



UNITED STATES MARINE CORPS
 Marine Corps Base
 Camp Lejeune, North Carolina 28542-5001

INFO ACT INIT

M

BO 5041.2P
 INSP/jac
 9 Sep 1985

PRO CONTROL
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 FILE **SEP 25 1985**

BASE ORDER 5041.2P *wch 1+2, 3, 4*

From: Commanding General
 To: Distribution List

Subj: Standing Operating Procedures for Readiness Assistance Visits (RAV's) and Inspections

- Encl: (1) Commanding Officer's Personnel Inspection Schedule
 (2) Standing Operating Procedure for the Readiness Assistance Visit (RAV) Program
 (3) Standing Operating Procedure for Commanding General's Inspection
 (4) Inspections Conducted by Higher or External Headquarters

1. Purpose. To promulgate policy guidance and instructions for establishing and conducting a comprehensive inspection program for this command and for enhancing readiness through Readiness Assistance Visits.

2. Cancellation. BO.5041.2N and BO 5041.15B.

3. Background

a. Inspections and Readiness Assistance Visits (RAV's) conducted by the Commanding General and members of his staff are intended to serve the twofold purpose of evaluating the readiness of the command and assisting subordinate organizations, activities or sections in achieving desired or required standards of readiness and proficiency.

b. Additionally, frequent troop formations and inspections conducted at the unit/department or activity level serve to focus attention on the individual Marine/sailor in their appearance, professional knowledge, uniform condition, and the habitability and cleanliness of their living or work spaces.

c. This Order consolidates in a single SOP previous directives on inspections and evaluations. It incorporates new policy and instructions intended to coordinate a complementary system of inspections and staff assistance visits to achieve a higher degree of individual and unit readiness.

4. Policy and Concept

a. Marine Corps Base policy for inspections calls for all organizations and subordinate units to be "inspection ready" at all times. In order to achieve such a posture, frequent inspections of personnel, equipment, barracks, grounds, and work spaces must be conducted. These inspections are intended to be learning experiences, with instruction provided when discrepancies are found.

b. All commanding officers are to institute an inspection program encompassing the following precepts:

(1) Conduct formal inspections of all personnel, in formation at least once a month. It is not intended that this has to be by way of battalion formation. At the discretion of commanding officers, these inspections can be conducted at the department, section, company or platoon level.

(2) Conduct a formal inspection of buildings and grounds and all work spaces once a month, with informal working inspections on a daily basis.

(3) Conduct a formal barracks inspection at least once a week.

c. From time to time, the Commanding General will personally observe inspections/instruction in progress on an unannounced basis. It is not intended that inspections

should cease on the Commanding General's arrival, although he may accompany the inspecting officer or make his own inspection of the formation. Following the personnel inspection, the Commanding General may desire to be accompanied by the battalion or unit commander for a walk-through inspection of selected work spaces or barracks.

d. Each commanding officer will prepare a monthly schedule, listing the date, time, location, uniform, units involved, inspecting officer, and inclement weather plan for each personnel inspection. Three copies of the schedule, using the format depicted in enclosure (1), will be forwarded to the Base Inspector to arrive no later than the fifth working day prior to the first day of the month reported.

e. RAV's will be scheduled and conducted at least once every six months for all functional areas shown in enclosure (2) except for Supply/Maintenance Management, which will be visited annually, and Food Service, which will be evaluated on a quarterly basis (see enclosure (2) to this Order). These visits will:

(1) Stress assistance to sections/activities or subordinate units and are intended to provide a forum for free exchange of information towards the singular goal of permitting the unit or activity to better perform its mission and conform to required standards.

(2) Be conducted under the overall staff coordinating cognizance of the Base Inspector.

(3) Be the specific responsibility of the sponsoring agency, as shown in appendix A to enclosure (2), for each particular functional area. The sponsoring agency will ensure the proper conduct, reporting, and follow-up action.

f. The Commanding General's inspection will be conducted on an annual basis in accordance with the guidelines contained in enclosure (3).

g. Inspections by Higher Headquarters or External Agencies. In addition to the system of command and functional area inspections discussed above, other inspections and evaluations/audits will occur under the auspices of higher or external headquarters. Enclosure (4) provides a brief synopsis of these and a point of contact for additional information or instructions.

5. Action

a. Commanding Officers

(1) Develop and implement a written internal inspection/evaluation program in accordance with the policies contained in paragraph 4 of this Order.

(2) Following each RAV, forward within 30 days, to this Headquarters (Attn: Base Inspector) via the cognizant staff agency for that functional area, a report of the RAV and all significant discrepancies and the corrective action taken on all significant discrepancies noted.

b. Activity and Section Heads

(1) Develop and implement a written internal inspection/evaluation program in accordance with the policies contained in paragraph 4 of this Order.

(2) Following each RAV, forward within 30 days, to this Headquarters (Attn: Base Inspector) via the cognizant staff agency for that functional area, a report of the RAV and all significant discrepancies and the corrective action taken on all significant discrepancies noted.

c. General and Special Staff

(1) Base Inspector

(a) Coordinate all inspection activities of this command.

(b) Maintain schedules and current results.

9 Sep 1985

(c) Prepare and distribute a monthly RAV Status Report.

(d) Provide status briefings, as requested.

(e) Assist commanders and other staff activities or agencies, as appropriate and as requested, with inspection and RAV matters.

(2) All Other General and Special Staff Officers. Each General and Special Staff officer having responsibility for evaluation of any functional area contained in appendix A to enclosure (2) will:

(a) Develop and publish evaluation criteria and a checklist appropriate to each functional area under their cognizance.

(b) Provide a copy(s) of the evaluation criteria and checklist to the Base Inspector and units to be evaluated. Revise and update the criteria and checklist, as required.

(c) Schedule and conduct evaluations in coordination with the unit involved. Provide the Base Inspector with a copy of the results of each RAV as soon as practical and the Follow-up Report (if required) within 30 days of the date of the visit.

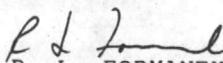
(d) Encourage frequent, continuing, and informal staff visits to units and activities to further assist them in achieving higher readiness goals.

(e) Ensure the senior member of each RAV team under your staff cognizance reports, immediately prior to and upon completion of each RAV, to the unit commanding officer, activity head, or their designated representative, for an In/Out Brief. Unit commanders or activity heads will retain the option to decline the brief. However, the Senior Team Member will habitually be available should either In or Out Brief be desired by the commanding officer/activity head. Unit commanders and activity heads are highly encouraged to take advantage of the learning vehicle of an In/Out Brief.

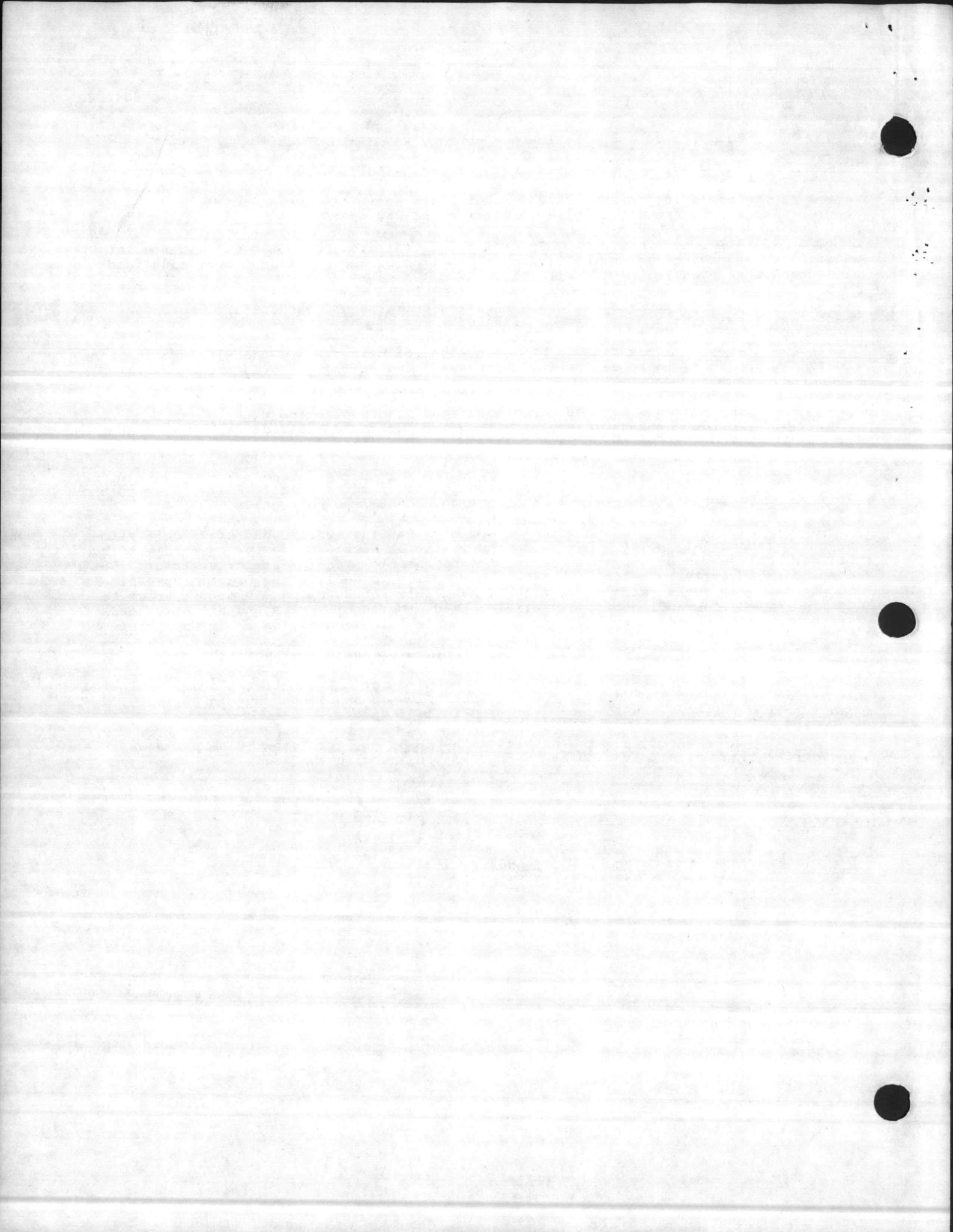
(f) Provide RAV schedules on a continuing basis to the Base Inspector.

(g) Ensure a follow-up RAV is scheduled for all functional areas evaluated as "Below Average" or "Unsatisfactory". The follow-up should be done in a timely manner but not later than 30 days after the initial visit.

(h) Request required augmentation personnel, from other Base units as appropriate, to adequately conduct the RAV within the time required.


