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1 May 2026

MARINE CORPS ORDER 5040.6K

From: Commandant of the Marine Corps
To: Distribution List

Subj: INSPECTOR GENERAL OF THE MARINE CORPS INSPECTIONS PROGRAM

Ref: (a) MCO 5430.1A w/Admin CH-2
(b) SECNAVINST 5040.3B
(c) MCO 1700.23G
(d) 10 U.S.C. § 8020
(e) SECNAV M-5210.1 CH-1
(f) MCO 5210.11F
(g) 5 U.S.C. § 552a
(h) SECNAVINST 5211.5F
(i) MCO 5211.5
(j) MCO 5215.1K w/Admin CH-3

Encl: (1) Inspector General of the Marine Corps Inspections
Program (IGMCIP)

Reports Required: I. Final Inspection Report (FIR), encl. (1),
pg. 6-2, par. 2b
II. Corrective Action Report (CAR),
encl. (1), pg. 6-3, par. 2c

1. Situation. This Order updates policy and responsibilities of the Inspector General of the Marine Corps Inspections Program (IGMCIP) per references (a) through (j). This Order and reference (a) take precedence over any Marine Corps Commanding General's Inspection Program (CGIP) directive in cases of conflicting guidance. This Order is in accordance with references (a) through (j).

2. Cancellation. MCO 5040.6J.

3. Mission. This Order establishes and promulgates the IGMCIP and identifies its corresponding mission and functional responsibilities.

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

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4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The IGMCIIP is one of the Commandant of the Marine Corps' (CMCs) principal tools for ensuring Marine Corps compliance with statutory, Department of Defense (DoD), and Department of the Navy (DON) requirements. The Inspector General of the Marine Corps' (IGMCs') crucial role as "the eyes and ears of the Commandant" is firmly rooted in the IGMC mission to enhance Marine Corps efficiency, integrity, and institutional readiness. The IGMC Inspections Division assesses policy compliance, evaluates the effectiveness of the CGIP, gauges command conditions, offers instruction and training, and suggests corrective actions to the units being inspected through impartial assessments and inspections. On behalf of the CMC, and under Title 10 authority, direction, and control of the Secretary of the Navy (SECNAV), the IGMC conducts command inspections of Marine Corps units across the Total Force, assesses readiness, and reports on the efficiency of the Marine Corps and its preparations to support military operations executed by combatant commanders.

(2) Concept of Operations

(a) The IGMC and Command Inspectors General (CIGs) conduct inspections per enclosure (1). The two levels of inspections are:

1. Inspector General of the Marine Corps (IGMC) Inspections. The IGMC conducts regularly scheduled and short-notice inspections of commands across the Total Force.

2. Commanding General's Inspections (CGIs). CGIs are functional extensions of the IGMC, and they conduct inspections within the scope of their respective commanders' responsibilities.

(b) The IGMC publishes a list of Critical or Required Evaluation (CoRE)/CoRE+ Functional Areas (FAs) to prioritize inspection efforts. The IGMC and/or CIGs inspect the CoRE/CoRE+ FAs (at a minimum) within all units led by general officers and board-selected commanders, regardless of unit size, mission, or location.

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(c) The key elements of the inspections program are the Functional Area Checklists (FACs), which provide a framework to assess the foundational pillars of FAs and to inspect compliance with legitimate and enforceable references. Headquarters, Marine Corps (HQMC) FA sponsors develop and maintain the FACs and provide IGMC with Subject Matter Experts (SMEs) to inspect their respective FAs during IGMC inspections.

(d) During formal inspections, inspectors assess each FA as *effective* or *ineffective*. Inspectors also teach, train, and assist unit Functional Area Managers (FAMs) during inspections.

(e) The IGMC or CIG makes an overall assessment of an inspected unit as Tier I (Commendatory), Tier II (Satisfactory), or Tier III (Unsatisfactory) and sends a formal, written Final Inspection Report (FIR) to the commander within 30 days of the conclusion of the out-brief.

(f) Within 30 days of receiving a FIR from the IGMC or CIG, commanders shall submit a Corrective Action Report (CAR) back to the IGMC or CIG that details a plan and timeline to remediate all FAs containing findings or were assessed as ineffective. The IGMC conducts reinspections of Tier III (Unsatisfactory) commands and provides quarterly updates to the CMC on all inspections.

b. Subordinate Element Missions

(1) Inspector General of the Marine Corps (IGMC)

(a) Serve as the sole authority and principal advisor to the CMC and the SECNAV on all Marine Corps inspection matters.

(b) Establish and maintain oversight procedures for the IGMCIIP, to include coordinating and monitoring inspections programs.

(c) On behalf of the SECNAV and the CMC, conduct inspections and assessments, and make recommendations concerning all Deputy Commandant (DC), Marine Forces (MARFOR), and Marine Corps programs that have an impact on readiness or quality of life, per reference (b).

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(d) Conduct command inspections, special assessments, and trend analyses; make appropriate evaluations, reports, and recommendations, as required. Assess whether CIGs and units are within Marine Corps standards and regulations.

(e) Coordinate the efforts of organizations engaged in evaluating effectiveness, efficiency, discipline, morale, economy, ethics, integrity, and readiness to minimize duplication and reduce the number of inspections imposed on any unit or activity. Whenever possible, coordinate and complement the efforts of the IGMCIIP with other organizations to reduce the overall impact of inspections and evaluations upon commanders.

(f) Establish training standards and provide IGMCIIP-specific training to the IGMC community of interest, which includes all Marine Corps Inspector General (IG) personnel and Temporary Assistant Inspectors General (TAIGs) from DCs and HQMC staff agencies.

(g) Provide unity of effort and command for all IGMC inspections.

(h) Apply the principles and guidelines listed in enclosure (1) when conducting inspections.

(i) Maintain an oversight and follow-up program to monitor and correct findings identified in inspection reports as well as issues raised directly by commanders during inspections.

(j) Conduct requests mast, as needed, during inspections per enclosure (1) and reference (c).

(k) Develop and promulgate other implementing orders, instructions, and policy documents required to support the overall effective management and oversight of the IGMCIIP.

(l) Provide the CMC with quarterly briefs on inspection results, trends, observations, and issues beyond the ability of the inspected commands to resolve.

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(2) Functional Area (FA) Sponsors (Deputy Commandants (DCs); Headquarters, Marine Corps (HQMC) Staff Agencies; Commanding General, Training and Education Command; and Commander, Marine Corps Installations Command)

(a) No less than annually, validate and update each FAC under your purview per Chapter 3 of enclosure (1) and IGMC Inspections Division guidance.

(b) In support of the IGMC Inspections Division mission, provide TAIGs, as required, who are qualified SMEs to inspect, train, and assist commands' FA programs and managers.

(c) Ensure TAIGs attend required IGMC annual training.

(d) Ensure all TAIGs have a minimum of a favorably adjudicated T3 investigation with Secret eligibility and access in the Defense Information System for Security or its successor program.

(3) Marine Divisions, Marine Aircraft Wings, Marine Logistics Groups, Marine Corps Recruit Depots, Training Command, Regional Installations Commands, Marine Air-Ground Task Force-Training Command/Marine Corps Air-Ground Combat Center, Marine Forces Command, Marine Forces Special Operations Command, Marine Expeditionary Forces, and Marine Forces Reserve (MARFORRES)

(a) Establish a CGIP that inspects all subordinate commands for which you have General Court-Martial Convening Authority (GCMCA) at least every 36 months per enclosure (1). The IGMC may waive this requirement; waiver requests must be submitted in writing to the IGMC per Appendix E.

(b) Publish a unit-level CGIP directive. In the event of conflict, this Order shall take precedence.

(c) No later than 30 September, annually, submit a detailed upcoming Fiscal Year (FY) inspection schedule to the IGMC Inspections Division via the CIG.

c. Coordinating Instructions

(1) General

(a) This Order is binding for all personnel conducting Marine Corps IG Inspections. The IGMC is authorized to add, delete, or modify this Order as necessary.

