



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

FPO AP 96602-5801

OFFICIAL USE ONLY

DivO P5040.3H

INSP

28 JAN 2003

DIVISION ORDER P5040.3H

From: Commanding General

To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR THE COMMAND INSPECTION PROGRAM (SHORT TITLE: SOP FOR COMMAND INSPECTION PROGRAM)

Ref: (a) MARCORMAN, Par 1011.3
(b) MCO 5040.6F
(c) MARFORPACO 5041.1
(d) MCO P10110.14L
(e) MCO 5200.24C
(f) DivO P1500.25A
(g) MCO 6100.12

Encl: 1 Locator Sheet

1. Purpose. To promulgate policy and procedures for the conduct of the 3d Marine Division Command Inspection Program (CIP) in accordance with references (a) through (c).
2. Cancellation DivO P5040.3G
3. Action. All inspections conducted by and within the 3d Marine Division will be in accordance with this Order and applicable directives.
4. Definitions. For the purpose of this Order, the term unit is used generically to denote command, organization, unit, etc.
5. Summary of Revision. This revision contains a substantial number of changes and must be reviewed in it's entirety.
6. Recommendations. Recommendations concerning the contents of the SOP for Command Inspection Program are invited. Such recommendations will be forwarded to this headquarters (Attn: Division Inspector) via the appropriate chain of command.

DivO P5040.3H

7. Certification. Reviewed and approved this date.


A. L. JACKSON
Chief of Staff

DISTRIBUTION: A/D

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR THE COMMAND INSPECTION
PROGRAM (SHORT TITLE: SOP FOR COMMAND INSPECTION PROGRAM)

Location: _____
(Indicate the location(s) of copy(ies) of this manual.)

DivO P5040.3H

SOP FOR COMMAND INSPECTION PROGRAM

RECORD OF CHANGES

Log completed change action as indicated.

| Change Number | Date of Change | Date Entered | Signature of Person Incorporating Change |
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CHAPTER 1

GENERAL

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CHAPTER 1

GENERAL

1001 INSPECTION OBJECTIVES

1. General. The Command Inspection Program (CIP) is a series of recurring inspections and assessments that apprise the Commanding General of the state of readiness of the Division. These inspections and assessments are conducted to contribute to maximum unit readiness, keep commanders informed of overall conditions in their units, promote efficiency and economy, and assist commanders where appropriate.

2. Objectives

a. To assess and enhance the ability of a unit to prepare for and to perform its mission.

b. To evaluate unit leadership, economy, and effectiveness

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

d. To evaluate doctrine, procedures, and unit policies, and assess their effective implementation.

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

f. To assist units in the interpretation of applicable policies doctrine, and directives.

g. To prevent or detect fraud, waste, abuse, and mismanagement of government funds and assets.

h. To apprise commanders of findings, discrepancies, and trends, and the root cause for each.

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

j. To assist commanders and all members of the unit in the performance of their duties, providing current information, and assisting in the development of a corrective action plan.

k. To enhance information flow throughout the Division

1002. TYPES OF INSPECTIONS

1. External Inspections. Are conducted by higher headquarters or other commands on Division units.

a. Inspector General of the Marine Corps (IGMC). Will inspect the Division CIP on a triennial basis in accordance with reference (b).

b. Commander, U. S. Marine Forces Pacific (MARFORPAC). MARFORPAC may conduct inspections of the Division from time to time in accordance with reference (c).

c. Marine Corps Administrative Analysis Team (MCAAT). Will conduct audits for permanent Division units, and Unit Deployment Program (UDP) infantry battalions when so designated, every two years.

d. COMMARFORPAC and CG, III MEF. May conduct annual inspections on Division fiscal sections and the Internal Management Control Program (IMCP).

e. Food Service. Inspections will be conducted by the West Coast Food Management Team in accordance with reference (d).

f. Public Affairs. Inspections for all permanent Division units may be conducted annually by the Consolidated Public Affairs Office.

g. Postal. Inspections for Division mailrooms will be conducted quarterly by Marine Corps Base (MCB), Camp Butler. Postal inspections will usually be unannounced.

h. Substance Abuse Inspections. Will be conducted every year by the MCB, Camp Butler, Substance Abuse Counseling Center (SACC) for all permanent Division units. In the event the SACC is unavailable, the Division SACO will conduct the inspections.

2. CIP Inspections. Consist of the following types of inspections:

a. Personnel Readiness Inspections (PRIs). Will be conducted by regimental and separate battalion commanders on all subordinate units. These inspections cover the following areas: personnel, service/dress uniforms, clothing and equipment, close order drill, color guard, battle skills training (BST), and physical fitness test (PFT) and body composition. Such inspections focus on the serviceability, accountability, and functionality of personnel and

equipment and the readiness of the units, and will normally be conducted in conjunction with a Functional Readiness Inspection (FRI) under the cognizance of the AC/S Readiness. Guidelines for the conduct of PRIs are contained in Chapter 2.

b. Functional Readiness Inspections (FRIs). Include other core functional areas that require inspection. FRIs are short/no-notice inspections. Inspections for permanent units will be conducted annually. Results of FRIs will be reported to the AC/S Readiness using the format in Appendix A. The AC/S Readiness will forward the reports to commanders after review by the Commanding General/Chief of Staff. UDP units may receive FRIs in those areas as designated in paragraph 3002. A complete list of all FRI areas is contained in Chapter 3.

c. Staff Assist Visit (SAVs). Are intended to train and assist the unit. SAVs are not formal inspections, however, the same checklists that are used in FRIs and LRIs will be used for SAVs. Although results are normally provided only to the inspected unit, in special cases where safety issues or repeat findings are identified, an inspection may be directed as part of the corrective action. Units may request and receive an SAV from the cognizant general or special staff section at any time during the year except during the 60-day period immediately prior to a scheduled FRI/LRI. It is expected that SAVs will most likely be conducted in response to requests by new commanders.

d. Logistics Readiness Inspections (LRIs). Are conducted by the Assistant Chief of Staff, G-4 to monitor logistics readiness. LRIs are discussed in detail in Chapter 4.

e. Operational Readiness Inspections (ORIs). Are conducted with AC/S Readiness oversight or the Regimental Commanders to assess operational readiness in specific areas (e.g., NBC). ORIs are discussed in detail in Chapter 5.

f. Commander's Training Assessments (CTAs). Are conducted by the AC/S Readiness with assistance from other members of the Division Staff in order to evaluate the quality and effectiveness of training throughout the Division. CTAs are discussed in Chapter 6.

1003. SCHEDULING

1. PRIs. Will be scheduled by the AC/S Readiness and conducted by regimental and separate battalion commanders. PRI's will normally be scheduled in conjunction with an FRI.

2. FRIs. FRIs will be short/no notice. FRI inspections will avoid interference with unit operations and training and will normally be scheduled in conjunction with the unit's PRI, by the AC/S Readiness.
3. LRIs. Will be short-notice but scheduled so as not to interfere with unit training and operations.
4. ORIs. Will be scheduled at the discretion of the Commanding General.
5. CTAs. Will be conducted as necessary by the AC/S Readiness.

1004. REINSPECTIONS. Will be conducted within 60-90 days on any area that receives a grade of non-mission capable during an ORI, LRI, or an FRI. The reinspection will be conducted in the same manner as the initial inspection.

1005. INSPECTION RESPONSIBILITIES

1 AC/S Readiness

- a. Coordinate, implement, and report the CIP
- b. Schedule and monitor PRIs
- c. Coordinate FRIs conducted by the Division Staff to coincide with the same time frame of the PRIs. Report results to the Commanding General.
- d. Stay informed of LRI results
- e. Coordinate ORIs
- f. Conduct CTAs and report results.
- g. Maintain inspection results on file for a period of three years for all CIP inspections, to include reports of completed corrective action.
- h. Track, and advise the Commanding General of any potential problem areas or trends within the Division.
- i. Maintain on file the most current copy of all Automated Inspection Reporting System (AIRS) and CIP inspection checklists. Coordinate an annual review of all CIP checklists.

- j. Review and certify all CIP checklists prior to 1 May of each year. Provide checklists to inspectors and units, as required.
- k. Conduct semiannual training for FRI coordinators and inspectors. Provide additional training as required.
- l. Prepare and train FRI coordinators and inspectors using the checklist in Appendix B.
- m. Ensure reinspections are conducted on all units or areas that receive a grade of non-mission capable within 60-90 days after the initial inspection.
- n. Submit the annual inspection report to IGMC in accordance reference (b).
- o. Ensure that corrective action is reported within 30 days for inspection findings in accordance with Appendix C.
- p. Using Appendix D, route corrective action reports to cognizant staff sections to certify the adequacy and completion of corrective actions.
- q. Use the CIP to supervise and document the Division's Internal Management Control Program (IMCP) in compliance with reference (f).

2. Selected General and Special Staff Members

- a. Assign, organize, and train teams to conduct CIP inspections under your respective staff cognizance. Designate an FRI coordinator for respective FRI teams and provide the AC/S Readiness a copy of the appointment letter.
- b. Conduct inspections as set forth in chapters 3 through 5 of this Order.
- c. Provide inspection reports to the AC/S Readiness per Chapter 8.
- d. Conduct SAVs as requested by subordinate units.
- e. Coordinate with the AC/S Readiness for the scheduling of the conduct of the FRI's.
- f. Certify to the AC/S Readiness that corrective action proposed by units for inspection findings will correct the noted problems, using the format in Appendix D of this Order. Follow-up, as required, to ensure the corrective action is completed, using the format in Appendix D.

g. Maintain file copies of all inspection reports and corrective action reports for at least one inspection cycle.

h. Prepare and update inspection checklists for your respective cognizant areas as set forth in Chapter 8.

3. Commanders

a. Establish and implement aggressive self-inspection programs to ensure the combat readiness of your unit.

b. Ensure that corrective action is taken and reported in accordance with Appendix C for all findings identified as a result of either internal or external inspections.

1006. FEEDBACK. Inspectors should provide the inspected unit the opportunity to evaluate the inspector's performance and the conduct of the inspection. Appendix E is to be used for this purpose. Inspectors shall leave a copy of the form letter in Appendix E with the inspected unit's commanding officer at the outbrief. The commanding officer should complete the form and send it to the Commanding General (AC/S Readiness) as soon as possible.

1007. GUIDELINES FOR INSPECTORS. Inspectors will follow these guidelines in the performance of their duties:

1. Become thoroughly familiar with this Order and other pertinent directives prior to inspecting a unit.
2. Ensure that you (and your team) are properly briefed and prepared for each inspection.
3. Review the unit's mission statement, prior inspection results, and corrective action reports before each inspection. Be especially aware of repeat findings and corrective action taken in the course of your inspection.
4. Seek to identify root causes of problems
5. Report only significant items which affect unit performance.
6. Always provide recommended corrective action when a finding or discrepancy is noted.
7. As a guest of the inspected unit, be courteous and tactful in your demeanor and actions.

8. Provide the inspected unit with an opportunity to evaluate both the conduct and benefit derived from your inspection. Appendix E is provided for this purpose.
9. Always teach when you inspect. Make your inspections helpful and constructive.
10. Recognize excellence and bring noteworthy performance to the attention of the senior inspector and the unit commander.
11. Always use the most current inspection checklist when you inspect, and leave a copy of the completed checklist with the unit at the completion of your inspection.
12. Maintain a sharp military appearance and proper bearing at all times
13. Check for evidence of fraud, waste, abuse, or mismanagement of government assets or funds in the conduct of your inspections.

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CHAPTER 2

PERSONNEL READINESS INSPECTIONS (PRIs)

| | <u>PARAGRAPH</u> | <u>PAGE</u> |
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| GENERAL | 2001 | |
| PRI POLICY | 2002 | |
| CONDUCT OF PRIs | 2003 | |

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CHAPTER 2

PERSONNEL READINESS INSPECTIONS (PRIs)

2001. GENERAL. PRIs are inspections of units in the Division covering the following areas: personnel, service/dress uniforms, clothing and equipment, close order drill, color guard, BST, PFT, and weight control. Such inspections focus on the serviceability, accountability, and functionality of personnel and equipment and readiness of the units. Regimental and separate battalion commanders will conduct PRIs with oversight by the AC/S Readiness, and normally in conjunction with the unit's FRI. UDP infantry battalions may receive PRIs from their regimental or battalion commander while assigned to this Division on Okinawa. In general, 20 percent of the unit's on hand strength will participate in each portion of the PRI.

2002. PRI POLICY. Reference (b) requires the Commanding General to establish an inspection program that includes the areas listed in paragraph 2001 above. PRIs are conducted to help give the Commanding General an accurate assessment of the mission capability of units. In addition, inspectors should look for indications of unit morale, and help commanders determine the effectiveness of information flow. In keeping with this basic concept, the following policies are established.

1. All PRIs will be conducted by regimental and separate battalion commanders, and not delegated below that level. Emphasis will be placed on mission capability and day-to-day readiness. Therefore, every attempt should be made to avoid excess pre-inspections to the maximum extent possible. Needless preparations that do not contribute to unit readiness should be avoided. Examples of such preparations include spray painting E-tools, applying M-nu to web gear, polishing tent pins, etc.. Additionally, clothing and equipment inspected should be issued or replaced gear, vice items purchased for inspection purposes. This will assist inspectors in identifying supply problems. PRIs shall be short or no-notice in order to give commanders the most accurate picture of readiness and also to reduce wasted time in unnecessary inspection preparations.

2. PRIs will be conducted for each unit with a 12 to 18 month window. The AC/S, Readiness shall inform the Commander that a PRI will be conducted, by releasing a naval message and/or issuing a letter of instruction three days prior to conducting PRIs. The Commander shall be responsible to appoint a PRI coordinator, who will establish a timeline for the events listed in paragraph 2001, assign inspectors for each event, and coordinate a foul weather plan. When developing

the timeline, events should be scheduled so that the AC/S Readiness, the Deputy AC/S Readiness, or the AC/S Readiness Chief will be able to attend each event.

3. Results of PRIs will be reported to the Commanding General (AC/S, Readiness) within five working days of inspection completion using the applicable paragraphs of the format in Appendix F.

2003. CONDUCT OF PRIs

1. Personnel

a. Marines and Sailors shall be evaluated with their T/O weapons and 782 gear for personal appearance, weapon readiness, and information flow. These inspections will focus on the serviceability (including fit) of an individual's uniform and equipment, individual knowledge, information flow, and morale. The inspectors may see cleaner, lubricant, and protectant (CLP) and carbon on the weapons. Only when there is carbon, rust, or dirt that could interfere with the functioning of or cause damage to the weapon should it be cause for concern. The Commanding General's priority is that Marines and Sailors clean their weapons monthly and that the weapons are ready for use at all times.

b. As a general guide, at least 90 percent of the Marines inspected must receive a rating of satisfactory for the unit to be mission capable. Whether an individual Marine is satisfactory or unsatisfactory shall be at the discretion of the inspector.

2. Service/Dress Uniform

a. These inspections should focus on the fit and appearance of an individual's service and dress uniforms, individual knowledge, information flow, and morale. Commanders should randomly designate the Marines to stand the inspection in order to ascertain the readiness of the unit to fall out in such uniforms and present a squared away appearance. For non-UDP units, each of the Service/Dress uniforms should be represented in the inspection. For UDP units, the senior uniform will normally be the service dress "A".

b. As a general guide, at least 90 percent of the Marines and Sailors inspected should receive a rating of satisfactory for the unit to receive a mission capable rating. Whether or not an individual is satisfactory shall be at the discretion of the inspector.

3. Clothing and Equipment

a. These inspections should focus on accountability, general cleanliness, serviceability, and functionality of an individual's uniforms and equipment, individual knowledge, information flow, and morale. The inspectors may observe soiled clothing, stored equipment, etc. Clothing that individuals do not have on hand because it is in the laundry or tailor shop, should be considered accounted for as long as a receipt for it is available.

b. The focus is on readiness of the individual and care of the uniforms and equipment. Individuals should be asked to try on uniforms to check for fit. Preparation for the clothing and equipment inspection should follow the guidelines in paragraph 2002.1.

c. As a general guide, at least 90 percent of the individuals inspected must receive a rating of satisfactory for the unit to receive a mission capable rating. Whether or not an individual is satisfactory should be at the discretion of the inspector.

4. Close Order Drill (COD). COD is a skill that should be maintained by Marines and Sailors of the Division. Commanders are encouraged to require some form of drill in day-to-day routines to maintain an acceptable level of proficiency. The following guide is offered as a standardized way to assess drill.

a. The drilling unit will be a composite platoon comprised of a total of 36 designated Marines from the command.

b. The uniform for COD will consist of the utility uniform with soft cover and deuce gear (load-bearing vest or H-harness and cartridge belt, two canteens, and first aid kit). The Marines will be armed with the service rifle with sling attached. While leading the conduct of drill, the platoon sergeant and the designated squad leader will be armed with the non-commissioned officers (NCO) sword complete with belt, frog, and scabbard.

c. The platoon sergeant and a designated squad leader should be prepared to conduct COD. Prior to the event the platoon sergeant and designated squad leader will draw from four different drill cards (four cards in Appendix H will also be provided at the in-brief). The platoon sergeant will be first in leading the conduct of drill. After the platoon sergeant has gone thru the entire card and dismissed the platoon, the squad leader will then become the unit leader and lead the conduct of drill.

d. The conduct of drill will be evaluated by three senior SNCO's appointed by the Commanding Officer of the unit being inspected. The inspectors will utilize the standardized grading sheets found in

Appendix H (which will also be provided at the in-brief). The maximum total points possible for the purpose of grading is 100 points. A minimum score of 80 points is required to obtain grade of a mission capable.

