**Inspectors General Checklist**

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| **MARINE CORPS WATER SURVIVAL TRAINING PROGRAM 1500.52** | | | | |
| This checklist applies to all levels and types of commands. | | | | |
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| **Functional Area Sponsor**:  TECOM (HPB) | | | **Name of Command** |
| **Subject Matter Expert:**  Mr. Douglas Marocco: (703) 432-0168  GySgt Autumn Robancho: (703) 432-1688 | | | **Date** |
| tecom.forcefitness@usmc.mil | | | **Inspector**  **Total Questions: 10** |
| **Revised**: 28 March 2025 | | | **Final Assessment**  **Discrepancies: Findings:** |
| **Overall Comments:** Place Here | | | |
| Subsection 1 – GENERAL | | | | |
| 0101 | | Are all unit personnel currently qualified under the Marine Corps Water Survival Program (MCWSP) as required?  Reference: MCO 1500.52D, par 4a(2)(b), & encl 1, chap 1, par 8 | | |
| Result | | Comments | | |
| 0102 | | Are requested unit waivers signed by the appropriate Commanding General in the unit’s chain of command?  Reference: MCO 1500.52D, encl 1, chap 8, par 1 & par 2 | | |
| Result | | Comments | | |
| 0103 | | Are all approved waivers kept on hand for a period of three years?  Reference: MCO 1500.52D, encl 1, chap 8, par 1c | | |
| Result | | Comments | | |
| 0104 | | | Were Marines, who were exempt from requalification due to physical/medical reasons, required to requalify no more than 90 days after return to full duty?  Reference: MCO 1500.52D, encl 1, chap 4, par 3b | | |
| Result | | | Comments | | |
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| 0105 | | | Does the MCIWS conducting unit water survival qualifications have current American Red Cross certifications?  Reference: MCO 1500.52D, encl 1, chap 2, par 3d(d)1(a) | | |
| Result | | | Comments | | |
| 0106 | | | Did the MCIWS properly conduct unit water survival qualification? Reference: MCO 1500.52D, encl 1, chap 2, par 2a-e | | |
| Result | | | Comments | | |
| 0107 | | Does the Marine Corps Instructor of Water Survival (MCIWS) conduct an Emergency Response Plan (ERP) drill prior to beginning training?  Reference: MCO 1500.52D, encl 1, chap 2, par 3d(d)1(b) | | |
| Result | | Comments | | |
| 0108 | | Are units applying Operational Risk Management (ORM) when conducting water survival training?  Reference: MCO 1500.52D, encl 1, chap 3, par 1b | | |
| Result | | Comments | | |
| 0109 | | Are Class A, B, and C mishaps during water survival training being reported to the Director of the Marine Corps Water Survival School using NAVMC form 11630?  Reference: MCO 1500.52D, encl 1, chap 3, par 4g | | |
| Result | | Comments | | |
| 0110 | | Are Class A mishaps during water survival training being reported via the Marine Corps Mishap Reporting System and Risk management Information – Streamline Incident Reporting (RMI-SIR) system?  Reference: MCO 1500.52D, encl 1, chap 5, par 2a-b | | |
| Result | | Comments | | |
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**Inspectors General Checklist**

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| **VOTING ASSISTANCE PROGRAM (1742.1)** | | |
| This checklist applies to all Marine Corps Commands. | | |
| **Functional Area Sponsor:**  Service Voting Action Officer (SVAO), HQMC | | **Name of Command:** |
| **Subject Matter Expert:** Mr. Brian N. Mitchell [brian.n.mitchell@usmc.mil](mailto:brian.n.mitchell@usmc.mil),vote@usmc.mil | | **Date:** |
| (DSN) 278-9511 (COML) 703-784-9511 | | **Inspector:**  **Total Questions: 52** |
| **Revised:** 1 March 2025 | | **Final Assessment:**  **Discrepancies: Findings:** |
| **Overall Comments:**  Place Here | | |
| Subsection 1 – MAJOR COMMAND VOTING ASSISTANCE OFFICER (This section also  applies to other intermediate echelons of command with subordinate Unit Voting  Assistance Officers.) | | |
| 0101 | Has a civilian employee at the GS-12 level or above, or a field grade officer been assigned to serve as the Major Command Voting Assistance Officer (MCVAO), or is there a HQMC SVAO approved grade waiver?  Reference: DoDI 1000.04, 3.1.b(1), MCO 1742.1C, par 4b(4)(a) | |
| Result | Comments | |
| 0102 | Has the Commanding Officer given specific written authorization (if a SNCO or civilian equivalent) to witness and administer oaths as required by some State’s voting regulations?  Reference: MCO 1742.1C, par 4b(6)(a) | |
| Result | Comments | |
| 0103 | Did the MCVAO submit a copy of his/her appointment letter to their immediate higher headquarters, and to the HQMC SVAO, (MFP-4)? Reference: MCO 1742.1C, par 4b(4)(a) | |
| Result | Comments | |
| 0104 | Has the MCVAO completed the required FVAP VAO Training Course and maintain a copy of their training certificate?  Reference: DoDI 1000.04, 3.1.b(5), MCO 1742.1C, Chap 1, par 1 | |
| Result | Comments | |

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| 0105 | Does the MCVAO maintain an updated Voting Continuity Folder with all its required contents?  Reference: MCO 1742.1C, Chap 1, par 16 |
| Result | Comments |
| 0106 | Does the MCVAO maintain current copies of the appointment letters and training certificates of their subordinate commands VAOs?  Reference: MCO 1742.1C, Chap 1, par 17 |
| Result | Comments |
| 0107 | Does the MCVAO have an active Federal Voting Assistance Program (FVAP) Portal account and utilizes the portal to submit all quarterly voting assistance metrics reports, when required to FVAP?  Reference: DoDI 1000.04, 3.1.b(7)(c), MCO 1742.1C, Chap 1, par 12 |
| Result | Comments |
| 0108 | Does the MCVAO maintain copies (electronic or paper) of all submitted voting assistance metrics reports, and copies of all submitted quarterly metrics reports from their subordinate units in accordance with record schedule 1000-35 for a period of three (3) years?  Reference: DoDI 1000.04, 3.1.b(7)(c), MCO 1742.1C, Chap 1, par 13 |
| Result | Comments |
| 0109 | Did the MCVAO forward the results of all inspections conducted by the IGMC and CGIP, including the inspections of subordinate units on the Voter Assistance Program (FA 1742), to the HQMC SVAO, MFP-4?  Reference: MCO 1742.1C, Chap 1, par 11 |
| Result | Comments |
| 0110 | Does the MCVAO disseminate all voting messages/information from FVAP/HQMC SVAO as necessary to their subordinate commands? Reference: MCO 1742.1C, par 4b(4)(b) |
| Result | Comments |
| Subsection 2 – INSTALLATION VOTING ASSISTANCE OFFICER (IVAO) (Applies to all  Marine Corps Installations) | |
| 0201 | Has a civilian employee (GS-11 level or above), Captain (0-3 or above), or Chief Warrant Officer (W-2 or above) been assigned to serve as the Installation Voting Assistance Officer, or is there a HQMC SVAO approved grade waiver?  Reference: DoDI 1000.04, 3.1.b(1), MCO 1742.1C, par 4b(5)(a) |
| Result | Comments |

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| 0202 | Has specific written authorization by the Commander been given (required only if a SNCO or civilian is appointed) to witness and administer oaths as required by some State’s voting regulations?  Reference: MCO 1742.1C, par 4b(6)(a) |
| Result | Comments |
| 0203 | Did the IVAO submit a copy of his/her appointment letter to their higher Headquarters and to the HQMC SVAO, MFP-4?  Reference: MCO 1742.1C, par 4b(5)(a) |
| Result | Comments |
| 0204 | Has the IVAO and the IVA Office staff completed the required FVAP IVAO Training Course and maintain a copy of their training certificate?  Reference: DoDI 1000.04, 3.3.a; MCO 1742.1C, Chap 2, par 1 |
| Result | Comments |
| 0205 | Does the IVAO maintain an updated Voting Continuity Folder with all its required contents for the IVA Office?  Reference: MCO 1742.1C, Chap 2, par 12 |
| Result | Comments |
| 0206 | Does the IVAO maintain the current version of the Voting Assistance Guide (VAG) (Electronic or paper version)  Reference: MCO 1742.1C, Chap 6, par 1 |
| Result | Comments |
| 0207 | Does the IVAO have an active FVAP Portal account and utilizes the portal to submit all required quarterly IVA Office voting assistance metrics reports to FVAP?  Reference: DoDI 1000.04, 3.1.b(7)(c); MCO 1742.1C, Chap 2, par 6 |
| Result | Comments |
| 0208 | Does the IVAO maintain copies (electronic or paper) of all submitted required quarterly voting assistance metrics reports in accordance with record schedule 1000-35 for a period of three (3) years?  Reference: DoDI 1000.04, 3.1.b(7)(c); MCO 1742.1C, Chap 2, par 7 |
| Result | Comments |
| 0209 | Does the IVAO provide a copy of all submitted required quarterly IVA Office voting assistance metrics reports to the appropriate MCVAO in their chain of command?  Reference: MCO 1742.1C, Chap 2, par 7 |

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| Result | Comments | |
| 0210 | Has the IVAO established an IVA Office in a well-advertised, fixed location that is easily accessible, and receives extensive visits by service personnel, their families, and civilian federal employees?  Reference: DoDI 1000.04, 3.2.e(1), f; MCO 1742.1C, Chap 2, par 2 | |
| Result | Comments | |
| 0211 | Has the IVA Office been established within the installation headquarters organization and the IVAO reports directly to the Installation Commander?  Reference: DoDI 1000.04, 3.2.e; MCO 1742.1C, par 4b(5)(a) | |
| Result | Comments | |
| 0212 | Has the IVAO ensured the installation directory and/or website includes the email, location, and telephone numbers of the IVAO and IVA Office?  Reference: DoDI 1000.04, 3.3.b; MCO 1742.1C, Chap 2, par 8 | |
| Result | Comments | |
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| 0213 | Is the IVA Office adequately staffed to provide voter assistance and voting information to all eligible voters on the installation?  Reference: DoDI 1000.04, 3.2.f; MCO 1742.1C, Chap 2, par 14 | |
| Result | Comments | |
| 0214 | Does the IVA Office have all the necessary equipment (computers, printers, scanners, etc.) to assist voters with completing/submitting the FPCA and all other necessary forms to the State election offices?  Reference: MCO 1742.1C, Chap 2, par 17 |
| Result | Comments |
| 0215 | Does the IVAO maintain and disseminate voting materials and current voting information to all subordinate and tenant commands on their installation?  Reference: DoDI 1000.04, 3.3.g; MCO 1742.1C, Chap 2, par 3 |
| Result | Comments |

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| 0216 | Does the IVAO and IVA Office provide eligible installation personnel with current information on absentee voting, voter registration, voting procedures, and voting assistance?  Reference: DoDI 1000.04 3.3.g; MCO 1742.1C, Chap 2, Par 4 |
| Result | Comments |
| 0217 | Is the IVA Office included in the commands check-in/out process? (This applies only if the command’s check-in/out process does not include the subordinate Unit Voting Assistance Officer)  Reference: DoDI 1000.04, 3.4.c(2); MCO 1742.1C, Chap 2, par 15 |
| Result | Comments |
| 0218 | Does the IVA Office assist in mailing all completed voting materials, and when requested, transmit all completed registration applications in a timely manner to the appropriate State Election offices?  Reference: DoDI 1000.04, 3.4.f; MCO 1742.1C, Chap 2, par 16 |
| Result | Comments |
| 0219 | Does the IVA Office have a voicemail established with a greeting indicating that the caller has reached the IVA Office, the hours of operation, and an anticipated response time to return their calls? Reference: DoDI 1000.04, 3.2.f(2); MCO 1742.1C, Chap 2, par 19 |
| Result | Comments |
| 0220 | Does the IVA Office have the standard email address in the [form of “vote(unit)@usmc.mil](mailto:vote(unit)@usmc.mil)” for personnel and their families to have email access to the IVA Office?  Reference: DoDI 1000.04, 3.2.f(2); MCO 1742.1C, Chap 2, par 18 |
| Result | Comments |
| Subsection 3 – UNIT VOTING ASSISTANCE OFFICER (UVAO) (Applies to all Marine  Corps Commands) | | |
| 0301 | Has the command appointed an officer (O-1/W-1 or above), or Staff  Non-Commissioned Officer (E-7 or above) as the UVAO, or is there a HQMC SVAO approved grade waiver?  Reference: DoDI 1000.04, 3.1.b(1); MCO 1742.1C, par 4b(6)(a) | |
| Result | Comments | |

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| 0302 | Has specific written authorization by the unit's commanding officer been given to the UVAO (only if a SNCO or civilian) to witness and administer oaths required by some State’s voting regulations?  Reference: MCO 1742.1C, par 4b(6)(a); Chap 3, par 14 | |
| Result | Comments | |
| 0303 | Did the UVAO submit a copy of his/her appointment letter to the appropriate higher headquarters MCVAO in their chain of command?  Reference: MCO 1742.1C, par 4b(6)(a) | |
| Result | Comments | |
| 0304 | Has the UVAO completed the required FVAP VAO Training Course and maintain a copy of their training certificate?  Reference: DoDI 1000.04, 3.1.b(5); MCO 1742.1C, Chap 3, par 1 | |
| Result | Comments | |
| 0305 | Does the UVAO maintain an updated Voting Continuity Folder with all its required contents?  Reference: MCO 1742.1C, Chap 3, par 8 | |
| Result | Comments | |
| 0306 | Does the UVAO maintain the current version of the Voting Assistance Guide (VAG)? (Electronic or paper version)  Reference: MCO 1742.1C, Chap 6, par 1 | |
| Result | Comments | |
| 0307 | Does the UVAO provide adequate absentee voting assistance, increase voting awareness, and ensure all eligible voters in their unit receives current voting information?  Reference: DoDI 1000.04, 3.1.b(7)(e); MCO 1742.1C, Chap 3, par 2, 3, 7 and 15 | |
| Result | Comments | |
| 0308 | Did the UVAO provide voter training on absentee voting procedures to all unit personnel annually, and maintained training rosters? (Training rosters are to be maintained in accordance with record schedule 1000-35 for a period of three (3) years.)  Reference: MCO 1742.1C, Chap 3, par 17 |
| Result | Comments |

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| 0309 | Does the UVAO maintain sufficient Federal Post Card Applications (FPCA) and Federal Write-in Absentee Ballots (FWAB) on hand to support their unit personnel? (Electronic or paper forms)  Reference: MCO 1742.1C, Chap 3, par 13; Chap 6, par 2a and 2b | | |
| Result | Comments | | |
| 0310 | Is the UVAO providing the FPCA (electronic or paper) to all unit personnel during the unit’s check-in and check-out process, and during all pre-deployment briefs?  Reference: MCO 1742.1C, Chap 3, par 12 and 19 | | |
| Result | Comments | | |
| 0311 | Is the UVAO providing the FPCA (electronic or paper) by 15 January of each calendar year, and additional copies by 15 July during even numbered years to all personnel in the unit?  Reference: DoDI 1000.04, 3.1.b(7)(b); MCO 1742.1C, Chap 3, par 12 | | |
| Result | Comments | | |
| 0312 | Is the UVAO familiar with, or can locate the required procedures within the reference to be used when military prisoners desire to vote?  Reference: MCO 1742.1C, Chap 3, par 24 | | |
| Result | Comments | | |
| 0313 | Does the UVAO display voting posters and all other relevant voting information received from FVAP, the HQMC SVAO, and the higher headquarters MCVAO throughout the organization’s common areas?  Reference: MCO 1742.1C, Chap 3, par 3 | | |
| Result | Comments | | |
| 0314 | | Does the UVAO maintains an active FVAP Portal account and utilizes the portal to submit all quarterly voting assistance metrics reports to FVAP?  Reference: DoDI 1000.04 3.1.b(7)(c); MCO 1742.1C, Chap 3, par 4 |
| Result | | Comments |

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| 0315 | Does the UVAO maintain copies (electronic or paper) of all submitted required quarterly voting assistance metrics reports in accordance with record schedule 1000-35 for a period of three (3) years, and provide a copy to the appropriate higher headquarters MCVAO?  Reference: DoDI 1000.04 3.1.b(7)(c); MCO 1742.1C, Chap 3, par 5 |
| Result | Comments |
| 0316 | Is the UVAO within the maximum (200) number of eligible voters a UVAO can represent? If more than (200) unit members, is/are there additional Voting Assistance Officers assigned? If a Training Command, Officer Candidates School or MCRD, is there a HQMC approved local policy that ensures adequate voting assistance to student personnel?  Reference: DoDI 1000.04, 3.1.b(1); MCO 1742.1C, Chap 3, par 18 |
| Result | Comments |
| Subsection 4 – RECRUITING STATIONS/RECRUITING SUB-STATIONS (RS/RSS)  (Applies to all Marine Corps Recruiting Commands) | |
| 0401 | Does the RS/RSS offer the Voter Registration Information Form (DD 2645) and a National Mail Voter Registration Form (NVRF) to anyone receiving services and assistance? <http://www.fvap.gov/uploads/FVAP/Policies/nvralaw.pdf>  Reference: DoDI 1000.04, 3.5.b; MCO 1742.1C, Chap 4, par 1a and 1b |
| Result | Comments |
| 0402 | Does the RS/RSS provide assistance to prospective enlistees and eligible citizens in completing NVRF applications?  Reference: DoDI 1000.04, 3.5.b; MCO 1742.1C, Chap 4, par 1b |
| Result | Comments |
| 0403 | Does the RS/RSS accept completed voter registration forms and send them to the appropriate State election official by the State’s deadline? Reference: DoDI 1000.04, 3.5.b(2); MCO 1742.1C, Chap 4, par 1c |
| Result | Comments |
| 0404 | Does the RS/RSS provide to each eligible citizen, whether a prospective enlistee or not, the same degree of assistance for the completion of the registration application form as is provided by the office for the completion of its own forms (i.e., application for enlistment) unless the person refuses such assistance?  Reference: DoDI 1000.04, 3.5.b(1)(b); MCO 1742.1C, Chap 4, par 1d |
| Result | Comments |
| 0405 | Does the RS/RSS maintain an active FVAP Admin Portal account and utilizes the admin portal to submit quarterly voter assistance metrics reports and the recruiter registration summary reports to FVAP?  Reference: DoDI 1000.04 3.1.b(7)(c); MCO 1742.1C, Chap 4, par 1e |
| Result | Comments |
| 0406 | Does the RS/RSS maintain records (electronic or paper) pertaining to voter registration assistance or activities in accordance with record schedule 1000-35 for a period of three (3) years, and provide a copy to the higher headquarters MCVAO?  Reference: DoDI 1000.04 3.5.b(3); MCO 1742.1C, Chap 4, par 1e |
| Result | Comments |

