



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
POSTAL SERVICE CENTER BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

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AIR STATION BULLETIN 5040

From: Commanding Officer

To: Distribution List

Subj: PRE-COMMANDING GENERAL'S READINESS SELF-INSPECTIONS

Ref: (a) MCO 5040.6J

(b) MCIEAST-MCB CAMLEJO 5040.1A

Encl: (1) Functional Area Responsibilities Matrix

(2) Sample Corrective Action Report (CAR) Format

(3) Marine Corps Air Station, Cherry Point, Final Inspection Report 4-21

1. Purpose. Marine Corps Air Station, Cherry Point (MCAS CHERPT) completes self-inspections of all responsible functional areas no later than (NLT) 31 October 2022, in order to identify and correct any functional areas not in compliance with applicable regulations.

2. Background. Marine Corps Air Station, Cherry Point should be prepared for a Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIE-MCB CAMLEJ) Commanding General's Readiness Inspection (CGRI) during calendar year 2023. While inspections are normally conducted with little notice, a CGRI is generally conducted two years from the previous inspection. Marine Corps Air Station, Cherry Point's last CGRI was 1-3 October 2021. Marine Corps Air Station, Cherry Point's directors were notified in the beginning of September that self-inspections would commence on 20 September 2022.

3. Action.

a. Commander's Intent

(1) Each Directorate will conduct self-inspections of all inspectable functional areas under their cognizance. The goal of these self-inspections is to identify every item not in compliance with the applicable regulations and correct them before the CGRI. Your goal should be to identify and correct all deviations from the standard.

(2) End State: MCAS Cherry Point is found MISSION CAPABLE with no repeat or surprise findings/discrepancies.

b. Concept of Operations

(1) Directors/OICs ensure self-inspections of their respective functional areas, in accordance with the references and enclosure (1).

(2) Self-inspections will be conducted using the respective Functional Area Checklists (FACs), found at: <https://www.hqmc.marines.mil/igmc/Units/Inspections-Division/Functional-Area-Checklists-FACs/>

(3) Inspection results will be submitted to the Station Inspector's Office NLT 31 October 2022, utilizing the FACs maintained by the Inspector General of the Marine Corps (IGMC).

(4) For all findings noted during the self-inspections, a Corrective Action Report (CAR) will be submitted to the Station Inspector's Office utilizing enclosure (2). The CAR will note the issue, the corrective action(s) required and the completion date for all corrections. All issues requiring command attention will be addressed to the Station Inspector, Executive Officer (XO), and Commanding Officer (CO) respectively, for appropriate assistance (i.e. higher headquarters or external-to-the-command issues).

(5) Follow-up inspections, based on the CAR, will be coordinated by the Station Inspector, as needed/directed by the CO.

(6) If another event (e.g. external agency inspection) interferes with the completion of a scheduled self-inspection, coordination should be made with the Station Inspector's Office as soon as possible to adjust the inspection timeline.

(7) FACs and CARs will be scanned and e-mailed to the Station Inspector's Office at the POC below.

(8) Inspections are to be performed as part of normal duties. No Over-Time is authorized in the completion of the inspections.

(9) The IGMC regularly updates FACs. Functional Area managers identified in enclosure (1) are responsible for checking for updates regularly, utilizing the IGMC FAC website address above. Any changes to POCs in enclosure (1) need to be reported to the Station Inspector's Office as soon as practical.

(10) Ensure all finding and discrepancies found from the last CGRI have been addressed and corrections made. See enclosure (3)

c. Tasks

(1) Station Inspector

- (a) Publish a list of all Functional Area responsibilities for the Air Station (see enclosure (1)).
- (b) Track completion of self-inspections and corrective actions required by directorate.
- (c) Update the CO on the status of self-inspections, corrective actions and a general status of the command.
- (d) Conduct re-inspections of functional areas as required, to follow up on corrective actions and compliance with this bulletin.
- (e) Reinspect 50 percent of Functional Areas to ensure compliance with all orders and directives.

(2) Directors/OICs

- (a) Update POC information in enclosure (1) as necessary.

- (b) Complete of all assigned FAC's NLT 31 October 2022.
- (c) Submit a copy of all self-inspection checklists (FAC's) to the Station Inspector's Office NLT 31 October 2022.
- (d) Submit a CAR for any findings identified during the self-inspection NLT 31 October 2022, utilizing enclosure (2).
- (e) Coordinate any conflicts in the completion of self-inspections with the Station Inspector's Office.
- (f) The point of contact for all CGRI matters is Edward Benjamin, Deputy Inspector General, at (252) 466-2019, [edward.benjamin@usmc.mil](mailto:edward.benjamin@usmc.mil) or (252) 466-3449, [cherrypointig@usmc.mil](mailto:cherrypointig@usmc.mil).

4. Administration.

(1) IGMC's inspection checklists are located at:  
<https://www.hqmc.marines.mil/igmc/Units/Inspections-Division/Functional-Area-Checklists-FACs/>

(2) This Bulletin is applicable to MCAS Cherry Point Directorates and Special Staff only.



B. C. BURKS

DISTRIBUTION: A

CO, MARINE CORPS AIR STATION, CHERRY POINT, NC  
DEFICIENCY RESULTS WITH REQUIRED CORRECTIVE ACTION(S)

MCIEAST-MCB CAMLEJ COMMAND INSPECTOR GENERAL

FA 5370\* - Assistance and Investigation, Inspector: Jamie Jefferson

Findings: 1

(1) 0105 - Are IG personnel assigned duties that do not interfere or conflict with their ability to provide unbiased monitoring, inspections, investigations, and oversight of the Command's personnel or activities? (Ref MCO 5370.8A, par 4a(3)(b)3).

No. The DCIG is assigned additional duties that include debarments, appeals, access, civilian misconduct, and the Armed Forces Disciplinary Control Board (AFDCB). These duties are a direct violation of MCO 5430.1A.

Required Corrective Action(s): Within the next 30 days, the IG must establish a plan to realign and/or mitigate conflicting duties from the DCIG's purview.

Discrepancies: 2

(1) 0302 - Do records indicate CIG personnel entered Subject(s), Complainant, and Witnesses or Subject Matter Experts (SMEs) (if applicable) into Inspector General of the Marine Corps Case Action Manager (IGCAM) with identifying information? At minimum, identifying information for subject(s) must include an EDIPI, name, rank (grade if civilian), unit/organization, work phone and work email address. At minimum, identifying information for the complainant is name (unless anonymous) and all contact information. At minimum, identifying information for witnesses or subject matter experts is name, contact information, and all information provided by the complainant. (Ref MCO 5370.8A, par 4b(3)(c)1; MCO 5370.8A, encl (3), par 3a; Procedural Update 1-21).

No. Case #32613 and #33977 are missing the subjects EDIPI. Additionally, ensure identifying information for civilian subjects (email address) is added to every case unless the case is anonymous.

Required Corrective Action(s): Within the next 30 days, the IG must go through all of the cases in IGCAM to update all of the required missing identifying information.

(2) 0305 - Are Hotline complaints resolved within 90 days or have appropriate case notes documenting the reason for the delay or approved extensions? (Ref MCO 5370.8A, par 4b(3)(d)).

No. For cases #32613 and #32887, there is no documentation as to why they have not been resolved within 90 days.

Required Corrective Action(s): Within the next 30 days, the IG must update case notes properly to outline the need for extensions, etc. to justify if a case will not meet the 90 days requirement to close out.

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FA 5510.3\* - Information & Personnel Security Program (IPSP), Inspector: Kevin Gregory

Findings: 12

(1) 0102 - Has the Commanding Officer (CO) issued a Command security instruction? Is the Instruction current and does it provide sufficient guidance to allow the execution of the program? (Ref DODM 5200.01, vol 1, encl 2, par 9(d); SECNAVINST 5510.30C, encl 4, par 2(b)(6); MCO 5510.18B, ch 2 par 2(a)6 and appen C).

No. There is a Command security instruction; however the Air Station Order (ASO) is not very detailed to provide sufficient guidance to allow execution of the program.

Enclosure (1)

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**Required Corrective Action(s):** Within the next 30 days, the Security Manager must ensure that the ASO is updated and has enough information to allow proper execution of the program. The MCIEAST Base Order, has been forwarded to the Security Manager for a template to use as a guide to update the ASO.

(2) 0203 - Has the CO approved an Emergency Plan for the protection and destruction of classified information? Does this include the means to conduct "in extremis" classified material destruction? (Ref DODM 5200.01, vol 1, encl 2, par 9(d); vol 3, encl 2, par 10; SECNAVINST 5510.36B, encl 2, par 12(o); SECNAVINST 5510.30C, encl 4, par 2(b)(9); MCO 5510.18B, encl 2, par 12(a) and encl 2, appen D, part 2).  
No. While there is an enclosure to the ASO which describes protection of classified information, there is nothing which describes the destruction of classified information, should the need occur.

**Required Corrective Action(s):** Within the next 30 days, the Security Manager must incorporate the plan for emergency destruction in the Security ASO.

(3) 0210 - Has the CO implemented procedures for the control of top secret information, including working papers? (Ref DODM 5200.01, vol 3, encl 3).  
No. There are no procedures in the ASO which describe procedures for control of Top Secret Information.

**Required Corrective Action(s):** Within the next 30 days, the Security Manager must incorporate a plan for control of Top Secret information in the Security ASO.

(4) 0211 - Has the CO established administrative procedures for the control of Secret and Confidential information, including working papers? (Ref DODM 5200.01, vol 3, encl 3).  
No. There are no procedures in the ASO which describe procedures for control of Secret and Confidential Information.

**Required Corrective Action(s):** Within the next 30 days, the Security Manager must ensure written procedures are in place to describe the control and procedures for Secret Information. The MCIEAST Base Order has been forwarded to the Security Manager for a template to use as a guide to update the ASO.

(5) 0212 - Has the CO established procedures for end of the day and after-hours security checks, utilizing the SF-701, Activity Security Checklist, and the SF-702, Container Check Sheet, to ensure that all areas which process classified information are properly secured? (Ref DODM 5200.01, vol 3, encl 2; SECNAVINST 5510.36B, encl 2, par 12(n)).  
No. While the procedures are in place, there is no established procedures in writing to ensure that the SF-700, SF-701, and SF-702 are filled out correctly.

**Required Corrective Action(s):** Within the next 30 days, the Security Manager must ensure written procedures are in place to ensure the proper procedures for filling out the SF-700, SF-701, and SF-702 forms: The MCIEAST Base Order, has been forwarded to the Security Manager for a template to use as a guide to update the ASO.

(6) 0303 - Has the Command security manager ensured that all personnel execute a Classified Information Nondisclosure Agreement (SF-312) before granting initial access to classified information? Has this data been entered into DISS (or the current system of record) and forwarded to MMRP-20? Is the SF-312 Pamphlet available for review if requested by the individual? (Ref SECNAVINST 5510.30C, encl 4, par 4(b)(14)).

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No. Several reviews of personnel in Defense Information Security System (DISS) have revealed that those personnel do not have a SF-312 on file or in DISS. The Security Manager is using dates applied in DISS as a guide, when they should ensure there is a SF-312 input in DISS.

**Required Corrective Action(s):** Within the next 30 days, the Security Manager must ensure all personnel who have access to classified information have their Classified Nondisclosure agreement (SF-312) on file and/or uploaded in DISS.

(7) 0306 - Are Temporary Access (formerly Interim Clearance) authorizations in compliance with current guidance? (Ref DODM 5200.02, par 5.5 and 7.16; MCO 5510.18B, chap 5, par 4, and appen F).

No. An interim clearance was granted without the proper procedures in place. Even though it was eventually adjudicated as favorable, the procedures need to be in place to protect the Command.

**Required Corrective Action(s):** Within the next 30 days, the Security Manager must ensure proper procedures are followed when granting an interim security access at either the Secret or Top Secret level, in accordance with the orders.

(8) 0307 - Is the Command's Continuous Evaluation Program effective? Does the Command Security Manager receive such information as the unit legal report, Substance Abuse Control Officer (SACO) report, GOVCC Delinquency Report, Unit Punishment Book (UPB), and any information from Force Preservation Council meetings that would suggest a threat in the Command? (Ref DODM 5200.02, section 11; SECNAVINST 5510.30C, encl 12; MCO 5510.18B, chap 2, par 2(a)(14) and chap 5 par 7).