5. Color Guard

a. The unit color guard shall be inspected as required. Units shall have a designated color guard prepared for any required occasion, and therefore, ready for inspection at all times.

b. These inspections will focus on the composition and appearance of the color guard members, condition of the colors and equipment, and the color guard's execution of movements. In keeping with the intent of the Commandant's Planning Guidance and Division CG Policy, the color guard may be inspected as part of a scheduled change-of-command or retirement parade/practice.

6 Marine Corps Common Skills (MCCS)

a. The focus of this inspection is to determine if a unit is testing in accordance with MCCS standards, and if an acceptable number of Marines can pass the test.

b. The unit shall be tested in accordance with reference (f). As a general guide, at least 90 percent of the Marines tested must pass for the unit to be considered mission capable. For an individual Marine to pass the test, that Marine must receive a score of 80 percent or higher.

7. Physical Fitness Test and Body Composition

a. The focus of this inspection shall be to determine if the unit is conducting the PFT in accordance with reference (g), and if an acceptable number of Marines pass the test. Inspector(s) shall evaluate a PFT in which at least 20 percent of the unit's on-board strength is tested.

b. At least 95 percent of the Marines tested must pass for the unit to be considered mission capable. Marines designated to participate in the PFT will be weighed and/or measured immediately after the in-brief on the first day of the PRI. Potentially overweight Marines can be identified at any time during a PRI (PFT, personnel inspection, uniform inspection, etc.) and directed to weigh-in for inspectors.

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CHAPTER 3

FUNCTIONAL READINESS INSPECTIONS

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| FRIs RESPONSIBILITY..... | 3002 | |

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CHAPTER 3

FUNCTIONAL READINESS INSPECTIONS (FRIs)

3001. GENERAL. FRIs shall be conducted by Inspectors, designated in writing, by cognizant staff sections in those functional areas listed in paragraph 3003 for units assigned to the Division.

3002. CONDUCT OF FRIs. In general, FRIs will be conducted for each organization (battalion and larger) within a 12 to 18 month window. These inspections will be short or no-notice, and typically scheduled in conjunction with a PRI. The AC/S, Readiness will ensure the inspections do not interfere with operational or training exercises to the maximum extent possible.

1. UDP units may receive FRIs if determined to be necessary for either evaluation or training purposes. As a rule FRIs will not be planned for UDP units that originate from outside the Division, since those units already participate in another commanding general's inspection program. UDP units from 3d Marines will generally receive FRIs while on Okinawa, especially if it will prevent expenditure of TAD funds to Hawaii to conduct the FRIs.

2. Staff sections will provide specific guidance to units, as well as the current inspection checklist. Inspection teams will conduct FRIs using approved checklists from the Automated Inspection Reporting System (AIRS). The AC/S, Readiness will have the most recent copies of all inspection checklists on file.

3. Once FRIs are completed, the cognizant staff section will send a completed unit inspection report in the format of Appendix A to the Commanding General (AC/S, Readiness). The AC/S, Readiness will prepare a forwarding endorsement to the inspected unit after review by the Commanding General. Refer to Chapter 8 for prescribed timelines in forwarding inspection reports.

3003. FRI RESPONSIBILITY

1. Marine Corps Combat Readiness Evaluation System (MCCRES). MCCRES evaluations will be conducted for permanent Division units as specified in the current edition of reference (i). Regimental commanders will be responsible for coordinating and conducting MCCRES evaluations for their units. The AC/S, G-3 will provide a senior evaluator and technical assistance, if required. The AC/S, Readiness will monitor MCCRE results for permanent Division units.

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2 Nuclear Biological Chemical Defense (NBCD) Inspections

a. All permanent Division units will be inspected for NBCD readiness during ORIs and FRIs. The AC/S, Readiness may utilize this opportunity to conduct a NBC FRI on the unit.

b. UDP units from outside the Division will normally be inspected in NBCD by their parent command before deploying to 3d Marine Division.

(1) UDP infantry battalions. If a UDP battalion does not receive a NBCD evaluation before deployment, it may receive an NBCD FRI while assigned to the Division.

(2) UDP companies/batteries. UDP batteries and companies will not be evaluated separately, but will be included in NBCD FRIs for their parent Division unit if one is conducted during their deployment, regardless of recent evaluations.

c. The mission oriented task evaluation is normally conducted in the field during the ORI. Areas not evaluated during the ORI will be evaluated during FRIs. Areas inspected during ORIs normally include operational decontamination; unmasking procedures; monitor/survey operations, and control center operations.

d. The NBCD FRI will normally evaluate administration, training, 57XX MOS proficiency and general NBCD knowledge of 20 percent of unit on hand strength to include officers and SNCO's.

e. Maximum unit participation is required for all NBCD FRIs

Staff responsibility for Division FRIs is as follows

| <u>AREA</u> | <u>STAFF COG</u> | <u>NOTES</u> |
|-----------------------|------------------|--------------|
| <u>ADMINISTRATION</u> | | |
| GENERAL ADMIN | G-1 | |
| CMCC | G-1 | |
| CAREER PLANNING | G-1 | |
| ABSENTEE VOTING | G-1 | |
| FAMILY ADVOCACY | G-1 | |
| PES | G-1 | |
| EDUCATION | G-1 | |
| SUBSTANCE ABUSE | MCB | (1) |
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3003

INTELLIGENCE

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| INFORMATION AND | |
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| MARINE CORPS COMMON SKILLS | G-3 |
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| MCI | G-3 |
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| | |
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| <u>LEGAL ADMIN</u> | SJA |
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| | |
|---------------------------|------|
| <u>CMD RELIGIOUS PRGM</u> | CHAP |
|---------------------------|------|

| | |
|---------------------|------|
| <u>REQUEST MAST</u> | DINS |
|---------------------|------|

| | |
|--------------|------|
| <u>SORTS</u> | DINS |
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| | |
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| <u>EQUAL OPPORTUNITY/ SEXUAL HARASSMENT</u> | DEOA |
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| <u>HAZMAT</u> | G-4 | (3, 5) |
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| <u>DINING FACILITY</u> | G-4 |
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| | |
|-----------------------------|-------|
| <u>FINANCIAL MANAGEMENT</u> | COMPT |
|-----------------------------|-------|

JOINT PUBLIC AFFAIRS

MCB

NOTES

- (1) Refer to paragraph 1002 for more information on these inspections.
- (2) Intelligence oversight inspections will be conducted by the G-2, although responsibility to report to higher headquarters and overall cognizance remains with the AC/S Readiness.
- (3) These inspections are conducted for UDP as well as permanent units.
- (4) These inspections are conducted separately from FRI's.
- (5) This is manually conducted as part of the LRI

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CHAPTER 4

LOGISTICS READINESS INSPECTIONS (LRIs)

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FIGURE

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CHAPTER 4

LOGISTICS READINESS INSPECTIONS (LRIs)

4001. GENERAL. The conduct of the Logistics Readiness Inspection Program (LRIP) is under the cognizance of the AC/S, G-4, with support from the AC/S, G-3 (NBC) and the AC/S, G-6 (Comm/Elect). The LRI will determine overall readiness of units in the areas of logistics, equipment and record-keeping. The LRIP will further facilitate account turnover for battalions participating in the Unit Deployment Program (UDP). Concurrently, the LRI team will provide recommendations, training, and assistance to correct noted discrepancies.

4002. SCOPE. The LRIP is designed to assist commanders at all levels within the Division. On-the-spot corrections will be made whenever possible. The LRIP includes those logistics related commodity areas listed in figures 4-1 and 4-2. All inspections will be conducted with a written report and an out brief to the unit commander.

4003. CONDUCT OF THE LRIP

LRI

a. Objectives. The LRI has three primary objectives

(1) Provide an in-depth analysis of a unit's equipment readiness. This will be attained through a 100 percent Limited Technical Inspection (LTI) of all Marine Corps Ground Equipment Resource Reporting (MCGERR) reportable equipment (the extent of the LTI will be determined by the inspector), and an additional random sample of non-reportable equipment.

(2) Evaluate a unit's ability to execute critical logistics tasks necessary for sustained operations. This will be achieved through a thorough inspection of records and logistic processes.

(3) Enhance the unit's overall logistical readiness. This will be achieved through the mentoring and education process involved with the LRI itself. The objective is not just to identify discrepant situations but to also provide units the educational tools to correct discrepancies themselves.

b. Scheduling

(1) UDP Battalion. LRI's for UDP battalions will normally be scheduled to be conducted no earlier than four weeks, nor later than two weeks, prior to their scheduled redeployment dates. LRI's within

SOP FOR COMMAND INSPECTION PROGRAM

assistance to coordinate LRSV dates. An LRSV scheduled just prior to an LRI will not be able to correct historical discrepancies that may be identified on an LRI.

4004 ADDITIONAL LOGISTICS INSPECTIONS

1. Food Service Quarterly Dining Facility Technical Inspections. Food service inspections will be conducted for all Division unit dining facilities once per quarter, in accordance with reference (d).
2. Commanding General's Physical Inventory Program. The Supply Management Assistance Team (SMAT) will conduct quarterly inventory samplings for all Division units, including UDP infantry infantry battalions. UDP companies and batteries will not receive separate inspections.
3. Vehicle and Equipment Readiness Test (VERT). The purpose of the VERT is to assess the true readiness of vehicles and equipment reported as combat ready on the LM-2 report. VERT's are unscheduled inspections that will normally be conducted before the the LRI.

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LRI FUNCTIONAL AREAS

ORDNANCE
MAINTENANCE MGMNT
MOTOR TRANSPORT
ENGINEER
AMMUNITION
EMBARKATION
SAFETY/HAZMAT
MEDICAL
DENTAL
NBCD (LOGISTICAL)
COMM/ELECT (LOGISTICAL)
SUPPLY
FIELD MESS

NOTE: These inspections are conducted for UDP as well as permanent units.

Figure 4-1.--LRI Functional Areas

SOP FOR COMMAND INSPECTION PROGRAM

TYPE OF UNIT

| FUNCTIONAL AREA | HQ BN | | INFANTRY BATTALIONS | ARTY BN | CAB | RECON |
|--------------------|-----------|-----------------|------------------------|------------|-----|-------|
| | HQ | INF REG | | | | |
| | <u>HQ</u> | <u>ARTY REG</u> | | | | |
| AMMO | | | | | | |
| COMM/ELEC | | * | * | * | * | * |
| DENTAL | | | | | | |
| EMBARK | | | | | | |
| ENGINEER | | | | | | |
| FIELD MESS | | | | | | |
| MMO | | | | | | |
| MEDICAL | | | | | | |
| MOTOR T | | * | | * | | |
| NBCD | | | | | | |
| ORDNANCE | | | * | * | * | * |
| SAFETY/HAZMAT | | | | | | |
| SUPPLY | | * | * | * | * | |

* NON-MISSION CAPABLE IN ANY OF THESE AREAS WILL RESULT IN NON-MISSION CAPABLE ON THE LRI.

Figure 4-2.--LRI Area Grade Weight Distribution

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CHAPTER 5

COMMANDER'S TRAINING ASSESSMENTS (CTAs)

| | PARAGRAPH |
|----------------------|-----------|
| GENERAL..... | 5001 |
| CTA POLICY..... | 5002 |
| CONDUCT OF CTAs..... | 5003 |

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CHAPTER 5

COMMANDER'S TRAINING ASSESSMENTS (CTAs)

5001. GENERAL. CTAs are training evaluations conducted to determine if training is properly: planned, executed, and evaluated. These evaluations are not inspections nor are they graded events. They are designed to keep the Commanding General informed of the quality of training in the Division.

5002. CTA POLICY. CTAs are unannounced visits to training events usually, but not necessarily, by the Division Inspector, wherein the training is observed and evaluated. The intent of the visit is to watch the training, see if training objectives are being met, and discover if some form of evaluation of the training by the unit conducting the training is planned or is occurring.

5003. CONDUCT OF CTAs. CTAs will generally be conducted by the Division Inspector, but may also be conducted by other members of the Division Staff. Normally, the evaluator will show up at the training site unannounced, check in with the senior individual on site, and observe the scheduled training. Copies of lesson plans or any other written documentation should be available to the evaluator. Training will not be interrupted unless an unsafe situation is observed by the evaluator. Evaluators will ask the senior individual for a briefing on the training objectives and planned events. The evaluators will also talk to individual Marines or Sailors to determine if they understand the objectives of the training and to get their immediate feedback on the value of the training. Evaluators may have their own checklists to guide their evaluation process, but the CTA is not an inspection event and checklists will not routinely be provided to evaluated units nor commanding officers unless specifically requested. No grade will be assigned to the training event.

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CHAPTER 6

DEFINITIONS, GRADING, CHECKLISTS, AND REPORTS

| | <u>PARAGRAPH</u> | <u>PAGE</u> |
|---------------|------------------|-------------|
| DEFINITIONS . | 6001 | |
| GRADING | 6002 | |
| CHECKLISTS . | 6003 | 6-4 |
| REPORTS..... | 6004 | |

SOP FOR COMMAND INSPECTION PROGRAM

CHAPTER 6

DEFINITIONS, GRADING, CHECKLISTS, AND REPORTS

6001. DEFINITIONS. For this Order the following definitions apply:

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

2. Inspection. An official evaluation of a unit, of which results or findings are reported in writing to any higher headquarters. Not included are audits performed by recognized audit groups under formal audit standards.

3. Reinspection. An inspection of an organization on action taken to correct deficiencies identified during a previous inspection. Its aim is to assess whether corrective action is effectively completed, is producing the desired results, is not causing new problems, is economical and efficient, and is practical and feasible. Those units, areas, or individual commodity sections that receive a nonmission capable grade will be reinspected within 60-90 days of the initial inspection.

4. Discrepancy. A minor disparity which conflicts with guidance, direction, or action as stated in appropriate and applicable directives. A discrepancy will not normally appear in a Unit Inspection Report (UIR).

5. Finding

a A significant problem within the unit which:

 Detracts from the unit's readiness

 (2) Is a practice that could lead to fraud, waste, abuse, or mismanagement.

 Involves issues of health, morale, or welfare of personnel.

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

b. A trend within a functional area that renders that area non-mission capable.

6. Amplifying Comments. Provide insight, background, or details for an inspection report. Any areas of concern that may not necessarily be discrepancies, trends, or findings, will be addressed here. Root causes for any and all findings are mandatory comments in this section.

7. Mission Capable. The command or unit possesses the requisite skills, knowledge, personnel, and equipment to accomplish its assigned mission, tasks, and functions, and uses these skills, equipment, personnel, and knowledge to accomplish its assigned mission, tasks, and functions.

8. Nonmission Capable. The command or unit does not possess the requisite skills, personnel, equipment, and knowledge to accomplish its assigned mission, tasks, and functions, or the unit does not use these skills, personnel, equipment, and knowledge to accomplish its assigned mission, tasks, and functions. Any area that receives a grade of non-mission capable will be reinspected within 60-90 days.

6002 GRADING

1. General. Each area that is inspected under the CIP will receive a separate grade. The definitions set forth in paragraph 6001 pertain to this grading system.

2. Grading System. Each inspected area will be assigned a grade of either mission capable or nonmission capable. Percentages may be used in determining whether an area is mission capable or nonmission capable, but will not be included in inspection reports unless an area receives a nonmission capable rating. The standard percent score used to determine whether or not a unit is mission capable is 80 percent. A score of 80 percent or higher is mission capable and a score of 79 percent or below is nonmission capable.

3. Grading Criteria. Some general grading criteria for PRIs and LRIs are contained in chapters 2 and 4, respectively. Specific grading criteria for all CIP inspections are contained in the pertinent inspection checklists.

6003. CHECKLISTS

1. Inspection checklists are written guidelines for specific functional areas that standardize criteria for the conduct of inspections.

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2. Although not all encompassing, inspection checklists are intended to provide unit commanders with guidelines from applicable directives for day-to-day administration and operations. Inspection checklists will be used to conduct all CIP inspections. A copy of the completed inspection checklist used during an inspection will always be provided to the inspected unit.

3. The IGMC promulgates, and annually updates, inspection checklists for all functional areas through the Automated Inspection Reporting System (AIRS). Copies of AIRS inspection checklists will be maintained on file in the Division Inspector's office for all CIP inspection areas. AIRS inspection checklists will be used to conduct CIP inspections when appropriate. When AIRS checklists do not sufficiently cover a CIP inspection area, and it becomes necessary to generate a local CIP inspection checklist, AIRS checklists will be used as a basis for creating the new CIP inspection checklist.

4. All CIP inspection checklists will be reviewed annually and certified by the Division Inspector. The Division Inspector will also maintain a copy of all current CIP inspection checklists on file. Every April, the Division Inspector will coordinate an annual review of all CIP inspection checklists for the Division.

6004. REPORTS. Written reports will be prepared and submitted to inform the Commanding General of detailed inspection results and corrective action taken. Reports will also serve to inform the inspected unit commander of the overall readiness of the command, to highlight significant discrepancies and trends, and to direct corrective action.

