



ORIGINAL

UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION

BEAUFORT, SOUTH CAROLINA 29904-5000

ASO 5040.1B

INSP

0-10-01

AIR STATION ORDER 5040.1B

From: Commanding Officer
To: Distribution List

Subj: COMMAND INSPECTION PROGRAM

Ref: (a) MARCORMAN, par. 1011
(b) MCO 5040.6F
(c) ABO 5040.1H
(d) MCO 6100.3J
(e) OPNAVINST 6110.1D
(f) MCO P1020.34F
(g) ASO 1700.3R
(h) ASBul 5040

Encl: (1) Command Inspection Program
(2) Commanding Officer's Military Inspection (COMI)
(3) Inspection Responsibilities
(4) Functional Area Inspections (FAI)
(5) Functional Area List
(6) Self-Inspection Program
(7) Grading System, Definitions and Checklists
(8) Reports
(9) References

1. Purpose. To set forth policy and instructions for the Command Inspection Program to include procedures and responsibilities for managing and coordinating the program, scheduling and conducting inspections, and for reporting in accordance with the references and enclosures.

2. Background

a. The Marine Corps has adopted a Corps-wide inspection philosophy that shifts the responsibility for the inspection process to major subordinate Commanders.

b. Under this philosophy, Commanders design and execute a biennial inspection program which evaluates mission performance, reinforces the importance of combat readiness, and enhances unit training.

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3. Definition. For brevity, the term "organization" will be used collectively throughout this Order to describe Sections, Departments, and Headquarters and Headquarters Squadron (HQHQRON).

4. Information. References (a) and (b) outline inspection responsibilities for all Commanders and include criteria for inspection directives. Reference (c), the COMCABEAST Commanding General's Inspection Program (CGIP), provides specific guidance for executing the Commanding General's Military Inspection (CGMI). This Order satisfies the requirements of references (a) and (b) for command and functional area inspections. It also establishes an inspection program designed to provide the Commanding Officer with a periodic evaluation of the effectiveness of the Command in carrying out its assigned responsibilities. Requirements for other technical inspections and audits are addressed in other directives with which cognizant Staff Officers and the Commanding Officer of HQHQRON are familiar. This Order applies to all Navy personnel assigned to Air Station organizations.

5. Action

a. Commanding Officer, HQHQRON. Publish supporting inspection bulletins which are commensurate with and complement the spirit and intent of the Command Inspection Program and ensure that a comprehensive self-inspection program is implemented.

b. MCAS Beaufort Department Heads and Special Staff. Comply with the requirements of this Order and all supporting directives. Ensure that a comprehensive self-inspection program is implemented.

c. Station Inspector. Coordinate the Command Inspection Program, to include routine inspections of all Air Station activities.

D. L. Wilson

D. L. WILSON
Executive Officer

DISTRIBUTION: A

COMMAND INSPECTION PROGRAM

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1. General. The Command Inspection Program is comprised of a series of ongoing inspections to keep the Commanding Officer MCAS Beaufort, Commanding Officer Headquarters and Headquarters Squadron (HQHQRON), and Department Heads/Special Staff Officers informed of the overall condition of their organizations, and to promote efficiency, economy and effectiveness. All inspections will be conducted in a climate which fosters trust and confidence, avoids unnecessary duplication, and recognizes excellence where appropriate.

2. Objectives

a. To assess and enhance the ability of an organization to perform its assigned mission.

b. To appraise leadership, organizational economy, and effectiveness.

c. To determine the state of morale and welfare of personnel of the Command.

d. To evaluate policies and doctrine, and the procedures necessary for the implementation thereof.

e. To detect work practices and conditions which might unnecessarily expose personnel to injury or health hazards.

f. To determine if the evaluated organization is complying with applicable doctrine, policies and procedures, and to assist in the interpretation of those directives, as necessary.

g. To apprise Commanding Officers and Department Heads of significant findings and discrepancies, identify their causes and recommend solutions.

h. To determine the administrative, personnel, materiel, fiscal, logistical, communication/electronics, safety, and training status of organizations.

i. When applicable, to determine if the evaluated organization has sound procedures for the handling of classified material.

