



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
PSC BOX 8003
CHERRY POINT, NC 28533-5000

AirStaO 5040.1A
INSP
23 DEC 2008

AIR STATION ORDER 5040.1A

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: COMMAND INSPECTION PROGRAM

Ref: (a) MCO 5040.6H
(b) MCIEASTO 5040.1A
(c) ASO 1700.5A

Encl: (1) Inspection Schedule
(2) Concept and Guidance
(3) Inspection Categories and Teams
(4) Format for CIP Final Inspection Report
(5) Automated Inspection Reporting System (AIRS)
(6) Format for Corrective Action Report
(7) Format for Command Inspection Report
(8) Sample Internal Inspection Program

1. Situation. To establish Marine Corps Air Station Cherry Point policy for the Command Inspection Program as required by the references.

2. Cancellation. ASO 5040.1

3. Mission. To coordinate and conduct inspections of Marine Corps Air Station Cherry Point on a biennial basis to evaluate critical areas essential for mission performance, ensure compliance with regulations and policy, and serve as a tool for commanders to assess and train their organizations.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To establish a Marine Corps Air Station Cherry Point Inspection Program that will assess, assist and enhance the ability of an installation to prepare for and to perform its assigned mission. The success of the program relies on fostering an environment of trust and confidence, in which the

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Commander's authority is respected and upheld. The inspections will be positive learning experiences and will recognize excellence, but will also identify root causes of problems, particularly those beyond the capability of the Commanding Officer to solve.

(2) Concept of Operations

(a) The philosophy of inspections conducted by the Station Inspector will be to evaluate, train and assist. As discrepancies are identified during an inspection, members of the inspected command will be educated on the proper procedure(s) to correct the problem area. The grades assigned by the inspectors will reflect those findings identified upon arrival at the command. Any discrepancy that was identified and then corrected during the conduct of the inspection does not need to be reported.

(b) Inspections will be short notice type inspections to minimize wasted preparation time and give Commanding Officers an accurate assessment of their day-to-day readiness.

(c) The purpose of these inspections is to ensure MCAS Commands are complying with the policies of the CMC, the CG, MCIEAST, and the CO, MCAS Cherry Point. The inspections will assist Commanding Officers in promoting morale, economy, efficiency, effectiveness, readiness and training professionalism, while detecting and preventing fraud, waste, abuse, discrimination, sexual harassment and any other improprieties.

(d) Under the CIP, commands and personnel will be inspected on a decentralized basis, ensuring each functional area is inspected at a minimum of once each year. The Station Inspector will visit each command biennially in accordance with the CIP schedule found in enclosure (1). Internal inspections will be conducted and reported in non-CIP years per enclosure (4).

(e) Inspections will be conducted in a manner that causes minimal disruption to the command being inspected.

(f) Written reports of external technical inspections and/or assistance visits may satisfy the requirements of specific functional areas of the CIP.

The results of these evaluations shall be forwarded to the CO, MCAS Cherry Point via the Station Inspector.

(g) Training will be conducted, as required, for all inspectors and organizational CIP representatives.

b. Tasks

(1) Station Inspector

(a) Serve as the principal advisor to the Commanding Officer on all inspection matters. Act as the focal point for all inspections within the command and maintain an oversight and follow-up system for monitoring and tracking command actions taken to correct problem areas reported in the inspection report.

(b) Coordinate, conduct, and evaluate inspections of MCAS Cherry Point Station units listed in enclosure (1) using the guidelines contained in enclosure (2). Coordinate the scheduling of the CIP so as not to conflict with major training events sponsored by higher headquarters or adjacent tenant commands.

(c) Refer Request Masts per reference (c).

(d) Review items of special interest to the CO, such as environmental issues, sexual harassment, discrimination, morale, fraud, waste, and abuse, etc.

(e) Maintain an inspection team roster identifying Administrative/Troop support and Technical functional area support personnel. In this roster designate the staff section responsible for providing subject matter experts to be inspectors for the appropriate Administrative or Technical functional areas when required (see enclosures (3) and (6)).

(f) Establish inspection teams, conduct training for inspectors and ensure all inspectors adhere to the inspection principles found in enclosure (2) of this Order.