**Inspectors General Checklist**

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| **VICTIM AND WITNESS ASSISTANCE PROGRAM (VWAP) (5800.16, Chapter 4)** | | | |
| This checklist applies to all levels of Air, Ground, Logistics, and Installations. | | | |
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| **Functional Area Sponsor**: SJA – CMC (JA) | | **Name of Command** |
| **Subject Matter Expert**:  Dr. Julie Lindahl | | **Date** |
| (COML) 571-465-6540 | | **Inspector** |
| **Revised**: 11 January 2024 | | **Final Assessment**  **Discrepancies: Findings:** |
| **Overall Comments:** Place Here | | | |
| Subsection 1 – INSTALLATION COMMANDERS | | | |
| 0101 | Has the COMMCICOM, COMMARFORRES, and regional MCI CGs appointed in writing, by name, title, duty address, and telephone number, a Regional Victim Witness Liaison Officer (RVWLO)?  Reference: MCO 5800.16, Chapter 4 par 040902(A)(1) | | |
| Result | Comments | | |
| 0102 | Did the installation commander appoint, in writing, by name, title, duty  address, and telephone number, an officer or civilian member of the  Installation Staff, as a Victim and Witness Liaison Officer (VWLO)?  Reference: MCO 5800.16, Chapter 4 par 040902(B)(2) | | |
| Result | Comments | | |
| 0103 | Is the Installation Commander ensuring that VWAP representatives aboard the installation are provided the VWLO’s name and phone number?  Reference: MCO 5800.16, Chapter 4 par 040902(B)(3) | | |
| Result | Comments | | |
| 0104 | Has the Installation Commander established a local Victim and Witness Assistance Council chaired by the installation VWLO?  Reference: MCO 5800.16, Chapter 4 par 040902(B)(4) | | |
| Result | Comments | | |
| 0105 | When a Marine Corps confinement facility is located aboard the  installation; has the Installation Commander appointed in writing, by  name, title, duty address, and telephone number, a confinement facility  representative to serve as the confinement facility Victim Witness  Assistance Coordinator (VWAC) and representative to the local Victim and Witness Assistance Council?  Reference: MCO 5800.16, Chapter 4 par 040902(B)(3)(5) | | |
| Result | Comments | | |
| 0106 | With the assistance of the local Marine and Family Programs Office; has the Installation constructed and maintained a directory of military and civilian programs, services, and crime victim compensation funds available to victims and witnesses, and ensured the directory is published on the installation’s public website?  Reference: MCO 5800.16, Chapter 4 par 040902(B)(3)(6) | | |
| Result | Comments | | |
| Subsection 2 – REGIONAL VICTIM WITNESS LIAISON OFFICERS (RVWLO) | | | |
| 0201 | Is the RVWLO an officer or civilian member of the commander’s staff of appropriate experience, temperament, rank, and sourced from either the supporting LSSS or SJA office?  Reference: MCO 5800.16, Chapter 4 par 040903(A)(1) | | |
| Result | Comments | | |
| 0202 | Does the RVWLO maintain a list of Installation VWLOs (IVWLOs) under the cognizance of their commanding general and ensure copies of this list are provided to the VWAP Director, JMJ?  Reference: MCO 5800.16, Chapter 4 par 040903(A)(3) | | |
| Result | Comments | | |
| 0203 | Has the RVWLO ensured basic VWAP training is available to all new  VWLOs and VWACs?  Reference: MCO 5800.16, Chapter 4 par 040903(A)(4) | | |
| Result | Comments | | |
| 0204 | Has the RVWLO collected and maintained data on the number of victims  and witnesses, in the region, who received DD Forms 2701-2703 and who elected notification via DD Form 2704?  Reference: MCO 5800.16, Chapter 4 par 040903(A)(5) | | |
| Result | Comments | | |
| 0205 | Has the RVWLO compiled and maintained VWAP data and forwarded it the VWAP Director, JMJ on a quarterly basis?  Reference: MCO 5800.16, Chapter 4 par 040903(A)(5) | | |
| Result | Comments | | |
| 0206 | Has the RVWLO chaired and conducted a semi-annual Regional VWLO meeting to discuss VWAP- related issues?  Reference: MCO 5800.16, Chapter 4 par 040903(A)(7) | | |
| Result | Comments | | |
| 0207 | Does the RVWLO maintain a roster of all new VWLOs and VWACs who  they have trained?  Reference: MCO 5800.16, Chapter 4 par 040903.(A)(4) | | |
| Result | Comments | | |
| Subsection 3 – INSTALLATION VICTIM WITNESS LIAISON OFFICERS (IVWLO) | | | |
| 0301 | Is the IVWLO an officer or civilian member of the commander’s staff of appropriate experience, temperament, rank, and sourced from the supporting LSSS or SJA office?  Reference: MCO 5800.16, Chapter 4 par 040903(B)(1) | | |
| Result | Comments | | |
| 0302 | Does the VWLO maintain a list of VWACs, service providers, and SJAs aboard the installation? Are copies of this list provided to all VWACs and  service providers?  Reference: MCO 5800.16, Chapter 4 par 040903(B)(3) | | |
| Result | Comments | | |
| 0303 | Has the VWLO ensured that each organization (battalion/squadron level and above) assigned to the installation, including tenant commands, has appointed a VWAC in writing, by name, title, duty address, and telephone number?  Reference: MCO 5800.16, Chapter 4 par 040903(B)(4) | | |
| Result | Comments | | |
| 0304 | Does the VWLO chair and conduct a quarterly installation-level Victim Witness Assistance Council meeting?  Reference: MCO 5800.16, Chapter 4 par 040903(B)(5) | | |
| Result | Comments | | |
| 0305 | In conjunction with the installation Marine and Family Programs office and SAPR programs, does the VWLO maintain an installation website that includes, at a minimum, a current directory of installation VWAP personnel, military and civilian programs and services providing counseling, treatment, or other victim support services within the local geographic area?  Reference: MCO 5800.16, Chapter 4 par 040903(B)(6) | | |
| Result | Comments | | |
| 0306 | Does the VWLO obtain and distribute relevant information and provide annual training to all VWACs aboard the installation?  Reference: MCO 5800.16, Chapter 4 par 040903(B)(7) | | |
| Result | Comments | | |
| 0307 | Does the VWLO have a process in place to compile and maintain data, and forward data to the Installation Commander in accordance with reporting requirements?  Reference: MCO 5800.16, Chapter 4 par 040903(B)(10) | | |
| Result | Comments | | |
| 0308 | Does the VWLO ensure that deploying units receive appropriate VWAP training and information prior to deployment?  Reference: MCO 5800.16, Chapter 4 par 040903(B)(11) | | |
| Result | Comments | | |
| Subsection 4 – LEGAL COMMUNITY | | | |
| Result | Comments | | |
| 0401 | Has the OIC, Legal Services Support Team (LSST) appointed a Legal Services VWAC in writing, by name, title, duty address, and telephone number?  Reference: MCO 5800.16, Chapter 4 par 040904(B)(1) | | |
| Result | Comments | | |
| 0402 | Has the TSO ensured all VWAP data is entered into the electronic military justice case management system?  Reference: MCO 5800.16, Chapter 4 par 040904(E)(3) | | |
| Result | Comments | | |
| 0403 | Does the TSO ensure that the total number of victims and witnesses provided DD Forms 2702 and 2703, and the total number of victims and witnesses electing to be notified of prisoner status change in DD Form 2704, are reported to the Installation VWLO quarterly?  Reference: MCO 5800.16, Chapter 4 par 040904(E)(4) | | |
| Result | Comments | | |
| 0404 | Does the CTC, RTC, and STC of the LSST ensure that each LSST VWAC is assigned to the Victim and Witness Assistance Council located on installations to which the LSST provides direct support legal services?  Reference: MCO 5800.16, Chapter 4 par 040904(E)(5) | | |
| Result | Comments | | |
| 0405 | After preferral of charges, do trial counsel or the LSST VWAC provide all victims and witnesses in a case with the DD Form 2702 (Court-Martial Information for Victims and Witnesses of Crime), and determine their elections as to those rights?  Reference: MCO 5800.16, Chapter 4 par 040904(F)(2) | | |
| Result | Comments | | |
| 0406 | At the earliest possible opportunity, are trial counsels providing timely notification to the victim or witness of the required trial events and procedural milestones? Reference: MCO 5800.16, Chapter 4 par 040904(F)(3) | | |
| Result | Comments | | |
| 0407 | If the victim is represented by VLC, are the trial counsels providing the required notification through the VLC?  Reference: MCO 5800.16, Chapter 4 par 040904(F)(3) | | |
| Result | Comments | | |
| 0408 | During court-martial proceedings, do detailed trial counsel ensure that victims, victim witness support personnel, and prosecution witnesses are provided, if desired, with a waiting area that is separate from, and out of the sight and hearing of, the accused and defense witnesses?  Reference: MCO 5800.16, Chapter 4 par 040904(F)(6) | | |
| Result | Comments | | |
| 0409 | When trial counsel has possession of a victim’s or witness’s property, does trial counsel safeguard the property held as evidence and return it as soon as possible with due consideration of the possibility of appeals and other post-trial requirements?  Reference: MCO 5800.16, Chapter 4 par 040904(F)(9) | | |
| Result | Comments | | |
| 0410 | At the conclusion of a court-martial resulting in a conviction, does the detailed trial counsel inform victims and witnesses of basic information about the post-trial process and provide each with a completed DD Form 2703 (Post-Trial Information for Victims and Witnesses)?  Reference: MCO 5800.16, Chapter 4 par 040904(F)(10) | | |
| Result | Comments | | |
| 0411 | At the conclusion of every court-martial in which confinement is  adjudged, does the trial counsel complete a DD Form 2704 and provide  copies to the confinement facility, victim and witnesses entitled to a copy,  and responsible VWACs?  Reference: MCO 5800.16, Chapter 4 par 040904(F)(11) | | |
| Result | Comments | | |
| 0412 | Are LSST Trial Counsel or the LSST VWACs maintaining data on the number of victims and witnesses provided DD Forms 2702 and 2703, and the number of victims and witnesses, using DD form 2704, which elected to be notified of a prisoner’s status change? How is this data being maintained?  Reference: MCO 5800.16, Chapter 4 par 040904(F)(12) | | |
| Result | Comments | | |
| 0413 | Is all VWAP data entered into the electronic case management system record for each victim and witness when required?  Reference: MCO 5800.16, Chapter 4 par 040904(F)(12) | | |
| Result | Comments | | |
| 0414 | Are LSST VWAC or Trial counsel determining whether victims and witnesses elect to receive further information and updates regarding appeals?  Reference: MCO 5800.16, Chapter 4 par 040904(F)(13)(b) | | |
| Result | Comments | | |
| 0415 | Is detailed trial counsel or LSST VWAC forwarding contact information of all victims electing to receive further information concerning on the DD Form 2704 to U.S. Navy OJAG (Code 46)?  Reference: MCO 5800.16, Chapter 4 par 040904(F)(13)(b) | | |
| Result | Comments | | |
| 0416 | In cases remanded for rehearing on findings and/or sentence, has the LSST VWAC coordinated with U.S. Navy OJAG (Code 46) to re-assume the role as primary point of contact for victims and witnesses associated  with the case?  Reference: MCO 5800.16, Chapter 4 par 040904(F)(13)(c) | | |
| Result | Comments | | |
| 0417 | Do trial counsel notify victims of their right to seek assistance from a Victims Legal Counsel prior to conducting any interviews with the victim?  Reference: MCO 5800.16, Chapter 4 par 040904(F)(3) | | |
| Result | Comments | | |
| Subsection 5 – LAW ENFORCEMENT COMMUNITY | | | |
| 0501 | Has each law enforcement agency or office aboard the installation appointed a Law Enforcement VWAC to serve on the Victim Witness  Assistance Council?  Reference: MCO 5800.16, Chapter 4 par 040905(A)(1) | | |
| Result | Comments | | |
| 0502 | Are victims and witnesses being provided DD Form 2701s containing accurate contact information for that specific installation?  Reference: MCO 5800.16, Chapter 4 par 040905(A)(1)(b) | | |
| Result | Comments | | |
| 0503 | Are DD Form 2701s being accurately tracked and reported to the  installation VWLO?  Reference: MCO 5800.16, Chapter 4 par 040905(A)(1)(b) | | |
| Result | Comments | | |
| 0504 | Are law enforcement agencies conducting annual training on the requirements of the VWAP and applicable orders regarding the treatment of victims and witnesses?  Reference: MCO 5800.16, Chapter 4 par 040905(A)(1)(c) | | |
| Result | Comments | | |
| Subsection 6 – CORRECTIONS COMMUNITY | | | |
| 0601 | Has the brig/PCF commanding officer (CO) or OIC appointed, in writing, a Confinement Facility VWAC and an alternate VWAC?  Reference: MCO 5800.16, Chapter 4 par 040906(A)(1)(a) | | |
| Result | Comments | | |
| 0602 | Are individual confinement records of prisoners included in the victim and witness program identified by placing a white label on the outside of the  file with the letters “VW” written at least one (1) inch high in black?  Reference: MCO 5800.16, Chapter 4 par 040906(A)(4) | | |
| Result | Comments | | |
| 0603 | Does the confinement facility VWAC maintain a separate adjunct file by individual name of the prisoner, cross-referenced to the brig/PCF-specific number?  Reference: MCO 5800.16, Chapter 4 par 040906(A)(5) | | |
| Result | Comments | | |
| 0604 | Is the brig/PCF-specific number developed using the brig/PCF’s CORMIS unit identification code (UIC), the year and month the prisoner’s case was adjudged, and a sequential number of the file for that calendar year (e.g., 31001 10-11 001)?  Reference: MCO 5800.16, Chapter 4 par 040906(A)(5) | | |
| Result | Comments | | |
| 0605 | Is all contact with a victim or witness, including telephonic and unsuccessful contact attempts, properly documented in CORMIS?  Reference: MCO 5800.16, Chapter 4 par 040906(A)(5) | | |
| Result | Comments | | |
| 0606 | Is the DD Form 2705, Victim/Witness Notification of Inmate Status used to advise victims and witnesses of all release and release-related activities, transfers, and escapes?  Reference: MCO 5800.16, Chapter 4 par 040906(A)(6) | | |
| Result | Comments | | |
| 0607 | Are all DD Form 2705 notifications made at least 45 days prior to the relevant change in inmate status utilizing certified mail, return receipt?  Reference: MCO 5800.16, Chapter 4 par 040906(A)(6) | | |
| Result | Comments | | |
| 0608 | Does the confinement facility VWAC send an acknowledgement of request to participate in the program to victims and witnesses within ten working days of receipt of the DD Form 2704, and is a completed DD Form 2705 (section I; section II, block 3, 4, 5 and 6; section III, block 8.a and 8.b; and section V) included with the initial enrollment letter?  Reference: MCO 5800.16, Chapter 4 par 040906(A)(6)(a) | | |
| Result | Comments | | |
| 0609 | When a prisoner is to be released does the brig/PCF VWAC notify victims and witnesses through the use of a DD Form 2705, providing the date, reason for release, and destination (city and state)?  Reference: MCO 5800.16, Chapter 4 par 040906(A)(6)(c) | | |
| Result | Comments | | |
| 0610 | In the event of a prisoner escape, does the confinement facility VWAC notify victims and witnesses telephonically as soon as possible?  Reference: MCO 5800.16, Chapter 4 par 040906(A)(6)(d) | | |
| Result | Comments | | |
| 0611 | Does the confinement facility VWAC notify victims and witnesses of all planned transfers including the address of the receiving brig/PCF?  Reference: MCO 5800.16, Chapter 4 par 040906(A)(6)(e)1 | | |
| Result | Comments | | |
| 0612 | Do confinement facility VWACs ensure all VWAP information is entered in CORMIS within five days of the end of each quarter (i.e., by January 5, April 5, July 5, or October 5, as applicable)?  Reference: MCO 5800.16, Chapter 4 par 040906(A)(10) | | |
| Result | Comments | | |
| 0613 | Are all documents pertaining to victims and witnesses maintained in a secure and separate manner from the prisoner record for two years after the prisoner's full term release date?  Reference: MCO 5800.16, Chapter 4 par 040906(A)(12)(b) | | |
| Result | Comments | | |
| 0614 | Once records have been kept for the required two years after a prisoner’s release, are all victim and witness information destroyed in accordance with service regulations regarding PII?  Reference: MCO 5800.16, Chapter 4 par 040906(A)(12)(b) | | |
| Result | Comments | | |
| 0615 | Have Brig/PCF COs and OICs established internal controls to ensure all information held on victims and witnesses is kept strictly confidential and that no unauthorized person(s) or any prisoner(s) shall access the information?  Reference: MCO 5800.16, Chapter 4 par 040906(A)(13) | | |
| Result | Comments | | |
| 0616 | Is all victim and witness information placed in a separate envelope stamped on both sides “EXEMPT FROM RELEASE UNDER FREEDOM OF INFORMATION ACT ONLY CMC (ARSF) CAN AUTHORIZE RELEASE OF INFORMATION”? In addition, is a cover sheet placed inside the envelope on top of the material stamped “ALL VICTIM AND WITNESS INFORMATION IS EXEMPT FROM RELEASE UNDER THE FREEDOM OF INFORMATION ACT, ONLY CMC (ARSF) CAN AUTHORIZE RELEASE OF INFORMATION?”  Reference: MCO 5800.16, Chapter 4 par 040906(A)(13) | | |
| Result | Comments | | |
| 0617 | Is the Victim and Witness Notification Program included in the brig/PCF standard operating procedures?  Reference: MCO 5800.16, Chapter 4 par 040906(A)(13) | | |
| Result | Comments | | |
| Subsection 7 – INSTALLATION MARINE & FAMILY SERVICES (MF) | | | |
| 0701 | Do you have a process in place to inform crime victims and witnesses about VWAP rights, services, and assistance when they receive counseling, treatment, or advice, if such information has not already been provided?  Reference: MCO 5800.16, Chapter 4 par 040907(A) | | |
| Result | Comments | | |
| 0702 | Does MF ensure that victims and witnesses in a case understand the rights afforded them under the law and are provided with a completed DD Form 2701 if one has not already been provided?  Reference: MCO 5800.16, Chapter 4 par 040907(B) | | |
| Result | Comments | | |
| Result | Comments | | |
| 0703 | Has MF appointed, by name and in writing, a representative to the local Victim and Witness Assistance Council?  Reference: MCO 5800.16, Chapter 4 par 040907(C) | | |
| Result | Comments | | |
| Subsection 8 – UNIT COMMANDERS | | | |
| 0801 | Has the Unit Commander appointed a VWAC in writing, by name, title, duty address, and telephone number?  Reference: MCO 5800.16, Chapter 4 par 040902(C)(1) | | |
| Result | Comments | | |
| 0802 | In cases of summary courts-martial where confinement is adjudged and approved, did the unit commander coordinate with the Legal Services Support Team (LSST) supporting their command prior to completing the DD Form 2704?  Reference: MCO 5800.16, Chapter 4 par 040902(C)(3) | | |
| Result | Comments | | |
| 0803 | Have Commanders ensured their appointed VWAC conducts unit training to ensure that unit personnel know the identity of the VWAC and understand victim and witness rights?  Reference: MCO 5800.16, Chapter 4 par 040902(C)(5) | | |
| Result | Comments | | |
| Subsection 9 – VICTIM WITNESS ASSISTANCE COORDINATOR (VWAC) | | | |
| 0901 | Is the VWAC an Officer, SNCO, or civilian member of the commander’s staff of appropriate experience, temperament, and rank?  Reference: MCO 5800.16, Chapter 4 par 040902(D)(1) | | |
| Result | Comments | | |
| 0902 | Do you have a process in place to maintain data on the number of victims and witnesses who receive DD Forms 2701?  Reference: MCO 5800.16, Chapter 4 par 040902(D)(4) | | |
| Result | Comments | | |
| 0903 | Are the total number of victims and witnesses provided DD Form 2701 being reported to the installation VWLO quarterly?  Reference: MCO 5800.16, Chapter 4 par 040902(D)(4) | | |
| Result | Comments | | |
| 0904 | In pretrial confinement cases where the victim or witness has requested notification, did the VWAC notify the victim or witness of changes in the accused's pretrial confinement status?  Reference: MCO 5800.16, Chapter 4 par 040902(D)(7) | | |
| Result | Comments | | |
| 0905 | Has the VWAC obtained and distributed VWAP materials and provide VWAP training to the members of the command on an annual basis?  Reference: MCO 5800.16, Chapter 4 par 040902(D)(8) | | |
| Result | Comments | | |
| 0906 | Does the unit VWAC maintain a list of command personnel who attended the annual training?  Reference: MCO 5800.16, Chapter 4 par 040902(D)(8) | | |
| Result | Comments | | |
| 0907 | Does the unit VWAC liaise with their servicing Marine and Family  Programs office to ensure victims and witnesses receive information concerning the availability or resource, including information on compensation programs available to victims?  Reference: MCO 5800.16, Chapter 4 par 040902(D)(5) | | |
| Result | Comments | | |

**Inspectors General Checklist**

**USMC CRIMINAL INVESTIGATION DIVISION (USMC CID) OPERATIONS (5580.2)**

This checklist applies to all commands that have a PMO/MCPD. Inspections should be conducted by a 5821 Marine (E-7 or above) that has completed the Fort Leonard Wood Army CID Special Agent Course.

|  |  |
| --- | --- |
| **Functional Area Sponsor:**  DC, I&L, LF, Criminal Investigation Division | **Name of Command** |
| **Subject Matter Expert:** CWO5 Jimmy Chon | **Date** |
| (COML) 571-732-7958 | **Inspector**  **Total Question: 41** |
| **Revised:** 03 April 2025 | **Final Assessment**  **Discrepancies: Findings:** |
| **Overall Comments:** Place Here | | |

Subsection 1 – CRIME ANALYSIS AND CRIMINAL INTELLIGENCE PROGRAM

0101 Are crime analysis efforts coordinated with other local LE agencies and resources?

Reference: MCO 5580.2B W/CH 2, encl (1) chap 13, sect 13205, par 4

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| Result | Comments |

0102 Have criminal intelligence files been properly classified according to the

Reference?

Reference: MCO 5580.2B W/CH2, chap 13, sect 13204, par 7;

DoDM 5200.01, DoDI 5525.18, encl 3, par 8

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| Result | Comments |

0103 Are maintenance and purging procedures properly conducted for hard copy criminal intelligence files/reports?

Reference: SECNAV M-5210.1, SSIC 5580.4d(5), pg III-5-39

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| Result | Comments |

0104 Is the crime analysis process organized based on the following five primary levels: data collection, data collation, analysis, report dissemination and feedback/evaluation?

Reference: MCO 5580.2B W/CH 2, encl (1) chap 13, sect 13205, par 3

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| Result | Comments |

0105 Are crime analysis reports focused on the four primary areas: crime pattern detection, crime-suspect correlations, crime forecasts and resource allocation?

Reference: MCO 5580.2B W/CH 2, encl (1) chap 13, sect 13205, par 3c

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| Result | Comments |

0106 Is crime analysis feedback requested and analyzed properly?

Reference: MCO 5580.2B W/CH 2, encl (1) chap 13, sect 13205, par 3

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| Result | Comments |

Subsection 2 – CRIMINAL INVESTIGATIONS

0201 Are CID cases opened for longer than 30 days updated as ROIs "Interim" and resubmitted within 30 days thereafter of the previously submitted ROI.

Reference: MCO 5580.2B W/CH 2, encl (1) chap 13, sect 13303, par 5d

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| Result | Comments |

0202 Has CID notified NCIS of all cases involving the following: (1) suspected child abuse involving grievous bodily harm, (2) domestic violence involving aggravated assault with grievous bodily harm, (3) all sexual assaults and sexual misconduct, and (4) death? Note: Although policy does not specifically state these efforts must be documented within the CID Investigation, the inspector must observe or be shown proof the efforts have occurred.

Reference: MCO 5580.2B W/CH 2, encl (1) chap 13, sect 13303; MCO 5580.7, chap (1), Sect 3, para a(1), DODI 6400.06, sect 3.7.2a, Page 47, par 2.a

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| Result | Comments |

0203 Are criminal investigators maintaining “active” case files by case control number (CCN), including investigative notes, reports, and photos with access limited to their supervisor and those with a need to know?

Reference: MCO 5580.2B W/CH 2, encl (1) chap 13, sect 13303, par 5c

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| Result | Comments |

0204 Is CID contacting the command of all subjects/co-subjects of their investigations within 30 days after the investigation is in a “pending adjudication” status to obtain the results of administrative/judicial action? If not obtained within the first 30 days, is CID contacting the command within every 30 days thereafter until the investigation is closed?

Reference: MCO 5580.2B W/CH 2, encl (1) chap 13, sect 13303, par 5d(2)

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| Result | Comments |

0205 Are CID case files forwarded to be archived at the Naval Criminal Investigative Service Headquarters (NCISHQ) within the prescribed timeline?

Reference: SECNAV M 5210.1 (2019), pg. III-1, par 2.b., electronic file – Schedules Cross Walked by Chapter

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| Result | Comments |

0206 Are Affidavit for Search Authorization (OPNAV 5580/10) and Command Authorization for Search and Seizure (OPNAV 5580/9(11-06)) completed in accordance with the Reference?

Reference: MCO 5580.2B W/CH 2, chap 2, sect 2304, par 3

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| Result | Comments |

0207 Is DD Form 2701 provided to victims and witnesses of crimes so they understand their rights?

Reference: MCO 5580.2B W/CH 2, chap 2, sect 2405, par 1

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| Result | Comments |

0208 Are Identity Protected Witness (IPW) files properly maintained?

Reference: MCO 5580.7, chap 1, sec 3, para (c); MCO 5580.2B W/CH2, chap 13, sect 13204, par 5 and 7

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| Result | Comments |

0209 Has the CID OIC/Chief notified CID, DC I&L (LF) of all instances of CID credentials being withdrawn and have mailed said credentials to CID, DC I&L (LF) when credentials have been withdrawn in excess of 90 days?

Reference: MCO 5580.7, chap 4, sec 2, para (a); MCO 5580.2B W/CH 2, chap 4, sect 4100

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| Result | Comments |

0210 Special Victim Investigation and Prosecution (SVIP) incidents not investigated by NCIS, did CID notify NCIS and FAP? Has the victim been afforded opportunity to seek assistance of VLC, SARC, VA/UVA, and if required, Child Protective Services. Note: Although policy does not specifically state these efforts must be documented within the CID Investigation, the inspector must observe or be shown proof the efforts have occurred.

Reference: MCO 5580.2B W/CH 2, chap 13, sect 13104, para 5b & chap 2, sect 2404, para 3b

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| Result | Comments |

0211 Are crime scene sketches being completed properly in accordance with the Reference?

Reference: MCO 5580.2B W/CH 2, chap 12, sect 12004, par 1

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| Result | Comments |

0212 Are investigative personnel authorized continued retention of weapons identified in writing?

Reference: MCO 5580.2B W/CH 2, chap 18, sect 18004, par 1c (3)

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| Result | Comments |

0213 Are Acknowledgement and Waiver of Rights (OPNAV 5580/3, 5580/4) being completed properly?

Reference: MCO 5580.2B W/CH 2, chap 2, sect 2204

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| Result | Comments |

0214 Is CID investigating all cases involving injury or complaint of injury, hospitalization or death of a person resulting or allegedly resulting from a MP/CP or security personnel use of force?

Reference: MCO 5580.7, chap 1, sect 2; MCO 5580.2B W/CH 2, chap 6, sect 6404

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| Result | Comments |

Subsection 3 – EVIDENCE AND PROPERTY

0301 Is the evidence custodian maintaining a visitor log properly?

Reference: MCO 5580.2B W/CH 2, chap 12, sect 12103, par 6f

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| Result | Comments |

0302 Has the PM/PC designated the primary and alternate evidence custodian in writing?

Reference: MCO 5580.7, chap 4, sect 4, par b (1); MCO 5580.2B W/CH 2, chap 12, sect 12103, par 1

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| Result | Comments |

0303 Are firearms kept as evidence handled/maintained in the appropriate container, stored separately, unloaded when able and inside a GSA approved safe weighing 500 pounds or bolted to the floor?

Reference: MCO 5580.7, chap 4, sect 4; MCO 5580.2B W/CH 2, chap 12, sect 12103, par 6d

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| Result | Comments |

0304 Is sensitive, high value, and narcotic evidence stored separately in a metal container with a combination lock or is it equipped with hasps and locks as specified for evidence room access door(s). If the container is of such weight that it can be reasonably considered removable (less than 500 pounds empty), is it secured to the structure in accordance with the reference?

Reference: MCO 5580.7, chap 4, sect 4; MCO 5580.2B W/CH 2, chap 12, sect 12103, par 6d

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| Result | Comments |

0305 Is the Evidence Custodian maintaining the Active Evidence Custodian Record/File that consist of each evidence/property receipt, OPNAV 5580/22?

Reference: MCO 5580.2B W/CH 2, chap 12, sect 12103, par 4c

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| Result | Comments |

0306 Are MP/CP/CID agents completing OPNAV 5580/22 (6-00) to establish the chain-of-custody of evidence?

Reference: MCO 5580.2B W/CH 2, chap 12, sect 12103, par 5a

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| Result | Comments |

0307 Are evidence containers marked with the time/date/collecting MP/CP/CID agents’ initials on both the container and tape used for closure?

Reference: MCO 5580.2B W/CH 2, chap 12, sect 12103, par 5a

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| Result | Comments |

0308 Is the Evidence Custodian maintaining an evidence log/ which shows all evidence stored/disposed and required inventories?

Reference: MCO 5580.2B W/CH 2, chap 12, sect 12103, par 4a

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| Result | Comments |

0309 Is the Evidence Custodian maintaining the Final Evidence Disposition File that consist of the original OPNAV 5580/22 with the disposition section filled out along with all other evidence disposition files in that calendar year?

Reference: MCO 5580.2B W/CH 2, chap 12, sect 12103, par 4d

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| Result | Comments |

0310 Is the evidence storage facility inventoried and is the inventory entered into the evidence log?

Reference: MCO 5580.2B W/CH 2, chap 12, sect 12103, par 8

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| Result | Comments |

0311 For disposal of evidence, is the proper authority correctly filled out on the OPNAV 5580/22, to include the disposal authority, the evidence custodian, and the disinterested officer or staff non-commissioned officer who witnessed the destruction.

Reference: MCO 5580.2B W/CH 2, chap 12, sect 12103, par 10

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| Result | Comments |

0312 Are MP/CP/CID agents using Evidence Tag, OPNAV 5580/17\_ to identify each item of evidence?

Reference: MCO 5580.2B W/CH 2, chap 12, sect 12103, par 3b

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| Result | Comments |

0313 Are duplicate keys for the evidence storage facility stored properly?

Reference: MCO 5580.2B W/CH 2, chap 12, sect 12103, par 6e

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| Result | Comments |

0314 Is the evidence custodian temporarily transferring evidence for laboratory examination IAW the reference?

Reference: MCO 5580.2B W/CH 2, chap 12, sect 12103, par 9

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| Result | Comments |

0315 Are temporary evidence receptacles available for after-hours use?

Reference: MCO 5580.2B W/CH 2, chap 12, sect 12103, par 6g

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| Result | Comments |

Subsection 4 – CID TRAINING

0401 Are all Criminal Investigators (Marine and Civilian) completing the annual requirement of the 9MM Marine Combat Marksmanship qualification course of fire and completing the required quarterly firearms sustainment training?

Reference: MCO 5580.2B W/CH2, encl (1) chap 17, sect 17003, par 1(a)1, MCO 3574.2M, chap 5, NAVMC 3500.10D, chap 17, sect 11003, 5821-CERT-2001

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| Result | Comments |

0402 Have all CID Agents completed annual “Active Shooter” sustainment training?

Reference: MCO 5580.2B W/CH 2, chap 17, sect 17003

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| Result | Comments |

0403 Does CID conduct the required minimum annual sustainment training to include domestic violence investigations, child abuse investigations, sexual assault investigations, conduct a lineup, obtain handwriting exemplars, determine authority/jurisdiction, collect biometrics (DNA, Fingerprints), conduct a field test, conduct an interview/interrogation, provide testimony, process a scene, conduct surveillance, manage an identity protected witness, conduct a search, conduct protective services operations, conduct crisis negotiations, manage a criminal investigation, employ use of force.

Reference: MCO 5580.7, Chap 4, para 3

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| Result | Comments |
| 0404 | Have all GS-1811 CID Agents completed the U.S. Army CID Special Agent Course or the Criminal Investigator Training Program at the Federal Law Enforcement Training Center and the USMC CID Apprentice Agent Training Program within one (1) year after being hired or received a waiver?  Reference: MCO 5580.5 CH 1, sect 0104, par 010402, subpar C |
| Result | Comments |
| 0405 | Have all GS-1801 Evidence Custodians completed the prescribed course of fire in the required time period?  Reference: MCO 5580.5 CH 1, sect 0104, par 010402, subpar F |
| Result | Comments |
| 0406 | Has the GS-1801 Crime Analyst completed an International Association of Law Enforcement Intelligence Analysts certified Crime Analysis Course in accordance with the Reference?  Reference: MCO 5580.7, Chap 3, sect (d), par 2, DODI 5525.18, encl 3, sect 6, par b |
| Result | Comments |

# UNIT, PERSONAL AND FAMILY READINESS PROGRAM (UPFRP) 1754.9

This checklist applies to all levels of Air, Ground, Logistics, and Installations.

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| **Name of Command** |
| **Date** |
| **Inspector**  **Total Questions: 22** |
| **Final Assessment**  **Discrepancies: Findings:** |

# Functional Area Sponsor:

M&RA, Marine and Family Programs Division **Subject Matter Expert:**  Mr. David J. Roughan

(COML) (703) 432-1381

david.j.roughan.civ@usmc.mil

**Revised**: 06 March 2025

**Overall Comments:**  Place Here

Subsection 1 –UNIT SPECIFC ITEMS (applies to all Colonel and Lieutenant Colonel- level commands and General-level commands providing direct support to Marines)

0101 Is a hard copy and an encrypted electronic copy of the turnover binder updated annually and does it include all required items per the MCO? Reference: MCO 1754.9B, Chap 3, par 4.c.

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| Result | Comments |

0102 Within 60 days of assuming command, did the Commander publish an SOP outlining roles and responsibilities for those providing deployment support, readiness and resource support, volunteer management, and communication expectations, to include:

1. Explanation of all communication tools used in distributing UPFRP information, the frequency, and conditions of use
2. Explanation of restrictions for communication and restrictions within communication mediums, i.e. social media limitations
3. Guidance and limitations for communications from Family Readiness Command Team Advisor(s) (FRCTA)/Family Readiness Advisor(s) (FRA)
4. Crisis communication guidance addressing procedures for the different crisis includes the communication flow from CO to Authorized Contacts, approval process for disseminating information, expectations for Deployment Readiness Coordinator (DRC)/Uniformed Readiness Coordinator’s (URC) role in assisting families
5. Additional guidance provided in Appendix B MCO 1754.9B

Reference: MCO 1754.9B, par 4.b.(8)(b); MCO 1754.9B, par 4.b.(9)(b); and MCO 1754.9B, Chap 4, par 1.b.

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| Result | Comments |

0103 Have the DRC(s)/URC(s) completed the appropriate training in accordance

with the respective timelines and are the certificates being maintained?

Reference: MCO 1754.9B, Chap 2, Par 2.b.(1)(a); MCO 1754.9B, Chap 2,

Par 2b(4)(c); MCO 1754.9B, Chap 2, Par 2.b.(5)(a); MCO 1754.9B,

Chap 3, par 1.d.; and DoDI 1342.22, sect 5.2.

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| Result | Comments |

0104 Did the Family Readiness Command Team (FRCT), including the CO, XO, SgtMaj/Senior Enlisted, Deployment Readiness Coordinator and/or Uniformed Readiness Coordinator, Single Marine Program Representative, and Chaplain attend FRCT Training within the respective timeline as required by policy?

Reference: MCO 1754.9B, par 4.b.(9)(a); MCO 1754.9B, Chap 3, par 1.(a); MCO 1754.9B, Chap 3, par 1.(d); MCO 1754.9B, Chap 7, par 2; MCO 1754.9B, Chap 8, par 2.a.; and DoDI 1342.22, sect 5.2.

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| Result | Comments |

0105 Can the command demonstrate pre, mid and post-deployment trainings were offered to service members and their family members and does the DRC/URC coordinate pre, mid and post deployment with MCFTB?

Reference: MCO 1754.9B, par 4.b.(9)(f - g); MCO 1754.9B, Chap 5, par 1 - 2; DoDI 1342.22, sect 4, par f.

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| Result | Comments |

0106 Does the unit utilize the UPFRP Data Tool to track UPFRP support and services provided, and submit data monthly to HQMC via the UPFRP, HQMC SharePoint site?

Reference: MCO 1754.9B, Chap 3, par 4.b.(2); DoDI 1342.22, sect 2, par 2.2.j.

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| Result | Comments |

0107 Does the command ensure Marines complete a NAVMC 11654 or update their Authorized Contact information in the MOL Family Readiness Module within 30 days of checking into the unit?

Reference: MCO 1754.9B, Chap 4, par 3.a.; DoDI 1342.22, sect 4, para 4.3.a.

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| Result | Comments |

0108 Is official and/or authorized UPFRP communication disseminated at least once monthly to non-deployed Marines or at least twice monthly while Marines are in a deployment status?

Reference: MCO 1754.9B, Chap 4, par 1; MCO 1754.9B, Chap 5, par 1.b.(1); DoDI 1342.22, sect 4, par 4.2.f.(4)

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| Result | Comments |

0109 Are the FRCTAs and FRAs appointed by the Commander and identified as an Authorized Contact by the Marine?

Reference: MCO 1754.9B, Chap 2, par 2.e. (1-2); MCO 1754.9B, par 3.e.(1-2); DoDI 1342.22, sect 4, par 4.3.a.(2)

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| Result | Comments |

0110 Does the command maintain a copy of the required training certificates for appointed volunteers and can command demonstrate the occurrence of volunteer meetings (monthly for deployed units and quarterly for non-deployed units)?

Reference: MCO 1754.9B, Chap 6, par 2.a.(3); MCO 1754.9B, Chap 6, par 2.b.(3); MCO 1754.9B, Chap 3, par 1.c.

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| Result | Comments |
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0111 Does the Commander ensure volunteers are recognized at least annually at recognition events?

Reference: MCO 1754.9B, Chap 6, par 2.b.(9); DoDI 1342.22, sect 8.15.

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| Result | Comments |

0112 Does the command maintain a copy of the following documentation for all appointed volunteers: appointment letter from the current Commander, a Volunteer Agreement Form (DD Form 2793), and Volunteer Application (NAVMC 11653)?

Reference: MCO 1754.9B, Chap 6, par 2.a.(3), MCO 1754.9B, Chap 6, par 2.b.(3); DoDI 1100.21, sect 3.4.