No. Security Manager does not have access to legal reports, SACO reports, Government Travel Charge Card Program (GTCCP) reports, and UPBs.

**Required Corrective Action(s):** Within the next 30 days, the Security Manager must ensure all monthly reports from Legal, GTCCP Delinquency Report, Force Preservation and a SACO report are received when there is a person in the Command who has tested positive for an illegal drug. Also, access to the Command UPB via Marine On-line (MOL) will assist the Security Manager in updating Incident reports as required.

(9) 0310 - Have all Marines in the Command been the subject of a Tier 3 investigation to determine enlistment or appointment suitability? (Ref MCO 5510.18B, chap 5, par 1(h) & (i)).

No. There are many investigations that are out of scope, some in excess of 10 years. There are also many investigations that are in a "no determination made", "administratively withdrawn", or "none" as their eligibility status.

**Required Corrective Action(s):** Within the next 30 days, the Security Manager must ensure the personnel roster is reconciled with the DISS subject report to ensure all personnel in the Command are in DISS and personnel that are not in the Command are no longer in DISS. Once this is completed, the list must be scrubbed for personnel that need updated investigations.

(10) 0311 - Have all government civilian employees in the Command been the subject of, at a minimum, a Tier 1 to determine government employment suitability? (Ref MCO 5510.18B, chap 5, par 5(b)).

No. There are a lot of civilian employees who still have a National Agency Check with Local Agency and Credit Checks (NACLC) investigation. The NACLC is no longer valid for government civilian employees. There is also a civilian employee whom has a denied eligibility but has access to the network. This individual should be taken off the network immediately.

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**Required Corrective Action(s):** Within the next 30 days, the Security Manager must ensure government civilian employees have at the minimum a T1 investigation run on them based on of their position description requirements. The DISS roster should be scrubbed for personnel needing these requirements and personnel contacted. Individuals with eligibility showing as revoked/denied as their most current investigation should be removed from the network immediately. This can be double checked through Personnel Investigations Processing System (PIPS)/Central Verification System (CVS) and calling Defense Counterintelligence & Security Agency (DCSA) to ensure that the information showing in DISS is the correct information. This will need full Command buy-in for this to happen.

(11) 0401 - Has the CO established an industrial security program if the Command engages in classified procurement or when cleared DoD contractors operate within areas under their direct control? (Ref SECNAVINST 5510.30C, encl 3, par 2(b)(7); MCO 5510.18, chap 6).

No. Industrial Security Program has not been established.

**Required Corrective Action(s):** Within the next 30 days, the Security Manager must establish an industrial security program for MCAS Cherry Point and incorporate it in the IPSP ASO.

(12) 0404 - Are DD254s, visit requests, and statements of work present and current to support access to classified information by contractors working within the Command? (Ref MCO 5510.18B, chap 6).

No. Industrial Security Program is not established. While DD254s are present, the Security Manager has no input on them. Also there are no statements of work that could be viewed.

**Required Corrective Action(s):** Within the next 30 days, the Security Manager must establish an industrial security program for MCAS Cherry Point and ensure that the Security Manager reviews and keeps copies of the DD254s as well as the statements of work.

**Discrepancies:** 7

(1) 0101 - Does the Command hold the current editions of DODM 5200.01, Vols 1-3; DODM 5200.02; DODI 5200.48; SECNAVINST 5510.36B; SECNAVINST 5510.30C; and MCO 5510.18B? (Ref MCO 5510.18B).

No. The Security Manager has hard copies of the required instructions, but 3 of the publications are outdated.

**Required Corrective Action(s):** Within the next 30 days, the Security Manager must ensure the Command has either hard copies or digital copies of all updated publications as required by MCO 5501.18B.

(2) 0111 - Has the CO established and maintained a self-inspection program for the Command. This may include self-inspections, program reviews, and assist visits to evaluate the security posture of the Command? (Ref DODM 5200.01, vol 1, encl 2 & 3; SECNAVINST 5510.36B, encl 2; SECNAVINST 5510.30C, encl 4, par 2(b)(10)).

No. Self-inspection program was conducted. There were annotations on the checklist that if followed, could have resulted in less discrepancies and findings. When an update occurs to the checklist, the Security Manager must complete a self-inspection.

**Required Corrective Action(s):** Within the next 30 days, the Security Manager must ensure when conducting the self-inspection program, use the updated checklist as a tool to ensure the program is up to date. The website can be found at:

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<https://www.hqmc.marines.mil/igmc/Units/Inspections-Division/Functional-Area-Checklists-FACs/>

(3) 0115 - Has the Command Security Manager formulated, coordinated, and conducted a Command security education program? This includes the following briefs:

OCA Training	Derivative Classifier Training
Indoctrination	Annual Refresher
Orientation	Command Debriefing
On-the-Job Training	

(Ref DODM 5200.01, vol 1, encl 2 & 3; vol 3, encl 5; MARADMIN 384/19).

No. The latest training information available is from 2019.

**Required Corrective Action(s):** Within the next 30 days, the Security Manager must ensure updated training material is presented to incoming personnel. Annual training for Derivative Classifier Training can be updated in Total Workforce Management Services (TWMS) for personnel as a requirement.

(4) 0204 - Does the Command have a process to maintain liaison with the activity Communication Strategy and Operations officer or information security officer, as appropriate, and the operations security (OPSEC) officer to ensure that official information, including press releases and photos, proposed or intended for public release, including via website posting, is subject to a security review in accordance with the Refs? (Ref DODM 5200.01, vol 1, encl 2, par 9(i); SECNAVINST 5510.36B, encl 2, par 20(k); MCO 5510.18B, appen C, 2(f)).

No. While there is an indication verbal communication with OPSEC, there is nothing in writing to describe the procedures.

**Required Corrective Action(s):** Within the next 30 days, the Security Manager must ensure written procedures are in place to describe the procedures and ensure that official information, including press release and photos, website posting or anything intended for public release is subject to a security review if required.

(5) 0215 - Is a copy of a current SF-700, Security Container Information, affixed inside each security container, vault or secure room? (Ref DODM 5200.01, vol 3, encl 3).

No. While the SF-700 is located inside the security container, the SF-700 is not contained in an opaque envelope to hide PII information.

**Required Corrective Action(s):** Within the next 30 days, the Security Manager must ensure the SF-700 form is placed inside of an sealed opaque envelope and placed on the rear door of the security containers in accordance with DODM 5200.01, vol 3, encl 3.

(6) 0218 - Do the Command's Restricted Areas meet all established requirements for the appropriate Restricted Area designation? (Ref DODM 5200.01, vol 3, appen to encl 3; MCO 5530.14, encl 1, par 3).

No. While there is one area that the Security Manager has accepted risk. Once a risk assessment has been completed, the CO must approve the acceptance of risk for the Explosive Ordnance Disposal (EOD) compound and their inability to conduct after hours checks.

**Required Corrective Action(s):** Within the next 30 days, the Security Manager must ensure the CO signs a letter of risk acceptance for the EOD compound, after a risk assessment has been submitted from the Security Manager.

(7) 0301 - Are all personnel who have access to classified information and spaces or will be assigned to sensitive duties properly cleared through coordination with Department of Defense Central Adjudication Facility (DODCAF) and that requests for



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personnel security investigation are properly prepared, submitted and monitored?  
(Ref DODM 5200.02, sections 2, 4, and 5).

No. Some personnel who have access to classified material have out of scope investigations. It is suggested that all personnel who have access to classified material, have reinvestigations submitted or placed in the CE program.

**Required Corrective Action(s):** Within the next 30 days, the Security Manager must ensure that all personnel who have access to classified information have up-to-date investigations or are placed into the Continuous Evaluation Program.

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**FA 5580.2\* - Criminal Investigation Division (USMC CID) Operations, Inspector:**  
**Agent Cody Mills**

**Discrepancies:** 2

(1) 0306 - Are Command Authorization for Search and Seizure (OPNAV 5580/9 (11-06)) being completed properly? (Ref MCO 5580.2B w/ch2, chap 2, sect 2304, par 3).

No. While the required information and establishment of probable cause remains effective and is permitting Commanders the ability to make informed decisions, an obsolete form (5527/10 and 5527/9) was being utilized. This discrepancy was identified and the office corrected the action to ensure that current OPNAV will be utilized moving forward.

**Recommended Corrective Action(s):** This item is marked as a discrepancy to comply with inspection protocol; however, the corrective action has been implemented and no further corrective action is required for this checklist item.

(2) 0313 - Are Acknowledgement and Waiver of Rights (OPNAV 5580/3, 5580/4) being completed properly? (Ref MCO 5580.2B w/ch2, chap 2, sect 2204).

No. While the required information is on the form utilized for an individual being advised of their rights to make informed decisions; an obsolete form (5527/3 and 5527/4) was being utilized in all but one investigation inspected. This discrepancy was identified and the office corrected the action to ensure the current OPNAV(s) will be utilized moving forward. The electronic file location for agents to print forms was updated to reflect only current forms.

**Recommended Corrective Action(s):** This item is marked as a discrepancy to comply with inspection protocol; however, the corrective action has been implemented and no further corrective action is required for this checklist item.

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**MCIEAST-MCB CAMLEJ (G-1)**

**FA 1650\* - Military Awards, Inspector: Christis Raimo**

**Discrepancies:** 3

(1) 0201 - Originator Timeliness: Are Commands/administrative personnel ensuring that ALL awards are submitted within the Secretary of the Navy's timeline? Nomination within three years of distinguishing act and/or end of meritorious period. (Ref SECNAVINST 1650.1J, par 5.h (pg 3) & encl 5 timeliness standards; SECNAV M-1650.1, appen 1A, (pg 1-9)).

No. 6 of 13 awards were not IAW the SECNAVINST timeline of 60 days prior a Marine's departure. One award was returned to the originator for corrections that had no action from the originator for approximately 45 days.

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**Recommended Corrective Action(s):** Within the next 30 days, the admin chief must ensure the originator of the award provides justification in the Improved Awards Processing System (IAPS) if the award is late.

(2) 0302 - Is the Command ensuring all awards endorsed or approved for a specific achievement satisfy the following: Opening and closing sentences are properly IAW Refs. (Ref SECNAV M-1650.1, appen 2E, how to prepare a PMD citation/certificate; table 18, pg 2-85/86 (Air Medal & above), and table 21, pg 2-96 (NC & NAM)).  
No. 7 out of 13 awards had incorrect closing sentences.

**Recommended Corrective Action(s):** Within the next 30 days, the admin chief must ensure all future award recommendations have a thorough quality control process.

(3) 0305 - Does the Command submit approved awards to MMMA in iAPS within 10 working days after the summary of action end date or date of presentation (whichever is later)? Is this confirmed by a review of at least five command approved awards in the iAPS archives and all awards currently in processing? (Ref SECNAV M-5216.5, ch2, par 2.2.8.(a). (pg 2-6)).  
No. 5 awards were not submitted to MMMA within the 10 business day timeline.

**Recommended Corrective Action(s):** Within the next 30 days, the adjutant must be more proactive on timeliness from start to finish. If an award is submitted late, the domino effect has the potential to be delayed going to MMMA. This could potentially adversely affect a promotion board's review of Marines' records.

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**FA 1900.16\* - Separation, Retirement and Limited Duty, Inspector: Rick Nezbeth**

**Findings: 1**

(1) 0205 - Is the completed DD Form 2656 submitted to DFAS at least 30 days prior to a Marine's retirement, transfer to the Fleet Marine Corps Reserve (FMCR), or transfer to Temporary Disability Retired List (TDRL) or Permanent Disability Retired List (PDRL)?

Defense Finance Accounting Service (DFAS)  
U.S. Military Retired Pay  
8899 E 56th Street  
Indianapolis, IN 46249-1200  
Fax to DFAS RAPIDS (1-800-469-6559)

(Ref MCO 1900.16 w/ch 2 par 1406.1, appen E, E007; MCO 1741.11D; MARADMIN 172/17).  
No. Only 9 of 16 (56%) DD 2656 Forms were properly completed and submitted to DFAS more than 30 days prior to Marines' authorized retirement dates.

**Recommended Corrective Action(s):** Within the next 30 days, the Installation Personnel Administration Center (IPAC) personnel officer must ensure that all DD 2656 Forms are properly completed and submitted to DFAS at least 30 days prior to each Marines authorized retirement date.