(g) Upon completion of a command inspection or re-inspection, and within 30 days, submit a final, written report to the unit's Commanding Officer. This report will include an

evaluation of "mission capable" or "non-mission capable" for each individual inspection area and an overall evaluation for the entire inspection. Enclosure (4) contains the format for this report.

(h) Maintain an oversight and follow-up program to correct findings reported in the major subordinate command Annual Inspection Report, enclosure (5). As required, and within 45 days of the date of the final inspection report, coordinate the follow-up inspection of deficient areas.

(i) Coordinate with Commanding Officers, staff principals and special staff officers concerning any additions or deletions of functional areas under their cognizance.

(j) Maintain results of the latest CGI and all other required inspections for a minimum of five years or the last two previous inspections, whichever is longest. Also, maintain a copy of all applicable Automated Inspection Reporting System (AIRS) checklists listed in enclosure (6).

(2) Staff Sections

(a) Provide qualified inspection team members to the Command Inspectors Team, as requested by the Station Inspector to assist the Inspector's Office in the performance of their assigned duties.

(b) Ensure all external inspections are coordinated and scheduled through the Station Inspector. Results will be forwarded to the Station Inspector's office within 10 working days of completion of the inspection.

(3) Subordinate Commanders

(a) Reference (c) states that Commanding Officers will conduct inspections, as necessary, to evaluate all functional areas of their organizations and keep themselves informed of the overall condition of their units.

(b) Provide functional area inspectors and troop inspector nominees, as requested by this headquarters, per enclosure (3).

(c) Coordinate Readiness Assist Visit (RAV) requests in cooperation with the Station Inspector. (See enclosure (3))

(d) Submit CIP corrective action, for all inspections, using the report format depicted in enclosure (7).

(e) Ensure all external inspections are coordinated with the Station Inspector and results are provided to the same.

(f) Ensure copies of current AIRS checklists for germane functional areas are maintained on file at the unit level.

(g) During non-formal CIP Inspection years, develop, conduct and document an internal inspection/evaluation program per the policies contained in this Order. This entails conducting internal formal inspections of each functional area utilizing the latest Automated Inspection Reporting System (AIRS) checklists. Results will be forwarded to the Station Inspector's Office within 30 days of the conclusion of the inspection. Commands should use the letter in enclosure (8) as a guide, but should tailor it appropriately to convey a brief message about the health of their unit.

5. Administration and Logistics

a. Administration

(1) Inspection Routine. The techniques of an inspection may vary based on the number of functional areas being inspected, but the following events will be included in most cases:

(a) The Station Inspector meets with the Station Commanding Officer and the Station Sergeant Major to discuss details of the inspection.

(b) The Station Inspector provides an in brief to the organization being inspected.

(c) Physical inspection of facilities and grounds.

(d) Completion of checklists, as applicable, and preparation of required reports.

(e) Inspection out-brief with cognizant command personnel and inspectors.

(f) Critique with the Station Commanding Officer and Station Sergeant Major upon completion of the final inspection report.

(g) The Station Inspector submits an inspection report to inspected command within 30 days after inspection.

(2) Follow-up Inspections

(a) The purpose of a follow-up inspection is to evaluate the effectiveness of the actions taken by an organization to correct the findings identified during a previous inspection. It assesses whether corrective action is effectively completed, is producing the desired results, is not causing new problems, is economical and efficient and is practical and feasible.

(b) The Station Inspector will follow up on all findings noted during CIP Inspections. A Corrective Action Report (CAR) will be submitted to the CO, (Attn: Command Inspector) within 90 days after an inspection if findings were identified. Follow-up inspections will be conducted within six months.

(3) CIP Principles, Definitions, Grading System, and Checklists. Inspection principles, definitions, and grading system and information concerning inspection checklists, are delineated in enclosure (2).

(4) CIP Certificate. Organizations having no findings in any graded area during a CIP Inspection will be recognized with a special Commanding Officer's CIP Certificate.

(5) CIP Individual Recognition Award. Individual exemplary performance noted during the course of a CIP Inspection will be recognized.

b. Logistics

(1) The inspection teams will be task organized according to the applicable functional areas for each unit inspected.

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(2) The inspection visits will be conducted with economy in mind, utilizing military air and lodging wherever possible.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Reserve.