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| Result | Comments |

0113 Did the Commander appoint a Responsible Officer (RO) and Assistant RO (ARO) to approve the execution of the Unit and Family Readiness funds? Reference: MCO 1754.9B, par 4.b.(9)(c); DoDI 1015.10; encl 6, par 1.(b)

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| Result | Comments |

0114 Does the command maintain reconciliation documentation for UPFRP fund expenditures including budgets, expenditures, and allocations? Documentation should be provided to the appropriate MCCS AO as required.

Reference: MCO 1754.9B, Chap 3, par 3.b.(7); DoDI 1015.10, encl 6, par 1.(b)

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| Result | Comments |

Subsection 2 – OPERATIONAL FORCES (applies to all MEF and MARSOC Colonel- level commands)

0201 Has the Regimental/Group Commander assigned a DRC/URC to each subordinate command?

Reference: MCO 1754.9B, par 4.b.(8)(a); DoDI 1342.22, sect 3.1.

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| Result | Comments |

Subsection 3 – OPERATIONAL FORCES (applies to all MEF, MARFORCOM, MARSOC, HMX-1, and MCESG Colonel and Lieutenant Colonel-level commands)

0301 Does the DRC/URC leverage personal and family readiness programs offered by the supporting MCCS?

Reference: MCO 1754.9B, Chap 2, Par 2.b.(1)(g); DoDI 1342.22, Section 4.2. par I.

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| Result | Comments |

Subsection 4 -RECRUITING SPECIFIC (applies to Marine Corps Recruiting Commands)

0401 Does the Recruiting Station Commander/Prior Service Recruiters Detachment Officer in Charge oversee and maintain a UPFRP?

Reference: MCO 1754.9B, Chap 7, par 1.b.

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| Result | Comments |

0402 Does the DRC/URC provide oversight and assistance of Independent Duty Funds (IDF) reconciliation to the RSs, to include assisting the RS ROs with the requesting, budgeting, and executing of IDF?

Reference: MCO 1754.9B, Chap 7, par 3.b.(4)(m); DoDI 1015.10, encl 6, par 1.(a)

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| Result | Comments |

0403 Can the DRC/URC demonstrate assistance to Information, Referral and

Relocation Specialists with sponsorship requests for Marines in remote

locations?

Reference: MCO 1754.9B, Chap 7, par 3.b.(4)(e); DoDI 1342.22, sect 4.2.,

par e.

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| Result | Comments |

Subsection 5 -RESERVE SPECIFIC (applies to all Marine Forces Reserve [MFR] Commands)

0501 Are Marines and family members at geographically separated units or detachments supported by the O-5 Commander’s UPFRP?

Reference: MCO 1754.9B, Chap 8, par 1.a.; DoDI 1342.22, sect 2.6., par h.

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| Result | Comments |

0502 Did the region’s DRC/URCpropose a deployment communication plan to the deploying unit’s Commander within 6 months of deployment?

Reference: MCO 1754.9B, Chap 8, par 3.i.(1)(d)2.; DoDI 1342.22, sect

1.2., par b.

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| Result | Comments |

0503 Does the region’s DRC/URC communicate directly with Marines and their Authorized Contacts at least twice per month throughout the entire deployment cycle, to include pre, mid, and post deployment periods? Reference: MCO 1754.9B, Chap 8, par 3.i.(1)(d)3.; DoDI 1342.22, sect 4, par 4.2.f.(4)

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| Result | Comments |

**Inspectors General Checklist**

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| **UNIT TRAINING MANAGEMENT (UTM) (1553.3)**   |  |  |  |  | | --- | --- | --- | --- | |  | | | | | This checklist applies to ALL commands. Written internal control procedures, i.e., local directives, desktop procedures, checklists, etc., can attribute to a successful functional area and provide continuity. | | | | |  | | | | | **Functional Area Sponsor:** TECOM PSD | | **Command: Name of Command** | | **Subject Matter Expert:**  Maj Mark D. Moran  mark.moran.mil@usmc.mil | | **Date: Date** | | (DSN) 278-4726 (COML) 703-784-4726 | | **Inspector: Inspector**  **Total Questions: 39** | | **Revised:** 8 March 2024 | | **Final Assessment**  **Discrepancies: Findings:** | |  | |  | | **Overall Comments:** Place Here | | | | | This checklist is divided into (6) subsections based on the functions a unit may be expected to perform.  [SUBSECTION (1)](#Subsection1) is for all Marine Corps units. This subsection applies to the foundational elements of a unit training management program.  [SUBSECTION (2)](#Subsection2) is for all Marine Corps units. This subsection applies to the planning, execution, and completion of service-directed individual training requirements.  [SUBSECTION (3)](#Subsection3) is for units with a METL. This subsection applies to the planning, execution, and completion of METL-based training, collective E-coded training events, and/or evaluated T&R events.  [SUBSECTION (4)](#Subsection4) is for units required to conduct T&R-based training. This subsection applies the preparation for and documentation of T&R event evaluation.  [SUBSECTION (5)](#Subsection5) is for units required to oversee and/or conduct MCCRE. This subsection applies to the planning, preparation, and documentation of unit MCCREs.  [SUBSECTION (6)](#Subsection6) is for major subordinate commands. This subsection applies to specific tasks to integrate or provide UTM-based instruction within their responsible learning venues and faculty development processes. | | | | | **Subsection (1) – UTM PROGRAM FOUNDATIONS** | | | | | 0101 | Does the unit maintain the program order and below required directives in MCTIMS unit documents?  -[MCO 1553.3C](https://www.marines.mil/News/Publications/MCPEL/Electronic-Library-Display/Article/899431/mco-15533c/), Unit Training Management Program  -[MCTP 7-20A](https://www.marines.mil/News/Publications/MCPEL/Electronic-Library-Display/Article/3322468/mctp-7-20a/), Unit Training Guide  -[MCRP 7-20A.1](https://www.marines.mil/News/Publications/MCPEL/Electronic-Library-Display/Article/3322158/mcrp-7-20a1/), Training Plan Design  -[MCRP 7-20A.2](https://www.marines.mil/News/Publications/MCPEL/Electronic-Library-Display/Article/3322210/mcrp-7-20a2/), Event and Exercise Design  -[MCRP 7-20A.3](https://www.marines.mil/News/Publications/MCPEL/Electronic-Library-Display/Article/3322412/mcrp-7-20a3/), Simulation Training Guide  -[MCRP 7-20A.4](https://www.marines.mil/News/Publications/MCPEL/Electronic-Library-Display/Article/3322503/mcrp-7-20a4/), Evaluations and Assessments  -[MCRP 7-20A.5](https://www.marines.mil/News/Publications/MCPEL/Electronic-Library-Display/Article/3322512/mcrp-7-20a5/), Training Data Management  -[MCO 1553.10](https://www.marines.mil/News/Publications/MCPEL/Electronic-Library-Display/Article/900395/mco-155310/), MCTIMS SOP  -[MCO 3500.14](https://www.marines.mil/News/Publications/MCPEL/Electronic-Library-Display/Article/900333/mco-350014-wadmn-ch-28jan11/), Aviation T&R Program (If Aviation T&R is applicable)  -[NAVMC 3500.14E](https://www.marines.mil/News/Publications/MCPEL/Electronic-Library-Display/Article/2396543/navmc-350014e-ch-1/), Aviation T&R Program (If Aviation T&R is applicable)  -[MCO P3500.72A](https://www.marines.mil/News/Publications/MCPEL/Electronic-Library-Display/Article/899339/mco-p350072a/), MC Ground T&R Program  -[MCO 3501.1E](https://www.marines.mil/News/Publications/MCPEL/Electronic-Library-Display/Article/1780191/mco-35011e-cancels-mco-35011d/), MCCRE (Applicable to units subject to evaluation and oversight of MCCRE)  Reference: MCO 1553.3C p.6 par. 4.c.(3) | | | | Result | Comments | | | | 0102 | Does the unit publish its mission statement and mission essential task list (METL) in the Mission+METL tab of MCTIMS Unit Training Module/Readiness Planning?  Note: Units without a METL in Task Master are only required to publish a mission statement.  Reference: MCO 1553.3C p.2 par. 4.a.(2)(b) & p.5 par. 4.b.(6)(e); MCRP 7-20A.1 p.2-4 | | | | Result | Comments | | | | 0103 | Does the unit publish its METL in the Mission+METL tab annually, within 45 days of the commander assuming command, or within 15 days of the assignment of a new unit mission?  Note: Annual denotes within a 365-day period from previously published METL; this item only applies to units with a METL in Task Master.  Reference: MCO 1553.3C p.5 par. 4.b.(6)(e) | | | | Result | Comments | | | | 0104 | Does the unit maintain continuous internal assessment in MCTIMS of its ability to execute core and assigned METs and facilitate readiness reporting?  Note: Inspector verifies Commander’s Assessment with Task Master and current T&R events.  Reference: MCO 1553.3C p.6 par. 4.b.(6)(k); MCO 3000.13B Chap 5 p.5-1, par. 4 | | | | Result | Comments | | | | 0105 | Does the unit publish the commander’s training guidance in MCTIMS?  Reference: MCO 1553.3C p.7 par. 4.c.(4)(a) | | | | Result | Comments | | | | 0106 | Does the commander convey in the commander’s training guidance, at a minimum, their training philosophy, training priorities, and guidance to the unit and subordinate elements?  Reference: MCO 1553.3C p.2 par. 4.a.(2)(b); MCRP 7-20A.1 p.2-2 | | | | Result | Comments | | | | 0107 | Does the unit develop a training plan or campaign plan and publish it in MCTIMS?  Reference: MCO 1553.3C p.7 par. 4.c.(4)(b) | | | | Result | Comments | | | | 0108 | Does the unit identify and integrate in the training plan or campaign plan the unit’s mission and METL; all METL-based training, E-coded T&R events, and service-directed annual and ancillary training requirements; and the priorities established by the commander’s training guidance?  Note: METL-based training and E-coded T&R events only for units with a METL in Task Master and/or T&R events in MCTIMS.  Reference: MCO 1553.3C p.3 par 4.a.(2)(c); MCRP 7-20A.1 p.2-1 | | | | Result | Comments | | | | 0109 | Does the unit designate in writing Marines responsible for executing UTM roles, responsibilities, and functions?  Note: Inspector verifies unit-generated documents and MCTIMS Unit Training Module permissions.  Reference: MCO 1553.3C p.5 par. 4.b.(6)(b); MCRP 7-20A.5 pp.2-1 to 2-3 | | | | Result | Comments | | | | 0110 | As requested by formal schools, does the unit respond to post-course surveys to support program of instruction alignment to community and MOS requirements?  Note: Validated by the unit providing correspondence (e.g., e-mail) or formal message traffic (e.g., AMHS, ETMS2) showing survey request and response provided.  Reference: MCO 1553.3C p. 6, par. 4.c.(1) | | | | Result | Comments | | | | **Subsection (2) – SERVICE-DIRECTED TRAINING** | | | | | 0201 | Does the unit use the MCTIMS unit calendar to document planning, execution, and completion of all individual annual, ancillary, and service-directed training requirements?  Reference: MCO 1553.3C p.6, par 4.b.(6)(g) | | | | Result | Comments | | | | 0202 | Does the unit plan, synchronize, and document individual training on the unit calendar with, at a minimum, the prescribed components for each event?  Reference: MCO 1553.3C p.7, par. 4.c.(5) | | | | Result | Comments | | | | 0203 | Does the unit score completion of all service- or unit-mandated individual training requirements conducted by four or more Marines using the MCTIMS unit calendar?  Note: Inspector compares scoresheets to events on the MCTIMS unit calendar.  Reference: MCO 1553.3C p.7, par. 4.c.(6) | | | | Result | Comments | | | | **Subsection (3) – METL-based Training** | | | | | 0301 | Is the unit conducting operational training according to the applicable community T&R manual to achieve unit CMMR?  Note: Applies to commands and units under Aviation T&R program.  Note: Supporting documentation examples: CMMR report, MSHARP data, MACCS Performance training jacket and training plans.  Reference: NAVMC 3500.14E, chap 1 par 1.2.3 and chap 2 par 2.2.2; NAVMC 3500.XX Series, Applicable community T&R Manual | | | | Result | Comments | | | | 0302 | Does the unit use the MCTIMS unit calendar to document planning, execution, and completion of METL-based training events?  Note: Applies to units under the Ground T&R Program.  Reference: MCO 1553.3C p.6, par. 4.c.(7) | | | | Result | Comments | | | | 0303 | Does the unit plan, synchronize, and document METL-based training on the MCTIMS unit calendar with, at a minimum, the prescribed components for each event?  Note: Applies to units under the Ground T&R Program.  Reference: MCO 1553.3C p.7, par. 4.c.(5) | | | | Result | Comments | | | | **Subsection 4 – EVALUATIONS** | | | | | 0401 | Does the unit designate in writing Marines executing responsibilities as evaluators?  Reference: MCO 1553.3C p.5, par. 4.b.(6)(c) | | | | Result | Comments | | | | 0402 | Do units ensure evaluators are trained to conduct evaluations?  Note: Unit provides a copy of evaluator training plan, training guidance (order/policy, lesson plan).  Reference: MCO 1553.3C p.3, par. 4.a.(2)(f); MCO 3501.1E p.1-4, par. 9; MCRP 7-20A.4 p.B-3 | | | | Result | Comments | | | | 0403 | Does the unit assess T&R events through the associated calendar events for METL-based training events and exercises, collective E-coded training events, and/or evaluated T&R events in the MCTIMS unit calendar?  Reference: MCO 1553.3C p.7, par 4.c.(7) | | | | Result | Comments | | | | 0404 | Does the unit evaluate collective T&R events utilizing a performance evaluation checklist (PECL) generated from the MCTIMS unit calendar event, or a command approved performance evaluation rubric, scale, checklist, etc?  Reference: MCO 1553.3C par 4.a.(2)(f); MCO 3501.1E 4c(1)(d) | | | | Result | Comments | | | | 0405 | Does the unit upload completed PECLs/evaluation documentation for assessed T&R events to corresponding calendar events, in the MCTIMS unit calendar?  Reference: MCO 1553.3C p.7, par. 4.c.(5)(h) | | | | Result | Comments | | | | **Subsection 5 – MCCRE** | | | | | 0501 | Does the unit ensure subordinate units are formally evaluated through a MCCRE as outlined in the reference?  Note: This item applies to inspected MEF and MSC MCCRE programs concerning MCCREs for subordinate units mandated in the references.  Reference: MCO 3501.1E p.4, 4.b.(3)(a); MARADMIN 538/21 | | | | Result | Comments | | | | 0502 | Does each subordinate unit conduct a MCCRE of its core and/or assigned METs at least once every two years or once per deployment cycle—whichever is more frequent for the active component?  Note: This item applies to inspected MEF and MSC MCCRE programs concerning MCCREs for subordinate units mandated in the references.  Reference: MCO 3501.1E p.4, 4.b.(3)(a); MARADMIN 538/21 | | | | Result | Comments | | | | 0503 | Does each subordinate unit, both active and reserve component, conduct a MCCRE of its core and/or assigned METs within (6) months prior to deployment?  Note: This item applies to inspected MEF and MSC MCCRE programs concerning MCCREs for subordinate units mandated in the references.  Reference: MCO 3501.1E p.4, 4.b.(3)(a); MARADMIN 538/21 | | | | Result | Comments | | | | 0504 | Does the unit conduct a MCCRE at least once every (2) years or once per deployment cycle—whichever is more frequent for the active component—and within (6) months prior to a deployment for both active and reserve components?  Note: This item applies to inspected units required to be evaluated through a MCCRE, per the reference.  Reference: MCO 3501.1E p.2, par. 4.a.(2)(a) | | | | Result | Comments | | | | 0505 | Do all required subordinate units conduct a MCCRE prior to deployment or change of operational control (CHOP) to a task-organized unit, including preparation to conduct a CHOP to a Marine expeditionary unit (MEU)?  Reference: MCO 3501.1E p.3, par. 4.a.(2)(f); MARADMIN 538/21 par. 2.b. | | | | Result | Comments | | | | 0506 | Do all required subordinate units deploying separately for Unit Deployment Program or similar deployments, and not as a part of a task-organized unit, conducted a MCCRE no later than 30 days prior to their deployment?  Reference: MCO 3501.1E p.3, par. 4.a.(2)(f) | | | | Result | Comments | | | | 0507 | Does the unit ensure subordinate unit MCCRE results are documented and published in the MCTIMS MCCRE Module no later than 45 days after exercise completion?  Note: Inspector validates all required actions are completed and the MCCRE is certified (published/archived).  Reference: MCO 3501.1E p.4, par. 4.b.(3)(i) | | | | Result | Comments | | | | 0508 | Do all required units within the inspected command conduct T&R event INF-COND-7001 or INF-COND-8001 “Conduct a forced march” as an integral part of MCCREs, in accordance with the reference?  Note: This item applies to load bearing unit MCCREs (infantry regiments, infantry battalions, reconnaissance battalions, force reconnaissance companies, or units assigned a provisional infantry battalion mission/METL)  Reference: MCO 3501.1E p.5, par. 4.c.(1)(b)1. | | | | Result | Comments | | | | 0509 | Do all required units within the inspected command conduct T&R event MCCS-COND-1003 “Conduct a forced march” as a part of MCCREs, in accordance with the reference?  Note: This item applies to non-load bearing unit MCCREs (Division headquarters battalion, artillery regiments, artillery battalions, assault amphibious battalions, combat engineer battalions, light armored reconnaissance battalions, tank battalions, air and Naval gunfire liaison companies, low altitude air defense battalions).  Reference: MCO 3501.1E p.6, par. 4.c.(1)(b)2. | | | | Result | Comments | | | | 0510 | Do units conducting MCCRE evaluate all E-coded and all supporting 6000 level and above T&R events during MCCRE, as outlined by the unit’s METL?  Note: This item applies to GCE/LCE MCCREs and is inspected in MCTIMS MCCRE module.  Note: If prescribed T&R events were waived from evaluation, unit provides waiver documentation as described in MCO 3501.1E par 4.a.(2)(e), 4.c.(1)(b), and 4.c.(1)(c).  Reference: MCO 3501.1E p.6, par. 4.c.(1)(c) | | | | Result | Comments | | | | 0511 | Does the unit record evaluated T&R events in M-SHARP?  Note: This item applies to MAW/ACE MCCREs.  Reference: MCO 3501.1E p.8, par. 4.c.(2)(e) | | | | Result | Comments | | | | 0512 | Does the unit utilize Performance Evaluation Checklists (PECL) generated from the MCTIMS unit calendar event or a command approved performance evaluation rubric, scale, checklist, etc. to evaluate T&R events during MCCRE?  Reference: MCO 3501.1E p.7, par. 4.c.(1)(f) | | | | Result | Comments | | | | **Subsection 6 – TECOM MSCs** | | | | | 0601 | Does Training Command integrate UTM-related instruction into faculty development to ensure facilitators can utilize the T&R manuals for the creation of course content and evaluation?  Reference: MCO 1553.3C p.4, par. 4.b.(2)(b) | | | | Result | Comments | | | | 0602 | Does Training Command provide UTM instruction in subordinate formal learning courses for officers, staff noncommissioned officers, and noncommissioned officers that prepares the Marines to perform MOS and grade appropriate UTM roles?  Reference: MCO 1553.3C p.5, par. 4.b.(2)(c) | | | | Result | Comments | | | | 0603 | Does Education Command integrate appropriate level instruction of UTM roles in enlisted and officer professional military education and other formal learning environments?  Reference: MCO 1553.3C p.5, par. 4.b.(3) | | | | Result | Comments | | | | 0604 | Does MAGTF-TC develop role-based UTM instructional materials to facilitate FMF and faculty development instruction in subordinate formal learning courses?  Reference: MCO 1553.3C p.5, par. 4.b.(4)(a) | | | | Result | Comments | | | | 0605 | Does MAGTF-TC develop role-based UTM instruction for the FMF and MAGTF-TC formal learning course faculty development?  Reference: MCO 1553.3C p.5, par. 4.b.(4)(a) | | | | Result | Comments | | | | 0606 | Does the Marine Corps Recruit Depot integrate UTM concepts into faculty and staff development to ensure T&R basis for training?  Reference: MCO 1553.3C p.5, par. 4.b.(5) | | | | Result | Comments | | | |

