



UNITED STATES MARINE CORPS
MARINE CORPS COMBAT DEVELOPMENT COMMAND
QUANTICO, VIRGINIA 22134-5001

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10 Sep 04

COMBAT DEVELOPMENT COMMAND BULLETIN 5040

From: Commanding General
To: Distribution List

Subj: AUGMENTEE SUPPORT FOR THE COMMANDING GENERAL'S VALIDATION PROGRAM

Ref: (a) MCO 5040.6G
(b) MCCDCO 5040.2

Encl: (1) Commander's Requirements for Inspection Team "A"
(2) Commander's Requirements for Inspection Team "B"
(3) Division's Requirements for Inspection Teams
(4) Area Inspection of Commands

1. Situation. Per the references, commands and divisions are required to provide augmentee inspectors in support of the Commanding General's Validation Program.

2. Mission. Commanders and division directors are required to screen and submit only qualified personnel who will be available for this assignment period from 15 September 2004 through 15 September 2005. These individuals will be assigned to the Commanding General's Validation Program staff for this entire period. The dates and times of actual inspections will be provided via separate correspondence, with a minimum of 5 days notice. Ensure the nominees are informed of their nomination and responsibility. The nominees will only be used for up to 4 weeks during the year. All inspectors must be an officer, staff noncommissioned officer, civilian employee (GS-9 equivalent) or above.

3. Execution

a. Enclosures (1) and (2) list the functional areas to be inspected, inspection requirements, and the command assignment. Enclosure (3) reflects the requirements for commanders and division directors. Enclosure (4) lists the areas required to be inspected during the Commanding General's Validation Program. Division directors will provide, in writing, the name, rank, social security number, military occupational specialty, work section, telephone

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number, e-mail address and any known non-availability periods of the assigned augmentee for each of the functional areas listed. ***This information must be received in letter format to the Command Inspector (B 051) not later than closed of business 15 September 2004. E-mails will not be considered as official correspondence.***

b. The appropriate functional area, Automated Inspection Reporting System checklist, will be provided to all assigned augmentee inspectors for review prior to commencing each inspection. Additionally, a complete listing of all augmentee inspectors and assignments will be distributed to the units providing augmentees for information.

4. Command and Signal

a. Command. This bulletin is applicable to Marine Corps Combat Development Command, Marine Corps Base, and all tenant activities. Point of contact in this matter is Captain Bailey or Master Gunnery Sergeant McKay at 703-784-2277.

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



J. K. SPARKS, JR.
Chief of Staff

DISTRIBUTION: INTERNET

COMMANDER'S REQUIREMENTS FOR INSPECTION TEAM "A"

Functional Area	Unit Assigned	Inspectors Required
Separations/Retirements (121)	See Admin Team Below	
General Administration (062)(065)(067)	Admin Team "A"	
Publication/Directives (060)	Admin Team "A"	
Marine Corps Records Management (061)(064)	Admin Team "A"	
Marine Corps Sponsorship (123)	Admin Team "A"	
MCTFS (080)	Admin Team "A"	
Personal Affairs (120)	Admin Team "A"	
Transition Assistance Management Program (122)	Admin Team "A"	
Personnel Administration (070)	Admin Team "A"	
Military Awards (071)	Admin Team "A"	
Request Mast (020)	Admin Team "A"	
Performance Evaluation System (063)	Admin Team "A"	
Promotion (066)	Admin Team "A"	
Housekeeping (670)(680)	WTBn	(2) SNCO
SORTS (970)	N/A	
Food Service (700)	HqSvcBn	(1) SNCO
Maintenance & Operations of Facilities (760)(761)(767)(770)	OCS	(1) SNCO
Explosive Ordnance Disposal (810)	WTBn	(1) SNCO
Mobilization Readiness (570)	N/A	
Publications (640)	HqSvcBn	(1) SNCO MOS 0411
Garrison Mobile Equipment (591)	HqSvcBn	(1) SNCO MOS 3537
Communications (630)(635)	MCB G-6	(1) SNCO MOS 0691
Officer Uniform (290)	HqSvcBn	(1) LtCol
Staff Noncommissioned Officer Uniform (300)	MCB	MCB SgtMaj
Sergeant and below		
Uniform/Junk on the Bunk/Wall Locker (310)	SctyBn	(1) Maj/Capt
	WTBn	(1) SNCO
	SctyBn	(1) SNCO
	OCS	(1) SNCO
Drill/Uniform/Sword/Staff Drill (320/325)	OCS	(1) Capt
	OCS	(3) SNCO MOS 8511
Color Guard (420)	MCB	MCB SgtMaj
Physical Fitness Test (340)	SctyBn	(1) Maj/Capt
	SctyBn	(2) Male SNCOs
	SctyBn	(2) Female SNCOs
Administration Team "A"		
Billet	Requested Rank/MOS	Unit Assigned
Administration Officer	Capt/CWO3 MOS 0170/0180	HqSvcBn (1)
Administration	MSgt MOS 0193	HqSvcBn
Team Members	(8) SNCO MOS 0193	(2) OCS
		(3) HqSvcBn
		(1) WTBn
		(1) SctyBn