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

A handwritten signature in black ink, appearing to read "Robert D. Clinton". The signature is fluid and cursive, with a large initial "R" and "C".

ROBERT D. CLINTON
By direction

DISTRIBUTION: A

INSPECTION SCHEDULE

1. Commands and personnel will be formally inspected by the Station Inspector on a decentralized basis, ensuring each functional area is inspected at a minimum of once within a two-year period by the Station Inspector's Office. Biennial inspections will be conducted on MCAS Cherry Point Station activities based upon the following schedule:

a. Even Years Inspected by Station Inspector

Station
H&HS
VMR-1
CNATT

b. Odd Years Unit Self Inspection

Station
H&HS
VMR-1
CNATT

2. The above schedule will continue on a rotating basis, unless real world contingencies and/or events occur that require altering of the same.

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CONCEPT AND GUIDANCE

1. As previously stated, the underlying premise of the CIP is that it must be capable of validating the consistent mission capable readiness of a given unit in functional areas (administrative and technical) and troop events. For this reason, the CIP will be no-notice or short-notice in nature. It is not designed to test how well Marines or sailors can prepare for an inspection; rather, it provides the opportunity for each command to reflect the day-to-day operating procedures, capabilities, and personnel readiness established within that command. The following are general guidelines regarding the implementation of the CIP:

a. The CIP will not hinder real-world operations or planned higher headquarters field exercises. Where possible, conflict with training events by individual units will be avoided.

b. It is expected that a CIP will involve a three-to-five-day time frame. The actual time frame will be determined by the size of each unit to be inspected. The first day will include in-briefs for Commanding Officers as well as sufficient time for functional area inspectors to meet with their counterparts in the commodity area to be inspected. Detailed inspection schedules will be provided by the Station Inspector. Upon initial notification of a pending Command Inspection, units will be instructed on the required percentages and numbers of personnel and grades to undergo troop functions such as drill, PFT, and uniform inspections. Adequate time will be allowed for individual units to respond to this requirement.

c. While the CIP will be a no-notice or short-notice event, follow-up evaluations (if necessary) will be scheduled.

d. Portions of the CIP may be excluded if a particular area has been recently inspected and found to contain no discrepancies or limited discrepancies. The Station Inspector will determine the scope of each inspection, based on guidance contained in this Order.

2. Commander's Guidance. The best preparation for the functional portion of the CIP is to have sound internal procedures that are written or charted, followed consistently, and periodically validated by use of internal procedures or a Readiness Assist Visit (RAV). Troop events will require regular instruction or review of the basic tenets involving small unit leadership. Therefore, it is incumbent on the individual commander to ensure the constant readiness of his unit through the use of internal inspection procedures and external assistance training and evaluation. Each individual unit, down to the individual section level, must ensure that sound management procedures are being employed, such as quarterly, monthly, weekly, and daily goals; that personnel are held accountable for ensuring those goals are met; and that quality results are expected in everything that the individual or unit is responsible for completing.

3. Evaluation Criteria. Many factors are involved in evaluating a command. While the results of a CIP are important indicators in determining the overall capability of a command, other factors can impact readiness, such as critical manpower shortages, large personnel turnover or intense operational periods. Therefore, the CIP will not serve as the sole scorecard of mission capability; esprit, willingness to learn, and ability to accomplish the daily missions are also important factors. A spirit of cooperation and assistance, focused toward teaching and understanding, must exist between the unit being evaluated and the inspection team. The overall parameters associated with the CIP evaluation process are:

a. Mission Capable. The installation, squadron/section possesses the requisite skills, equipment, personnel, and understanding to accomplish its assigned mission, task, and functions, and uses these skills, equipment, personnel, and understanding to accomplish its mission, tasks, and functions. The unit must achieve an 85 percent completion rate to pass in the following functional areas: PFT, Weight Control Program, Marksmanship Program, and Water Survival Program.

b. Non-Mission Capable. The installation, squadron/section does not possess the requisite skills, equipment, personnel, and understanding to accomplish its assigned mission, task, and

functions, and does not use these skills, equipment, personnel, and understanding to accomplish its mission, tasks, and functions.

c. Discrepancy. An error or failure to comply with guidelines, direction or action, as required by appropriate and applicable directives.

d. Finding. A significant problem within the command which (only one item required):

(1) Detracts from the command's readiness.