**Inspectors General Checklist**

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| **UNIT READINESS 3000.13** | | | |
| This checklist applies to all Marine Corps readiness reporting units (MARFORs, Installations, and Operating Forces). There are four types of reports: Regular, Intermediate, Installation, and MARFOR with each subsection indicating to which type it is applicable. Regular reports are from battalions, squadrons, and select companies and included detailed personnel and equipment resource data. Intermediate reports are for MEFs, Major Subordinate Commands (MSCs - divisions, air wings, logistics groups), and Major Subordinate Elements (MSEs - regiments and air groups) and include a rollup of the subordinate unit resources. MARFOR and Installations only report their mission assessment and do not report resources.  SCOPE: The inspector will review reports and documentation from the last 12 months. This checklist incorporates the revisions to MCO 3000.13B | | | |
| **Functional Area Sponsor:** PP&O, PO, POR | | **Name of Command** |
| **Subject Matter Experts:** Mr. Jason Bullis | | **Date** |
| [jason.l.bullis@usmc.mil](mailto:jason.l.bullis@usmc.mil)  (DSN) 671-1031(COML) 703-571-1031 | | **Inspector** |
| **Revised:** 14 March 2025 | | **Total Questions: 63**  **Final Assessment**  **Discrepancies: Findings:** |
| **Overall Comments:** Place Here | | | |
| Subsection 1 - REPORTING OCCASIONS (All Readiness Reporting Units) | | | |
| 0101 | Can the unit readiness officer demonstrate understanding of the differences in reporting core and assigned missions?  Reference: MCO 3000.13B, Chap 1, par 6.a. and b. | | |
| Result | Comments | | |
| 0102 | Can the unit readiness officer explain the occasions for submitting a readiness report? Are there any examples of occasions besides monthly in the last 12 months?  Reference: MCO 3000.13B, Chap 1, Table 1-1 | | |
| Result | Comments | | |
| 0103 | Were any reports submitted late over the last 12 months?  Reference: MCO 3000.13B, Chap 1, par 13 & Chap 1, Table 1-1 | | |
| Result | Comments | | |
| 0104 | For MARFORS, Intermediate, and Regular reports, were reports submitted every calendar month over the last 12 months?  Reference: MCO 3000.13B, Chap 1, Table 1-1 | | |
| Result | Comments | | |
| 0105 | Were any reports submitted with less than five days for higher HQ review over the last 12 months?  Reference: MCO 3000.13B, par 4.b.(9).(d) | | |
| Result | Comments | | |
| 0106 | Were any reports submitted and not corrected within 24 hours after being returned by higher HQ review over the last 12 months?  Reference: MCO 3000.13B, Chap 1, par 11b | | |
| Result | Comments | | |
| 0107 | Has the command created readiness related commander’s standing notification events appropriate to the command?  Reference: MCO 3000.13B, Chap 1, par 12 | | |
| Result | Comments | | |
| Subsection 2 - PERSONNEL (P-LEVEL) (Intermediate and Regular Reporting Units Only) | | | |
| 0201 | Can the unit readiness officer demonstrate how to calculate assigned personnel strength?  Reference: MCO 3000.13B, Chap 2, par 4c; and the Commander’s Readiness Handbook (CRH), Personnel (P-Level) | | |
| Result | Comments | | |
| 0202 | Can the unit readiness officer demonstrate how to differentiate between assigned, attached, detached and IA personnel?  Reference: MCO 3000.13B, Chap 2, par 4c(1-4); and Appendix A, Tables A-1/A-2; and the CRH, Personnel (P-Level) | | |
| Result | Comments | | |
| 0203 | Can the unit readiness officer demonstrate how to identify non-deployable personnel?  Reference: MCO 3000.13B, Chap 2, par 4c(5); and Appendix A, Table A-2; and the CRH, Personnel (P-Level) | | |
| Result | Comments | | |
| 0204 | Can the unit readiness officer demonstrate how to identify critical MOS/critical skill personnel, via Billet MOS and/or Primary MOS in the unit Table of Organization?  Reference: MCO 3000.13B, Chap 2, par 4d and the CRH, Personnel (P-Level) | | |
| Result | Comments | | |
| 0205 | Can the unit readiness officer demonstrate how to identify a valid billet fill for critical MOS/critical skill personnel?  Reference: MCO 3000.13B, Chap 2, par 4d and the CRH, Personnel (P-Level) | | |
| Result | Comments | | |
| 0206 | Can the unit readiness officer show that the P-level comments put the unit’s personnel resources in context (the effects of task organization, staffing shortfalls, MOS qualification, risks, reduced capabilities, HHQ action required, etc.) and identify key readiness degraders?  Reference: MCO 3000.13B, Chap 2, par 8; and the Commander’s Readiness Handbook, Personnel (P-Level) | | |
| Result | Comments | | |
| 0207 | Can the unit readiness officer show that the reason not level 1 codes are used appropriately and are consistent with the P-level comment?  Reference: MCO 3000.13B, Chap 2, par 7 | | |
| Result | Comments | | |
| 0208 | If the unit had/has an assigned mission within the last 12 months, can the unit readiness officer show that the approved manning document was used to define the personnel structure requirements?  References: MCO 3000.13B, Chap 2, par 4b(2) | | |
| Result | Comments | | |
| 0209 | For Intermediate Reports, can the unit readiness officer show how the personnel data was calculated based on the subordinate unit data?  References: MCO 3000.13B, Chap 2, par 4c | | |
| Result | Comments | | |
| Subsection 3 - EQUIPMENT (S-LEVEL AND R-LEVEL) (Intermediate and Regular Reporting Units Only) | | | |
| 0301 | Can the unit readiness officer demonstrate how to determine the quantity of equipment possessed?  Reference: MCO 3000.13B, Chap 3, par 6b; and Table 3-1 | | |
| Result | Comments | | |
| 0302 | Can the unit readiness officer demonstrate how to determine the quantity of the number of aircraft in an in-reporting status (Flying Squadrons)?  Reference: MCO 3000.13B, Chap 3, par 6b; and Table 3-1 | | |
| Result | Comments | | |
| 0303 | If the unit is or was task organized (+) or providing a detachment (-), can the unit readiness officer show that the gained and/or lost equipment/in-reporting aircraft amounts are adjusted appropriately?  Reference: MCO 3000.13B, Chap 3, par 6 and 8; CRH, Equipment-related paragraphs | | |
| Result | Comments | | |
| 0304 | Can the unit readiness officer show that the S-level comments put the unit’s equipment resources in context (the effects of task organization, supply shortfalls, risks, reduced capabilities, HHQ action required, pending TOECRs, etc.) and identify key readiness degraders?  Reference: MCO 3000.13B, Chap 3, par 10 | | |
| Result | Comments | | |
| 0305 | Can the unit readiness officer show that the reason not level 1 codes are used appropriately and are consistent with the S-level comment?  Reference: MCO 3000.13B, Chap 3, par 9 | | |
| Result | Comments | | |
| 0306 | If the unit is a provisional unit or had/has an assigned mission within the last 12 months, can the unit readiness officer show that the approved equipment density list (EDL) was used to populate the MEE and PEI equipment lists in DRRS-MC to define the equipment structure requirements?  References: MCO 3000.13B, Chap 3, par 6a(2) | | |
| Result | Comments | | |
| 0307 | Can the unit readiness officer demonstrate how to determine the quantity of deadlined equipment, mission capable aircraft, and full mission capable aircraft?  Reference: MCO 3000.13B, Chap 3, par 7 and Table 3-2 | | |
| Result | Comments | | |
| 0308 | For flying squadrons, can the unit readiness officer demonstrate when the previous month’s average number of mission capable aircraft was used and show that it was indicated in remarks?  Reference: MCO 3000.13B, Chap 3, par 7 and Table 3-2 | | |
| Result | Comments | | |
| 0309 | Can the unit readiness officer show that the R-level comments put the unit’s equipment maintenance issues in context (parts shortages, mechanic shortages, risks, reduced capabilities, HHQ action required, etc.)?  Reference: MCO 3000.13B, Chap 3, par 10 | | |
| Result | Comments | | |
| 0310 | Can the unit readiness officer show that the reason not level 1 codes are used appropriately and are consistent with the R-level comment?  Reference: MCO 3000.13B, Chap 3, par 9 and 10 | | |
| Result | Comments | | |
| 0311 | For Intermediate Reports, can the unit readiness officer show how the equipment data was calculated based on the subordinate unit data?  Reference: MCO 3000.13B, Chap 3, par 6c | | |
| Result | Comments | | |
| Subsection 4 - CBRN (Intermediate and Regular Reporting Units Only) | | | |
| 0401 | Can the unit readiness officer show that the CBRN T-level is based on the percentage of core METs trained to standard under CBRN conditions as determined by the CBRN calculator?  Reference: MCO 3000.13B, Chap 6, par 4d | | |
| Result | Comments | | |
| 0402 | Can the unit readiness officer show that the CBRN S-rating is based on a unit’s analysis of on-hand resources using the CBRN calculator, is reported as S-6, or is an aggregate average of total service selected CBRN equipment in a regional consolidated storage facility as applicable?  Reference: MCO 3000.13B, Chap 6, par 4b and Table 6-1 | | |
| Result | Comments | | |
| 0403 | Can the unit readiness officer show that the CBRN overall comments convey the unit’s ability to execute its mission, or portions thereof, in a CBRN environment and identifies key readiness degraders?  Reference: MCO 3000.13B, Chap 6, par 6 | | |
| Result | Comments | | |
| Subsection 5 - TRAINING LEVEL (T-LEVEL) (Intermediate and Regular Reporting Units Only) | | | |
| 0501 | Can the unit readiness officer demonstrate how to determine the unit’s training level (T-level)?  Reference: MCO 3000.13B, Chap 5, par 5a | | |
| Result | Comments | | |
| 0502 | For flying squadrons, can the unit readiness officer show how to determine the T-level for combat leadership designations and show that the overall unit T- level is the lower of the percentage of combat leadership designations and percentage of METs trained to standard?  Reference: MCO 3000.13B, Chap 5, par 5b | | |
| Result | Comments | | |
| 0503 | Can the unit readiness officer show how the linkage between DRRS and Unit Training Management (UTM) or MSHARP for planning and recording training for the unit?  Reference: MCO 3000.13B, Chap 5, par 4 | | |
| Result | Comments | | |
| 0504 | Can the unit readiness officer show that the training remarks lists the METs not trained to standard and their impact to unit readiness, provides information on the plan to improve training readiness, or, conversely what will/may reduce training readiness, and provides amplifying information outlining the support needed to improve training?  Reference: MCO 3000.13B, Chap 5, par 7 | | |
| Result | Comments | | |
| 0505 | In the MET remarks, can the unit readiness officer show that each MET is assessed against the full unit or squadron (-) as designed in accordance with its full T/O&E?  Reference: MCO 3000.13B, Chap 5, par 7b | | |
| Result | Comments | | |
| Subsection 6 – UNIT OF EMPLOYMENT (UE) (Regular Reporting Units Only) | | | |
| 0601 | Can the unit readiness officer show that the commander’s assessment includes focused narratives that capture force capability and capacity at the UE levels?  Reference: MCO 3000.13B, Chap 7, par 3 and MC Application Central: Training Support Package (https://drrs.csd.disa.smil.mil/Drrs/) | | |
| Result | Comments | | |
| 0602 | If applicable, on the Subordinate Unit Page, can the unit readiness officer show how the Manned, Equipped, Trained, and Deployed checkboxes are determined and checked.  Reference: MCO 3000.13B, Chap 7, par 3 | | |
| Result | Comments | | |
| 0603 | If applicable, on the Subordinate Unit Page, remarks are provided when a UE is “Partially Ready”, “Not Ready”, or Deployed?  Reference: MCO 3000.13B, Chap 7, par 4 | | |
| Result | Comments | | |
| 0604 | If applicable, on the Subordinate Unit Page, can the unit readiness officer show data entered is consistent with the other sections of the report.  Reference: MCO 3000.13B, Chap 7, par 3 | | |
| Result | Comments | | |
| 0605 | If applicable, on the Subordinate Unit Page, resources (structure and on hand personnel and MEE) are provided when a UE deployed?  Reference: MCO 3000.13B, Chap 7, par 3 | | |
| Result | Comments | | |
| Subsection 7 - MISSION ASSESSMENT (All Readiness Reporting Units) | | | |
| 0701 | Can the unit show in the mission assessment remarks, that the core mission is assessed against the full unit (e.g. squadron/battalion, group/regiment, division/wing, etc.), but also conveys the ability of subordinate units/detachments (e.g. MEU/UDP and aviation detachments, companies, battalions, etc.) to execute the mission?  Reference: MCO 3000.13B, Chap 8, par 5 | | |
| Result | Comments | | |
| 0702 | Can the unit show that the mission assessment remarks explain, in succinct and easily understood terms, the “bottom line” assessment of the unit’s ability to carry out its mission?  Reference: MCO 3000.13B, Chap 8, par 5a(1) | | |
| Result | Comments | | |
| 0703 | Can the unit readiness officer demonstrate understanding of the standards based MET assessment?  Reference: MCO 3000.13B, Chap 4, par 8 | | |
| Result | Comments | | |
| 0704 | For flying squadrons, can the unit readiness officer demonstrate how the number of MET capable aircraft is determined from the MESM?  Reference: MCO 3000.13B, Chap 3, par 7 | | |
| Result | Comments | | |
| 0705 | Can the unit readiness officer demonstrate an understanding of the difference between Baseline and Advanced performance standards?  Reference: MCO 3000.13B, Chap 4, par 8 | | |
| Result | Comments | | |
| 0706 | Can the unit readiness officer demonstrate how to provide manual input on a performance standard within a MET assessment?  Reference: MCO 3000.13B, Chap 4, par 8 | | |
| Result | Comments | | |
| 0707 | Can the unit readiness officer demonstrate how to override a performance standard within a MET assessment to determine the Commander’s Subjective Assessment?  Reference: MCO 3000.13B, Chap 4, par 8 | | |
| Result | Comments | | |
| 0708 | If the calculated MET assessment is assessed as a “Qualified Yes” or a “No”:  a. Does the MET remark explain the capability shortfall, as well as the training or resources required to mitigate the shortfall?  b. Does the MET remark address any standards and conditions assessed as not achieving the required criteria?  c. Does the MET remark provide justification for any standards that were overridden?  Reference: MCO 3000.13B, Chap 4, par 8 | | |
| Result | Comments | | |
| 0709 | Can the unit readiness officer explain how MET yes (Y), qualified yes (Q), and no (N) relate to mission capability assessments?  Reference: MCO 3000.13B, Chap 8, par 4c and Table 8-4 | | |
| Result | Comments | | |
| 0710 | Can the unit show that the mission assessment considers the mission as a whole, using the full METL?  Reference: MCO 3000.13B, Chap 8, par 4c(1) | | |
| Result | Comments | | |
| 0711 | If any METs are assessed as “N” and the commander subsequently makes a subjective change to the Mission Assessment of “No” to “Qualified Yes” does the commander clearly explain the justification for such a change, to include the shortfall, effect on the overall mission and any workarounds or mitigation actions that will be taken?  Reference: MCO 300.13A, Chap 8, par 4c(2) | | |
| Result | Comments | | |
| 0712 | Can the unit demonstrate that their reports describe readiness shortfalls in sufficient detail to support corrective action and prioritization of resources?  Reference: MCO 3000.13B, Chap 8, par 5 | | |
| Result | Comments | | |
| 0713 | (Regular and Intermediate Units) Can the unit readiness officer demonstrate an understanding of the correlation between the calculated C-Level and the Mission Assessment?  Reference: MCO 3000.13B, Chap 8, par 5 | | |
| Result | Comments | | |
| Subsection 8 - COMMANDERS SUMMARY (Intermediate and Regular Reporting Units Only) | | | |
| 0801 | If the commander has subjectively changed (commander’s override) the unit’s C-level/A-level in the last 12 months, can the unit show that the adjusted C-level/A-level is consistent with the applicable C-level/A-level definition, and the commander’s comments Identify the reasons and provide supporting comments validating the override?  Reference: MCO 3000.13B, Chap 8, par 5b(4); and Table 8-1 and 8-3 | | |
| Result | Comments | | |
| 0802 | Can the unit readiness officer show that commander’s comments do not simply replicate information found elsewhere in the report, but add context and meaning to the data contained therein? Comments shall speak to risks, deficiencies, and vulnerabilities assumed by the command, explain changes to C-level/A-level from previous reports, identify key readiness indicators and degraders, identify actions being taken to mitigate issues, and any assistance required from higher headquarters.  References: MCO 3000.13B, Chap 8, par 5 and 6 | | |
| Result | Comments | | |
| 0803 | Can the unit readiness officer show that appropriate C-level/A-level reason code(s) are selected that are consistent with the nature of the unit degradation?  Reference: MCO 3000.13B, Chap 8, par 4a(6) and 4b(6) | | |
| Result | Comments | | |
| 0804 | If the commander has subjectively changed (commander’s override) the unit’s C-level, can the unit show that the waiver information including: general officer’s name, grade, command, date waiver issued and justification?  Reference: MCO 3000.13B, Chap 8, par 5b(4) | | |
| Result | Comments | | |
| Subsection 9 - INTERNAL CONTROLS (All Readiness Reporting Units) | | | |
| 0901 | If applicable (MARFORs and intermediate commands), can the unit readiness officer show that subordinate unit reports are reviewed within five days of submission for the last 12 months?  Reference: MCO 3000.13B, Chap 1, par 11 | | |
| Result | Comments | | |
| 0902 | If applicable (MARFORs and intermediate commands commanded by a general officer), can the unit readiness officer show the process and artifacts that subordinate units can request, the general can consider, grant or deny, a waiver to the prohibition of subjective overrides of their C-level after 1 June 2020?  Reference: MCO 3000.13B, Chap 1, par 11 | | |
| Result | Comments | | |
| 0903 | Can the unit readiness officer show that the commander uses a board process to prepare readiness reports and maintain records of the board processes for the last 12 months?  Reference: MCO 3000.13B, Chap 1, par 10 | | |
| Result | Comments | | |
| 0904 | Have the reporting unit’s commander (Commanding Generals are exempt) and authorized agents completed the MarineNet DRRS-MC policy course within 30 days of appointment and reviewed the Commander’s Readiness Handbook? (DRRSPOL01A on MarineNet.)  **NOTE:** Online Training requirement effective with the date of this checklist, personnel appointed after this date are required to take the MarineNet DRRSPOL01A training.  Reference: MCO 3000.13B, Chap 1, par 8a | | |
| Result | Comments | | |
| 0905 | Have the unit readiness officers/staff non-commissioned officers completed required training (DRRS POC in the report)?   1. The MarineNet DRRS-MC policy course (DRRSPOL01A) and NETUSR web-based (DRRSNET01A) training within 30 days of appointment.   b. Within 90 days of appointment, received formal training from a DRRS-MC trainer, who was approved by the respective MARFOR.  **NOTE:** Online Training requirement effective with the date of this checklist, personnel appointed after this date are required to take the MarineNet DRRSPOL01A training and DRRSNET01A.  Reference: MCO 3000.13B, Chap 1, par 8b | | |
| Result | Comments | | |
| 0906 | Has the unit Commander appointed the readiness officer/SNCO (DRRS POC in the report) and authorized agents in writing?  Reference: MCO 3000.13B, Chap 1, par 9 | | |
| Result | Comments | | |

**Inspectors General Checklist**

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| **UNIFORM INSPECTION 1020** | | | | |
| This checklist applies to all levels and types of commands. This uniform inspection checklist may be used as a guide for all personally owned uniform items as detailed in MCO 10120.34H and MCBul 10120 (ensure appropriate fiscal year is utilized). The checklist may be adjusted as necessary to meet the needs of the unit/inspector. This checklist is not meant to be used for organizational and special issue clothing/gear. All elements of a question must be satisfied to be found compliant. | | | | |
| **Functional Area Sponsor:** MCUB | | | **Name of Command** |
| **Subject Matter Expert:** Ms. Mary Boyt | | | **Date** |
| (DSN) 278-6889 (COML) 703-784-6889 | | | **Inspector** |
| **Revised:** 1 January 2020 | | | **Final Assessment**  **Discrepancies: Findings:** |
| **Overall Comments:** Place Here | | | | |
| Subsection 1 – UNIFORM INSPECTION | | | | |
| 0101 |  | Did the cover fit properly?  a. Too small  b. Too large  Reference: MCO 1020.34H, par 3005; TM 10120-15/1, chap 2, sect II, par 6 chap 3, sect II, par 6 | | |
| Result | | Comments | | |
| 0102 |  | Was the cover properly maintained?   1. Soiled 2. Wrinkled 3. Visor/chin strap not polished/cleaned 4. Visor/chin strap cracked   Reference: MCO 1020.34H, par 1000.6 and 3005 | | |
| Result | | Comments | | |
| 0103 |  | Was the cover worn properly?  Reference: MCO 1020.34H, par 3005; TM 10120-15/1, chap 2, sect II, par 6 chap 3, sect II, par 6 | | |
| Result | | Comments | | |
| 0104 |  | Did personnel appearance/grooming meet Marine Corps  standards?   1. Hair was improperly trimmed/shaved/styled 2. Hair/hairstyle interfered with the proper wear of headgear 3. Unnatural, eccentric hair color did not complement   Marine's complexion   1. Conspicuous artificial hair color or wig was worn 2. Improper shave 3. Moustache was improperly trimmed 4. Cosmetics (including finger nail polish) were improperly used 5. Unauthorized/eccentric or conspicuous jewelry/wrist   watches/other personal items were worn/displayed.  i. Dirty hands/fingernails/fingernails too long/improper nail  polish worn  Reference: MCO 1020.34H, par 1004, MARADMINs 622/15 & 207/13 | | |
| Result | | Comments | | |
| 0105 |  | Were all visible tattoos in compliance with the reference and properly  recorded in the Marine's SRB/OQR?  Reference: MCO 1020.34H, par 1004 | | |
| Result | | Comments | | |
| 0106 |  | Were ribbons/medals/badges properly worn?   1. Incorrect precedence 2. Inverted 3. Incorrectly positioned on uniform 4. Items worn inconsistent w/ OQR/SRB entries 5. One-third or more of a ribbon concealed by coat lapel 6. Excessive number of badges worn 7. Attachments incorrectly positioned 8. REQUAL bars missing or incorrect 9. Ribbon bar conspicuous   Reference: MCO 1020.34H, chap 5 | | |
| Result | | Comments | | |
| 0107 |  | Did the uniform shirt fit properly?   1. Collar too large/small 2. Sleeves too long/short 3. Body too loose/tight 4. Unauthorized alterations 5. Optional shirt (if worn) does not have certification approval number   Reference: MCO 1020.34H, par 1008 and 3026, TM 10120-15/1, chap 2, sect II, par 1 chap 3, sect II, par 3 | | |
| Result | | Comments | | |
| 0108 |  | Was the uniform shirt properly maintained?   1. Soiled 2. Faded 3. Wrinkled 4. Collar stays visible 5. Buttons missing/damaged 6. Double creases   Reference: MCO 1020.34H, par 1000.6 and 3026.1f-g | | |
| Result | | Comments | | |
| 0109 |  | Was the necktie/neck tab properly maintained?   1. Soiled 2. Wrinkled 3. Frayed 4. Non-regulation 5. Pre-tied tie metal hook visible   Reference: MCO 1020.34H, par 3020 | | |
| Result | | Comments | | |
| 0110 |  | Was the tie clasp correctly positioned?  Reference: MCO 1020.34H, par 3021 | | |
| Result | | Comments | | |
| 0111 |  | Was the tie clasp properly maintained?   1. Tarnished 2. Damaged   Reference: MCO 1020.34H | | |
| Result | | Comments | | |
| 0112 |  | Was the tie clasp regulation/of type authorized for rank?  Reference: MCO 1020.34H, par 3021 | | |
| Result | | Comments | | |
| 0113 |  | Did the uniform coat fit properly?   1. Collar too loose/tight 2. Collar improperly finished 3. Too loose/tight in shoulders 4. Too loose/tight in chest 5. Too loose/tight in waist 6. Sleeves too long/short 7. Front closure overlap insufficient/excessive 8. Back vent overlap insufficient/excessive 9. Vertical edge of back vent closure not straight 10. Coat/skirt excessively flared 11. Horizontal edges of front/rear panels not even 12. Belt too long/short 13. Belt keeper missing   Reference: MCO 1020.34H, par 3006 and 3002, TM 10120-15/1, chap 2, sect II, par 3 chap 3, sect II, par 1 | | |
| Result | | Comments | | |
| 0114 |  | Was the uniform coat properly maintained?   1. Soiled 2. Faded stitching 3. Excessive wear 4. Buckle tarnished/scratched 5. Buttons tarnished/missing/damaged 6. Improperly pressed   Reference: MCO 1020.34H, par 1000.6, par 3006 and par 10102 | | |
| Result | | Comments | | |
| 0115 |  | Did uniform trousers/slacks/skirt fit properly?   1. Too loose/tight in waist 2. Too loose/tight in hips 3. Length too long/short 4. Not properly hemmed 5. Pockets flared 6. Double creases   Reference: MCO 1020.34H, par 3027, par 3028 and 3034 TM 10120  15/1B, chap 2, sect II, par 2 chap 3, sect II, par 2 | | |
| Result | | Comments | | |
| 0116 |  | Were the uniform trousers/slacks/skirt properly maintained?   1. Excessive wear 2. Soiled 3. Faded stitching 4. Buttons missing/damaged 5. Wrinkled 6. Ornamented gold lace stripe tarnished/damaged   Reference: MCO 1020.34H, par 1000.6 and 10102 | | |
| Result | | Comments | | |
| 0117 |  | Were the uniform coat and trousers/coat and skirt worn of matching  Materials (when applicable)?  Reference: MCO 1020.34H, par 1000.7,2002 and 2004 | | |
| Result | | Comments | | |
| 0118 |  | Were the uniform shoes worn regulation/of authorized style for rank?  Reference: MCO 1020.34H, par 3012 | | |
| Result | | Comments | | |
| 0119 |  | Were the uniform shoes properly maintained?   1. Not polished 2. Spotted/dusty/damaged 3. Heels worn 4. Uppers cracked 5. Leather heels 6. Double soles/heels 7. Metal taps   Reference: MCO 1020.34H, par 1000.6, 3012, and 10107 | | |
| Result | | Comments | | |
| 0120 |  | Were authorized socks/hose worn?  Reference: MCO 1020.34H, par 3029, MCBul 10120 | | |
| Result | | Comments | | |
| 0121 |  | Did the all-weather coat fit properly?   1. Too tight/loose in chest 2. Too tight/loose in waist 3. Too tight/loose in back 4. Too tight/loose in shoulders 5. Sleeves too long/short 6. Half-belt/belt too long/short 7. Length too long/short 8. Horizontal edges of front/back 9. Panels not even   Reference: MCO 1020.34H, par 3001; TM 10120-15/1, chap 2, sect II, par 4 | | |
| Result | | Comments | | |
| 0122 |  | Was the all-weather coat properly maintained?   1. Soiled 2. Excessive wear 3. Faded stitching 4. Wrinkled 5. Improperly pressed   Reference: MCO 1020.34H, par 1000.6, 3001, and 10105 | | |
| Result | | Comments | | |
| 0123 |  | Were the gloves properly maintained?   1. Soiled 2. Discolored 3. Frayed 4. Non-regulation   Reference: MCO 1020.34H, par 1000.6 and 3013 | | |
| Result | | Comments | | |
| 0124 |  | Were rank insignia/service and trouser stripes properly maintained?   1. Soiled/tarnished 2. Scratched/frayed/damaged 3. Improperly sewn to uniform   Reference: MCO 1020.34H, par 1000.6, 4004, 4005, 4006, 4008 and 4009, TM 10120-15/1, chap 2, sect II, par 2 | | |
| Result | | Comments | | |
| 0125 |  | Were rank insignia/service and trouser stripes properly worn?   1. Incorrectly positioned on uniform 2. Inconsistent with grade authorized 3. Inconsistent with years of service completed   Reference: MCO 1020.34H, par 4004, 4005, 4006, 4008 and 4009 TM 10120-15/1, chap 2, sect II, par 2 | | |
| Result | | Comments | | |
| 0126 |  | Was the branch of service insignia properly maintained?   1. Item worn was non-regulation 2. Needed retouching/refinishing 3. Retouched/refinished with unauthorized coloring agent   Reference: MCO 1020.34H, par 4001 and 10106 | | |
| Result | | Comments | | |
| 0127 |  | Was the branch of service insignia properly worn?   1. Incorrectly positioned on uniform 2. Type worn not type specified for a particular uniform item   Reference: MCO 1020.34H, par 4001 | | |
| Result | | Comments | | |
| 0128 |  | Was the web belt of proper length?  Reference: MCO 1020.34H, par 3002 | | |
| Result | | Comments | | |
| 0129 |  | Was the web belt properly maintained?   1. Soiled 2. Tarnished brass (brass tip only) 3. Frayed   Reference: MCO 1020.34H, par 1000.6, par 3002 and 10109 | | |
| Result | | Comments | | |
| 0130 |  | Was the coat/web belt buckle properly worn?   1. Buckle not properly fastened/locked 2. Buckle not properly aligned with coat 3. Flap/shirt front/fly front 4. Buckle not properly centered (all-weather coat) 5. Belt not the proper length 6. Wrong belt worn for the uniform   Reference: MCO 1020.34H, par 3001 and 3002 | | |
| Result | | Comments | | |
| 0131 |  | Were holes/cuts in uniform items properly repaired?  Reference: MCO 1020.34H, par 1000.6, 10114, and 10116 | | |
| Result | | Comments | | |
| 0132 |  | Did uniform items have Irish pennants/lint showing?  Reference: MCO 1020.34H, par 1000.6 | | |
| Result | | Comments | | |
| 0133 |  | Did uniform items and accessory items bear approval identification?  Reference: MCO 1020.34H, par 1005.3 and 1007 | | |
| Result | | Comments | | |
| 0134 |  | Were uniform items properly altered/had authorized alterations been  made?  Reference: MCO 1020.34H, par 1008; TM-120-15/B; TM 10120-15/1; TMO 10120-15/1 | | |
| Result | | Comments | | |
| 0135 |  | Were discrepancies found in identification tag sets?   1. Incomplete I.D. tag sets worn/displayed 2. I.D. tags lacked prescribed information 3. I.D. tags contained incorrect information 4. Information on I.D. tags not in prescribed format   Reference: MCO P1070.12K, chap 7 | | |
| Result | | Comments | | |
| 0136 |  | Were identification card discrepancies found?   1. I.D. cards were missing 2. I.D. cards contained incorrect information 3. I.D. cards lacked prescribed information 4. I.D. cards were damaged/mutilated   Reference: MCO P5512.11D, par 1A, par 2 and 7 | | |
| Result | | Comments | | |
| 0137 |  | Was the hand salute correctly rendered?   1. Bent wrist 2. Drooping thumb   Reference: NAVMC 2691, par 2-1(E), chap 5 | | |
| Result | | Comments | | |
| 0138 |  | (Officers Only) Does the white strip collar fit properly?   1. Not overlapped in front 2. Excessive/insufficient protrusion above collar   Reference: MCO 1020.34H, par 3007 | | |
| Result | | Comments | | |
| 0139 |  | (Officers Only) Was the white strip collar properly maintained?   1. Soiled 2. Frayed 3. Discolored 4. Wrinkled   Reference: MCO P102030.34G, par 10101 | | |
| Result | | Comments | | |
| Subsection 2 – ENLISTED CLOTHING & EQUIPMENT | | | | |
| 0201 |  | Was clothing properly maintained?   1. Improperly pressed 2. Dirty/soiled 3. Unserviceable 4. Missing/unaccountable for   Reference: MCO 1020.34H, par 1000.5; chap 2-3, 5, and 10 | | |
| Result | | Comments | | |
| 0202 |  | Was clothing properly marked?   1. Unmarked 2. Illegible 3. Lacked neatness 4. Improperly remarked 5. SRB entry missing remarked clothing   Reference: MCO 1020.34H, par 10200 and 10201 | | |
| Result | | Comments | | |
| Subsection 3 – OFFICER SWORD & ACCESSORIES | | | | |
| 0301 |  | Are the sword and accoutrements properly worn?   1. Scabbard not properly hooked to leather sling 2. Sword knot not properly tied to hilt 3. Web shoulder sling visible outside coat 4. Wrong sword for grade   Reference: MCO 1020.34H, par 3032 | | |
| Result | | Comments | | |
| 0302 |  | Are the sword and accoutrements properly maintained?   1. Tarnished/not polished 2. Soiled 3. Damaged 4. Leather accoutrements were on-regulation color   Reference: MCO 1020.34H, par 10112 | | |
| Result | | Comments | | |
| 0303 |  | Is the sword of regulation length for the individual carrying it?  Reference: MCO 1020.34H, par 3032 | | |
| Result | | Comments | | |
| 0304 |  | Was the sword manual properly executed?  Reference: NAVMC 2691, chap 5 | | |
| Result | | Comments | | |

**Inspectors General Checklist**

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| **UNACCOMPANIED HOUSING 11000.1** | | | | |
| This checklist applies to Installation Commands and Tenant Commands. | | | | |
| **Functional Area Sponsor:** LLF-3 | | | **Name of Command** |
| **Subject Matter Expert:** Mr. Matthew Chambliss | | | **Date** |
| (DSN) 260-2834 (COML) (571) 256-2834 | | | **Inspector**  **Total Questions: 17** |
| **Revised:** 06 Mar 2024 | | | **Final Assessment**  **Discrepancies: Findings:** |
| **Overall Comments:** Place Here | | | | |
| Subsection 1 – MANAGEMENT | | | | |
| 0101 | Does the Installation Commander have Unaccompanied Housing (UH)  management policies established and in accordance with MCO 11000.22  Reference: MCO 11000.22, chap 10, par 3b (1-4) | | | |
| Result | Comments | | | |
| 0102 | Does the Installation Commander provide UH facilities with guidance to  ensure all personnel are residing predominately by members of the  same unit, while maintaining the UH occupancy rate of 95% across  the installation?  Reference: MCO 11000.22, chap 10, par 2c, 7, | | | |
| Result | Comments | | | |
| 0103 | Does the Installation Commander approve requests for Basic Allowance  for Housing (BAH) “Without Dependents” in accordance with MCO  11000.22 and provide a certificate of non-availability (CNA) and does the Installation Commander inform DC, M&RA (MPO) and DC I&L (LF) of such an approval for exceptions that do not meet the criteria in para 7d?  Reference: MCO 11000.22, chap 10, par 7c, 7d, 7e | | | |
| Result | Comments | | | |
| 0104 | Does 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)?  Reference: MCO 11000.22, chap 10, par, 3a (2), 3c (8) | | | |
| Result | Comments | | | |
| 0105 | Does the Installation UH Director operate a training program for Tenant  Command UH managers, to include UH management practices and EMH  use?  Reference: MCO 11000.22, chap 10, par 3c (11) | | | |
| Result | Comments | | | |
| 0106 | Does the Installation UH Director develop and administer the UH Budget  appropriated funds (APF) levels?  Reference: MCO 11000.22, chap 10, par 3c (9) | | | |
| Result | Comments | | | |
| 0107 | Does the Installation UH Director and Tenant Commander ensure all  bona-fide permanent party Unaccompanied service members are  assigned in accordance with the assignment standard/Minimum  Standards of Adequacy (MSA)?  Reference: MCO 11000.22, chap 10, par 6 | | | |
| Result | Comments | | | |
| 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 not less than 12 months? The importance of this assignment should be reflected within their Proficiency and Conduct marks or Fitness Report. 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.  Reference: MCO 11000.22, chap 10, par 3d(4)(a) | | | |
| Result | Comments | | | |
| 0109 | Does the Tenant Commander assign and terminate assignments for  geographic bachelors in accordance with priorities and standards  identified?  Reference: MCO 11000.22, chap 10, par 6g1(a - g), 6(2) (a-k) | | | |
| Result | Comments | | | |
| 0110 | Does the Tenant Command and Tenant Command UH Manager ensure  male and female occupants are appropriately integrated within the tenant  commands billeting space, and are all room/module occupants, to include  those sharing a bathroom, of the same sex?  Reference: MCO 11000.22, chap 10, par 5d (1-3) | | | |
| Result | Comments | | | |
| 0111 | Does the Tenant Command have a policy to prevent malicious damage  to government property within their assigned UH facilities? Does the  Tenant Command hold residents accountable for any damages, as a  result of their negligence, which destroys, defaces, damages, impairs or  removes any part of the Government-owned property (including fixtures,  furnishing and appliances)? This includes any damage that is a result of  their respective guests.  Reference: MCO 11000.22, chap 10, par 3d (3), par 8 | | | |
| Result | Comments | | | |
| 0112 | Does the Tenant Commander maintain guest control procedures?  Reference: MCO 11000.22, chap 10, par 11 | | | |
| Result | Comments | | | |
| Subsection 2 – COMMAND INSPECTION PROGRAMS | | | | |
| 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?  Reference: MCO 11000.22, chap 10, par 3b (4), 3c (2),  3c (12) (a - i), 3d(1) | | | |
| Result | Comments | | | |
| Subsection 3 – MAINTENANCE AND FURNISHINGS | | | | |
| 0301 | Does the Installation Commander maintain a Facilities, Sustainment,  Restoration and Modernization (FSRM) and Military Construction  (MILCON) plan to maintain UH facilities?  Reference: MCO 11000.22, chap 10, par 14, 15 | | | |
| Result | Comments | | | |
| 0302 | Does the Installation Commander generate a UH Master Plan  and submit to MCICOM (GF)?  Reference: MCO 11000.22, chap 10, par 22a | | | |
| Result | Comments | | | |
| 0303 | Does the Installation Commander, Installation UH Director, Tenant  Command and Tenant Command UH Manager maintain a tracking  system for all UH related maintenance work requests? Record and track all BH maintenance/repair items**.** Are work requests monitored to ensure maintenance issues have been addressed and resolved within a timely manner?  Reference: MCO 11000.22, chap 10, par 3b, 3c (1), 3c(12d) | | | |
| Result | Comments | | | |
| 0304 | Does the Installation UH Director coordinate furnishings procurement  (Collateral Equipment and Personal Support Equipment) in conjunction  with Base Property and Purchasing and Contracting offices to achieve  appropriate life cycle replacement plans? Does the final approval of  purchases reside with the Installation UH Director?  Reference: MCO 11000.22, chap 10, par 17 | | | |
| Result | Comments | | | |