1. Unit Inspection Reports (UIRSs)

a. FRI. Within five working days of completing an FRI, the appropriate AC/S shall send a UIR to the Division Inspector, using the format in Appendix A. Within 10 working days of the completion of a unit's FRI, the Division Inspector will forward a UIR (format in Appendix A) to the Commanding General for review. After the Commanding General has reviewed the report, it will be sent to the inspected unit.

b. PRI. For PRIs, UIRs will be sent from the commanding officer conducting the PRI to the Commanding General (Division Inspector) using the report format in Appendix F within five working days of the completion of an inspection. Copies of the PRI checklists will be attached to the PRI UIR.

c. LRI. LRI reports to the Commanding General will be in the UIR format in Appendix A.

2. Corrective Action Reports. Within 30 calendar days of receipt of a UIR from any inspection requiring corrective action, the commanding officer of the inspected unit will submit a corrective action report to the Commanding General (Division Inspector), using the format in Appendix C, addressing all findings noted on the UIR. UDP battalions will submit corrective action reports prior to redeployment to the continental United States or Hawaii. Corrective action reports will be forwarded to the appropriate A/CS for review by the functional area inspector and returned to the inspector within five working days, indicating if the proposed/completed corrective action for the findings will correct the noted problems.

3. Annual Inspection Reports. The Division Inspector will submit annual inspection reports as required by reference (b). These reports are submitted to CMC (IGA), and include a summary of the inspections conducted over the past fiscal year along with their findings. The Division Inspector will use the inspection reports on file, and will also coordinate with the staff sections for additional comments.

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CHAPTER 7

REFERENCES

| | <u>PARAGRAPH</u> | <u>PAGE</u> |
|----------------------------|------------------|-------------|
| GENERAL | 7001 | 7-3 |
| MARINE CORPS REFERENCES .. | 7002 | 7-3 |
| NAVY REFERENCES | 7003 | 7-4 |

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MARFORPACO 3401.13 (Nuclear, Biological, and Chemical Defense)
MARFORPACO 3501.1 (Marine Corps Combat Readiness
Evaluation System [MCCRES] Evaluations of
Units)
MARFORPACO 5041.9 (Inspection/Evaluation Program)
MARFORPACO 6100.4 (Physical Fitness, Weight Control, and
Military Appearance)
MARFORPACO P7000.1J (Financial Management SOP)

3. 3d Marine Division

DivO P1500.25A (Training SOP)
DivO 1740.3L (Request Mast)
DivO P3400.2B (SOP for Nuclear, Biological, and Chemical
Defense)
DivO P3800.1L (Division Intelligence SOP)
DivO 4400.1C ch 1 (Commanding General's Physical Inventory
Program)
DivO 4790.1F (SOP for Maintenance Management)
DivO 5100.11H ch 1 (SOP for Ground Safety)
DivO 6200.2E (Heat Casualties)
ch 1,2,3

NAVY REFERENCES

U. S. Navy Regulations, 1974 Chapter 1 (Appearance)
NAVPERS 15665F (United States Navy Uniform Regulations)
OPNAVINST 6110.1 (Health and Physical Readiness Program)

SOP FOR COMMAND INSPECTION PROGRAM

APPENDIX A

FORMAT FOR UNIT INSPECTION REPORT (STAFF SECTION)

From: Assistant Chief of Staff, G-____
To: Commanding General (Assistant Chief of Staff, Readiness)

Subj: UNIT INSPECTION REPORT; FUNCTIONAL READINESS INSPECTIONS
(FRI) (or LRI if applicable) OF (ADMINISTRATION, CAREER
PLANNING, VOTING, etc.) FOR (INSPECTED UNIT)

Ref: (a) DivO P5040.3H

Encl (Individual enclosures for each commodity for LRIs)

1. In accordance with the reference, this report contains results, recommendations, and comments concerning (an) FRI(s) conducted by (name or team) for (inspected unit) from _____ to _____.

2 INSPECTION RESULTS:

| <u>AREA</u> | <u>GRADE</u> | <u>EQUIPMENT</u> |
|--|-----------------|---|
| List all functional areas inspected and respective grades) | | (This will be a % and will only be used for LRIs) |
| Administration | Mission Capable | |
| Career Planning | Mission Capable | |
| Voting | Mission Capable | |
| * | * * | |
| * | * * | |
| * | * * | |
| * | * * | |

OVERALL GRADE

OVERALL EQUIPMENT

(These will only be given for LRIs)

3 FINDINGS AND RECOMMENDATIONS

Finding #1: (Area) Details of finding.
Recommendation:

4. REPEAT FINDINGS. Identify which, if any, findings identified in paragraph 3 are repeat findings.

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5. NORTEWPRTHY INDIVIDUALS. The names of all noteworthy Marines and Sailors.
6. AMPLIFYING COMMENTS. This section may contain the (senior) inspector's comments on any areas of concern of which the inspected unit should be informed.
7. PROBLEMS BEYOND THE UNIT'S ABILITY TO SOLVE. This section should cover any areas that the inspected unit wants the Division or higher headquarters to look into, to include any problems/issues that the unit cannot resolve.
8. STATEMENT OF THE UNIT'S ABILITY TO CONTROL FRAUD, WASTE, AND MISMANAGEMENT. Identify any areas in the unit that may have insufficient internal controls to prevent or detect fraud, waste, and mismanagement.
- 9 POINT OF CONTACT (your staff section FRI coordinator).

Signature of the Staff Principal

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APPENDIX A

FORMAT FOR UNIT INSPECTION REPORT

From: Commanding General
To: Commanding Officer, Inspected Organization
Via: Commanding Officer, Appropriate Regiment (as required)
Subj: INSPECTION REPORT FOR FUNCTIONAL READINESS INSPECTIONS
(FRI) CONDUCTED FROM (DATE) TO (DATE)
Ref: (a) DivO P5040.3H

Encl: (1) Unit Inspection Report from G-1
(2) Unit Inspection Report from G-2
(3) Unit Inspection Report from G-3
* * * * *
* * * * *
* * * * *

1. In accordance with the reference, FRIs were conducted on your organization from (date) to (date). Enclosures (1) through (___) contain the detailed results from these inspections.
2. All areas in your organization were found to be mission capable except for (list any areas found to be non-mission capable). For these areas (the areas found to be non-mission capable) a reinspection will be conducted within 30 days of the date of this report.
3. For those findings listed in enclosure(s) (list all enclosures that had findings noted), a report of corrective action taken is due to the Assistant Chief of Staff, Readiness' office within 30 days of the date of this report.
- 4 Any additional comments as required

Signature of the Commanding General

SOP FOR COMMAND INSPECTION PROGRAM

APPENDIX A

FORMAT FOR LATE UNIT INSPECTION REPORT

From: Commander
To: Commanding Officer, Inspected Organization
Via: Commanding Officer, Appropriate Regiment (as required)

INSPECTION REPORT FOR FUNCTIONAL READINESS INSPECTION (FRI)
CONDUCTED FROM (DATE) TO (DATE)

(a) DivO P5040.3G

(b) CG's ltr 5040 AC/S, REA of (date)

Encl: 1 Unit Inspection Report from (Area Inspected)

1. In accordance with the reference, FRI was conducted on your organization from (date unit inspected).

2. For those findings listed in the enclosures provided, a report of corrective action taken was due to the Assistant Chief of Staff, Readiness' office on or about 30 after the units inspection. As of this date the command's report has not been received.

Signature of the Commanding General

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APPENDIX B

CIP CHECKLIST FOR COMMAND INSPECTIONS

NOTE: This inspection checklist reflects current inspection standards and procedures per DivO P5040.3H. This checklist will be used by the AC/S, Readiness during inspection preparation to train the FRI inspectors and to ensure compliance with established inspection procedures.

GENERAL REQUIREMENTS

1. Does the inspector possess the Division Inspection Order?
2. Does the inspector have the current AIRS or Division Checklist for each inspected area?
3. Are IGMC/AIRS checklists used as a basis for preparing CIP checklists if the checklist is locally developed?
4. Are FRI coordinator/inspectors designated in writing?
5. Do assigned FRI inspectors have required expertise and experience?
6. Do the inspectors understand FRI results are due to the AC/S, Readiness within five working days of inspection completion?
7. Are inspectors familiar with the correct report format?
8. Do inspectors know the staff principal must sign the report?
9. Do the inspectors understand the grading criteria?
10. Do the inspectors understand the guidelines for the conduct of the inspection?
11. Do inspectors know they are responsible for assisting units in correcting findings and trends?

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12. Do FRI inspectors understand the requirements and timeliness for corrective action for unit inspection findings?

INSPECTION EXECUTION INSTRUCTIONS

1. Provide the unit with amplifying guidance during the inbrief for the FRI.
2. Accomplish pre-inspection coordination with the inspected unit in a timely manner.
3. Review previous inspection results and the unit's mission statement prior to the FRI.
4. Review the format for the inspected commander's in-brief and out-brief.
5. Provide the unit commander with an opportunity to evaluate the inspection process.
6. Leave completed checklists with the inspected unit after the inspection.

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APPENDIX C

FORMAT FOR CORRECTIVE ACTION REPORT

From: Commanding Officer, (Inspected Organization)
To: Commanding General, 3d Marine Division (Assistant Chief of Staff, Readiness)

Subj: CORRECTIVE ACTION REPORT FROM INSPECTION OF (DATE)

Ref: (a) DivO P5040.3H
(b) (Inspection report on which findings are noted)

1. Per the references, this report provides corrective action(s) and/or a plan of action and milestones (POA&M) for inspection findings.

2. Findings and corrective action

a (Functional area)

(1) Finding #1. State finding noted on Unit Inspection Report (URI).

Recommendation #1 State recommendation noted on UIR.

Corrective Action State corrective action taken or the POA&M for corrective action, as appropriate.

(2) Finding #2.

b. Functional area

(3) Finding #3.

3. Amplifying Comments. Any comments that enhance the understanding of the finding(s) noted, corrective action taken, or specifics associated with a particular finding or an existing situation of interest.

4. Any problems not previously identified that are beyond the ability of the unit to solve.

Commanding Officer Signature

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APPENDIX D

FORMAT FOR CERTIFICATION/COMPLETION REPORT OF CORRECTIVE ACTION

From: Assistant Chief of Staff, Readiness
To: Functional Area Inspector for _____

Subj: CERTIFICATION OF CORRECTIVE ACTION FOR (functional area)
INSPECTION FINDINGS FOR (unit)

Ref: (a) Inspection report on which the findings were noted)

Encl: (1) (Corrective Action Report from (unit))

1. Please review the enclosure to determine and certify whether the proposed/completed corrective action for the findings noted in the reference will correct the noted problem.

2. If you believe this corrective action will not correct the problem, provide your rationale and recommend alternative corrective action.

Signature

From: Functional Area Inspector for _____
To: Assistant Chief of Staff, Readiness

Subj: CERTIFICATION OF CORRECTIVE ACTION FOR INSPECTION FINDINGS

Ref: (a) (Inspection report on which findings were noted)
(b) (Letter from Assistant Chief of Staff, Readiness concerning corrective action for findings)

1. In accordance with references (a) and (b), the proposed/completed corrective action will correct the noted finding.

2. The corrective action should be completed by

or

1. The noted corrective action will not correct the noted finding

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2. Rationale.
3. Recommended alternative corrective action

Signature

From: Assistant Chief of Staff, Readiness
To: Commanding Officer, (Inspected Organization)
Subj: COMPLETION OF CORRECTIVE ACTION FOR INSPECTION FINDINGS
Ref: (a) (Certification letter from functional area inspector)

1. In accordance with the reference, the corrective action has been completed.

Signature

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APPENDIX E

FEEDBACK FORM

5040
AC/S READ

From: Commanding Officer, _____
To: Commanding General, 3d Marine Division

Subj: FEEDBACK FORM

Ref: (a) DivO P5040.3H

1. In accordance with reference (a), the following questionnaire is submitted.

2. Please give us your honest opinion about the following. We want you to know what we can do to improve the quality of our inspection.

a. Did the initial in-brief provide you relevant and concise information on how the inspectors were going to conduct the inspection/visit?

Comments: _____

b. Were your questions answered to your satisfaction during the in-brief and out-brief?

Comments: _____

c. Were the inspectors professional in their demeanor and appearance during the conduct of your inspection?

Comments: _____

d. If you were the Assistant Chief of Staff, Readiness, what would you have done differently during the inspection of your organization and still met all requirements established by current orders and directives?

Comments: _____

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e. Has your organization's readiness improved due to this inspection?

Comments: _____

3. The inspection was conducted by: _____
(rank/name)

Commanding Officer

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APPENDIX F

FORMAT FOR PERSONNEL READINESS INSPECTION REPORT

From: Commanding Officer, (Inspecting Organization)
To: Commanding General, 3d Marine Division
(Assistant Chief of Staff, Readiness)
Subj: PERSONNEL READINESS INSPECTION REPORT (PRI) OF (INSPECTED ORGANIZATION)
Ref: (a) DivO P5040.3H

1. In accordance with reference, this report contains results recommendations, and comments for the PRI of (Inspected Organization) conducted on (date).

2. INSPECTION RESULTS:

| <u>AREA</u> | <u>GRADE</u> |
|------------------------|-----------------------------|
| Service Dress Uniform | Non-Mission/Mission Capable |
| Close Order Drill | Non-Mission/Mission Capable |
| Personnel | Non-Mission/Mission Capable |
| Clothing and Equipment | Non-Mission/Mission Capable |
| Color Guard | Non-Mission/Mission Capable |

OVERAL GRADE
Non-Mission/Mission Capable

3. FINDINGS AND RECOMMENDATIONS

Finding #1: (Area) Details of trend.
Recommendation:

4. TRENDS AND RECOMMENDATIONS

Trend #1: (Area) Details of trend.
Recommendation:

5. NOTEWORTHY INDIVIDUALS. The numbers of unsatisfactory Marines and Sailors.

6. UNSATISFACTORY. The numbers of unsatisfactory Marines and Sailors.

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7 AMPLIFYING COMMENTS

a. Root causes for any and all findings are mandatory comments in this section.

b. This section may contain comments on any areas of concern.

8. PROBLEMS BEYOND THE UNIT'S ABILITY TO SOLVE. This section should cover any areas that the inspecting organization wants the Division or higher headquarters to look into, to include any problems/issues that cannot be resolved at the inspecting organization level.

9. POINT OF CONTACT

Signature

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DRILL/SWORD CARD NUMBER 1

NAME _____ RANK _____ DATE _____

EVALUATOR _____ GRADE _____

CODE:

- A - IMPROPER COMMAND (2 POINTS)
- B - COMMANDS ON WRONG FOOT (2 POINTS)
- C - IMPROPER SEQUENCE OF MOVEMENTS OR COMMANDS (2 POINTS)
- D - IMPROPER MOVEMENT/POSITION OF UNIT LEADER (2 POINTS)
- E - CORRECTIONS (2 POINTS)

NOTES FOR ANY MISSED MOVEMENTS (HALF THE VALUE OF THAT MOVEMENT) MARINES WILL STILL BE REQUIRED TO EXECUTE THE MOVEMENT.

ONE POINT WILL BE DEDUCTED FOR EACH INCORRECTLY EXECUTED ADDITIONAL MOVEMENT (NOT TO EXCEED 10 POINTS).

| COMMANDS | | A | B | C | D | E | SCORE | COMMENTS |
|---------------------------------------|------|---|---|---|---|---|-------|----------|
| FORM THE PLATOON AT NORMAL INTERVAL | (8) | | | | | | | |
| ALIGN THE PLATOON FROM THE LEFT | (8) | | | | | | | |
| FORM FOR INSPECTION | (8) | | | | | | | |
| PARADE REST | (8) | | | | | | | |
| FLANKING MOVEMENTS (RIGHT/LEFT) | (10) | | | | | | | |
| CLOSE AND EXTEND IN COLUMN (MARCHING) | (10) | | | | | | | |
| LEFT OBLIQUE, MARK TIME | (10) | | | | | | | |
| CHANGE STEP | (10) | | | | | | | |
| PASS IN REVIEW | (10) | | | | | | | |
| DISMISSED | (8) | | | | | | | |
| <hr/> | | | | | | | | |
| CONTROL | (4) | | | | | | | |
| BEARING | (4) | | | | | | | |
| COMMAND VOICE | (2) | | | | | | | |

SOP FOR COMMAND INSPECTION PROGRAM

DRILL/SWORD CARD NUMBER 2

NAME _____ RANK _____ DATE _____

EVALUATOR _____ GRADE _____

CODE:

- A - IMPROPER COMMAND (2 POINTS)
- B - COMMANDS ON WRONG FOOT (2 POINTS)
- C - IMPROPER SEQUENCE OF MOVEMENTS OR COMMANDS (2 POINTS)
- D - IMPROPER MOVEMENT/POSITION OF UNIT LEADER (2 POINTS)
- E - CORRECTIONS (2 POINTS)

NOTES: FOR ANY MISSED MOVEMENTS (HALF THE VALUE OF THAT MOVEMENT) MARINES WILL STILL BE REQUIRED TO EXECUTE THE MOVEMENT.