(2) Involves or could lead to fraud, waste or abuse.

(3) Involves issues of health, morale or welfare of the unit's Marines and sailors.

(4) Significantly deviates from higher headquarters' policies and procedures.

NOTE: The Station Inspector will review all materials related to items proposed as "findings" and will make the final recommendation to the Station Commanding Officer.

4. Inspection Principles. At a minimum, commanders and inspectors will consider the following when preparing for and conducting inspections:

a. The fundamental purpose of an inspection is to assess and enhance the ability of a unit to prepare for and to perform its assigned mission. The unit's mission will be the focus of the inspection.

b. Inspections will identify root causes of problems, particularly those beyond the capability of the commander to solve.

c. Inspections will be decentralized whenever possible.

d. Inspections will foster a climate of trust and confidence.

- e. Inspectors will respect and uphold the Commanding Officer authority.
- f. The number, frequency, and type of inspections will be held to a minimum.
- g. Duplication among inspections will be avoided.
- h. Inspections will recognize excellence.
- i. Inspections will be positive, productive learning experiences for the Marines and sailors.
- j. Inspections will result in a written report.
- k. The inspection process will include follow-up and assistance in resolution of problems which are beyond the ability of the inspected unit to solve.

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INSPECTION CATEGORIES AND TEAMS

1. Inspection Categories. Inspections are divided into two categories; internal and external to MCAS.

a. Internal Inspections. These inspections are conducted from within MCAS and include the following:

(1) Command Inspection. This inspection is a no-notice or short-notice inspection designed to validate the constant readiness of an installation or unit. It consists of two major areas; administrative/troop functional areas and technical functional areas. These areas are outlined in enclosure (6).

(2) Readiness Assist Visit (RAV)

(a) The RAV offers each installation or unit commander an unofficial evaluation of any desired functional area. Focus of the RAV is threefold:

1. It provides a readiness evaluation for the commander.

2. It concentrates on training personnel and improving procedures.

3. It can be tailored to view any or all of the functional areas. The results of the RAV are provided only to the commander of the inspected unit.

(b) RAVs may be scheduled by direct liaison between the requesting unit and the functional area coordinator, with follow-up coordination by the unit with the MCAS Inspector's office or the unit may go through the MCAS Inspector's office to schedule the RAV with the functional area coordinator. MCAS units are authorized direct liaison with the 2d MAW Administrative Assistance Unit (AAU) for those functional areas listed in enclosure (6).

(c) It is important to note that manpower constraints may limit the extent of a RAV. For instance, a shortage of available subject matter experts or MOS experienced personnel would preclude a 100 percent limited administrative or technical functional area inspection in a specific commodity

field; however, the training value of how to inspect these areas and the resulting use of checklists procedures could provide valuable readiness information to commanders in those areas receiving the inspection.

(3) Specific Functional Area Inspections. It is important to note that specific CGI functional area inspections may be conducted on an as required basis. The purpose of such inspections will be to validate correction of specific deficiencies identified during previous inspections and/or to determine if similar deficiencies reside throughout MCAS. When conducted, results of a specific functional area inspection will be shared by the functional area inspector with the unit's Commanding Officer, and a copy of the final inspection results will also be provided to the MCAS Inspector's office, using MCAS Form MCASCHERPT/INS/5040/1.

b. External Inspections. The following inspections are conducted by inspectors from outside MCAS in accordance with regulations issued by higher authority and are coordinated through the appropriate general staff section and the MCAS Inspector's office. The frequency of these inspections is based on guidance promulgated by CMC and other Federal and State agencies. Within 10 days of receiving official inspection results, a copy of the results is to be submitted to the MCAS Inspector's office by the staff section or command having functional area oversight.

(1) Field Supply Maintenance Analysis Office (FSMAO). All permanently assigned units will be analyzed by FSMAO biennially, per MCO P4400.160_. The MCAS Inspector will serve as coordinator to maintain liaison with FSMAO-1; to coordinate scheduling, results, follow-ups, and reports; and to disseminate information to MCAS units. Units are authorized direct liaison with FSMAO to obtain technical advice, but must keep the MCAS Inspector informed of any non-routine information, such as scheduling changes.