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j. To evaluate local procedures to determine if they are keeping the Commanding Officers informed of the condition of the organization.

k. To consider complaints and problems affecting individuals, and allegations concerning conditions which are detrimental to the health, welfare, morale, and efficiency of organizations.

l. To assist Commanding Officers and all members of the organization in the performance of their duties by providing current information and suggesting corrective actions for improvement.

m. To hold the number, frequency, and type of inspections to a minimum and to avoid duplication.

o. To recognize excellence.

p. To include follow-up inspections and resolve problems which are beyond the ability of the inspected organization to solve.

3. Types of Inspections. The Command Inspection Program is comprised of the following types of inspections:

a. Commanding Officer's Military Inspection (COMI). COMI is a formal inspection of designated areas within the Air Station. The COMIs will evaluate the following areas:

- (1) Personnel,
- (2) Clothing and Equipment,
- (3) Color Guard,
- (4) Close Order Drill,
- (5) Physical Fitness Program,
- (6) Officer/Staff Noncommissioned Officer/Chief Petty Officer uniforms, and
- (7) Request Mast.

b. Functional Area Inspection (FAI). FAIs examine the essential administrative and logistical responsibilities of all

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organizations. Instruction on the conduct of FAIs and areas to be evaluated are contained in enclosure (4) of this Order.

c. Assistance Visit (AV). An unofficial evaluation requested by an organization or directed by the Commanding Officer.

d. Other Miscellaneous Inspections. Inspections or evaluations, to include, but not limited to those listed below, which assess efficiency, effectiveness, or capabilities of commodity areas will be coordinated directly with the appropriate Staff Officer.

- (1) Field Supply and Maintenance Analysis Office (FSMAO)
- (2) Food Management Team Analysis and Assistance Visit
- (3) Marine Corps Administrative Analysis Teams (MCAAT)
- (4) Marine Corps Non-Appropriated Fund Audit Service (MCNAFAS)
- (5) NAVORDCEN Ammunition and Hazardous Material Review Board
- (6) NAVORDCEN Explosives Safety Inspection
- (7) DOD Explosive Safety Board (DDESB) Inspection
- (8) Arms, Ammunition, and Explosives (AA&E) Physical Security Structural Upgrade Assistance Visits
- (9) Marine Corps Environmental Compliance Evaluation
- (10) Functional Adequacy Inspection (Detention Cells/Spaces)
- (11) Family Service Center (FSC) Triennial Inspection
- (12) Child Development Program Compliance Inspection

The respective Staff Officer, or commodity manager will advise the Station Inspector of the inspection and provide an information copy of the final report to the Commanding Officer, Attn INSP.

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e. The Station Inspector will schedule, conduct and/or coordinate such other routine inspections as necessary to ensure compliance with the objectives of this order.

4. Notification of Inspections. Inspections conducted as part of the Commanding Officer's Inspection Program may be conducted after a minimum of 2 weeks notification.

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COMMANDING OFFICER'S MILITARY INSPECTION (COMI)

1. General. COMI's are biennial, formal inspections of designated functional areas within the Command. A COMI provides the Commanding Officer, MCAS Beaufort and the Commanding Officer, Headquarters and Headquarters Squadron (HQHQRON) with a comprehensive evaluation of the organization at the time of inspection, consistent with the objectives previously identified. Inspections may be announced on short notice. The COMI normally is held in accordance with ASBul 5040. The COMI results may be submitted to the Inspector, MCABE, only under the following conditions:

a. An outside command inspection team conducted the COMI, and

b. The MCABE Inspection checklist was employed as inspection criteria, and

c. The inspection team was approved by the Inspector, MCABE.

2. Inspection Bulletins

a. An Inspection Bulletin will be published by HQHQRON assigning personnel to specific inspections, identifying uniforms, locations for each specific inspection and times.

b. A Request Mast Bulletin will be published by HQHQRON outlining the purpose, opportunity, and procedures to Request Mast. This Bulletin will include date, time, location, and uniform.

3. Personnel Inspection. The Personnel inspection will normally consist of 10 percent, or a 42 man platoon, of all available Sergeants and below in the organization and will be conducted by designated detail inspectors. The normal uniform and equipment for the personnel inspection will be Service "A" (Marines) and the appropriate seasonal uniform (Navy).

4. Clothing and Equipment Inspection. The clothing and equipment inspection will normally consist of 10 percent, or a 42 man platoon, of the on-board strength from the rank of Sergeant and below.

