



UNITED STATES MARINE CORPS

MARINE CORPS BASE HAWAII
BOX 63002
KANEHOE BAY HAWAII 96863-3002

MCBHO 5041.6G

CIG

23 JAN 24

MARINE CORPS BASE HAWAII ORDER 5041.6G

From: Commanding Officer
To: Distribution List

Subj: COMMANDER'S INSPECTION PROGRAM

Ref: (a) MCO 5040.6J
(b) MCIPAC-MCBCBO 5041.1D

Encl: (1) Directorate and Subordinate Functional Area List

1. Situation. Reference (a) delegates inspection authority and Inspection Program responsibility to designated major subordinate commands. Marine Corps Base Hawaii (MCBH) is not one of those commands. Inspection Program responsibility for MCBH rests with the Command Inspector General (CIG), Marine Corps Installations Pacific per reference (b).

2. Cancellation. MCBHO 5041.6F.

3. Mission. Establish policy for MCBH Directors, Special Staff, and subordinate commands pertaining to the Commanding General's Inspection responsibilities and timeline for off-cycle inspections and site visits.

a. Background. In 2019 it was determined by Inspector General Marine Corps (IGMC) that many of the previous 'Base Inspector' roles were not consistent with those of an Inspector General. Commanding Officer, MCBH took a corrective action to realign Staff roles and responsibilities under the cognizance of respective directorates of the MCBH staff allowing the CIG to focus solely on Inspector General tasks as defined by IGMC.

b. Summary of Revision. This Order contains substantial changes and should be reviewed in its entirety.

4. Execution

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. While MCBH does not maintain an Inspection Program, we remain committed to assisting higher headquarters and IGMC assess Marine Corps institutional discipline and foundational readiness of the units under MCBH cognizance.

(2) Concept of Operations. The CIG is a functional extension of IGMC and serves a vital role in supporting the Marine Corps Inspections Program. The CIG operates as the liaison between inspecting commands and Marine Corps Base Hawaii (MCBH). The CIG facilitates the inspection process providing assistance with scheduling of Augment Inspectors, conducting Site Assist Visits (SAV) when requested and logistical support to Inspection Teams as required.

b. Tasks

(1) CIG

(a) Coordinate higher headquarters requests for schedule changes, as required.

(b) Upon notification of Inspection of MCBH subordinate commands, facilitate in-brief/out-brief, request subject matter experts who function as augment inspectors, and monitor inspection progress.

(c) Consolidate results and report inspection corrective actions to higher headquarters' Inspection Team.

(2) MCBH Subordinate Commanders

(a) Assign functional area subject matter experts, preferably a staff noncommissioned officer (SNCO) or officer, to serve as augment Inspectors on the Inspection Team for the functional areas under your cognizance.

(b) Provide a functional area augment inspector list to the CIG with updates when personnel changes occur.

(c) Coordinate all inspections by higher headquarters and external agencies with the CIG.

(d) Provide a copy of the results of all inspections conducted by higher headquarters and external agencies to the CIG.

(e) Ensure corrective action is initiated and implemented for discrepancies and findings of functional areas under your cognizance.

(f) Provide a Corrective Action Report per enclosure, as required.

(3) Augment Inspectors

(a) Attend all pre/post-inspection briefings.

(b) Use the IGMC functional area checklist (FAC) as a minimum standard when conducting inspections.

(c) Review FAC(s) under your cognizance and submit recommended changes to the CIG via your respective staff department head for submission to IGMC.

(d) Assist in formulating checklists for areas that are not covered by IGMC. Use higher headquarters directives when developing these checklists and annotate references by all checklist items.

(e) Be prepared to brief the unit commander on the functional area inspected, checklist items as appropriate to include findings and discrepancies, and recommend corrective actions. Provide a copy of the completed checklists to the inspected commander upon completion of the inspection.

(f) Provide a detailed Functional Area Inspection/SAV Report to the CIG upon completion.

5. Administration and Logistics. FACs:

a. Current FACs are updated regularly and are available through the IGMC web site at:
<https://www.igmc.marines.mil/Units/Inspections-Division/Functional-Area-Checklists-FACs/>. Inspectors shall ensure checklists are current prior to each inspection cycle.