(2) Marine Corps Administrative Analysis Team (MCAAT). All permanently assigned units will be examined on a biennial basis by MCAAT, per MCO 7220.13_.

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(3) Procurement Management Review. The Station Contracting Office will be inspected by Headquarters Marine Corps every three years, per MCO 4200.25_.

(4) Annual Food Service Inspection. The Food Service Department will be inspected annually by Headquarters Marine Corps, per MCO P10110.14_.

(5) Naval Ordnance Safety Inspections. The Ordnance Department will be inspected on a biennial basis by the Naval Ordnance Safety and Security Activity (NOSSA), Navy Sea Systems Command (NAVSEA), DoD Explosive Safety Board (DDESB), and Ammunition Hazard Review Board (AMHAZ). DoD Instruction 6055 and NAVSEA OP-5 directives pertain.

(6) Base Environmental Compliance Inspection. All tenant units of MCAS will be examined annually by individual installation local Environmental Management Sections. MCAS will be inspected at a minimum on a triennial basis for environmental compliance, per MCO P5090.2_ and 40 CFR.

(7) State of North Carolina Department of Environment, Health, and Natural Resources Inspection. 40 CFR directs State environmental protection agencies to conduct periodic inspections of regulated facilities. While the State can inspect at any time, they normally inspect annually in accordance with 15A NCAC 13A rules.

2. Inspection Teams

a. Administrative/Troop and Technical Inspectors. The MCAS Inspector's office will maintain the two lists of inspection teams.

b. Inspectors. All inspectors assigned to the Administrative/Troop Inspection Team and the Technical Inspection Team will be civilian employees, officers or Staff Noncommissioned Officers. These inspectors will possess the necessary MOS and technical proficiency to adequately inspect their specific responsible functional area. Those military personnel assigned are expected to present an excellent personal

appearance and will be within the current height and weight standards. In the event that sufficient functional area expertise does not reside within the general staff section possessing responsibility for specific functional areas, and only after approval is received from the appropriate squadron commanders, personnel from individual squadrons may be assigned to either inspection team based on requisite MOS experience. Inspector assistance from outside MCAS will be coordinated by the MCAS Inspector's office. The MCAS Inspector will be responsible for the formation of the Administrative/Troop and Technical Functional Areas Inspection Teams from those personnel assigned by the cognizant staff sections. Changes, additions, and deletions of assigned inspectors should be made when required to the MCAS Inspector.

3. Inspector Training

a. Personnel assigned to either the Administrative/Troop or Technical functional areas Inspection teams will receive inspector training. The MCAS Inspector is responsible for ensuring the conduct of the training.

b. Based on the number of inspections actually conducted, Marines or sailors so assigned may receive appropriate fitness report comments. This will be a reporting senior's call and is provided as another opportunity to reflect the capability and performance of the individual inspector.

c. The following is the minimum training to be received by each inspector:

(1) Overview of the CIP (concept, commander's guidance, and evaluation criteria).

(2) Inspection principles.

(3) AIRS checklist.

(4) What constitutes an actual discrepancy or finding.

(5) Required reports.

FORMAT FOR CIP FINAL INSPECTION REPORT

5040
HINP

From: Inspector, Marine Corps Air Station, Cherry Point
To: Unit Inspected

Subj: INSPECTION RESULTS

Ref: (a) MCO 5040.6H

Encl: (1) Inspector Summary and Index
(2) Detailed Inspection Report

1. Per the reference, the following report is submitted:

a. Section I

(1) Per reference (a), your Command was evaluated by the MCAS inspection team from _____ to _____. Your Command was determined to be Mission Capable (MC) and able to accomplish its mission, tasks, and functions with the personnel, material, and facilities provided. Your Command's leadership, economical use of resources, and effectiveness were considered excellent. Your policies and procedures are generally in compliance with those of this command and higher authority. There were no work or training practices noted which would unnecessarily expose your personnel to injury or health hazards.