ONE POINT WILL BE DEDUCTED FOR EACH INCORRECTLY EXECUTED ADDITIONAL MOVEMENT (NOT TO EXCEED 10 POINTS).

| COMMANDS | | A | B | C | D | E | SCORE | COMMENTS |
|-------------------------------------|------|---|---|---|---|---|-------|----------|
| FORM THE PLATOON AT NORMAL INTERVAL | (8) | | | | | | | |
| OBTAIN DOUBLE-ARM INTERVAL IN LINE | (8) | | | | | | | |
| FACING MOVEMENTS | (8) | | | | | | | |
| REST | (8) | | | | | | | |
| FLANKING MOVEMENTS (LEFT/RIGHT) | (10) | | | | | | | |
| COLUMN LEFT | (10) | | | | | | | |
| RIGHT OBLIQUE, HALF STEP | (10) | | | | | | | |
| CLOSE AND EXTEND IN COLUMN (HALTED) | (10) | | | | | | | |
| PASS IN REVIEW | (10) | | | | | | | |
| DISMISSED | (8) | | | | | | | |
| <hr/> | | | | | | | | |
| CONTROL | (4) | | | | | | | |
| BEARING | (4) | | | | | | | |
| COMMAND VOICE | (2) | | | | | | | |

SOP FOR COMMAND INSPECTION PROGRAM

DRILL/SWORD CARD NUMBER 3

NAME _____ RANK _____ DATE _____

EVALUATOR _____ GRADE _____

CODE:

- A - IMPROPER COMMAND (2 POINTS)
- B - COMMANDS ON WRONG FOOT (2 POINTS)
- C - IMPROPER SEQUENCE OF MOVEMENTS OR COMMANDS (2 POINTS)
- D - IMPROPER MOVEMENT/POSITION OF UNIT LEADER (2 POINTS)
- E - CORRECTIONS (2 POINTS)

NOTES: FOR ANY MISSED MOVEMENTS (HALF THE VALUE OF THAT MOVEMENT), MARINES WILL STILL BE REQUIRED TO EXECUTE THE MOVEMENT.

ONE POINT WILL BE DEDUCTED FOR EACH INCORRECTLY EXECUTED ADDITIONAL MOVEMENT (NOT TO EXCEED 10 POINTS).

| COMMANDS | A | B | C | D | E | SCORE | COMMENTS |
|---|---|---|---|---|---|-------|----------|
| FORM THE PLATOON AT NORMAL INTERVAL (8) | | | | | | | |
| SIDE STEP (10) | | | | | | | |
| BACK STEP (8) | | | | | | | |
| AT EASE (8) | | | | | | | |
| RIFLE SALUTE (8) | | | | | | | |
| COLUMN RIGHT (10) | | | | | | | |
| FLANKING MOVEMENTS (LEFT/RIGHT) (10) | | | | | | | |
| LEFT OBLIQUE, PLATOON HALT (10) | | | | | | | |
| PASS IN REVIEW (10) | | | | | | | |
| DISMISSED (8) | | | | | | | |
| CONTROL (4) | | | | | | | |
| BEARING (4) | | | | | | | |
| COMMAND VOICE (2) | | | | | | | |

SOP FOR COMMAND INSPECTION PROGRAM

DRILL/SWORD CARD NUMBER 4

NAME _____ RANK _____ DATE _____

EVALUATOR _____ GRADE _____

CODE:

- A - IMPROPER COMMAND (2 POINTS)
- B - COMMANDS ON WRONG FOOT (2 POINTS)
- C - IMPROPER SEQUENCE OF MOVEMENTS OR COMMANDS (2 POINTS)
- D - IMPROPER MOVEMENT/POSITION OF UNIT LEADER (2 POINTS)
- E - CORRECTIONS (2 POINTS)

NOTES: FOR ANY MISSED MOVEMENTS (HALF THE VALUE OF THAT MOVEMENT), MARINES WILL STILL BE REQUIRED TO EXECUTE THE MOVEMENT.

ONE POINT WILL BE DEDUCTED FOR EACH INCORRECTLY EXECUTED ADDITIONAL MOVEMENT (NOT TO EXCEED 10 POINTS).

| COMMANDS | | A | B | C | D | E | SCORE | COMMENTS |
|-------------------------------------|------|---|---|---|---|---|-------|----------|
| FORM THE PLATOON AT NORMAL INTERVAL | (8) | | | | | | | |
| CLOSE AND EXTEND ON LINE | (8) | | | | | | | |
| PARADE REST | (8) | | | | | | | |
| ALIGN THE PLATOON FROM THE RIGHT | (8) | | | | | | | |
| RIGHT OBLIQUE, IN PLACE HALT | (10) | | | | | | | |
| HALF STEP | (10) | | | | | | | |
| MARK TIME | (10) | | | | | | | |
| MARCH TO THE REAR (x2) | (10) | | | | | | | |
| PASS IN REVIEW | (10) | | | | | | | |
| DISMISSED | (8) | | | | | | | |
| <hr/> | | | | | | | | |
| CONTROL | (4) | | | | | | | |
| BEARING | (4) | | | | | | | |
| COMMAND VOICE | (2) | | | | | | | |



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

FPO AP 96602-5801

DivO P5040.3F

INSP

20 AUG 1998

DIVISION ORDER P5040.3F

From Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR THE COMMAND INSPECTION PROGRAM (SHORT TITLE: SOP FOR COMMAND INSPECTION PROGRAM)

Ref: (a) MARCORMAN, Par 1011.3
(b) MCO 5040.6E
(c) FMFPACO 5041.9
(d) MCO 4400.160
(e) MCO P10110.14
(f) MCO 5200.24
(g) MCO 1500.24
(h) DivO P1500.25
(i) MCO 6100.3
(j) MCO 6100.10
(k) MCO 3501.7
(l) DivO 4400.1B

Encl: (1 Locator Sheet

1. Purpose. To promulgate policy and procedures for the conduct of the 3d Marine Division Command Inspection Program (CIP) in accordance with references (a) through (c).

2. Cancellation. DivO P5040.3E

3. Action. All inspections conducted by and within the 3d Marine Division will be in accordance with this Order and applicable directives.

4. Definitions. For the purpose of this Order, the term unit is used generically to denote command, organization, unit, etc.

5. Summary of Revision. This revision contains a substantial number of changes and must be completely reviewed.

DivO P5040.3F
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6. Recommendations. Recommendations concerning the contents of the SOP for Command Inspection Program are invited. Such recommendations will be forwarded to this headquarters (Division Inspector) via the appropriate chain of command.

7 Certification. Reviewed and approved this date.



L. M. SUPKO
Chief of Staff

DISTRIBUTION: A/D

SOP FOR COMMAND INSPECTION PROGRAM

RECORD OF CHANGES

Log completed change action as indicated

| Change Number | Date of Change | Date Entered | Signature of Person Incorporating Change |
|---------------|----------------|--------------|--|
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DivO P5040.3F
20 AUG 1998

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR THE COMMAND INSPECTION
PROGRAM (SHORT TITLE: SOP FOR COMMAND INSPECTION PROGRAM)

Location: _____
(Indicate the location(s) of copy(ies) of this manual.)

SOP FOR COMMAND INSPECTION PROGRAM

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- 5 OPERATIONAL READINESS INSPECTIONS
- 6 COMMANDER'S TRAINING ASSESSMENTS
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- C FORMAT FOR CORRECTIVE ACTION
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SOP FOR COMMAND INSPECTION PROGRAM

CHAPTER 1

GENERAL

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SOP FOR COMMAND INSPECTION PROGRAM

CHAPTER 1

GENERAL

INSPECTION OBJECTIVES

1. General. The Command Inspection Program (CIP) is a series of recurring inspections and assessments that apprise the Commanding General of the state of readiness of the Division. These inspections and assessments are conducted to contribute to maximum unit readiness, keep commanders informed of overall conditions in their units, promote efficiency and economy, and assist commanders where appropriate.

2 Objectives

- a. To assess and enhance the ability of a unit to prepare for war to perform its mission.
- b. To evaluate unit leadership, economy, and effectiveness
- c. To determine the state of morale and welfare of personnel
- d. To evaluate doctrine, procedures, and unit policies, and assess their effective implementation.
- e. To detect work practices and conditions which might unnecessarily expose personnel to injury or health hazards.
- f. To assist units in the interpretation of applicable policies, doctrine, and directives.
- g. To prevent or detect fraud, waste, abuse, and mismanagement of government funds and assets.
- h. To apprise commanders of findings, discrepancies, and trends, the root cause for each.
- i. To consider complaints and problems affecting individuals, and allegations concerning conditions which are detrimental to the health, welfare, morale, and efficiency.
- j. To assist commanders and all members of the unit in the performance of their duties, providing current information, and suggesting corrective action.

- k. To enhance information flow throughout the Division

1002. TYPES OF INSPECTIONS

1. External Inspections. Are conducted by higher headquarters or other commands on Division units.

a. Inspector General of the Marine Corps (IGMC). Will inspect the Division CIP on a triennial basis in accordance with reference (b).

b. Commander, U. S. Marine Forces Pacific (MARFORPAC). MARFORPAC may conduct inspections of the Division from time to time in accordance with reference (c).

c. Field Supply and Maintenance Analysis Office (FSMAO). Will normally conduct analysis for permanent Division units every two years. Reference (d) outlines the FSMAO program. Due to the presence of the Logistics Readiness Inspection Program (LRIP) in the Division, FSMAO has elected not to analyze UDP infantry battalions.

c. Marine Corps Administrative Analysis Team (MCAAT). Will conduct audits for permanent Division units, and Unit Deployment Program (UDP) infantry battalions when so designated, every two years.

d. COMMARFORPAC and CG, III MEF. May conduct annual inspections on Division fiscal sections and the Internal Management Control Program (IMCP).

e. Food Service. Inspections will be conducted by the West Coast Food Management Team in accordance with reference (e).

f. Public Affairs. Inspections for all permanent Division units may be conducted annually by the Consolidated Public Affairs Office.

g. Postal. Inspections for Division mailrooms will be conducted quarterly by Marine Corps Base (MCB), Camp Butler. Postal inspections will usually be unannounced.

h. Substance Abuse Inspections. Will be conducted every year by the MCB, Camp Butler and the MCB, Kaneohe Bay, Substance Abuse Counseling Center (SACC) for all permanent Division units.

2 CIP Inspections Consist of the following types of inspections

a. Personnel Readiness Inspections (PRIs). Will be conducted by regimental and separate battalion commanders on all subordinate units. These inspections cover the following areas: personnel, service/dress uniforms, clothing and equipment, close order drill, color guard, battle skills training (BST), physical fitness test (PFT), weight control. Such inspections focus on the serviceability, accountability, and functionality of personnel and equipment and the readiness of the units. Guidelines for the conduct of PRIs are contained in Chapter 2.

b. Functional Readiness Inspections (FRIs). Include other core functional areas that require inspection. FRIs are short-notice inspections. Inspections for permanent units will be conducted annually. Results of FRIs will be reported to the Division Inspector using the format in Appendix A. The Division Inspector will obtain endorsements from the Commanding General/Chief of Staff and forward the reports to commanders. UDP units may receive FRIs in those areas as designated in paragraph 3002. A complete list of all FRI areas is contained in Chapter 3.

c. Staff Assist Visit (SAVs). Are intended to train and assist the unit. SAVs are not formal inspections; however, the same checklists that are used in FRIs and LRIs will be used for SAVs, but the checklists will normally only be provided to the inspected unit. In special cases where safety issues or repeat findings are identified, an inspection may be directed as part of the corrective action. Units may request and receive an SAV from the cognizant general or special staff section at any time during the year except during the 60-day period immediately prior to a scheduled FRI/LRI. It is expected that SAVs will most likely be conducted in response to requests by new commanders. Results of the SAV will be provided to the inspected commander only.

d. Logistics Readiness Inspections (LRIs). Are conducted by the Assistant Chief of Staff, G-4 to monitor logistics readiness. LRIs are discussed in detail in Chapter 4.

e. Operational Readiness Inspections (ORIs). Are conducted by the Division Inspector with cross-staff participation to assess operational readiness. ORIs are discussed in detail in Chapter 5.

f. Commander's Training Assessments (CTAs). Are conducted by the Division Inspector with assistance from other members of the Division Staff in order to evaluate the quality and effectiveness of training throughout the Division. CTAs are discussed in Chapter 6.

g. Commander's Information Assessments (CIAs). Are evaluations of information flow and follow-up checks to determine the extent to which Commanding General directives have been carried out. CIAs are discussed in Chapter 8.

1003. SCHEDULING

1. PRIs. Will be scheduled and conducted by regimental and separate battalion commanders. The Division Inspector will monitor PRIs.

2. FRIs. FRIs will be short-notice. FRI inspectors will avoid interference with unit operations and training.

3. LRIs. Will be short-notice but scheduled so as not to interfere with unit training and operations.

4. ORIs. Will be scheduled at the discretion of the Commanding General. They will be short-notice.

5. CTAs. Will be conducted weekly on at least one Division unit.

6. CIAs. Will be conducted as necessary by the Division Inspector

1004. REINSPECTIONS. Will be conducted within 60-90 days on any area that receives a grade of non-mission capable during an ORI, LRI, or an FRI. The reinspection will be conducted in the same manner as the initial inspection.

1005 INSPECTION RESPONSIBILITIES

1. Division Inspector

a. Coordinate, implement, and report the CIP

b. Monitor PRIs

- c. Coordinate FRIs conducted by the Division Staff. Report results to the Commanding General.
- d. Stay informed of LRI results
- e. Coordinate ORIs
- f. Conduct CTAs and report results.
- g. Conduct CIAs and report results
- h. Maintain inspection results on file for a period of three years for all CIP inspections, to include reports of completed corrective action.
- i. Track, and advise the Commanding General of any potential problem areas or trends within the Division.
- j. Maintain on file the most current copy of all Automated Inspection Reporting System (AIRS) and CIP inspection checklists. Coordinate an annual review of all CIP checklists.
- k. Review and certify all CIP checklists prior to 1 May of each year. Provide checklists to inspectors and units, as required.
- l. Conduct semiannual training for FRI coordinators and inspectors. Provide additional training as required.
- m. Inspect FAI coordinators and inspectors as required, using the checklist in Appendix B.
- n. Ensure reinspections are conducted on all units or areas that receive a grade of non-mission capable within 60-90 days after the initial inspection.
- o. Submit the annual inspection report to IGMC in accordance with reference (b).
- p. Ensure that corrective action is reported within 30 days for all inspection findings in accordance with Appendix C.

q. Using Appendix D, route corrective action reports to cognizant staff sections to certify the adequacy and completion of corrective actions.

r. Use the CIP to supervise and document the Division's Internal Management Control Program (IMCP) in compliance with reference (f).

2. Selected General and Special Staff Members

a. Assign, organize, and train teams to conduct CIP inspections under your respective staff cognizance. Designate an FRI coordinator for respective FRI teams and provide the Division Inspector a copy of the appointment letter.

b. Conduct inspections as set forth in chapters 3 through 5 of Order.

c. Provide inspection reports to the Division Inspector as set forth in Chapter 8.

d. Conduct SAVs as requested by subordinate units.

e. Keep the Division Inspector informed of FRI and LRI inspections.

f. Certify to the Division Inspector that corrective action proposed by units for inspection findings will correct the noted problems, using the format in Appendix D of this Order. Follow-up, as required, to ensure the corrective action is completed, using the format in Appendix D.

g. Maintain file copies of all inspection reports and corrective action reports for at least one inspection cycle.

h. Prepare and update inspection checklists for your respective cognizant areas as set forth in Chapter 8.

i. Inform the Division Inspector prior to conducting FRIs.

3 Commanders

a. Establish and implement aggressive self-inspection programs to ensure the combat readiness of your unit.

9. Always teach when you inspect. Make your inspections helpful and constructive.
10. Recognize excellence and bring noteworthy performance to the attention of the senior inspector and the unit commander.
11. Always use the most current inspection checklist when you inspect, and leave a copy of the completed checklist with the unit at the completion of your inspection.
12. Maintain a sharp military appearance and proper bearing at all times
13. Check for evidence of fraud, waste, abuse, or mismanagement of government assets or funds in the conduct of your inspections.

SOP FOR COMMAND INSPECTION PROGRAM

CHAPTER 2

PERSONNEL READINESS INSPECTIONS (PRIs)

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| PRI POLICY | 2002 | 2-3 |
| CONDUCT OF PRIs | 2003 | 2-3 |

SOP FOR COMMAND INSPECTION PROGRAM

CHAPTER 2

PERSONNEL READINESS INSPECTIONS (PRIs)

2001. GENERAL. PRIs are inspections of units in the Division covering the following areas: personnel, service/dress uniforms, clothing and equipment, close order drill, color guard, BST, PFT, and weight control. Such inspections focus on the serviceability, accountability, and functionality of personnel and equipment and readiness of the units. Regimental and separate battalion commanders will conduct PRIs. UDP infantry battalions may receive PRIs from their regimental or battalion commander while assigned to this Division on Okinawa.

2002. PRI POLICY. Reference (b) requires the Commanding General to establish an inspection program that includes the areas listed in paragraph 2001 above. PRIs are conducted to help give the Commanding General an accurate assessment of the mission capability of units. PRIs cannot be the only means used to assess readiness, but they can be an indicator. They can also surface morale problems and help commanders determine the effectiveness of information flow. In keeping with this basic concept, the following policies are established.