(b) All IGMC, CIG, and TAIG personnel are responsible for compliance with this Order, IGMC policy documents, IGMC training materials, and other implementing instructions that support the IGMCIP.

(c) Per reference (a), IG personnel and TAIGs shall refrain from participating in duties that interfere or conflict with their ability to provide unbiased, impartial inspections.

(2) The IGMC is authorized to task any organization within the Marine Corps to provide SMEs to assist the IGMC Inspections Division in the performance of its mission and functions per references (a) and (d). Costs associated with such support, except for travel time compensation, shall be provided by the IGMC.

(3) Commanders at all levels must ensure full CoRE/CoRE+ FA coverage is applied to all members of the command. Appendix G provides a simple methodology to assist commanders in this process. If a CoRE/CoRE+ FA does not apply to a command or another unit provides FA coverage, the unit shall document the unique situation or arrangement via a Memorandum for the Record (MFR), Memorandum of Agreement (MOA), or Memorandum of Understanding (MOU), as applicable. If a commander delegates authority to manage an FA to a subordinate unit, that subordinate unit's program will be inspected, and the results included with the commander's inspection results.

5. Administration and Logistics

a. Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration (NARA)-approved dispositions in reference (e) to ensure proper maintenance, use, accessibility, and preservation, regardless of format or medium. Records disposition schedules are located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: <https://www.secnav.navy.mil/doni/Records%20Management%20Schedule>

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[s/Forms/AllItems.aspx](#). Refer to reference (f) for Marine Corps records management policy and procedures.

b. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The DON recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended [reference (g)] and implemented per references (h) and (i).

c. Updates. Updates made to this Order must be done in accordance with the current iteration of reference (j).

d. Recommendations. Recommendations concerning the contents of this Order may be forwarded to the IGMC via the chain of command.

e. Requests for waivers to policies outlined in this Order must be submitted in writing to the IGMC per the example in Appendix E.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

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



CARL J. ADAMS, JR.
Inspector General
of the Marine Corps
Acting

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Inspector General of the Marine Corps Inspections Program
(IGMCIP)

Chapter 1

Inspections Overview

1. Background

a. Inspections Program. The IGMCIP supports institutional readiness and includes both IGMC and CIG inspections. The policies and procedures outlined herein are designed to increase mission effectiveness and readiness throughout the Marine Corps. Inspections shall be conducted per this enclosure and the appendices.

b. Inspector General (IG) Authorities

(1) Per reference (d), IGMC maintains Title 10 authority to inspect any unit in the Marine Corps at any time on behalf of the SECNAV.

(2) CIGs extend the ecosystem of the IGMCIP and are appointed under their respective commanders' authorities. Therefore, CIGs support the IGMCIP and are directly responsible to, and limited by, their commanders' scopes of authority.

c. Inspector General of the Marine Corps (IGMC) Website. The IGMC website, <https://www.hqmc.marines.mil/igmc>, is the primary means to promulgate inspections information to commands across the Marine Corps. It is designed to be a relevant, current source for FACs, trends, superior practices, training, and references.

2. Purpose of the Inspector General of the Marine Corps Inspections Program (IGMCIP)

a. The purpose of the IGMCIP is to provide commanders a compliance assessment in FAs deemed a priority by the CMC, FA sponsors, and the IGMC. This assessment assists commanders in improving compliance in those FAs. For commanders with a CGIP, the IGMCIP assesses both compliance and the efficacy of the CGIP. The term CGIP is inclusive of all commanders required to have an inspections program as identified in this Order.

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b. The IGMCIIP is the CMC's mechanism to ensure Marines across the force are supervised and cared for in a manner consistent with Marine Corps values. As an extension of the eyes, ears, voice, and conscience of the CMC, the IGMC inspection team also gauges command conditions.

c. The IGMCIIP promotes institutional readiness. The primary objectives of the IGMCIIP are to reinforce Marine Corps standards, reveal current command conditions, teach and train, and recommend corrective actions.

d. Continuous coordination among IGMC personnel, CIGs, and FA sponsors enhances the quality and credibility of IGMCIIP inspections. A collaborative and synergistic effort is required to promote institutional readiness while detecting fraud, waste, abuse of authority, mismanagement, noncompliance of regulations, and related improprieties.

3. Roles

a. Functional Area (FA) Sponsors

(1) FA sponsors, normally residing at HQMC, are responsible for creating and maintaining FACs per Chapter 3 of this Order. Sponsors manage Marine Corps policies (and are the Marine Corps' SMEs for higher-level policies) on which FACs are based.

(2) As the authoritative SMEs within the Marine Corps, sponsors are responsible for minimizing inspections overlap among various inspections agencies.

(3) Inspections offer sponsors opportunities to assess the currency, validity, and applicability of their policies across the Total Force. Sponsors shall collect feedback from all inspections to assist with policy updates.

(4) Commands should seek guidance from the respective FA sponsors if they are unable to comply with any portion of an order or regulation.

b. Inspector General of the Marine Corps (IGMC) Inspections Division. The IGMC Inspections Division plans, coordinates, and leads inspections to assess command conditions, assess compliance with select orders and programs, and discuss special interest topics on behalf of the CMC and the SECNAV. The IGMC Inspections Division also elevates issues on behalf of commands

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to advocate for resources required for program compliance. This division is comprised of the following personnel:

- (1) Director of Inspections
- (2) Deputy Director of Inspections
- (3) Lead Inspector
- (4) Inspections Chief

c. Command Inspectors General (CIGs)

(1) Usually colonels, lieutenant colonels, or DoD civilians, CIGs are the "eyes and ears" of their commanders and maintain the purview and authority of their commanders. CIGs perform compliance inspections for their commanders' subordinate commands.

(2) CIGs are functional extensions of the IGMC and coordinate directly with the IGMC Inspections Division regarding inspection policies and upcoming IGMC inspections.

d. Temporary Assistant Inspectors General (TAIGs)

(1) Overview

(a) As experts in their FAs, TAIGs augment either IGMC inspection teams or CIG inspection teams. TAIGs are not permanently assigned to the IGMC office or to a CIG office. TAIGs serve as SMEs for a limited period or for a specified purpose, typically as inspectors.

(b) In addition to conducting inspections, TAIGs seek to identify superior practices, discover root causes for noncompliance, develop mitigation strategies, and uncover gaps and areas for improvement in their respective FA-sponsored directives and FACs.

(c) TAIGs must be detailed in writing by IGMC or the CIG leading the inspection under the commander's authority, as applicable, and possess the requisite security clearance for access to classified and/or sensitive information commensurate with their normally assigned duties.

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(d) TAIGs will not perform other duties while supporting an IG Inspection until released by the appropriate authority (i.e., IGMC, CIG). When practical and feasible, TAIGs should train and assist geographically co-located units during the inspection period before returning to their sponsoring agencies.

(e) Contractor Limitations. Contractors cannot perform inherently governmental functions. Contractors may serve as TAIGs if their contract explicitly outlines this duty and they possess the required security clearance, with funding responsibility residing with the sponsoring agency and contracting officer's representative. While contractor TAIGs can gather information and provide advice, IGMC and CIGs shall retain independent judgment and make all inspection-related decisions (schedule, sampling, deficiency assignment, severity, grades, and ratings). Contractors are prohibited from serving if an organizational conflict of interest exists, as determined by the contracting office.

(2) Inspector General of the Marine Corps (IGMC)
Temporary Assistant Inspectors General (TAIGs)

(a) Senior Experts. IGMC TAIGs augment the IGMC inspections team and must be staff noncommissioned officers, officers, DoD civilians, or contractors.

(b) Responsibilities. When tasked by the IGMC, FA sponsors are required to provide TAIGs for IGMC inspections. IGMC TAIGs are responsible for inspecting designated commands, completing FAC assessments, and completing FA reports on behalf of their sponsoring agencies. Due to the high level of requirements placed upon TAIGs during IGMC inspections, a TAIG will not normally inspect more than one FA during an IGMC inspection. Exceptions must be approved by the IGMC Director of Inspections.