R. L. FORMANEK
Chief of Staff

DISTRIBUTION: A Less Categories III and IV
plus BINSF (35)





UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BO 5041.2P Ch 1
 INSP/jac
 13 Dec 1985

BASE ORDER 5041.2P Ch 1

MTD

From: Commanding General
 To: Distribution List

Subj: Standing Operating Procedures for Readiness Assistance Visits (RAV's) and Inspections

Encl: (1) New page inserts to BO 5041.2P

1. Purpose. To transmit new page inserts and direct pen changes to the basic Order.

2. Action

- a. Remove present Appendix A to Enclosure (3), page A-1, and replace with the corresponding enclosure contained in the enclosure hereto.
- b. Enclosure (2), paragraph 2b, line four delete "When conducted, FSMAO-1 inspections count as a RAV for the functional areas noted in paragraph 4 of appendix A to enclosure (2)."
- c. Appendix A to Enclosure (2), page A-1, paragraph 4a, delete asterisk after "Supply Management".
- d. Appendix A to Enclosure (2), page A-2, paragraph 4c, delete asterisk after "Maintenance Management".
- e. Appendix A to Enclosure (2), page A-2, delete "* NOTE: FSMAO-1 Inspection shall be a substitute when scheduled."

R. L. Formanek
 R. L. FORMANEK
 Chief of Staff

DISTRIBUTION: A Less Categories III and IV
 plus INSP (35)

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UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BO 5041.2P Ch 2
INSP/jac
4 Feb 1986

MTO

BASE ORDER 5041.2P Ch 2

From: Commanding General
To: Distribution List

Subj: Standard Operating Procedures for Readiness Assistance Visits (RAV's) and Inspections

1. Purpose. To direct pen changes to the basic Order.
2. Action. Appendix A to Enclosure (2), page A-2, paragraph 5, delete in paragraph 5 the comma after Recreation, insert a period, and delete the words "and Family Advocacy". Following the period, insert Special Services. Delete paragraphs 5a, "Family Advocacy Program" and 5b, "Special Services."

M. C. Harrington
M. C. HARRINGTON
Chief of Staff

DISTRIBUTION: A Less Categories III and IV
plus INSP (35)

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UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

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BO 5041.2P Ch 3
INSP/jac
25 Feb 1986

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BASE ORDER 5041.2P Ch 3

From: Commanding General
To: Distribution List

Subj: Standing Operating Procedures for Readiness Assistance Visits (RAV's) and Inspections

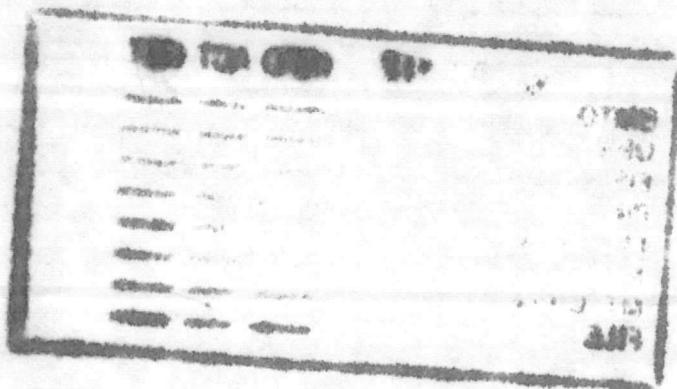
1. Purpose. To direct pen changes to the basic Order.
2. Action
 - a. Appendix A to Enclosure (2), page A-1, paragraph 2, delete "g. Apprenticeship Program."
 - b. Appendix C to Enclosure (2), page C-1, column 2, delete "Apprenticeship."
 - c. Appendix C to Enclosure (2), page C-1, column 2, delete "Family Advocacy."

M. C. Harrington
M. C. HARRINGTON
Chief of Staff

DISTRIBUTION: A Less Categories III and IV
plus INSP (35)

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UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BO 5041.2P Ch 4
INSP/jac
11 Dec 1986

BASE ORDER 5041.2P Ch 4

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR READINESS ASSISTANCE VISITS (RAV'S) AND INSPECTIONS

Encl: (1) New page insert to BO 5041.2P

1. Purpose. To transmit new page inserts and pen changes to the basic Order.

2. Action

a. Remove present Appendix C to Enclosure (2), page C-1, and replace with the enclosure contained herein.

b. Appendix A to Enclosure (2), page A-1, paragraph 3, add "e. Hazardous Waste."

M. C. Harrington
M. C. HARRINGTON
Chief of Staff

DISTRIBUTION: A Less Categories III and IV
plus INSP (35)

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STANDING OPERATING PROCEDURE FOR THE READINESS
ASSISTANCE VISIT (RAV) PROGRAM

1. Background. The RAV Program is designed to:

- a. Provide assistance in numerous functional areas to the subordinate units and selected staff agencies and activities;
- b. Provide the Commanding General with periodic information concerning the actual readiness posture of the units and activities subordinate to this command.

2. Concept

- a. Evaluations will be made by comparing demonstrated performance to approved standards in those designated functional areas listed in appendix A, using the format contained in appendix B, and the same evaluation system prescribed in enclosure (3) for the Commanding General's Inspections.
- b. RAV's to evaluate and provide assistance for all functional areas except for Supply/Maintenance Management and Food Services will be conducted semiannually; Supply/Maintenance Management evaluations will be conducted annually; and Food Services evaluations will be conducted on a quarterly basis. ~~When conducted, FSMAO-1 inspections count as a RAV for the functional areas noted in paragraph 4 of appendix A to enclosure (2).~~ Also see enclosure (4) of this Order regarding Supply/Maintenance Management, Food Service, and Disbursing inspections and evaluations. Commands/activities achieving a grade of "Outstanding" need only be evaluated once during the following year in that particular functional area, unless determined otherwise by the cognizant General or Special Staff officer or if specifically requested by the command.
- c. To more realistically and accurately appraise a unit/activity's functional readiness (except evaluations of the functional areas of General and Personnel Administration under the cognizance of the Assistant Chief of Staff, Manpower) RAV's will essentially be conducted on a "no-notice" basis. To assure the reasonable availability of critical personnel, commands/activities will be informed of an intended visit 72 hours in advance. In this regard, it is not intended that visits be delayed to permit additional preparation by the unit or that work be ceased during the visits. These are working visits. Evaluations of the functional areas of General and Personnel Administration will be scheduled, in advance, approximately every six months. The 72-hour advance notice is neither desired or required for Food Services inspections of mess halls.
- d. Commands or activities receiving an overall grade of "Below Average" or "Unsatisfactory" in a functional area will be reevaluated within 30 days and each 30 days thereafter until a grade of at least "Satisfactory" is obtained. An extension of time may be granted in those instances where the corrective action is judged to require more than 30 days to implement.
- e. Courtesy evaluations are informal staff visits designed to provide assistance only and will be conducted at the request of the unit commander or activity head. It is not intended that results of these courtesy visits be reported as superceding the grades achieved during scheduled or "no-notice" RAV's.
- f. RAV results will be analyzed by cognizant General and Special Staff Officers and reported to the Base Inspector. Results of RAV's from cognizant General and Special Staff sections will be compiled by the Base Inspector. He will submit the complete results to the Commanding General every month in the format shown in appendix C to enclosure (2). A copy of these results will be sent to the appropriate subordinate commander and appropriate General/Special Staff offices.
- g. Inherent within the subject program is an ongoing process of management control reviews by cognizant General and Special Staff sections to ensure timely and accurate data collection, reporting, corrective action, and refinement of evaluation standards.

ENCLOSURE (2)

3. Standards. RAV evaluation checklists will provide the standards or measurement goals against which performance in the functional area is compared. Checklists established for the conduct of all RAV's will:

- a. Be in accordance with established policies, orders, and priorities,
- b. Be coordinated and integrated with other systems,
- c. Be clear, objective and performance oriented,
- d. Be responsibility oriented toward the commanders or activity heads for execution, and toward a Principal Staff officer at the Base level for cognizant management,
- e. Be periodically reviewed and modified to meet changing requirements,
- f. Be provided to evaluated units or activities upon request and when modified in accordance with paragraph 5c(2) of the basic Order and,
- g. Provide an overall evaluation, in the format prescribed in appendix B to enclosure (2), using the grading criteria contained in appendix A to enclosure (3).

4. Reporting Status of RAV's. The Base Inspector will maintain the most current RAV status for all units and functional areas. These status reports will be provided to the Commanding General, General and Special Staff Officers, and each commander on a monthly basis utilizing the format shown in appendix C to enclosure (2).

FUNCTIONAL AREAS TO BE EVALUATED

1. Assistant Chief of Staff, Manpower
 - a. Postal Affairs
 - b. Safety Program
 - c. Career Planning Program
 - d. Drug and Alcohol Abuse Program
 - e. Base Administrative Assistance Team
 - (1) General Administration
 - (2) Personnel Administration
 - (3) Joint Uniform Military Pay System (JUMPS)/Manpower Management System (MMS)
 - (4) Equal Opportunity Program (EOP)/Privacy Act Program (PAC)
 - (5) Military Awards and Decorations
 - (6) Fiscal Disbursing Management
 - (7) Files, Directives, Publications
2. Assistant Chief of Staff, Training and Operations
 - a. Marksmanship Program
 - b. PFT/Weight Control/Military Appearance Program
 - c. Disaster Preparedness/NBC Readiness
 - d. Training Management
 - e. MCI Program
 - f. Education Program
 - ~~g. Apprenticeship Program~~
3. Assistant Chief of Staff, Facilities
 - a. Facilities Maintenance Management
 - b. Barracks Management
 - c. Fire Protection
 - d. Energy Conservation Program
4. Assistant Chief of Staff, Logistics
 - a. Supply Management
 - b. Food Services

- c. Maintenance Management
- d. Ordnance/Ammunition Storage and Control (Rifle Range Detachment and Marine Corps Engineer School will be inspected).
- 5. Assistant Chief of Staff, Moral, Welfare, Recreation, and Family Advocacy *Special Services*
 - ~~a. Family Advocacy Program~~
 - ~~b. Special Services~~
- 6. Assistant Chief of Staff, Comptroller. Financial Management
- 7. Staff Judge Advocate
 - a. Legal Administration
 - b. Voting
- 8. Provost Marshal
 - a. Guard
 - b. Armory Security
 - c. Information Security Program
- 9. Director, Public Affairs. Public Affairs/Fleet Hometown News Release Program.