1. All PRIs will be conducted by regimental and separate battalion commanders, and not delegated below that level. Emphasis will be placed on mission capability and day-to-day readiness. Therefore, every attempt should be made to avoid excess pre-inspections to the maximum extent possible. PRIs should be short or no-notice in order to give commanders the most accurate picture of readiness and also to reduce wasted time in unnecessary inspection preparations.

2. PRIs will be conducted for each unit each fiscal year. Commanders will inform the Division Inspector 14 days prior to conducting PRIs. The Commanding General or his designated representative will visit during the PRI to monitor consistency and standardization in inspections and grading.

3. Results of PRIs will be reported to the Commanding General (Division Inspector) using the applicable paragraphs of the format in Appendix F.

2003. CONDUCT OF PRIs1 Personnel

a. Marines and Sailors sufficient in number to provide an indication of personal appearance, weapon readiness, and information flow will be inspected with their weapons and 782 gear. These inspections will focus on the serviceability (including fit) of an individual's uniform and equipment, individual knowledge, information flow, and morale. The inspectors may see cleaner, lubricant, and protectant (CLP) and carbon on the weapons. Only when there is carbon, rust, or dirt that could interfere with the functioning of, or cause damage to the weapon should it be cause for concern. The Commanding General's priority is that Marines and Sailors fire their weapons monthly and the weapons be ready for use at all times.

b. As a general guide, at least 90 percent of the Marines inspected must receive a rating of satisfactory for the unit to be mission capable. Whether an individual Marine is satisfactory or unsatisfactory should be at the discretion of the inspector.

2. Service/Dress Uniform

a. These inspections should focus on the fit and appearance of an individual's service and dress uniforms, individual knowledge, information flow, and morale. Commanders should designate a sufficient number of Marines to stand the inspection in order to ascertain the readiness of the unit to fall out in such uniforms and present a squared away appearance.

b. As a general guide, at least 90 percent of the Marines and Sailors inspected should receive a rating of satisfactory for the unit to receive a mission capable rating. Whether or not an individual is satisfactory should be at the discretion of the inspector.

3 Clothing and Equipment

a. These inspections should focus on accountability, serviceability, and functionality of an individual's uniforms and equipment, individual knowledge, information flow, and morale. The inspectors may observe soiled clothing, stored equipment, etc.

Clothing that individuals do not have on hand because it is in the laundry or tailor shop, should be considered accounted for as long as a receipt for it is available.

b. The focus is on readiness of the individual and care of the uniforms and equipment. There need not be a formal wall locker or "junk on the bunk" setup for this inspection. However, since uniformity can assist in speeding the inspection, the Division standard display diagrams can be found in Appendix G. Individuals should be asked to try on uniforms to check for fit.

c. As a general guide, at least 90 percent of the individuals inspected must receive a rating of satisfactory for the unit to receive a mission capable rating. Whether or not an individual is satisfactory should be at the discretion of the inspector.

4. Close Order Drill. Close order drill is a skill that should be maintained by Marines and Sailors of the Division. Commanders are encouraged to require some form of drill in day-to-day routines to maintain an acceptable level of proficiency. Whether or not it is evaluated by commanders during the PRI for a given unit is at the discretion of commanders. If evaluated, the following guide is offered as a standardized way to assess drill.

a. The uniform for Close Order Drill (COD) should consist of the camouflage utility uniform with soft cover and a cartridge belt. The individuals in the platoon should be required to carry the M16A2 service rifle.

b. The platoon sergeant should be in the same uniform as the drill platoon, except he should be armed with the NCO sword.

c. The platoon sergeant and one squad leader should be prepared to conduct COD. The senior grader should evaluate both the platoon sergeant and the designated squad leader. The platoon should conduct drill twice. The first evaluation should be conducted by the assigned platoon sergeant, and the next evaluation by the designated squad leader.

d. The other inspectors should each evaluate the platoon during COD.

e. Grading of the platoon sergeant and designated squad leader will cover the following areas each worth 10 points:

- (1) Appearance
- (2) Reporting
- (3) Commands
- (4) Control
- (5) Card Sequence
- (6) Uniform
- (7) Command Voice
- (8) Response
- (9) Cadence
- (10) Dismissal

f. The senior inspector should compile the scores for drill. The maximum score for this event is 400 points. This score should be divided by four then the score of the platoon sergeant and squad leader divided by two to end up with a final score for drill. For example.

| | |
|------------------|------------------------------------|
| Platoon sergeant | 100 points |
| Inspector #1 | 100 points |
| Inspector #2 | 100 points |
| Inspector #3 | 100 points |
| | ----- |
| | 400 points divide by 4 = (Score 1) |
| | |
| Squad leader | 100 points |
| Inspector #1 | 100 points |
| Inspector #2 | 100 points |
| Inspector #3 | 100 points |
| | ----- |
| | 400 points divide by 4 = (Score 2) |

Score 1 + Score 2 = TOTAL divide by 2 = FINAL GRADE

g. Drill cards that may be used are shown in Appendix H. One of the four drill cards should be randomly selected for the evaluation.

5 Color Guard

a. The unit color guard should be inspected as required. Units should have a designated color guard prepared for any required occasion and therefore, ready for inspection at all times.

b. These inspections will focus on the personnel composition and appearance of the color guard members, condition of the colors and equipment and whether they are being used correctly, and the color guard's proper execution of appropriate movements.

6. BST

a. The focus of this inspection is to determine if a unit is testing in accordance with BST standards, and if an acceptable number of Marines can pass the test. Inspectors should evaluate at least one BST test for each unit each fiscal year, where at least 20 percent of the on-board strength is tested.

b. The unit should be testing in accordance with the mission standards of references (g) and (h). As a general guide, at least 90 percent of the Marines tested must pass for the unit to be considered mission capable. For an individual Marine to pass the test, that Marine must receive a score of 80 percent or higher.

7 PFT

a. The focus of this inspection should be to determine if the unit is conducting the PFT in accordance with reference (i), and if an acceptable number of Marines pass the test. Inspector(s) should evaluate at least one PFT for each unit during each annual period, in which at least 20 percent of the unit's on-board strength is tested.

b. The unit should administer the PFT in accordance with reference (i) and at least 95 percent of the Marines tested must pass for the unit to be considered mission capable.

8. Weight Control. Unit weight control programs should be evaluated by unannounced inspections of a unit's weight control records at least once during the fiscal year. Commanders may decide to inspect their units in weight control during an FRI of Training Management and use

the PRI as a spot check for overweight individuals. In either case, inspectors should check to see that records are being kept, and that unit programs conform to reference (j). Potentially overweight Marines can be identified at any time during a PRI (PFT, personnel inspection, uniform inspection, etc.) and directed to weigh-in for inspectors.

SOP FOR COMMAND INSPECTION PROGRAM

CHAPTER 3

FUNCTIONAL READINESS INSPECTIONS

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| CONDUCT OF FRIs | 3002 | 3-3 |
| FRI COGNIZANCE MATRIX | 3003 | 3-3 |

CHAPTER 3

FUNCTIONAL READINESS INSPECTIONS (FRIs)

3001. GENERAL. FRIs will be conducted by cognizant staff sections in those functional areas listed in paragraph 3003 for units assigned to the Division.

3002. CONDUCT OF FRIs. In general, FRIs will be conducted for each organization (battalion and larger) each fiscal year. These inspections will be short or no-notice. No schedules will be published. However, staff sections will ensure the inspections do not interfere with operational or training exercises.

1. UDP units may receive FRIs if determined to be necessary for either evaluation or training purposes. As a rule FRIs will not be planned for UDP units that originate from outside the Division, since those units already participate in a commanding general's inspection program. UDP units from 3d Marines will generally receive FRIs while on Okinawa, especially if it will prevent expenditure of TAD funds to Hawaii to conduct the FRIs.

2. Staff sections will provide specific guidance to units, as well as an updated inspection checklist for the conduct of the FRI prior to the start of each fiscal year. Inspection teams will conduct all FRIs using approved checklists from the AIRS. The Division Inspector will have the most recent copies of all inspection checklists on file.

3. Once FRIs are completed, the cognizant staff section will send a completed unit inspection report in the format of Appendix A to the Commanding General (Division Inspector). The Division Inspector will prepare a forwarding endorsement to the inspected unit from the Commanding General. Refer to chapter 8 for prescribed timelines in forwarding inspection reports.

3003 FRI RESPONSIBILITY

1. Marine Corps Combat Readiness Evaluation System (MCCRES). MCCRES evaluations will be conducted for permanent Division units as specified in the current edition of reference (k). Regimental commanders will be responsible for coordinating and conducting MCCRES

evaluations for their units. The AC/S, G-3 will schedule these events and provide a senior evaluator and technical assistance, if required.

2. Nuclear Biological Chemical Defense (NBCD) FRI

a. All permanent Division units will be inspected annually. Units may choose to either have an NBCD FRI conducted as part of a scheduled MCCRES evaluation, or schedule a NBCD FRI separately. The AC/S, G-3 (NBC) will schedule and track these events.

b. UDP units from outside the Division will normally be inspected in NBCD by their parent command before deploying to 3d Marine Division.

(1) UDP infantry battalions. If a UDP battalion does not receive an NBCD evaluation before deployment, it may receive an NBCD FRI while assigned to the Division.

(2) UDP companies/batteries. UDP batteries and companies will not be evaluated separately, but will be included in NBCD FRIs for their parent Division unit if one is conducted during their deployment, regardless of recent evaluations.

c. The mission performance portion of this inspection (80 percent of the final grade) will be conducted in a field environment. If this portion of the NBCD FRI is not performed in conjunction with a MCCRES, it should be scheduled in conjunction with a routine field exercise, and will be at least 24 hours in length.

d. The garrison portion of this inspection (20 percent of the final grade) will cover administration and training, and will include a 25-question test.

e. Maximum unit participation is required for all NBCD FRIs.

3. Following is the staff responsibility for all FRIs conducted within the Division.

SOP FOR COMMAND INSPECTION PROGRAM

3003

| <u>AREA</u> | <u>STAFF COG</u> | <u>FREQ</u> | <u>NOTES</u> |
|--------------------------------|------------------|-------------|--------------|
| <u>ADMINISTRATION</u> | | | |
| GENERAL ADMIN | G-1 | ANNUALLY | |
| PERSONNEL ADMIN | G-1 | ANNUALLY | |
| USMC TOTAL FORCE SYSTEM | G-1 | ANNUALLY | |
| CMCC | G-1 | ANNUALLY | |
| CAREER PLANNING | G-1 | ANNUALLY | |
| ABSENTEE VOTING | G-1 | ANNUALLY | |
| FAMILY ADVOCACY | G-1 | ANNUALLY | |
| EDUCATION | G-1 | ANNUALLY | |
| SUBSTANCE ABUSE | MCB | ANNUALLY | (1) |
| POSTAL MAILROOM | MCB | QUARTERLY | (1) |
| <u>INTELLIGENCE</u> | | | |
| INTELLIGENCE | G-2 | ANNUALLY | |
| INTELLIGENCE OVERSIGHT | G-2 | ANNUALLY | (4) |
| INFORMATION AND | | | |
| PERSONNEL SECURITY | G-2 | ANNUALLY | |
| COUNTERINTELLIGENCE | G-2 | ANNUALLY | |
| <u>OPERATIONS AND TRAINING</u> | | | |
| SORTS | G-3 | ANNUALLY | |
| HISTORICAL PRGM | G-3 | ANNUALLY | |
| <u>TRAINING MANAGEMENT</u> | | | |
| LEADERSHIP | G-3 | ANNUALLY | |
| PME | G-3 | ANNUALLY | |
| TROOP INFO | G-3 | ANNUALLY | |
| BST | G-3 | ANNUALLY | |
| WEIGHT CONTROL | G-3 | ANNUALLY | |
| MARKSMANSHIP | G-3 | ANNUALLY | |
| MCI | G-3 | ANNUALLY | |
| WATER SAFETY/SURVIVAL | G-3 | ANNUALLY | |
| <u>LOGISTICS</u> | | | |
| FACILITIES | G-4 | ANNUALLY | |
| HABITABILITY | G-4 | ANNUALLY | |

LRI FUNCTIONAL AREAS

| | | | |
|------------------------|-----|----------|--------|
| ORDNANCE | G-4 | ANNUALLY | (2, 5) |
| MAINTENANCE MGMT | G-4 | ANNUALLY | (2, 5) |
| MOTOR TRANSPORT | G-4 | ANNUALLY | (2, 5) |
| ENGINEER | G-4 | ANNUALLY | (2, 5) |
| AMMUNITION | G-4 | ANNUALLY | (2, 5) |
| EMBARKATION | G-4 | ANNUALLY | (2, 5) |
| SAFETY/HAZMAT | G-4 | ANNUALLY | (2, 5) |
| MEDICAL | G-4 | ANNUALLY | (2, 5) |
| DENTAL | G-4 | ANNUALLY | (2, 5) |
| NBCD (LOGISTICS) | G-3 | ANNUALLY | (2, 5) |
| COMM/ELECT (LOGISTICS) | G-6 | ANNUALLY | (2, 5) |
| SUPPLY | G-4 | ANNUALLY | (2, 5) |
| FIELD MESS | G-4 | ANNUALLY | (2, 5) |

FOOD SERVICES

| | | | |
|-----------------|-----|-----------|-----|
| LOGISTICS | G-4 | ANNUALLY | (2) |
| DINING FACILITY | G-4 | QUARTERLY | |

COMM/ELECT

| | | | |
|-----|-----|----------|--|
| CMS | G-6 | ANNUALLY | |
|-----|-----|----------|--|

| | | | |
|-----------------------------|-------|----------|--|
| <u>FINANCIAL MANAGEMENT</u> | COMPT | ANNUALLY | |
|-----------------------------|-------|----------|--|

| | | | |
|--------------------|-----|----------|--|
| <u>LEGAL ADMIN</u> | SJA | ANNUALLY | |
|--------------------|-----|----------|--|

| | | | |
|---------------------------|------|----------|--|
| <u>CMD RELIGIOUS PRGM</u> | CHAP | ANNUALLY | |
|---------------------------|------|----------|--|

| | | | |
|---------------------|------|----------|--|
| <u>REQUEST MAST</u> | DINS | ANNUALLY | |
|---------------------|------|----------|--|

| | | | |
|--|------|----------|--|
| <u>INTERNAL MANAGEMENT CONTROL PROGRAM</u> | DINS | ANNUALLY | |
|--|------|----------|--|

| | | | |
|---|------|----------|--|
| <u>EQUAL OPPORTUNITY/ SEXUAL HARASSMENT</u> | DINS | ANNUALLY | |
|---|------|----------|--|

| | | | |
|-----------------------------|-----|----------|-----|
| <u>JOINT PUBLIC AFFAIRS</u> | MCB | ANNUALLY | (1) |
|-----------------------------|-----|----------|-----|

NOTES

Refer to paragraph 1002 for more information on these inspections.

These inspections are conducted for UDP as well as permanent units.

Intelligence oversight inspections will be conducted by the G-2, although responsibility to report to higher headquarters and overall cognizance remains with the Division Inspector.

Refer to paragraph 3002 for more information on these inspections.

These inspections are part of the Logistics Readiness Inspection Program (LRIP). Details on the LRIP and LRIs are contained in chapter 4.

SOP FOR COMMAND INSPECTION PROGRAM

CHAPTER 4

LOGISTICS READINESS INSPECTIONS (LRIs

| | <u>PARAGRAPH</u> | <u>PAGE</u> |
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| SCOPE..... | 4002 | 4-3 |
| CONDUCT OF LRI..... | 4003 | 4-3 |

FIGURE

| | | |
|-----|---|-----|
| 4-1 | FUNCTIONAL AREA GRADE WEIGHT DISTRIBUTION..... | 4-6 |
|-----|---|-----|

CHAPTER 4

LOGISTICS READINESS INSPECTIONS (LRIs)

4001. GENERAL. The conduct of the Logistics Readiness Inspection Program (LRIP) is under the cognizance of the AC/S, G-4, with support from the AC/S, G-3 (NBC) and the AC/S, G-6 (Maint). The LRI will determine overall logistics, equipment and record-keeping readiness of units, and will facilitate account turnover for battalions participating in the Unit Deployment Program (UDP).

4002. SCOPE. The LRIP is designed to assist commanders at all levels within the Division. On the spot corrections will be made whenever possible. The LRIP includes those logistics related commodity areas listed in figure 4-1.

4003. CONDUCT OF THE LRIP

1. Logistics Readiness Staff Assist Visit (LRSAB)

a. Definition. An LRSAB is an ungraded, working evaluation of the commodity areas listed in figure 4-1. The focus of an LRSAB is to train the unit's personnel in those areas the unit feels assistance is required. The LRSAB will normally not include LTIs of the unit's MARES reportable or non-reportable equipment. Requests for LRSABs will include a list of those specific areas in each commodity that the unit desires assistance. An LRSAB is not a substitute for a strong internal inspection program but an opportunity to receive guidance and support for specific problems or questions within a commodity. Each commodity that receives an LRSAB will be provided with a copy of the checklist annotated for those areas that were examined.

b. Scheduling. LRSABs will be conducted, upon request, as the inspection schedule for the LRI team permits. Units requesting LRSABs will do so through their parent regiment or separate battalion. The regimental or battalion staff will review the request and determine what assistance, if any, it can provide to fill the request. The request will then be forwarded to the LRI Coordinator (G-4/MMO) via Local Area Network (LAN), correspondence, or Naval message format. G-4/MMO will make liaison with the unit requesting assistance and the

SOP FOR COMMAND INSPECTION PROGRAM

desired G-4 commodity area to schedule LRSV dates. An LRSV will not be conducted on any unit within 45 days of a scheduled LRI.