(c) Required Training. The IGMC Director of Inspections, or designated representative, conducts training for all IGMC TAIGs periodically during inspections. Training consists of various topics to include, but not limited to, personal conduct, travel protocol and requirements, inspections processes, teaching/training/mentoring skills, FAC procedures, and FA report writing.

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(3) Command Inspector General (CIG) Temporary Assistant Inspectors General (TAIGs). CIGs have tasking authority within their commanders' purview and often use TAIGs to inspect subordinate commands. CIG TAIGs are usually sourced from the commands' primary and special staff sections and are under the authority and regulations of their respective commanders.

e. Functional Area Managers (FAMs). FAMs are individuals appointed to administer FAs within their commands.

4. Inspections Principles. The principles below are time-tested, flexible enough to apply to all levels of inspections, and fair to both the inspected command and those conducting inspections. Commanders shall ensure these principles are used in the design, development, and implementation of their inspection programs. The hallmarks of inspections are impartiality, credibility, independence, objectivity, and professionalism. Consistent, standards-based inspections provide the greatest opportunity to administer a successful inspection while giving commands the opportunity to succeed.

a. Minimize Operational Disruptions. To the maximum degree possible, an inspection should minimize disruption to the inspected command's operations. When feasible, the IGMC conducts inspections or corrective action plan reviews alongside other inspection entities to reduce the frequency of disruptions to a command.

b. Maximize the Commander's Training Time. A command's operational schedule should be honored when scheduling an inspection. Inspection agencies (e.g., CIG offices, Marine Corps Administrative Analysis Team (MCAAT), Field Supply and Maintenance Analysis Office (FSMAO)) shall deconflict inspections with unit training and exercise employment plans as well as concurrent or recent inspections to avoid over-inspecting.

c. Add Value Through Teaching and Training. Inspections will be positive, productive learning experiences for the Marines, Sailors, and civilians by offering opportunities to expose FAMs to updated policies, share lessons learned, and teach superior practices. Inspectors add value by:

(1) Making clear and useful annotations to each question on the checklist.

(2) Adding superior practices in the recommendations section of the checklist.

d. Assess Against Well-Established Standards. Inspectors shall inspect consistently, candidly, and accurately using enforceable standards derived from policies. Inspectors should make assessments of discrepancies and findings based on the standards-based questions on FACs. Inspectors are encouraged to teach, train, and provide superior practices that support compliance.

e. Respect the Authority and Responsibilities of Commanders. Inspectors shall respect, uphold, and support a commander's authority. Commanders are responsible for balancing risk and developing courses of action to achieve compliance. During inspections, commanders may identify concerns regarding issues affecting their commands that cannot be resolved at their levels. Inspectors should communicate these issues to the respective FA sponsors or higher agencies for resolution and determine if these issues are systemic and warrant refinement to FACs or existing policies.

f. Conduct Root Cause Analysis. When an inspected command is not in compliance with an established standard, the inspector will determine the underlying reason(s) through a root cause analysis. Common root causes for noncompliance include lack of resources, lack of awareness of policy changes, lack of command emphasis, imprecise staff management, and inadequate turnover procedures.

g. Identify Trends. Each CIG and FA sponsor shall maintain a manageable form of inspections trend tracking. Identifying trends to CIGs and IGMC during inspections provides necessary input to recommend changes to Marine Corps policies, procedures, and training.

h. Assess the Survivability and Compliance of Functional Areas (FAs). Inspection teams shall assist commands in assessing the resiliency of FA management and provide recommendations to increase their programs' survivability. Inspected commands should examine previous CARs to determine if the unit adequately addressed previously identified noncompliance through corrective actions. The inspection team will inform the command of inadequate, incomplete, or unsuccessfully applied corrective actions. Obstacles to correcting noncompliance often include operational tempo, frequent FAM turnover, resource shortfalls, and/or a lack of

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staffing. Sound desktop and turnover procedures can alleviate most of these obstacles and enhance program survivability.

i. Recognize Superior Practices, Exemplary Program Management, and Commendatory Marines, Sailors, and Civilians. Inspection teams shall seek to recognize excellent performance during inspections. Excellent performance shall be recognized by the commander or IGMC, as appropriate, and inspectors will ensure superior practices are sent to FA sponsors and IGMC for distribution to the Inspections community of interest.

Chapter 2

Critical or Required Evaluation (CoRE) Functional Areas (FAs)

1. The IGMC is responsible for assigning FAs as CoRE, CoRE+, or non-CoRE. While all policies require compliance, the CoRE FAs provide a priority of effort for commanders. The IGMC inspection team and CGIP inspection teams shall inspect all CoRE FAs.

a. The IGMC inspection team may inspect additional FAs at the IGMC's discretion.

b. CGIP inspection teams may inspect additional FAs at their commanders' discretion. These teams should take into consideration the number of FAs that can be sufficiently and accurately inspected by their TAIGs before inspecting non-CoRE FAs in addition to those designated as CoRE.

2. CoRE FAs are designed to:

a. Reduce risk to the Service of financial and federal regulatory noncompliance.

b. Promote compliance with federal laws and regulations, to include congressional mandates.

c. Correct an institutional deficiency or enterprise-level trend (via CMC guidance).

d. Energize a Service-level initiative (via CMC guidance).

3. The CoRE+ designation indicates CoRE FAs that are only applicable to commands possessing certain capabilities (e.g., aviation, law enforcement, etc.). Where applicable, CoRE+ FAs must be inspected.

4. CoRE and CoRE+ FA designations are periodically updated and published to the IGMC website. The current list of FAs can be found at <https://www.igmc.marines.mil/Divisions/Inspections-Division/Checklists>.

Chapter 3

Functional Area Checklists (FACs)

1. Overview

a. FA sponsors create FACs, which are written sets of questions that focus on their programs' foundational pillars and highlight the programs' major requirements to be effective. FAC questions are designed to produce sufficient evidence to compel a SME in the FA to believe the program existed in the past, is compliant at the time of the inspection, and will be successful in the future.

b. IGMC and CGIP inspectors shall use the most current FACs located on the IGMC website. FACs posted on the IGMC website shall not be altered.

c. For CGIPs, if commanders designate additional requirements for FAs, those requirements may be graded and addressed in the overall comments and may affect the final assessments of those FAs.

2. Functional Area Checklist (FAC) Repository. The IGMC website is the sole repository and official source for FACs. Sponsors listed on the checklists remain responsible for the content and policies relating to their FACs. FACs are not desktop procedures. Sponsors, however, are encouraged to collect and update their FAs' superior practices on the IGMC website by contacting the IGMC Inspections Division.

3. Functional Area Checklist (FAC) Submissions. The IGMC Inspections Division reviews, approves, and publishes FACs on a rolling basis. Sponsors shall submit their FACs to the IGMC Inspections Division when updates are required and at least annually from the published date. FACs that have not been updated within the previous 12 months will be removed from the IGMC website.

4. Standards for Creating Checklist Questions. Sponsors must review and follow the checklist standards for all checklist updates. Questions shall be crafted and validated to allow both the command and the inspector to correctly assess an FA. Each FAC question must produce sufficient evidence to compel TAIGs in their assessment of an FA's efficiency, compliance, and integrity. FACs should state upfront (i.e., in the first question or first few questions) any program requirements for

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policy letters, appointment letters, standard operating procedures, etc. Checklists that do not meet the below standards will not be published or will be removed from the IGMC website. Each question shall meet the following standards:

a. Standard #1: *Is the total number of questions limited to the program's foundational and legal requirements?* Not every policy requirement should be on the checklist, and the checklist is not a user manual. Only include questions that could result in programmatic failure or legal noncompliance.

b. Standard #2: *Does each question stand alone?* Avoid combining several requirements that may make assessing the question unmanageable. There should not be multiple questions contained in a single question.

c. Standard #3: *Does each question produce a measurable/verifiable result?* This can include presentation of a unit's directives or documents, demonstration of knowledge and skills, etc.

d. Standard #4: *For each question, can the inspected command effect the desired outcome?* Commands must have the authority and resources to achieve the stated requirement.

e. Standard #5: *Is each question mapped to an enforceable requirement?*

(1) Each question must reference a federal requirement (e.g., U.S. Code, public law, congressional mandate, etc.), DoD requirement, military department requirement (e.g., SECNAV Directive/Instruction/Manual), or Service requirement (e.g., Marine Corps Order (MCO), Marine Corps Bulletin (MCBul)). For each question:

(a) Referenced policies must be current.