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a. The uniform will be the Service "A" (Marines) or appropriate seasonal uniform (Navy). Garrison covers will be worn. Squadron personnel standing the clothing and equipment inspection will not stand the personnel inspection.

b. Clothing and equipment displays will be in accordance with MCO 10120.42.

c. Items of clothing and equipment which are repaired or renovated and present a neat and clean appearance shall be considered serviceable. Clothing which is frayed, has unreparable holes, or is excessively spotted or stained will not be considered serviceable.

d. General military subject questions will be asked of all personnel standing the clothing and equipment inspection.

5. Color Guard Inspection. This inspection may be conducted by either the MCAS Beaufort, the MAG-31 or MCRD Sergeant Major. During a CGMI, the MCABE Sergeant Major (or his designated representative) will inspect the Color Guard.

a. The uniform for the Color Guard will normally be Service "A" without ribbons or badges.

b. The Color Guard will be evaluated in the following areas:

(1) Personal appearance,

(2) Condition and correctness of the colors, staffs and/or battle streamers,

(3) Knowledge of general military subjects,

(4) Knowledge of the organization's lineage and honors by the Color Sergeant, and

(5) Drill movements.

6. Close Order Drill (COD)

a. The uniform and equipment for COD will be prescribed in the HQHQRON Bulletin.

b. The Platoon Sergeant and Squad Leaders will be prepared to conduct platoon drill.

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7. Physical Fitness Test (PFT)/Navy Physical Readiness Test (PRT). The PFT/PRT will consist of 25 percent of the on-board members of the organization.

a. The PFT/PRT will be administered in strict compliance with MCO 6100.3J or OPNAVINST 6110.1 as appropriate.

b. Uniforms for the PFT/PRT will be:

(1) Marines

(a) Warm season. Organizational PT shirt or green T-shirt, green shorts, and running shoes.

(b) Cool season. Green sweatsuit and running shoes.

(2) Navy

(a) Warm season. White T-shirt, blue shorts, and running shoes.

(b) Cool season. Blue sweatsuit and running shoes.

c. PFT/PRT monitors will be knowledgeable of the test events and performance requirements to ensure proper administration.

d. The administration, organization, and control of the test will be evaluated as well as unit performance.

e. Individual high performers will be identified on the final report.

8. Officer/Staff Noncommissioned Officer/Chief Petty Officer Uniform Inspection. All Officers/Staff Noncommissioned Officers (SNCos)/Chief Petty Officers (CPOs) will be prepared to stand the COMI uniform inspection. Officers/SNCOs selected to stand the uniform inspection portion of the COMI will do so in uniforms that are prescribed in reference (f). Navy Officers/Chief Petty Officers will be inspected in the seasonal uniform.

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a. The Inspector will select 25 percent of the on-board members of the organization for participation in the uniform inspection. An equitable percentage of each rank will be selected.

b. All Officers/SNCOs/CPOs who are medically excused from the PFT and/or assigned to Weight Control or Military Appearance Programs will stand the uniform inspection in addition to the 25 percent selected.

c. HQHQRON will provide OQR/SRBs (not applicable to subordinate Navy personnel) for all personnel standing the uniform inspection.

d. Any uniform, or uniform combination (i.e. with sword, specific cover, specific footwear, service sweater/uniform combination, PT uniform), may be specifically prescribed for the COMI; however, uniforms will normally be:

- (1) Service "A" with ribbons and badges (Marine),
- (2) Service "C" with ribbons (Marine),
- (3) Blue Dress "B" (Marine Officers only),
- (4) Blue-White Dress "B" (Marine Officers only),
- (5) Evening Dress "B" (Marine Field Grade Officers only,)
- (6) Service Dress White (Navy), or
- (7) Service Dress Blue (Navy).

e. Officers/SNCOs/CPOs will individually report to the Inspecting Officer using normal reporting procedures, rendering a hand salute.

f. Officers/SNCOs/CPOs will be questioned in the areas of uniform regulations, general military subjects, leadership, and military occupational specialty/billet assignment, consistent with their rank and experience.

9. Request Mast. During the COMI, Request Mast will be conducted by the Commanding Officer, MCAS Beaufort. The Commanding General's representative will make an effort to determine whether or not Marines being heard have attempted to exercise the right of Request Mast within the Command.