* ~~NOTE: FSMAO 1 Inspection shall be a substitute when scheduled.~~

INSPECTION SUMMARY

EVENT/AREA INSPECTED

ORGANIZATION/ACTIVITY INSPECTED _____

INSPECTOR _____

DATE _____

NAME

RANK

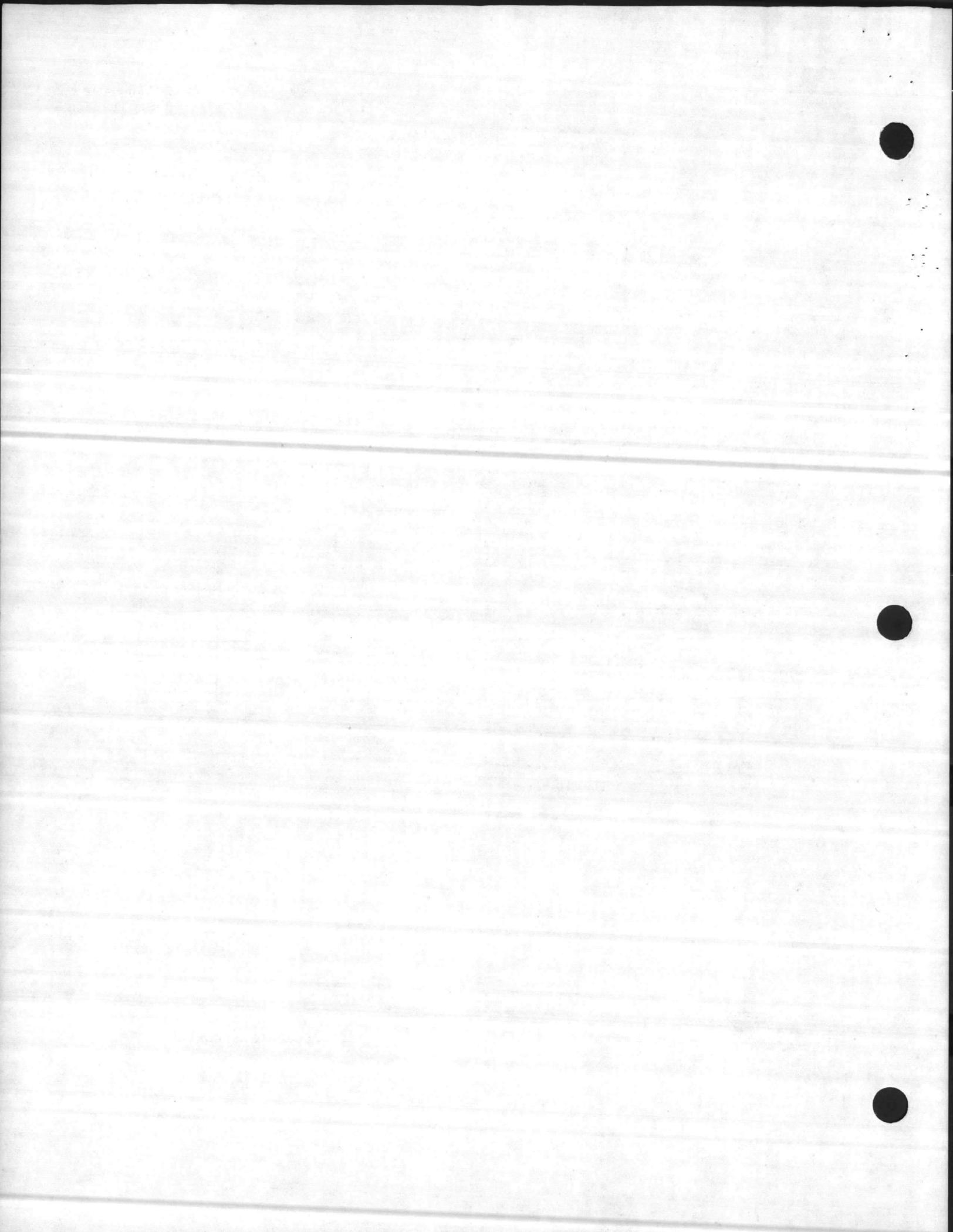
GRADE ASSIGNED

OUTSTANDING	EXCELLENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	UNSATISFACTORY	SATISFACTORY

COMMENTS/SUMMARY:

INSPECTOR'S SIGNATURE

Appendix B to
ENCLOSURE (2)



EVALUATION RESULTS REPORT FORMAT

From: Base Inspector
To: Commanding General

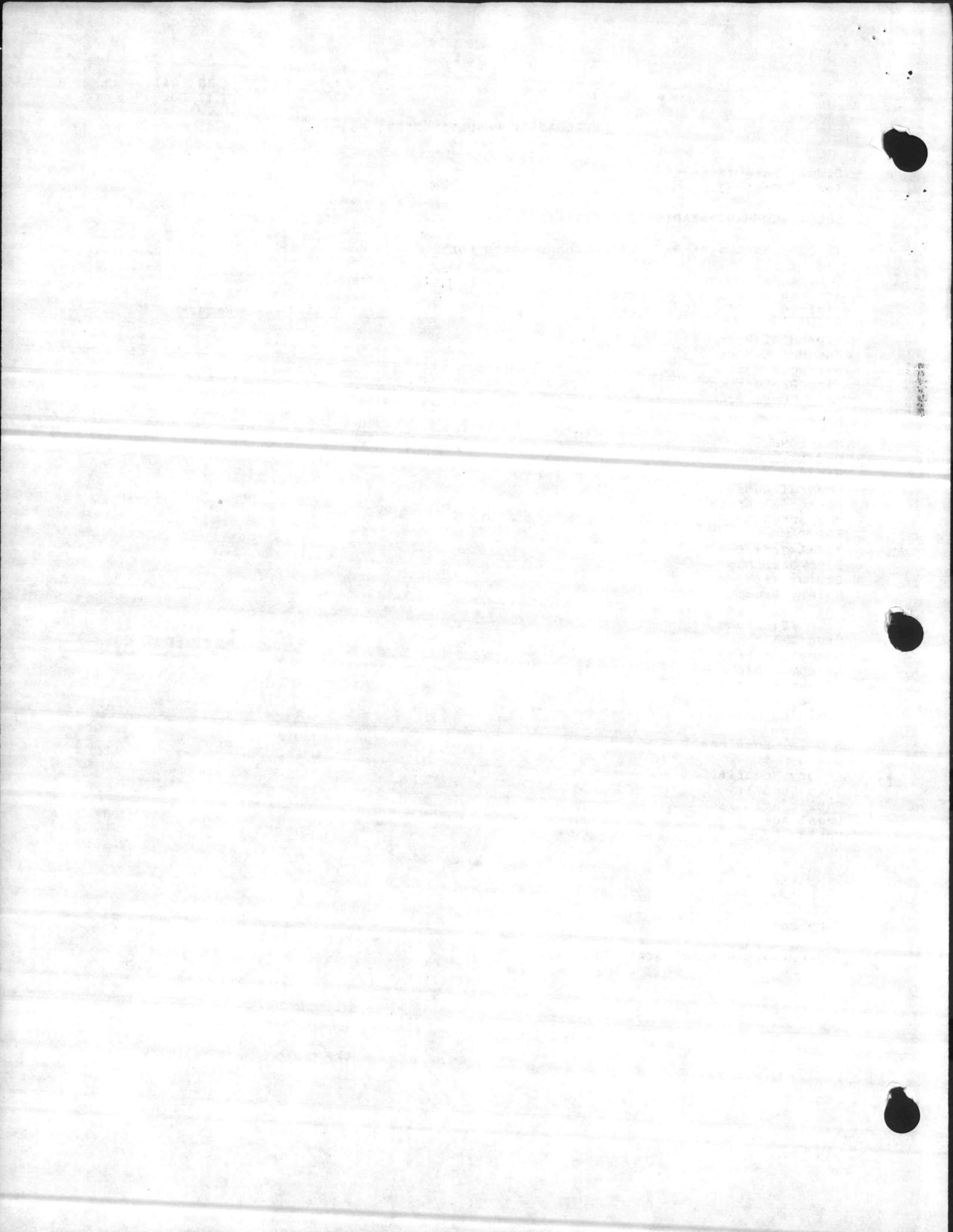
Subj: COMMAND READINESS ASSISTANCE VISIT PROGRAM (RAV) STATUS REPORT

1. The status of RAV evaluation reports for _____ are indicated below:

<u>Functional Area to be Visited</u>	<u>Date of Last Visit</u>	<u>Grade</u>	<u>Scheduled Date for Next Visit</u>	<u>Remarks</u>
Financial Mgmt				
Fac Maint Mgmt				
Barracks Mgmt				
Fire Protection				
Engy Consv Prgm				
Supply Mgmt				
Food Svcs				
Maint Mgmt				
Ord/Ammo Mgmt				
Hazardous Waste				
General Admin				
Personnel Admin				
MMS/JUMPS				
EOP/PAC				
Mil Awards/Dec				
Fisc Disb Mgmt				
Postal Affairs				
Safety Prgm				
Car Plng Prgm				
Files/Dir/Pubs				
Drug & Alcohol				
Education Prgm				
Marksmanship				
PFT-Wt/Mil Appear				
Disaster-NBC				
Training Mgmt				
MCI Prgm				
Special Services				
Guard				
Armory Security				
Info Security				
Public Affairs				
Legal Admin				
Voting Prgm				

Copy to:
CO,
Appropriate Gen/Spl Staff Officer

Appendix C to
ENCLOSURE (2)



STANDING OPERATING PROCEDURE FOR
COMMANDING GENERAL'S INSPECTION

1. Background. Periodically, each organization of this command will be evaluated in order to determine its total readiness in all functional and military readiness areas through a formal Commanding General's Inspection using the grading system contained in appendix A to enclosure (3).

2. Objective. To provide the Commanding General and his staff with information relative to the status, requirements, and problems of the organization inspected. The specific objective areas to be evaluated during the conduct of each inspection are established as follows:

- a. Capability of the organization to accomplish assigned mission, tasks, and functions.
- b. Leadership and effective use of resources.
- c. Welfare, morale, and discipline.
- d. Compliance with higher headquarters policies, doctrine, and procedures.
- e. Work practices and conditions which expose personnel unnecessarily to injury and health hazards.
- f. Local inspection procedures to determine adequacy in keeping the commander informed of the conditions in the organization.