2. Pre-FSMAO Staff Assistance Visits

a. Definition. Pre-FSMAO SAVs are conducted for Division units in preparation for a scheduled FSMAO inspection. SAVs are broad in scope and will cover the LRI checklist for each commodity in its entirety. Pre-FSMAO SAVs will also include LTIs of all (100%) MARES readiness reportable equipment. The emphasis of this visit will be to prepare the unit to stand the FSMAO inspection and correct identified problems on the spot.

b. Scheduling. Pre-FSMAO SAVs will be scheduled for Division units 45 to 60 days prior to their scheduled FSMAO inspection.

c. Grading. The LRI Team will conduct a thorough inspection utilizing each commodity's inspection checklist. A Unit Inspection Report (UIR) will be generated but not forwarded to the Commanding General. Grading will be the same as for an LRI and in accordance with Figure 4-1.

3. LRI

a. Definition. The LRI has three primary objectives. First, through a 100 percent Limited Technical Inspection (LTI) of all Marine Automated Readiness Evaluation System (MARES) reportable equipment (the extent of the LTI to be determined by the inspector), and a random sample of non-reportable equipment, the LRI gives the commander a once-a-year, in-depth analysis of his equipment readiness. Secondly, through inspection of records and processes the LRI evaluates the unit's ability to execute the critical logistics tasks necessary for sustained operations. Finally, and most importantly, the LRI is a working inspection used to educate individual Marines and Sailors, as well as enhance the unit's logistical readiness. The LRI results in the form of a UIR and a debrief will be presented to the unit commander upon completion of the inspection by all inspectors. The results of the inspection will also be presented, in the form of a UIR, to the Commanding General at a debrief with the inspected unit's commanding officer; AC/S, G-4; LRI coordinator; and the Regimental Commander when appropriate. The debrief will be scheduled by the

AC/S, G-4 with the Commanding General within one week of the completion of the inspection.

b. Scheduling. LRIs will be scheduled and conducted for UDP battalions approximately two to four weeks prior to the unit's redeployment to the continental United States or Hawaii. LRIs will be scheduled and conducted for units permanently based on Okinawa during the fiscal year (FY) between scheduled FSMAO inspections. Hawaii based units will also be scheduled between FSMAO inspections. Due to transportation and fiscal constraints, Hawaii based units will be grouped together for inspections during an annual or biennial visit.

c. Grading. A percentage grade will be assigned for each commodity area inspected. Grade will be weighed according to figure 4-1 and combined to arrive at an overall unit grade. A score of 80% or better must be achieved for a commodity area to be considered mission capable. Likewise, the overall weighed grade for the inspected unit must be at least 80% for the unit to be considered mission capable.

4004 ADDITIONAL LOGISTICS INSPECTIONS

1. Food Service Quarterly Dining Facility Technical Inspections. will be conducted for all Division unit dining facilities once per quarter, in accordance with reference (e).
2. Commanding General's Physical Inventory Program. The Supply Management Assistance Team (SMAT) will conduct quarterly inventory samplings for all Division units, including UDP infantry battalions in accordance with reference (1). UDP companies and batteries will not receive separate inspections.

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TYPE OF UNIT

| FUNCTIONAL AREA | HQ BN | | INFANTRY BATTALION | ARTY | |
|--------------------|-------|---------|-----------------------|------|------|
| | HQ | INF REG | | BN | CAB |
| SUPPLY | | 15%* | 15%* | 10%* | 15%* |
| MMO | | 10% | 10% | 10% | 10% |
| MOTOR T | | 15%* | 10% | 15%* | 10% |
| COMM/ELEC | | 15%* | 10% | 15%* | 15%* |
| ORDNANCE | | 10% | 15%* | 15%* | 15%* |
| EMBARK | | 5% | 7.5% | 5% | 5% |
| ENGINEER | | 5% | 2.5% | 5% | 5% |
| AMMO | | 5% | 7.5% | 5% | 5% |
| SAFETY/HAZMAT | | 5% | 5% | 5% | 5% |
| FIELD MESS | | 5% | 5% | 5% | 5% |
| NBC | | 5% | 7.5% | 5% | 5% |
| MEDICAL | | 2.5% | 2.5% | 2.5% | 2.5% |
| DENTAL | | 2.5% | 2.5% | 2.5% | 2.5% |

* NON-MISSION CAPABLE IN ANY OF THESE AREAS WILL RESULT IN NON-MISSION CAPABLE ON THE LRI.

Figure 4-1.--Functional Area Grade Weight Distribution

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CHAPTER 5

OPERATIONAL READINESS INSPECTIONS (ORIs)

| | <u>PARAGRAPH</u> | <u>PAGE</u> |
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| GENERAL | 5001 | |
| ORI POLICY | 5002 | 5-3 |
| CONDUCT OF ORIs ... | 5003 | |

CHAPTER 5

OPERATIONAL READINESS INSPECTIONS (ORIs)

5001. GENERAL. ORIs are operational readiness evaluations of units in the Division designed to determine the capability of the unit for deployment and employment in contingency operations. Regimental and separate battalion commanders will conduct ORIs for their subordinate units. The Division Inspector may assist with planning, coordinating, and conducting ORIs. UDP infantry battalions, artillery batteries, light armored vehicle companies, and assault amphibian vehicle companies will receive ORIs from their regimental or separate battalion commanders while assigned to this Division on Okinawa, usually soon after arrival.

5002. ORI POLICY. ORIs are conducted to give the Commanding General an accurate assessment of the mission capability of units. They help to answer the question, Is this unit ready for their warfighting mission? In keeping with this intent, the following policies are established. ORIs will:

1. Be short notice, in order to determine the most accurate assessment of the unit's day to day readiness.
2. Be conducted once each fiscal year for each unit to the extent that it is practical and affordable.
3. Be coordinated with the Division Inspector in order to allow observation and participation by the Division Staff.
4. Be conducted expecting mission capable performance, and not zero defects.
5. Have results reported to the Commanding General (Division Inspector) by the commander conducting the ORI within 14 days of its completion. The report should be in the format shown in Appendix I.

5003. CONDUCT OF ORIs. ORIs will be conducted so as to replicate as nearly as possible actual mission type situations. Units should be stressed enough so that the ORI realistically evaluates the unit's ability to conduct the operational tasks that it is expected to perform.

SOP FOR COMMAND INSPECTION PROGRAM

CHAPTER 6

COMMANDER'S TRAINING ASSESSMENTS (CTAs)

| | <u>PARAGRAPH</u> |
|----------------------|------------------|
| GENERAL..... | 6001 |
| CTA POLICY..... | 6002 |
| CONDUCT OF CTAs..... | 6003 |

CHAPTER 6

COMMANDER'S TRAINING ASSESSMENTS (CTAs)

6001. GENERAL. CTAs are training evaluations conducted to determine if training is properly planned, executed, and evaluated. These evaluations are not inspections nor are they graded events. They are designed to keep the Commanding General informed of the quality of training in the Division.

6002. CTA POLICY. CTAs are unannounced visits to training events usually, but not necessarily, by the Division Inspector, wherein the training is observed and evaluated. The intent of the visit is to watch the training, see if training objectives are being met, and discover if some form of evaluation of the training by the unit conducting the training is planned or is occurring. Results of the CTA will normally be reported informally by electronic mail to the Commanding General, with an information copy to all commanding officers unless otherwise directed by the Commanding General.

6003. CONDUCT OF CTAs. CTAs will generally be conducted by the Division Inspector, but may also be conducted by other members of the Division Staff. Normally, the evaluator will show up at the training site unannounced, check in with the senior individual on site, and observe the scheduled training. Copies of lesson plans or any other written documentation should be available to the evaluator. Training will not be interrupted unless an unsafe situation is observed by the evaluator. Evaluators will ask the senior individual for a briefing on the training objectives and planned events. The evaluators will also talk to individual Marines or Sailors to determine if they understand the objectives of the training and to get their immediate feedback on the value of the training. Evaluators may have their own checklists to guide their evaluation process, but the CTA is not an inspection event and checklists will not routinely be provided to evaluated units nor commanding officers unless specifically requested. No grade will be assigned to the training event.

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CHAPTER 7

COMMANDERS INFORMATION ASSESSMENT (CIAs)

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| GENERAL | 7001 | |
| CIA POLICY | 7002 | |
| CONDUCT OF CIAs | 7003 | |

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CHAPTER 7

COMMANDERS INFORMATION ASSESSMENT (CIAs)

7001. GENERAL. CIAs are evaluations of information flow throughout the Division. Periodically, the Division Inspector will conduct spot checks of how well information of all types is reaching the lowest levels within the Division. Examples of CIAs are: How well do Division Marines and Sailors understand the CG Mail Program? Or, do Division Marines and Sailors know that the Commanding General's four priorities are People, Ideas, Training, and Equipment? Or, do duty personnel understand their orders from the commanding officer?

7002. CIA POLICY. CIAs will be conducted as frequently as necessary in order to give the Commanding General an accurate assessment of the information flow in the Division. CIAs may be directed by the Commanding General or selected by the Division Inspector. Other members of the Division Staff may be required to assist in survey type methods of conducting CIAs.

- 1 CIAs are not inspections and will not be graded events.
2. CIAs will generally be conducted so as to include some members of every organization in the Division.
3. The results of CIAs will usually be shared with commanders when the results are provided to the Commanding General.
4. The Division Inspector may or may not check in with commanding officers while conducting CIAs.

7003. CONDUCT OF CIAs. The CIA operates like a collection plan for the Commanding General. Usually a topic or an item of interest will be identified to the Division Inspector by the Commanding General, much the same way he designates commander's critical information requirements in operational situations. Designed to identify breakdowns in information flow, CIAs may also recommend corrective action to repair lines of communication.

1. Generally, CIAs will be conducted by surveying members of the Division, either by use of written questionnaires or by surveyors asking questions orally.
2. In some cases, the Division Inspector may conduct evaluations of information flow by observation, as in visiting duty personnel

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after hours to determine if commanding officers' guidance to duty personnel is well understood.

3. CIAs are designed to provide useful information to all commanding officers in the Division as well as to the Commanding General.

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CHAPTER 8

DEFINITIONS, GRADING, CHECKLISTS, AND REPORTS

| | <u>PARAGRAPH</u> | <u>PAGE</u> |
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| DEFINITIONS | 8001 | |
| GRADING | 8002 | |
| CHECKLISTS | 8003 | |
| REPORTS.... | 8004 | |

CHAPTER 8

DEFINITIONS, GRADING, CHECKLISTS, AND REPORTS

8001. DEFINITIONS For this Order, the following definitions apply:

1. Evaluation. An official appraisal or study to determine the significance, validity, effectiveness, and value of a particular program or event.
2. Inspection. An official evaluation of a unit, of which results or findings are reported in writing to any higher headquarters. Not included are audits performed by recognized audit groups under formal audit standards.
3. Reinspection. An inspection of an organization on action taken to correct deficiencies identified during a previous inspection. Its aim is to assess whether corrective action is effectively completed, is producing the desired results, is not causing new problems, is economical and efficient, and is practical and feasible. Those units, areas, or individual commodity sections that receive a nonmission capable grade will be reinspected within 60-90 days of the initial inspection.
4. Discrepancy. A minor disparity which conflicts with guidance, direction, or action as stated in appropriate and applicable directives. A discrepancy will not normally appear in a Unit Inspection Report (UIR).
5. Finding
 - a A significant problem within the unit which:
 - (1) Detracts from the unit's readiness.
 - (2) Is a practice that could lead to fraud, waste, abuse, or mismanagement.
 - (3) Involves issues of health, morale, or welfare of personnel.

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

b. A trend within a functional area that renders that area non-mission capable.

6. Amplifying Comments. Provide insight, background, or details for an inspection report. Any areas of concern that may not necessarily be discrepancies, trends, or findings, will be addressed here. Root causes for any and all findings are mandatory comments in this section.

7. Satisfactory. The individual or section being evaluated is generally complying with the regulations, policies, and procedures of his unit and higher authorities.

8. Unsatisfactory. The individual is generally not complying with the regulations, policies, and procedures of his unit and higher authorities.

9. Mission Capable. The command or unit possesses the requisite skills, knowledge, personnel, and equipment to accomplish its assigned mission, tasks, and functions; and uses these skills, equipment, personnel, and knowledge to accomplish its assigned mission, tasks, and functions.

10. Non-mission Capable. The command or unit does not possess the requisite skills, personnel, equipment, and knowledge to accomplish its assigned mission, tasks, and functions; or the unit does not use these skills, personnel, equipment, and knowledge to accomplish its assigned mission, tasks, and functions. Any area that receives a grade of non-mission capable will be reinspected within 60-90 days.

8002. GRADING

1. General. Each area that is inspected under the CIP will receive a separate grade. The definitions set forth in paragraph 8001 pertain to this grading system.

2. Grading System. Each inspected area will be assigned a grade of either mission capable or non-mission capable. Percentages may

be used in determining whether an area is mission capable or non-mission capable, but will not be included in inspection reports unless an area receives a non-mission capable rating. The standard percent score used to determine whether or not a unit is mission capable is 80 percent. A score of 80 percent or higher is mission capable and a score of 79 percent or below is nonmission capable.

3. Grading Criteria. Some general grading criteria for PRIs and LRIs are contained in chapters 2 and 4, respectively. Specific grading criteria for all CIP inspections are contained in the pertinent inspection checklists.

8003 CHECKLISTS

1. Inspection checklists are written guidelines for specific functional areas that standardize criteria for the conduct of inspections.

2. Although not all encompassing, inspection checklists are intended to provide unit commanders with guidelines from applicable directives for day-to-day administration and operations. Inspection checklists will be used to conduct all CIP inspections. A copy of the completed inspection checklist used during an inspection will always be provided to the inspected unit.

3. The IGMC promulgates, and annually updates, inspection checklists for all functional areas through the Automated Inspection Reporting System (AIRS). Copies of AIRS inspection checklists will be maintained on file in the Division Inspector's office for all CIP inspection areas. AIRS inspection checklists will be used to conduct CIP inspections when appropriate. When AIRS checklists do not sufficiently cover a CIP inspection area, and it becomes necessary to generate a local CIP inspection checklist, AIRS checklists will be used as a basis for creating the new CIP inspection checklist.

4. All CIP inspection checklists will be reviewed annually and certified by the Division Inspector. The Division Inspector will also maintain a copy of all current CIP inspection checklists on file. Every April, the Division Inspector will coordinate an annual review of all CIP inspection checklists for the Division.

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CHAPTER 9

REFERENCES

| | <u>PARAGRAPH</u> | <u>PAGE</u> |
|-------------------------------|------------------|-------------|
| GENERAL | 9001 | |
| MARINE CORPS REFERENCES | 9002 | |
| NAVY REFERENCES | 9003 | |

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CHAPTER 9

REFERENCES

9001. GENERAL. The references listed below pertain to inspections/evaluations conducted by the Division and outside agencies.