**Discrepancies: 1**

(1) 0303 - Does Block 16 of DD Form 214 contain a Marine's correct leave balance, and does it ensure that the maximum number of leave days allowed is not exceeded? (Ref MCO 1900.16 w/ch 2, appen B, 16; MCO 1050.3J 2-19, 24).  
No. Only 52 of 60 (87%) DD 214 Forms viewed had Block 16 correctly annotated.

**Recommended Corrective Action(s):** Within the next 30 days, the IPAC personnel officer must ensure that Block 16 of the DD Form 214 matches a Marine's S947 screen

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in Marine Corps Total Force System (MCTFS). In addition, only the leave sold during the period covered by the DD Form 214 is to be included in this number.

**FA 4600\* - Government Travel Charge Card Program (GTCCP), Inspector: Bridgette Wiltz**

**Findings:** 5

(1) 0204 - Has Agency Program Coordinator (APC) or CGIP conducted a GTCC internal program review been conducted every two years using the current USMC IG checklist? Have the results been documented and reported to the Commander. (When there are findings or something that will cause the program to be ineffective)? (Ref DODI 5154.31 (Jun 2019), vol 4, par 041004).

No. An internal program review was conducted on the GTCCP 23 Apr 21. The review did not identify many of the items that caused the program to be ineffective.

**Recommended Corrective Action(s):** Within the next 30 days, the APC must ensure that a GTCC internal program review is conducted every two years using the current USMC IG checklist. The results must be documented and reported to the Commander (when there are findings of significant weaknesses found; i.e. something that will cause the program to be ineffective). In addition, once weaknesses are identified, action(s) must be taken to correct them.

(2) 0208 - Has the APC closed accounts on cardholders, both civil service and military, who have separated/retired? Note: The Commands will provide the inspector with a roster of military service personnel that separated or retired for the months requested. (Ref MCO 4600.40B, encl 1, appen B, par 9b).

No. The APC is not working the Account Listing Reports correctly. As a result, the Command has 238 closed accounts. Citibank has changed some of the features in their system, but the process is still the same. The Command must continue to closely monitor the closed accounts, and make sure all personnel separated/retired are "CLOSED-NO LONGER EMPLOYED." In addition, the Command currently has open accounts that should be in a closed status. There are also 66 accounts that require actions be taken on them. The roster was given to the APC for corrective actions. There are over 25 accounts that need to be "CLOSED-NO LONGER EMPLOYED."

**Recommended Corrective Action(s):** Within the next 30 days, the APC must ensure they are working the Account Listing Report, canceling all GTCC, and verifying all account balances upon the member's separation and/or retirement. The APCs must ensure that all cardholders that belong to the Command have active cards. In addition, the APC must contact APCs on all accounts that have executed PCS or PCA orders. The APC must continue to monitor these accounts.

(3) 0209 - Is the APC pulling all GTCC accounts into their hierarchy immediately upon check-in for permanent personnel and personnel that are temporarily assigned (away from their PDS) in an excess (45 days or longer)? Note: This applies regardless of account balance or delinquency. If an account is cancelled/closed due to delinquency it cannot be transferred. The Command must be able to provide the inspector with a list of the current on hand personnel i.e. the Morning Report or an Alpha Roster. (Ref MCO 4600.40B, encl 1, appen B, par 1c(3)).

No. Specifically, only 537 of 1817 (29.56%) personnel are resident on the Command Account Listing.

**Recommended Corrective Action(s):** Within the next 30 days, the APC must pull all of the GTCC accounts into their hierarchy immediately upon check-in for permanent personnel and personnel who are TAD in excess of 45 days or longer. All DoD personnel, unless otherwise exempt, who perform travel as part of their duties will

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obtain and use an IBA travel card. DoD personnel will be issued only one travel card. If a DoD civilian employee is also a member of a Reserve/Guard unit, the travel card will be issued through the individual's civilian agency, not his/her Reserve/Guard unit. When a Reserve/Guard member is required to perform training or active duty, a copy of his/her military orders must be provided to his/her DoD agency and the account must be transferred into the appropriate hierarchy. The Command must ensure all accounts are joined in MCTFS.

(4) 0216 - Has the APC provided the "DELINQUENCY REPORT-HIERARCHY" to the Command Security Manager to facilitate screening for all personnel? In addition, any personnel that have been screened and proven (by the CO) to have misused, abused or committed fraud must also be reported to the Command's Security Manager. Note: account numbers must be omitted. (Ref DODI 5154.31 (Jun 2019), vol 4, par 040103). No. The APC did not provide the Command's Security Manager with any Delinquency Reports.

**Recommended Corrective Action(s):** Within the next 30 days, the APC must provide the DELINQUENCY REPORT-HIERARCHY to the Command Security Manager to facilitate screening for all personnel; remember to remove all account numbers. The APC must also flag all personnel that have been screened and proven (by the CO) to have misused, abused, or committed fraud as these cases must also be reported to the Command's Security Manager.

(5) 0217 - Did the APC contact the delinquent cardholder and the cardholder's supervisor that the cardholder's GTCC account was going to be suspended in 15 days if the travel card vender does not receive full payment of all undisputed charges? Does the APC have a record of the supervisor's notification and related correspondence? Note: APC can use the Delinquency Report or the Pre-suspension report to identify these cardholders. All pre-suspension notifications and supporting documents must be retained for at least two years along with the report used to identify the account. (Ref DODI 5154.31 (June 2019), vol 4, par 041103 and 041301).

No. Specifically, all 2021 reports were reviewed and 0 of 42 notifications were sent out. Number of missing notifications: Jan (5), Feb (2), Mar (6), Apr (2), May (1), Jun (5), Jul (11), Aug (4), and Sep (6).

**Recommended Corrective Action(s):** Within the next 30 days, the APC must ensure that all delinquent cardholders and their supervisors are notified that the cardholder's GTCC account will be suspended in 15 days if the travel card vender does not receive full payment of all undisputed charges. The APC must keep a record of the supervisor's notification and related correspondence. The APC can use the Delinquency Report or the Pre-suspension report to identify these cardholders. All pre-suspension notifications and supporting documents must be retained for at least two years along with the report used to identify the account.

**Discrepancies:** 5

(1) 0205 - Is the APC on Check-In/Check-Out sheets for all personnel? Are cardholders checking in/out with APC upon reporting to and/or departing a duty station or extended TDY location? Note: Commands will provide the inspector copies of cardholders' completed Check-In/Check-Out sheets for the months requested by the inspector to verify that the cardholders are Checking-In/Out with the APC. Also, the Command must be able to provide the inspector with a list of the current on hand personnel i.e. the morning report or an alpha roster. (Ref DODI 5154.31 (June 2019), vol 4, par 041104; MCO 4600.40B, par 4b (2)(e)).

No. Part of the check in/out process is adding personnel and also making sure that all accounts are in the correct status (separations). Currently there are 238

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closed accounts, there are 66 accounts that require actions be taken on them, and some must be closed. There are 25 personnel who are no longer employed. The roster was given to the APC for corrective actions.

**Recommended Corrective Action(s):** Within the next 30 days, the APC must ensure all new personnel accounts are pulled into the associated hierarchy and the card holder completes a Statement of Understanding (SOU) during the check-in process. Also, during the check-out process, the APC is required to validate all accounts in Citibank and take corrective action, if required. Finally, the APC can use this as an opportunity to counsel cardholders on authorized card use, the role of the APC, and any Command unique procedure(s).

(2) 0206 - Does the APC have a "Programs & Policies - Travel Card Program (Travel Card 101)" training certificate on file for all cardholders in the hierarchy 3 years of age or less based on training completion date? Note: Cardholders can pull certificates from their DTMO Trax training transcript. (Ref MCO 4600.40B, par 4b (3) (c) and encl 1, appen B, par 1).

No. Specifically, only 88 of 118 (74.58%) certificates viewed were on file. In addition, many certificates on file were expired.

**Recommended Corrective Action(s):** Within the next 30 days, the APC must ensure that a Travel Card 101 training certificate is on file for all cardholders in the hierarchy. All cardholders must complete a new training certificate every 3 years.

(3) 0207 - Does the APC have a properly completed (SOU), 3 years of age or less based on cardholder signature/date, on file for all cardholders in the hierarchy? Note: A properly completed SOU has all blocks initialed/checked, APC name & phone number, applicants printed name and signature, supervisors printed name and signature, and is dated. Electronic signatures may be used in lieu of manually signed/dated forms. (Ref DODI 5154.31 (June 2019), Vol 4, par 040802; MCO4600.40B, encl 1, appen B, par 2(a)).

No. Specifically, only 73 of 118 (61.87%) of the SOUs viewed were on file. In addition, many SOUs on file were expired.

**Recommended Corrective Action(s):** Within the next 30 days, the APC must ensure there is a completed SOU, 3 years of age or less based on cardholder signature/date, on file for all cardholders in the hierarchy.

(4) 0210 - Is the APC extracting, properly working and maintaining the required monthly ACCOUNT LISTING report and filing for current plus two years? Note: The APC must reconcile the Account Listing report with the unit's personnel rosters to identify accounts that do not belong. APC must also annotate the report so that the inspector can see how they are working the report. The cycle end date for the Marine Corps is the 6th of each month. A cycle-based subscription is available and recommended; ensure cycle selected is NA-06. A comparison of the current on hand personnel i.e. the morning report or alpha roster to the Account Listing will give the most accurate view of the programs current status. (Ref DODI 5154.31 (June 2019), vol 4, par 041402B; MCO 4600.40B, encl 1, appen B, par 4b(1)).

No. Part (1) Reports - The Command has all of the required reports on file (per requested sample size). The requirement for this program is current, plus 2 years. Part (2) Validating Reports - The APC is not properly working the Account Listing Reports, and it is questionable if the DECLINED AUTHORIZATION is being worked correctly. There are 66 personnel that require action(s) be taken. The majority of those accounts must be "CLOSED-NO LONGER EMPLOYED." Training was provided to properly work each report.

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**Recommended Corrective Action(s):** Within the next 30 days, the APC must ensure to extract, work, and, maintain the ACCOUNT LISTING, ACCOUNT ACTIVITY TEXT FILE CD100T, DELINQUENCY REPORT HIERARCHY, DECLINED AUTHORIZATION, and DOD TRAVEL IBA AGING ANALYSIS SUMMARY reports each month. The APC must request reports from Citidirect and reconcile them prior to the close of the next month's billing cycle. Do not extract the reports until the last "post" date (7th). The APC must reconcile the Account Listing report against an alpha roster and remove all unidentified cardholders. The APC has two days to work the reports at the end of the billing cycle. File retention is current plus two years. The account activity report must be individually scheduled each month to ensure that the current month's report is pulled. The Command must review the requirements for the Account Activity Reports. The unit Commander or designated representative must review a minimum of 25% of accounts with activity to ensure charges were made in "CONJUNCTION" with official travel. Sample must increase to 50% if there is any suspected misuse/abuse. APC also needs to ensure he/she is pulling all GTCC accounts into their hierarchy immediately upon check-in for permanent personnel and personnel that are TAD in excess of 45 days or longer. This same discrepancy applies to questions #0211, #0213, #0214, and #0215.

(5) 0212 - Is the Commander or Director responsible for the management of the travel card program notified of cardholders who have misused/abused their account? Note: APC must be able to provide the inspector with official written proof of notification. (Ref DODI 5154.31 (June 2019), vol 4, par 041005; MCO 4600.40B, encl 1, appen B, par 4b(2)).

No. The Command is missing the intent of the question. The APC was erroneously identifying cases of misuse/abuse when they are working their reports. Example: They had Marines who went to eat at Buffalo Wild Wings while on TAD and the restaurant is in the TAD location. There are cases on the decline authorization reports that should be identified as misuse, but were not. In certain cases, the APC has erroneously identified these as cases of misuse/abuse. The reason being is that Citibank has certain codes that are meant to be a tool that Commands can use to identify cases of misuse/abuse; many of these end up being restaurants that have bars (Applebees, Chilis, Buffalo Wild Wings, etc.). The APC then has to use his or her judgement as to whether the card was authorized or not. This is based on if the Marine was TAD to the area and if the Marine's expenditures exceeded the authorized per diem amount.

**Recommended Corrective Action(s):** Within the next 30 days, the APC must identify misuse/abuse of accounts. Personnel are allowed to utilize their GTCC for all items listed in the Ref. The APC must use his/her judgement to determine whether the card was authorized or not. This is based on if the Marine was TAD to the area and if the Marine's expenditures exceeded the authorized per diem amount.