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INSPECTION RESPONSIBILITIES

1. Station Inspector. The Station Inspector is the principal advisor to the Commanding Officer on inspection matters. The sphere of interest of the Station Inspector is broad, with particular emphasis on all matters affecting mission accomplishment. The Station Inspector is the coordinator for all inspections within the Command. Specifically, the Air Station Inspector will:

a. Plan, coordinate, direct, and report the Command Inspection Program,

b. Conduct, or cause to be conducted, on a biennial basis, inspections of all activities, commodity areas and personnel to promote economy, efficiency, effectiveness, and readiness.

c. Maintain an oversight and follow-up system for monitoring and tracking corrective actions taken on "findings" reported in inspection reports, and

d. Prevent and detect fraud, waste, mismanagement, abuse, discrimination, sexual harassment and related improprieties.

2. Commanding Officer, Headquarters and Headquarters Squadron (HQHQRON) and Department Heads/Special Staff

a. Conduct follow-up action and report as required and outlined in this Order.

b. Schedule and conduct Assistance Visits and report as appropriate.

c. Maintain appropriate documents and records, inspection checklists, inspection reports, corrective action reports, and follow-up inspection reports for three years.

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FUNCTIONAL AREA INSPECTIONS (FAIS)

1. General. FAIs will be conducted under the cognizance of the relevant Department Heads. The Station Inspector will track, compile, and report inspection results to the Commanding Officer. Inspections will determine the ability of an organization to perform its assigned mission and to ensure functional areas are being properly managed and executed. In addition, FAIs should be sensitive to the detection of fraud, waste, mismanagement, abuse, discrimination, sexual harassment and related improprieties. Enclosure (5) lists the functional areas and frequency of inspection by organization.

2. Conduct

a. MCAS organizations will be inspected in the functional areas listed in enclosure (5) and by the cognizant staff sections responsible for conducting the FAIS. Inspections will be conducted on at least a biennial basis.

b. FAIs can be independently coordinated and scheduled by the cognizant staff section and reported to the Station Inspector for inclusion in the annual Commanding Officer's Inspection Program Schedule (ASBul 5040).

c. Cognizant staff sections will ensure that inspection checklists are used for all FAIs.

d. Cognizant staff sections will report results of inspections to the Commanding Officer, (Attn: Station Inspector). The report will list each discrepancy and corrective action required, plus corrective action completion date. The completion date for corrective action is normally 60 days after the inspection date, equaling approximately 30 days to receive the formal inspection results and 30 days to correct all discrepancies.

e. Cognizant staff sections will conduct follow-up action where findings and/or discrepancies are noted in the inspection report.

3. Assistance Visits. The Assist Visit (AV), an unofficial FAI directed by an organization or the Commanding Officer, is not a formal inspection, but a visit designed to aid subordinate organizations in particular detailed areas of administration. The results will be used exclusively for the purpose of training

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unit personnel and will not be used to compare or to provide a basis for evaluation. As such, the results of AVs are for use only by the Commanding Officer, Headquarters and Headquarters Squadron (HQHQRON) or the Department Head/Special Staff Officer who requested the visit. The results of AVs are not to be submitted to the Station Inspector.

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FUNCTIONAL AREA LIST

COORD	FUNCTIONAL AREA	NOTE
XO	270 Security of Classified Info	
ADJ	060 Pubs & Directives Control 061 Marine Corps Records Management Program	
S-1	062 General Administration 070 Personnel Administration 100 Postal Affairs 570 Mobilization Readiness 920 Commercial Activities Program 960 Family Programs	MCAAT HQMC (MHF)
H&HS	020 Request Mast 040 Career Planning 045 Recruiting/Reenlistment 060 Pubs/Dir Cont 061 MC RECORDS 062 General Admin 070 Personnel Admin 080 Manpower Mgmt/Mil Pay 090 Legal Administration 120 Personnel Affairs 121 Separation & Retirement 122 Transition Administration Management Program 123 Marine Corps Personnel Sponsorship 190 Equal Opportunity Program 200 Substance Abuse Program 210 Absentee Voting Program 290 Officer Uniform Insp 300 SNCO/CPO Uniform Insp 310 Personnel Insp 320 Drill 325 Sword Manual 340 Physical Fitness Program 350 Weight Control/Military Appearance Program 360 Marksmanship 380 Unit Training Management	MCAAT