3. Concept

a. The Commanding General's Inspection will consist of both current RAV's (i.e., RAV's conducted within six months of the Commanding General's Inspection) of functional areas and inspections of the standard military areas. Functional area evaluators will complete each organization's RAV evaluations prior to commencement of the military inspections. Following the conclusion of military inspections, all results will be consolidated into a single report for the Commanding General by the Base Inspector. A verbal overview briefing to include all noteworthy areas and major discrepancies will be provided to the inspected unit commander(s) within 24 hours of the completion of the inspection.

b. All RAV evaluations will be in accordance with the guidelines provided in enclosure (2) of this Order. Military events will be inspected by a military inspection team organized specifically to perform these inspections. The team will consist of a Senior Military Inspector and other officers and personnel, as appropriate. The Senior Inspector will ensure that all necessary RAV's have been completed within the six month period prior to the commencement of the military inspections. RAV evaluation results will be submitted to the Base Inspector within five days prior to the commencement of the military inspections. Requests for an extension of the six month period for any particular functional area will be considered on a case-by-case basis.

c. Military events will consist of:

- (1) Personnel Inspection (Sgts & below);
- (2) Physical Fitness Test;
- (3) Essential Subjects Test;
- (4) Close Order Drill Evaluation;
- (5) Clothing and Equipment Inspection;
- (6) Buildings and Grounds Inspection;

ENCLOSURE (3)

- (7) Designated Uniform Inspection (Officers & SNCO's); and
- (8) Request Mast Procedures.

d. The Senior Military Inspector, an appropriate grade officer assigned by the Base Inspector, will:

(1) Report to the Base Inspector not less than 30 days prior to the inspection to confirm the inspection schedule and coordinate the overall inspection plan.

(2) Call on the commanding officer or his representative to make the necessary scheduling arrangements for the inspection.

(3) Organize the military inspection team to include its size, membership, training, and administrative support.

(4) Ensure that all military inspections are conducted in accordance with current directives.

(5) In conjunction with the Base Inspector, conduct a post-inspection briefing for the commanding officer of the inspected unit within 24 hours of the completion of the inspection. The post-inspection briefing will cover, as a minimum, all noteworthy areas and major discrepancies (with recommended corrective action).

(6) Report, in writing, to the Base Inspector the results of the military inspections within two working days of completion of the inspections. This report will include the recommended overall rating of the organization, noteworthy items, major discrepancies, and any other deficiencies which require attention.

e. The organization being inspected will:

(1) After coordinating with the Senior Military Inspector, submit to the Base Inspector, not less than 15 days prior to the scheduled inspection date:

(a) A detailed inspection schedule which includes time, location, number of personnel involved, and OIC/NCOIC of each military event.

(b) A list of all buildings assigned and their current use.

(c) A roster of all officers and staff noncommissioned officers including name, rank, SSN, MOS, date of rank, age, billet, and any reason for excusal from either the Physical Fitness Test or the Uniform Inspection.

(d) A roster of all gunnery sergeants and below containing the results of the Essential Subjects Test (see paragraph 4c, below).

(2) Submit to the Commanding General (Attn: Base Inspector), within 20 days of receipt of the inspection report, a report of the corrective measures taken in relation to the reported discrepancies.

f. The Base Inspector will provide the organization being inspected with rosters of personnel designated for appropriate events not less than 10 days prior to the scheduled inspection.

4. Standards

a. The Personnel Inspection will be conducted in accordance with NAVMC 2691 and the current edition of MCO P1020.34, using the checklist contained in appendix B to this enclosure. Uniform and equipment will be prescribed by the Base Inspector prior to the inspection; items of equipment which are not routinely issued by the organization will not normally be prescribed. The determination of a final inspection grade will be made by the Senior Military Inspector in conjunction with the Base Inspector. Generally, a specific discrepancy found in more than 10 percent but less than 30

percent of the personnel being inspected will constitute a minor discrepancy and one found in more than 30 percent of the personnel being inspected will constitute a major discrepancy.

b. The Physical Fitness Test will be conducted in accordance with the current edition of MCO 6100.3. The unit being inspected shall provide necessary timekeeping and control personnel and equipment. The unit will propose appropriate courses for administering the test for the Senior Military Inspector's approval. The determination of a final inspection grade will be made by the Senior Military Inspector. Generally, grades will be assigned as follows:

<u>Percent Pass</u>	<u>Grade</u>
100	Outstanding
97 - 99	Excellent
94 - 96	Above Average
90 - 93	Average
below 90	Unsatisfactory

c. All Marines, gunnery sergeant and below, are subject to being tested on the essential subjects material contained in the Essential Subjects Handbook, MCIO P1550.14D. The essential subjects test will be administered in accordance with the current edition of MCO 1500.44 not more than 60 days nor less than 20 days prior to the scheduled inspection date. Organizational grades will be assigned by the Base Inspector using the same guidelines set forth in paragraph 4b above for the Physical Fitness Test.

d. The uniform, equipment, and sequence of events for Close Order Drill Evaluation will be prescribed by the Senior Military Inspector. At a minimum, the evaluation will include those movements listed in appendix C to this enclosure. However, any movement contained in NAVMC 2691 may be prescribed. Any Marine NCO may be directed to drill the unit. The percentage of available personnel to participate in the Close Order Drill Evaluation will be determined by the Base Inspector. The determination of a final inspection grade will be made using the evaluation form contained in appendix C to this enclosure.

e. Personnel assigned to participate in the Clothing and Equipment Inspection will display the articles of clothing which they are required by the current edition of MCO P10120.28 to maintain and those items of individual equipment which are routinely issued by that organization. Clothing and equipment displays and wall lockers will be organized in accordance with the appropriate display keys as contained in appendix D to this enclosure. In the event that an article of clothing or an item of equipment is not on hand for display, the position allocated for it will be left empty (items in the cleaners will be indicated by the presence of laundry tickets and items on-order will be indicated by the presence of a completed 604 form); other items in the display will not be rearranged to present a more symmetrical appearance. Dirty clothing will be folded beneath the foot of the bunk. The determination of a final inspection grade will be made by the Senior Military Inspector, as set forth in paragraph 4a above.

f. The Buildings and Grounds Inspection will be conducted of buildings used for billeting and the grounds immediately surrounding them to evaluate the safety, cleanliness, and habitability of these areas. It is not required that someone be posted in each room or recreation or service area. However, the organization being inspected must designate an individual having access to all unoccupied areas to accompany the inspector. The checklist contained in appendix E to this enclosure will be utilized for the inspection. The determination of a final inspection grade will be made by the Senior Military Inspector. Generally, specific discrepancies will be evaluated in accordance with paragraph 4a above.

ENCLOSURE (3)

BO 5041.2P
9 Sep 1985

g. The Officer and SNCO Uniform Inspection will be conducted by the Base Inspector. The organization being inspected will submit the roster required by paragraph 3e(1)(c) above. Normally, the inspection will be conducted indoors with personnel to be inspected being called in one at a time. The determination of a final grade will be made by the Base Inspector. Generally, specific discrepancies will be evaluated in accordance with paragraph 4a above.

h. The Base Inspector will evaluate the organizational request mast order and files for compliance with the current edition of MCO 1700.23. A grade will not be assigned. However, the Commanding General will be briefed on any discrepancies within the organization's policies, orders, or procedures regarding request mast, noting any significant trends in number, type problems, or other indicators.

ENCLOSURE (3)

GRADING SYSTEM FOR COMMANDING GENERAL'S INSPECTION

1. The following grading system is used for all functional areas inspected except the Physical Fitness Test (PFT), Rifle Qualification/Requalification Rate, and Marine Corps Institute (MCI) Completion Rate.

a. Outstanding. Except for a statistical grade, the organization/unit is carrying out the doctrine, policies, and procedures of the Commanding General and other higher authority and the area or function inspected was among the best that has been seen at Marine Corps Base.

b. Excellent. The organization/unit is complying with the doctrine, policies, and procedures of the Commanding General and other higher authority. No reportable discrepancies were noted.

c. Above Average. The organization/unit is complying with doctrine, policies, and procedures of the Commanding General and other higher authority, except for reportable discrepancies; no trends were detected.

d. Average. The organization/unit is complying with the doctrine, policies, and procedures of the Commanding General and other higher authorities, except that some trend discrepancies were detected in a functional area.

e. Below Average. The organization/unit is complying with the doctrine, policies, and procedures of the Commanding General and other higher authority, except that numerous trend discrepancies were detected in a functional area.

f. Unsatisfactory. The organization/unit is not complying with doctrine, policies, and procedures of the Commanding General or other higher authority, or there are a significant number of trend discrepancies in a functional area.

g. Satisfactory. The organization/unit has achieved a status of "Average" or better during a reinspection after being graded "Below Average" or "Unsatisfactory." A grade of "Satisfactory" will be assigned only as a result of reinspection.

2. The following marking system for the numerically scored events of PFT, Marksmanship, and MCI should be used:

a. PFT. At commands with more than 20 active duty Marines assigned, the following grades are used: Outstanding, 100 percent; Excellent, 97-99 percent; Above Average, 94-96 percent; Average, 90-93 percent; Unsatisfactory, 89 percent and below. At units with 20 or less active duty Marines assigned, the following procedure is used to provide an equitable grading basis:

(1) If all Marines participating in the PFT pass (100 percent), the grade is outstanding.

(2) Beyond that, the only grades assigned are either satisfactory or unsatisfactory. Eighty percent passage and above receives a grade of satisfactory. Below 80 percent is graded as unsatisfactory.

b. Rifle Qualification/Requalification Rate. Outstanding, 100 percent; Excellent, 97-99 percent; Above Average, 95-96 percent; Average, 91-94 percent; Unsatisfactory, 90 percent and below.

c. Pistol Qualification/Requalification Rate. Outstanding, 100 percent; Excellent, 98-99 percent; Above Average, 96-97 percent; Average, 94-95 percent; Unsatisfactory, 93 percent and below.

d. MCI Completion Rate. Outstanding, 98-100 percent; Excellent, 94-97 percent; Above Average, 90-93 percent; Average, 80-89 percent; Unsatisfactory, 79 percent and below.

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3. The following criteria will be used to determine trend discrepancies:

a. Troop Related Events. A single discrepancy occurring with a frequency that constitutes 30 percent or more of the sample inspected.

b. Other Functional Areas. A single discrepancy which occurs with a frequency that constitutes 10 percent or more of the sample inspected.

