

DETAILED INSPECTION CHECKLIST

FA	SC	STMT	TEXT
001			COMMAND INSPECTION PROGRAM Functional Area Manager: IGMC Point of Contact: INSPECTIONS DIVISION (DSN) 224-2172 (COML) (703) 604-4537 Date Last Revised: 15 June 2012
001	01		ORGANIZATION
001	01	001	Is the command inspector billet a primary duty? Reference MCO 5040.6H, PAR 5C
001	01	002	Does the command inspector maintain current point-of-contact information on the IGMC website? Reference MCO 5040.6H
001	01	003	Does the command inspector have a training program for augment inspectors? Reference NAVMC 5040.6H, CHAP 3, PAR 3G
001	01	004	Do augment inspectors have the technical expertise to inspect their functional area, i.e., are they qualified? Reference NAVMC 5040.6H, CHAP 3, PAR 3G
001	01	005	Is the command inspector monitoring and retaining corrective actions taken for findings noted during inspections? Reference NAVMC 5040.6H, CHAP 3, PAR 3H, CHAP 6 NAVMAC
001	01	006	Has the command published a CGIP directive? Is the directive in line with the SECNAVINST? Reference MCO 5040.6H, PAR 5C

- 001 02 INSPECTION PRINCIPLES
- 001 02 001 Do inspections assess or enhance the ability of units to Perform their assigned mission?
Reference
NAVMC 5040.6H, CHAP 1, PAR 3A
- 001 02 002 Do inspections identify root causes of problems, particularly those beyond the capability of the Commander to solve?
Reference
NAVMC 5040.6H, CHAP 1, PAR 3B
- 001 02 003 Do inspections foster a climate of trust and confidence?
Reference
NAVMC 5040.6H, CHAP 1, PAR 3D
- 001 02 004 Do inspections respect and uphold the commander's authority?
Reference
NAVMC 5040.6H, CHAP 1, PAR 3E
- 001 02 005 Is duplication among inspections avoided?
Reference
NAVMC 5040.6H, CHAP 1, PAR 3G
- 001 02 006 Do inspectors recognize excellence?
Reference
NAVMC 5040.6H, CHAP 1, PAR 3H
- 001 02 007 Do unit commanders receive a written report on the outcome of their inspection?
Reference
NAVMC 5040.6H, CHAP 1, PAR 3J
- 001 02 008 Do inspectors attempt to provide resolution of problems that were beyond the ability of the inspected unit to solve?
Reference
NAVMC 5040.6H, CHAP 1, PAR 3K

- 001 03 CONDUCT OF INSPECTIONS
- 001 03 001 Does the command inspector inspect all the subordinate units at least every two years?
Reference
NAVMC 5040.6H, CHAP 3, PAR 3A
- 001 03 002 Does the command inspector, and all augment inspectors, use the functional area checklists maintained on the IGMC website as the basis for conducting inspections?
Reference
NAVMC 5040.6H, CHAP 3, PAR 1B
- 001 03 003 Does the command inspector maintain an effective system for monitoring and tracking actions taken to correct problem areas reported on Unit Inspection Reports (UIR)?
Reference
NAVMC 5040.6H, CHAP 3, PAR 3F
- 001 03 004 Does the commander's grading system comply with Marine Corps policy, i.e., mission capable/non-mission capable?
Reference
NAVMC 5040.6H, CHAP 1, PAR 4
- 001 03 005 Has the command adopted a philosophy of short or no notice inspections similar to that of the IGMC in order to minimize wasted preparation time and to give commanders an accurate assessment?
Reference
NAVMC 5040.6H, CHAP 3, PAR 6
- 001 04 REPORTS
- 001 04 002 Does the UIR require action by the inspected unit to correct findings and non-mission capable functional areas?
Reference
NAVMC 5040.6H, CHAP 3, PAR 4E

- 001 04 003 Is the UIR provided to the commander of the inspected unit within 30 days from the completion of the inspection?
Reference
NAVMC 5040.6H, CHAP 3, PAR 4B
- 001 04 004 Are the causative factors and the impact of problems noted, identified and supported by the findings and discrepancies listed in the UIR?
Reference
NAVMC 5040.6H, CHAP 3, PAR 4C
- 001 04 005 Are the recommendations contained in the UIR supported by references?
Reference
NAVMC 5040.6H, CHAP 3, PAR 4C
- 001 04 006 Are six years worth of UIRs on file?
Reference
NAVMC 5040.6H, CHAP 3, PAR 4F
- 001 05 CORE INSPECTION
- 001 05 001 Are the core functional areas included in the CGIP?
Reference
NAVMC 5040.6H, CHAP 3
- 001 06 CHECKLISTS
- 001 06 001 Are inspectors making clear and useful annotations to each question on the checklist?
Reference
None
- 001 06 002 Are findings and discrepancies clearly noted on the checklist?
Reference
None