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FUNCTIONAL AREA LIST

COORD	FUNCTIONAL AREA	NOTE
H&HS	381 Water Safety/Survival Program	
	382 Battle Skills Training/	
	383 Leadership Training	
	385 Professional Military Education	
	384 Troop Information Program	
	385 PME	
	390 MCI Program	
	400 Formal School	
	410 Education Program	
	420 Color Guard	
	930 NBC Defense (Individual)	
CMCC	270 Security of Classified Info	
	635 Communications Security MAT SYS	
S-3	410 Education Programs	
	470 Training & Audio Visual Support Activities	
	481 Operations Security (OPSEC)	
	820 Aircraft Maintenance	
	840 Avionics	
	850 Aircrew Training	
	870 Aviation Safety	
	875 NATOPS	
	880 Aviation Facilities	
	890 Aviation Weather	
	900 Air Traffic Control	
S-4	910 Aircraft Rescue & Fire Fighting	
	670 Housekeeping	
	690 Bachelor Officer Housing	
	760 Maintenance & Operation of Facilities	
	761 Utilities Management	
	762 Energy Conservation	
	763 Natural Resources Mgmt	

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FUNCTIONAL AREA LIST

COORD	FUNCTIONAL AREA	NOTE
S-4	764 Environmental Management 765 Fire Prevention & Protection Management 767 Pest Control Program 770 Facilities Planning & Program System 780 Family Housing 810 EOD Technical Evaluation 880 Aviation Facilities	
SPLY	561 Garrison Property 700 Food Service Activity 800 Traffic Management (TMO) 835 Aviation Supply 860 Aviation Ordnance	
S-6	405 Information System Mgmt 591 Garrison Mobile Equipment 630 Communications Electronic 640 Naval Warfare Publications	
DSS	130 Ground Safety 140 Motor Vehicle Safety 766 Industrial Hygiene 870 Aviation Supply 875 NATOPS Review	
INSP	020 Request Mast 190 Equal Opportunity Program	
COMPT	080 Manpower Management/TAD 122 Marine Corps Personnel Sponsorship 316 Fraud, Waste, Abuse Oversight, Awareness Prevention/Remedies 490 Fiscal Matters	
MWR	160 Non-Appropriate Personnel 650 MWR Activities	MCNAFAS

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FUNCTIONAL AREA LIST

COORD	FUNCTIONAL AREA	NOTE
MWR	960 Family Programs	
PMO	430 Interior Guard 450 PMO Operations 480 Physical Security & Combating Terrorism 950 Detention Spaces	
CHAP	520 Religious Ministries	
HRO	050 Staffing/Security 051 EEO 052 Classification/Pos Mgmt 053 Employee Development 054 Labor/Employee Relations	
PAO	150 Public Affairs 460 Historical Program	
MED	500 Medical 501 Medical Support (Non-FMF) 505 Medical/Dental Equip & Supply 530 Preventive Medicine	
Dent	510 Dental 511 UIP Dental Support/Readiness	

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SELF-INSPECTION PROGRAM

1. Concept. Self-inspection is a tool that assists the Commanding Officer, Headquarters and Headquarters Squadron (HQHQRON), and MCAS Department Heads/Special Staff Officers in evaluating their respective areas of responsibility. Such inspections are to be deliberate and thorough, but should be scheduled and conducted in a manner as to complement the organizational mission rather than detract from it.

2. Objectives

a. To continuously monitor the organization's state of effectiveness and proficiency.

b. To maintain data as to the efficiency of the organization's administrative and/or logistic functions.

c. To identify problem indicators sufficient for requesting AVs.

d. To develop positive regard and respect for the importance of inspection programs among all personnel within the organization.

3. Inspection Cycles. Commanders/Department Heads/Special Staff Officers should schedule sufficient self-inspections to ensure that discrepancies or deficiencies noted during either the CGMI/COMI or FAI are corrected and remain resolved.

4. Reporting. The results of self-inspections are for the benefit of the Commanding Officer, HQHQRON/Department Head/Special Staff Officer and should be used accordingly to enhance organizational readiness. Results need not be reported to the Station Inspector but should be retained on file as needed.

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GRADING SYSTEM, DEFINITIONS AND CHECKLISTS

1. Grading System

a. Command Inspection Program. The Command Inspection Program will utilize an overall grading policy of Mission Capable and Non-Mission Capable in evaluating organizations as defined below:

(1) Mission Capable. The organization/functional area possesses and uses the requisite skills and resources to accomplish its assigned mission, tasks, and functions. Some discrepancies and/or findings may have been detected.