Appendix A to
ENCLOSURE (3)
Ch 1 (13 Dec 1985)

PERSONNEL INSPECTION CHECKLIST

NAME:		GRADE:		DATE:	
UNIFORM:		PFT DATE/SCORE:		RIFLE:	
				PISTOL:	
PERSONAL AWARDS/BADGES:					
RATING: <input type="checkbox"/> OS <input type="checkbox"/> EX <input type="checkbox"/> AA <input type="checkbox"/> AV <input type="checkbox"/> BA <input type="checkbox"/> UNSAT					
INSPECTOR:					
PERSONAL APPEARANCE					
Hair improperly trimmed			Unauthorized/eccentric/conspicuous jewelry, watches, or similar items worn/displayed		
Hair/hairstyle interfered with headgear			Military appearance unsatisfactory		
Conspicuous/artificial hair color wig worn			Military alignment improper		
Improper shave			Position of attention improper		
Moustache improperly trimmed			Hand salute rendered improperly		
Cosmetics improperly used			Comments: _____		
Adequate undergarments not worn					
Fingernails dirty/improperly trimmed					
HEADGEAR					
Cover fit improperly (too small/large)			Color/material did not match uniform		
Cover soiled/wrinkled			Loose threads visible		
Branch of Service insignia not squared			Visor/chin strap not polished/cleaned		
Rank insignia not squared			Visor/chin strap cracked		
Cover improperly marked			Post buttons tarnished/not straight		
Cover improperly worn			Comment: _____		
RIBBONS/MEDALS/BADGES					
Soiled/faded/discolored/tarnished			Incorrect precedence		
Mounted improperly			Inverted		
Medals plated/polished			Incorrectly positioned on uniform		
Bottom edge of medallions not aligned			Items worn inconsistent with OQR/SRB entries		
Frayed/damaged			Attachments incorrectly positioned		
One-third or more of a ribbon concealed by uniform coat lapel			Excessive number of badges worn		
			Comment: _____		
SHIRT/SHIRTWAIST					
Collar fit improperly (too large/small)			Necktie/necktab soiled		
Sleeves fit improperly (too long/short)			Necktie/necktab wrinkled		
Garment body fit improperly (too loose/tight)			Necktie/necktab frayed		
Shirt/shirtwaist soiled			Necktie/necktab nonregulation		
Shirt/shirtwaist faded			Tie clasp incorrectly positioned		
Shirt/shirtwaist wrinkled			Tie clasp tarnished/damaged		
Collar stays visible			Tie clasp nonregulation/of type unauthorized for rank		
Buttons missing/damaged			Comment: _____		
Pocket(s) unbuttoned					
UNIFORM COAT/DRESS JACKET					
Collar too loose/tight			Faded stitching		
Collar improperly finished			Excessive wear		
Too loose/tight in shoulders			Buckle tarnished/scratched		
Too loose/tight in chest			Buttons tarnished/missing/damaged		
Too loose/tight in waist			Improperly pressed		
Sleeves too long/short			Discolored		
Front closure overlap insufficient/excessive			Gold embroidery/beading tarnished/damaged		
Vertical edge of back vent closure not straight			White strip collar lacked overlap in front		
Coat/skirt excessively flared			White strip collar had excessive/insufficient protrusion above coat collar		
Horizontal edges of front/rear panels uneven			Material unmatched with trousers/skirt worn		
Belt too long/short			Comments: _____		
White strip collar soiled/discolored					
White strip collar frayed/wrinkled					
UNIFORM TROUSERS/SLACKS/SKIRT					
Too loose/tight in waist			Excessive wear		
Too loose/tight in hips			Soiled		
Length too long/short			Faded stitching		
Hemmed improperly			Buttons missing/damaged		
Pockets flared			Ornamented gold lace stripe tarnished/damaged		
Stripe of width unauthorized for rank			Comment: _____		
FOOTWEAR					
Nonregulation shoes/boots			Leather heels		
Not polished			Double soles/heels		
Spotted/dusty/damaged			Metal taps		
Heels/soles not polished or dressed			Laces frayed/discolored		
Heels worn			Unauthorized socks/hose worn		
Uppers cracked			Comment: _____		

OVERCOAT/ALL-WEATHER COAT/RAINCOAT	
Too tight/loose in chest	Length too long/short
Too tight/loose in waist	Soiled
Too tight/loose in back	Excessive wear
Too tight/loose in shoulders	Faded stitching
Sleeves too long/short	Wrinkled
Half-belt/belt too long/short	Improperly pressed
Horizontal edges of front/back panels uneven	Buttons missing/damaged
GLOVES	
Soiled	Frayed
Discolored	Nonregulation
RANK INSIGNIA/SERVICE STRIPES	
Insignia tarnished	Incorrectly positioned on uniform
Soiled	Inconsistent with grade authorized
Scratched/frayed/damaged	Inconsistent with years of service completed
Improperly sewn on to uniform	Comment: _____
BRANCH OF SERVICE INSIGNIA	
Nonregulation	Incorrectly positioned on uniform
Retouching/refinishing needed	Type worn not specified for this uniform item
Retouched/refinished with unauthorized coloring	Comment: _____
BELTS	
Web belt was too long/short	Buckle not properly fastened/locked
Web belt soiled	Buckle not properly aligned with coat flap/shirt front/fly front
Tarnished brass	Buckle not properly centered (All-Weather Coat)
Web belt frayed	Comment: _____
Brass scratched/damaged	
IDENTIFICATION TAGS/CARD	
Incomplete ID tag sets worn/displayed	ID Card missing
ID tags lacked prescribed information	ID Card contained incorrect information
ID tags contained incorrect information	ID Card lacked prescribed information
Information on ID tags not in prescribed format	ID Card damaged/mutilated
Required medical alert tags missing	Comment: _____
SWORD (For Officers Only)	
Scabbard improperly hooked to leather sling	Damaged
Sword knot improperly tied to hilt	Leather not of regulation color (accouterments)
Web shoulder sling visible outside coat	Sword not of regulation length for individual
Tarnished/not polished	Sword manual improperly executed
PROFESSIONAL KNOWLEDGE	
___ of ___ questions concerning professional knowledge were correctly answered.	
FOLLOWING USED IN CONNECTION WITH CLOTHING/EQUIPMENT DISPLAYS ONLY (Privates through Sergeants)	
CLOTHING	
Utility coat starched	Items missing/unaccounted for
"USMC" decal improperly placed on utility coat	Clothing unmarked
Utility trousers starched	Clothing marks illegible
Uniform shoes worn/displayed of unauthorized style for rank or nonregulation	Markings lacked neatness
Clothing improperly pressed/folded	Improperly re-marked
Clothing dirty/soiled	SRB entry missing for re-marked clothing
Clothing unserviceable	Comments: _____
EQUIPMENT	
Dirty/rusty weapon	Dirty/soiled equipment displayed
Unserviceable equipment displayed	Equipment displayed had surface rust
Items missing/unaccounted for	Comment: _____
FOLLOWING USED FOR ALL INSPECTIONS	
GENERAL	
Holes/cuts in uniform items improperly repaired	Irish pennants/lint showing
Unauthorized/improper alterations made	Approval identification not borne by item(s)
Comments: _____	