9002. MARINE CORPS REFERENCES

1. Headquarters, U. S. Marine Corps

Marine Corps Manual, par 1011 (Inspections)
Marine Corps Manual, par 2805 (Request Mast)
MCBul 1020 Series (Uniform Regulations)
MCO P1020.34 (Marine Corps Uniform Regulations)
MCO 1510.25 (Marine Corps Troop Information Program)
MCO 1510.89/90 (Individual Training Standards System for Marine Battle Skills Training, Volumes 1 and 2)

MCO 1700.23 (Request Mast)
MCO P3000.11 (Marine Corps Automated Readiness Evaluation System (MARES))
MCO 3501.7 (Marine Corps Combat Readiness Evaluation System (MCCRES))
MCO 3574.2 (Marksmanship Training with Individual Small Arms)
MCO P4400.160 (Field Supply Maintenance Analysis Office Program)
MCO 5040.6 (Marine Corps Inspections)
MCO 5200.24 (Internal Management Control Program)
MCO 5390.2 (Leadership Training)
MCO 6100.3 (Physical Fitness)
MCO 6100.10 (Weight Control and Military Appearance)
MCO 7510.4 (Follow-up on Reports of Audit and Internal Review Organization)
MCBul 10120 Series (Clothing Allowance)
MCO P10110.14L (Food Services)
MCO P10120.28 (Individual Clothing Regulations)
TM-10120-15/1 (Technical Manual for Uniform Fitting and Alteration)
NAVMC 2691 (Marine Corps Drill and Ceremonies Manual)

Commander, U.S. Marine Corps Forces Pacific

MARFORPACO 1740.1 (Request Mast)
MARFORPACO P3120.10 (SOP for Unit Deployment Program)

MARFORPACO 3401.13 (Nuclear, Biological, and Chemical Defense
 MARFORPACO 3501.1 (Marine Corps Combat Readiness
 Evaluation System [MCCRES] Evaluations of
 Units)
 MARFORPACO 5041.9 (Inspection/Evaluation Program)
 MARFORPACO 6100.4 (Physical Fitness, Weight Control, and
 Military Appearance)
 MARFORPACO P7000.1J (Financial Management SOP)

3. 3d Marine Division

DivO P1500.25 (Training SOP)
 DivO 1740.3 (Request Mast)
 DivO P3000.10 (SOP for the Alert Contingency Force)
 DivO P3400.2 (SOP for Nuclear, Biological, and Chemical
 Defense)
 DivO P3800.1 (Division Intelligence SOP)
 DivO 3850.3 (Guidance for Counterintelligence
 Responsibilities)
 DivO 4400.1 (Commanding General's Physical Inventory
 Program)
 DivO 4790.1 (SOP for Maintenance Management)
 DivO 5100.11 (SOP for Ground Safety)
 DivO P5510.9K (SOP for Information and Personnel Security
 Program)
 DivO 6100.1 (Physical Fitness, Weight Control, and
 Military Appearance)
 DivO 6200.2 (Heat Casualties)

4. Marine Corps Institute

Marine Battle Skills Training Handbook Series (Books 1-5)

9003. NAVY REFERENCES

U. S. Navy Regulations, 1974 Chapter 1 (Appearance)
 NAVPERS 15665F (United States Navy Uniform Regulations)
 OPNAVINST 6110.1 (Health and Physical Readiness Program)

SOP FOR COMMAND INSPECTION PROGRAM

APPENDIX A

FORMAT FOR UNIT INSPECTION REPORT (STAFF SECTION)

From: Assistant Chief of Staff, G-__
To: Commanding General (Division Inspector)
Subj: UNIT INSPECTION REPORT; FUNCTIONAL READINESS INSPECTIONS
(FRI) (or LRI if applicable) OF (ADMINISTRATION, CAREER
PLANNING, VOTING, etc.) FOR (INSPECTED UNIT)

Ref: (a DivO P5040.3F

Encl: Individual enclosures for each commodity for LRIs)

1. In accordance with the reference, this report contains results, recommendations, and comments concerning (an) FRI(s) conducted by (names or team) for (inspected unit) from _____ to _____.

2. INSPECTION RESULTS:

| <u>AREA</u> | <u>GRADE</u> | <u>EQUIPMENT</u> |
|---|-----------------|---|
| (List all functional areas inspected and respective grades) | | (This will be a % and will only be used for LRIs) |
| Administration | Mission Capable | |
| Career Planning | Mission Capable | |
| Voting | Mission Capable | |
| . | . | . |
| . | . | . |
| . | . | . |
| . | . | . |
| <u>OVERALL GRADE</u> | | <u>OVERALL EQUIPMENT</u> |
| | | (These will only be given for LRIs) |

3. FINDINGS AND RECOMMENDATIONS

Finding #1: (Area) Details of finding.
Recommendation:

4. REPEAT FINDINGS. Identify which, if any, findings identified in paragraph 3 are repeat findings.

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5. NOTEWORTHY INDIVIDUALS. The names of all noteworthy Marines and Sailors.
6. AMPLIFYING COMMENTS. This section may contain the (senior) inspector's comments on any areas of concern of which the inspected unit should be informed.
7. PROBLEMS BEYOND THE UNIT'S ABILITY TO SOLVE. This section should cover any areas that the inspected unit wants the Division or higher headquarters to look into, to include any problems/issues that the unit cannot resolve.
8. STATEMENT OF THE UNIT'S ABILITY TO CONTROL FRAUD, WASTE, AND MISMANAGEMENT. Identify any areas in the unit that may have insufficient internal controls to prevent or detect fraud, waste, and mismanagement.
9. POINT OF CONTACT (your staff section FRI coordinator).

Signature of the Staff Principal

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APPENDIX A

FORMAT FOR UNIT INSPECTION REPORT

From: Commanding General
To: Commanding Officer, Inspected Organization
Via: Commanding Officer, Appropriate Regiment (as required)

Subj: INSPECTION REPORT FOR FUNCTIONAL READINESS INSPECTIONS
(FRI) CONDUCTED FROM (DATE) TO (DATE)

Ref: (a DivO P5040.3F

Encl: (1) Unit Inspection Report from G-1
(2) Unit Inspection Report from G-2
(3) Unit Inspection Report from G-3

.
.
.

1. In accordance with the reference, FRIs were conducted on your organization from (date) to (date). Enclosures (1) through (___) contain the detailed results from these inspections.
2. All areas in your organization were found to be mission capable except for (list any areas found to be non-mission capable). For these areas (the areas found to be non-mission capable) a reinspection will be conducted within 30 days.
3. For those findings listed in enclosure(s) (list all enclosures that had findings noted), a report of corrective action taken is due to the Division Inspector's office within 30 days of the date of the inspection report.
4. Any additional comments as required.

Signature of the Commanding General

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GENERAL REQUIREMENTS

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INSPECTION EXECUTION

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8. Were the guidelines for inspectors followed in the conduct of the inspection?
9. Was grading criteria correctly applied?
10. Was the inspection conducted in the spirit of the CIP?

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APPENDIX C

FORMAT FOR CORRECTIVE ACTION REPORT

From: Commanding Officer, (Inspected Organization)
To: Commanding General, 3d Marine Division (Division Inspector)

Subj: CORRECTIVE ACTION REPORT FROM INSPECTION OF (DATE)

Ref: (a) DivO P5040.3F
(b) (Inspection report on which findings are noted)

1. Per the references, this report provides corrective action(s) and/or a plan of action and milestones (POA&M) for inspection findings.

2. Findings and corrective action.

a. (Functional area

Finding #1. State finding noted on Unit Inspection Report (UIR).

Recommendation #1. State recommendation noted on UIR.

Corrective Action. State corrective action taken or the POA&M for corrective action, as appropriate.

Finding #2.

b. Functional area)

Finding #1.

3. Amplifying Comments. Any comments that enhance the understanding of the finding(s) noted, corrective action taken, or specifics associated with a particular finding or an existing situation of interest.

4. Any problems not previously identified that are beyond the ability of the unit to solve.

Commanding Officer signature

OM

AM

FORMAT FOR CERTIFICATION/COMPLETION REPORT OF CORRECTIVE ACTION

ip
 ip
 ON RE (functional area)
 (unit)
 (unit)
 / for id de id
 p.

Rationale

Recommended alternative corrective action

SOP FOR COMMAND INSPECTION PROGRAM

Signature

From: Division Inspector

To: Commanding Officer, (Inspected Organization)

Subj: COMPLETION OF CORRECTIVE ACTION FOR INSPECTION FINDINGS

(a) (Certification letter from functional area inspector)

1. In accordance with the reference, the corrective action has been completed.

Signature

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APPENDIX E

FEEDBACK FORM

5040
INSP

From: Commanding Officer, _____
To: Commanding General, 3d Marine Division

Ref: (a) DivO P5040.3E

1. In accordance with reference (a), the following questionnaire is submitted.

2. Please give us your honest opinion about the following. We want you to know what we can do to improve the quality of our inspection.

a. Did the initial in-brief provide you relevant and concise information on how the inspectors were going to conduct the inspection/visit?

Comments:

b. Were your questions answered to your satisfaction during the in-brief and out-brief?

Comments:

c. Were the inspectors professional in their demeanor and appearance during the conduct of your inspection?

Comments:

d. If you were the Division Inspector, what would you have done differently during the inspection of your organization and still met all requirements established by current orders and directives?

Comments:

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e. Has your organization's readiness improved due to this inspection?

Comments:

3. The inspection was conducted by: _____
(rank/name)

Commanding Officer

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APPENDIX F

FORMAT FOR PERSONNEL READINESS INSPECTION REPORT

From: Commanding Officer, (Inspecting Organization)

To: Commanding General, 3d Marine Division
(Division Inspector)

Subj: PERSONNEL READINESS INSPECTION REPORT PRI OF (INSPECTED ORGANIZATION)

Ref: (a) DivO P5040.3F

1. In accordance with the reference, this report contains results, recommendations, and comments for the PRI of (Inspected Organization) conducted on (date.)

2. INSPECTION RESULTS:

| <u>AREA</u> | <u>GRADE</u> |
|------------------------|-----------------------------|
| Service Dress Uniform | Non-Mission/Mission Capable |
| Close Order Drill | Non-Mission/Mission Capable |
| Personnel | Non-Mission/Mission Capable |
| Clothing and Equipment | Non-Mission/Mission Capable |
| Color Guard | Non-Mission/Mission Capable |

OVERALL GRADE

Non-Mission/Mission Capable

3. FINDINGS AND RECOMMENDATIONS

Finding #1: (Area) Details of finding
Recommendation:

4. TRENDS AND RECOMMENDATIONS

Trend #1: (Area) Details of trend.
Recommendation:

5. NOTEWORTHY INDIVIDUALS. The names of all noteworthy Marines and Sailors.

6. UNSATISFACTORY. The numbers of unsatisfactory Marines and Sailors.

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7 AMPLIFYING COMMENTS

a. Root causes for any and all findings are mandatory comments in this section.

b. This section may contain comments on any areas of concern.

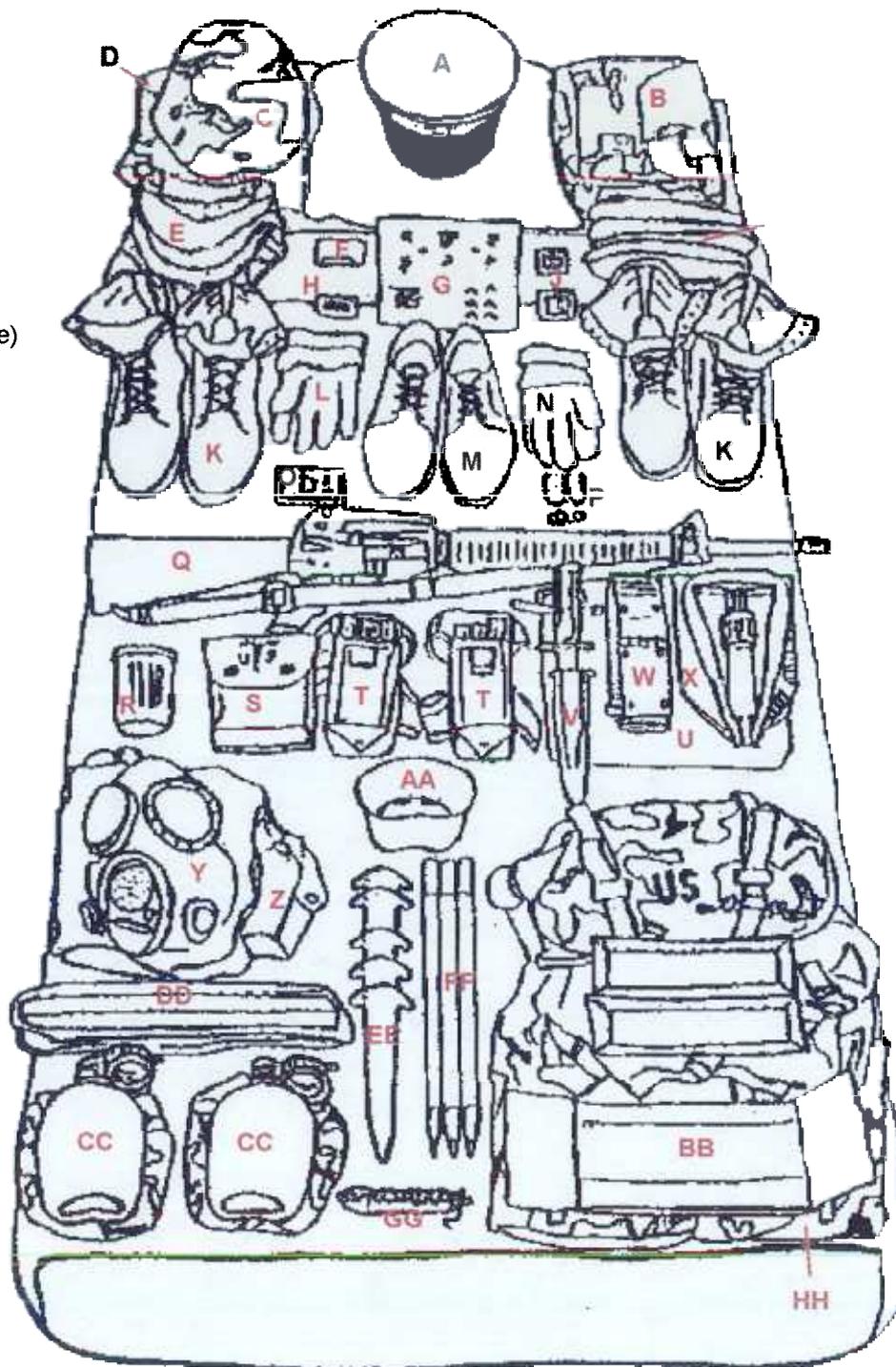
8. PROBLEMS BEYOND THE UNIT'S ABILITY TO SOLVE. This section should cover any areas that the inspecting organization wants the Division or higher headquarters to look into, to include any problems/issues that cannot be resolved at the inspecting organization level.

9 POINT OF CONTACT

Signature

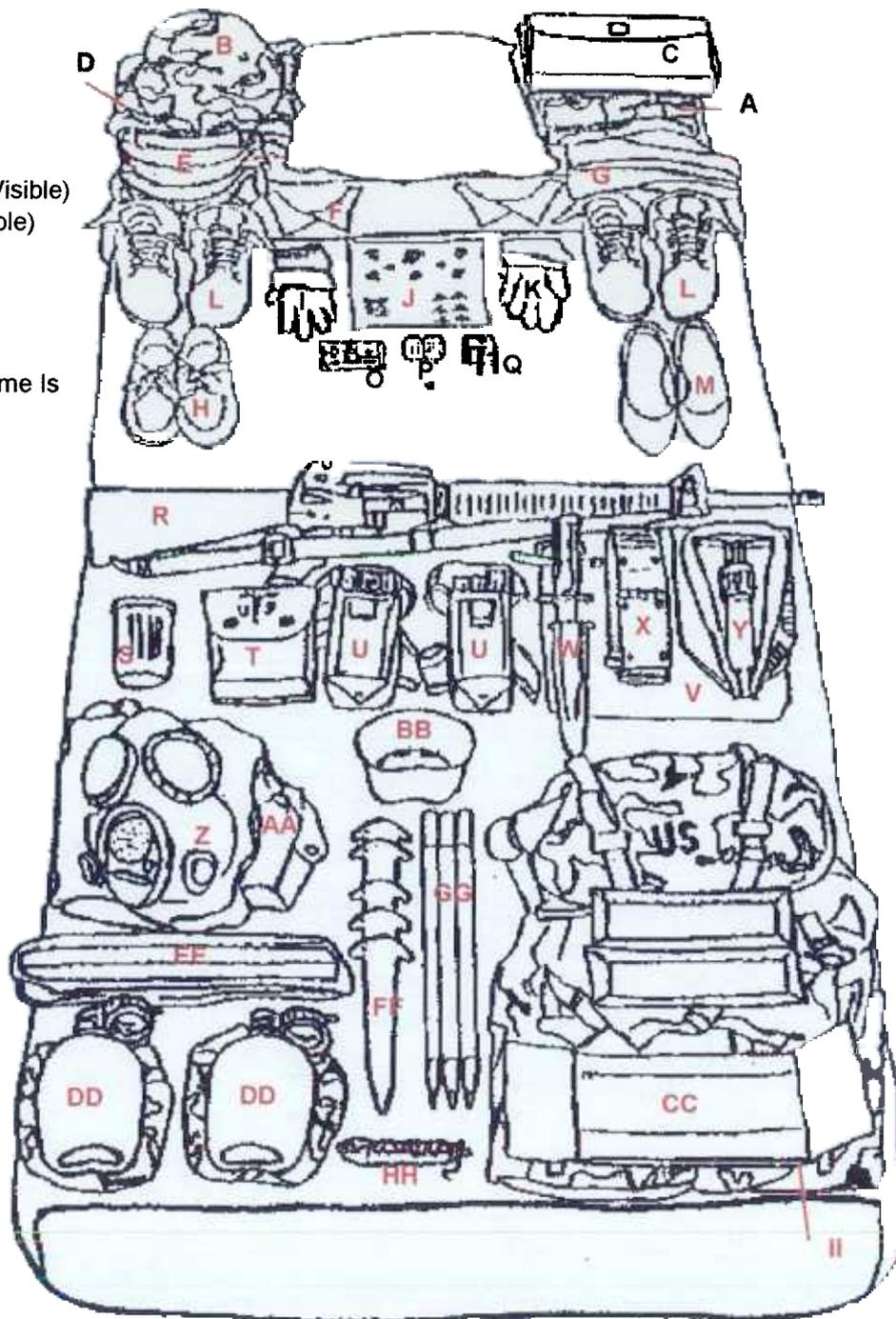
MARINE MALE EQUIPMENT & PARTIAL CLOTHING BUNK DISPLAY

- A. Frame, service cap with crown, service cap: cotton, white
- B. Liner Poncho
- C. Helmet, PASGT W/Camouflage Cover
- D. Poncho
- E. Cap, Combat: Camouflage (Inverted So That Name Is Visible)
- F. Waistplate
- G. Inspection Template
- H. Buckle: F/Belt Coat
- I. Cap, Garrison: Gabardine, Green (Folded So That Name Is Visible)
- J. Buckle: F/Belt, Web
- K. Boots, Combat: Leather, Black, Pair (Laced And Folded So That Name Is Visible) (1 pair may be black canvas "Jungle" boot)
- L. Gloves, Leather: Black, Pair (Folded So That Name Is Visible)
- M. Shoes, Dress: Leather, Black, Pair
- N. Gloves, Cloth: White, Pair (Folded So That Name Is Visible)
- O. Card, Identification
- P. Tag, Identification: Set
- Q. T/O Weapon
- R. Decontamination Kit: M258
- S. Case, First Aid
- T. Pouch, Ammunition: 5.56mm M16A2 (W/Magazine Inserted)
- U. Shelter Half
- V. Bayonet W/Scabbard
- W. Belt, Cartridge
- X. Entrenching Tool W/Cover
- Y. Mask, Field Protective
- Z. Carrier, Mask, Field Protective
- AA. Cup Canteen
- BB. Pack, Alice W/Frame
- CC. Canteens, Plastic, Green W/Covers (If Only One Has NBC Cap, Display To The Right)
- DD. Suspenders, Strap, Belt Cartridge
- EE. Pins, Tent
- FF. Poles, Tent
- GG. Guy, Line
- HH. Vest, Fragmentation Protective, PASGT, (Beneath ALICE Pack)