(b) Referenced policies must be listed, including chapters and paragraphs in which the requirements are found.

NOTE: When policies are updated, chapters and paragraphs frequently change. Therefore, sponsors are required to update chapter and paragraph citations when policies are updated.

(2) If referencing MCBuls, FACs must include the MCBul dates (MCBuls expire 1 year from the date published).

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(3) Marine administrative messages, technical publications, and training manuals may be used as supplemental references, but they are not considered policies and shall not be used as the sole references for FAC questions.

(4) FAC questions shall not create requirements that do not exist in current policies.

Chapter 4

Inspections Grading Criteria

1. Grades Assigned to Commands. The IGMC and CIGs assess commands as either Tier I, Tier II, or Tier III using the below grading criteria. Grades are compiled using all inspected FAs (CoRE, CoRE+, and non-CoRE).

NOTE: Any FAs receiving "assist visits" (i.e., unofficial evaluations requested by a unit or directed by a senior commander) are not included when determining an inspection grade.

a. Tier I (Commendatory). A command is assessed as *Commendatory* when 90-100 percent of its inspected FAs are deemed effective.

b. Tier II (Satisfactory). A command is assessed as *Satisfactory* when 80-89 percent of its inspected FAs are deemed effective.

c. Tier III (Unsatisfactory). A command is assessed as *Unsatisfactory* when 0-79 percent of its inspected FAs are deemed effective.

2. Grades Assigned to Functional Areas (FAs)

a. Effective. Sufficient evidence exists to compel a SME in the FA to believe the program existed in the past, is compliant at the time of the inspection, and is reasonably assured to be successful in the future. Effective FAs may exist with a degree of findings and discrepancies.

b. Ineffective. Sufficient evidence exists to compel a SME in the FA to believe the program does not meet the intent of the policy or directive or does not achieve the effect desired by the policy or directive. If the FA exists in name only or does not exist at all, it shall also be assessed as ineffective.

3. Grades Assigned to Functional Area Checklist (FAC) Questions

a. Compliant. Sufficient evidence exists validating that the inspected command meets or is per the rules or standards set forth by the FAC question.

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b. Discrepancy. A minor deviation in compliance with guidance, direction, or standards. Discrepancies require minimal corrective actions and normally are within the purview of the FAM to implement independently and quickly.

c. Finding. A substantial problem, major deviation, or a systemic pattern of noncompliance from directives or standards. Findings often require corrective guidance from a unit's commander, are often beyond the authority and purview of a FAM to correct independently and may incur a significant risk to the commander. Findings could:

(1) Be a failure to comply with higher headquarters policies and procedures.

(2) Negatively impact the command's readiness.

(3) Be issues of health, morale, or welfare of the unit's Marines, Sailors, civilians, and families.

(4) Lead to fraud, waste, abuse of authority, or mismanagement.

d. Not Applicable (N/A). Inspectors shall annotate why questions are "Not Applicable" (N/A) within the comments section. If entire subsections do not apply to the command, address this in the overall comments box on the checklist.

4. Reinspection Grading Criteria

a. If the IGMC, or a CIG, assesses a command as Tier III (Unsatisfactory), the command will be reinspected per Chapter 5 of this Order. The reinspection grade is based on the inspected programs' health as well as the totality of the command's corrective actions taken since the previous inspection. Reinspected programs are assessed as effective or ineffective based on corrective actions taken that are within the command's ability to affect.

b. The highest grade a command can receive on a reinspection is Tier II (Satisfactory).

(1) A reinspected command will normally receive a Tier II (Satisfactory) grade if all reinspected programs are assessed as effective.

(2) A reinspected command may remain Tier III (Unsatisfactory) if any reinspected programs are assessed as ineffective.

Chapter 5

Inspections Programs

1. Inspector General of the Marine Corps (IGMC) Inspections

a. Inspector General of the Marine Corps (IGMC) Annual Inspections Schedule

(1) The IGMC typically publishes its annual inspection schedule prior to the beginning of the new FY. The IGMC reserves the right to conduct short or no-notice inspections. Commands shall implement internal inspections programs to ensure that they are always inspection-ready. Appendix G of this Order provides a step-by-step process for establishing an internal inspections program.

(2) To the greatest extent possible, IGMC synchronizes inspections with MCAAT, FSMAO, and CIG offices to reduce inspections burdens on commanders and to minimize unnecessary redundancies of inspections.

b. Inspector General of the Marine Corps (IGMC) Inspections

(1) Comprehensive Command Inspections (CCIs). Through CCIs, the IGMC Inspections Division inspects all major commands required to execute a CGIP for compliance with this Order every 36 months.

(a) IGMC inspects all CoRE/CoRE+ FAs, including those delegated to subordinate units.

(b) IGMC "inspects the inspectors" by co-inspecting one subordinate command with CGIP inspectors for the purpose of assessing the effectiveness of the CGIP. The CGIP TAIGs inspect their subordinate command using FACs. The IGMC TAIGs observe the inspection to evaluate the CGIP TAIGs' effectiveness and ability to teach and train. The CIG is responsible for providing the unit inspection results and out-brief to the subordinate commander. The IGMC inspection team provides a summary of the CGIP TAIGs' performance to the CIG and the commander.

(c) IGMC will evaluate reports maintained by the command documenting past inspections conducted and corrective actions taken, CGIP inspector qualifications, inspections schedule, and adherence to this Order.

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(2) Independent Command Inspections (ICIs). ICIs are for independent commands that are not inspected as part of a CGIP and whose only inspection oversight is provided by the IGMC. Through ICIs, the IGMC Inspections Division inspects independent commands to assess compliance of CoRE/CoRE+ FAs every 36 months.

(a) IGMC inspects all CoRE/CoRE+ FAs, including those delegated to subordinate units.

(b) IGMC will not inspect any FAs managed by an adjacent command that are either covered by an existing CGIP or IGMC inspection. The inspected unit must provide IGMC with documentation of the supported-supporting relationship for applicable FAs prior to the inspection (e.g., MFR/MOU/MOA, higher headquarters standard operating procedure, etc.).

c. Inspector General of the Marine Corps (IGMC) Activities During Comprehensive Command Inspections (CCIs) and Independent Command Inspections (ICIs)

(1) Requests Mast. The IGMC will hear requests mast per reference (c).

(2) Focus Groups. IGMC representatives host discussions with diverse groups to include junior service members, senior service members, and civilians, as applicable, to ascertain command conditions, local perspectives, unique challenges, and superior practices. Commands shall ensure the groups contain representation from all demographics and sections within the unit. Additionally, IGMC will conduct other focus groups on topics of interest to the SECNAV, CMC, Sergeant Major of the Marine Corps, or other senior leaders.

(3) Some FA sponsors require commands to conduct specified events during IGMC inspections to observe and evaluate the conduct of the events. These events typically include the Physical Fitness Test/Combat Fitness Test, height and weight measurements, and a urinalysis.

d. Inspector General of the Marine Corps (IGMC) After-Action Questionnaire. The IGMC sends an after-action questionnaire with each notification letter (Appendix B). To help the IGMC better serve commands and improve inspections, commands should complete the questionnaires following each IGMC

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inspection and return the documents to the IGMC Inspections Division.

e. Reinspections. IGMC typically reinspects Tier III (Unsatisfactory) commands between 6-9 months post-inspection. This is to allow the command time to enact corrective actions, which may require several weeks of training and preparation. The reinspection is usually limited to FAs that were assessed as ineffective. However, effective FAs that had significant numbers of findings may also be included.

