UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
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YUMA, ARIZONA 85369-9100

StaO 5040.3F
INSP
14 APR 2011

STATION ORDER 5040.3F

From: Commanding Officer
To: Distribution List

Subj: MARINE CORPS AIR STATION (MCAS) YUMA COMMAND INSPECTION PROGRAM (CIP)

Ref: (a) MCO 5040.6H
(b) MCIWESTO 5040.1A
(c) MCO 1700.23F

1. Situation. The Commanding Officer is responsible for the performance of the missions and functions of the Marine Corps Installation West (MCIWEST) subordinate units aboard MCAS Yuma. This Order is to set forth the policy and responsibilities for the conduct of the MCAS Yuma CIP, local inspections, and oversight of selected programs by the Commanding Officer, MCAS Yuma and/or his appointed designee(s). Inspections falling within the authority of the Commanding Officer may take the form of scheduled functional area inspections, scheduled or unscheduled special inspections, or inspections mandated by external requirements.

2. Cancellation. StaO 5040.3E.

3. Mission. On order, MCAS Yuma staff and subordinates assume the requirements and responsibilities, and accomplish appropriate actions to prepare for and conduct all inspections under the cognizance of the Commanding Officer, MCAS Yuma, and any additional inspections required to satisfy the requirements of MCIWEST Commanding General's Inspection Program (CGIP) and other appropriate authorities.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Inspections will be conducted to reinforce the importance of combat readiness, identify and evaluate critical areas essential for mission performance, provide tools with which Department Heads/Officers-in-Charge (OICs) focus specific training, and to monitor the conditions and care of station facilities to ensure an effective, safe, healthy, and clean work environment.

(a) Results of inspections are for the Station Commanding Officer's or the Headquarters and Headquarters Squadron (HQHQRON) Commanding Officer's attention for appropriate action. A corrective action report resultant of any inspection will not normally be required unless specified. The ultimate intent of any inspection is not only to assess performance of a command function, but to also apply appropriate resources to resolve current deficiencies when required.

(b) Findings or discrepancies will receive special emphasis during subsequent inspections to ensure progress towards resolving problem areas.

(2) Concept of Operations

(a) Subordinate Element Missions

1. Station Inspector

a. Coordinate, conduct and evaluate inspections of MCIWEST subordinate units aboard MCAS Yuma, per reference (a) and (b).

b. Provide the most current Automated Inspection Reporting System (AIRS) checklist at least four weeks in advance to appropriate sections being inspected by the CGIP.

c. Serve as the principal advisor to the Commanding Officer on all inspection matters.

d. Coordinate with the Commanding General, MCIWEST, concerning Request Mast, when appropriate in accordance with reference (c).

e. Conduct Zone Inspections.

f. Receive allegations of inefficiency, misconduct, impropriety, mismanagement or violations of the law, and investigate or refer such matters for investigation as appropriate.

g. Establish and maintain a program to indentify and prevent fraud, waste, abuse, and related improprieties, monitoring results and corrective actions when necessary.

h. Maintain special inspection and annual inspection reports per reference (a).

i. In cooperation with the MCIWEST Commanding General Inspector's Office, coordinate the assignment of area inspectors to conduct inspections on other subordinate units under MCIWEST when required.

j. Coordinate the inspection of areas requiring special handling, scheduling, and inspecting procedures. Inspection of these areas will be scheduled/ coordinated on an individual basis via the Department Head, the responsible Headquarters Marine Corps (HQMC) staff agency, or the recognized inspection authority.

k. Prepare and submit an annual inspection report to the Commanding General, MCIWEST for submission to HQMC per reference (a).

l. Serve as the coordinator/manager of the Department of Defense and Marine Corps Hotline Programs aboard MCAS Yuma.

2. Commanding Officer, HQHQRON

a. Maintain oversight of the Unit Inspection Program (UIP) and designated areas of the CIP per reference (c) and Functional Area (FA) Manager Station Bulletins. Assign appropriate FA Managers at the organizational level.

b. Through coordination with the Station Inspector and MCAS Department Heads/OICs, provide inspectors, when required, to inspect other subordinate units of MCIWEST.

c. Submit reports of corrective action, when required, to the Commanding Officer (ATTN: Station Inspector), MCAS Yuma.

d. Submit a current squadron alpha roster to the Station Inspector upon notification of a troop functional inspection.

