**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 augmentinspectors? Reference: MCO 5040.6J, Chap 2, par 2.b. |
| Result | Comments  |
| 0104 | Do augment inspectors have the technical expertise to inspect theirfunctional 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 atleast every two years? Reference: MCO 5040.6J, Chap 2, par 2.b. |
| Result | Comments  |
| 0202 | Does the command inspector, and all augment inspectors, use thefunctional area checklists maintained on the IGMC website as thebasis for conducting inspections? Reference: MCO 5040.6J, Chap 3, par 2.b. |
| Result | Comments  |
| 0203 | Does the commander's grading system comply with Marine Corpspolicy, 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 noticeinspections 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 formonitoring and tracking actions taken to correct problem areasreported 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  |