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**FA 4650.39\* - Defense Travel System (DTS) (LDTA), Inspector: Bridgette Wiltz**

**Findings: 2**

(1) 0101 - Are all Lead Defense Travel Administrators (LDTA), Organizational Defense Travel Administrators (ODTA), Finance Defense Travel Administrators (FDTA), Authorizing Officials (AO), Non-DTS Entry Agents (NDEA), Self-Authorizing Officials (SAO), Routing Officials (RO), Review Officials (RO for Post Payment Review), and Debt Management Monitors (DMM) appointed in writing via a current DD Form 577? Note: Copies of DD Form 577 must be provided to the Inspector. (Ref MCO 4650.39A, page 5, par 4b(6)(b)).

No. The LDTA does not have all required DD Forms 577 on file. They are missing 11 forms: (1) Carmer, M., (2) Owings, S., (3) Richmond, S., (4) Wallace, B., (5)



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Howard, B., (6) Vaught, B., (7) Spahalski, C., (8) Younger, C., (9) Botsford, D., (10) Litfin, G., and (11) Ramirez, L.

(2) The Command was told in Oct, 2019, that they were required to get forms for the IMA personnel within their routing list. (7 of 11) are IMA personnel.

(3) The Command has 11 forms on file and the SSNs were blacked out on them: (1) Burdulis, C., (2) Christopher, J., (3) Cox, T., (4) Cronk, G., (5) Elliott, D., (6) Ellis, L., (7) Lynch, M., (8) McFarland, D., (9) Norris, C., (10) Shelley, H., and (11) Zamora, B. All forms that have blacked out SSN must be redone (use the latest DD 577 Form). Roster was sent to the LDТА.

**Recommended Corrective Action(s):** Within the next 30 days, the LDТА must ensure all billet appointments have DD 577 forms on file. Once those individuals leave the Command, the forms must be revoked and permissions removed.

(2) 0104 - Have by-name standard naval correspondence waiver approval letters been signed by the first O-6 or GS-15 in the supervisory chain for the two authorized waivable items, 1) AO's in a grade lower than SNCO or GS-7); 2) LDТА's and ODTA's being placed in routing lists? Note: Copies of all waivers must be shown to the Inspector. (Ref MCO 4650.39A, pg 6, par 4c).

No. The LDТА is currently in the routing list; this requires a waiver signed by the first O-6 or GS-15 in the supervisory chain. The LDТА stated that the Command does not have any waivers on file.

**Recommended Corrective Action(s):** Within the next 30 days, the LDТА must ensure, per the MCO, a standard naval correspondence waiver signed by the first O-6 or GS-15 in the supervisory chain is required for 1) AO's in a grade lower than SNCO or GS-7); 2) LDТА's and ODTA's being placed in routing lists.

**Discrepancies:** 2

(1) 0102 - Are permissions granted only to individuals who have been appointed via DD form 577? Are those permission levels consistent with duties outlined on the DD form 577? Note: Copies of the DD Form 577 must be provided to the Inspector. (Ref MCO 4650.39A, encl 1, chap 2, par 2, 3 and 5).

No. The LDТА is not ensuring that all revoked permissions are removed from the routing list. There are personnel who are no longer with the Command, but are still on the routing list. The roster was sent to the LDТА for appropriate action.

**Recommended Corrective Action(s):** Within the next 30 days, the LDТА must ensure all permissions are correct, and when revoked, that they are removed from the system. It is the ODTA's responsibility to monitor the routing list; however, when the LDТА receives a request to remove them, because the permission have been revoked, it is his/her responsible to ensure they are no longer on the routing list. The LDТА should be validating this every month with the Complete Traveler Report, and if something does not match with the report, the LDТА should notify the ODTA ASAP.

(2) 0106 - Has the LDТА, AO, and SAO completed the initial and annual Certifying Officers Legislation (COL) Course within 3 months of appointment and repeated annually (refresher)? Note: Annual refresher training must be completed by the end of the calendar year. Copies of certificates must be shown to the Inspector. LDТА is required to complete COL training due to having approval override authority. (Ref MCO 4650.39A, encl 1, chap 5, Table 5-1).

No. The Command does not have all of the initial COL course certs on file for: (1) Gaydeski, M., (2) Gordon, M., (3) Lynch, M., and (4) Robinson, J. The Command must ensure they have all IMAs' AO and SAO certifications on file (when applicable).

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**Recommended Corrective Action(s):** Within the next 30 days, the LDTA must maintain the initial and annual COL certificates.

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**FA 4650.39\* - Defense Travel System (DTS) (MCCS), Inspector: Bridgette Wiltz**

**Discrepancies:** 2

(1) 0203 - Is the ODTA utilizing the Un-submitted Voucher Report to verify travelers are submitting their travel vouchers within five working days after the completion of travel? Note: The ODTA must demonstrate they are pulling this report and provide evidence to ensure that travel vouchers are created and signed by the traveler within this time period. (Ref MCO 4650.39A, encl 1, chap 6, par 3).  
**No.** Part (1) Reports - The Command does not have all requested reports on file (only 5). Part (2) Validation - The reports are being worked each month. 37 of 70 (52.86%) with cards, seven require action. (Personnel may be civilians that are not in MOL/MCTFS).

**Recommended Corrective Action(s):** Within the next 30 days, the ODTA must properly work the Complete Traveler Information List Report and match it against a unit Alpha roster to ensure personnel who are no longer a part of the organization has no outstanding documents or debt management issues and to have their profile detached.  
**Check-in Requirements:** Upon check-in, the LDTA or ODTA shall ensure the individual has been received in the organization through the DTS Maintenance Tool. In the event that the individual has not been detached from their previous organization, the LDTA or ODTA shall contact the prior command and request that they detach the individual. If the individual comes from a different Service or Agency and has not been detached, a request to detach the individual shall be submitted by the LDTA or ODTA to the TAC. In all instances, the individual's full name and SSN are required.  
**Check-out Requirements:** All personnel shall check-out with the LDTA or ODTA when detaching from an organization. The LDTA or ODTA shall ensure the individual is detached in DTS using the DTA Maintenance Tool. The LDTA or ODTA should not detach an individual if there are documents in process. Therefore, if an individual has an authorization for which a voucher has not been created, the individual's profile should not be detached until the voucher has finished processing. The same holds true for local vouchers. This ensures that the individual has completed all business in his/her prior organization before moving on to another. File retention is current year plus one.

(2) 0205 - Is the APC on Check-In/Check-Out sheets for all personnel? Are cardholders checking in/out with APC upon reporting to and/or departing a duty station or extended TDY location? Note: Commands will provide the inspector copies of cardholders' completed Check-In/Check-Out sheets for the months requested by the inspector to verify that the cardholders are Checking-In/Out with the APC. Also, the Command must be able to provide the inspector with a list of the current on hand personnel i.e. the morning report or an alpha roster. (Ref DODI 5154.31 (June 2019), Vol 4, par 041104; MCO 4600.40B, par 4b (2)(e)).  
**No.** The ODTA does not have all of the required initial and annual COL Courses certs on file: Mason, J., (missing annual) and Kelley, D., (missing initial).

**Recommended Corrective Action(s):** Within the next 30 days, the ODTA must ensure to maintain copies of all required training for the AO and SAO. Those courses must be complete within 3 months of appointment and repeated annually (refresher). Annual refresher training must be completed by the end of the calendar year.



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**FA 4650.39\* - Defense Travel System (DTS) (COSMAN), Inspector: Bridgette Wiltz**

**Discrepancies: 4**

(1) 0207 - Has the Commander established DTS check-in (attached) and check-out (detached) procedures to ensure travelers have no outstanding travel advances, un-liquidated vouchers, or debt in DTS upon separation or transfer? Note: Copies of check-in and check-out procedures must be provided to the inspector and the process of checking a traveler out of DTS must be demonstrated to the Inspector. (Ref MCO 4650.39A, par 4b(6)(d) and MCO 4650.39A, encl 1, par 3b).

No. Part (1) Outstanding Vouchers - The Command has 7 outstanding LOCAL vouchers that are current plus last 4 years. (Make sure there are no funds allocated to these local vouchers. Part (2) Validation of Reports - The reports are all on file and worked.

**Recommended Corrective Action(s):** Within the next 30 days, the ODTA must utilize the Un-submitted Voucher Reports to verify travelers are submitting their travel vouchers within five working days after the completion of travel. The ODTA must demonstrate they are pulling this report and provide evidence to ensure that travel vouchers are created and signed within this time period.

(2) 0208 - Is the AO and traveler ensuring travel vouchers are submitted within 5 business days of return from travel? Note: The voucher must be created and signed by the traveler within this time period. (Ref MCO 650.39A, encl 1, chap 1, par 5a(2)(d) and par 11d).

No. Specifically, only 9 of 13 (69.23%) vouchers viewed were created and signed by the traveler on time.

**Recommended Corrective Action(s):** Within the next 30 days, the ODTA must establish procedures to ensure all vouchers are created and signed by the traveler within 5 business days of return from travel.

(3) 0209 - Have by-name standard naval correspondence waiver approval letters been signed by the first O-6 or GS-15 in the supervisory chain for the two authorized waiver-able items, 1) AOs in a grade lower than SNCO or GS-7); 2) LDTAs and ODTAs being placed in routing lists? Note: Copies of all waivers must be shown to the Inspector. (Ref MCO 4650.39A, par 4c).

No. Specifically, only 8 of 13 (51.54%) vouchers viewed were submitted to disbursing on time.

**Recommended Corrective Action(s):** Within the next 30 days, the ODTA must establish procedures to ensure all vouchers are submitted to disbursing within 2 business days after being signed by the traveler.

(4) 0213 - Has the Commander established DTS check-in (attached) and check-out (detached) procedures to ensure travelers have no outstanding travel advances, un-liquidated vouchers, or debt in DTS upon separation or transfer? Note: Copies of check-in and check-out procedures must be provided to the Inspector and the process of checking a traveler out of DTS must be demonstrated to the Inspector. (Ref MCO 4650.39A, encl 1, par 4b(6)(d)).

No. The ODTA does have established check in/out procedures to validate outstanding travel advances, un-liquidated vouchers, or debt in DTS upon separation or transfer. The command has 7 outstanding LOCAL vouchers (must work these also) that require actions be taken. (Make sure there are no funds allocated to these local vouchers). There are also 2 personnel that require actions be taken. Command must validate those accounts and research any missing and/or pending vouchers.

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**Recommended Corrective Action(s):** Within the next 30 days, the ODTA must establish DTS check-in and check-out procedures to ensure travelers have no outstanding travel advances, un-liquidated vouchers, or debt in DTS upon separation or transfer. In addition, the ODTA is the only individual who should sign these sheets. This will ensure that all individuals are dropped when checking out and added upon join.

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**FA 5110\* - Postal Affairs (Military Post Office and Installation Official Mail Center), Inspectors: CWO4 Joseph Banks and CWO2 Ellis Agee**

**Discrepancies: 9**

(1) 0102 - Does the Military Post Office (MPO) supervisor maintain a current list of individuals that were issue keys to the post office? (Ref DOD 4525.6-M, chap 10, par c10.5.1.7).

No. LCpl Byrd had key number KB3 at the time of the inspection, but the key was issued to Cpl Williams who was Temporary Additional Duty (TAD) to Corporals course at the time of the inspection.

**Recommended Corrective Action(s):** Within the next 30 days, the Key Control Custodian must update the key control log to properly account for all keys currently issued for access points to the facility and individuals authorized to access the facility after hours.

(2) 0145 - Are scales used at MPOs verified for accuracy and calibrated as required? (Ref POM ISSUE 9, chap 1, sect 125.323).

No. The Official Mail weight scales have not been calibrated in over a year.

**Recommended Corrective Action(s):** Within the next 30 days, the MPO Postal Chief must calibrate all scales, to include the official mail scale, in accordance with the Ref to ensure proper postage is being calculated for each mailing.

(3) 0148 - Has a location numbering and inventory control system (electronic or PS Form 1586) been established to ensure supply levels are met and meet current operational requirements? (Ref DOD 4525.6-C, chap 1, par c1.1.8 & par c1.1.11.2).

No. The MPO does not have the required PS Form 1586 inventory control system established. The MPO should utilize the Automated Military Postal System (AMPS) Supply Module to account, control and forecast all on hand United States Postal Service (USPS) supplies.