(2) Non-Mission Capable. The organization/functional area does not possess and/or use the requisite skills and/or resources to accomplish its assigned mission, tasks, and functions. A significant number of discrepancies and/or findings exists.

b. Commanding Officer's Military Inspection. In addition to the overall Mission Capable/Non-Mission Capable grade, the COMI will utilize three different grading criteria in evaluating organizations:

(1) The Personnel, Clothing and Equipment, and the Officer/SNCO/CPO Uniform Inspections will all use the following grading system to evaluate individuals:

Outstanding
Above Average
Average
Below Average
Unsatisfactory

(2) Close Order Drill evaluation will be on a 5-point per movement grading system (2.0 = average).

(3) The Marine Corps PFT and the Navy PRT grade will consist of two parts, the conduct of the test (how well it was organized and conducted) and unit performance. Criteria to determine the unit's performance is based on the number of personnel taking the test divided by the number of personnel who pass:

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<u>% Passed</u>	<u>Performance Grade</u>
100	Outstanding
90-99	Satisfactory
89-below	Unsatisfactory

c. Functional Area Inspections. In keeping with the philosophy and objectives of the Command Inspection Program, FAI inspectors will also utilize the Mission Capable/Non-Mission Capable grading policy.

2. Definitions. For the purposes of this Order, the following definitions apply:

a. Assistance Visit. An unofficial evaluation requested by the unit or directed by a senior commander. The results will be used exclusively for the purpose of training unit personnel, and will not be used to compare or to provide the basis of evaluation of past performance. The results are provided only to the Commander/ Department Head/Special Staff Officer of the visited unit.

b. Audit. An independent and objective examination of financial statements, internal controls, and/or the efficiency and effectiveness of management activities. Government audits are highly formalized reviews which must be performed in accordance with Generally Accepted Government Audit Standards (GAGAS) and by professionally qualified auditors.

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

d. Evaluation. An official appraisal or study to determine the significance, validity, effectiveness, and/or value of a particular program or event.

e. Finding. A significant problem within the organization which:

- (1) Detracts from the organization's readiness,
- (2) Involves or could lead to fraud, waste, or abuse,
- (3) Involves issues of health, morale, or welfare of personnel,

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(4) Significantly deviates from higher headquarters policies and procedures.

f. Functional Area Manager. An MCAS Beaufort Department Head, Special Staff Officer, or Commodity Manager with cognizance over a specific area.

g. Inspection. An official evaluation of an organization where the results or findings are reported in writing to any higher headquarters. Not included are audits performed by recognized audit groups under formal audit standards.

h. Follow-up Inspection. An inspection of action taken to correct deficiencies identified during a previous inspection. Its aim is to assess whether the corrective action is effectively completed and producing the desired results.

i. Shall. When appearing within this Order, the meaning of this word is defined as mandatory.

3. Inspection Checklists

a. The Automated Inspection Reporting System (AIRS) inspection checklists are written guidelines for specific functional areas which standardize criteria for the conduct of an inspection. Inspection checklists are obtained through the IGMC. Although not all encompassing, the inspection checklists are intended to provide the Commanding Officer/Officer-In-Charge/Special Staff Officer with the basic guidelines necessary to perform day-to-day administration and operations.

b. The Station Inspector will maintain and distribute the most current AIRS inspection checklists to the Commanding Officer, Headquarters and Headquarters Squadron (HQHQRON) and all Department Heads/Special Staff Officers.

c. Functional area managers will:

(1) Use the AIRS inspection checklist to update the current checklist used for the respective functional area, and

(2) Use an inspection checklist when conducting inspections.

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REPORTS

1. Reports. Written reports will be prepared to inform the Commanding Officer of detailed inspection/evaluation results and corrective action necessary or taken. Reports will also serve to inform the inspected Commander/Department Heads/Special Staff Officers of the overall readiness of the Command/Department, highlight significant discrepancies and/or findings, and direct corrective action.

a. When the Command Inspection is accomplished in conjunction with the CGMI, the MCABE Inspector will debrief the Air Station Commanding Officer upon completion of the Inspection.

b. Upon approval by the Commanding General, the written Commanding General's Military Inspection Report will be provided to the Station Commander. A copy shall be provided to the Commanding Officer, Headquarters and Headquarters Squadron (HQHQRON) and Department Heads/Special Staff Officers.