ENCLOSURE (1)

COMMANDER'S REQUIREMENTS FOR INSPECTION TEAM "B"

Functional Area	Unit Assigned	Inspectors Required
Separations/Retirements (121)	See Admin Team Below	
General Administration (062)(065)(067)	Admin Team "B"	
Publication/Directives (060)	Admin Team "B"	
Marine Corps Records Management (061)(064)	Admin Team "B"	
Marine Corps Sponsorship (123)	Admin Team "B"	
MCTFS (080)	Admin Team "B"	
Personal Affairs (120)	Admin Team "B"	
Transition Assistance Management Program (122)	Admin Team "B"	
Personnel Administration (070)	Admin Team "B"	
Military Awards (071)	Admin Team "B"	
Request Mast (020)	Admin Team "B"	
Performance Evaluation System (063)	Admin Team "B"	
Promotion (066)	Admin Team "B"	
Housekeeping (670)(680)	TBS	(1) SNCO
SORTS (970)	N/A	
Food Service (700)	HqSvcBn	(1) SNCO
Maintenance & Operations of Facilities (760)(761)(767)(770)	HqSvcBn	(1) SNCO
Explosive Ordnance Disposal (810)	TBS	(1) SNCO
Mobilization Readiness (570)	N/A	(1) SNCO MOS 0411
Publications (640)	HqSvcBn	(1) SNCO
Garrison Mobile Equipment (591)	TBS	(1) SNCO MOS 3537
Communications (630)(635)	MCB G-6	(1) SNCO MOS 0691
Officer Uniform (290)	HqSvcBn	(1) LtCol
Staff Noncommissioned Officer Uniform (300)	MCB	MCB SgtMaj
Sergeant and below		
Uniform/Junk on the Bunk/Wall Locker (310)	HqSvcBn	(1) Maj/Capt
	OCS	(1) SNCO
	TBS	(1) SNCO
	HqSvcBn	(1) SNCO
Drill/Sword/Staff Drill (320/325)	HqSvcBn	(1) Capt
	HqSvcBn	(3) SNCO MOS 8511
Color Guard (420)	MCB	MCB SgtMaj
Physical Fitness Test (340)	HqSvcBn	(1) Maj/Capt
	TBS	(2) Male SNCOs
	HqSvcBn	(1) Female SNCO
Administration Team "B"		
Billet	Requested Rank/MOS	Unit Assigned
Administration OIC	Capt/CWO MOS 0170/0180	(1) TBS
Administration	MSgt MOS 0193	(1) HqSvcBn
Team Members	(3) GySgt MOS 0193	(2) HqSvcBn
		(1) TBS
	(4) SSgt MOS 0193	(2) OCS
		(1) HqSvcBn
		(1) TBS

DIVISION'S REQUIREMENTS FOR TEAMS

Division	Inspection Area
G-3 (B 03)	Training Management
	Education Programs (410)
	Weight Control/Military Appearance (350)
	Marksmanship (360)
	Unit Training Management (380)
	Water Safety/Survival Program (381)
	Battle Skills Training (382)
	Leadership (383)
	Troop Information (384)
	Professional Military Education (385)
	Marine Corps Institute Program (390)
	Combat Terrorism (480)
	Interior Guard (430)
Musical Units (170)	
EEO MCB (Civilian)	Equal Employment Opportunity (051)(052)(050)(053)(054)(980)
Comptroller (B 18)	Nonappropriated Funds (160)
	Fiscal Matters (490)
G-2	Intelligence (240)(250)(260)(270)
PAO (B 058)	Public Affairs (150)
Command Inspector (B 051)	Fraud Waste and Abuse and Hotline (316)(319)
G-4 (B 21)	Garrison Property (561)
	Traffic Management (800)
	Plant Property (561)
G-1 (B 01)	Voting (210)
	Career Planner (040)(045)
	Postal (100)
Marine Corps Community Services Division (B 37)	Family Advocacy (960)
	Substance Abuse Program (200)
MCU (C 40)	Education Program Formal Schools (400)
	Equal Opportunity Program (190)(030)
	Formal Schools (400)
	Command Historian (460)
Safety Division (B 51)	Ground Safety (130)
	Motor Vehicle Safety (140)
G-5 (B 04)	Energy Conservation (762)(764)
	Natural Resources and Environment Affairs (763)
Health Care Advisor (B 103)	Medical Programs (500/1)(530)
	Industrial Hygiene (766)
Dental Care Advisor (B 104)	Dental Programs (510)(511)
Command Chaplain (B 053)	Religious Ministries (520)
Staff Judge Advocate (B 052)	Legal Administration (090)
G-6 (B 50)	Information Systems Management (405)
HQMC	Correctional Facilities (440)(950)(955)
	Provost Marshall Office Operations (450)
	Fire Prevention & Protection Management (765)