**Recommended Corrective Action(s):** Within the next 30 days, the custodian of postal effects should automate their inventory supply procedures and input USPS supplies on hand into the AMPS inventory control module contained within the AMPS supply module.

(4) 0150 - Are military postal facilities conducting quarterly inspections of unit mailrooms they service? (Ref DOD 4525.6\_M, chap 12, par c12.5.3).

No. VMAT 203's Unit Mailroom (UMR) was not inspected during the second quarter of CY21. The MPO's Postal Quality Assurance (QA)/Quality Control (QC) inspector was allowing MTACS 28 and MAG 28 to share a UMR without having any formal documentation from the Command or the 2d MAW IG.

**Recommended Corrective Action(s):** Within the next 30 days, the Postal Chief must ensure the MPO's postal inspectors are completing unit mail room inspections for all active units and the inspections are being completed by the postal staff on a quarterly basis to ensure compliance with Marine Corps and station postal affairs orders.

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(5) 0304 - Is maximum use made of consolidated mailings and prepared in accordance with the Ref? (Ref DOD 4525.8-M, chap 2, par c2.10).

No. The IOMC must incorporate an Official Matter/Official Mail consolidation program for official mailings to other military installations and Navy Regional Mail Centers.

**Recommended Corrective Action(s):** Within the next 30 days, the station Official Mail manager needs to incorporate a consolidation program in order to minimize mailing costs to the government while minimizing official matter and mail within the mail streams preventing possible damage and loss.

(6) 0309 - Does the OMP have a documented training program? (Ref DODI 4525.09, sect 2, par 2.2 k).

No. The IOMM, the AIOMM and official mail clerks have not completed the DoD Official Mail program training.

**Recommended Corrective Action(s):** Within the next 30 days, the Station Official Mail Manager and Assistant Station Official Mail Manager should complete the Department of Defense required Official Mail Training upon appointment to their assigned duties to ensure understanding and compliance with their assigned duties.

(7) 0311 - Are OMP inspections being conducted annually? (Ref OPNAVINST 5218.7D, par 13).

No. OMP inspections are not being completed for units who do not have an UMR. All military Unit Official Mail Centers must be inspected annually.

**Recommended Corrective Action(s):** Within the next 30 days, the MPO's QA/QC inspector needs to complete annual Unit Official Mail Program inspections for Headquarters Components/units that do not operate a unit mail room on an annual basis to ensure compliance with USPS, DoD, Navy and Marine Corps Official mail orders and regulations.

(8) 0316 - Is a maintenance log being maintained for each piece of equipment in the OMC? It shall include:

- ☐ Date the equipment was initially placed in use and its cost.
- ☐ Date the equipment stopped working properly.
- ☐ Nature of the malfunction.
- ☐ Date and time repairs were requested.
- ☐ Date and time the repair person first arrived.
- ☐ Date and time the repair was completed.
- ☐ Summary of what was done.
- ☐ Cost of the repair.

(Ref DOD 4525.8-M, chap 2, par c2.18.4.2).

No. The IOMC does not have an active maintenance log to document unserviceable equipment, malfunctions, etc.

**Recommended Corrective Action(s):** Within the next 30 days, the Postal Chief must create and maintain a maintenance log for all official mail center equipment to ensure equipment breakdowns and malfunctions are documented, reported and resolved in a timely manner by the appropriate supporting activity and staff.

(9) 0323 - Are postage meters/stamps and meter keys/combinations properly secured? (Ref DOD 4525.8-M, chap 2, par c2.11.8, and par c2.12.3).

No. The IOMM and/or AIOMM does not have accountability of access passwords for the IOMC's stamps.com web based account. All access passwords should be sealed in a PS Form 3977 in case they are needed during emergency situations or when personnel are no longer assigned to the MPO/IOMC.

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**Recommended Corrective Action(s):** Within the next 30 days, the official mail clerks need to create and maintain a PS Form 3977 for the storage of stamps.com password and login information to ensure need access can be obtained during times of unexpected emergencies, personnel turnovers, etc. to maintain required operations, service and support for the installation and supported tenant Commands.

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**FA 5110\* - Postal Affairs (MCAS (Command deck) Official Mail Program (OMP))**

**Discrepancies:** 2

(1) 0302 - Is incoming official mail being properly delivered only to authorized agents designated in writing by the current CO? Note: This applies to units with or without a mailroom. (Ref MCO 5110.6C, chap 4, par 3).  
No. Letter from the CO could not be produced at the time of the inspection.

**Recommended Corrective Action(s):** Within the next 30 days, the MCAS CO must appoint authorized agents in writing who are authorized to receipt and open all official mail addressed to the CO to ensure accountability and proper security of possible sensitive material and correspondence.

(2) 0305 - Does the OMM understand the proper guidelines for the use of special services? (Ref DOD 4525.8-M, chap 1, par c1.8).  
No. The official mail clerks need additional training to understand the proper guidelines on what official mailings rate special services.

**Recommended Corrective Action(s):** Within the next 30 days, the Installation Official mail Manager and Official mail clerks for the station must ensure all outgoing official matter requiring additional special services (certified, registered, Priority Express, etc.) meet the requirements contained within DoD 4525.8M, DoDI 4525.9, MCO 5110.4A and the station's postal affairs order prior to being sent to the (IOMC) for mailing. The MPO/IOMC provides training and interpretation of the postal affair orders and regulations during their monthly mail clerk training course.

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**FA 5210\* - Records Management, Inspector: Christina Santos**

**Discrepancies:** 3

(1) 0303 - Have all Records Management staff sections and subordinate units identified their respective types of essential records? Note: All staff sections and subordinate units shall determine what records are considered essential to continuity of operations in the event of a natural disaster or emergency. (Ref MCO 5210.11F, chap 7, par 2 and par 3).  
No. The Command did not have a program prior to this year.

**Recommended Corrective Action(s):** Within the next 30 days, the Adjutant must publish a bulletin for essential records and reach out to all staff sections and ask them to identify their essential records on a spreadsheet or something similar. Then, when the bulletin expires, they can do the annual update and manage their essential records through its life cycle.

(2) 0304 - Has the Command conducted an annual inventory of all essential records? Note: Must provide textual and/or electronic evidence that an inventory was conducted to include name of essential records and date of annual inventory was conducted. If possible, upload inventory to CROSS. (Ref MCO 5210.11F, chap 7, par 5b(1) and par 5b(3)).

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No. This program began this year and reviews of essential records should be conducted annually.

**Recommended Corrective Action(s):** Within the next 30 days, the Adjutant must publish a bulletin for essential records and reach out to all staff sections and ask them to identify their essential records on a spreadsheet or something similar. Then, when the bulletin expires, they can do the annual update and manage their essential records through its life cycle.

(3) 0305 - Are all identified essential records current and properly managed throughout their lifecycle? Note: Essential records shall be managed and maintained by using the appropriate record schedule. (Ref MCO 5210.11F, chap 7, par 5b(3) and par 5b(5)).

No. This program began this year. The adjutant should be conducting annual reviews of essential records through its lifecycle.

**Recommended Corrective Action(s):** Within the next 30 days, the adjutant must publish a bulletin for essential records and reach out to all staff sections and ask them to identify their essential records on a spreadsheet or something similar. Then, when the bulletin expires, they can do the annual update and manage their essential records through its life cycle.

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**FA 5215\* - Directives Management, Inspector: Janay Arnold**

**Findings:** 1

(1) 0103 - Does the Command have any directives that have reached their 6-year anniversary without reissuance (i.e., revision)?

Note: A full revision of the order in its entirety is required every 6 years; a substantial change and/or administrative change does not restart the length of the lifecycle nor extend the lifecycle of the order. Directives reaching a 6-year anniversary without reissuance may be certified as current for an additional year by the signing authority. MCO 5215.1K is in the revision process to reflect the new DON standard. (Ref SECNAVINST 5215.1E ch1, par 4e).

No. The Command has 110 out of 178 displayed on their website that have reached their 6-year mark without reissuance.

**Examples:**

ASO 11101.18D Military Family Housing Order of 12 Jan 2009.

ASO 3010.1H Emergency Recall Plan and Frost Call of 30 Nov 2006.

ASO 3574.2A SOP for the Small Arms Range Complex of 13 Jul 2010.

ASO 5090.3A MCAS CHERPT Environmental Compliance Coordinators of 19 Jul 2005.

**Risks:**

Commands failing to update directives follow outdated processes and procedures risk of not ensuring the validity and currency of directives can negatively affect the mission, safety and security of the Marines/Sailors/Civilians aboard the Installation.

**Recommended Corrective Action(s):** Within the next 30 days, the adjutant must conduct a thorough review of all directives. Have all staff sections prepare and start the revision process and provide either an updated order, or their plan to revise or cancel their orders. If the directive and all references remain current, the directive must undergo a full revision process.

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**Discrepancies:** 2

(1) 0106 - Are Command directives being reviewed annually via NAVMC 10974 form, "Directives Review?" Note: This review is to evaluate necessity, validate currency, track consistency with Marine Corps policy, and ensure laws and statutory authority are being followed. (Ref MCO 5215.1K, par 4a(2)(f), par 4b(2)(d), chap 1, par 14a-c).

No. Annual reviews have been conducted, but are not current. The Directives Control Point (DCP) submitted reviews to all sections, but either received no response or an extension was requested.

**Recommended Corrective Action(s):** Within the next 30 days, the DCP must require all staff sections to reply and provide current information either via email or the DON Tracker tasking system. Conduct annual reviews monthly vice quarterly.

(2) 0107 - Is the Command's directive inventory checklist maintained to identify and provide easy access to the Command's current and cancelled directives? (Ref MCO 5215.1K, chap 1, par 47).

No. The master Directives File Tracker is maintained to reflect current and cancelled directives, but does not match files or reflected on their website.

Risks: Not knowing what is current or cancelled.

**Recommended Corrective Action(s):** Within the next 30 days, the DCP must use the electronic access DCP database provided during this inspection to effectively manage current and cancelled directives.

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**MCIEAST-MCB CAMLEJ MCCA**

**FA 1752\*\* - Sexual Assault Prevention and Response Program, Inspector: Mika Haberlin**

**Findings:** 1

(1) 0112 - Can the Command demonstrate that all SAPR training is included on the training plan, and conducted annually, using training materials provided by HQMC MF SAPR and conducted by certified SAPR personnel? (Ref MCO 1752.5C, chap 3, par 8b-d).

No. SAPR training calendar for the current and next year were provided and based on a review of the training plan and rosters. Some of the training for SAPR is being conducted incorrectly and not using the appropriate materials. S-3 does a good job of laying out dates well in advance for SAPR VAs to coordinate training. However, the SAPR Annual Training plan stated that it is for officers and SNCOs. Since April 2020, HQMC released a MARADMIN that requires separate and updated training for SNCOs. In addition to schedules, there are rosters showing that the SAPR VAs have been conducting officer and SNCO training together as recently as Sep. This is clearly indicative that they are not using the training materials provided by HQMC SAPR. Signed Rosters reflected the name of the SAPR VA who conducted the training. It appears that one of the SAPR VAs has been conducting the SNCO training as required, but the other two SAPR VAs have not been conducting the training correctly. Similarly, training plan for 2021 indicates that SNCOs and officers will be trained together. HQMC SAPR is very clear that training must be done uniquely by rank due to different information used to target each population. Research also shows that this is the most effective method of training.

**Additional notes:** The SARC has conducted SNCO Train the Trainers for new materials and includes these new materials in the SAPR VA course as required to ensure that SAPR VAs have the necessary information to correctly conduct training. One SAPR

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Victim Advocate who was recently trained with the correct materials has conducted this training incorrectly.

**Required Corrective Action(s):** Within the next 30 days, the Installation SARC must retrain SAPR VAs on which materials to use and what to do if they are signed up to give a class that includes both officers and SNCOs. Correct the training plan to indicate that SNCOs are trained separately. Update the training calendar with new dates for the SNCO training. Installation SARC should also observe a training in the future to ensure compliance with all the requirements.

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**MCIEAST-MCB CAMLEJ OPERATIONS (G-3/5)**

**FA 5530\* Physical Security, Inspector: Shane Ankney**

**Findings: 1**

(1) 0102 - Has the Command developed, implemented, and maintained an organization specific physical security plan that supports the host installation physical security plan? (Ref MCO 5530.14A, 4b(10)(c), par 2000).