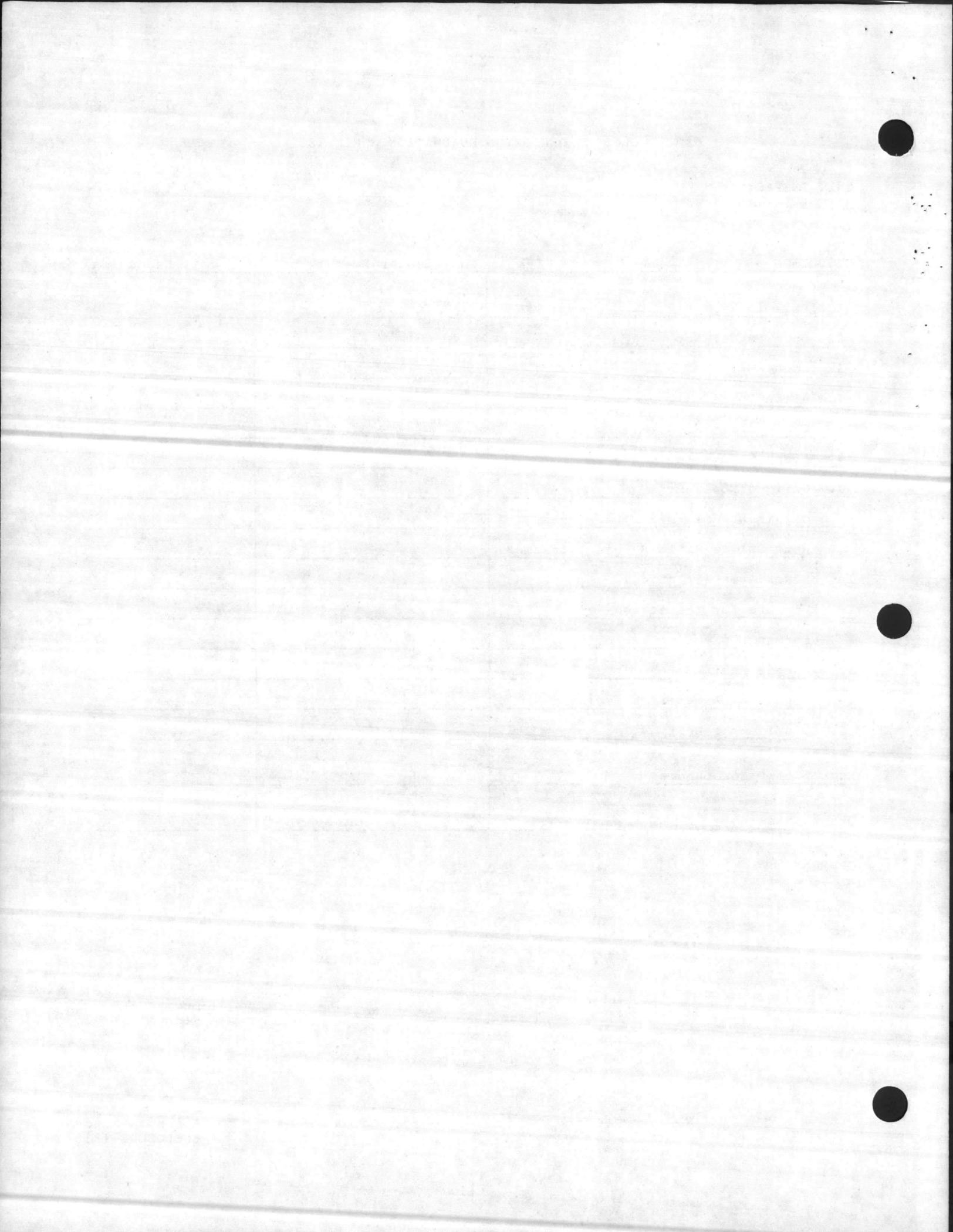
CLOSE ORDER DRILL EVALUATION CHECKLIST

UNIT INSPECTED _____ DATE _____

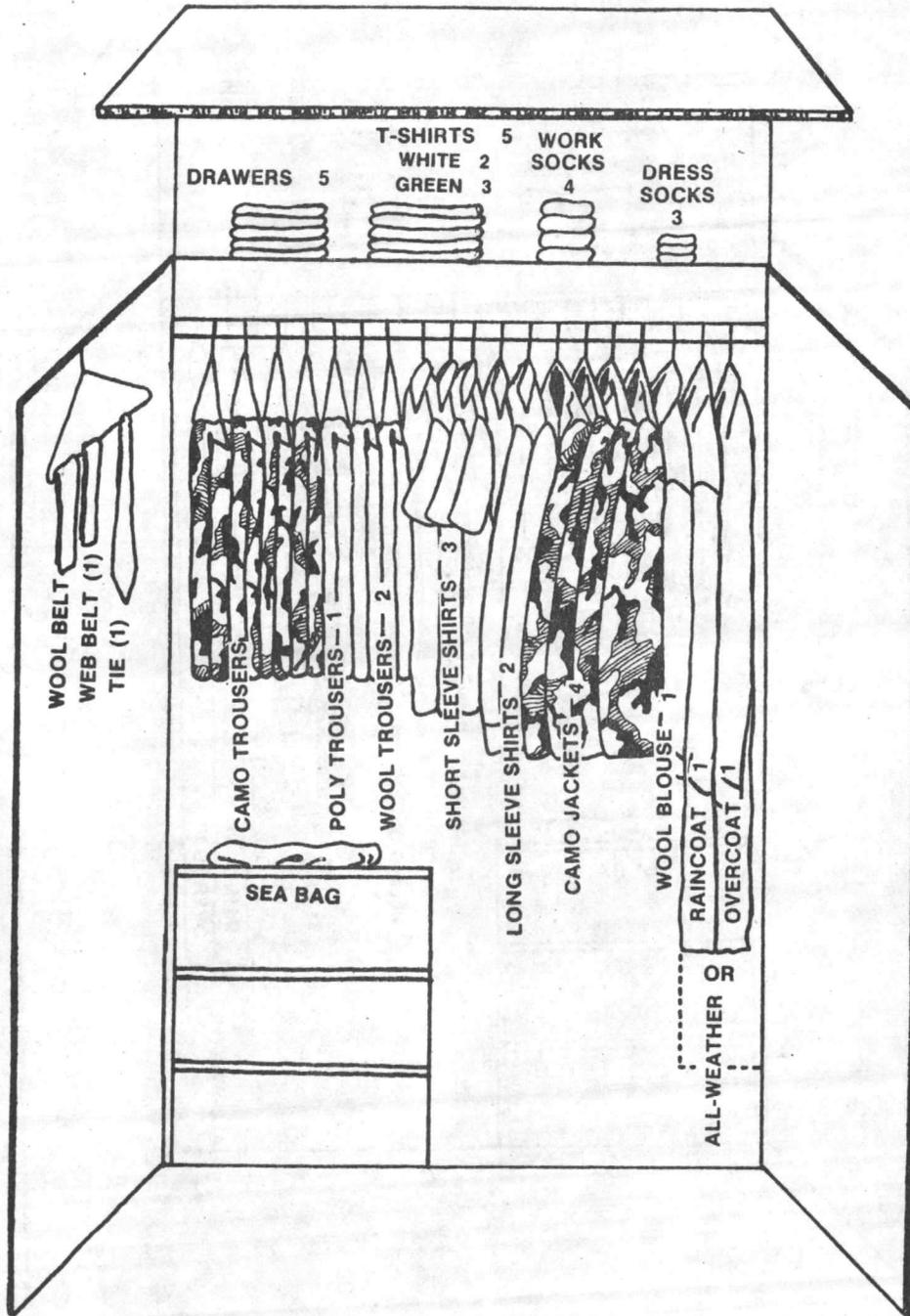
RATINGS

EVOLUTION	Unit Leader Execution	Unit Execution
1. Fall in		
2. Unit Leader Report		
3. Count Off		
4. Align Unit		
5. Close Interval		
6. Flank Movements		
7. Oblique Movements		
8. Column Movements		
9. Hand Salute/Rifle Salute (if armed)		
10. Stack Arms (if armed)		
11. Prepare for Inspection		
12. Forming Column of Two's		
13. Parade Rest		
14. Manual of Arms (if armed)		
15. Dismiss the Unit		
Number of Discrepancies		
Overall Rating		

COMMENTS:

