unit commander via the group commander within 30 days of the inspection completion date. Appendix D provides a general format for this letter.

2. Reports. The Wing Inspector will maintain a file of the most recent report for all units. The Wing Inspector will keep the CG informed on any particular commendatory or adverse trends noted as a result of a composite analysis of all general inspections and special inspections and visits conducted. The Wing Inspector is responsible for reports of inspection to external agencies and higher headquarters. Units that have been subject to inspection by other major commands while in a UDP status shall return with copies of any inspection results generated. These results will be entered into an inspection database to preclude unproductive or unnecessary duplication of inspections.

3. Grading. First and foremost, it must be stressed that grading of inspection results is a subjective process and, therefore, not easily quantified. Criteria for grading, based on checklist items and the inspector's judgment, should be realistic in view of a no-notice inspection. Grades should not be influenced by the unit's plans or good intentions but shall specifically reflect current status or conditions. The overall grade assigned should be consistent with the grading system described in Chapter 2, paragraph 2005 of this order.

4. Submission of Results. See paragraph 2006 of this order. Functional area inspectors will out-brief with the Wing Inspector prior to departing the inspected unit area.

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APPENDIX A

INSPECTION SCHEDULE OF EVENTS

(Date)
INBRIEF

- (Time) The Wing Inspector will hold an informal in-brief with the commanding officer of the unit.
- (Time) The Assistant Wing Inspector and/or the Wing Inspector Sergeant Major will meet with the CGIP coordinator for unit personnel assignments.
- (Time) Personnel assignments distributed.

(Date)

FUNCTIONAL AREA INSPECTIONS

0730	Introduction of functional area inspectors	
0745	<u>Code</u>	<u>Title</u>
	020	Request Mast Program
	040	Career Planning
	060	General Administration
	090	Legal Administration
	100	Postal Affairs
	120	Casualty Assistance
	130	Ground Safety
	140	Motor Vehicle Safety
	150	Unit Information
	180	Government Travel Charge Card
	190	Equal Opportunity
	200	Substance Abuse
	210	Voting Absentee
	240	Intelligence Oversight (Note 1)
	250	Intelligence (Note 1)
	270	Information and Personnel Security
	270	Security of Classified Information (CMCC)
	340-390	Ground Training
	460	Historical
	480	Force Protection/Combating Terrorism/Physical Security
	500-510	Medical/Dental
	520	Religious Ministries (Note 2)
	550	Embarkation/Deployment Readiness (Note 3)
	555	Supply Readiness (Note 4)

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560	Maintenance, Maintenance Management and Readiness Reporting (Note 5)
565	Ground Ordnance Readiness (Note 4)
575	Motor Transport Readiness (Note 5)
580	Engineer Equipment Readiness (Note 5)
630	Communications/Electronics
635	Communication Materials Security
640	Naval Warfare Publication Library (Note 6)
670	Housekeeping
680	BEQ Management
700	Food Services/Field Mess (Note 7)
764	Environmental Management/HazMat
766	Industrial Hygiene
810	EOD Technical Evaluation (Note 8)
850	Aircrew Training (Note 9)
870	Aviation Safety (Note 10)
875	NATOPS (Note 10)
890	Weather
910	Aircraft Firefighting and Rescue (Note 8)
915	Expeditionary Airfield (Note 8)
970	SORTS (Note 3)
XXX	Operations (Note 10)
XXX	NBC Equipment
XXX	Family Readiness

Notes

- (1) Does not apply to HMT's, MALS's, MTACS-38, MACG-38, VMFAT-101, MWSS-373, and MWSS-374
- (2) Applies to Groups
- (3) Does not apply to training squadrons
- (4) Applies to MAG HQ's, MWSG-37 and all their squadrons, and MACG-38 and all their squadrons
- (5) Applies to MWSG-37 and all their squadrons and MACG-38 and all their squadrons
- (6) Applies to units with a Naval Warfare Publications Library
- (7) Applies to MTACS-38, MACS-1, 3d LAAD, and all MWSS's
- (8) Applies to all MWSS's
- (9) Applies to all reporting custodians
- (10) Applies to all reporting custodians and MAG's

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(Date)

PERSONNEL AREA INSPECTIONS

TIME	EVENT	UNIFORM
TBD	PFT	PT Gear
TBD	SNCO Uniform Inspection	As assigned
TBD	Personnel Inspection	As assigned
TBD	NBC IPM's	As assigned
TBD	Clothing and Equipment	As assigned
TBD	Officer Uniform Inspection	As assigned
TBD	Debrief	

The following specifics apply to the above events:

1. Provide a scribe for the Personnel Inspection, Officer Uniform Inspection (normally the executive officer), and the Clothing and Equipment Inspection.
2. Dog Tags, military ID cards, and honor cards are required for all personnel/uniform inspections.
3. The equipment for the Personnel Inspection will consist of the cartridge belt and rifle. The platoon sergeant will have either a sword or a T/O weapon.
4. Marksmanship badges and ribbons are prescribed for wear in accordance with reference (g).
5. Reference (h) provides the guidelines for Clothing and Equipment Inspection displays. CGI is accomplished without 782 gear or weapons.
6. Officers and staff non-commissioned officers who are assigned a uniform with a sword should be prepared to execute the sword manual.
7. PFT coordinators will provide the Assistant Wing Inspector with copies of all light duty chits for personnel assigned to the PFT. Muster reports and warm-up exercises should be completed to ensure commencement of the brief for pull-ups at 0700.