No. The Physical Security Order (ASO 1610.6B / 21 Feb 1995) is outdated and does not address the program elements. The Physical Security section provided an unsigned/draft version of an updated order (ASO 1610.6C) for review during the inspection.

**Required Corrective Action(s):** During the inspection, the CO of MCAS Cherry Point signed ASO 1610.2C (19 Oct 2021), establishing a new directive. This item is marked as a finding to comply with inspection protocol; however, corrective action was implemented and no further corrective action is required for this item.

**Discrepancies: 1**

Does the Command physical security plan address, at a minimum:

- ☐ Access Control
- ☐ Material Control
- ☐ Personnel
- ☐ Restricted Areas,
- ☐ Barrier Plan
- ☐ Electronic Security Systems (ESS)
- ☐ Security forces

(Ref MCO 5530.14A, par 2002 and appen D).

No. ASO 1610.6B / 21 Feb 1995 does not address the required elements. The Physical Security Order is outdated and it precedes the above content requirements.

**Required Corrective Action(s):** During the inspection, the Physical Security Section provided a newly signed ASO 1610.6C / 19 Oct 2021, which does address the minimum program requirements. ASO 1610.6C was reviewed for content. This item is marked as a discrepancy to comply with inspection protocol; however, corrective action was taken. No further action is necessary.

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**FA 5580\* - Law Enforcement Operations, Inspector: Anthony Romano**

**Findings: 5**

(1) 0605 - Is the operations section ensuring MP/CP Officers are properly qualified prior to assuming the responsibilities of the watch? Criteria are: Annual medical certificate (CP), PAT/BMI (CP), OC, Baton, weapons qualifications, and UOF. (Ref MCO 5580.2B w/ch 2, encl (1) chap 8, sect 8004, pars 6 and 11).



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No. There are four civilian police officers who are not medically qualified, but have been performing patrol duties. All four were placed on the DNI list immediately after notification of the finding.

**Required Corrective Action(s):** Within the next 30 days, the Provost Marshal (PM) must ensure medical appointments are scheduled well in advance, and individuals who fail to complete the task, are not allowed to perform patrol duties.

(2) 0609 - Are MP/CP Officers obtaining and submitting DNA samples for each suspect/arrestee of a qualifying criminal investigation using the DOD approved DNA collection kit properly? Criteria are: Incident Report (IR) notates that probable cause was obtained and that DNA was obtained and submitted, DNA kits are the DOD approved kits. (Ref DODI 5505.14, encl 3 par 1-3, MCBul 5810, encl 3).

No. Missing approximately 75 samples since the release of DoDI 5505.14 w/ch2 of 7 May 2021, which mandated the collection, and submission of DNA samples for all arrested/apprehended offenses.

**Required Corrective Action(s):** Within the next 30 days, the PM must ensure all police officers immediately begin obtaining DNA samples for all persons arrested/apprehended. In addition, develop a plan to collect DNA samples from all personnel who previously have not provided DNA samples.

(3) 0701 - Are CP Officers receiving annual medical examination to determine continued fitness for employment? (Ref MCO 5580.5 vol 1 sect 020405).

No. There are four civilian police officers who have expired medical examinations.

**Required Corrective Action(s):** Within the next 30 days, the PM must ensure medical appointments are being scheduled well in advance, and individuals who fail to complete the task must be held accountable.

(4) 0809 - Is PMO/MCPD ensuring all initial criminal fingerprints (FD-249) submitted to the FBI are entered into NCIC? (Ref DODI 5505.11, encl 4, pg 12, par 1-2, SECNAV DTM 22 Jan 2018, MCBul 5810, encl 3).

No. A random sampling of 25 cases was conducted. Of the 25, there were 5 occasions where finger prints were required to be taken and submitted to the FBI, but were not taken and submitted to the FBI. Each was for violation of Article 92.

**Required Corrective Action(s):** Within the next 30 days, the PM must conduct remedial training on what offenses require fingerprint and DNA collection.

(5) 0902 - Have SRT designated marksmen conducted monthly qualifications for the previous 12 months on the proper target and course of fire? (Ref MCBUL 5580 dtd 31 Dec 19).

No. Two Marksmen are not qualified, and have not qualified in 6 months. Long range weapons optics are inoperable. The SRT team has two long range (M110/M40) and 1 optic.

**Required Corrective Action(s):** Within the next 30 days, the PM must coordinate with the CO and solicit his help to resolve this issue.

**Discrepancies:** 14

(1) 0202 - Is the arms room/RFI custodian ensuring the minimum required entries are noted in the gear issue logbook? Criteria are: issuing and receiving person's signatures, the serial number of weapons, miscellaneous items (i.e., Oleoresin Capsicum, radio) and quantity of ammo issued? (Ref MCO 5580.2B W/ch 2, encl (1) chap 18, sect 18004, par 4j).



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**No.** Several entries are missing time/dates, signatures, and several pages where the RFI custodian was signing for everyone's gear vice individuals signing for their own gear.

**Required Corrective Action(s):** Within the next 30 days, the on-duty supervisor must ensure they are reviewing the logbook after shift change. The on-duty supervisor must have the arms room/RFI custodian make an entry in the logbook and initial just like a post checks at the gates. Operations Officer/Operations Chief must ensure they are reviewing the logbook after shift change until the issue is resolved.

(2) 0203 - Are arms room/ready for issue (RFI) key exchanges being properly documented? Criterias are: date, time, printed name and signature of person assuming duty, printed name and signature of person relieved of duty. (Ref MCO 5580.2B w/ch 2, encl (1) chap 18, sect 18004, par 6i).

**No.** Could not locate key inventory for evening of 6 Aug and morning of 7 Aug. In addition, there are a number of minor administrative errors that can be corrected easily with a thorough review of all documentation: i.e. missing dates and times.

**Required Corrective Action(s):** Within the next 30 days, the on-duty supervisor must review the logbook after shift change. The on-duty supervisor must have the arms room/RFI custodian make logbook entry and initial just like post checks at the gates. Operations Officer/Operations Chief must review logbook after shift change until this issue is resolved.

(3) 0205 - Have AA&E screenings been completed on all GS-2005 RFI Technicians and WG-6610 Small Arms Repairers? (Ref MCO 5580.5 ch1, sect 0104, par 010403, subpar H-I).

**No.** LCpl Allhoff is working in RFIP w/o a completed AA&E screening on file. LCpls Ramirez/Schuld AA&E screenings certificates have expired, but all three remain on the access roster.

**Required Corrective Action(s):** Within the next 30 days, the PM must ensure LCpl Allhoff is removed from RFIP duties immediately. Ensure the Access Roster for the RFIP is updated and remove LCpls Ramirez/Schuld/Allhoff ASAP.

(4) 0406 - Is the lost and found custodian maintaining a lost and found property logbook IAW the Ref? Criterias are: logbook will be maintained for each annual period (Jan 1 to Dec 31), each entry indicating a receipt of property shall be assigned a lost and found case number, lost and found log numbers will consist of 3-digit chronological number of the document for that year and the last 2-digits of the year ex. 001-11, date of receipt of property, brief item description, final item disposition, disposition date, initials of custodian. (Ref MCO 5530.14A, section 9007, par 2d).

**No.** No CCN/Incident Report was completed for lost and found items recovered at the 2021 Air Show.

**Required Corrective Action(s):** Within the next 30 days, the PM must complete and obtain a CCN and complete an Incident Report to properly record/report the items found during the Air Show. In addition, all items must be properly marked IAW the reference.

(5) 0601 - Has the PMO/MCPD conducted semi-annual response drills for each alarmed facility aboard their installation and maintained the documentation? (Ref MCO 5580.2B w/ch 2, encl (1) chap 8, sect 8503, par 1a-d).

**No.** Missed 30 drills for the first 6 months of 2020, and missed 1 drill for the second half of 2020. All drills were completed for the first half 2021.

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**Required Corrective Action(s):** None. This issue is resolved.

(6) 0607 - Do watch commanders or patrol supervisors tour gates at least twice during their tour of duty and annotate the results? (Ref MCO 5580.2B w/ch 2, encl (1) chap 8, sect 8103, par 7).

No. Reviewed last archived logbook for main gate and Slocum gate. Reviewed approximately 30 days revealed numerous days where zero checks were conducted and other days showed only one check was conducted.

**Required Corrective Action(s):** Within the next 30 days, the on-duty supervisor must review the logbook after shift change. Operations Officer/Operations Chief must review the logbook after shift change until this issue is resolved.

(7) 0710 - Are exit interviews being conducted on the Marine Corps Civilian Law Enforcement (MCCLLE) personnel who resign or transfer to another Installation and are these interviews being provided to PSL? (Ref MCO 5580.5 ch 2, sect 0207).

No. Exit interviews are being conducted in person; however, no documentation is being forwarded to PSL as required.

**Required Corrective Action(s):** Within the next 30 days, the PM must complete the requirements in the Ref and ensure documentation is being provided to PSL as required.

(8) 0804 - Are MP/CP Officers properly completing sections I thru VII of their Incident Reports? (Ref OPNAVINST 5580.1A ch 2, appen C).

No. PMO is not consistently ensuring Unit Identification Codes (UICs) are entered or correct. There was one instance where a suspect was identified as a civilian and later in the report was referred by his Marine rank. There was another instance where a DD form 2701 was issued to the victim, but not annotated on the Incident Complaint Report (ICR).

**Required Corrective Action(s):** Within the next 30 days, the on-duty supervisor must review the logbook after shift change. Operations Officer/Operations Chief must review the logbook after shift change until this issue is resolved.

(9) 0813 - Have all GS-0080 Physical Security Specialists been issued Law Enforcement Support ID cards identifying them "Physical Security Specialist"? (Ref MCO 5580.5 ch1, sect 0104, par 010402, subpar B).

No. Of the four civilian Physical Security Specialists: one recently completed school, one has expired credentials, one has incorrect credentials, and the fourth has been working since Dec 2020 without credentials.

**Required Corrective Action(s):** Within the next 30 days, the PM must ensure the request for Physical Security credentials is sent to PSL.

(10) 0901 - Are Special Reaction Team (SRT) personnel conducting monthly sustainment fires and qualifying quarterly with their assigned weapons? (Ref MCBUL 5580 dtd 31 Dec 19).

No. Missing is Nov 2020 monthly sustainment fires; however, they have completed all 2021 quarterly qualifying requirement.

**Required Corrective Action(s):** Within the next 30 days, the PM must ensure all monthly sustainment fires are completed or include a Memorandum for the Record (MFR) to explain circumstances of missed qualification(s).

(11) 1002 - Are MP/CP Officers ensuring all sections of the Alcohol Incident Reports (DD Form 1920 (11-04)) is properly filled out when processing someone expected of DUI/DWI? (Ref MCO 5110.1D, chap 4, sect 111, pg 18, par 4-13).

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**No.** A random sampling was conducted (10 of 50) of Alcohol Incident Reports revealed minor administrative discrepancies. Times are not properly reflected when an individual's rights warning are issued, and Blood Alcohol Content (BAC) results are not properly reflected.

**Required Corrective Action(s):** Within the next 30 days, the PM must conduct in-service or "hip pocket" training on Alcohol Incident Reports to ensure all personnel are accurately filling out required documents.

(12) 1102 - Have all MP/CP Officers completed the Law Enforcement Shotgun Qualification Course in the previous 12 months? (Ref MCBUL 5580 dtd 31 Dec 19).  
**No.** Currently at 82.5% as PMO was short ammo for FY 2021. The FY 2022 allocation was recently received.

**Required Corrective Action(s):** Within the next 30 days, the PM must ensure all required personnel attend the scheduled range for Nov 2021.

(13) 1107 - Has the PMO/MCPD established a training program? Criterias are: schedule is current, monthly training schedule was published, the monthly training schedule coincides with the annual training plan, and actual training conducted followed the published plan. (Ref MCO 5580.2B w/ch 2, encl (1) chap 17, sect 17002, par 3).

**No.** Schedules are current. Annual and monthly training plans are published; however, the monthly submissions do not coincide with the annual training plan approved by Chief Bouie. There is no indication that sections are completing any monthly training reflected on the annual plan.

**Required Corrective Action(s):** Within the next 30 days, each section head must ensure they submit monthly training schedules consistent with the published annual plan. PMO Training must "check and balance" submissions to ensure all required training is accomplished.

