



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

StaO 5040.3D
3AP
12 FEB 1999

STATION ORDER 5040.3D

From: Commanding Officer
To: Distribution List

Subj: MARINE CORPS AIR STATION YUMA COMMAND INSPECTION PROGRAM

Ref: (a) MCO 5040.6F
(b) MCO 1700.23E
(c) ABO 5041.3G
(d) StaO 5040.4D

1. Purpose. To set forth the policy and responsibilities for the conduct of the Commanding General Inspection Program (CGIP), local inspections, request mast and oversight of selected programs by the Commanding Officer, Marine Corps Air Station Yuma and/or his designee.

2. Cancellation. StaO 5040.3C.

3. Summary of Revision. This Order should be reviewed in its entirety due to substantial changes.

4. Background. Reference (a) established a new Marine Corps inspection process. This process shifted authority and responsibility to Major Subordinate Commanders. Reference (b) established new guide lines for Request Mast. Reference (c) assigned inspection authority and responsibility for Marine Corps Air Station Yuma (MCASY) to the Commanding Officer. Reference (d) established procedures for Zone Inspections.

5. Policy

a. The Commanding Officer is responsible for the performance of the mission and function of the Marine Corps Air Bases Western Area (MCABWA) subordinate units aboard MCASY. Inspections will be conducted to reinforce the importance of combat readiness, identify and evaluate critical areas essential for mission performance, provide a tool with which Department Heads/Officers in Charge focus specific training, and to monitor the condition and care of station facilities to ensure a safe, healthy and clean work environment.

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b. These inspections may take the form of scheduled functional area inspections, scheduled or unscheduled special inspections, inspections mandated by external requirements or unannounced inspections.

(1) Results of these inspections are for the Commanding Officer's attention or the Squadron Commanding Officer's attention/appropriate action. A corrective action report is not required unless specified.

(2) Discrepancies will receive special emphasis during subsequent inspections.

6. Action

a. Station Inspector

(1) Coordinate, conduct and evaluate inspections of MCABWA subordinate units aboard MCASY, per references (a) and (c).

(2) Maintain and provide the most current Automated Inspection Reporting System (AIRS) checklists at least 4 weeks in advance to appropriate sections being inspected by the CGIP.

(3) Serve as the principal advisor to the Commanding Officer on all inspection matters.

(4) Coordinate with the Commander, MCABWA, concerning request mast, when appropriate, per reference (b).

(5) Conduct Zone Inspections per reference (d).

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

(7) Establish and maintain a program to identify and prevent fraud, waste, abuse, discrimination, sexual harassment and related improprieties, and monitor results and corrective actions when necessary.

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

(9) In cooperation with the MCABWA Inspector's Office, coordinate the assignment of area inspectors to conduct inspections on other subordinate units under MCABWA, when required.

(10) Coordinate the inspection of areas requiring special handling, scheduling and inspecting procedures. Inspection of these areas will be scheduled/coordinated on an individual basis by the Department Head and the responsible HQMC staff agency.

(11) Prepare and submit an annual inspection report to the Commander, MCABWA for submission to HQMC per reference (a).

(12) Serve as the coordinator/manager of the Department of Defense (DoD) and Marine Corps Hotline Programs aboard MCASY.

b. Squadron Commanding Officer

(1) Provide inspectors, when required, to inspect other subordinate units of MCABWA.

(2) Submit reports of corrective action, when requested, to the Commanding Officer (ATTN: Station Inspector), Marine Corps Air Station Yuma, AZ.

(3) Submit a current squadron alpha roster to the Station Inspector upon notification of a troop function inspection.

c. Department Heads/Officers in Charge

(1) Notify the Station Inspector after scheduling/coordinating with HQMC Staff Agency for special inspections (ie; FSAMO, MCAAT, Food Service Assistant Team, CDC, Detention Facility, etc).

(2) Submit copies of special inspection checklists and results for retention by the Station Inspector.

(3) Submit reports of corrective action to the Commanding Officer (ATTN: Station Inspector), Marine Corps Air Station Yuma, AZ.

7. Information

a. A Letter of Instruction (LOI) will be published by the MCABWA Inspector's Office and disseminated by the Station Inspector's Office. The LOI will outline a schedule of events to include any special instruction concerning the conduct of the inspection (ie; uniform, place, time, etc).

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b. Any section who receives a regular, frequent inspection which may fulfill the requirements for an CGIP Inspection, may forward a copy to the Station Inspector, who will determine whether the inspection meets the requirements of the CGIP in that functional area.

c. Unannounced Inspections. The Commanding Officer may direct an unannounced inspection be conducted periodically throughout the command covering any area designated by the Commanding Officer; (to include CGIPs, Zone Inspections, Health and Comfort, etc.).

(1) Results of these inspections are for the Commanding Officer's attention and the Squadron Commanding Officer's attention/appropriate action.

(2) The scope and depth of these inspections will vary and, depending on the detail and results of the inspection, they may fulfill the functional area inspection requirement for the CGIP.

d. Corrective Action/Follow-up Inspections. A department or section with discrepancies which result in a recommendation that corrective action be taken or found "Non-Mission Capable", will be reinspected within 30 days of receipt of grade. This inspection is primarily designed to ensure that the corrective action recommended produces the desired results, is not causing new problems and is efficient, economical and practical. Results of the follow-up inspection are for the Commanding Officer's attention and the Squadron Commanding Officer's information/action.


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