23 JAN 24

b. Recommended additions and/or deletions to the inspection checklists shall be staffed and coordinated by the CIG with IGMC for evaluation and incorporation.

c. SAVs are informal external evaluations of unit functional areas conducted by the CIG by request.

d. For the purposes of this Order, the term 'unit' is used generically to denote subordinate MCBH commands and/or MCBH Staff.

e. Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per SECNAV Notice 5210 and SECNAV M-5210.1 to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Refer to MCO 5210.11F for Marine Corps records management policy and procedures.

6. Command and Signal

a. Signal. This Order is effective the date signed.

b. Command. This Order is applicable to all organizations, activities, and designated tenant commands under the inspection cognizance of MCBH.



J. W. BEAVEN

DISTRIBUTION: A

F/A	FUNCTIONAL AREA	DES	MCBH	HQBN	MCAS
3500.14	Aircrew Training Program	CoRE +	N/A	N/A	X
3302	Antiterrorism	CoRE	S-7	X	X
5370	Assistance and Investigations Program	CoRE	CIG	N/A	N/A
3500.10	Aviation Command and Control Training	Non-CoRE	N/A	N/A	N/A
11130	Aviation Facilities	Non-CoRE	N/A	N/A	X
3700	Aviation Operations Administration	CoRE +	N/A	N/A	X
3750	Aviation Safety	CoRE	N/A	N/A	X
6110	Body Composition and Military Appearance Program	CoRE	HQBN	X	X
1040	Career Planning Program	CoRE	CarPlnr	X	X
3040	Casualty Affairs	CoRE	S-1	HQBN S-1	X
3400	CBRN Defense	Non-CoRE	S-7	N/A	N/A
5060.2	Color Guard	Non-CoRE	HQBN	X	X
5040.0	Command Inspection Program	CoRE	X	X	X
4400.15	Consumer Level Supply	CoRE	S-4	N/A	X
5580.60	Criminal Justice Information Reporting Requirements	CoRE	S-7	X	X
3501.36	Critical Infrastructure Program (CIP)	CoRE +	S-7	X	X
5239	Cyber Security Management	CoRE	S-6	X	X
4650.39	Defense Travel System (DTS)	CoRE	S-8	HQBN S-1	X
1630	Detention Facilities	CoRE +	S-7	N/A	N/A
5215	Directives Management	CoRE	S-1	HQBN S-1	X
5060.2	Drill	Non-CoRE	HQBN	X	X
5090	Environmental Program Management	Non-CoRE	S-4	X	X
1754.4	Exceptional Family Member Program (EFMP)	Non-CoRE	HQBN	X	X
6500	Expeditionary Firefighting Rescue & Aircraft Rescue Fire Fighting	Non-CoRE	N/A	N/A	X
3571.2	Explosive Ordnance Disposal (EOD) Technical Evaluation	Non-CoRE	S-3	N/A	N/A
11000.22	Family Housing	Non-CoRE	S-4	N/A	N/A
1500.6	Force Preservation Council (FPC)	CoRE	HQB N	X	X
5510.2	Foreign Disclosure	Non-CoRE	N/A	N/A	N/A
1553.2	Formal School Management	Non-CoRE	HQBN	X	X
4600	Government Travel Charge Card (GTCCP)	CoRE	S-8	HQBN S-1	X
8000	Ground Ordnance Maintenance	Non-CoRE	S-4	X	X
6000	Health Service Support (HSS)	CoRE	HQB N	X	X
5750	Historical Program	Non-CoRE	S-5	X	X
5512	Identification Cards	Non-CoRE	S-1	N/A	N/A
5510.3	Information and Personnel Security Program (IPSP)	CoRE	S-1(SS O)	X	X
3800.0	Intelligence	CoRE	N/A	N/A	N/A
5580	Law Enforcement Operations	CoRE +	S-7	N/A	N/A
1050	Leave, Liberty and Administrative Absence	Non-CoRE	HQB N S-1	HQBN S-1	X
5800.16	Legal Administration	CoRE	SJA	HQBN S-1	X
4790.2	Maintenance Management	Non-CoRE	S-4	X	X
5000.18	Marine Corps Fleet Band	CoRE	N/A	N/A	N/A
5100.29	Marine Corps Safety Management Systems (MCSMS)	CoRE	Safet y	X	X
1320	Marine Corps Sponsorship Program	Non-CoRE	MCB H	HQBN	MCAS
3574	Marksmanship Program	Non-CoRE	HQBN	X	X
1500.59	Martial Arts Program (MCMAP)	CoRE	HQBN	X	X
1650	Military Awards	CoRE	S-1	HQBN S-1	X
1640.1	Military Confinement Facilities	CoRE	N/A	N/A	N/A
5110.1	Military Postal Activity (MDC/MPO)	CoRE	MCBH	X	X
5585.5	Military Working Dog (MWD) Operations	CoRE +	S-7	N/A	N/A
11240	Motor Transport Licensing	Non-CoRE	S-4	N/A	N/A
11240	Motor Transport Operations	Non-CoRE	S-4	N/A	N/A
3710	Naval Air Training and Operating Procedures Standardization (NATOPS)	CoRE +	N/A	N/A	X