(14) 1202 - Are MP/CP Officers informed of where level III restricted areas are located on their installation and what level of force is authorized? (Ref MCO 5580.2B w/ch 2, encl (1) chap 6, sect 6003, par 3a).

**No.** Five of five civilian police officers surveyed knew where the restricted areas were. Only one of five Marines surveyed knew where the restricted areas were.

**Required Corrective Action(s):** Within the next 30 days, the PM must conduct in-service or "hip pocket" training to instruct all personnel level III restricted locations and appropriate level of force to be employed.

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**FA 11130 - Aviation Facilities, Inspector: Dave Turner**

**Findings:** 1

(1) 0107 - Do obstructions and clearances conform to Navy Airfield Safety Criteria? (Ref UFC 3-260-01, chap 3 (Fixed-Wing), chap 4 (Rotary-Wing)).

**No.** While Cherry Point continues to make progress to protect airfield safety surfaces, there remains a number of objects that were discussed numerous times during previous inspections.

The following are located in the Primary surface of the Runways:

1. Multiple sets (3 sets) of Bollards adjacent to Runway 5
2. Unknown Fire Alarm Box adjacent to Runway 5
3. Fencing behind FRCEast
4. Multiple sets of bollards adjacent to Runway 32
5. Massive concrete boulder adjacent to Runway 32

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**Required Corrective Action(s):** Within the next 30 days, the Air Operations officer must work with EAD to address problem areas.

**Discrepancies:** 1

(1) 0108 - Are markings in accordance with Navy Airfield Criteria? (Ref NAVAIR 51-50AAA-2, sect 004 01).

No. Active runways have mold growth over markings where they are no longer visible.

**Required Corrective Action(s):** Within the next 30 days, the Air Operations officer must investigate mold/mildew/algae removal products to clean the markings.

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**MCIEAST-MCB CAMLEJ G-6**

**FA 5239\*\* - Cyber Security Management, Inspectors: Seth Thigpen and Jesse Bowen**

**Discrepancies:** 5

(1) 0102 - Does the Command retain a separate, completed, and verified SAAR form for all personnel with system access within the command, to include civilians and contractors, for each type or level of access (i.e. privileged, user, classified, and unclassified systems) and do they maintain all SAARs for three years per records management policies? (Ref CJCSI 6510.01F, encl C, par 26.a; SECNAV 5239.2, par intro 3.d; MCO 5239.2B, par 4.a. (3). (n).4.).

No. Completed random sampling of SAARs and found numerous errors and/or missing information.

**Required Corrective Action(s):** Within the next 30 days, the Cyber Security officer must complete internal SAAR audit and correct discrepancies.

(2) 0401 - Does the Command policy ensure all DOD/USMC electronic storage media and information systems remain in proper custody control until physically destroyed or until shipped to National Security Agency (NSA)? (Ref DoDM 5200.01 vol 3, encl 2, par 5.d. and encl 7, par 6.m).

No. Process stated in TISD Cyber Security SOP Appendix P but was not covered in a policy.

**Required Corrective Action(s):** Within the next 30 days, the Cyber Security officer must correct the discrepancy by stating the same in the Command policy.

(3) 0701 - Does the Command have a disaster recovery and contingency plan signed by the Marine Corps Authorizing Official? (Ref MCO 5239.2B par 4.a.(3)j.10; ECSM 014: section 2:1.1).

No. ASO 3030.1 is a local disaster recovery and contingency plan currently being followed, but has not been signed by Marine Corps authorizing official. Cherry Point is planning future Disaster Recovery Plan (DRP) for implementation through Dense Wave Division Multiplexing Gigabit Passive Optical Network (DWDM GPON) and provided a draft.

**Required Corrective Action(s):** Within the next 30 days, the Cyber Security officer must ensure ASO 3030.1 is signed or complete DWDM GPON DRP draft and route for signature.

(4) 0703 - Has an alternate site been identified and officially documented that permits the full or partial restoration of mission/business essential functions, ensuring the enclave boundary defense at the alternate site provides security

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measures equivalent and configured identically to the primary site? (Ref DoDD 3020.26, sect 2.13 c. 7; MCO 3030.1A, par 4.a.(2)(e); SECNAVINST 3030.4E, par 5(d) and encl 3 par 1 (g)(2); ECISM 014 Sect. 1.6, 2.3.2, 2.4, 2.5, appen A par A.4.).  
**No.** Per ISSM: draft DWDM GPON DRP designates MCB Camp Lejeune to be the alternate site that permits full or partial restoration of mission/business essential functions.

**Required Corrective Action(s):** Within the next 30 days, the Cyber Security officer must finalize and implement DWDM GPON DRP. Additionally, formalize this agreement in a MOU.

(5) 0901 - Does the Command have a published order governing the use of Personal Portable Electronic Devices (PPED) and Official Portable Electronic Devices (OPEDs) are operated IAW the Ref, especially in areas and facilities containing classified information? (Ref CJCSI 6510.01F, encl C, par 21.g and 21.i; ECISM 005 sect 4; CMC White Letter 3-16).

**No.** Local policy recently updated to address areas and facilities containing classified information: currently awaiting signature.

**Required Corrective Action(s):** Within the next 30 days, the Cyber Security officer must ensure the local policy is signed and disseminated.

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**MCIEAST-MCB CAMLEJ G-F**

**FA 5090 - Environmental Program Management, Inspector: Major Robert Truver**

**Discrepancies:** 2

(1) 0102 - Is the Installation Commander meeting with the Installation Environmental staff at least annually to be made aware of all environmental liabilities, current risks to mission and human health, and the plan to correct deficiencies? (Ref MCO 5090.2 vol 2, par 0102, 0103, 030203, 030601, 0308, 0318, and 0403).

**No.** The FY21 Benchmark Environmental Compliance Evaluation (ECE) identified insufficient documentation of communication between the CO and environmental staff as finding DH09. The CO was briefed on the FY21 Benchmark ECE Findings on 10 Nov 2020 and on the resulting Plan of Action and Milestones (POA&M) on 27 Jan 2021. Environmental provides the CO with general and specific briefings on environmental issues. Currently, only 1 year's worth of documentation on briefs with the CO are on hand. Environmental has established its next formal annual brief with the CO for Nov 2021 as part of its POA&M.

**Required Corrective Action(s):** Within the next 30 days, the environmental officer must continue documentation of briefs and annual formal briefs as established in POA&M.

(2) 0107 - Can the Installation Commander demonstrate they ensure the environmental section conducts an annual management review of all environmental program areas where the program gaps are aggregated and validated so an appropriate corrective action plan is published and tracked until all deficiencies are corrected? (Ref MCO 5090.2 vol 2, par 0318).

**No.** The FY21 Benchmark ECE identified insufficient documentation of the annual management review within finding DH09. The CO was briefed on the FY21 Benchmark ECE Findings on 10 Nov 2020 and on the resulting POA&M on 27 Jan 2021. Environmental has an Environmental Management Review briefing planned for Nov 2021 with the CO.

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**Required Corrective Action(s):** Within the next 30 days, the environmental officer must brief the CO on environmental program areas annually and keep records of those scheduled briefs. Environmental Staff is on the schedule to brief the CO in Nov.

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**FA 11000.1 Unaccompanied Housing, Inspector: Crystal Brown**

**Findings:** 2

(1) 0101 - Does the Installation Commander have Unaccompanied Housing (UH) management policies established and in accordance with MCO 1000.22? (Ref MCO 11000.22, chap 10, encl (2), par 3b (1-4)).

**No.** Per the MHO Director and UH Manager, the MCASO P11101.5 has been drafted and routed for the CO's signature.

**Required Corrective Action(s):** Within the next 30 days, Mr. Travis Johnson must develop and implement an ASO that outlines local instructions for the management, utilization, and operation of unaccompanied housing and ensure tenant unit Commanders are in compliance with the provisions of the order.

(2) 0108 - Has the Tenant Command assigned a Corporal or Sergeant as the tenant Command UH manager as a primary duty and is he/she assigned for at least 12 months? (Ref MCO 11000.22, chap 10, encl (2), par 3d(4)(a)).

**No.** Five Lance Corporals are assigned as barracks managers (BM) on the current roster. Per the UH Director, tenant commands struggle to assign a BM for 12 months as per the MCO. Turnover is extremely high and BMs have competing duties and cannot commit the time required to properly manage the barracks. Per the UH Director, between Aug - Oct 2021, there were 31 BMs for 21 buildings. Per the BM for bldg. 4881, he spent two days per week on BM duties. Per MCO 11000.22, "Barracks Manager assignments will be for no less than 12 months and will be their primary duty, vice a collateral duty. Fitness reports should clearly reflect the myriad of duties and responsibilities inherent in successfully managing a multi-million dollar facility and the communication, logistics, administrative, and leadership skills needed to manage and maintain quality of life for Marines."

**Required Corrective Action(s):** Within the next 30 days, the Housing Director must seek support from the station CO and SgtMaj to enforce MCO 11000.22 to ensure units appoint service members with the rank of Corporal or Sergeant. Appointment letters should state that assignment as BMs is a primary duty for not less than 12 months. Any appointments or replacements should be routed through the Base Sergeant Major for compliance. The quality of service member assigned should match the responsibilities inherent in managing a multi-million dollar facility.

**Discrepancies:** 2

(1) 0104 - Do the Installation UH Director and Tenant Command maintain an accurate inventory of UH assets, occupancy, and utilization data, as required via enterprise Military Housing (eMH) program? (Ref MCO 11000.22, chap 10, encl (2), par, 3a(2), 3c(8)).

**No.** The UH staff assists the tenant Commands in tracking inventory, occupancy and reconcile eMH data daily. Per the UH Director, several discrepancies are found on a regular basis and it is a struggle to keep the data accurate. For instance, the individual in the room does not match the individual in eMH. The units are moving occupants around but do not go back and update the system or complete a new check in/out sheet. Interview with the BM and inspection of Check In/Out inspection sheets from Mar 2021 for Bldg 4881 revealed the following: the BM could not produce any recent check in/out inspection sheets for lack of access to a printer and it is

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difficult to keep the data updated; some service members do not check out with him to complete the inspection and unable to capture missing and damaged inventory and hold service members accountable and as a result, new occupants accept unclean rooms; on at least one occasion, BMs signature was forged on the inspection sheet and the service member was cleared to leave the installation without properly clearing UH.

**Required Corrective Action(s):** Within the next 30 days, the Housing Director must seek support from the station CO and SgtMaj to provide unit BMs with appropriate attention and engagement from tenant leadership, proper equipment and sufficient resources to properly manage the facilities: internet access, computer, printer, local guidance, and training. Establish an official training program that is mandatory for all BMs prior to assuming the position.

(2) 0201 - Does the tenant Command implement an inspection program for their assigned UH facilities involving leadership at all levels? Do the Installation Commander and Installation UH Director conduct routine inspections of the UH facilities? Does the Tenant Command UH Manager review discrepancy reports and ensure corrective action has been taken? (Ref MCO 11000.22, chap 10, encl (2), par 3b(4), 3c(3c(2)), 3c(12)(a - i), 3d(1)).

No. Per the UH director, BMs perform weekly inspections for 10% of the rooms. Monthly inspections are completed for entire barracks and units' SgtsMaj are invited. The results are emailed with pictures of discrepancies to the unit. Bldgs 4867, 4868 and 4881 were visited. Bldg 4867 was well maintained; however, the elevator was out of service and a room was found to have food and other personal items left behind from the previous occupant. The common area in bldg. 4868 was in very bad condition: 90% of furniture was damaged; one TV was damaged, the pool table was damaged; and the ceiling tiles were full of holes from being poked with pool sticks. The overall appearance of the building was dirty and a tree appeared to be growing out the side of the building. A vacant room in bldg. 4881 had food in the refrigerator left by the previous occupant. There was no documentation provided to show any level of leadership involvement in the management of the buildings.

**Required Corrective Action(s):** Within the next 30 days, the Housing Director must seek support from the station CO and SgtMaj to hold tenant commanders accountable for property damages and ensure good order and discipline. Develop and implement a sustained, continuous inspection program that involves leadership at all levels. Tenant Commanders or designee conduct weekly inspections of all common area and record any maintenance/repair requirements and damage to furnishings, walls, fixtures, etc. for further reporting to facilities maintenance and/or the installation supply activity, as applicable. Require inspection results be recorded and provided to the UH Director.