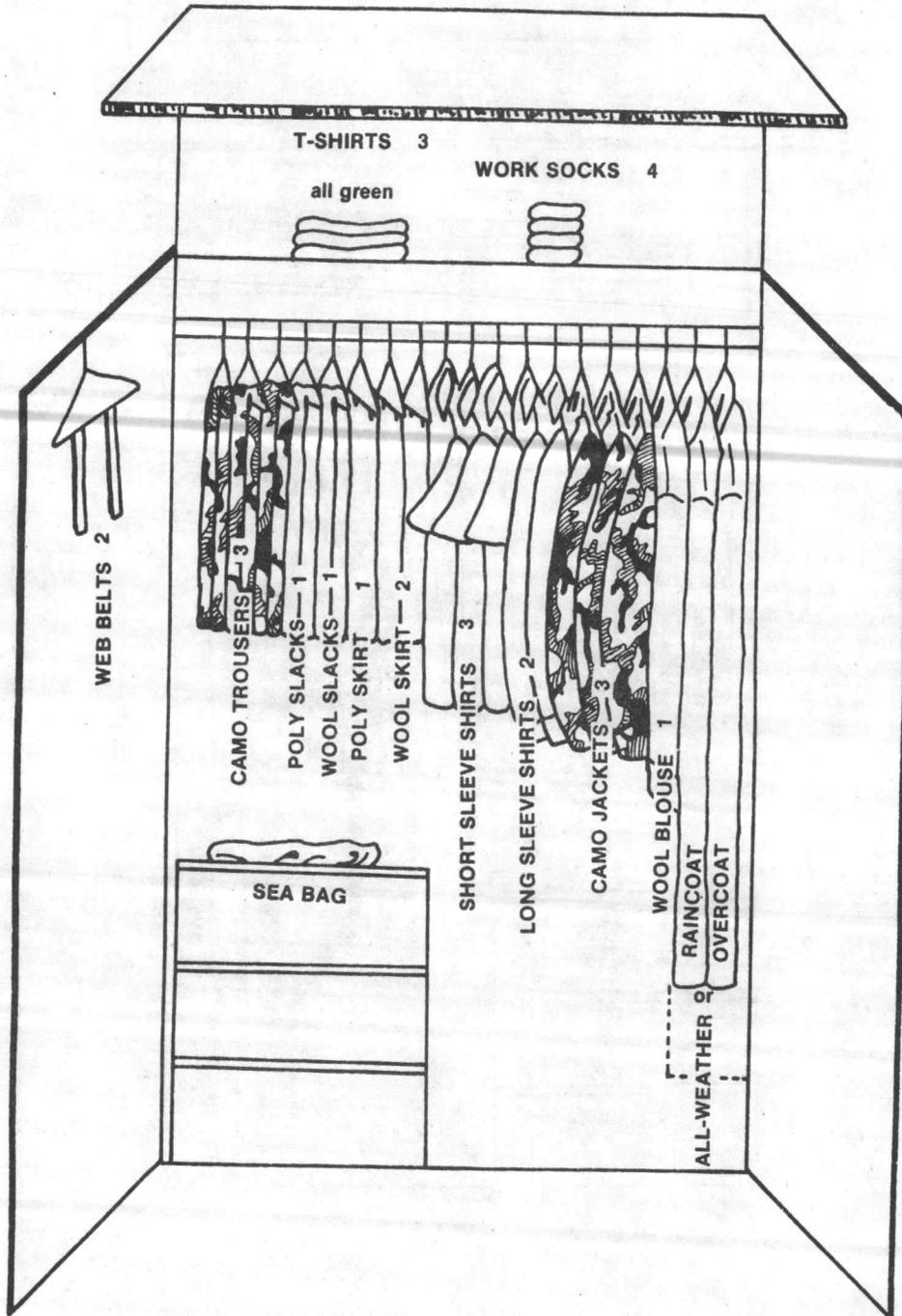


MALE MARINE WARDROBE DISPLAY



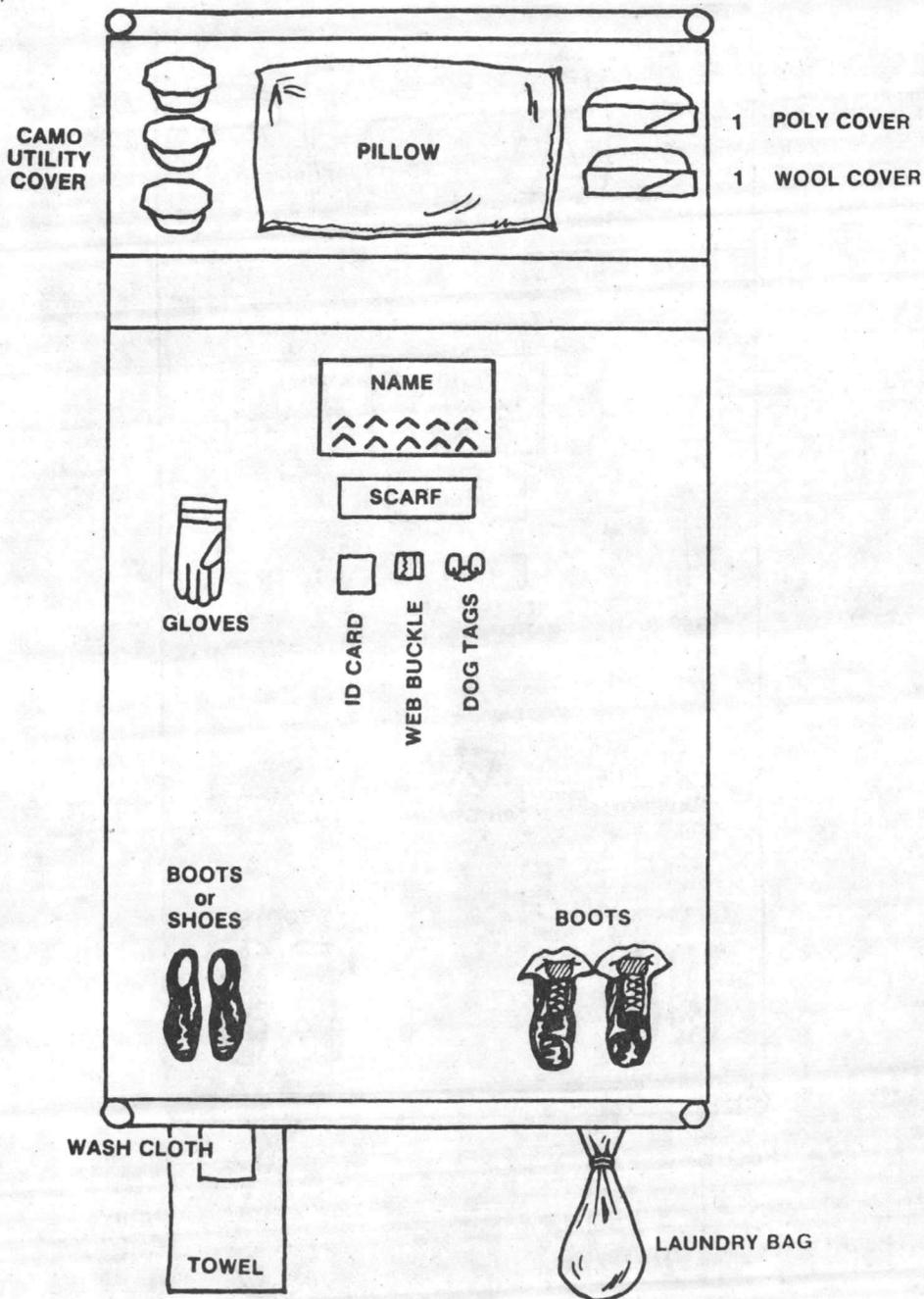
SEE NOTES ON PAGE D-5

WOMAN MARINE WARDROBE DISPLAY



SEE NOTES ON PAGE D-5

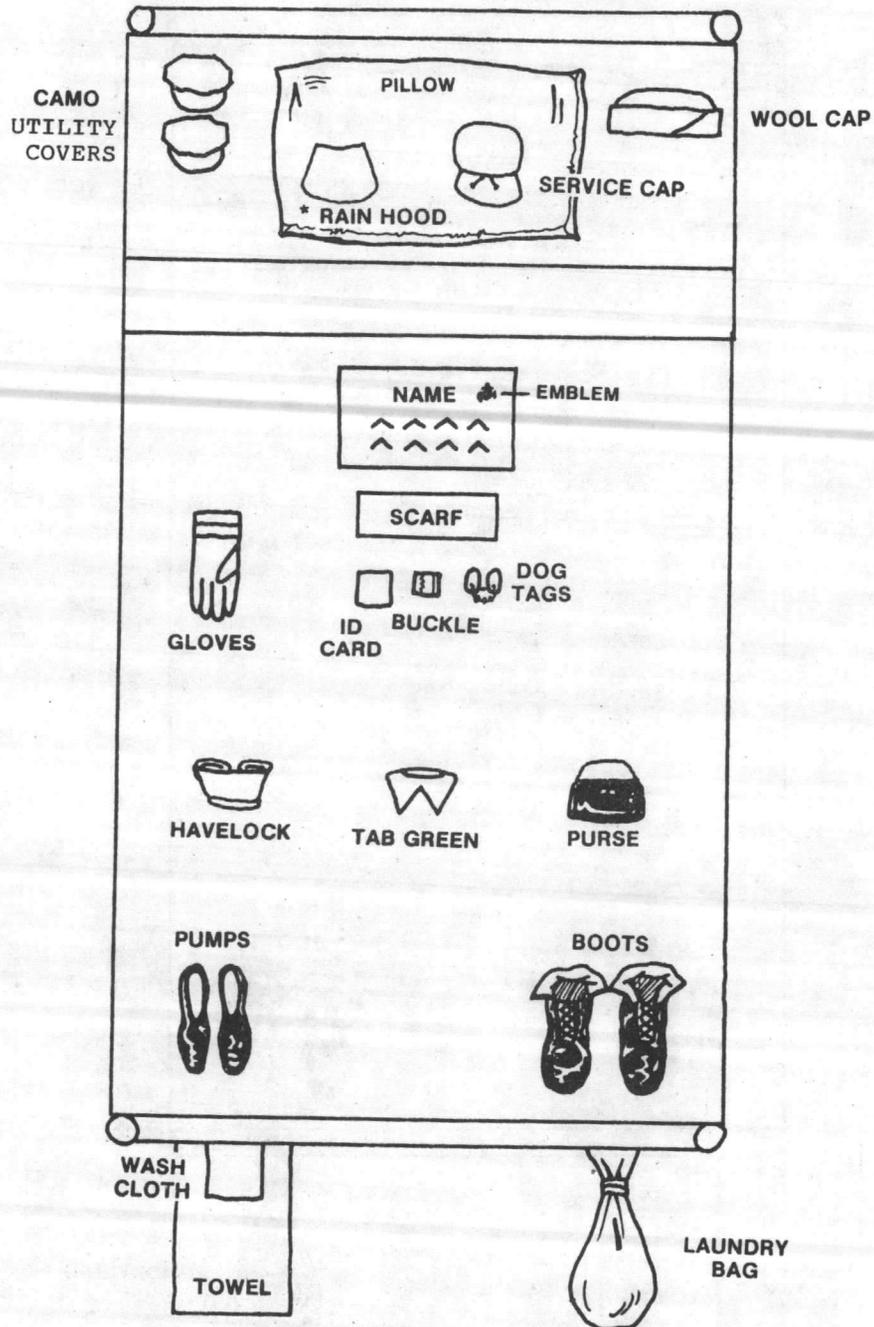
MALE MARINE BUNK DISPLAY



SEE NOTES ON PAGE D-5

Appendix D to
ENCLOSURE (3)

WOMAN MARINE BUNK DISPLAY



SEE NOTES ON PAGE D-5

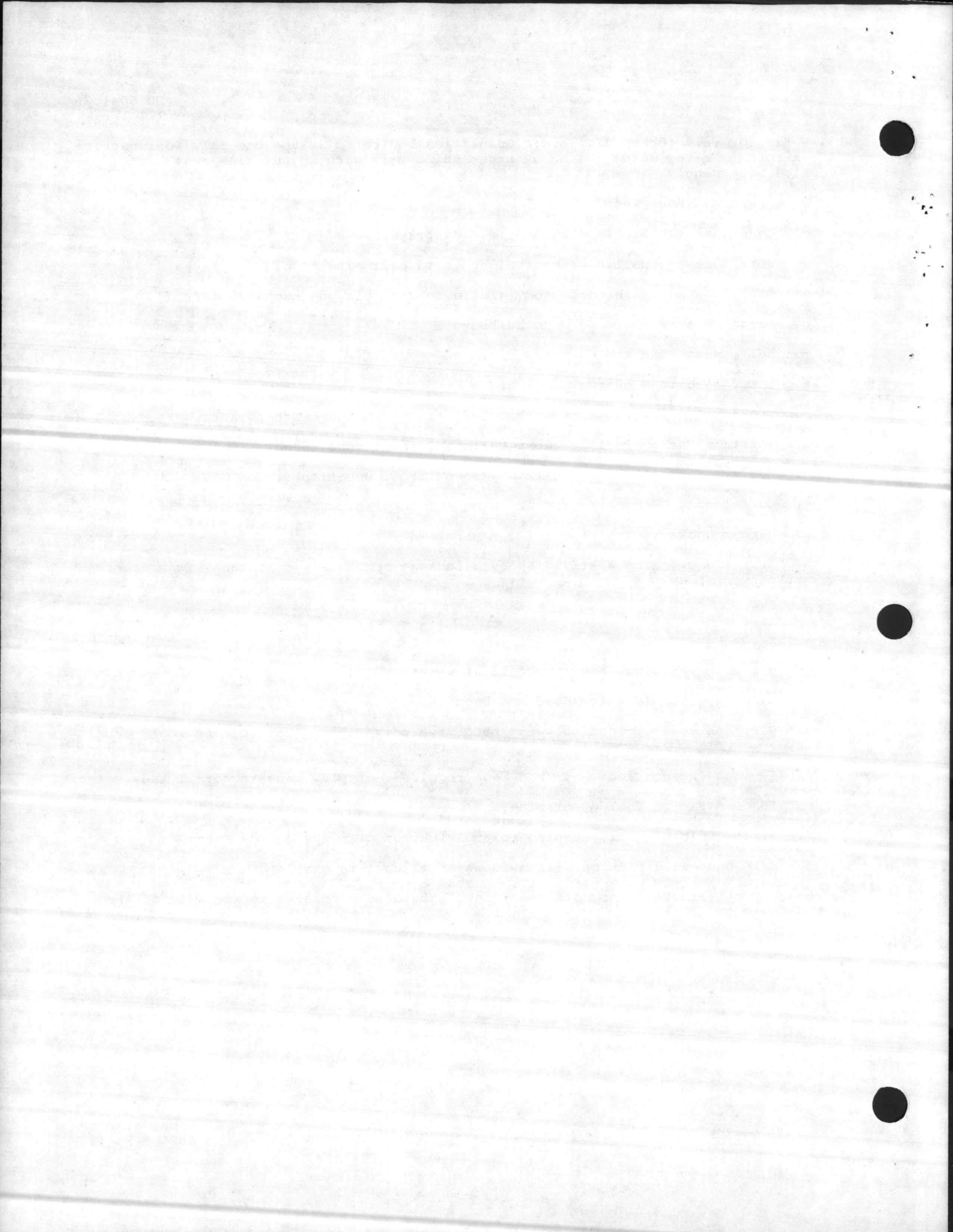
1. Notes for wall locker displays: Quantities indicated assume one poly/wool service "A" uniform is being worn. When any other uniform is worn, quantities must be adjusted accordingly.

- a. Drawers: Four Inch front.
- b. Undershirts: Single Six Inch fold displayed.
- c. Work Socks: Cushion on bottom, heels to left single fold displayed.
- d. Dress Socks: Sole on bottom, single fold displayed, heels to left.
- e. Belts, Coat with keeper end outboard.
- f. Belt, Web: Tip end outboard.
- g. Ties, large end outboard.
- h. Trousers: Zippers to front and left side of hanger with pockets buttoned.
- i. Shirts: Facing left, pockets buttoned, front unbuttoned.
- j. Coats: Facing left, pockets buttoned, front unbuttoned.
- k. Duffel Bag: Bottom facing up, single fold displayed, carrying handle to rear.
- l. Hanger hooks facing rear.
- m. Civilian clothing neatly displayed in same sequence and at the left side of the military display.
- n. Shaving kit closed.

2. Notes for bunk displays:

- a. Gloves: palms up, one inch fold at wrist.
- b. Laces will be left in shoes and boots.
- c. Garrison cover folded to sweat band, two poly/wool on bottom, one wool, serge on top.
- d. ID Tags facing right. If red tags required, display beneath normal tags.
- e. ID card facing foot of display.
- f. Pillow folded neatly opening toward right of display.
- g. Rain hood will only be displayed when raincoat is displayed.