AREA INSPECTION OF COMMANDS

<u>AIRS NUMBER</u>	<u>AREA</u>
020H	Request Mast
030H	Homosexual Conduct Policy
040H	Career Planning
045H	Recruiting/Reenlistment
050H	Staffing/Security
051H	Equal Employment Opportunity
052H	Classification/Position Management
053H	Employee Development
054H	Labor/Employee Relations
060H	Publications and Directives Control
061H	Marine Corps Records Management Program
062H	General Administration
063H	Performance Evaluation System
064H	Printing Management
065H	Privacy Act
066H	Promotion
067H	Identification Cards
070H	Personnel Administration
071H	Military Awards
080H	Marine Corps Total Forces System
090H	Legal Administration
100H	Postal Affairs
120H	Personal Affairs
121H	Separation and Retirement
122H	Transition Assistance Management Program (TAMP)
123H	Marine Corps Personnel Sponsorship
130H	Ground Safety
140H	Motor Vehicle Safety
150H	Public Affairs
160H	Nonappropriated Fund Personnel (NAFI)
170H	Musical Units
190H	Equal Opportunity Program
200H	Substance Abuse Program
210H	Absentee Voting Program
240H	Oversight - Intel/Non-Intel Sensitive Activity
250H	Intelligence
260H	Counterintelligence
270H	Security of Classified Information
290H	Officer Uniform Inspection
300H	Staff Noncommissioned Officer Uniform Inspection
310H	Personnel Inspection
316H	Fraud Waste and Abuse Oversight and Hotline
319H	Command Inspection Program
320H	Drill
325H	Sword Manual
340H	Physical Fitness Program
350H	Weight Control/Military Appearance Program
360H	Marksmanship Program
380H	Unit Training Management
381H	Water Safety/Survival Program
382H	Battle Skills Training
383H	Leadership Training
384H	Troop Information Program

ENCLOSURE (4)

AREA INSPECTION OF COMMANDS (CONTINUED)

<u>AIRS NUMBER</u>	<u>AREA</u>
385H	Professional Military Education (PME)
390H	Marine Corps Institute Program
400H	Formal School
405H	Information Systems Management
410H	Education Programs
420H	Color Guard
430H	Interior Guard
440H	Correctional Facility
450H	Provost Marshall Office Operations
460H	Historical Program
480H	Physical Security and Combating Terrorism
481H	Operational Security
490H	Fiscal Matters
500H	Medical
501H	Medical Support (NON-FMF)
510H	Dental
520H	Religious Ministries
530H	Preventive Medicine
561H	Garrison Property
570H	Mobilization Readiness
591H	Garrison Mobile Equipment
630H	Communications-Electronics (Comm-Elect)
670H	Housekeeping
680H	Bachelor Housing Management
700H	Food Service Activities
760H	Maintenance Operation of Facilities
761H	Utilities Management
762H	Energy Conservation
763H	Natural Resources Management
764H	Environmental Program Management
765H	Fire Prevention and Protection Management
766H	Industrial Hygiene
767H	Pest Control Program
770H	Facilities Planning and Program System
780H	Family Housing
800H	Traffic Management
810H	Explosive Ordnance Disposal Technical Evaluation
920H	Commercial Activities Program
930H	Nuclear, Biological, Chemical Defense
950H	Detention Spaces
955H	Correctional Custody
960H	Family Programs
964H	Nonappropriated Funds Personnel
966H	Family Team Building
970H	Sorts
980H	Civilian Leadership Development Program
991H	Semper Fit Program
992H	Government Travel Charge Card Program
994H	Suicide Prevention Program
995H	Relocation Assistance Program