BMs must conduct weekly inspections of all vacant rooms ensuring no unauthorized inhabitants, pilferage of furniture, maintenance issues, or malicious damage to interior or exterior areas. The BM, in coordination with unit leaderships to conduct systematic inspections of occupied rooms weekly, ensuring all rooms have been inspected at least once a month. Weekly inspection results should be recorded and provided to the UH Director.

STAT	FA	DIRECTORATE	STAT POC	PHONE
		<b>COMMAND</b>		
X	1700.23	** REQUEST MAST **	SGTMAJ ROBERTSON	5975
		<b>MANPOWER</b>		
X	5110	** POSTAL AFFAIRS **	SSGT LAW	7211
X	1742.1	** VOTERS ASSISTANCE PROGRAM **	SSGT COLLINS, DONALD	3637
X	5512	IDENTIFICATION CARDS	BERNATTE SCULLION	3375
		<b>ADJUTANT</b>		
X	1650	** MILITARY AWARDS **	LT REED, DEREK	2540
X	5210.11	** RECORDS MANAGEMENT **	LT REED, DEREK	2540
X	5214	** REPORTS MANAGEMENT **	LT REED, DEREK	2540
X	5215	** DIRECTIVES MANAGEMENT **	LT REED, DEREK	2540
		<b>OPERATIONS</b>		
X	1553.3	** UNIT TRAINING MANAGEMENT **		
X	3000.13	** UNIT READINESS **	JAMES GRIFFIN	3692
X	3070	** OPERATIONS SECURITY **	HENRY PRUTCH	8136
X	3302	** ANTI-TERRORISM **	GRANT DEHAVEN	2343
X	3550.1	RANGE AND TRAINING AREA MANAGEMENT	KEN COBB	4025
X	5750	HISTORICAL PROGRAM	WILLIAM SIDORAN	5186
X	6500	EXPEDITIONARY FIREFIGHTING RESCUE AND AIRCRAFT RESCUE FIRE FIGHTING	MSGT SNYDER, KURTIS	5658
X	3501.36	** CRITICAL INFRASTRUCTURE PROGRAM **	HENRY PRUTCH	8136
		<b>FACILITIES</b>		
X	5090	ENVIRONMENTAL PROGRAM MANAGEMENT	DALE MCFARLAND	4598
X	11000	TRANSIENT HOUSING	DANA BROCIOS	2385
X	11000.1	UNACCOMPANIED HOUSING	TRAVIS JOHNSON	3058
X	11000.22	FAMILY HOUSING	SAMANTHA HAUSER	2107
X	11130	AVIATION FACILITIES	PAUL SHREM	4763
		<b>TISD</b>		
X	5239	** CYBER SECURITY MANAGEMENT **	GEORGE CRONK	4343
X	5510.3	** INFORMATION AND PERSONNEL SECURITY PROGRAM **	DAVID GOOD	4338
		<b>COMPTROLLER</b>		
X	4600	** GOVERNMENT TRAVEL CHARGE CARD (GTCCP) **	RAHBECKA HODGE	5935
X	4650.39	** DEFENSE TRAVEL SYSTEM (DTS) **	RAHBECKA HODGE	5935
		<b>SES</b>		
X	1630	** DETENTION FACILITIES **	CAPT W. DAVILA	7223
X	5530	** PHYSICAL SECURITY **	CAPT W. DAVILA	7223
X	5580	** LAW ENFORCEMENT OPERATIONS **	LT JONES, ERVIN	6830





UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

5040  
CIG  
17 Nov 21

From: Commanding General, Marine Corps Installations East-  
Marine Corps Base, Camp Lejeune  
To: Commanding Officer, Marine Corps Air Station, Cherry Point  
Subj: FINAL INSPECTION REPORT (FIR) 4-21 FOR THE COMMANDING  
OFFICER (CO), MARINE CORPS AIR STATION (MCAS), CHERRY POINT  
Ref: (a) MCO 5040.6J  
(b) MCIEAST-MCB CAMLEJO 5040.1A  
Encl: (1) CO, MCAS CHERRY POINT NC DEFICIENCY RESULTS WITH REQUIRED  
CORRECTIVE ACTION(S)

1. General. Marine Corps Air Station (MCAS) Cherry Point (CHERPT) is deemed mission capable. Per reference (a), this report details the results of the MCAS NR Commanding General's Readiness Inspection (CGRI) 4-21 conducted 19-22 October 2021.

2. Summary of Results

a. Functional Areas (FAs)

(1) During CGRI 4-21, 36 FAs were inspected with 33 found effective (92%). A total of 32 findings and 69 discrepancies were identified. Bold faced FA numbers followed by a "\*" signifies a Critical or Required Evaluation (CoRE) FAs which are applicable to all units and "\*\*\*" which signifies a CG focused FA.

(2) The following tables provide an overview of results for each FA inspected with respective effectiveness, findings and discrepancies:

**MCIEAST-MCB CAMLEJ CIG**

FA	FUNCTIONAL AREA	EFFECTIVE	FIND	DISCR	TOTAL QUESTIONS
1700.23*	Request Mast Procedures	YES	0	0	16
5370*	Assistance and Investigations	YES	1	2	38
5510.3*	Information & Personnel Security Prog (IPSP)	NO	12	7	59
5580.2*	Criminal Investigation Division (USMC CID)	YES	0	2	46
5585.5*	Military Working Dog (MWD) Operations	YES	0	0	31

**MCIEAST-MCB CAMLEJ EQUAL OPPORTUNITY ADVISOR (EOA)**

FA	FUNCTIONAL AREA	EFFECTIVE	FIND	DISCR	TOTAL QUESTIONS
5354**	Prohibited Activities and Conduct (PAC) Prevention and Response	YES	0	0	IN DRAFT

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**MCIEAST-MCB CAMLEJ (G-1)**

FA	FUNCTIONAL AREA	EFFECTIVE	FIND	DISCR	TOTAL QUESTIONS
1070	Personnel Administration	YES	0	0	3
1400*	Officer and Enlisted Promotion Process	YES	0	0	1
1610*	Performance Evaluation System	YES	0	0	1
1650*	Military Awards	YES	0	3	15
1742*	Voting Assistance Program	YES	0	0	19
1900.16*	Separation, Retirement & Limited Duty	YES	1	1	9
4600**	Government Travel Charge Card Program	NO	5	5	21
4650.39*	Defense Travel System (LDTA)	YES	2	2	7
4650.39*	Defense Travel System (MCCS)	YES	0	2	7
4650.39*	Defense Travel System (COSMAN)	YES	0	4	7
5110*	Postal Affairs (Military Post Office)	YES	0	9	57
5110*	Postal Affairs (Command Deck)	YES	0	2	6
5210*	Records Management	YES	0	3	15
5214*	Reports Management	YES	0	0	4
5215*	Directives Management	NO	1	2	7

**MCIEAST-MCB CAMLEJ MARINE CORPS COMMUNITY SERVICES (MCCS)**

FA	FUNCTIONAL AREA	EFFECTIVE	FIND	DISCR	TOTAL QUESTIONS
1752**	Sexual Assault Prevention & Response Prog	YES	1	0	25
11000	Transient Housing	YES	0	0	18
NO#	Private Organizations	YES	0	0	11

**MCIEAST-MCB CAMLEJ (SAFETY)**

FA	FUNCTIONAL AREA	EFFECTIVE	FIND	DISCR	TOTAL QUESTIONS
3750*	Aviation Safety	YES	0	0	14
5100*	Marine Corps Safety Management Systems	YES	0	0	62

**MCIEAST-MCB CAMLEJ (G-3)**

FA	FUNCTIONAL AREA	EFFECTIVE	FIND	DISCR	TOTAL QUESTIONS
3000.13*	Unit Readiness	YES	0	0	25
3070*	Operations Security	YES	0	0	23
3302*	Anti-Terrorism	YES	0	0	30
3550**	Range and Training Area Management	YES	0	0	37

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**MCIEAST-MCB CAMLEJ (G-3) (cont.)**

5530*	Physical Security	YES	1	1	74
5580*	Law Enforcement Operations	YES	5	14	98
5750	Historical Program	YES	0	0	14
11130	Aviation Facilities	YES	1	1	36

**MCIEAST-MCB CAMLEJ (G-6)**

FA	FUNCTIONAL AREA	EFFECTIVE	FIND	DISCR	TOTAL QUESTIONS
5239**	Cyber Security Management	YES	0	5	39

**MCIEAST-MCB CAMLEJ (G-F)**

FA	FUNCTIONAL AREA	EFFECTIVE	FIND	DISCR	TOTAL QUESTIONS
5090	Environmental Program Management	YES	0	2	10
11000.1	Unaccompanied Housing	YES	2	2	17
11000.22	Family Housing	YES	0	0	14

**MCIEAST-MCB CHAPLAIN**

FA	FUNCTIONAL AREA	EFFECTIVE	FIND	DISCR	TOTAL QUESTIONS
1730	Religious Ministries	YES	0	0	21

b. The following MCAS CHERPT FA managers achieved *noteworthy* results and deserve special recognition:

FA	FUNCTIONAL AREA	NAME
3070*	Operations Security	Mr. Prutch, for his commitment and passion towards his program.
3550**	Range and Training Area Management	Mr. Cobb, for his sustained exceptional performance over an extended period.
5100*	Marine Corps Safety Management Program	Mr. Kuhlbeck, for his unwavering devotion to sustain the Safety Program's excellence.
5580*	Law Enforcement Operations	Ms. Bibb and LCpl Manske, for their steadfast dedication to ensure all records were up to date.
5585.5*	Military Working Dog (MWD) Operations	Mr. Drellack and Sgt Cauble, for their selfless dedication and organization of their FA.

3. Action Required. Per reference (b), you are to provide a Corrective Action Report (CAR) to me within 30 days of receiving this report by addressing all findings contained in enclosure (1). The CAR must provide a description of actions already taken and those planned to correct the problems identified during the CGRI. Discrepancies are not required to be addressed in the CAR. You must ensure that all corrections are in place to address and minimize known risks.

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(CO), MARINE CORPS AIR STATION (MCAS), CHERRY POINT

4. Conclusion. MCAS CHERPT has been found mission capable. The policies and procedures in place are in compliance with applicable Marine Corps and MCIEAST-MCB CAMLEJ orders and directives. You and your team are to be commended for having achieved great results during this CGRI.

Please pass on to your team my sincere appreciation for accommodating the CGRI and IGMC teams throughout the inspection.

A handwritten signature in black ink, appearing to read 'Andrew M. Niebel', written in a cursive style.

ANDREW M. NIEBEL

X	5580.2	** USMC CRIMINAL INVESTIGATION DIVISION (USMC CID) OPERATIONS **	MIKE STUART	3932
X	5585.5	** MILITARY WORKING DOG (MWD) OPERATIONS **	LT DRELLACK	5550
x	5580.6	** CRIMINAL JUSTICE INFORMATION REPORTING REQUIREMENTS **	LT JONES, ERVIN	6830
		<b>LOGISTICS SERVICES</b>		
		<b>MCCS</b>		
X	1700.36	SINGLE MARINE PROGRAM	JENNIFER MERLO	720-7351
X	1720	** SUICIDE PREVENTION PROGRAM **		
X	1752.5	** SEXUAL ASSAULT PREVENTION & RESPONSE PROGRAM (SAPR) **	DELLA BROOKS	5490
		<b>SAFETY</b>		
X	3750	** AVIATION SAFETY **	MIKE LYNCH	3473
X	5100.29	** MARINE CORPS SAFETY MANAGEMENT SYSTEMS (MCSMS) **	MICHAEL SMALL	3578
		<b>INSPECTOR GENERAL</b>		
X	5370	** ASSISTANCE & INVESTIGATIONS / HOTLINE PROGRAM **	EDWARD BENJAMIN	2019
		<b>EOA</b>		
X	5354.1	** PROH ACTIVITIES & CONDUCT (PAC) PREVENTION & RESP **	SSGT HAMMOND	2326
		<b>CHAPLAIN</b>		
X	1730	RELIGIOUS MINISTRIES	CHAPLIN MYHAND, WESLEY	4000
		<b>H&amp;HS</b>		
X	3040	** CASUALTY AFFAIRS **	SSGT COLLINS, DONALD	3637

\*\* - Denotes CORE Functional Area