**Inspectors General Checklist**

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| **TRANSITION READINESS PROGRAM (TRP) 1700.31** | | |
| This checklist applies to all levels and types of commands. | | |
| **Functional Area Sponsor**:  M&RA, Marine and Family Programs Division | | **Name of Command** |
| **Subject Matter Expert**: Ms. Nathaly Islas TRP\_HQMC@usmc.mil | | **Date** |
| (DSN) 278-9550 (COML) 703-784-9550 | | **Inspector**  **Total Questions: 9** |
| **Revised**: 21 February 2024 | | **Final Assessment**  **Discrepancies: Findings:** |
| **Overall Comments:** Place Here | | |
| Subsection 1 - UNIT-SPECIFIC ITEMS (All commands. This section also applies to other intermediate echelons of command with subordinate Unit Transition Coordinators). | | |
| 0101 | Did the Commanding Officer (CO) appoint, in writing, Unit Transition Coordinators (UTCs) and Designees? Was the UTCN code reported?  Reference: MCO 1700.31, par 3b(5)(c); MARADMIN 632/19, par 11c; MARADMIN 632/19, par 5 | |
| Result | Comments | |
| 0102 | Did the UTC(s) complete UTC training with the installation’s TRP office no later than 45 days following appointment?  Reference: MCO 1700.31, par 3b(5)(d); MARADMIN 632/19, par 11c | |
| Result | Comments | |
| 0103 | Does the UTC facilitate all unit transition activities and coordinate with appropriate personnel to identify, notify and track all eligible Marines within the unit?  Reference: MCO 1700.31, par 3b(6)(a); MARADMIN 632/19, par 11c | |
| Result | Comments | |
| 0104 | Does the CO ensure that all Active Duty (AD) and Reserve Component (RC) Marines complete mandatory Individualized Initial Counseling (IC) beginning 24 months from retirement, or 18 months from separation, demobilization, or deactivation, but no later than 12 months prior to End of Active Service (EAS) date?  Reference: 10 USC ch. 58, § 1142; DoDI 1332.35, Section 6; MCO 1700.31, par 3b (5)(b); MARADMIN 632/19, par 5 | |
| Result | Comments | |
| 0105 | Does the CO ensure that all AD and RC Marines attend the mandatory Pre-separation Counseling Brief, beginning 24 months from retirement, or 18 months from separation, demobilization, or deactivation, but no later than 12 months prior to EAS date?  Reference: 10 USC ch. 58, § 1142; DoDI 1332.35, Section 5; MCO 1700.31, par 3b (5)(b); MARADMIN 632/19, par 5 | |
| Result | Comments | |
| 0106 | Does the CO ensure that all AD and RC Marines attend mandatory TRS  courses and 2-day tracks, beginning 24 months from retirement, or 18 months from separation, demobilization, or deactivation, but no later than 6 months prior to EAS date?  Reference: 10 USC ch. 58, § 1144; MCO 1700.31, par 3b (5)(e); MARADMIN 632/19, par 7 | |
| Result | Comments | |
| 0107 | Does the CO or Designee personally conduct Commander’s Verification no later than 90 days prior to EAS, using the DD Form 2648 eForm?  Reference: DoDI 1332.35, Section 9; MARADMIN 632/19, par 9 | |
| Result | Comments | |
| 0108 | Does the UTC coordinate entry of the training event code “TA” (Transition Readiness Seminar) and training event code “TZ” (Transition Readiness Capstone)?  Reference: MCO 1700.31, par 3b (4)(u); MARADMIN 632/19, par 7c | |
| Result | Comments | |
| 0109 | Does the UTC ensure that the final completed DD Form 2648 is filed in the Command’s official files for 12 months following the Marine’s EAS date?  Reference: MCO 1700.31, par 3b(5)(j); MARADMIN 632/19, par 9b | |
| Result | Comments | |

**Inspectors General Checklist**

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| **SWORD MANUAL 5060.20** | | | | |
| This checklist is applicable to all Organizational and Parade Staffs. | | | | |
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| **Functional Area Sponsor**: TECOM | | | **Name of Command** |
| **Subject Matter Expert**: SgtMaj Stephen A. Griffin  [stephen.a.griffin@usmc.mil](mailto:stephen.a.griffin@usmc.mil) | | | **Date** |
| (DSN) 278-2311 (COML) 703-784-2311 | | | **Inspector**  **Total Questions: 11** |
| **Revised**: 27 February 2024 | | | **Final Assessment**  **Discrepancies: Findings:** |
|  | | |  |
| **Overall Comments:** Place Here | | | | |
| Subsection 1 - NO SUBCAT FOR THESE STATEMENTS | | | | |
| 0101 | | Did the staff execute Fall In (sword in scabbard) correctly?  Reference: MCO 5060.20, Part II, Chapter 2, pg 2-2/3, par 2 | | |
| Result | | Comments | | |
| 0102 | | Did the staff execute Draw Sword correctly?  Reference: MCO 5060.20, Part I, Chapter 5, pg 5-8, par 2 | | |
| Result | |  | | |
| 0103 | | Did the staff execute Present Sword correctly?  Reference: MCO 5060.20, Part I, Chapter 5, pg 5-11, par 3 | | |
| Result | |  | | |
| 0104 | | Did the staff execute Carry Sword correctly?  Reference: MCO 5060.20, Part I, Chapter 5, pg 5-14, par 5 | | |
| Result | |  | | |
| 0105 | | Did the staff execute Box the Staff correctly?  Reference: MCO 5060.20, Part II, Chapter 2, pg 2-5/6, par d, fig 2-5 | | |
| Result | |  | | |
| 0106 | | Did the staff execute correctly when Colors are brought forward?  Reference: MCO 5060.20, Part II, Chapter 2, pg 2-6, par e, pg 2-8, fig 2-6 | | |
| Result | |  | | |
| 0107 | | Did the staff execute the movements of March the Command in Review correctly?  Reference: MCO 5060.20 Part II, Chapter 2, pg 2-9 | | |
| Result | | Comments | | |
| 0108 | | Did the staff execute a Left (Right) turn while marching correctly?  Reference: MCO 5060.20 Part II, Chapter 2, pg 2-4 | | |
| Result | | Comments | | |
| 0109 | | Did the staff execute Eyes Right (Left) while marching correctly?  Reference: MCO 5060.20 Part I, Chapter 5, pg 5-16 | | |
| Result | | Comments | | |
| 0110 | | Did the staff conduct Carry Sword from Eyes Right (Left) while marching  correctly?  Reference: MCO 5060.20 Part I, Chapter 5, pg 5-16 | | |
| Result | | Comments | | |
| 0111 | | Did the staff dismiss correctly?  Reference: MCO 5060.20 Part II, Chapter 2, pg 2-10 | | |
| Result | | Comments | | |

**Inspectors General Checklist**

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| **SUICIDE PREVENTION PROGRAM 1720.1** | | | |
| This checklist applies to all levels and types of commands. | | | |
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| **Functional Area Sponsor**:  M&RA, Marine and Family Programs Division | **Name of Command** |
| **Subject Matter Expert**: Dr. T. J. Owens | **Date** |
| COML (703) 784-5953  [tomomi.j.owens@usmc.mil](mailto:tomomi.j.owens@usmc.mil) or SMB\_[HQMCSPC@usmc.mil](mailto:HQMCSPC@usmc.mil) | **Inspector**  **Total Questions: 17** |
| **Revised:** 3 June 2025 | **Final Assessment**  **Discrepancies: Findings:** |
| **Overall Comments:** Place Here | | |
| Subsection 1 – Marine Corps Active and Reserve Components (MARFORRES), Recruiting Regions and Districts, and geographically dispersed Marine units. | | |

0101 Does the commander have a suicide prevention program policy incorporating the 5 core leader functions (strengthen, mitigate, identify, treat, and reintegrate (SMITR))?

Reference: DoDI 6490.08, section 3 3.1 3.3a.- b. (pgs. 6 – 8); MCO 1720.2A, par 4.a. (2)(b) (pg. 2); par 4.b. (2)(b) (pg. 3); NAVMC 1720.1A, Ch. 1, 2.b. (2) (pg. 1-2); Ch. 2, 2.b. (1)-(5) (pgs. 2-1 through 2-3)

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| Result |  |

0102 Does the command’s suicide prevention program policy have written procedures concerning risk management for Marines and their families who are at high risk for suicide or who are in crisis?

Reference: DoDI 6400.09, par 5.2.(a.-i.) (pg. 19-21); MCO 1720.2A, par 4.b. (2)(d) 8. – 12. (pgs.3-5); NAVMC 1720.1A, Ch. 2, 3.a. (2) through (5) (pgs. 2-5 through 2-7)

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| Result | Comments |

0103 Has the commander appointed, in writing, a uniformed Marine or Sailor as the Suicide Prevention Program Coordinator (SPPC) or Suicide Prevention Program Officer (SPPO) in accordance with the appropriate command level in accordance with MCO 1720.2A?

Reference: MCO 1720.2A, par 4.b. (2)(c)1.- 4. (pg. 3); NAVMC 1720.1A, Ch.1, par 2.b. (3), and 2. c. - f. (pgs. 1-2 through 1-5)

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| Result | Comments |

0104 Do Marines and attached Service Members understand the procedures to request a referral for a mental health evaluation, in accordance with the Brandon Act?

Reference: Title 10 section 1090b(e); PUBLIC LAW 117-81, section 704 (Brandon Act)

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| Result | Comments |

0105 Does the commander and members of leadership understand the roles and responsibilities of the SPPCs/SPPOs?

Reference: MCO 1720.2A, par 4.b.(2)(d) (pgs. 3-5); NAVMC 1720.1A, Ch.1, par 2. c-f (pgs. 1-2 through 1-5)

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| Result | Comments |

0106 Does the commander’s suicide prevention program policy contain information about, and promote the education of unit members and immediate family members on, the safe storage of privately owned firearms and medications (prescriptions or over the counter)?

Reference: DoDI 6400.09, par 5.2 i. (1)-(4) (pgs. 20-21), 6.1 ~~(~~a.- e.~~)~~ (pg. 24) 6.2. a.-f. (pgs. 24-25), and 5.2; MCO 1720.2A, par 4.b.(2)(d)8. c. (pg. 4); NAVMC 1720.1A, Ch. 3, par 1 - 3 (pgs. 3-1 through 3-2)

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| Result | Comments |

0107 Does the command have working suicide prevention hyperlink(s) displayed on the command’s websites with associated phone numbers for suicide hotline contacts and are there posters with phone number(s) and web addresses prominently displayed in areas that are readily accessible and visible by Service Members?

Reference: Public Law No. 116-172; MCO 1720.2A, par 4.b (2)(d)8. d. (pg. 4); NAVMC 1720.1A, Ch. 1, par 2.c. (3) (pg. 1-2) and (5)(h) (pg. 1-3)

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| Result | Comments |

0108 In auditing the required annual training, did the inspector find that the command used HQMC-approved suicide prevention training materials?

Reference: DoDI 6490.16 w/Chg.3, section 2.20 par i (1) (pg. 17); A; MCO

1500.63 Chg.1, Encl.2 (pg. 1-2); MCO 1720.2A, par 4.b.(2)(d)1 (pg. 3).

NAVMC 1720.1A, Ch.1, par 2.a. (1) (a)-(b) (pg.1-1), and Ch.2. par 2. c. (1) (a) (pgs. 2-3 and 2-4)

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| Result | Comments |

0109 Does the command ensure that records are maintained demonstrating that training was provided, is currently being provided, and will be provided in the future. These records should comply with IGMC standards and meet the specific requirements for record-keeping management.

Reference: MCO 5040.6J Ch. 3. 1.b.par (2) pg. 3-2

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| Result | Comments |

0110 Does the commander’s suicide prevention policy contain procedures to facilitate access to service records, to include necessary Marine and unit information, to assist the appointed officer(s) in the submission of the Marine and Family Programs 30-Day Death by Suicide Report and Department of Defense Suicide Event Report (DODSER) within 30 days, after submitting the initial PCR report of deaths where suicide is suspected?

Reference: DoDI 6490.16 w/Chg. 3, par 2. m (pg. 18 and pg. 21) section. 3.3 par. a (1); MCO 1720.2A par 4.b. (2)(d)4-6 (pg. 4); MCO 3040.4, encl.1, Ch. 8, sec 3, par 6.a-f (pgs. 8–12 through 8–14); NAVMC 1720.1A, Ch. 4, par 2. (1)(d)1 and (f) (pg. 4-2)

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| Result | Comments |

0111 Does the commander’s suicide prevention policy have instructions for the completion of all reporting requirements for suicidal ideations, attempts, and deaths by suicide in accordance with higher policy and require the retention of such records in accordance with IGMC standards and records management requirements?

Reference: DoDI 6490.16 w/Chg. 3, Section 2, par 2.20. m. (pg.18), and Section 3, par 3.3. a. (1); MCO 1720.2A par 4.b. (2)(d)4-6 (pg. 4); MCO 3040.4, Ch. 8, Section 3, par 6. a-f (pgs. 8-12 through 8-14);NAVMC 1720.1A, Ch. 4 (pgs. 4-1 through 4-5)

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| Result | Comments |

0112 Does the commander have an Operational Stress Control and Readiness (OSCAR) team member appointed in writing as the Combat and Operational Stress Control (COSC) representative who coordinates with the Regional Training Coordinator (RTC) to ensure all COSC training and policy requirements are met, including ensuring at least 5% or 20 Marines (whichever is greater) of the unit are trained as OSCAR team members?

Reference: DoDI 6490.05 Chg. 2, par 4. (a-b) (pg. 2); MCO 5351.1, Ch. 1, par 2.b (pg. 1-1); Ch 2, par 1.b. (1-4) (pgs. 2-1 and 2-2) and par 2.a. (1) (a-b) (pgs. 2-2 and 2-3); MCO 1720.2A par 4. a. (2) (b.) (pg. 2)

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| Result | Comments |

0113 Does the SPPC or SPPO know how to provide guidance to the command on how to initiate an appropriate Marine Intercept Program (MIP) referral for Marines and attached Sailors?

Reference: MCO 1720.2A 4. b. (2) (d) 3. (pg. 3); NAVMC 1720.1A 2. c.(5)(e) (pgs. 1-3)

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| Result | Comments |

0114 Can the SPPO or SPPC identify a MIP point of contact at the installation Community Counseling Program (CCP)?

Reference: DoDI 6400.09

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| Result | Comments |

**Subsection 2 - Includes additional questions for Inspector and Instructor staff,**

**and Reserve units**

0201 Does the command inform Reserve Component (RC) personnel and their families of informational events and activities to facilitate access to resources and services supporting their health, well-being, and training(s) at their state, regional, and local community levels?

Reference: Public Law 110-181, section 582; MCO 1720.2A, par 4.b.(3) (b) (pg. 5); NAVMC 1720.1A, Ch. 1, par 2.c. (3) (pg. 1-2)

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| Result | Comments |

0202 Does the command’s suicide prevention program policy promote the availability of and access to an adequate continuum of care for Reserve Component personnel, such as the Psychological Health Outreach Program (PHOP)?

Reference: DoDI 6490.09 Enclosure 2 1.c.(pg. 6); MCO 1720.2A 4. b.(2)(c) 3. (pg. 3); NAVMC 1720.1A, Ch. 2, par 3.a. (5) (pgs. 2-6 through 2-7)

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| Result | Comments |

0203 Can the command identify their regional PHOP point of contact?

Reference: DoDI 6490.09 Enclosure 2 1.c.(pg. 6); NAVMC 1720.1A, Ch. 2, par 3.a. (5) (pgs. 2-6 through 2-7)

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| Result | Comments |

**Inspectors General Checklist**

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| **SUBSTANCE ASSESSMENT AND COUNSELING PROGRAM 5300.17** | | |
| This checklist applies to all levels of Air, Ground, Logistics, and Installations. | | |
|  | | |
| **Functional Area Sponsor**:  M&RA, Marine and Family Programs Division | **Name of Command** |
| **Subject Matter Expert**: Mr. Milton Young III | **Date** |
| (DSN) 432-9587  (COM) 703-432-9587  [milton.young@usmc.mil](mailto:milton.young@usmc.mil) | **Inspector**  **Total Question: 22** |
| **Revised**: 25 Jun 2025 | **Final Assessment**  **Discrepancies: Findings:** |
| **Overall Comments:** Place Here | | |
| Subsection 1 – UNIT LEVEL PROGRAM (applies to all commands) | | |

0101 Is there an Officer or Staff Non-Commissioned Officer (SNCO)

appointed by the Commanding Officer (CO) in writing as a Substance

Assessment Coordination Officer (SACO)?

Reference: MCO 5300.17A, par 4.b.(5) (g) (p. 7)

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| Result | Comments |

0102 Has the Substance Assessment Coordination Officer(s) completed the required training within 45 days of appointment?

Reference: MCO 5300.17A, par 4.b.(5) (k) (p. 7)

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| Result | Comments |

0103 Can the unit provide documentation showing that all Marines

identified as being involved in a drug or alcohol incident are referred

to the Substance Assessment and Counseling Center (SACC) within 48 hours for a substance use assessment?

Reference: MCO 5300.17A, par 4.b.(5) (d) (p.7)

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| Result | Comments |

0104 Can the unit provide documentation showing that all Service Members

identified for the misuse of drugs are processed for separation?

Reference: DoDI 1010.01, encl 3, par 2e (p. 11); SECNAVINST 5300.28F, par 5.b. (pg. 3); encl (2), par 6 (p. 6); encl (4), par 7a-b (p.4)

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| Result | Comments |

0105 Can the command provide evidence that it is proactively

offering relevant education, prevention, and outreach programs to deter

substance misuse?

Reference: MCO 5300.17A para. 4.b.(6.(a)) - (b) (p. 8); Chapter 1 para. 3.a-c. (p. 1-1); para. 4.c. (p. 1-2); Substance Abuse Program Responsibilities Appendix A (p. A-1); SECNAVINST 5300.28F, par 5.f (p.3)

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| Result | Comments |

Subsection 2 – URINALYSIS (applies to all commands)

0201 Are only Commanding Officers and Medical Officers directing urine

samples to be tested for the presence of drugs? A CO is defined as

those who are board-selected or designated in writing.

Reference: JAGINST 58007F; MARCORMAN, par 1007.1; MCO

5300.17A, appx. B, par 1.a (p. B-1)

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| Result | Comments |

0202 Can the unit assigned personnel demonstrate how to conduct a

urinalysis that includes preparing, collecting, packaging, and shipping?

This is validated by the unit conducting a urinalysis testing event.

Reference: DoDI 1010.16, sect 4, par 4.2 through 4.4.; MCO 5300.17A, App B, par 2.b-2.j (pp. B-3 – B-4)

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| Result | Comments |

0203 Does the command have an aggressive compulsory urinalysis testing

program, utilizing the Department of Defense (DoD) Drug Testing

Program (DTP) software or DTPLite, ensuring systematic screening of

100 percent of all Marines annually? NOTE: Annually is defined as

Fiscal Year (1 Oct – 30 Sep).

Reference: DoDI 1010.01, encl 3, par 2.d; SECNAVINST 5300.28F,

encl 6, par 2.c.(1); MCO 5300.17A, App B, par 1.a. (p. B-1) & par 2.b.

(p. B-3)

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| Result | Comments |

0204 Can the unit provide documentation showing that it tests, at a minimum,

10 percent of its total personnel monthly using premise code “IR”?

Reference: MCO 5300.17A, par 4.b(6)(d).1 (p. 8)

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| Result | Comments |

0205 Can the unit provide documentation showing that it tests SACO(s),

UPC(s), and Observers monthly using premise code “OO”?

Reference: MCO 5300.17A, App B, par 1.c.(3) (p. B-1); App B, par 2.c.(8) (p. B-3).

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| Result | Comments |

0206 Can the unit provide documentation showing that it tests Marines who

are checking in on Permanent Change of Station (PCS) orders and

those returning from leave in excess of seven days, within 72 hours of

report/return date, using premise code “OO”?

Reference: MCO 5300.17A, App B, par 1.c.(5) (p. B-1); App B, par 2.c.(8) (p. B-3)

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| Result | Comments |

0207 Has the Commanding Officer appointed an individual(s) as the UPC? The UPC requires a separate appointment letter from the SACO.

Reference: MCO 5300.17A, par 4.b.(5)(h) and (j) (pg.7).

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| Result | Comments |

0208 Has the UPC received training from the SACC prior to participating in the urinalysis collection process?

Reference: MCO 5300.17A, par 4.b.(5)(l) (pg. 8)

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| Result | Comments |

0209 Can the unit provide evidence that each individual submitting a urine

sample is providing proof of identity, and the UPC is confirming the

identity of the Marine and EDIPI number against the Testing Registry and urinalysis label?

Reference: DoDI 1010.16, sect 4, par 4.3.c.2 (pg. 17); MCO 5300.17A, App B, par 2.d. (p. B-3)

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| Result | Comments |

0210 Is the unit using DoD-approved bottles, absorbent pads, and leakage-

proof bags?

Reference: DoDI 1010.16, sect 4, par 4.2 (pg.16); MCO 5300.17A, App B, par 2.b-j. (pp. B-3 through B-4); UPC Handbook

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| Result | Comments |

0211 Are the urine bottles properly labeled with DoD identification

number and date of collection during specimen collection?

Reference: DoDI 1010.16, sect 4, par 4.2 (pg.16); MCO 5300.17A, App B, par 2.b-j (pp. B-3 through B-4); UPC Handbook

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| Result | Comments |

0212 Has the unit designated, in writing, Observers to assist in the urinalysis

collection process? Do Observers acknowledge understanding of their

duty and responsibilities prior to participating in the collection process?

Note: This designation is a separate appointment from that of a SACO

and the individual serving as UPC.

Reference: MCO 5300.17A, par 4.b.(6)(c) (p. 8); App B, par

2.a. (p. B-3)

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| Result | Comments |

Subsection 3 – ALCOHOL SCREENING PROGRAM (ASP) (applies to all commands)

0301 Can the unit provide proof of working breathalyzer kits, and the secure

storage location of kits when not in use?

Reference: MCO 5300.17A, App D, par 2.c. & 2.m-n (pp. D-1 through D-2)

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| Result | Comments |

0302 Can the unit conduct a random ASP testing event? Note: This testing

event is conducted in conjunction with random monthly urinalysis.

Reference: MCO 5300.17A, App D, par 1-3 (pp. D-1

through D-2); MCO 5300.17A, par 4.b.(6)(d).1 & (6)(e) (pp. 8-9)

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| Result | Comments |

0303 Is there an Officer or SNCO appointed in writing as the Alcohol

Screening Program Coordinator (ASPC)?

Reference: MCO 5300.17A, par 2.a. & 2.b. (p. D-1)

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| Result | Comments |

0304 Can the unit provide documentation of monthly breathalyzer testing

results submitted to the SACC, within seven days after the end of each

month?

Reference: MCO 5300.17A, App D, par 2.i (D-1).

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| Result | Comments |

0305 Can the unit provide documentation of referring Marines with a positive

test result of .04 percent or greater to the Military Treatment Facility

for a fit for duty determination, prior to referring the Marine to the

SACC?

Reference: MCO 5300.17A, App D, par 2.f (p. D-1)

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| Result | Comments |

**Inspectors General Checklist**

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| **SINGLE MARINE PROGRAM (SMP) 1700.36** | | |
| This checklist applies to all levels of command, Air, Ground, Logistics, and Installations. | | |
| **Functional Area Sponsor**:  M&RA, Marine and Family Programs Division | | **Name of Command** |
| **Subject Matter Expert**: Mr. Chelton C. Wynter | | **Date** |
| (DSN) 278-6481 (COML) 703-784-6481 | | **Inspector** |
| **Revised**: 04 March 2025 | | **Total Questions: 28**  **Final Assessment**  **Discrepancies: Findings:** |
| **Overall Comments:** | | |
| Subsection 1 - UNIT-SPECIFIC ITEMS | | |
| 0101 | Has the Commander formally appointed a unit Senior Enlisted Advisor (SEA) using appropriate procedures and documentation?  Reference: MCO 1700.36B, par 4b(6)(a) | |
| Result | Comments | |
| 0102 | Has the Commander ensured that the SEA attends the Installation council meetings at least quarterly?  Reference: MCO 1700.36B, par 4b(6)(a) | |
| Result | Comments | |
| 0103 | Has the Commander appointed in writing a unit representative(s) ~~and~~  ~~a Family Readiness Command Team SMP Representative~~ to address  Quality of Life recommendations and initiatives for single and  unaccompanied service members?  Reference: MCO 1700.36B, par 4b(6)(b) | |
| Result | Comments | |
| 0104 | Did the Commander provide time for the unit and/or subordinate/section SMP representative(s) to meet with single Marines in the unit to solicit ideas, and raise recommendations/concerns for presentation at the SMP Council meetings?  Reference: MCO 1700.36B, par 4b(6)(c) | |
| Result | Comments | |

|  |  |
| --- | --- |
| 0105 | Is the Commander, at minimum, receiving monthly briefings from the SMP unit representative(s) ~~or Family Readiness Command Team SMP Representative~~ on issues/initiatives currently being addressed and planned events and activities?  Reference: MCO 1700.36B, par 4b(6)(e) |
| Result | Comments |
| 0106 | Does the Commander include SMP in unit orientation programs/welcome aboard briefs and periodically in unit PMEs?  Reference: MCO 1700.36B, par 4b(6)(f)(i) |
| Result | Comments |
| 0107 | Did the Commander ensure that ~~Family Readiness Command Team SMP Representative or~~ the subordinate unit/ section SMP representative(s) attend all scheduled installation SMP meetings?  Reference: MCO 1700.36B, par 4b(6)(h) |
| Result | Comments |
| 0108 | Does the Commander authorize PTAD to allow single service members to attend SMP PME related events when command operations permit? Reference: MCO 1700.36B, par 4b(6)(J) |
| Result | Comments |
| Subsection 2 - INSTALLATION-SPECIFIC ITEMS | |
| 0201 | Has the installation Commander appointed in writing, SMP Executive Board members (officers) to the installation SMP Council?  Reference: MCO 1700.36B, par 4b(5)(a) |
| Result | Comments |
| 0202 | Has the Installation Commander appointed in writing the installation Sergeant Major or another as the Senior Enlisted Advisor to be actively involved with the Single Marine Program?  Reference: MCO 1700.36B, par 4b(5)(b) |
| Result | Comments |

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| 0203 | Has the Installation Commander encouraged maximum participation in the Annual SMP Days of Service aboard the Installation and on/around the civilian community that does not conflict with operational commitments?  Reference: MCO 1700.36B, par 4b(5)(d) |
| Result | Comments |
| 0204 | Has the Installation Commander formally acknowledged SMP Volunteers recognized during the National Volunteer Appreciation Week?  Reference: MCO 1700.36B, par 4b(5)(e) |
| Result | Comments |
| 0205 | Has the Installation Commander ensured Installation welcome aboard briefs include information and resources on SMP activities/events, council meetings, and how to get involved in the program?  Reference: MCO 1700.36B, par 4b(5)(g) |
| Result | Comments |
| 0206 | Has the Installation Commander ensured the installation managers of Quality of Life (QOL) programs such as Bachelor Housing Managers, Food Service Manager, MCCS Business Operations Director, MF Program Managers, and Semper Fit Director are actively engaged with the SMP?  Reference: MCO 1700.36B, par 4b(5)(h) |
| Result | Comments |
| 0207 | Has the Installation Commander provided information on the SMP for all Commanders and SgtMaj’s down to the battalion/ squadron level as part of unit/ installation orientation?  Reference: MCO 1700.36B, par 4b(5)(k) |
| Result | Comments |
| 0208 | Has the Installation AC/S MCCS ensured appropriate risk management and occupational safety programs are implemented by the SMP staff to reduce the potential for mishaps and occupational illness in the Single Marine Program?  Reference: MCO 1700.36B, par 4b(8)(c) |
| Result | Comments |