(2) Functional Areas inspected and grade:

| <u>Grade Code</u> | <u>Functional Area</u> |
|-------------------|------------------------|
|-------------------|------------------------|

b. Section II

(1) Findings:

(2) Major Discrepancies:

(3) Trends identified:

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c. While there were other identified minor discrepancies in other areas of the Command, they can be resolved easily and will not be re-inspected. Enclosure (2) reflects all discrepancies noted during the inspection.

2. The inspection results are indicative of your command's commitment to mission accomplishment. I appreciate the superb efforts of your Marines and civilian personnel during this evaluation process, and thank you for the hospitality and professionalism extended to our inspection team.

3. Request that a report of corrective actions taken for the findings and discrepancies in Section II be forwarded to this Headquarters (Attn: Inspector) no later than _____ (normally within 45 days).

INSPECTOR'S SIGNATURE

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1. The AIRS contains inspection checklists that are updated by the HQMC/MCCDC functional area sponsor and maintained by the IG of the Marine Corps. These checklists contain those areas, at a minimum, that should be inspected in any one functional area. The intent is to provide commanders basic guidelines necessary to evaluate the day-to-day functioning of their command.
2. At a minimum, inspectors will use AIRS checklists when conducting inspections. The Command Inspector may add items to the inspection checklists, based on applicable Marine Corps directives, if the additional items provide a more complete picture of the status of the inspected unit. Staff sections having functional area cognizance are to submit, in writing to the MCAS Inspector, additional items for inspection along with appropriate justification. The MCAS Inspector's office will have approval authority on such requests.
3. A copy of the completed inspection checklist will be provided to the commander of the inspected unit, and it will form the basis for any required corrective action and/or refinement to successful programs. Inspectors will address discrepancies noted and provide appropriate comments and suggestions to correct shortcomings.
4. The Automated Inspection reporting system (AIRS), maintained by the Inspector General of the Marine Corps, will be used. The following is a listing of those functional areas designated as Administrative/Troop related in nature and will normally be inspected during even years:

| <u>CODE</u> | <u>FUNCTIONAL AREA</u> | <u>STAFF COGNIZANCE</u> |
|-------------|------------------------------|----------------------------|
| 001 | COMMAND INSPECTION PROGRAM | INSPECTOR |
| 020 | REQUEST MAST | INSPECTOR |
| 030 | HOMOSEXUAL CONDUCT POLICY | INSPECTOR |
| 040 | CAREER PLANNING | MANPOWER/CAREER PLANNER |
| 045 | RECRUITING/REENLISTMENT | MANPOWER |
| 050 | STAFFING/SECURITY | MANPOWER |
| 051 | EQUAL EMPLOYMENT OPPORTUNITY | EEO |
| 052 | POSITION MANAGEMENT | MANPOWER |
| 053 | EMPLOYEE DEVELOPMENT | MM/HRO |
| 054 | LABOR-EMPLOYEE RELATIONS | MM/HRO |