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APPENDIX B

PERSONNEL INSPECTION RECORD

NAME _____ GRADE _____ SSN _____
DATE _____ UNIT _____

Personnel Inspection

1. Cover _____
2. Grooming _____
3. Ribbons/Medals/Badges _____
4. Shirt/Blouse _____
5. Necktie/Necktab _____
6. Tie Clasp _____
7. Coat _____
8. Trouser/Slacks/Shirt _____
9. Shoes/Boots _____
10. Socks/Hoses _____
11. All Weather Coat _____
12. Gloves _____
13. Rank Insignia _____
14. Service/Trouser Stripe _____
15. Emblems/Name Tapes _____
16. Web Belt _____
17. Coat Belt _____
18. Holes/Cuts Properly Repaired _____
19. Irish Pennants _____
20. ID Tags _____
21. ID Card _____
22. Weapon/Sword _____
23. Salute _____
24. Professional Military Knowledge _____
25. Miscellaneous _____

Clothing and Equipment

Clothing and Equipment Properly Displayed/Marked/Maintained _____

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 APPENDIX C
 PHYSICAL FITNESS TEST RESULTS

COMMAND'S LETTERHEAD

1500
 TRNG
 Date

From: Training Officer, Unit
 To: Inspector, 3d Marine Aircraft Wing

Subj: PFT RESULTS FOR COMMANDING GENERAL'S INSPECTION

Encl: (1) PFT tally sheets

1. The following is a summary of the participation and performance of unit personnel during the Commanding General's Inspection PFT.

- a. Total # personnel required to participate in the PFT _____
- b. Total # personnel who participated in the PFT _____
- c. Total # with full/partial medical down chits _____
- d. Medical Down Status:

Rank	Name	Reason	Date Began	Date Ends
------	------	--------	------------	-----------

e. Percentages

	# Tested	# Passed	Percentage
Officers	_____	_____	_____
Male	_____	_____	_____
Female	_____	_____	_____
SNCO's	_____	_____	_____
Male	_____	_____	_____
Female	_____	_____	_____
Sgt and Below	_____	_____	_____
Male	_____	_____	_____
Female	_____	_____	_____

Subj: PFT RESULTS FOR COMMANDING GENERAL'S INSPECTION

f. Percentage of those tested who passed: _____

g. Number of failures _____

h. List of those Marines scoring 285 or higher:

<u>Rank</u>	<u>Name</u>	<u>Score</u>
-------------	-------------	--------------

i. List of overweight Marines:

<u>Rank</u>	<u>Name</u>	<u>Current Wt & Body Fat</u>	<u>Max Wt & Body Fat</u>	<u>Wt Control?</u>
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SIGNATURE

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APPENDIX D

COMMANDING GENERAL'S INSPECTION RESULTS REPORT

5041
INSP
Date

From: Commanding General
To: Commanding Officer, (Unit Inspected)
Via: Commanding Officer, (Appropriate Group)

Subj: COMMANDING GENERAL'S INSPECTION RESULTS

Ref: (a) As appropriate

1. Your unit was evaluated under the Commanding General's Inspection Program (CGIP) on (dates). The summary evaluation was (appropriate grade). Exceptional programs are noted.

2. This paragraph contains a statement, and discussion if appropriate, with the result of a review of unit procedures in all areas for possible fraud, waste, and abuse.

3. This paragraph reports results and comments regarding the evaluation of functional area events inspected on (date). Each area is listed with its results, i.e. Mission Capable, etc., and is followed by pertinent bullet format comments provided by the functional area inspector. Exemplary participants are listed by rank and name.

4. This paragraph reports results and comments regarding the evaluation of personnel events inspected on (date). Each area is listed with its result, i.e. Mission Capable, etc., and is followed by pertinent bullet format comments provided by the event inspector. Exemplary participants are listed by rank and name.

5. Annotated checklists, including references for corrective action, were left with the unit following the inspection.

6. The paragraph addresses re-inspection requirements, if any, and summarizes, commends, or entreats improvement, as appropriate.

SIGNATURE

Note: This report is signed by the Commanding General and not by direction.