2. Commanding General's Inspection Program (CGIP). The CGIP is an inspection program established by a commander that is managed by the CIG to promote the effectiveness, efficiency, economy, and readiness of subordinate commands. The CIG works directly for the commander to execute the CGIP. Commanders shall ensure their CIGs and appointed TAIGs are qualified, properly trained, have clearance eligibility necessary for access to classified and/or sensitive information commensurate with their normally assigned duties, and are designated in writing to conduct inspections.

a. Inspection Scheduling and Frequency

(1) Commanders shall ensure their subordinate units are inspected at least every 36 months. In cases where the CIG is unable to inspect a subordinate unit within the 36-month requirement, the command shall submit a waiver request to IGMC. An example of a waiver request is included in Appendix E.

(2) Unless otherwise specified by the IGMC, CGIPs shall maintain a 3-year (fiscal year) inspection plan for coordination and deconfliction with IGMC.

(3) CIGs should work closely with the respective unit operations sections to ensure that deploying units are inspected prior to deployment to reinforce overall readiness to perform their assigned missions.

(4) CIGs may conduct short-notice or no-notice inspections or maintain published inspection schedules according to their commanders' guidance.

(5) In cases where geographic distances and/or budgetary constraints make it unfeasible to conduct required inspections, commanders may seek authorization through IGMC to coordinate inspections with another commander's CIG in geographic proximity

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to the distant unit. While a commander may delegate the authority to another CIG to carry out an inspection, the commander of the inspected unit maintains responsibility for all inspection results and follow-up actions.

b. Conduct of Inspection and Follow-Up Actions

(1) CIGs shall plan and conduct inspections using Appendix F as a guide.

(2) CIGs shall inspect all CoRE/CoRE+ FAs and any additional non-CoRE FAs deemed necessary by their commanders to enforce compliance and maintain their commands' institutional readiness.

(3) During inspections, the TAIGs should take note of any FAC questions that may require FA sponsor revisions. However, they should avoid reevaluating questions during inspections because it diminishes teaching/training opportunities and delays the inspection process. Inspectors should examine any potentially problematic questions outside of the inspections and communicate FAC issues to the CIGs and the respective FA sponsors.

(4) CIGs are required to reinspect Tier III (Unsatisfactory) commands within a timeline established by their commanders.

3. Marine Forces Reserve (MARFORRES) and Marine Forces South (MARFORSOUTH) Inspections

a. Marine Forces Reserve (MARFORRES), 4th Marine Division, 4th Marine Air Wing, 4th Marine Logistics Group, and Force Headquarters Group shall each maintain a CGIP.

b. IGMC conducts a modified CCI of MARFORRES and Marine Forces South (MARFORSOUTH) due to the co-location and shared services agreements of MARFORRES's Headquarters Battalion and its Major Subordinate Commands (MSCs). This modified CCI includes:

(1) Full CoRE/CoRE+ inspection of the MARFORRES Headquarters Battalion.

(2) Inspection of MARFORRES and MSC IG functions (i.e., Command Inspection Program, Request Mast Program, and Assistance and Hotline Program).

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(3) Inspection of all FAs at MARFORRES and MARFORSOUTH managed at the respective MARFOR headquarters in addition to or in lieu of Headquarters Battalion.

(4) Formal review and assessment of force orders applicable to IG matters to ensure full IG program coverage for all Marines under the Commander, MARFORRES/MARFORSOUTH.

4. Special Circumstances

a. Dual-Hatted Commands. Commanders with multiple commands may assign one CIG responsible for all commands. CIGs shall ensure all CoRE/CoRE+ FAs are maintained by distinctly assigning FAMS for each command or identified with a memorandum (e.g., MFR, MOU, MOA) that codifies dual-hatted FA responsibilities.

b. Marine component commands within another service's command shall maintain all CoRE/CoRE+ FAs and are subject to inspections by IGMC or a regional CIG. These units shall assign FAMS for all CoRE/CoRE+ FAs or maintain an MOU/MOA that codifies FA responsibilities covered by an outside or adjacent entity.

c. Deputy Commandants (DCs). IGMC may periodically inspect DCs. Due to the unique structure of DCs, they shall maintain programs in the following FAs: Performance Evaluation System, Marine Corps Awards, Government Travel Charge Card, Defense Travel System, Records Management, and Directives Management.

d. Special Assessments. Under unique circumstances, the CMC or IGMC may require the IGMC inspection team to assess a specific command, location, or area of interest. Commanders may do the same with their CGIP teams.

e. Activation, Deactivation, Redesignation, and Relocation of Commands. MCBul 5400s provide identified organizations with guidance regarding their activation, deactivation, redesignation, relocation, or reorganization. Once a MCBul 5400 is published, identified organizations must follow the inspections timeline and requirements contained in this Order. Any requests for exceptions to this policy must be submitted to the IGMC Inspections Division.

(1) Activation. Upon achieving full operational capability and if applicable, the unit shall receive a staff assist visit from the designated higher headquarters CIG to ensure all FAs are properly identified and staffed. The command

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shall be inspected no later than 12 months following full operational capability designation.

(2) Deactivation. CIGs shall inspect all commands identified for deactivation if their previous inspections fall outside of the required 36-month period upon deactivation. Ensure all inspection records are properly retained.

(3) Redesignation, Relocation, or Reorganization. All commands identified for redesignation, relocation, or reorganization will continue to be inspected on their normal inspection timeline. Special care shall be taken to ensure a positive handover of CIG and FAM responsibilities, especially during geographic relocation.

Chapter 6

Communications and Required Reports1. Inspection Teams Communications with Inspected Commands.

The following protocols are provided to standardize the inspections process and share superior practices.

a. Notification. Inspection agencies shall officially notify inspected units prior to the commencement of the inspection and include the following:

- (1) Purpose of the inspection
- (2) Inspection schedule and special aspects or events
- (3) Areas to be inspected
- (4) Specific requirements or logistical requests

(5) Points of contact and name and rank of the senior member of the inspection team

b. Introductions/In-Briefs

(1) Office Call. If possible, the senior member of the inspection team meets with the inspected commander or their designee to discuss the inspection and composition of the inspection team. Additionally, this affords the commander an opportunity to discuss any concerns or challenges.

(2) In-Brief. The inspection begins with the in-brief to the command. The inspection team explains the inspection's purpose, process, grading criteria, and schedule. The inspection team also reviews the inspection report requirements and introduces the inspection team.

(3) Command Brief. The inspected command shall provide an unclassified command brief that details its mission, task organization, on-hand strength, date the current commander assumed command, and challenges the command has experienced since its last inspection. The command should have all inspected FAMS present for introduction and link-up with TAIGs.

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c. Daily Updates

(1) Inspection Team. At the end of each day the senior member of the inspection team should share and discuss the information collected with the command's inspection POC. The senior member of the inspection team should compile results and provide any developing trends.

(2) Command Team. The command's inspection POC should provide daily updates to the inspected commander or their representative on the inspection's status. Additionally, the senior member of the inspection team may provide opportunities to the inspected commander to discuss any specific questions or concerns regarding the inspection.

d. Out-Brief. The senior member of the inspection team shall provide an out-brief summarizing the assessment of the command. The out-brief should include an assessment of each FA with detailed explanations of findings and FAs assessed as ineffective. The out-brief should also recognize commendatory performers and superior practices as well as review timelines for required reports. TAIGs shall be available to provide a technical and detailed explanation of results.