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| 0209 | Has the MCI Installation AC/S MCCS allowed the SMP Coordinator, selected by the MCI SgtMaj, to attend the SMP Advisory Committee meetings?  Reference: MCO 1700.36B, par 4b(8)(e) |
| Result | Comments |
| 0210 | Has the Installation AC/S MCCS allowed the SMP Coordinator to attend all of their Regional SMP meetings?  Reference: MCO 1700.36B, par 4b(8)(f) |
| Result | Comments |
| 0211 | Has the SMP Coordinator documented and monitored all QOL issues and initiatives identified?  Reference: MCO 1700.36B, Chap 1 par 4a |
| Result | Comments |
| 0212 | Has the SMP Coordinator budgeted for and executed the minimum number of events as outlined in Figure 1.1?  Reference: MCO 1700.36B, Chap 1 par 4b and Figure 1.1 |
| Result | Comments |
| 0213 | Has the SMP Coordinator ensured that the leader to participant ratio has been met and that at least one leader is an MCCS employee for all SMP activities?  Reference: MCO 1700.36B, Chap 1 par 4b |
| Result | Comments |
| 0214 | Has the Installation SMP Coordinator developed and updated annually a SOP that contains the minimum Operational Management material as outlined?  Reference: MCO 1700.36B, Chap 1 par 6 (a-k) |
| Result | Comments |
| 0215 | Has the SMP Coordinator established written annual, year-round marketing and communication plans supportive of the organizations mission which include monthly calendars, marketing materials ~~that contains a welcoming statement? Note: HQMC materials can be found on SPO~~ [~~https://ehqmc.usmc.mil/sites/family/SemperFitRec/smp/SMPPolicy/Forms/AllItems.aspx~~](https://ehqmc.usmc.mil/sites/family/SemperFitRec/smp/SMPPolicy/Forms/AllItems.aspx)  Reference: MCO 1700.36B, Chap 1 par 9 (a-c, e) |
| Result | Comments |
| 0216 | Is the Marine Corps branded SMP logo the only logo used to represent SMP related activities/ events or facilities? No deviations have been made to the SMP logo.  Reference: MCO 1700.36B, Chap 1 par 9 (d) |
| Result | Comments |
| 0217 | Is the SMP funded predominately using APF? Reference: MCO 1700.36B, Chap 1 par 11 |
| Result | Comments |
| 0218 | Does the installation have the correct number of councils, made up of the appropriate positions with executive board members elected annually?  Reference: MCO 1700.36B, Chap 2 Par 1 (a-c) |
| Result | Comments |
| 0219 | Are installation SMP Council Meeting minutes recorded and submitted within 10 business days?  Reference: MCO 1700.36B, Chap 2 Par 1 (d) |
| Result | Comments |
| 0220 | Are the MCI SMP Regional meetings being conducted? Note: Regional meetings can be virtual due to limited funding from HQ.  Reference: MCO 1700.36B, Chap 2, par 2 |
| Result | Comments |

**Inspectors General Checklist**

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| **SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM (SAPR) (1752.5)** | | | |
| This checklist applies to all levels and types of commands. | | | |
| **Functional Area Sponsor**:  M&RA, Marine and Family Programs Division | | **Name of Command** | |
| **Subject Matter Expert**: Mrs. Gail Reed, gail.reed@usmc.mil | | **Date** | |
| (COML) 703-784-0509 | | **Inspector**  **Total Questions: 24** | |
| **Revised**: 24 March 2025 | | **Final Assessment**  **Discrepancies: Findings:** | |
| **Overall Comments:**  Place Here | | | |
| Subsection 1 – ALL BOARD-SCREENED, BOARD-SLATED, COMMANDANT- APPROVED COMMANDERS (O-5 THROUGH CG) AND SUPPORTING SAPR PERSONNEL | | | |
| 0101 | Has the Commanding General/Commanding Officer (CG/CO) appointed a SARC and/or SAPR VAs in accordance with policy?  Reference: MCO 1752.5C, Chap 3, par 2a, 3a, 4, and 5b (3), Chap 4, par 3, and Chap 5, par 3 | | |
| Result | Comments | | |
| 0102 | Does the command maintain current copies of appointment letters, D-SAACP certifications, and initial training certificates for SAPR personnel in their AOR?  Reference: MCO 1752.5C, Chap 3, par 5a, Chap 4, par 2a and 2b, Chap 5, par 2a and 2b | | |
| Result | Comments | | |
| 0103 | Does the CG/CO have an Order/SOP outlining SAPR functions within the respective command?  Reference: MCO 1752.5C, Chap 3, par 5b(1) and par 5b(3)(a) | | |
| Result | Comments | | |
| 0104 | Has the CG/CO published a command SAPR policy statement within 90 days of assumption of command and is it posted throughout the command’s common areas?  Reference: MCO 1752.5C, Chap 3, par 5b(2) | | |
| Result | Comments | | |
| 0105 | Can the command provide in writing the process for suspensions, revocations, and recommendations for reinstatement of SAPR personnel?  Reference: MCO 1752.5C, Chap 3, par 5a(6) | | |
| Result | Comments | | |
| 0106 | Can the command provide in writing the contingency plans for gaps in SAPR personnel due to personnel leave, deployment, vacant billets, etc.?  Reference: MCO 1752.5C, Chap 3, par 5a(6) | | |
| Result | Comments | | |
| 0107 | Can the command provide an example of the check-in/out sheet with SAPR personnel included and that SAPR is included the unit’s new-join brief if applicable?  Reference: MCO 1752.5C, Chap 3, par 5b(8) | | |
| Result | Comments | | |
| 0108 | Can the current command provide documentation that required reports (OPREP-3, SIR, 8-Day) were submitted according to the correct timelines following an Unrestricted Report of adult sexual assault?  Reference: MCO 1752.5C, Chap 3, par 5c(2) and par 5c(3) | | |
| Result | Comments | | |
| 0109 | Can the CG/CO provide proof of attendance to the monthly CMG and 72-hour updates when he/she is the immediate commander of an open unrestricted case of sexual assault?  Reference: MCO 1752.5C, Chap 3, par 5d(6) | | |
| Result | Comments | | |
| 0110 | Can the command provide in writing the criteria for standing up the High Risk Response Team (HRRT)?  Reference: MCO 1752.5C, Chap 3, par 5d(7) | | |
| Result | Comments | | |
| 0111 | Can the command provide in writing the process for approving and denying Expedited Transfers?  Reference: MCO 1752.5C, Chap 3, par 7 | | |
| Result | Comments | | |
| 0112 | Can the command provide certificates of attendance for required personnel at the SAPR Command Resource Brief from the installation SARC or authorized command SARC within 30 days of assuming command?  Reference: MCO 1752.5C, Chap 3, par 8a and Chap 4, par 4b(13)(b) | | |
| Result | Comments | | |
| 0113 | Can the command provide documentation that all SAPR training is included on the command’s training plan?  Reference: MCO 1752.5C, Chap 3, par 8b-d | | |
| Result | Comments | | |
| 0114 | Does the command ensure that three years of signed training rosters are maintained for all SAPR training, and that training is conducted by credentialed SAPR personnel in compliance with policy, i.e., approved training materials, maximum class capacity of 30, rank requirements?  Reference: MCO 1752.5C, Chap 3, par 8e, and Chap 9, par 2 | |
| Result | Comments | |
| 0115 | Does the command provide the SARC direct and unimpeded access to the installation commander, as well as the immediate commander(s) of the Service member victim and alleged Service member offender?  Reference: MCO 1752.5C, Chap 4, par 5m | |
| Result | Comments | |
| 0116 | Does the command/installation public-facing website(s) display the required SAPR information (within three clicks, accurate information, local resources, DOD Safe Helpline number, and Installation 24/7 Helpline number) on command and/or installation public facing home page?  Reference: MCO 1752.5C, Chap 2, par 7b, Chap 3, par 5.b(7)(b), and Chap 4, par 5j | |
| Result | Comments | |
| 0117 | Does the command ensure posters of appointed SAPR personnel are posted throughout the command, using the templates provided?  Reference: MCO 1752.5C, Chap 4, par 5p, and Chap 5, para 5g | |
| Result | Comments | |
| Subsection 2 – ALL SARCS | | |
| 0201 | Does the SARC maintain an accurate roster of appointed SARCs and SAPR VAs within their AOR to include certification deadlines and continuing education requirements?  Reference: MCO 1752.5C, Chap 4, par 5b and par 5f-g | |
| Result | Comments | |
| 0202 | Can the SARC provide an example of methods of communication to ensure SAPR personnel and commanders within your AOR are receiving SAPR program updates and changes to policy or procedures?  Reference: MCO 1752.5C, Chap 4, par 5k | |
| Result | Comments | |
| 0203 | Does the SARC maintain DD Form 2910s pursuant to secure storage regulations and privacy laws and provide original DD Form 2910s to the installation SARC?  Reference: MCO 1752.5C, Chap 4, par 6b, and par 4.c.(3) | |
| Result | Comments | |
| Subsection 3 – ALL INSTALLATION/COMMAND-REMOTE SARCS WITH INSTALLATION RESPONSIBILITIES | | |
| 0301 | Can the SARC demonstrate how agenda, minutes, and rosters are properly maintained for the monthly CMG and uploaded into DSAID?  Reference: MCO 1752.5C, Chap 4, par 4b(2), Chap 7, par 2f | |
| Result | Comments | |
| 0302 | Can the SARC demonstrate how agenda, minutes, and rosters are properly maintained for the quarterly Case Management Group and ensure it is conducted with the appropriate members?  Reference: DoDI 6495.02, Volume 1, Change 9, Encl 9, par 4a-b | |
| Result | Comments | |
| 0303 | Can the SARC provide documentation on how the installation 24/7 Sexual Assault Support Line is managed and maintained by D-SAACP credentialed and appointed SARCs and SAPR VAs (to include tenant command SAPR personnel)?  Reference: MCO 1752.5C, Chap 4, par 4b(4)(a)-(c), and Chap 4, par 4b(9) | |
| Result | Comments | |
| 0304 | Does the SARC have written protocols for resources regarding victim care  and support, to include Sister service facilities and off-base, non-military  agencies to demonstrate a collaborative support system for victims?  Reference: MCO 1752.5C, Chap 3, par 5b(3)(a), and Chap 4, par 5d and  5e | |
| Result | Comments | |

**Inspectors General Checklist**

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| **SEPARATION, RETIREMENT, & LIMITED DUTY 1900.16** | | | |
| This checklist applies to ALL commands. For inspection purposes, Marine Corps activities effecting separations are accountable for compliance with MCO 1900.16 w/Change 2. Written internal control procedures, i.e., local directives, desktop procedures, checklists, etc., can attribute to a successful functional area and provide continuity. | | | |
| **Functional Area Sponsor:**  Separation & Retirement Branch (MMSR) | | **Name of Command** |
| **Subject Matter Expert:** Major Cody E. Pennington | | **Date** |
| (DSN) 278-9314 (COML) 703-784-9314 | | **Inspector**  **Total Questions: 19** |
| **Revised:** 24 Mar 2025 | | **Final Assessment**  **Discrepancies: Findings:** |
| **Overall Comments:** Place Here | | | |
| Subsection 1 - SEPARATION & RETIREMENT PROCESSING | | | |
| 0101 | Are copies of separation documents maintained in (a) command file and as required forwarded to CMC (MMRP) for inclusion in the Marine’s OMPF for all cases of discharge, release from active duty, or retirement? To include:  -Appendix J, MCO 1900.16 w/ch 2, Naval Letter, or NAVMC  10274 (AA form)  -NAVMC 118(11) Page 11 entries (6105 counseling)  -DD Form 2648 series including eForm  (Pre-separation/transition counseling and career readiness  standards Eform)  Reference: MCO 1900.16 w/ch 2 par 1101.1.b.(2) and c.(3) , & par 6105.3.e. Appendix J | | |
| Result | Comments | | |
| 0102 | In cases of administrative separation, are copies of separation documents that are resident within the Command Legal Action (CLA) application, or maintained in command files been forwarded to CMC (MMRP) for inclusion in the Marine’s OMPF? *(CMC (MMRP) will file separation documents in the Marine’s OMPF if they are resident in CLA. Otherwise, commands need to manually forward files to CMC (MMRP) for inclusion in the OMPF and validate.)*  Reference: MCO 1900.16 w/ch 2, par 6311.5. | | |
| Result | Comments | | |
| 0103 | Does the separation letter for administrative separation cases with a basis of “condition not a disability,” not ratable by the Physical Evaluation Board (PEB), endorsed by a Medical Evaluation Board (MEB) Convening Authority?  Reference: MCO 1900.16 w/ch 2, par 6203.2.b.(1). | | |
| Result | Comments | | |
| 0104 | In cases of administrative separation with a basis of “condition not a disability,” is there compliance with the procedures and documentation required per the reference?  Reference: MCO 1900.16 w/ch 2, par 6203.2f. | | |
| Result | Comments | | |
| 0105 | Are Marines processed for administrative separation following the first substantiated incident of sexual harassment and wrongful distribution or broadcasting of an intimate image?  Reference: MCO 1900.16 w/ch 2, par 4103.2.c, and par 6210.8.c. | | |
| Result | Comments | | |
| 0106 | Are Marines processed for administrative separation once determined to have committed an offense of the following: child abuse, intimate partner abuse, immediate family abuse or any form of domestic abuse?  Reference: MCO 1900.16 w/ch 2, par 1004.4.f. | | |
| Result | Comments | | |
| Subsection 2 – SURVIVOR BENEFIT PLAN | | | |
| 0201 | Does the commander ensure that all retirement eligible Marines complete SBP training via MarineNet prior to retirement and verify that the SBP counseling code "SP" has posted in MCTFS?  Reference: MCO 1741.11D, pgs 2, 4a-b. | | |
| Result | Comments | | |
| 0202 | Does the commander have policies/procedures in place to ensure that spousal concurrence is obtained, and properly notarized on the DD 2656 for all married Marines making an election OTHER than “Spouse Coverage” and any level of coverage OTHER than “Full Gross Pay”?  Reference: DODI 1332.42 30 Dec 2020, MCO 1741.11D par 4.b.(1) (b) | | |
| Result | Comments | | |
| 0203 | Has the command verified that the completed DD Form 2656 was submitted to DFAS at least 30 days prior to a Marine's retirement, transfer to the FMCR, or transfer to TDRL or PDRL? (Command will verify that the TTC training code ZW has been reported in MCTFS reflecting that the DD Form 2656 was sent to DFAS)  Defense Finance Accounting Service  U.S. Military Retired Pay  8899 E 56th Street  Indianapolis, IN 46249-1200  Fax to DFAS RAPIDS (1-800-469-6559)  Reference: MCO 1900.16 w/ch 2 par 1406.1, Appendix E, E007.4; MCO 1741.11D par 5.b. | | |
| Result | Comments | | |
| Subsection 3 - LIMITED DUTY | | | |

|  |  |
| --- | --- |
| 0301 | Is a Unit Limited Duty Coordinator, SNCO or above, appointed in writing.  Reference: MCO 1900.16 w/ch 2, par 8110.1b. |
| Result | Comments |
| 0302 | Does the Unit Limited Duty Coordinator ensure that Marine-On-Line (MOL) reports, MCTFS and Sailor and Marine Readiness Tracker (SMART) uniformly reflect the status of medically non-deployable, light duty, Temporary Limited Duty (TLD), Permanent Limited Duty (PLD) Marines and those who are processing through the Disability Evaluation System (DES)?  Reference: MCO 1900.16 w/ch 2, par 8110.1b (1-7). |
| Result | Comments |
| 0303 | Has the unit established internal control procedures for Marines in a non-deployable status over 12 consecutive months to identify, track and initiate administrative or disability separation or submit retention waivers to HQMC (MMSR-2)?  Reference: MCO 1900.16 w/ch 2, para 1601.3 and 1602.1(a-c). |
| Result | Comments |
| 0304 | Are disabled Marines found unfit to continue naval service by the Navy Physical Evaluation Board (PEB) separated or retired as directed by the CMC (MMSR-4)?  Reference: MCO 1900.16 w/ch 2, par 8402.2(a-g). |
| Result | Comments |
| 0305 | Are Marines in a Temporary Limited Duty (TLD) status expiring within 60 days scheduled for a reevaluation prior to expiration of the TLD period?  Reference: MCO 1900.16 w/ch 2, par 8104.4, par 8110.1.b.(7)(e). |
| Result | Comments |
| 0306 | Are all recommendations for periods of Temporary Limited Duty (TLD) exceeding 12 months over the span of a career submitted to the CMC (MMSR-4) for approval with the LDNMA when applicable?  Reference: MCO 1900.16 w/ch 2, par 8003.24a, par 8104.3a(2), par 8110.2c. |
| Result | Comments |
| 0307 | Are Marines with an EAS expiring while on Temporary Limited Duty (TLD) or while going through the Disability Evaluation System (DES) afforded the opportunity to voluntarily extend beyond their current contract until the TLD period or DES process is complete?  Reference: MCO 1900.16 w/ch 2, par 8111.1. |
| Result | Comments |
| 0308 | Are Marines only placed in an involuntary, Convenience of the Government, medical hold status in cases of mental incompetence, physical incapacity, serious contagious disease, or if the Marine poses a hazard to self or others?  Reference: MCO 1900.16 w/ch 2, par 8003.16. |
| Result | Comments |
| 0309 | Are Marines in a light duty status being referred to a Medical Treatment Facility (MTF) for re-evaluation before exceeding 90 days?  Reference: MCO 1900.16 w/ch 2, par 8103.1-5. |
| Result | Comments |
| 0310 | Do Marines receive approval from the CMC (MMSR-4) before being released “home awaiting orders” while being processed through the Disability Evaluation System?  Reference: MCO 1900.16 w/ch 2, par 8304.1-2. |
| Result | Comments |

**Inspectors General Checklist**

**REQUEST MAST PROCEDURES 1700.23G**

This checklist applies to all commands. All O-5 and above commanders must have a formal Request Mast Program. Regardless, all officers vested with Non-Judicial Punishment (NJP) authority may and can be inspected to verify their compliance with the Request Mast references. Questions with multi-part answers must be fully correct to be found compliant.

**Name of Command:**

**Date:**

**Functional Area Manager:**

**Total Questions: 9**

**Final Assessment:**

**Discrepancies:** **Findings:**

**Functional Area Sponsor:**

IGMC, Director of Inspections

**Subject Matter Experts:** SgtMaj Gwaltney W. J.

(DSN) 664-4663 (COML) 703-604-4663

william.j.gwaltney@usmc.mil

**Revised:** 29 July 2024

**Inspector:**

**Overall Inspection Comments:**  *Place Here*

**Subsection 1 – COMMANDER’S RESPONSIBILITIES (O-5 and above commands)**

0101 Can the Commander demonstrate how all unit personnel are made familiar with the Request Mast policy and procedures (e.g., MCO been placed on the Command Read Board, Website, SharePoint, social media, training rosters)?

Note: A sample Request Mast class can be found on the IGMC Inspections Division website at http://www.hqmc.marines.mil/igmc/Units/Inspections-Division/

Reference: MCO 1700.23G, par 4b(2)(b)

Result Comments

**Subsection 2 – REQUEST MAST DOCUMENTS (all Officers with NJP Authority)**

0201Does the Commander process Request Mast Applications, NAVMC 11296, in accordance with MCO 1700**.**23G.Are explanations for delays annotated in the NAVMC 11296?

Reference: MCO 1700.23G, Encl (1), chap 2, par 3

Result Comments

0202 Does the Commander properly safeguard all Request Mast records in which the unit has completed Part II or Part III of NAVMC 11296?

Reference: MCO 1700.23G, par 5a(1)

Result Comments

0203 Are all retained Request Mast Applications, NAVMC 11296(s), correctly finalized?

- All signatures, dates, and fields must be completed.

-The Commander's signature date must reflect the day the Mast was conducted, and a probable disposition was provided to the applicant.

Reference: MCO 1700.23G, Encl (1), chap 2, par 2

Result Comments

0204 Do records show the Commander correctly executed the reporting requirements when he/she denied a Request Mast application specifically addressed to them when presented matters that cannot or should not be resolved using the Request Mast Program due to other appropriate forms of redress? If no records are available, can the Commander articulate the reporting requirements?

Reference: MCO 1700.23G, Encl (1) chap 1, par 5

Result Comments

0205 Can the Commander demonstrate what specific follow-up procedures are used to ensure Request Mast applications are resolved in a timely manner, that the disposition is being executed, and that no adverse or prejudicial action befall Marines exercising their right to Request Mast?

Note: A sample tracker can be found on the IGMC Inspections Division’s website at http://www.hqmc.marines.mil/igmc/Units/Inspections-Division/.

Reference: MCO 1700.23G, par 4b(2)(e)

Result Comments

**Subsection 3 – REQUEST MAST APPLICATIONS “TO BE OPENED BY THE COMMANDER / CG ONLY”**

0301 Does the Commander administratively support Marines in the production and submission of the NAVMC 11296 addressed “to be opened by the Commander / General’s only”.

Reference: MCO 1700.23G, Encl (1), chap 3, par 2a

Result Comments

**Subsection 4 – GENERAL OFFICER REQUIREMENTS (General Officers & their Command Inspector General (CIG))**

0401 Are all Request Mast denials from any subordinate officer vested with NJP authority retained, in accordance with records schedule 1000-34? Note: Acceptable verifying documentation shall include the basis surrounding the denial and affirmation that the Marine understands why the request was denied.

Reference: MCO 1700.23G, Encl (1), par 5

Result Comments

**Subsection 5 – REQUEST MAST BULLETIN (only when inspected by the IGMC)**

0501 Did the command publish a Request Mast Bulletin containing the following information:

-That every Marine will be afforded the opportunity to appear before the IGMC Representative?

-The date, time, and location of the Request Mast?

-That Marines who, in good faith, wish to appear before the IGMC Representative at Request Mast may do so without fear of

restriction, reprisal, or prejudice to their interests?

Reference: MCO 1700.23G, App A, par 3f

Result Comments

**Inspectors General Checklist**

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| **REPORTS MANAGEMENT 5214** | | | |
| This checklist applies to ALL commands. Reports Management is the assurance that information being collected (via a form, request for information, data call, system, etc.) is required by policy, not already available from other sources, is worth the imposition of the burden to collect, and challenged when necessary or no longer needed. | | | |
| **Functional Area Sponsor**:  Records, Reports, Directives, and Forms Management Section (ARDB) | | **Name of Command** |
| **Subject Matter Expert:** Mr. Mark A. Kazzi [smb\_hqmc\_reports@usmc.mil](mailto:smb_hqmc_reports@usmc.mil) | | **Date** |
| (571) 465-6640; (571) 256-8883 | | **Inspector** |
| **Revised**: 29 April 2024 | | **Total Questions: 11**  **Final Assessment**  **Discrepancies: Findings:** |
| **Overall Comments:** Place Here | | |
| Subsection 1 - REPORTS MANAGEMENT (applies to all commands) | | | |
| 0101 | Has the command designated and appointed, in writing, a Command Reports Manager?  Reference: MCO 5214.2G, par 4b(4)(b) | | |
| Result | Comments | | |
| 0102 | Has the command promulgated command policy (i.e., order or bulletin) for the command’s Reports Management Program to ensure organizational reporting requirements are documented, tracked, and in compliance with legal and statutory requirements?  Note: Template directive available on <https://usmc.sharepoint-mil.us/sites/AR_ReportsManagement> site. Reports Management ensures staff agencies are not putting undue burden on staff regarding the completion of reports/surveys, thus taking away from daily tasks. The Reports Management program ensures that reports and reporting systems are compliant with federal mandates (i.e., 5 CFR Part 1320, SSN Reduction Act, etc.) and provide necessary information effectively, efficiently, and economically.) Reference: MCO 5214.2G, 4b(4)(a), chap 1, par 3a, and SECNAVINST 5210.16, par 5 a-d | | |
| Result | Comments | | |
| 0103 | Does the command have a continuity binder for reports management?  Note: Recommend continuity binder, to include at minimum: POCs for each section, Marine Corps Order 5214.2G and SECNAV Instruction 5210.16, reports inventory, and documentation of 3-year review. Reference: MCO 5214.2G, par 4b(4)(c) | | |
| Result | Comments | | |
| 0104 | Has the command published a Reports Inventory of all valid and cancelled recurring reporting requirements?  Note: The Reports Inventory is necessary to keep track of what licensed reports are available, eliminates duplication, and can be used as a resource for data that may be needed by other staff sections in the command.  Reference: MCO 5214.2G, chap 1, par 3a(1), chap 3, par 1, and chap 5, par 2d | | |
| Result | Comments | | |
| 0105 | Is the Reports Manager ensuring that information collections are not redundant with forms and information collections of a higher authority? Note: Local forms shall not be used if a higher level form and report (i.e., NAVMC, DD, SF, etc.) already exists for the information being collected.  Reference: SECNAVINST 5210.16, par 7d-f | | |
| Result | Comments | | |
| 0106 | Are reports program managers conducting a review of all existing reports every three years? Reference: MCO 5214.2G,chap 1, par 3.a.(4) and chap 5, par 1 | | |
| Result | Comments | | |
| 0107 | Does the command originate information (reports) requirements (i.e., collection of information is not already mandated by higher authority and not already collected/available by other sources)?  Note: Examples of collecting information include, but are not limited to: creation of new forms or duplicative forms; adding additional fields or taking away existing fields; requests for information, data calls, systems, etc.  If YES: Complete Section 2.  If NO: End of Inspection. | | |
| Result | Comments | | |
| Subsection 2 - Applies to commands who originate (i.e., not already mandated by higher authority and not already collected/available by other sources) information (reports) requirements such as creation of forms, requests for information, data calls, systems, etc. | | | |
| 0201 | Are all local reporting requirements published within a command directive (i.e., order or bulletin)? Reference: MCO 5214.2G, 4b(4)(f) | | |
| Result | Comments | | |
| 0202 | Is the Reports Manager ensuring that information collections from 10 or more members of the public (i.e., spouses, contractors, etc.) has OMB approval?  Note: Local forms and/or local surveys shall not be used to collect information from members of the public; use of a higher level form approved by OMB is required.  Reference: MCO 5214.2G, chap 6, par 1d, and 5 CFR Part 1320 | | |
| Result | Comments | | |
| 0203 | Does the command maintain a case file for all local reporting requirements not covered by higher authority?  Note: The case file is required for a report not mandated by higher authority. The case file validates the purpose for the information collection and shows the life of the report, (i.e., what directive required it, when it was required, a sample of the report or snapshot of the database and what Report Control Symbol was assigned to it.  Reference: MCO 5214.2G, 4b(4)(e), chap 2, par 7a, and Appendix A | | |
| Result | Comments | | |
| 0204 | If the command sponsors, or is the program owner of an electronic reports system, is the system registered in Department of Defense Information Technology Portfolio Repository-Department of the Navy (DITPR-DON) to ensure all records within are managed in accordance with SECNAV Note 5210 and SECNAV M-5210.1.?  Reference: MCO 5214.2G, par 5b(2) | | |
| Result | Comments | | |