2. COMI Report. This report shall provide detailed information to the Commanding Officer, MCAS Beaufort on the inspection results and shall list corrective action necessary.

3. Unit Inspection Report (UIR)

a. Upon completion of a FAI, the Senior Member of the inspection team will debrief the inspected organization. Within ten working days thereafter, the Senior Inspector will provide the Commanding Officer a Unit Inspection Report via the organizational chain of command with a copy to the Inspector.

b. The Senior Inspector must ensure that conclusions reached are factual and are developed from the inspection checklist. Recommendations contained in the report must be supported by references/ documentation. Causative factors and the impact of the problems should be identified and supported by the discrepancies, findings, and discussions. Recommendations will address these noted factors.

c. The report should stand alone and should provide a comprehensive appraisal. However, it should be noted that the report is not a summarization of the checklist and under no circumstances will the report contain discrepancies or findings

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not contained in the completed checklist and discussed during the organization's debrief.

d. Inspection reporting and follow-up will be limited to the significant items affecting organizational performance.

e. UIRs will be retained on file by the Commanding Officer, HQHQRON, MCAS Department Heads/Special Staff Officers and the Station Inspector for three years.

4. Corrective Action Report

a. This report provides tracking of corrective actions taken to alleviate findings/discrepancies noted during an inspection (including FSMAO and MCAAT and other pertinent outside inspections).

b. Within the specified time frame (at the discretion of the Senior Inspector; normally 30-60 days) after receiving the Unit Inspection Report or a Military Inspection Report, the Commanding Officer, HQHQRON and/or MCAS Department Heads/Special Staff Officers will submit a Corrective Action Report to the Commanding Officer, MCAS Beaufort and a copy to the Station Inspector. The report will indicate those specific actions taken to correct noted findings and/or discrepancies that might have, or otherwise did, contribute to a grade of Non-Mission Capable.

c. The Corrective Action Report will include the appropriate Unit Inspection Report as an enclosure.

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REFERENCES

1. General. The references contained herein pertain to evaluations/ inspections conducted by and within the Marine Corps Air Station Beaufort. Specific guidance pertaining to periodic inspections may be obtained from functional area managers. These references should not be considered all inclusive. Internal and external directives and checklists which address various functional areas shall also be used in preparation for inspections.
2. Marine Corps References
 - a. Marine Corps Manual, par 1011 (Inspections)
 - b. Marine Corps Manual, par 2805 (Request Mast)
 - c. MCBul 1020 Series (Uniform Regulations)
 - d. MCO P1020.34 (Marine Corps Uniform Regulations)
 - e. MCO 1510.25 (Marine Corps Troop Information Program)
 - f. MCO 1510.89 (Individual Training Standards [ITS] System for MBST Vol 1)
 - g. MCO 1510.90 (Individual Training Standards [ITS] System for MBST Vol 2)
 - h. MCO 1700.23 (Request Mast)
 - i. MCO 3574.2 (Marksmanship Training with Individual Small Arms)
 - j. MCO P4050.38 (Personal Effects and Baggage Manual)
 - k. MCO P4400.76 (Marine Corps Unified Material Management System [MUMMS] Direct Support Stock Control Manual)
 - l. MCO 5040.6 (Marine Corps Inspections)
 - m. MCO 5100.8 (Marine Corps Ground Occupational Safety and Health [OSH] Program)
 - n. MCO 5100.8 (Ground Mishap Reporting)

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- o. MCO 5390.2 (Leadership Training)
 - p. MCO 6100.3 (Physical Fitness)
 - q. MCO 6100.10 (Weight Control and Military Appearance)
 - r. MCBul 10120 Series (Clothing Allowances)
 - s. MCO P10120.28 (Individual Clothing Regulations)
 - t. MCO 10120.42 (Uniform Clothing and Equipment Displays)
 - u. TM-10120-15/1 (Technical Manual for Uniform Fitting and Alteration)
 - v. NAVMC 2691 (Marine Corps Drill and Ceremonies Manual)
 - w. Marine Battle Skills Training Handbook
3. Navy References
- a. U. S. Navy Regs, 1990, Chap 1
 - b. SECNAVINST 1000.9 (Code of Conduct for Members of the Armed Forces of the United States)
 - c. NAVPERS 15665H (United States Navy Uniform Regulations)
 - d. OPNAVINST 6110.1 (Health and Physical Readiness Program)