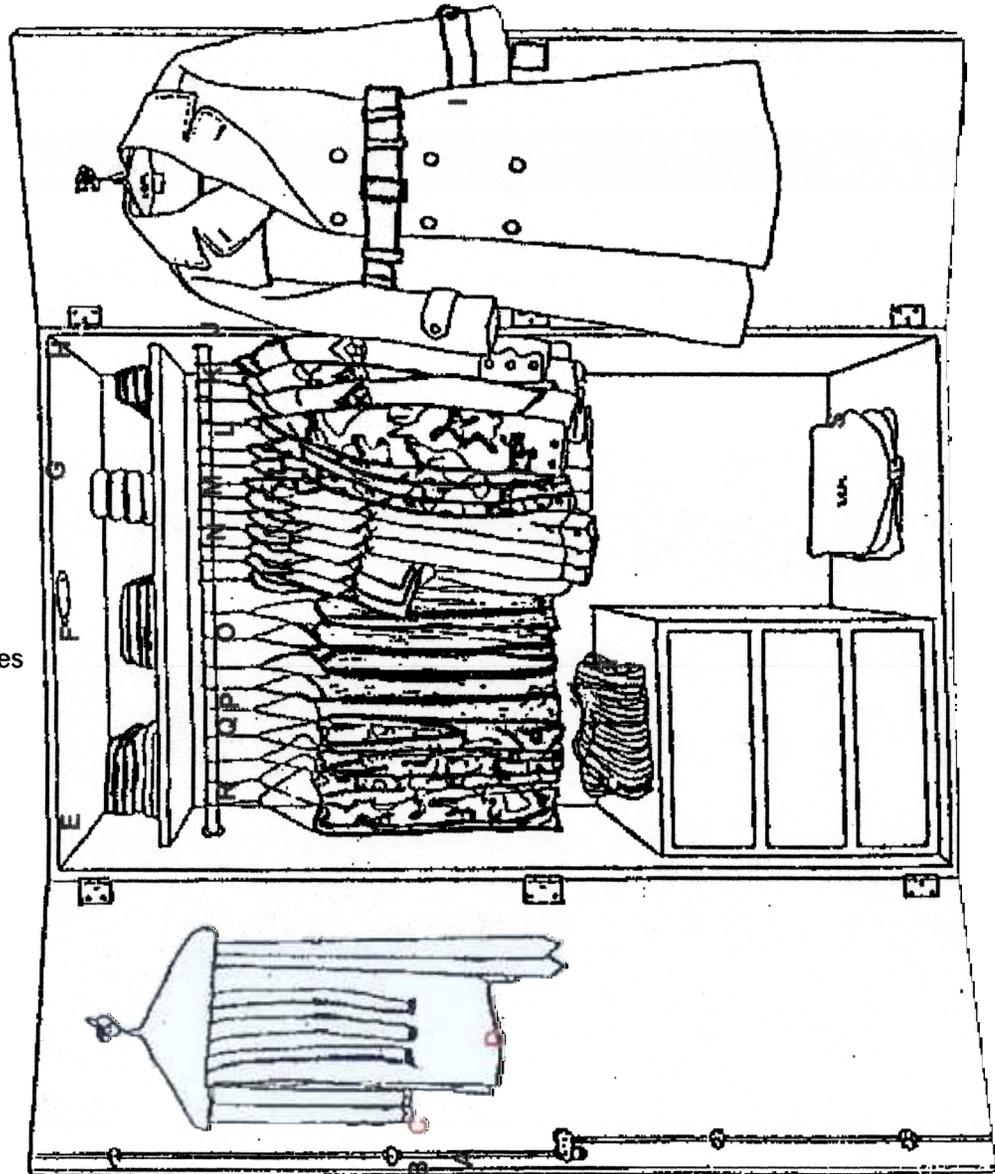
MARINE FEMALE EQUIPMENT & PARTIAL CLOTHING BUNK DISPLAY

- A. Liner Poncho
- B. Helmet, PASGT W/Camouflage Cover
- C. Handbag, Women's: Black
- D. Poncho
- E. Cap, Combat: Camouflage (Inverted So That Name Is Visible)
- F. Neck Tab, Women's: Wool, Serge, Green (Folded So That Name Is Visible)
- G. Cap, Garrison Women's: Gabardine, (Folded So That Name Is Visible)
- H. Shoes, Dress: Oxford, Black, Pair
- I. Gloves, Leather: Black, Pair (Folded So That Name Is Visible)
- J. Inspection Template
- K. Gloves, Cloth: White, Pair (Folded So That Name Is Visible)
- L. Boots, Combat: Leather, Black, Pair (Laced And Folded So That Name Is Visible)
- M. Shoes, Dress: Pump, Black, Pair
- O. Card, Identification
- P. Tag, Identification: Set
- Q. Buckle: F/Belt, Web
- R. T/O Weapon
- S. Decontamination Kit: M258
- T. Case, First Aid
- U. Pouch, Ammunition: 5.56mm M16A2 (W/Magazine Inserted)
- V. Shelter Half
- W. Bayonet W/Scabbard
- X. Belt, Cartridge
- Y. Entrenching Tool W/Cover
- Z. Mask, Field Protective
- AA. Carrier, Mask, Field Protective
- BB. Cap Canteen
- CC. Pack, Alice W/Frame
- DD. Canteens, Plastic, Green W/Covers (If Only One Has NBC Cap, Display To The Right)
- EE. Suspenders, Strap, Belt Cartridge
- FF. Pins, Tent
- GG. Poles, Tent
- HH. Guy, Line
- II. Vest, Fragmentation Protective, PASGT, (Beneath ALICE Pack)



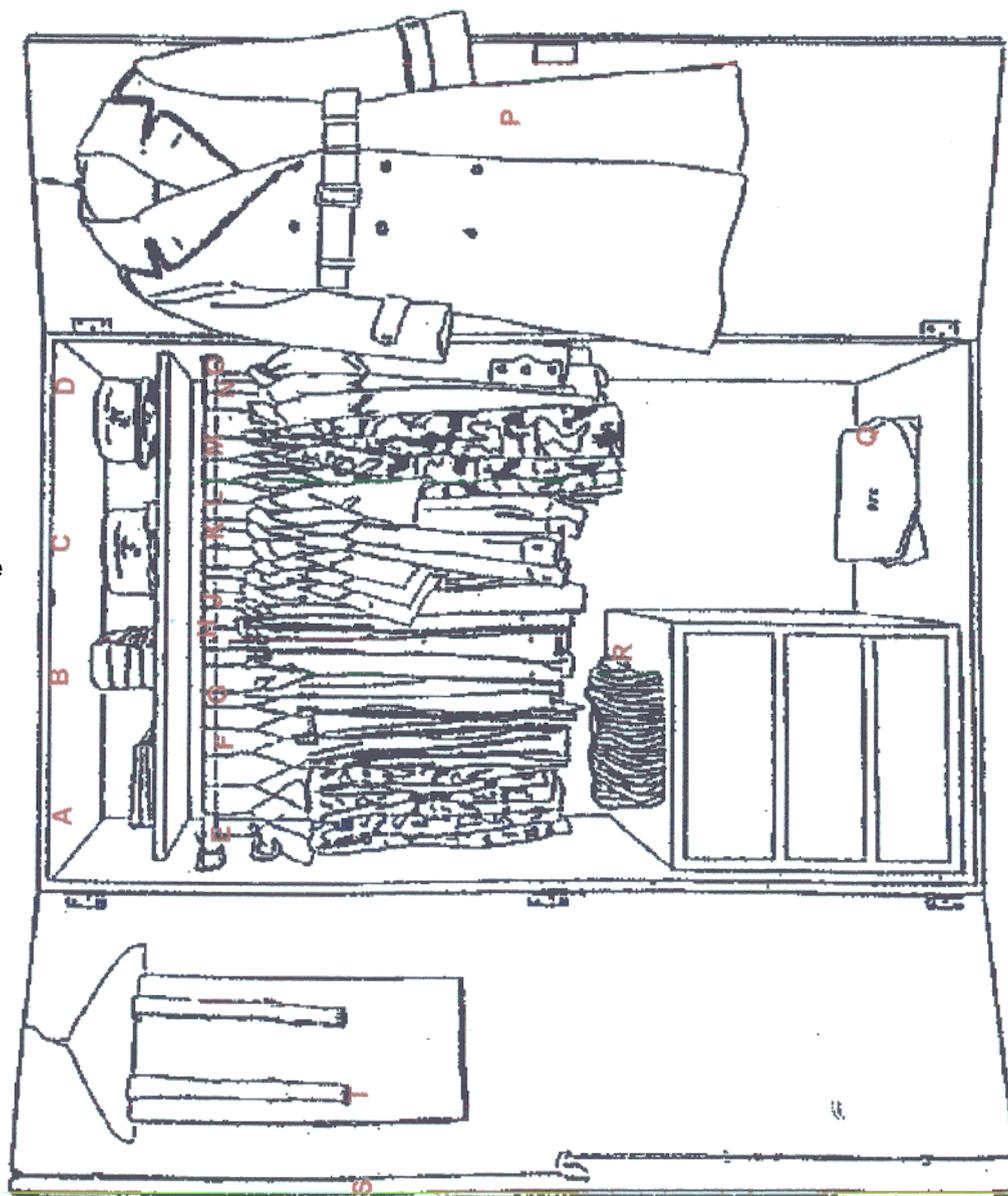
MARINE MALE CLOTHING-BEQ WARDROBE DISPLAY

- A. Scarf, Neckwear: Wool, Serge
- B. Belt, Coat: Gabardine, Green
- C. Belt, Trousers: Web, Khaki
- D. Neck Tie: Khaki
- E. Undershirts: Cottons, White, Cottons, Green
- F. Drawers, Men's Cotton, White, Pair
- G. Socks: W/Cushion Sole, Green, Pair
- H. Socks: Black, Pair
- I. Coat, Men's: All Weather
- J. Coat, Men's: Wool, Blue
- K. Coat, Men's: Gabardine, Green
- L. Coat, Combat: Woodland Camouflage Pattern, W/ US Marine Tape, Marine Corps Emblem On Left Breast Pocket & Name Tape Over Right Breast Pocket
- M. Shirts, Men's: Polyester/Cotton, Khaki, W/Long Sleeves
- N. Shirts, Men's: Polyester/Cotton, Khaki, W/Quarter-Lenght Sleeves
- O. Trousers, Men's: Wool, Blue
- P. Trousers, Men's: Gabardine, Green
- Q. Trousers, Men's: Polyester/Wool, Green
- R. Trousers, Combat: Woodland Camouflage Pattern, Pair
- S. Bag, Duffel: W/Carry Strap
- T. Sweater Service: Wool, Green (Wooly-Pully)



MARINE FEMALE CLOTHING-BEQ WARDROBE DISPLAY

- A. Undershirts: Cottons, Green
- B. Socks: W/Cushion Sole, Green, Pair
- C. Cap Service: Wool, Serge, Green
- D. Cap, Dress: White, Vinyl
- E. Trousers, Combat: Woodland Camouflage Pattern, Pair
W/ Name Tape Over Right Hip Pocket
- F. Slacks Women's: Gabardine, Green
- G. Slacks Women's: Wool, Blue
- H. Skirts, Women's: Gabardine, Green
- I. Skirts, Women's: Wool, Blue
- J. Shirts, Women's: Polyester/Cotton, Khaki, W/Quarter-Lenght
Sleeves
- K. Shirts, Women's: Polyester/Cotton, Khaki, W/Long Sleeves
- L. Shirts, Women's: White
- M. Coat, Combat: Woodland Camouflage Pattern, W/ US Marine
Tape, Marine Corps Emblem On Left Breast Pocket & Name
Tape Over Right Breast Pocket
- N. Coat, Women's: Gabardine, Green
- O. Coat, Women's: Wool, Blue
- P. Coat, Women's: All-Weather
- Q. Bag, Duffel: W/Carry Strap
- R. Sweater Service: Wool, Green (Wooly-Pully)
- S. Scarf, Neckwear: Wool, Serge
- T. Belt, Trousers: Web, Khaki



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APPENDIX H

DRILL CARDS

| DRILL CARD #1 | DRILL CARD #2 |
|---------------------------------|---|
| Form the Platoon | Form the Platoon at Close Interval |
| Close and Extend on Line | Extend on Line |
| Port Arms | Parade Rest |
| Left Shoulder Arms/Rifle Salute | Port Arms |
| Order Arms | Right Shoulder Arms/Rifle Salute |
| About Face (Repeat) | Order Arms |
| Align Platoon from the Right | Form for Inspection |
| Back Step | Count off in Column |
| Count off in Column | Close Interval Column Halted |
| Column Right, from the Halt | Column Right, at Close Interval from the Halt |
| Close While Marching | Extend while Marching |
| Column Right, from the halt | Column Right |
| Right Flank/Return to Column | Right Flank/Return to Column |
| Column Left (Repeat) | Column Left (Repeat) |
| Left Oblique/Mark Time | Left Oblique/Halt in Place |
| Change Step | March to the Rear (Repeat) |
| Column Half Left (Repeat) | Column Half Left (Repeat) |
| Column left | Column Left |
| Pass in Review | Pass in Review |
| Dismiss the Platoon | Dismiss the Platoon |

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| DRILL CARD #3 | DRILL CARD #4 |
|---|---|
| Form the Platoon | Form Platoon at Close Interval |
| Port Arms | Port Arms |
| Left Shoulder Arms | Right Shoulder Arms |
| Order Arms/Rifle Salute | Order Arms/Rifle Salute |
| Left/Right Step | Present Arms |
| Align Platoon from the Left | About Face (Repeat) |
| Close and Extend on Line | Open Ranks |
| Count off on Line | Count off on Line |
| Close Interval Column Halted | Column Right, at Close Interval from the Halt |
| Column Right, at Close Interval from the Halt | Extend while Marching |
| Extend while Marching | Column Right |
| Column Right | Right Oblique/Platoon Halt |
| Right Oblique/Half Step | Close while Marching |
| Column Left (Repeat) | Column Left (Repeat) |
| Left Flank/Return to Column | Right Flank/Return to Column |
| March to the Rear(Repeat) | Change Step |
| Column Half Left (Repeat) | Column Half Left (Repeat) |
| Column Left | Column Left |
| Pass in Review | Pass in Review |
| Fall Out | Fall Out |

SECTION SIDE

PAGE

| | | | | | | | | | | | | | | | | | | | | | | |
|-------|-----|---------|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----|----|
| FRONT | 1 | End (1) | I | III | 1-1 | 1-3 | 1-5 | 1-7 | 1-9 | 2-1 | 2-3 | 2-5 | 2-7 | 3-1 | 3-3 | 3-5 | 3-7 | 4-1 | 4-3 | 4-5 | 32 | |
| BACK | 2 | / | / | / | / | 1-4 | 1-6 | 1-8 | 1-10 | / | 2-4 | 2-6 | 2-8 | / | 3-4 | 3-6 | / | / | 4-4 | 4-6 | | 30 |
| FRONT | 5-1 | 5-3 | 6-1 | 6-3 | 7-1 | 7-3 | 8-1 | 8-3 | 8-5 | 9-1 | 9-3 | A-1 | A-3 | B-1 | B-3 | C-1 | D-1 | E-1 | F-1 | G-1 | | |
| BACK | / | / | / | / | / | 7-4 | / | 8-4 | 8-6 | / | 9-4 | A-2 | / | B-2 | / | / | D-2 | E-2 | F-2 | G-2 | 70 | |
| FRONT | G-3 | G-5 | G-7 | H-1 | I-1 | | | | | | | | | | | | | | | | | 8 |
| BACK | G-4 | G-6 | / | H-2 | / | | | | | | | | | | | | | | | | | |
| FRONT | | | | | | | | | | | | | | | | | | | | | 70 | |
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