3. Department Heads/OICs

a. Notify the Station Inspector prior to scheduling/coordinating with HQMC Staff Agency for special inspections (i.e.; Marine Corps Logistics Chain Analysis Team, Marine Corps Administrative Analysis Team, Food Service Assistant Team, Combat Development Command, Detention Facility, etc.).

b. Submit copies of special inspection checklists and results to the Station Inspector for retention.

c. Submit reports of corrective action, when required, to the Commanding Officer (ATTN: Station Inspector), MCAS Yuma.

4. FA Managers

a. FA Managers will be appointed in writing and will maintain responsibility of their FA for inspection purposes. FA Managers unavailable during inspection periods are not relieved of their FA responsibilities.

b. FA Managers will maintain a copy of their individual appointment letter for their specific FA. These letters will remain current until the FA Manager is relieved of those specific duties, terminates the position, or assumes a new position within the command not associated with the FA. Upon this occasion, a new FA Manager will be appointed. The Station Inspector will also maintain copies of all FA Manager appointment letters.

c. A record of MCAS Installation-level (I-level) and Organizational-level (O-level) FA Managers will be maintained and updated annually through station bulletins. FA Managers will notify the Station Inspector of any pending changes to their FA Manager status.

d. I-level FA Managers will ensure proper coordination is conducted between their FA and subordinate or adjacent O-level FA Managers. Adequate and identifiable separation of duties and responsibilities within a functional area must be maintained to ensure proper inspection conduct. The inspecting authority must also be aware of this separation prior to the execution of the inspection. In all cases, I-level FA Managers will be familiar with subordinate FA responsibilities and other tenant FA responsibilities where appropriately tied to their area.

e. Discrepancies or required/proposed updates to the AIRS Checklist will be forwarded through the I-level FA Manager to the Station Inspector for submission and approval.

(b) Coordinating Instructions

1. A Letter of Instruction (LOI) will be published by the MCIWEST Inspector's Office for CGIP inspections and will be disseminated to the command by the Station

Inspector's Office. The LOI will outline pertinent information about the inspection (i.e.; uniform, place, time, etc.).

2. Any section that receives a regular, frequent inspection which may fulfill the requirements for a CGIP Inspection may forward a copy to the Station Inspector, who will coordinate with the MCIWEST Command Inspector General to determine whether the inspection meets the requirements of the CGIP in that FA or any portion of it.

3. Unannounced Inspections. The Commanding Officer, MCAS Yuma may direct an unannounced inspection be conducted periodically throughout the command covering any area designated (to include CIPs, UIPs, Zone Inspections, Health and Comfort, etc.).

a. Results of these specific inspections are for the Commanding Officer's attention and the HQHQRON Commanding Officer's attention for appropriate action.

b. The scope and depth of these inspections will vary and, depending on the detail and results of the inspection, they may fulfill the FA inspection requirements for the CGIP.

4. FA inspection results for the previous six years will be maintained by both the command and FA Managers.

(c) Corrective Action/Follow-up Inspections. Any FA with findings or discrepancies which result in a "Non-Mission Capable" grade will be re-inspected within 30 days of receipt of grade. FAs with an inspection discrepancy and recommendation that corrective action be taken may also be re-inspected within 30 days. These re-inspections are primarily designed to ensure that the recommended corrective action produces the desired results and is efficient, economical, and practical. FA Managers will receive notification in writing of these inspections. Results of follow-up inspections will again be for the Commanding Officer's attention and the HQHQRON Commanding Officer's information/action.

5. Administration and Logistics

a. For information concerning the content of this Order, the point of contact is the Station Inspector.

b. FA Managers may utilize the following link to access the AIRS Checklists, http://www.marine.mil?unit/hqmc/inspectorgeneral.

6. Command and Signal

a. Command. This Order applies to MCAS Yuma Headquarters Staff and HQHQRON.

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

M. A. WERTH

DISTRIBUTION: A