| <u>CODE</u> | <u>FUNCTIONAL AREA</u> | <u>STAFF COGNIZANCE</u> |
|-------------|-------------------------------------------------|-------------------------|
| 060 | MARINE CORPS FORMS MANAGMENT PROGRAM | MANPOWER/ ADJUTANT |
| 061 | MARINE CORPS RECORDS MANAGEMENT PROGRAM | MANPOWER |
| 062 | GENERAL ADMINISTRATION | 2DMAW AAU |
| 063 | PERFORMANCE EVALUATION SYSTEM | 2DMAW AAU |
| 064 | PRINTING MANAGEMENT | MANPOWER/ ADJUTANT |
| 065 | PRIVACY ACT | 2DMAW AAU |
| 066 | PROMOTIONS | 2DMAW AAU |
| 067 | IDENTIFICATION CARDS | 2DMAW AAU |
| 068 | MARINE CORPS PUBLICATIONS | 2DMAW AAU |
| 070 | PERSONNEL ADMINISTRATION | 2DMAW AAU |
| 071 | MILITARY AWARDS | MANPOWER/ ADJUTANT |
| 080 | MARINE CORPS TOTAL FORCE SYSTEM | 2DMAW AAU |
| 090 | LEGAL ADMINISTRATION | 2DMAW AAU |
| 100 | POSTAL AFFAIRS | MANPOWER/POSTAL |
| 120 | PERSONAL AFFAIRS | MANPOWER |
| 121 | SEPARATION AND RETIREMENT | 2DMAW AAU |
| 122 | TRANSITION ASSISTANCE MANAGEMENT PROGRAM | MCCS |
| 130 | GROUND/MOTOR VEHICLE SAFETY, ORM AND OCC HEALTH | SAFETY |
| 150 | PUBLIC AFFAIRS | PAO |
| 190 | EQUAL OPPORTUNITY PROGRAM | INSPECTOR |
| 200 | SUBSTANCE ABUSE PROGRAM | SACC |
| 210 | ABSENTEE VOTING PROGRAM | 2DMAW AAU |
| 270 | INFO & PERSONNEL SECURITY PRGM | MANPOWER/CMCC |
| 290 | OFFICER UNIFORM INSPECTION | INSPECTOR/OPS |
| 300 | SNCO UNIFORM INSPECTION | SERGEANT MAJOR |
| 310 | PERSONNEL INSPECTION | SERGEANT MAJOR |
| 316 | FWA OVERSIGHT AND HOTLINE | INSPECTOR |
| 320 | DRILL | SERGEANT MAJOR |
| 325 | SWORD MANUAL | SERGEANT MAJOR |
| 340 | PHYSICAL FITNESS PROGRAM | OPS/TRAINING |
| 350 | BODY COMPOSITION PROGRAM | OPS/TRAINING |
| 360 | COMBAT MARKSMANSHIP PROGRAM | OPS/TRAINING |
| 363 | RANGE & TRAINING AREA MANAGEMENT | OPS/TRAINING |
| 380 | UNIT TRAINING MANAGMENT | OPS/TRAINING |
| 381 | WATER SAFETY/SURVIVAL TRAINING | OPS/TRAINING |
| 382 | MARINE CORPS COMMON SKILLS | OPS/TRAINING |
| 385 | PROFESSIONAL MILITARY EDUCATION | OPS/TRAINING |
| 390 | MCI PROGRAM | OPS/TRAINING |

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| <u>CODE</u> | <u>FUNCTIONAL AREA</u> | <u>STAFF COGNIZANCE</u> |
|-------------|-------------------------------------------------|-------------------------|
| 400 | FORMAL SCHOOLS MANAGEMENT | OPS/TRAINING |
| 405 | INFORMATION SYSTEMS MANAGEMENT | TISD |
| 410 | EDUCATION PROGRAM | OPS/TRAINING |
| 420 | COLOR GUARD | SERGEANT MAJOR |
| 450 | PMO OPERATIONS | SES |
| 460 | HISTORICAL PROGRAM | OPS |
| 470 | PHYSICAL SECURITY | SES |
| 480 | ANTI-TERRORISM | OPS/AT/FP |
| 481 | OPERATIONS SECURITY | PAO |
| 490 | FISCAL MATTERS | COMPROLLER |
| 500 | MEDICAL | MEDICAL |
| 510 | DENTAL | DENTAL |
| 520 | RELIGIOUS MINISTRIES | CHAPLAIN |
| 561 | GARRISON PROPERTY | SUPPLY |
| 591 | GARRISON MOBILE EQUIPMENT | FACILITIES |
| 630 | COMMUNICATIONS-ELECTRONICS | TISD |
| 670 | TRANSIENT (TAD)QTRS/NAFI TRANSIENT BILLETING | FACILITIES |
| 680 | BACHELOR HOUSING MANAGEMENT | FACILITIES |
| 753 | GROUND SUPPLY | SUPPLY |
| 754 | GROUND MAINTENANCE MANAGEMENT | FACILITIES |
| 755 | GROUND ORDINACE MAINTENANCE | ORDNANCE |
| 760 | REAL PROPERTY MAINTANCE | FACILITIES |
| 761 | UTILITIES MANAGEMENT | FACILITIES |
| 762 | ENERGY CONSERVATION | FACILITIES |
| 763 | NATURAL RESOURCES MANAGEMENT | FACILITIES |
| 764 | ENVIRONMENTAL MANAGEMENT | FACILITIES |
| 765 | FIRE PREVENTION AND PROTECTION MANAGEMENT | FIRE DEPARTMENT |
| 767 | PEST CONTROL PROGRAM | FACILITIES |
| 770 | FACILITIES PLANNING AND PROGRAM SYS | FACILITIES |
| 780 | FAMILY HOUSING | FACILITIES |
| 800 | TRAFFIC MANAGEMENT | SUPPLY |
| 810 | EOD TECHNICAL EVALUATION | OPS |
| 830 | AVIATION SUPPLY ACTIVE DUTY UNITS | OPS/VMR-1 |
| 835 | AVIATION SUPPLY FOR RES & AIR STA | OPS/2DMAW |
| 840 | AVIONICS | OPS/VMR-1 |
| 850 | AIRCREW TRAINING | OPS/VMR-1 |
| 870 | AVIATION SAFETY | SAFETY |
| 880 | NATOPS REVIEW | SAFETY |
| 890 | AVIATION WEATHER | OPS/WEATHER |
| 900 | AIR TRAFFIC CONTROL | OPS |