2. Required Documents and Reports

a. Inspector Requirements. TAIGs shall provide completed FACs (using the current FACs on the IGMC website) to the FAMS for each inspected FA. TAIGs shall clearly note findings and discrepancies on their checklists. Additionally, inspectors shall report the details of the issues and provide policy-supported recommendations for each finding or ineffective FA for the development of the FIR.

b. Inspection Team Requirement

(1) The FIR is a comprehensive written report detailing the assessment of FAs, command conditions, general observations, and recommendations for the inspected command. This report presents the inspected commander with information to initiate required corrective actions within the command to remedy noted deficiencies, refine existing programs, and aid in improving the command's institutional readiness. Recommendations in the FIR must be supported by references.

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(2) The IGMC or CIG staff prepares the FIR and submits it to the commander of the inspected unit within 30 calendar days after the inspection out-brief. Appendix C is provided as an example; however, modification to this format is authorized to meet local requirements or to improve the reporting process.

(3) Unless requested, CIGs are not required to submit FIRs to the IGMC, ACMC, CMC, Naval Inspector General (NAVIG), or SECNAV.

c. Command Requirement

(1) Within 30 calendar days after receiving the FIR, the inspected command shall submit a CAR to the IGMC or CIG, as appropriate, for all FAs containing findings or were deemed ineffective. The command shall outline its plan to correct findings and ineffective FAs.

(2) The inspected command shall submit the CAR using Appendix D as a template and address each question that was identified as a finding. Include, at a minimum, each ineffective FA, finding, reference, inspector-provided recommended solution, corrective action, and completion (or projected completion) date.

(3) The IGMC or CIG shall review the submitted CAR and forward the corrective actions to the respective FA sponsors/inspectors to verify that the corrective actions are suitable. If a corrective action is unsuitable, the IGMC or CIG shall coordinate with the inspected command to develop a more appropriate plan and to provide an updated CAR within 15 days.

3. Records Retention. Inspection reports and other records will be retained in accordance with the appropriate DON records schedules, per references (g) and (i). The following records schedules are provided:

- a. IGMC Inspection Reports - Records Schedule 5000-14
- b. CGIP Inspection Reports - Records Schedule 5000-69
- c. Other Inspection Records - Records Schedule 1000-35

Chapter 7

Policy and Compliance Cycle

1. Introduction. IGMC inspections provide value to the institution by ensuring compliance and providing opportunities for HQMC refinement to MCOs and directives as applied to units across the Total Force and their unique circumstances.

2. Source Documents. Policy documents initiate institutional requirements. Authoritative sources above the Marine Corps often generate requirements for the Marine Corps. MCOs establish known standards for the enterprise per source documents. Sources include, but are not limited to, the following:

a. Federal-Level Requirements

- (1) U.S. codes (e.g., Title 10)
- (2) Executive orders
- (3) Congressional mandates
- (4) Federal regulations
- (5) National defense authorization acts
- (6) Government Accountability Office
- (7) Public laws

b. Department of Defense (DoD)-Level Requirements

- (1) Department of Defense Directives
- (2) Department of Defense Instructions
- (3) Department of Defense Manuals

c. Military Department-Level Requirements

- (1) Secretary of the Navy Instructions (SECNAVINSTs)
- (2) Secretary of the Navy Manuals

d. Service-Level Requirements

(1) Marine Corps Orders (MCOs)

(2) Marine Corps Bulletins (MCBuls)

3. Functional Area Checklists (FACs). FACs facilitate inspections. Sponsors develop FAC questions per IGMC guidance in Chapter 3 of this Order.

4. Inspections. In addition to promoting adherence to standards, inspections test the MCOs' applicability across the Marine Corps. Inspectors should note any areas where MCOs do not apply as intended with an inspected command and notify the respective FA sponsors, as appropriate.

5. Inspections Outputs. Inspections verify compliance with known standards and identify FAs that are out of compliance. Inspections generate recommendations for how the command can improve. FA sponsors should note any trends in inspections across the Marine Corps. If an inspection reveals weaknesses or gaps in an MCO, the inspector should make specific recommendations to the FA sponsor to update the MCO and/or FAC.

6. Updates. The inspections process generates opportunities for constant improvement through regular updates such as:

a. Quarterly IGMC briefs to the CMC/ACMC/NAVIG on inspection results and trends across the Marine Corps.

b. Sponsors' revisions of their MCOs through collaboration with TAIGs and/or their inspection experiences.

c. Sponsors' annual FAC reviews and revisions.

7. Conclusion. Inspections across various types of units present opportunities to identify necessary revisions to Marine Corps policies. IGMC, CIGs, TAIGs, and FAMS should immediately report suggested revisions to the FA sponsors. The *Policy and Compliance Cycle* is continuous as policy revisions create requirements to update FACs for future inspections.



UNCLASSIFIED

IGMC Policy and Compliance Cycle

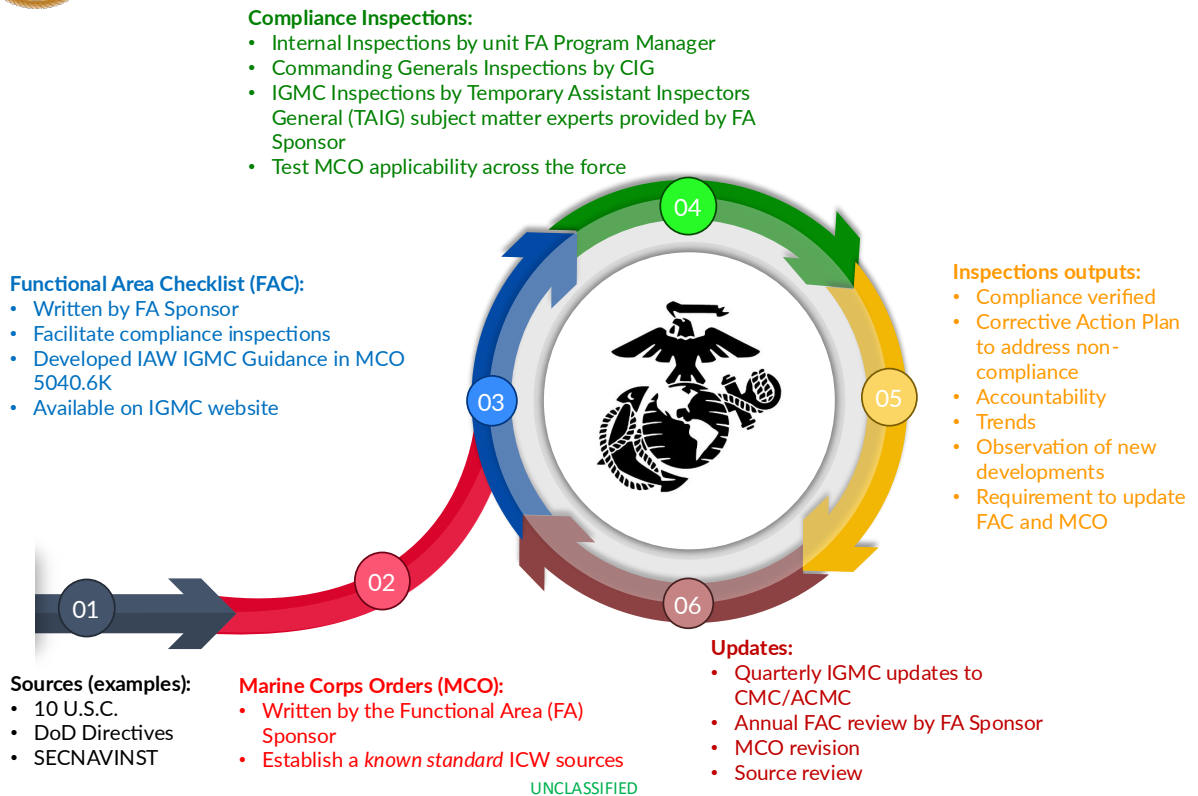


Figure 7-1.--Inspector General of the Marine Corps (IGMC) Policy and Compliance Cycle.

