**Inspectors General Checklist**

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| **COMMAND INSPECTION PROGRAM 5040** | | | |
| This checklist applies to Command Inspectors General who conduct inspections under the Commanding General’s Inspection Program. | | | |
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| **Functional Area Sponsor:** IGMC | | **Name of Command** |
| **Subject Matter Expert:** Inspection Division (IGI) | | **Date** |
| (DSN) 664-0216/4670 (COML) 703-604-0216/4670 | | **Inspector:** |
| **Revised:** 13 January 2023 | | **Final Assessment**  **Discrepancies: Findings:** |
| **Overall Comments:** Place Here | | | |
| Subsection 1 – ORGANIZATION | | | |
| 0101 | Is the command inspector billet a primary duty?  Reference: MCO 5040.6J, Chap 2, par 2.b. | | |
| Result | Comments | | |
| 0102 | Has the command published a CGIP directive? Is the directive in  compliance with higher headquarters directives?  Reference: MCO 5040.6J, Chap 2, par 2.b. | | |
| Result | Comments | | |
| 0103 | Does the command inspector have a training program for augment  inspectors?  Reference: MCO 5040.6J, Chap 2, par 2.b. | | |
| Result | Comments | | |
| 0104 | Do augment inspectors have the technical expertise to inspect their  functional area, i.e., are they qualified?  Reference: MCO 5040.6J, Chap 2, par 2.b. | | |
| Result | Comments | | |
| Subsection 2 – CONDUCT OF INSPECTIONS | | | |
| 0201 | Does the command inspector inspect all the subordinate units at  least every two years?  Reference: MCO 5040.6J, Chap 2, par 2.b. | | |
| Result | Comments | | |
| 0202 | Does the command inspector, and all augment inspectors, use the  functional area checklists maintained on the IGMC website as the  basis for conducting inspections?  Reference: MCO 5040.6J, Chap 3, par 2.b. | | |
| Result | Comments | | |
| 0203 | Does the commander's grading system comply with Marine Corps  policy, i.e., Effective/Ineffective?  Reference: MCO 5040.6J, Chap 1, par 5.b. | | |
| Result | Comments | | |
| 0204 | Has the command adopted a philosophy of short or no notice  inspections similar to that of the IGMC in order to minimize wasted preparation time and to give commanders an accurate assessment?  Reference: MCO 5040.6J, Chap 1, par 3.a. | | |
| Result | Comments | | |
| 0205 | Are the CoRE functional areas included in the CGIP?  Reference: MCO 5040.6J, Chap 1, par 4.a. | | |
| Result | Comments | | |
| 0206 | Are inspectors making clear and useful annotations to each question on the checklist?  Reference: MCO 5040.6J, Chap 3, par 1.a. | | |
| Result | Comments | | |
| 0207 | Are findings and discrepancies clearly noted on the checklist?  Reference: MCO 5040.6J, Chap 3, par 1.a. | | |
| Result | Comments | | |
| Subsection 3 – REPORTS | | | |
| 0301 | Is the Final Inspection Report (FIR) provided to the commander of the inspected unit within 30 days from the completion of the inspection?  Reference: MCO 5040.6J, Chap 4, par 2.b. | | |
| Result | Comments | | |
| 0302 | Are recommendations contained in the FIR supported by references?  Reference: MCO 5040.6J, Chap 4, par 2.b. | | |
| Result | Comments | | |
| 0303 | Does the FIR require action by the inspected unit to correct findings and Ineffective functional areas?  Reference: MCO 5040.6J, Chap 4, par 2.b. | | |
| Result | Comments | | |
| 0304 | Does the command inspector maintain an effective system for  monitoring and tracking actions taken to correct problem areas  reported on FIR?  Reference: MCO 5040.6J, chap 2, par 2.b. | | |
| Result | Comments | | |
| 0305 | Does the IG maintain a copy of the FIR in accordance with records schedule 5040 of 6 years? (The checklists of the inspection need only to be retained for 2 years, and may be removed from the FIR thereafter)  Reference: MCO 5040.6J, Chap 4, par 2.b.; SECNAV M-5210.1,  Part III, par 2.b. | | |
| Result | Comments | | |