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| <u>CODE</u> | <u>FUNCTIONAL AREA</u> | <u>STAFF COGNIZANCE</u> |
|-------------|------------------------------------------|-------------------------|
| 910 | AIRCRAFT FIREFIGHTING AND RESCUE | OPS |
| 930 | NBC DEFENSE (INDIVIDUAL) | OPS |
| 950 | DETENTION SPACES | SES |
| 955 | CORRECTIONAL CUSTODY | SES |
| 960 | FAMILY ADVOCACY PROGRAMS | MCCS |
| 965 | NONAPPROPRIATED FUND PROCUREMENT | MCCS |
| 966 | MARINE CORPS FAMILY TEAM BLDG PRG | MCCS |
| 967 | SINGE MARINE PROGRAM | MCCS |
| 980 | CIVILIAN LEADERSHIP DEVELOPMENT PRG | MANPOWER/HRO |
| 991 | SEMPER FIT | MCCS |
| 992 | GOVERNMENT TRAVEL CHARGE CARD PROGRAM | COMPROLLER |
| 994 | SUICIDE PREVENTION PROGRAM | MCCS |
| 995 | RELOCATION ASSTN PROG | MCCS |

23 DEC 2008

FORMAT FOR CORRECTIVE ACTION REPORT

5040
Office Code
Date

From: Commanding Officer, (Unit)
To: Commanding Officer, Marine Corps Air Station Cherry Point
Subj: CORRECTIVE ACTION REPORT
Ref: (a) ASO 5040.1
(b) CIP Inspection Report

1. Per reference (a), the following report is submitted in response to reference (b):

a. List findings and corrective action taken.

b. Provide comments concerning overall actions (procedural changes, training, etc.) taken to correct discrepancies.

2. Items requiring higher headquarters attention.

/s/
COMMANDING OFFICER

AirStaO 5040.1A
23 DEC 2008

FORMAT FOR COMMAND INSPECTION REPORT

5040
Office Code
Date

From: Functional Area Inspector
To: Inspector, Marine Corps Air Station, Cherry Point
Subj: INSPECTION REPORT
Ref: (a) ASO 5040.1A
Encl: (1) MCAS Form MCASCHERPT/INS/5040/1 Inspector's Critique
Sheet
(2) AIRS Inspection Checklist

1. Per the reference, enclosures (1) and (2) are submitted.
2. Provide a narrative statement of the unit's ability to accomplish its mission, tasks, and functions. Use the enclosures as supporting documents.

/s/
FUNCTIONAL AREA INSPECTOR

AirStaO 5040.1A
23 DEC 2008

SAMPLE INTERNAL INSPECTION PROGRAM

1610
INSP

From: Commanding Officer
To: Commanding Officer, Marine Corps Air Station, Cherry
Point

Subj: INTERNAL INSPECTIONS FOR FISCAL YEAR 200X (FY-0X)

Ref: (a) MCO 5040.6H

1. An internal inspection program was instituted and completed during FY-0X. All discrepancies/findings have been, or are in the process of being corrected. This Command has been found to be Mission Capable.

2. The point of contact in this matter is XXXXXXXXXXXXXXXX at (Phone number) and email XXXXXXXXXXXXXXXX.

/s/
COMMANDING OFFICER