APPENDIX A

Glossary of Acronyms and Abbreviations

CAR	Corrective Action Report
CCI	Comprehensive Command Inspection
CGI	Commanding General's Inspection
CGIP	Commanding General's Inspection Program
CIG	Command Inspector General
CMC	Commandant of the Marine Corps
CoRE	Critical or Required Evaluation
DC	Deputy Commandant
DoD	Department of Defense
DON	Department of the Navy
DON/AA	Department of the Navy/Assistant for Administration
DRMD	Directives and Records Management Division
FA	Functional Area
FAC	Functional Area Checklist
FAM	Functional Area Manager
FIR	Final Inspection Report
FSMAO	Field Supply and Maintenance Analysis Office
FY	Fiscal Year
GCMCA	General Court-Martial Convening Authority
HQMC	Headquarters, Marine Corps
ICI	Independent Command Inspection
IG	Inspector General
IGI	
IGMC	Inspector General of the Marine Corps
IGMCIP	Inspector General of the Marine Corps Inspections Program
MARFOR	Marine Forces
MARFORRES	Marine Forces Reserve
MARFORSOUTH	Marine Forces South
MCAAT	Marine Corps Administrative Analysis Team
MCBul	Marine Corps Bulletin
MCO	Marine Corps Order
MFR	Memorandum for the Record
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MSC	Major Subordinate Command
N/A	Not Applicable
NARA	National Archives and Records Administration
NAVIG	Naval Inspector General
PII	Personally Identifiable Information
SECNAV	Secretary of the Navy

SECNAVINST	Secretary of the Navy Instruction
SME	Subject Matter Expert
TAIG	Temporary Assistant Inspector General

NOTE: Detailed definitions of IG-related terms can be found in reference (a).

APPENDIX B

Inspection Notification Letter Example

From: Inspector General of the Marine Corps
To: Commanding General/Officer, Command Name

Subj: COMPREHENSIVE/INDEPENDENT COMMAND INSPECTION OF COMMAND
NAME

Ref: (a) MCO 5040.6_
(b) MCO 1700.23_

Encl: (1) Request Mast Bulletin Template
(2) Tentative Inspection Team and Functional Areas
(3) Tentative Inspection Schedule
(4) Inspector General of the Marine Corps (IGMC)
After-Action Survey Questionnaire

1. Per reference (a), the Inspector General of the Marine Corps (IGMC) will conduct a(n) Comprehensive/Independent Command Inspection of your command from DAY to DAY MONTH YEAR. This inspection will be an official appraisal of your command's compliance using the Inspectors General Functional Area Checklists. Our team will conduct an on-site inspection of applicable Critical or Required Evaluation Functional Areas within your command.

2. Per reference (b) and using enclosure (1), publish a bulletin announcing that the IGMC will accept request mast petitions while at your headquarters. Enclosure (2) delineates Functional Areas considered for this evaluation and the associated inspectors. Enclosure (3) contains a tentative schedule with amplifying information. Please provide an abridged, unclassified command brief with commander's intent and/or philosophy, and any particular and unique challenges the command has experienced since the last IGMC inspection upon our arrival so that we may better understand the mission of your command.

3. Once the IGMC assessment is complete, IGMC will provide recommendations to correct any noted deficiencies within your command and inspection program via a command out-brief and a Final Inspection Report. The inspection results will be provided to the Commandant of the Marine Corps (or commander). Additionally, enclosure (4) seeks candid recommendations for improving our process. Any issues not identified during our

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inspection requiring higher headquarters resolution should also be listed in the survey questionnaire.

4. To support the inspection team, please provide the following: a point of contact to facilitate the schedule, a conference room with space for XX personnel, and a private office to accommodate the request mast.

5. The point of contact is Rank/Name, Director of Inspections, at (XXX) XXX-XXXX and fname.lname@usmc.mil.

I. M. IGMC

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APPENDIX C

Final Inspection Report (FIR) Example

From: Inspector General of the Marine Corps
 To: Commander's Title, Command Name

Subj: COMMAND NAME FINAL INSPECTION REPORT

Ref: (a) MCO 5040.6_

Encl: (1) Detailed Inspection Results
 (2) Functional Area Checklists

1. The Inspector General of the Marine Corps (IGMC) conducted an inspection of [Command Name] from DAY MONTH YEAR to DAY MONTH YEAR (see enclosure (1) for a detailed assessment of findings). The IGMC assessed [Command Name] as **Tier I:/Tier II:/Tier III: COMMENDATORY/SATISFACTORY/UNSATISFACTORY.**

2. Inspector General of the Marine Corps (IGMC) Inspection Results. Included in this report are the detailed inspection reports that detail the results below (FAs that were effective with findings and ineffective FAs):

- a. **Overall**
- | | |
|--|----------|
| Functional Area Programs Inspected: | X |
| Total Effective: | X |
| Effective Fully Compliant: | X |
| Effective with Discrepancies: | X |
| Effective with Findings: | X |
| Ineffective: | X |
- b. **Effective Fully Compliant**
- | | |
|------|------------------|
| FA#1 | FA Program Title |
| FA#2 | FA Program Title |
| FA#3 | FA Program Title |
| FA#4 | FA Program Title |
- c. **Effective with Discrepancies**
- | | |
|------|------------------|
| FA#5 | FA Program Title |
| FA#6 | FA Program Title |
| FA#7 | FA Program Title |
- d. **Effective with Findings**
- | | |
|------|------------------|
| FA#8 | FA Program Title |
|------|------------------|

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e. **Ineffective**

FA#9 FA Program Title

3. Inspector General of the Marine Corps (IGMC) Activities

a. Requests Mast. (Document any matters pertaining to any Requests Masts heard during the inspection.)

b. Focus Group Feedback. (Summarize the feedback received from small group discussions, to include Marines, Sailors, civilians, and/or commanders.)

4. Commendatory Performances and Superior Practices. The IGMC recognized the following individuals and FAs for their superior performance during the inspection:

a. FA #1: Capt I. M. Marine.

b. FA #2: This procedure exceeds compliance requirements.

5. General Observations and Recommendations. (List any items for command awareness, including items not evaluated in the Functional Area Checklists.)

6. Corrective Actions. Enclosure (1) is the IGMC detailed inspection report which contains findings within your authority to address. Per reference (a), submit a corrective action report to IGMC (Attn: Inspections Division) within 30 days of receiving this report. The Corrective Action Report must detail your plan and timeline to remedy the findings discovered by the IGMC inspection team.

7. Follow-Up Inspection Coordination and Requirements (as required)

8. Inspector General of the Marine Corps (IGMC) After-Action Questionnaire. The IGMC provided your team with a questionnaire designed to improve our inspection process, training, and execution. Feedback from inspected units is extremely valuable to us. Please send all questionnaire results to the point of contact listed below.

9. The point of contact is Rank/Name, Director of Inspections,
at (XXX) XXX-XXXX and fname.lname@usmc.mil.

I. M. IGMC

Detailed Inspection Results

FA# FA NAME

Assessment: **EFFECTIVE/INEFFECTIVE**

Inspector: **Maj TAIG Inspector, (XXX) XXX-XXXX,**
 inspector.taig@usmc.mil

Sponsor: **List Sponsor Here (with Acronym)**

Overall Comments: General comments regarding Functional Area as a whole, without specific reference to a particular question.

XXXX: List actual Functional Area Checklist question here.

Reference: SECNAVINST XXXX.X; MCO XXXX.X, chap X, par X.X(X)

Finding: A substantial problem, major deviation, or a systemic pattern of noncompliance from directives or standards.

Recommendation: Course of action to correct the root cause of the deficiency.

APPENDIX D

Corrective Action Report (CAR) Example

From: Commander's Title, Command Name
To: Inspector General of the Marine Corps (Attn: Inspections
Division)
Via: Command Inspector General, Command Name
Subj: COMMAND NAME CORRECTIVE ACTION REPORT
Ref: (a) MCO 5040.6_
Encl: (1) Response to Inspector General of the Marine Corps
Final Inspection Report

1. Per the reference, the enclosure is provided.
2. The point of contact is Rank/Name, Command Inspector General, at (XXX) XXX-XXXX and fname.lname@usmc.mil.