**Inspectors General Checklist**

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| **RELIGIOUS MINISTRIES 1730** | | | |
| This checklist is applies to all levels and types of commands. | | | |
|  | | | |
| **Functional Area Sponsor:**  REL | | **Name of Command:** |
| **Subject Matter Expert:**  CDR Jeffrey J. Ross, jeffrey.j.ross@usmc.mil  RPCS Trent L. Clark, trent.l.clark.mil@us.navy.mil | | **Date:** |
| (COML) 703-697-7098 | | **Inspector:** |
| **Revised**: 20 Mar 2025 | | **Total Questions: 27**  **Final Assessment**  **Discrepancies: Findings:** |
| **Overall Comments:** Place Here | | |
| Subsection 1 - GENERAL | | | |
| 0101 | Are directives maintained and accessible for use by Religious Ministry Team (RMT) personnel?  Reference: MCO 5215.1K, Chapter 1, par 8; 9 | | |
| Result | Comments | | |
| 0102 | Are all correspondence and records (electronic and paper) maintained in accordance with record schedule 1000-34 (i.e., two years) and 1000-1 (i.e. permanent)?  Reference: MCO 5210.11F, Chapter 1; SECNAV M-5210.1; National Archives and Records Administration, schedule number DAA-NU-2015-0001 | | |
| Result | Comments | | |
| 0103 | Does the RMT protect individuals Personally Identifiable Information (PII)  from unauthorized access or disclosure and if yes how do they safeguard  it?  Reference: SECNAVINST 5211.5F, par 5b(6) | | |
| Result | Comments | | |
| 0104 | If applicable, are Unit Command Religious Program (CRP) directives periodically reviewed in order to determine if it needs to be canceled, updated, revised, or consolidated, as appropriate?  Reference: SECNAVINST 5215.1F, par 5a(2) | | |
| Result | Comments | | |
| 0105 | Are unit turnover materials updated to ensure proper continuity of Religious Ministries?  Reference: COCINST 5153.1 par 4b.(2)(c) | | |
| Result | Comments | | |
| Subsection 2 – TRAINING | | | |
| 0201 | Barring operational commitments, are chaplains afforded at least one annual opportunity to attend their Religious Organization (RO) conference or training?  Reference: MCO 1730.6G, par 4a(2)(d) | | |
| Result | Comments | | |
| 0202 | For operational units, is the RMT familiar and up-to-date with the Training  And Readiness Manual collective and individual events?  Reference: NAVMC 3500.85C chapter 4: 4000-4004 / chapter 5:5000-5004 | | |
| Result | Comments | | |
| 0203 | Are RPs that have served a minimum of 90 consecutive days and permanently assigned to FMF units enrolled (Page-13 on file) and or have they qualified in the Enlisted Fleet Marine Force Warfare qualification program?  Reference: OPNAVINST 1414.4E 7a-7b | | |
| Result | Comments | | |
| 0204 | Have RPs completed table of organization and equipment (TO/E) weapon qualifications IAW the Marine Corps Combat Marksmanship Program?  References: MCO 1730.6G, par 4b(2)(a); MCO 3574.2M | | |
| Result | Comments | | |
| 0205 | If required, are RPs qualified to operate GOVs or tactical vehicles in order to accomplish the mission?  Reference: MCO 1730.6G, 4b(2)(a); NAVMC 3500.85C Chapter 5-5003 | | |
| Result | Comments | | |
| 0206 | Is the Chaplain apart of the MCMAP training team, teaching the character development “tie-ins” as the SME?  Reference: MCO 1500.59A | | |
| Result | Comments | | |
| Subsection 3 – FACILITIES AND OFFICE EQUIPMENT | | | |
| 0301 | Does the commander provide the RMT with dedicated workspaces that are readily accessible to personnel and adequate to meet confidential communication requirements for private access to chaplains?  Reference: SECNAVINST 1730.7E, 5d(3); SECNAVINST 1730.11 | | |
| Result | Comments | | |
| 0302 | Does the command provide the CRP with logistical support, equipment, furnishings, office space conducive for protecting confidential communication and appropriated funds consistent with other personnel programs?  Reference: SECNAVIST 1730.7E, 5d(2) | | |
| Result | Comments | | |
| Subsection 4 – ECCLESIASTICAL GEAR AND MATERIALS | | | |
| 0401 | Provide a copy of your Table of Organization and Equipment  allowances on hand or on requisition?  Reference: MCO 4400.150, chap 2, par 5b, 5c | | |
| Result | Comments | | |
| 0402 | For operational units, are there sufficient amount of material needs on hand and mission-ready to support the command IAW the reference to include assault-packs referred to as “faith-packs?”  Reference: MCO 4400.150, chap 2, par 5b and 5c | | |
| Result | Comments | | |
| Subsection 5 – FISCAL MANAGEMENT | | | |
| 0501 | If applicable, is the Religious Offering Fund (ROF) managed IAW policy and able to provide a current copy of the ROF audit checklist and audit report?  Reference: SECNAVINST 7010.6C | | |
| Result | Comments | | |
| 0502 | For all RMTs, is there a current budget and spend-plan on file?  Reference: COCINST 5153.1 par 2l.(4), encl 6 par 3a.(1) | | |
| Result | Comments | | |
| Subsection 6 – COMMAND RELIGIOUS PROGRAM | | | |
| 0601 | Does the CRP extend to all command members, immediate family members and other authorized personnel?  Reference: MCO 1730.6G par 4a(1)(b) | | |
| Result | Comments | | |
| 0602 | Does the CRP deliver and or support training on matters which impact command personnel, family members and authorized users including but not limited to the following: adjustment to military life, combat and operational stress control (COSC), deployment related concerns, suicide prevention, sexual assault prevention and response, substance abuse, and domestic violence?  Reference: MCO 1730.6G, par 4a(2)(c) | | |
| Result | Comments | | |
| 0603 | When permanently attached to a general officer staff, is the senior chaplain assigned as a special staff officer to the commander under the chief of staff? At all other commands, is the permanently attached senior chaplain assigned as a special staff officer to the commander under the executive officer? Does the chaplain have direct access to the commander?  Reference: SECNAVINST 1730.7E 5 par l(1) | | |
| Result | Comments | | |
| 0604 | Does the chaplain advise leadership on religious elements that pertain to command functions such as changes of command, retirements, promotions, and memorial ceremonies or other services as appropriate?  Reference: MCO 1730.6F W/ADMIN CH, par 4a(2)(f)6 | | |
| Result | Comments | | |
| 0605 | Are chaplains and RPs assigned collateral duties IAW policy and Naval  regulations?  References: SECNAVINST 1730.7E; MCO 1730.6F W/ADMIN CH, par 4b(3)(h) | | |
| Result | Comments | | |
| 0606 | Does the chaplain deliver religious ministry according to their Religious Organization (RO)?  Reference: MCO 1730.6F W/ADMIN CH, par 4a(2)(f)3 | | |
| Result | Comments | | |
| 0607 | Does the RMT collaborate with the local Marine Corps Family Team Building (MCFTB) and other Marine Corps Community Services (MCCS) programs to ensure commanders receive the necessary resources to support spiritual fitness within their units?  Reference: MCO 1754.6C, par 4a(2)(a)4b | | |
| Result | Comments | | |
| 0608 | Does the RMT utilize a religious needs assessment (RNA) or obtain from S1/G1 the command’s faith group preferences to identify and meet the religious ministry requirements at the command? Provide a copy of your commands current RNA.  Reference: MCO 1730.6F W/ADMIN CH, par 4a(2)(f)1 | | |
| Result | Comments | | |
| 0609 | Does the RMT publicize, promote and utilize Chaplains Religious Enrichment Development Operation (CREDO) programs?  Reference: MCO 1730.6F W/ADMIN CH, par 4a(2)(o)3e | | |
| Result | Comments | | |
| 0610 | Is the RMT involved in the command’s Combat Operational Stress Control (COSC) program to include Operational Stress Control And Readiness (OSCAR) extender and completion of annual training?  Reference: MCO 5351.1, par 3b(6)(b) | | |
| Result | Comments | | |
| 0611 | Are lay leaders trained, certified and appointed to meet the religious needs of their particular faith group?  Reference: MCO 1730.6F W/ADMIN CH, par 4a(2)(k) | | |
| Result | Comments | | |
| 0612 | Is the CRP managed, maintained, and executed IAW the reference?  References: MCO 1730.6F W/ADMIN CH, par 4a(1)(a) & par 4a(2)(f)1-9 | | |
| Result | Comments | | |

**Inspectors General Checklist**

**RECORDS MANAGEMENT 5210.11**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | | This checklist applies to ALL commands. *Records Management is everyone’s responsibility* per MCO 5210.11F. Records Management is a set of activities required to control how organizations identify, collect, store, manage, retrieve, and dispose of records, regardless of location or format (i.e., know what records you have, where they are located, and how long they must be retained.)  Per OMB M-23-07, “Update to Transition to Electronic Records,” all federal agencies are required to transition to a fully electronic record keeping environment by 30 June 2024. To date, the Marine Corps has begun this transition via guidance provided in the Inspector General of the Marine Corps (IGMC) Functional Area Checklist (FAC) 5210 and strategic communication from the Records, Reports, Directives, and Forms Management Section (ARDB). MCBul 5210 dtd 12 Feb 24, “Update to the Marine Corps Electronic Records Management (ERM) Migration Plan” is the policy that outlines the Marine Corps’ three-phased transition to ERM compliance. | | | | | |
|  | | | | |
| **Functional Area Sponsor**:  Records Management Section (ARD) | | **Name of Command:** |
| **Subject Matter Expert:** Mrs. Kristen Meehan  [HQMCREC-MGR@usmc.mil](mailto:HQMCREC-MGR@usmc.mil) | | **Date.:** |
| (571) 256-9043 | | **Inspector**  **Total Questions: 20** |
| **Revised**: May 2025 | | **Final Assessment**  **Discrepancies:**  **Findings:** |
| **Overall Comments:** Place Here | | |
| Subsection 1 – ELECTRONIC RECORDS MANAGEMENT (ERM) (applies to all commands)  ERM compliance for the purpose the current inspection checklist is as follows:  **Program Compliance - Part 1: Command Records Operational Support Site** **(**[**CROSS**](https://eis.usmc.mil/sites/cross/)**).**  Note: You must use a MCEN-NIPR Machine to access CROSS.  (Link to CROSS 2.0: [CROSS V2 Registered User - Power Apps (appsplatform.us))](https://play.apps.appsplatform.us/play/e/default-f4c44cda-18c6-46b0-80f2-e290072444fd/a/32f23bea-9ecd-4e52-9b52-7bc14b24b793?&hidenavbar=true) | | | | |
| 0101 | Has the command appointed a Command Designated Records Manager (CDRM) in CROSS?  Note: Appointed CDRMs must be of the grade E-6 or higher.  (Hardcopy appointment letters can be scanned and uploaded to a CDRM profile  via CROSS if not listed in CROSS).  Reference: MCO 5210.11F, par 4b(5)(a), par 4c(2)(c); MCBUL 5210 dtd 12 Feb 24,  para 4a(2)(a) | | | |
| Result | Comments | | | |
| 0102 | Has the Commanding Officer signed NAVMC 10030 form, “*Commander’s Records*  *Management Acknowledgement Agreement,”* within 90 days of assuming command?  Reference: MCBUL 5210 dtd 12 Feb 24, para 4a(2)(a)  Does the unit have, and maintain a Command Historical Summary File  containing at a minimum:  • Copies of Lineage and Honors certificates  • Copy of streamer entitlement  • Copy of past five years of command chronologies  • Master copy of unit insignia and corresponding  documentation/correspondence  • List of all property, facilities, or sites commemoratively  Reference: MCO 5750.1H, encl (1), chap 5 (pgs 5-2 and 5-3) | | | |
| Result | Comments | | | |
| 0103 | Has the unit submitted command chronologies submitted to the Archives Branch, Marine Corps History Division by the appropriate deadlines documented by receipt letters and/or emails from Archives Branch ? Command chronologies are due NLT 90 days after the end of the reporting period. For semiannual submissions, due dates are 30 June and 31 December. Annual submissions are due NLT 31 December.  Reference: MCO 5750.1H, encl (1), chap 5 (pgs 5-6 and 5-7); Annex 5 of App A (pg A-18); modified by MARADMIN 509/14 | | | |
|  |  | | | |
| Result | Comments | | | |
| 0104 | Has the appointed CDRM completed annual Records Management training and  uploaded their certificate/shown proof of completion in CROSS?  RM Training can be accessed at any of the following locations:  1) Waypoints: [https://don.csod.com](https://don.csod.com/)    (Course Title: *“Records Management in the DON: Everyone’s Responsibility”*)  2) CROSS under “Search CROSS Articles & Documents.”  (Course Title: *“RM Everyone’s Responsibility*.”)  https://usmc.sharepoint-mil.us/sites/USMC\_CROSS  3) For more resources and training, visit the HQMC, ARD RM SharePoint homepage:  [Records Management - Home](https://usmc.sharepoint-mil.us/sites/AR_RecordsMangement?OR=Teams-HL&CT=1694797897058&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMzA4MDQwODYzNiIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D)  Note: Options #2-3 do not generate certificates of completion. CDRMs can  upload a signed training roster in PDF format or Marine Corps Training  Information Management System (MCTIMS) occasion to show proof of completion.  Reference: NARA Bulletin 2017-01, par 3.A., SECNAV Instruction 5210.8F, par 5.l.,  encl (4) par 2.b.(2) and par 4.j., and MCO 5210.11F, chap 8, par 5 | | | |
| Result | Comments | | | |
| 0105 | Is the CDRM monitoring annual RM training for the command?  Note: RM training is a FY requirement for all USMC personnel: uniform, civilian, and  contractor. Commands must upload an electronic training roster or MCTIMS training  occasion (recommended) in CROSS as proof of completion. CDRMs, be prepared to  report on the process used to monitor records management (RM) training within the  command.  Reference: NARA Bulletin 2017-01, par 3.A., SECNAV Instruction 5210.8F, par 5.l.,  encl (4) par 2.b.(2) and par 4.j., and MCO 5210.11F, chap 8, par 5 | | | |
| Result | Comments | | | |
| 0106 | Has the command developed and maintained an updated Standard Operating  Procedures (SOP) to govern the creation and maintenance of command records in  accordance with Electronic Records Management practices.  An electronic copy must be uploaded to CROSS.  Note: An Order, Bulletin, or SOP satisfies this question.  Reference: MCO 5210.11F, par 4b(5)(a-c), par 4c(3)(a), par 4c(2)(a-q) | | | |
| Result | Comments | | | |
| 0107 | Has the command assigned Staff Section Records Managers in CROSS to manage  records across all staff sections, offices, departments, etc., that create/maintain  records. (i.e., S-shops, directorates, etc., outside of the traditional G1/S1)?  Reference: MCO 5210.11F, par 4c(3)(b), par 4b(5)(a), par 4c(2)(c) | | | |
| Result | Comments | | | |
| 0108 | Has the command completed a comprehensive electronic file plan in CROSS with the appropriate disposition schedules to their records per SECNAV M-5210.1?  Note: It is the responsibility of the Staff Section RMs to input file plan information for  their specific section(s); all section file plans “roll up” to inform the overall command  file plan. Commands are required to use the new disposition schedules approved by  National Archives and Records Administration (NARA). The File Plan feature within  CROSS uses the new record schedules. The new record schedules are published on  the [SECNAV portal](https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx) for reference (link is provided below.  Copy/paste link into web browser to gain direct access).  <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>  Reference: MCO 5210.11F, chap 3, par 3, and fig 3-3; MCBUL 5210 dtd 12 Feb 24,  par 4a(2)(a)1 and SECNAV M-5210.1, Part III, para 2.b. | | | |
| Result | Comments | | | |
| 0109 | If the command has identified a requirement to maintain physical (paper) records,  do they have an approved NAVMC Form 10030/1, “Records Management Paper  Waiver Request”? If so, is the NAVMC 10030/1 still active? (not expired)  Note 1: All NAVMC 10030/1 forms have a unique expiration date on them, determined  By the Records Officer of the Marine Corps. Organizations with an approved  NAVMC 10030/1 have until the form’s expiration date to transition the specified paper  records to an electronic format. Failure to do so within the prescribed date on the  NAVMC 10030/1 form will result in non-compliance.  Note 2: NAVMC Form 10030/1 will be available on the Navy Forms Online (NFOL)  Website at <https://forms.documentservices.dla.mil/order/> and is to be submitted by  unit CDRM to ARD via email at [HQMCREC-MGR@usmc.mil](mailto:HQMCREC-MGR@usmc.mil). Please include CC on  submissions to [SMB\_HQMC\_RMOUTREACH@USMC.MIL](mailto:SMB_HQMC_RMOUTREACH@USMC.MIL). ARD will receive,  consolidate, and provide response to all waiver requests. ARD will retain a list of all  approved paper records waivers.  This list will be audited annually to evaluate updates and extend or rescind waiver  statuses.  Reference: Government Reform and Reorganization Plan, item #26;  National Archives 2018-2022 Strategic Plan, Strategic Goal 3, 3.2, and  MCBUL 5210 dtd 12 Feb 24, par 4a(2)(d) | | | |
| Result | Comments | | | |
| Electronic Records Lifecycle Compliance - Part 2- PAPER RECORDS MANAGEMENT  (applies to all commands) | | | | |
| 0201 | Does the command have physical (paper) records being kept at off-site storage with a  Federal Records Center (FRC)? If so, does the CDRM have an [ARCIS](https://www.archives.gov/frc/arcis) account,  in order to request records if required?  Note 1: [ARCIS](https://www.archives.gov/frc/arcis) has replaced the SF-135 form, “Records Transmittal and Receipt,” for  transfer approval to the applicable Federal Records Center (FRC).  Note 2: For commands using ERM systems this question does not apply. Electronic  records within these systems will stay resident on the network until their disposition.  Note 3: Go to the [ARDB public website](https://www.hqmc.marines.mil/ar/Branches/Publishing-and-Logistics-Management/Records-Reports-Directives-and-Forms/) for instructions on how to obtain an ARCIS  account:  Reference: MCO 5210.11F, chap 3, par 1f(1) and par 3c(3)(b) 2nd note | | | |
| Result | Comments | | | |
| 0202 | Does the command have any permanentpaper records?  Note 1: If the command has any permanent paper records that are not annotated as  an exception on the NAVMC 10030/1, they are not compliant.  Reference: OMB M-23-07, Section 1.2 | | | |
| Result | Comments | | | |
| 0203 | Are command records being stored in an electronic format in SharePoint Online (SPO)?  Note 1: If the command has any permanent paper records that are not annotated as  an exception on the NAVMC 10030/1, those records, specifically, are not required to  be in SharePoint Online.  Note 2: Records already residing in an approved system of records shall remain  resident in their respective system(s).  Reference: MCBUL 5210 dtd 12 Feb 24, par 4a(2)2 | | | |
| Result | Comments | | | |
| 0204 | Does the command store records in any other Department of the Navy (DON) or  Department of Defense (DOD) systems of record? If so, have those systems been  documented?  Note 1: CDRMS are encouraged to utilize the “download file plan” feature in CROSS  file plan/record schedules to annotate where records that are maintained outside of  SPO are located. (records maintained in IAPs, ETMS2 etc.)  Reference: MCBUL 5210 dtd 12 Feb 24, par 4a(2)2 | | | |
| Result | Comments | | | |
| Subsection 3 - ESSENTIAL RECORDS (applies to all commands) | | | | |
| 0301 | Has the command developed and maintained an Essential Records  (formerly Vital Records) program (i.e., can be included as part of the command’s  RM SOP), and integrated the Essential Records Program into the command’s  Continuity of Operations Plan? (COOP)  Note 1: Must upload a copy to CROSS  Note 2: All offices/RM staff sections must identify their respective essential records  (if applicable) and contribute their essential records into the Essential Records  Program/COOP.  COOP templates, POC’s, and other resources are available at:  <https://www.ppo.marines.mil/Legacy-Content/Operations-Division/Current-Operations-Branch-POC/Continuity-of-Operations-COOP/>  Essential Records Definition can be found at:  [Essential Records Information | National Archives](https://www.archives.gov/records-mgmt/essential-records)  Reference: MCO 5210.11F, par 4a(1)(b)6, par 4b(5)(b-c), par 4c(2)(q), chap 7,  par 5b(3-4); and MCBUL 5210 dtd 12 Feb 24, par 4a(2)(a)1 | | | |
| Result | Comments | | | |
| 0302 | 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.  Reference: MCO 5210.11F, chap 7, par 5b(1) and par 5b(3) | | | |
| Result | Comments | | | |
| 0303 | Are all records current and properly managed throughout their lifecycle?  Note: The inspector will take a random sampling of no more than (5) records  currently being managed, to ensure the records are being managed according to the  correct Record Schedule and disposition.  Reference: MCO 5210.11F, chap 7, par 5b(3) and par 5b(5) | | |
| Result | Comments | | |
| Subsection 4 - CAPSTONE (applies to commands with a billet identified on  [GRS-6-1-0127-2022-0001 (archives.gov)](https://www.archives.gov/files/records-mgmt/rcs/schedules/departments/department-of-defense/department-of-the-navy/rg-0127/grs-6-1-0127-2022-0001-c.pdf) and on CROSS) | | | |
| 0401 | Does the command have a Capstone official? If so, is General Record Schedule  (GRS) 6.1 annotated as part of the command file plan?  If there is NO Capstone Official for the command, end inspection.    Reference: MCBUL 5210 dtd 12 Feb 24, par 4a(2)(c) | | | |
| Result | Comments | | | |
| 0402 | Has the command updated the name(s) and email address of their Capstone Official(s)  in CROSS?  Reference: MCBUL 5210 dtd 12 Feb 24, par 4a(2)(c) | | | |
| Result | Comments | | | |
| 0403 | Has the command responded to the quarterly capstone reconciliation via ETMS2?  Reference: OMB M-19-21, section1.1. (supersedes OMB M-12-18, part 1.2);  SECNAVINST 5210.8F, enclosure 4, par 6.g. and enclosure 5, par 4.;  SECNAV-M 5210.1, Part I, par 16.b.(e), MCO 5210.11F, chap 1, 1.b.(1)(a);  MCBUL 5210 dtd 12 Feb 24, par 4a(2)(c) and General Record Schedule (GRS) 6.1 | | | |
| Result | Comments | | | |
| 0404 | Upon change/rotation/departure of Capstone Official, did the command utilize  NAVMC Form 11786?  Reference: OMB M-19-21, section1.1. (supersedes OMB M-12-18, part 1.2);  SECNAVINST 5210.8F, enclosure 4, par 6.g. and enclosure 5, par 4.;  SECNAV-M 5210.1, Part I, par 16.b.(e), MCO 5210.11F, chap 1, 1.b.(1)(a);  MCBUL 5210 dtd 12 Feb 24, par 4a(2)(c) and General Record Schedule (GRS) 6.1 | | | |
| Result | Comments | | | |

**Inspectors General Checklist**

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| **RANGE AND TRAINING AREA MANAGEMENT (3550)** | | | | |
| This checklist applies to all Commands and Installations with range and training area  management responsibilities. | | | | |
|  |  |  | | |
| **Functional Area Sponsor**:  RTAM Branch, TECOM | | | **Name of Command** |
| **Subject Matter Expert**:  Mr. Carlos Hathcock  [carlos.n.hathcock@usmc.mil](mailto:carlos.n.hathcock@usmc.mil) | | | *Date.* |
| (DSN) 278-4480 (COML) 703-784-4480 | | | **Inspector**  **Total Questions: 39** |
| **Revised**: 06 March 2024 | | | **Final Assessment**  **Discrepancies: Findings:** |
| **Overall Comments:** Place Here | | | | |
| **MARINE CORPS INSTALLATIONS COMMAND, REGIONAL**  Subsection 1 - RESOURCING (applies to all commands)   |  |  | | --- | --- | | 0101 | Has a deviation authority process been established?  Reference: MCO 3570.1C, Page 13 and 14, para 3-1; MCO 3550.9A, Page 8, para 4b(3)(d) | | Result | Comments |  |  |  | | --- | --- | | 0102 | Have requests from other Services or external agencies that involve  priority or dedicated use of existing RTAs, or the building of new ranges  and/or range-related facilities for other Services or external agencies on  Marine Corps bases and stations been forwarded to CG, TECOM (C465)  via the appropriate chain of command for decision?  Reference: MCO 3550.10, Chapter 5, Page 5-1, para 3(b) | | Result | Comments | | 0103 Is base and station annual discretionary Facilities Sustainment  Restoration and Modernization (FSRM) funding in support of RTAs  captured and reported to CG, TECOM (C465) annually?  Reference: MCO 3550.10, Chapter 1, Page 1-5, para 8(b)  Result Comments  0104 Does the regional headquarters integrate and prioritize base and station  operational range clearance projects?  Reference: MCO 3550.10, Chapter 2, Page 2-1, para 3b(2)  Result Comments | | | 0105 | Have and are airspace for military operations issues and requirements  been coordinated with CG, TECOM (C465)?  Reference: MCO 3550.10, Chapter 1, Page 1-5, para 8(f) | | Result | Comments | | 0106 | Are Base Operating Support (BOS) and facilities resourcing funding in  support of RTAs tracked annually?  Reference: MCO 3550.10, Chapter 3, Page 3-10, para 10(a) and 10b(4) | | Result | Comments | | 0107 | Has a gap analysis of training requirements been conducted that can be  used to identify and prioritize RTA resources and equipment funding?  Reference: MCO 3550.10, Chapter 1, Page 1-5, para 8(e) and Chapter 3,  Page 3-5, para 7(c) | | Result | Comments |   **BASES AND STATIONS**  Subsection 2 - RANGE SAFETY AND OPERATIONS (applies to all commands) | | | | |
| 0201 | | Has a range safety program been established?  Reference: MCO 3550.10, Chapter 5, Page 5-2, para 4(a); MCO 3570.1C, Page 1, para 1-5 | | |
| Result | | Comments | | |
| 0202 | | Are approved deviations from range safety policy on file and available for  inspection?  Reference: MCO 3550.9A, Page 3, para 4a(3) | | |
| Result | | Comments | | |
| 0203 | | Are certification/recertification checklists and other supporting documents  completed and available for inspection?  Reference: MCO 3550.9A, Page 4 and 6, para 4a(7)(a) and para 4a(7)(f) | | |
| Result | | Comments | | |
| 0204 | | Have all ranges been certified/recertified by the installation commander?  Reference: MCO 3570.1C, Page 10, para 2-1d, MCO 3550.9A, Page 7, para 4b(3)(a) | | |
| Result | | Comments | | |
| 0205 | | Have range managers implemented a range clearance program to  permit the sustainable safe use of operational ranges?  Reference: MCO 3550.10, Chapter 5, par 4(a) and Chapter 2, par 3(b)2; MCO 3550.12A, Page 6, Para 4b(5), MCO 3570.1C, Page 5, para 1-9a(5) and Page 5, para 1-9c(4), MCO 3550.9A, Page 8, para 4b(3)(f) | | |
| Result | | Comments | | |
| 0206 | | Has a training and certification program been established for range safety  officers and officers-in-charge?  Reference: MCO 3550.10, Chapter 5, Page 5-3, para 4(a)5; MCO 3570.1C, Page 6, para 1-9b(13) and Page 7, para 1-9c(9), | | |
| Result | | Comments | | |
| 0207 | | Has the Range Control Officer (RCO) been appointed in writing by the  installation commander and a copy provided to CG, TECOM (C465)?  Reference: MCO 3550.10, Chapter 5, Page 5-2, para 3(e); MCO 3570.1C, Page 5, para 1-9a(2), MCO 3550.9A Page 7, para 4b(3)(a) | | |
| Result | | Comments | | |
| 0208 | | Has the RCO attended the Inter-service Range Safety (Intermediate) and  Military Airspace Management Courses?  Reference: MCO 3550.10, Chapter 5, Page 5-2, para 3(e); MCO 3570.1C, Page 7, para 1-9c(21) | | |
| Result | | Comments | | |
| 0209 | | Does range control have a primary and alternate means of  communication with each range and/or training organization?  Reference: MCO 3550.10, Chapter 5, Page 5-10, para 4(b)7(b) | | |
| Result | | Comments | | |
| 0210 | | Are all range safety, communications, and surveillance equipment  supported by an un-interruptible power supply and continuously recorded  and archived?  Reference: MCO 3550.10, Chapter 5, Page 5-10, para 4(b)7(c) | | |
| Result | | Comments | | |
| 0211 | | Have loss of communication procedures between range control and each  range and/or training organization been established?  Reference: MCO 3550.10, Chapter 5, Page 5-10, para 4(b)7(b), (c) | | |
| Result | | Comments | | |
| 0212 | | Does installation range control facility primary radar/sensor feed Provide  a real-time tracking capability of aircraft within SUA? [Integrated Range  Status System (IRSS)]  Reference: MCO 3550.10, Chapter 5, Page 5-10, para 4(b)8 | | |
| Result | | Comments | | |
| 0213 | | Does the RCO approve the entry of personnel or aircraft into a Range  and Training Area (RTA) deconflicting hazardous activities?  Reference: MCO 3550.10, Chapter 5, Page 5-9, para 4(b)5 | | |
| Result | | Comments | | |
| 0214 | | Does the RCO maintain a site map that depicts required range and  training area compliance with applicable standards?  Reference: MCO 11000.25A, encl 2; MCO 3550.9A Page 3, para 4a.2(a) | | |
| Result | | Comments | | |
| 0215 | | Is information on existing range availability, scheduling, usage, and  expenditures captured and maintained?  Reference: MCO 3550.10, Appendix C, Page C-1; MCO 3570.1C, Page 6, para 1-9c(4) | | |
| Result | | Comments | | |
| 0216 | | Is the Range Facility Management Support System the sole RTA  management tool?  Reference: MCO 3550.10, Appendix C, Page C-1; MCO 3570.1C, Page 6, para 1-9a(14) | | |
| Result | | Comments | | |
| 0217 | | Is National Environmental Policy Act (NEPA) documentation completed  and approved for RTA projects?  Reference: MCO 3550.10, Chapter 5, Page 5-11, para 4(d),  MCO 3550.9A para 4a.5 | | |
| Result | | Comments | | |
| 0218 | | Have training jackets been established and maintained for each  individual providing range control services?  Reference: MCO 3550.10, Chapter 5, Page 5-14, para 5(c) | | |
| Result | | Comments | | |
| 0219 | | Do range Standard Operating Procedures (SOPs)/Range Regulations  address range safety and operations in accordance with the references?  Reference: MCO 3570.1C, Page 7, para 1-9c(17); MCO 3550.10, Chapter 5, Page 5-4, para 4(a)10(a); MCO 3550.9A para 4a.1 | | |
| Result | | Comments | | |
| 0220 | | Are SOPs/ Range Regulations reviewed annually and revised as  required?  Reference: MCO 3550.10, Chapter 5, Page 5-5, para 4(a)10(m), MCO 3550.9A para 4a.1 | | |
| Result | | Comments | | |
| 0221 | | Are the most current version(s) of the Range Managers Tool Kit (RMTK)  used for the generation of applicable danger zone or analysis?  Reference: MCO 3570.1C, Page 14, para 3-1(b); MCO 3550.12A, Appendix B, MCO 3550.9A, Page 3, para 4a.2 | | |
| Result | | Comments | | |
| Subsection 3 - RESOURCING (applies to all commands) | | | | |
| 0301 | | Are RTA investment projects submitted into the Ground Range  Sustainment Program database during the fourth quarter of each FY?  Reference: MCO 3550.10, Chapter 3, Page 3-12, para 11(b)5 | | |
| Result | | Comments | | |
| 0302 | | Are range capability and encroachment assessments based upon service  level/HHQ defined standards?  Reference: MCO 11011.23A, para 2C | | |
| Result | | Comments | | |
| Subsection 4 - AIRSPACE MANAGEMENT (applies to all commands) | | | | |
| 0401 | | Has specific and comprehensive Special Use Airspace (SUA)  information been published?  Reference: MCO 3550.10, Chapter 5, Page 5-9, para 4(b)4(d)2 | | |
| Result | | Comments | | |
| 0402 | | Is the RCO executing the responsibilities of the Using Agency for FAA  designated SUA?  Reference: MCO 3550.10, Chapter 5, Page 5-6, para 4(b)4(a) | | |
| Result | | Comments | | |
| 0403 | | Have bases with Using Agency responsibilities that do not have organic  ATC facilities, assigned Command Airspace Liaison Officer (CALO)  duties to the RCO?  Reference: MCO 3550.10, Chapter 5, Page 5-8, para 4(b)4(d)1 | | |
| Result | | Comments | | |
| 0404 | | Have all current letters of agreement/letters of procedure for airspace for  military operations been forwarded to CG, TECOM (C465) for review via  the appropriate chain of command?  Reference: MCO 3550.10, Chapter 5, Page 5-3, para 4a(10)(a) and (m) | | |
| Result | | Comments | | |
| 0405 | | Are procedures in place to ensure that all aircrew receive appropriate  installation range safety briefings prior to operating within SUA?  Reference: MCO 3550.10, Chapter 5, Page 5-9, para 4(b)4(d)4 | | |
| Result | | Comments | | |
| 0406 | | Have no-fly areas, minimum altitudes for flight over installations and  civilian residential areas, and other local airspace restrictions been  established and published?  Reference: MCO 3550.10, Chapter 5, Page 5-9, para 4(b)4(d)5 | | |
| Result | | Comments | | |
| 0407 | | Have procedures and control measures to integrate close air and  simulated close air support, aerial lasing, unmanned aerial vehicle, and  forward arming and refueling point operations been developed and  published?  Reference: MCO 3550.10, Chapter 5, Page 5-9, para 4(b)4(d)7 | | |
| Result | | Comments | | |
| 0408 | | Have procedures and control measures for aviation ordnance delivery  been developed and published?  Reference: MCO 3550.10, Chapter 5, Page 5-9, para 4(b)4(d)8 | | |
| Result | | Comments | | |

**PROHIBITED ACTIVITIES AND CONDUCT PREVENTION AND RESPONSE PROGRAM (PAC) 5354.1**

This checklist applies to all levels of Air, Ground, Logistics, and Installations.

