



# MASTER FILE COPY

UNITED STATES MARINE CORPS  
3D MARINE DIVISION  
III MARINE EXPEDITIONARY FORCE  
UNIT 35801  
FPO AP 96382-5801

DivO 5040.3B  
CIG

NOV 14 2019

## DIVISION ORDER 5040.3B

From: Commanding General, 3d Marine Division  
To: Distribution List

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM (CGIP)

Ref: (a) MCO 5430.1A W/ ADMIN CH  
(b) MCO 5040.6J

1. Situation. To promulgate policy, procedures, and responsibilities consistent with the references for the conduct of Readiness Inspections within 3d Marine Division (3d MarDiv).

2. Cancellation. DIVO 5040.3A.

3. Mission. Improve and enhance operational capabilities through the CGIP by reinforcing the importance of combat readiness, evaluating critical areas essential for mission performance, and assessing the administrative readiness that facilitates the deployment of Division capabilities.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. 3d MarDiv and all subordinate elements will maintain inspection programs that ensure unit readiness. Inspections provide detailed and actionable information that facilitates identifying the most effective and efficient ways to prioritize and allocate resources to enhance operational capability. Since the fundamental purpose of the CGIP is to assess, assist, and enhance the ability of the unit to prepare for and perform its assigned mission, the unit's mission shall be the focus of inspections.

(2) Concept of Operations. A well-disciplined unit is the foundation for effective operational capabilities. Therefore, 3d MarDiv will institute an inspection program that reinforces discipline as it promotes economy, efficiency, effectiveness, quality of life, and enhanced readiness. It will prevent and/or detect fraud, waste, and abuse of authority, mismanagement, prohibited activities and conduct, and related improprieties.

b. Tasks

(1) 3d MarDiv Headquarters (HQ)

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(a) Conduct an internal readiness inspection each fiscal year on Functional Areas selected by the 3d MarDiv Command Inspector General (CIG).

(b) Use the functional area checklists located on the Inspector General of the Marine Corps website to conduct inspections. Mark each question as COMPLIANT or NON-COMPLIANT, and annotate corrective actions for each non-compliant area.

(c) Report internal inspection program results to the 3d MarDiv CIG no later than 30 days after inspection completion.

(2) 3d MarDiv Major Subordinate Elements (MSEs)

(a) Develop and maintain internal readiness inspection programs. Organic 3d MarDiv units shall conduct internal inspections every fiscal year, focusing on Critical or Requiring Evaluation (CoRE) Functional Areas and select non-CoRE functional areas required by the CG.

(b) Use the functional area checklists located on the Inspector General of the Marine Corps website to conduct inspections. Mark each question as COMPLIANT or NON-COMPLIANT, and annotate corrective actions for each non-compliant area.

(c) Report internal inspection program results to the 3d MarDiv CIG through the chain-of-command no later than 30 days after inspection completion.

(d) Identify functional areas that require attention and request Staff Assistance Visits (SAVs) as required.

(3) 3d MarDiv CIG. In addition to the duties prescribed in the references, the CIG shall:

(a) Assign Functional Area Inspectors, in writing, to assist in the conduct of Readiness Inspections. Ensure all inspectors are qualified and trained to conduct inspections.

(b) Provide MSEs with post Commanding General Readiness Inspection (CGRI) "quick looks". "Quick looks" shall identify major trends noted during previous inspections and offer best practices to incorporate positive trends and avoid negative ones.

(c) Analyze inspection performance for trends amongst like units. Based on that analysis, provide the Commanding General with resource allocation recommendations to enhance operational capabilities.

(d) Act as the Office of primary Responsibility (OPR) for the 3d MarDiv HQ internal inspection program. Based on the results of those inspections, request SAVs from adjacent or higher headquarters.

(4) 3d MarDiv HQ Inspectors

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(a) Conduct semiannual training with MSE Functional Area Managers. At a minimum, discuss Functional Area trends, best practices, Marine Corps Order and Functional Checklist updates, and any Functional Area Manager concerns.

(b) Report any significant negative Functional Area trends to the 3d MarDiv CIG.

5. Administration and Logistics

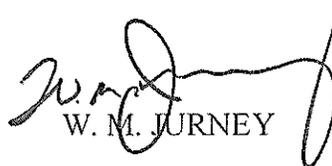
a. Administration. Ensure distribution of this Order to all units within 3d MarDiv.

b. Logistics. N/A.

6. Command and Signal

a. Command. This Order is applicable to 3d MarDiv and all subordinate elements.

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

  
W. M. JURNEY

DISTRIBUTION: A