I. M. COMMANDER

Command Name Corrective Action Report (CAR)

FUNCTIONAL AREA NUMBER FUNCTIONAL AREA NAME

Assessment: **EFFECTIVE/INEFFECTIVE**

Inspector: **Maj TAIG Inspector, (XXX) XXX-XXXX,**
 inspector.taig@usmc.mil

Sponsor: **List Sponsor Here (with Acronym)**

XXXX: List actual Functional Area Checklist question here.

Reference: SECNAVINST XXXX.X; MCO XXXX.X, chap X, par X.X(X)

Finding: A substantial problem, major deviation, or a systemic pattern of noncompliance from directives or standards.

Recommendation: Inspector-provided course of action to correct the root cause of the deficiency.

Corrective Actions: Actions taken and/or required to rectify identified deficiencies.

Completed (or Projected) Date: (DD MMM YYYY)

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APPENDIX E

Waiver for Inspection Frequency Requirements Example

From: Commander's Title, Command Name
To: Inspector General of the Marine Corps (Attn: Inspections
Division)

Subj: COMMAND NAME WAIVER REQUEST FOR INSPECTION FREQUENCY
REQUIREMENTS

Ref: (a) MCO 5040.6_

Encl: (1) Applicable or Appropriate Supporting Documentation

1. Per the reference, it is respectfully requested that this office be exempt from inspecting subordinate unit X this Fiscal Year (FY).

2. The Command Inspector General maintains a 3-year inspection plan and although Unit X is due for inspection FYXX, [*insert justification here*]. The subordinate commander and I have chosen to accept risk by not conducting a Commanding General's Inspection. However, this risk will be mitigated by specifically targeting the Functional Areas as the training and exercise employment plan permits. Please see enclosure (1) as supporting documentation.

3. The point of contact is Rank/Name, Command Inspector General, at (XXX) XXX-XXXX and fname.lname@usmc.mil.

I. M. COMMANDER

APPENDIX F

Inspection Planning and Execution Checklist1. Inspection Planning

- a. Identify commands to be inspected.
- b. Develop the annual inspection plan and confirm the inspected commands' availability. Examine other inspection agencies' plans to ensure the commands are not oversaturated with inspections.
- c. Maintain close coordination with the identified commands.
- d. Plan FAs to inspect (CoRE/CoRE+ and non-CoRE identified by the commander).
- e. Identify TAIGs for the inspection team and coordinate administrative and logistical requirements.
- f. Ensure TAIGs are qualified, properly trained, have clearance eligibility necessary for access to classified and/or sensitive information commensurate with their normally assigned duties, and are designated in writing by the commander or CIG.
- g. Prior to inspecting, research each inspected command's mission, command team, recent operational tempo, and past performance on inspections.
- h. Using the example in Appendix B, formally notify the inspected command.
- i. Coordinate with the inspected command for support, provide the detailed inspection schedule, and confirm FAs to be inspected.

2. Inspection Execution

- a. Office call with the inspected commander.
- b. Conduct and receive the in-briefs.
- c. Introduce TAIGs to FAMs.
- d. Conduct the inspection.

- e. Conduct daily inspection team reviews.
- f. Provide the inspected command with daily updates.
- g. Develop the out-brief.
- h. Collect and review completed FACs from TAIGs and provide them to the inspected command.
- i. Conduct the out-brief.
- j. Recognize personnel for commendatory performance.
- k. Coordinate any requirements for a follow-up inspection.

3. Post-Inspection Actions

- a. Using the format in Appendix C, submit the FIR to the inspected command no later than 30 calendar days after the inspection out-brief.
- b. Using the format in Appendix D, the inspected command submits the CAR within 30 calendar days after receiving the FIR.
- c. Review and verify inspected command's CAR. Provide feedback to the command and request a revised CAR, as appropriate.
- d. Consolidate issues beyond the inspected commander's capability for review with the IGMC or CIG.
- e. Conduct follow-up inspections, as required.

APPENDIX G

User Guide: How to Establish an Internal Inspections Program1. Step 1: Understand the Unit

a. Command Relationships. Many units have straightforward command relationships in which all authorities come from a single higher headquarters. Other units throughout the Marine Corps, however, are subject to complex command relationships.

(1) Administrative. To which higher headquarters does your unit answer administratively?

(a) Who owns the morning report?

(b) Who owns check-in/checkout processes?

(2) Operational. Which higher headquarters operationally controls your unit?

(3) Legal. Which commander has legal authority over your unit?

(a) Court-martial convening authority

(b) Non-judicial punishment authority

b. Tables of Organization and Equipment

(1) Does the unit have a single or multiple reporting unit code(s)?

(2) Do all personnel report to the same location, or is the unit geographically dispersed?

(3) Is all equipment located in the same place, or does the unit have equipment dispersed among multiple locations?

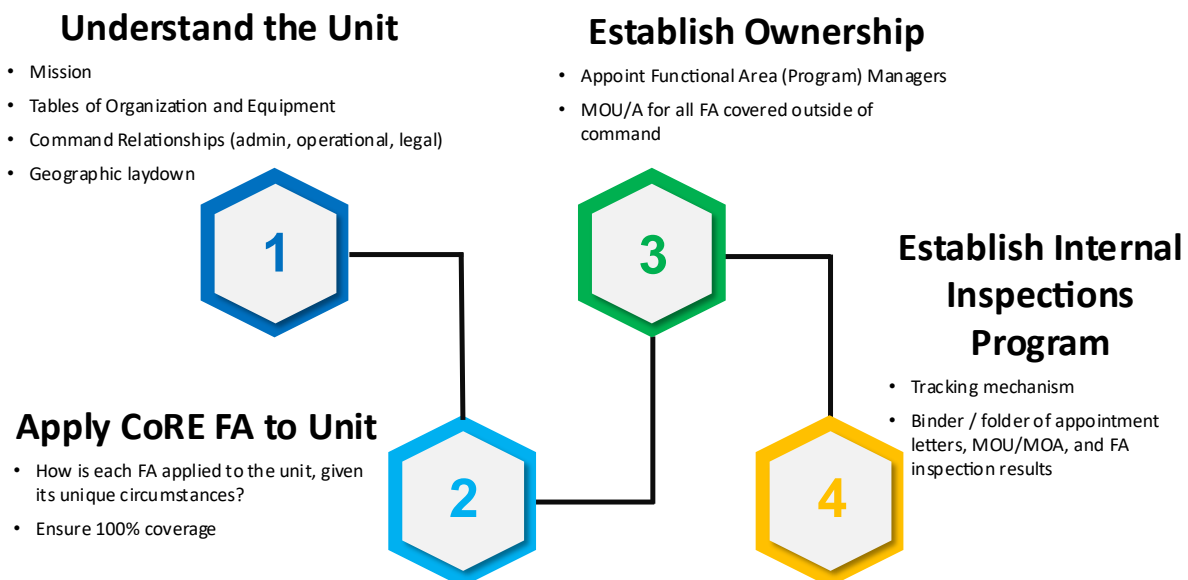
2. Step 2: Apply Critical or Required Evaluation (CoRE) Functional Areas (FAs) to the Unit

a. How is each FA applied to the unit, given its unique circumstances?

b. Ensure 100 percent required FA and support coverage.

3. Step 3: Establish Ownership
 - a. Appoint FAMs.
 - b. Establish MOUs/MOAs for all FAs covered outside of the command.
4. Step 4: Establish an Internal Inspections Program
 - a. Create a tracking mechanism for FA compliance.
 - b. Create a binder or folder for appointment letters, MOUs/MOAs, and FA inspection results.

Unit-level Functional Area Application



All current Functional Area Checklists are on the IGMC Website

Figure G-1.--Unit-Level Functional Area (FA) Application.