3070	Operations Security	CoRE	S-7	X	X
5110.2	Organizational Postal (UMR/OMC)	CoRE	X	HQBN	MCAS
3800.2	Oversight-intel/Non-intel Sensitive Activities	CoRE	N/A	N/A	N/A
1610	Performance Evaluation System (PES)	CoRE	HQB N S-1	HQBN S-1	X
1700.37	Personal Financial Management Program (PFMP)	Non-CoRE	HQBN	X	X
6100.13	Physical Fitness and Combat Fitness Program	CoRE	HQBN	X	X
6100.14/1500.62	Physical Fitness Program and Force Fitness Instructor Program	CoRE	HQBN	X	X
5530	Physical Security	CoRE	S-7	X	X
5354.1	Prohibited Activities and Conduct Prevention and Response Program (PAC)	CoRE	EOA	X	X
F/A	FUNCTIONAL AREA	DES	MCB H	HQBN	MCAS
3550	Range and Training Area Management	Non-CoRE	S-3	N/A	N/A
5210.11	Records Management	CoRE	S-1	HQBN S-1	X
1730	Religious Ministries	Non-CoRE	Chapl ain	N/A	N/A
5214	Reports Management	CoRE	S-1	X	X
1700.23	Request Mast Procedures	CoRE	SgtM aj	X	X
1900.16	Separations, Retirement, and Limited Duty	CoRE	HQBN S-1	HQBN S-1	X
1752	Sexual Assault Prevention & Response (SAPR)	CoRE	SARC	X	X
1700.36	Single Marine Program (SMP)	Non-CoRE	MCCS	X	X
5300	Substance Abuse	CoRE	HQBN	X	X

1720	Suicide Prevention Program	CoRE	HQBN	X	X
5060.2	Sword Manual	Non-CoRE	HQBN	X	X
11000	Transient Housing	Non-CoRE	MCCS	N/A	N/A
1700.31	Transition Readiness Program (TRP)	CoRE	HQBN	X	X
11000.1	Unaccompanied Housing	Non-CoRE	S-4	N/A	N/A
1020	Uniform Inspection	Non-CoRE	HQBN	X	X
3000.13	Unit Readiness	CoRE	S-5	N/A	N/A
1553.3	Unit Training Management	CoRE	HQBN	X	X
1754.9	Unit, Personal, and Family Readiness Program (UPFRP)	CoRE	HQBN	X	X
5580.2	USMC Criminal Investigation Division (USMC CID) Operations	CoRE +	S-7	N/A	N/A
5800.16	Victim and Witness Assistance Program (VWAP)	CoRE	SJA	HQBN S-1	X
1742.1	Voting Assistance Program	CoRE	S-1	HQBN S-1	X
1500.52	Water Survival Training Program	CoRE	HQBN	X	X

Updated on 10 Jan 2024