3. Laundry chits, 604 forms, etc., (if any) should be displayed to the left of the name card on the bunk.

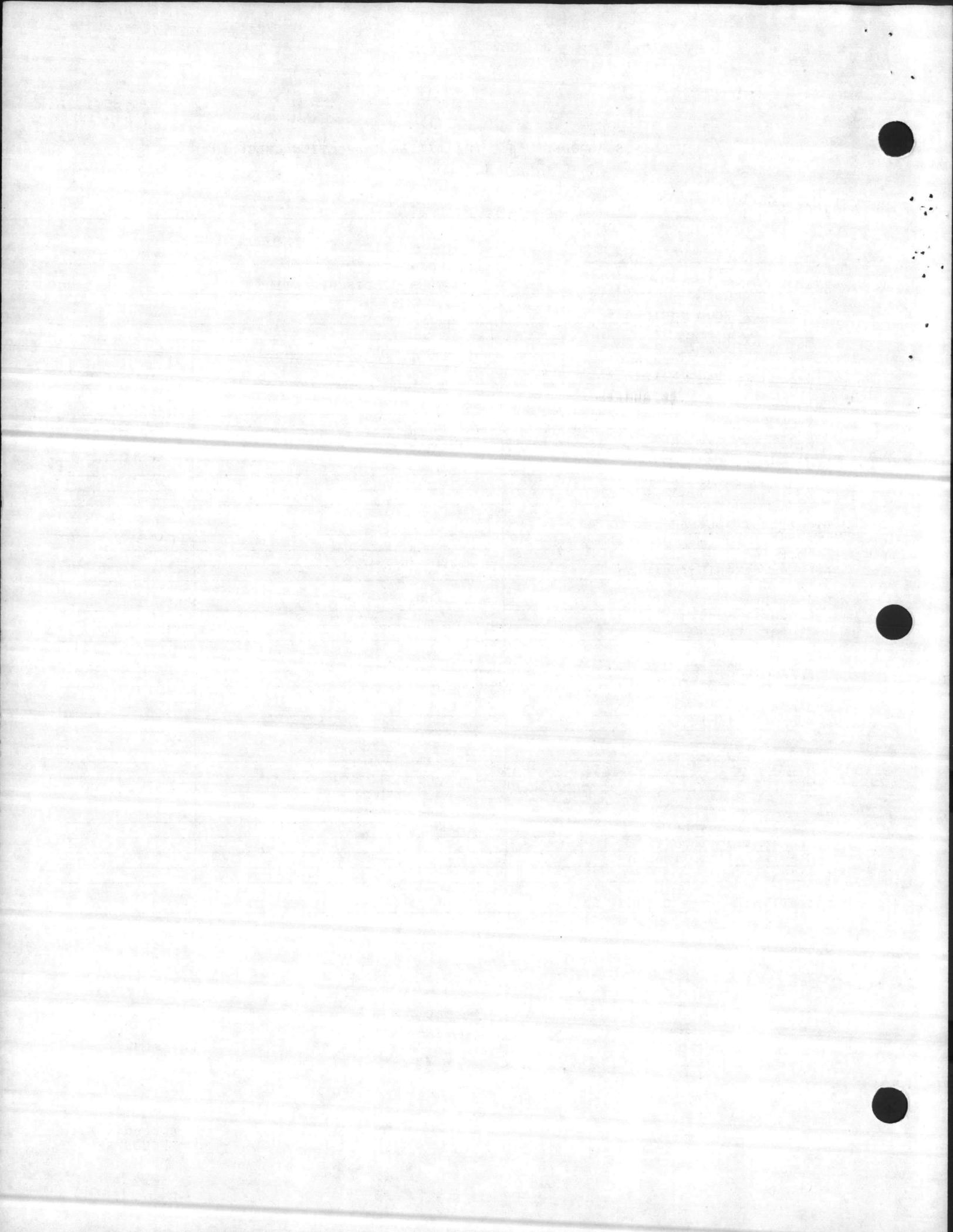


BUILDINGS, GROUNDS, AND FACILITIES INSPECTION CHECKLIST

UNIT INSPECTED _____ DATE _____

ITEM	NUMBER OF DISCREPANCIES	RATING
Recreation Room Equipment		
Amount		
Serviceability		
Doors, Windows, Screens, Stairs, and Hand Rails		
Heads		
Wash Basins		
Showers		
Urinals		
Commodes		
Washing Machines		
Dryers		
Electrical Appliances		
Authorized		
Approved		
Air Conditioning/Heating		
Double Deck Bunks		
Properly secured		
Proper spacing		
Flammable Substances		
Properly stored		
Grounds		
Properly manicured		
Overall Cleanliness		
Barracks		
Grounds		
Safety		
Fire extinguishers		
Proper lighting		
Electrical appliances		
Sidewalks		
Overall Buildings Grounds Rating		

COMMENTS:



INSPECTIONS CONDUCTED BY HIGHER OR EXTERNAL HEADQUARTERS

1. Purpose. To provide information concerning inspections/ evaluations conducted by higher headquarters or agencies external to this command.
2. Background. From time to time additional inspections or evaluations will be conducted involving this and/or subordinate organizations of this command. While not intended to be an exhaustive or complete list, information on the most frequently encountered external inspections/evaluations is provided below.
3. Information
 - a. Inspector General of the Marine Corps Inspection (IGMC). These inspections are detailed, comprehensive inspections closely matching the functional areas and military events of the Commanding General's Inspection (enclosure (3)) except the period for all inspections is compressed into a relatively brief (3-5 day) timeframe. The schedule and preliminary listing of functional and military areas to be inspected are contained in the current edition of MCO 5040.7. The point of contact within this headquarters for all coordination for the IGMC Inspection is the Base Inspector.
 - b. Marine Corps Disbursing On-Site Examination Team (MCDOSSET). MCDOSSET is under the operational control of the Commandant of the Marine Corps. Its mission is to provide the Commandant of the Marine Corps, direct field representation by furnishing assistance, guidance, and application of disbursing instructions; and to perform assigned phases of examinations and annual reviews. Disbursing examinations are conducted to determine whether entitlement, substantiation, maintenance of records and pay accounts, credit and payment of military pay and allowances, and travel allowances are in accordance with currently prescribed administrative regulations and procedures; to determine the effectiveness of systems, procedures and internal controls relating to the disbursement of funds and to ensure the best interest of the government and the individual are protected. MCDOSSET personnel are assigned for administrative purposes only to the Commanding General, Marine Corps Base, Camp Lejeune, N. C., and by reason of their geographical locations, provide convenient central points within the area and enable examination teams to accomplish their assigned mission with a minimum amount of travel. Operational and maintenance type housekeeping support is provided by the Commanding Officer, Marine Corps Service Support Schools. The point of contact for MCDOSSET is the Assistant Chief of Staff, Comptroller.
 - c. East Coast Food Service Team. The East Coast Food Service Team is under the operational and technical control of the Commandant of the Marine Corps. The mission of the Team is to render assistance in raising the quality of food service, achieving economy, and increasing effectiveness at the various activities visited. Duties and responsibilities include reviewing activity food service program documents; instilling food service management discipline in all responsible personnel; inducing and stimulating professional pride in food service personnel; providing on-the-job instruction to food service personnel; reviewing the use of facilities, equipment, personnel, subsistence, and other food service resources; providing information on and demonstrating new developments in the food service and subsistence fields; exchanging, searching for, and collecting new ideas regarding food service for submission to the Commandant of the Marine Corps for possible adoption and dissemination to all Marine Corps activities that operate a mess hall(s); recording observations that will provide the Commandant of the Marine Corps with follow-up actions that can be used to assist activities in resolving problems related to food service. The East Coast Food Service Team receives support for expendable supplies and office space from the Commanding Officer, Marine Corps Service Support Schools. The Assistant Chief of Staff, Logistics is the point of contact for scheduling and local coordination.
 - d. Field Supply and Maintenance Analysis Office - One (FSMAO-1). FSMAO-1 is under the operational control of the Commandant of the Marine Corps (L). The mission of FSMAO-1 is to identify and report deficiencies in supply and maintenance support, reporting and accounting procedures, and to recommend action as may be necessary for

ENCLOSURE (4)

improvement therein. FSMAO-1 accomplishes this mission by analyzing supply and maintenance procedures thereby furnishing assistance and interpretive guidance and training unit personnel. FSMAO-1 receives administrative support and vehicle requirements from the Commanding Officer, Marine Corps Service Support Schools. The Assistant Chief of Staff, Logistics is the point of contact for coordination with FSMAO-1.

e. General Accounting Office (GAO)/Department of Defense Inspector General (DODIG)/Survey and Investigations Staff (S&IS) of the House Appropriations Committee

(1) Representatives of the GAO and the DODIG visit Marine Corps Base from time to time to conduct on-site audits of various Marine Corps Activities/Functions. Although the term "audit" is often associated with the processes of examining accounting records and related documents, the activities of the GAO and the DODIG are not restricted to accounting matters or to records and documents. The scope of these audits is much broader and may extend into all aspects of an agency's operations. Often, GAO personnel conduct reviews and/or investigations upon the request of Congressional Committees or individual members of Congress. Marine Corps policies and procedures relating to audits by the GAO and the DODIG are contained in the current edition of MCO 7500.3.

(2) The House Committee on Appropriations is authorized by Public Law 601, 79th Congress to conduct studies and examinations of the organization and operation of any executive agency. The current edition of MCO 5740.4 establishes Marine Corps policies and procedures governing relations with S&IS.

(3) The current edition of BO 5741.1 includes guidelines and procedures for external audit liaison and follow-up action.

(4) The Assistant Chief of Staff, Comptroller is designated as coordinator for all visits by GAO/DODIG/S&IS representatives to include the coordination and submission of reports and other data related to such visits. GAO/DODIG/S&IS representatives arriving at this base for any purpose should be referred to Headquarters, Marine Corps Base prior to beginning and after completing any audit or review. Disagreements and questionable items arising during the course of an audit or review will be referred immediately to Headquarters, Marine Corps Base for resolution. The current edition of BO 5741.1 provides additional information.

f. Naval Audit Service. The Naval Audit Service is under the control of the Department of Navy (DON), in particular the Auditor General of the Navy. The mission of the Naval Audit Service is to perform internal audits of Navy and Marine Corps activities, functions or programs, and render reports thereon, describing conditions encountered and recommending corrective action where necessary. The Naval Audit Service maintains a Naval Audit Site at Marine Corps Base, Camp Lejeune which has responsibility for audit of mission functions of all organizations, activities, components, and levels of management at this base. The current edition of BO 7510.3 provides guidance on procedures and actions to be taken during Naval Audits and in processing their reports. The point of contact within this command for Naval Audits is the Assistant Chief of Staff, Comptroller.