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| --- | --- |
| **Functional Area Sponsor:**  MRA, Manpower Plans, and Policy Branch (MPE) | **Name of Command** |
| **Subject Matter Expert:**  Mr. Daniel Gillen  [MPE\_EO@usmc.mil](mailto:MPE_EO@usmc.mil)  (DSN) 278-9371,(COML) 703-784-9371 | **Date**  **Inspector** |
| **Revised:** 12 March 2025 | **Assumption of Command:**  **Total Questions: 27**  **Final Assessment**  **Discrepancies: Findings:** |
| **Overall Comments:** Place Here | |

Section 1 – General Requirements(Applicable to all Commanders/Commanding Generals)

0101 Does the commander have one of the following:

1. Military Equal Opportunity Advisor (EOA) (civilian or military) that has graduated from the Defense Equal Opportunity Management Institute (DEOMI), (Note: recently hired civilian EOA must provide proof, i.e., email, that they are registered for next available course).
2. A Collateral Duty EOA (CD EOA) that has graduated from DEOMI and is appointed by the commander.
3. (For commands without servicing EOA only) An Equal Opportunity Coordinator (EOC) that has completed the required MPE approved training and appointed by the commander.

Reference: MCO 5354.1G, Chap 1 par 8-9.

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| Result | Comments |

0102 Has the commander ensured that assigned Marines and Sailors received

annual (calendar year) training reported in MCTIMS and at least 85% of on

hand personnel were trained in the preceding year?

Reference: MCO 5354.1G, Chap 2 par 3)(a,b),(4), NOTE 1

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| Result | Comments |

0103 Can the command produce a certificate of completion (approved by MPE)

annotating that the Command Team (CO, XO, Deputy, COS and SEA)

received the PAC in-brief within 30-days of assumption of command from

the servicing EOA?

Reference: MCO 5354.1G, Chap 2 par 2.a,b,(1-3).

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| Result | Comments |

0104 Has the commander ensured PAC policies, guidance and resources are

prominently posted throughout the command. Commands that don’t have a

public facing website (e.g., marines.mil) must show that their intranet sites

have the required information that all members of the command may

access.

Reference: DoDI 1020.03, par 2.5.b.(8), DODI 1350.02, par 2.7.a, (5)

MCO 5354.1G, 4 b., 5 (i.).

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| Result | Comments |

0105 Has the commander ensured that the annual self-assessment of its Military

Equal Opportunity (MEO) Program utilizing the current FAC has been

completed, as prescribed by the reference?

Reference: DODI 1350.02, par 3.2, MCO 5354.1G, 4 b., 2 (i.)

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| Result | Comments |

Section 2 – Prohibited Activities and Conduct (PAC)complaints and Conflict

Management (Applicable to all Commanders/Commanding Generals)

0201 Has the commander adhered to the timelines outlined in the reference?

Reference: DODI 1020.03, par 4.2, MCO 5354.1G, Chap 4 par 2,4,17 a

Chap 5 par 3, Chap 6 par 2 f.,3 h., 4c.

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| Result | Comments |

0202 Are all the appropriate blocks of each NAVMC 11512 for informal and

formal complaints for the past 2 calendar years filled out in accordance with

the reference?

Reference: MCO 5354.1G,Chap 4 par 1, 2 b-c, 15e.

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| Result | Comments |

0203 When safety is a concern, can the commanders provide a detailed MFR

documenting actions taken to ensure safety and wellbeing of the

complainant and or the subject and that support services have been made

available of an informal/formal complaint throughout the process?

Reference: MCO 5354.1G, Chap 4 par 2c,14,17a , Chap 5 par 3,

chap 6, 3a.

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| Result | Comments |

0204 Has the commander ensured that every formal complaint has been

investigated (command investigation or appropriate authority)?

Reference: MCO 5354.1G, Chap 4, par 15 a. (1)-(2), (3 c.), Chap 6 par 7-9

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| Result | Comments |

0205 Prior to dismissing the complaint (a commander must have completed all

steps outlined below to be compliant):

1. Was the complaint investigated by the appropriate entity?
2. Reviewed the report of investigation?
3. Consulted with both the SJA and EOA to ensure it meets the criteria of dismissal outlined in the reference?

Reference: MCO 5354.1G, Chap 6, par 3i.

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| Result | Comments |

0206 If an investigation was not able to be completed in the required timeframe,

did the commander submit a progress report to the GCMCA every 14

calendar days thereafter until the investigation was completed?

Reference: DODI 1020.03 par 4.2 d., DODI 1350.02 par 4.2, MCO

5354.1G, Chap 6, par 3j.

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| Result | Comments |

Section 3 – Sexual Harassment (SH) Complaint Processing (Applicable to Commanders/Commanding Generals)

0301 Has the commander adhered to the sexual harassment complaint

timelines outlined in the reference?

Reference: Title 10 USC Section 1561, DODI 1020.03 par 4.4,

DODI 1350.02 MCO 5354.1G, Chap 4, par 2,4,17a., 6 par 2f., 3h.

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| Result | Comments |

0302 Are all the appropriate blocks of each NAVMC 11512 for informal and

formal complaints for the past 2 calendar years filled out in accordance with

the reference?

Reference: MCO 5354.1G, Chap 6, par 2f.

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| --- | --- |
| Result | Comments |

0303 When safety is a concern, can the commanders provide a detailed MFR

documenting actions taken to ensure safety and wellbeing of the

complainant and or the subject and that support services have been made

available of an informal/formal complaint throughout the process?

Reference: MCO 5354.1G, Chap 4, par 14, Chap 6 3a.

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| Result | Comments |

0304 Did the commander forward all formal complaints of sexual harassment

within 72 hours to the next-higher level commander (NHLC) in the

administrative chain of command of the suspect in the grade of 0-6 or above

when they have administrative control, or disciplinary authority, or a

combination thereof of the subject?

Reference: MCO 5354.1G, Chap 7, par 2,b.(1)(a).

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| Result | Comments |

0305 Has the NHLC (administrative control, or disciplinary authority, or a

combination thereof of the suspect) appointed an investigating officer

outside of the chain of command of both the complainant and subject?

Reference: MCO 5354.1G, Chap 7, par 2b (1) (a).

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| Result | Comments |

0306 If the investigation is not able to be completed in the required timeframe, did

the commander submit a progress report to the GCMCA every 14 calendar

days thereafter until the investigation is completed?

Reference: DODI 1350.02 par 4.2b. (4), DODI 1020.03 par 4.2., MCO

5354.1G, Chap 7, par 2b (1) (a).

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| Result | Comments |

0307 Did the commander submit a final report to the GCMCA within the required

timeframe (20 days) of the start of the investigation?

Reference: DODI 1350.02 par 4.2.b. (3), DODI 1020.03 par 4.2.d. (1), MCO

5354.1G, Chap 6, par 3f.

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| Result | Comments |

Section 4 – DEOCS/DOCP (Applicable to commanding O-5 and O-6 commanders, commanding generals, deputy commandants and senior executive service members)

0401 Can the commander provide documentation that an annual DEOCS was

completed within the annual fielding window?

Reference: DODI 6400.11 par 5.b, (4), (5), (6), MCO 5354.1G, Chap 9

par 1, 11.

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| Result | Comments |

0402 Can the commander provide documentation that a change of command

survey was completed within 90 days of assumption command?

Reference: DODI 6400.11 par 5.b, (4), (5), (6), MCO 5354.1G, Chap 9

par 3,5.

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| Result | Comments |

0403 Can the commander show documentation that the EOA/EOC has

completed the required Survey Administrator training?

Reference: DODI 6400.11 par 5.f (2), MCO 5354.1G, Chap 1, par 8.b.(1),

Chap 9 par 7.

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| Result | Comments |

0404 If the command did not complete the required annual DEOCS, did the

command provide the reason of non-compliance to the GCMCA, and MPE

via the MARFOR/MEF EOAs?

Reference: MCO 5354.1G, Chap 9 par 11

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| Result | Comments |

Section 5 – Case Management and Victim Services (Applicable to EOAs, for administrative investigation, Legal will continue to maintain the administrative investigation files for formal MEO complaints per the Administrative Legal FAC)

0501 Did the EOA upload each case file into a HQMC approved database?

(Question applies to physical document accumulated by the EOA regarding

all PAC matters, to include but not limited to NAVMC 11512, investigations,

MFRs, etc.)

Reference: MCO 5354.1G, 4.b.(1) (d), Chap 8, par 1, Appendix B 23.

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| Result | Comments |

0502 Did the EOA complete a safety assessment as required per the reference

and when a safety concern was identified annotated it in the HQMC

approved database and forwarded to the commander for appropriate

action?

Reference: MCO 5354.1G, Chap 4, par 14, Chap 7 par 2.d, 2 (d).

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| Result | Comments |

0503 Did the EOA forward their cases for closure per the reference?

Reference: MCO 5354.1G, Chap 8, par 4

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| Result | Comments |

0504 Can the EOA provide rosters demonstrating that quarterly updates for

EOCs within their AOR was completed per the reference?

Reference: MCO 5354.1G, Chap 1, par 8.d.

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| Result | Comments |

0505 Did the EOA annotate the appropriate updates within the HQMC approved

database (After the IO update every 14 days, every 20 days for certification,

etc.?)

Reference: MCO 5354.1G, Chap 6, par 17, Chap 7 par 7

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| Result | Comments |

**Inspectors General Checklist**

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| **POSTAL AFFAIRS AND OFFICIAL MAIL PROGRAM**  **ORGANIZATION 5110.2** | |
|  | |
|  | |
| **Functional Area Sponsor**:  HQMC Marine and Family Programs Division (MFP-3) | **Name of Command** |
| **Subject Matter Expert**: MGySgt Billy Gillenwater | **Date** |
| (DSN) 278-9538 (COML) 703-784-9538  postal.affairs@usmc.mil | **Inspector** |
| **Revised**: 3 June 2025 | **Final Assessment**  **Discrepancies: Findings:** |
| **Overall Comments:** Place Here | |

**Subsection 1 – Unit Mail Room**

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| --- | --- |
| 0101 | Has the command published a Unit Mail Handling Order?  Reference: MCO 5110.4B, Chap 3, par 7 |
| Result | Comments |
| 0102 | Has the Commanding Officer appointed in writing a Unit Mail Officer and Assistant Unit Mail Officer?  Reference: MPM 12.2i, 12.2j, 2.18a and MCO 5110.4B, Chap 1, par 2j(1) |
| Result | Comments |
| 0103 | Are two Unit Mail Clerks/Orderlies appointed at a minimum for each unit/section?  Reference: MCO 5110.4B, Chap 3, par 3e |
| Result | Comments |
| 0104 | Has the current Commanding Officer designated in writing personnel authorized to receive and open official mail to include accountable mail?  Reference: MCO 5110.4B, Chap 3, par 20c-f |
| Result | Comments |
| 0105 | Are the designation documents completed and maintained for personnel?  Reference: MCO 5110.4B, Chap 3, par 3 and 4 |
| Result | Comments |
| 0106 | Has the Unit Mail Officer, Assistant Unit Mail Officer, mail clerks, and mail orderlies received mail handling training within the required period?  Reference: MPM 2.19a, MCO 5110.4B, Chap 1, par 2l(1) and (5) |
| Result | Comments |
| 0107 | Does the UMR meet structural requirements?  Reference: MCO 5110.4B, Chap 3, par 9 |
| Result | Comments |
| 0108 | Has the Commanding Officer provided space and equipment necessary for proper mail handling and security?  Reference: MCO 5110.4B, Chap 1, par 2j (6) and Chap 3, par 9 |
| Result | Comments |
| 0109 | Does the Unit Mail Officer maintain restricted access to the UMR keys?  MCO 5110.4B, Chap 3, par 10a |
| Result | Comments |
| 0110 | Are duplicate keys/combinations maintained and secured?  Reference: USPS Handbook F-101, Chap 3-8, 3-9.1, USPS RE-05, 3-1.12.2, and MCO 5110.4B, Chap 3, par 10c and d |
| Result | Comments |
| 0111 | Is the Unit Mail Clerk returning the UMR key to the Unit Mail Officer daily and annotated on a key control log?  Reference: USPS ASM, 273.434 and MCO 5110.4B, Chap 3, par 10a |
| Result | Comments |
| 0112 | Does the UMR maintain a separate key control log to transfer the key to another designated Unit Mail Clerk?  Reference: MCO 5110.4B, Chap 3, par 10b |
| Result | Comments |
| 0113 | Is a DD Form 1115, Mail Room No Admittance Except to Authorized  Personnel, displayed on or near the entrance to the UMR?  Reference: MCO 5110.4B, Chap 3, par 8h |
| Result | Comments |
| 0114 | Are only authorized personnel allowed to enter the UMR?  Reference: MCO 5110.4B, Chap 1, par 2m(8) and Chap 3, par 8g |
| Result | Comments |
| 0115 | Is the UMR free of items not related to the delivery or processing of U.S. mail?  Reference: MCO 5110.4B, Chap 3, par 8a and b |
| Result | Comments |
| 0116 | Are random and unannounced weekly inspections conducted by the Unit Mail Officer or Assistant Unit Mail Officer utilizing the current Inspectors General (IG) checklist?  Reference: MCO 5110.4B, Chap 3, par 14a-c |
| Result | Comments |
| 0117 | Has the Commanding Officer provided sustained and networked computer access in the UMR to process directory mail?  Reference: MCO 5110.4B, Chap 1, par 2j(7) |
| Result | Comments |
| 0118 | Does the UMR maintain a copy of the most current edition of the required publications/directives?  Reference: MCO 5110.4B, Chap 3, par 6 |
| Result | Comments |
| 0119 | Do mail clerks and orderlies have in their possession their DD Form 285?  Reference: MCO 5110.4B, Chap 1, par 2m(1), par 2n(1) and Chap 3 par 8(d) |
| Result | Comments |
| 0120 | Are the required protections given to the mail to/from the serving MPA?  Reference: MCO 5110.4B, Chap 3, par 11 |
| Result | Comments |
| 0121 | Do the mail clerks understand the privileged nature of mail and postal records?  Reference: MCO 5110.4B, Chap 3, par 12 |
| Result | Comments |
| 0122 | Is mail date stamped on reverse side to indicate day of receipt?  Reference: MCO 5110.4B, Chap 1, par 2m(4) and Chap 3 par15d |
| Result | Comments |
| 0123 | Do Mail Orderlies pick up mail at designated times daily?  Reference: MCO 5110.4B, Chap 1, par 2n(2) and Chap 3, par 15d-f |
| Result | Comments |
| 0124 | Are Unit Mail Officers providing the serving Post Office timely mobile unit mail routing information?  Reference: MCO 5110.4B, Chap 3, par 28 |
| Result | Comments |
| 0125 | Do mail clerks understand the instructions concerning the receipt and delivery of Balloting material?  Reference: MPM 19.2.a(1) and MCO 5110.4B, Chap 3, par 21 |
| Result | Comments |
| 0126 | Do mail clerks understand the instructions concerning the receipt and delivery of Refused mail?  Reference: MCO 5110.4B, Chap 3, par 17 |
| Result | Comments |
| 0127 | Do mail clerks understand the instructions concerning the receipt and delivery of Open by mistake?  Reference: MCO 5110.4B, Chap 3, par 18 |
| Result | Comments |
| 0128 | Do mail clerks understand the instructions concerning the receipt and delivery of Mail received open, damaged, or missing contents?  Reference: MCO 5110.4B, Chap 3, par 15b and c |
| Result | Comments |
| 0129 | Do the mail clerks and orderlies understand the delivery instructions of PS Form 3849, “Delivery Notice/Reminder/Receipt,” for personal accountable mail?  Reference: MCO 5110.4B, Chap 3, par 19 |
| Result | Comments |
| 0130 | Is mail addressed to the mail clerks processed by his/her section mail orderly?  Reference: MCO 5110.4B, Chap 3, par 16e |
| Result | Comments |
| 0131 | Do the mail clerks understand the detection/notification instructions for potential mail bombs and suspicious mail?  Reference: MPM 7.2b, 8.2j and MCO 5110.4B, Chap 6 |
| Result | Comments |
| 0132 | Do the mail delivery receipt log annotations match the assigned section, DD Form 285, and DD Form 2260?  Reference: MCO 5110.4B, Chap 3, par 15e |
| Result | Comments |
| 0133 | Are mail orderly receipt logs properly completed and maintained?  Reference: MCO 5110.4B, Chap 3, par 15e |
| Result | Comments |
| 0134 | Is mail delivered to an authorized section Mail Orderly?  Reference: MCO 5110.4B, Chap 3, par 15e and f |
| Result | Comments |
| 0135 | Is there a chain of receipts for the delivery of official accountable mail to an authorized agent?  Reference: MCO 5110.4B, Chap 3, par 20g-k |
| Result | Comments |
| 0136 | Is official accountable mail that cannot be delivered or properly secured that day returned to the serving MPA?  MCO 5110.4B, Chap 3 par 20j |
| Result | Comments |
| 0137 | Are delivery records for accountable mail properly completed, maintained, and verified by the Unit Mail Officer daily?  Reference: MCO 5110.4B, Chap 3, par 20h-k |
| Result | Comments |
| 0138 | Does the command require personnel to check in/out of the UMR?  Reference: MCO 5110.4B, Chap 3, par 23 and 26b |
| Result | Comments |
| 0139 | Are mail delivery receptacles issued to authorized patrons?  Reference: MCO 5110.4B, Chap 4, par 2a, 2b, 3a, 6d |
| Result | Comments |
| 0140 | Are mail delivery receptacles assigned with required forms and information?  MCO 5110.4B, Chap 4, par 2 and 3 |
| Result | Comments |
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| 0141 | Are mail delivery receptacles correctly closed?  Reference: MCO 5110.4B, Chap 4, par 9 |
| Result | Comments |
| 0142 | Are mail delivery receptacle key lock cylinder/combination procedures followed?  Reference: MCO 5110.4B, Chap 4, par 7 |
| Result | Comments |
| 0143 | Are correct receptacle maintenance and records procedures followed?  Reference: MCO 5110.4B, Chap 4, par 5 |
| Result | Comments |
| 0144 | Is correctly addressed mail placed in assigned receptacles?  Reference: MCO 5110.4B, Chap 4, par 8 |
| Result | Comments |
| 0145 | Are the mail delivery receptacles checked bi-weekly for excessive mail accumulation, old mail, or non-use?  Reference: MCO 5110.4B, Chap 4, par 6 |
| Result | Comments |
| 0146 | Are customers notified of large mail items or excess mail accumulation using a PS Form 3907?  Reference: MCO 5110.4B, Chap 4, par 8c |
| Result | Comments |
| 0147 | Are DD Form 2258 - Temporary Mail Disposition Instructions used to indicate the status of addressee and proper mail disposition?  Reference: MCO 5110.4B, Chap 4, par 6b, 8d and 8e |
| Result | Comments |
| 0148 | Is general delivery service provided to mail addressed for members due to arrive?  Reference: MCO 5110.4B, Chap 3, par 26j and Chap 4 par 4 |
| Result | Comments |
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| 0149 | Are NAVMCs 10572 “Directory File Cards” correctly completed, filed, and maintained?  Reference: MCO 5110.4B, Chap 3, par 24 and 25 |
| Result | Comments |
| 0150 | Are mail clerks properly processing directory mail?  Reference: MCO 5110.4B, Chap 3, par 26 |
| Result | Comments |
| 0151 | Do unit Mail Clerks pick up mail daily from the serving MPA?  Reference: MCO 5110.4B, Chap 1, par 2m(3) |
| Result | Comments |

**Subsection 2 – Command Official Mail Program**

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| 0201 | Has the unit, organization, and/or activity that handles command mail established an Official Mail Program (OMP)?  Reference: MCO 5110.4B, Chap 1, par 2j(10) and Chap 5, par 1 |
| Result | Comments |
| 0202 | Has the unit established policy on incoming and outgoing official mail?  Reference: MCO 5110.4B, Chap 3, par 7p |
| Result | Comments |
| 0203 | Has the unit, organization, and/or activity that handles command mail established an Official Mail Center?  Reference: MCO 5110.4B, Chap 5, par 10a, b, and d |
| Result | Comments |
| 0204 | Has the Command appointed personnel in writing the grade of E-6/GS-6 or above as the OMM and Assistant OMM?  Reference: MCO 5110.4B, Chap 5, par 3 |
| Result | Comments |
| 0205 | Has the OMM and assistant OMM completed mail handling training?  Reference: MCO 5110.4B, Chap 5 par 4 |
| Result | Comments |
| 0206 | Has the Unit Mail Officers and Unit Mail Clerks signed PS Form 8139 – Your Role in Protecting the Security of the United States Mail?  Reference: MCO 5110.4B, Chap 1, par 2j(2) and Chap 3, par 3c |
| Result | Comments |
| 0207 | Has the command appointed Unit Mail Clerks for units that do not maintain a UMR to deliver official mail to authorized agents?  Reference: MPM 41.2.n, MCO 5110.4B, Chap 3, par 3 and Chap 5, par 10c |
| Result | Comments |
| 0208 | Has the current Commanding Officer designated in writing personnel authorized to receive and open official mail, to include official accountable mail?  Reference: MCO 5110.4B, Chap 3, par 20c-f |
| Result | Comments |
| 0209 | Is there a chain of receipts for the delivery of official accountable mail to an authorized agent?  Reference: MCO 5110.4B, Chap 3, par 20g-k |
| Result | Comments |
| 0210 | Are delivery records properly completed, maintained, and verified by the OMM?  Reference: MCO 5110.4B, Chap 3, par 20h-k |
| Result | Comments |
| 0211 | Are official mail addresses verified for accuracy and correctly used? Reference: MCO 5110.4B, Chap 5, par 18 and 19 |
| Result | Comments |
| 0212 | Does the OMM maintain a copy of the most current edition of the publications/directives?  Reference: MCO 5110.4B, Chap 5, par 8 |
| Result | Comments |
| 0213 | Does the command OMC serve as a control point for outgoing official matter?  Reference: MCO 5110.4B, Chap 5, par 10e |
| Result | Comments |
| 0214 | Does the OMM understand the provisions for the use of extra services?  Reference: MPM 41.1.c and MCO 5110.4B, Chap 5, par 17 |
| Result | Comments |
| 0215 | Is the maximum consolidation of correspondence applied for official mailings?  Reference: MCO 5110.4B, Chap 5, par 22b |
| Result | Comments |
| 0216 | Has the OMM completed quarterly OMP inspections?  Reference: MCO 5110.4B, Chap 1, par 2k(2) |
| Result | Comments |

**Subsection 3 – Official Postage Application**

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| 0301 | Are postage meters/stamps correctly secured?  Reference: MCO 5110.4B, Chap 5, par 28 and 30b |
| Result | Comments |
| 0302 | Are postage meter keys/combinations correctly secured?  Reference: MCO 5110.4B, Chap 5, par 28 and 30b |
| Result | Comments |
| 0303 | Is a postage stamp inventory maintained for the authorized unit?  Reference: MCO 5110.4B, Chap 5, par 30a |
| Result | Comments |
| 0304 | Are postage stamp stock audits conducted?  Reference: DODI 4525.09, 3.11c and MCO 5110.4B, Chap 5, par 30c |
| Result | Comments |
| 0305 | Is a daily record of meter register correctly recorded?  Reference: MPM Appendix 25A, Table 5, Steps 1-2 and MCO 5110.4B, Chap 5, par 26 |
| Result | Comments |
| 0306 | Is PS Forms 3533 Application for Voucher for Refund of Postage and Fees, processed and submitted?  Reference: USPS DMM 604, 9.3 and MCO 5110.4B, Chap 5, par 27 |
| Result | Comments |
| 0307 | Has the OMM analyzed the record of postage expended weekly?  Reference: MCO 5110.4B, Chap 5, par 31 |
| Result | Comments |
| 0308 | Are cost saving measures applied to official mailings?  Reference: MCO 5110.4B, Chap 5, par 20 and 22b |
| Result | Comments |
| 0309 | Are the Priority Mail Express provisions correctly followed?  Reference: MPM 41.1c, e, g and MCO 5110.4B, Chap 5, par 17a |
| Result | Comments |
| 0310 | Is the classification of official items correctly endorsed?  Reference: MCO 5110.4B, Chap 5, par 15 |
| Result | Comments |
| 0311 | Are appropriated funds for postage properly used?  Reference: MPM 41.1.a-b and 41.2.ff and MCO 5110.4B, Chap 5, par 1 |
| Result | Comments |
| 0312 | Are postage expenditure reports submitted?  Reference: DODI 4525.09, 2.2c and MCO 5110.4B, Chap 5, par 32 |
| Result | Comments |
| 0313 | Is the OMM conducting regional OMP inspections each fiscal year?  Reference: MPM 25.1.c. and 41.2.e. and MCO 5110.4B, chap 5, par 6 |
| Result | Comments |

**Inspectors General Checklist**

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| |  |  | | --- | --- | | **POSTAL AFFAIRS AND OFFICIAL MAIL PROGRAM**  **MILITARY POSTAL ACTIVITY 5110.1** | | |  | | |  | | | **Functional Area Sponsor**:  HQMC Marine and Family Programs Division (MFP-3) | **Name of Command** | | **Subject Matter Expert**: CWO5 Joseph Banks | **Date** | | (DSN) 278-9537 (COML) 703-784-9537  postal.affairs@usmc.mil | **Inspector** | | **Revised**: 3 June 2025 | **Final Assessment**  **Discrepancies: Findings:** | | **Overall Comments:** Place Here | | | **Subsection 1 – Administration**   |  |  | | --- | --- | | 0101 | Is an Installation/Base order for Postal Affairs published?  Reference: MCO 5110.4B, Chap 2, par 8 | | Result | Comments | | 0102 | Has the Installation Commander appointed in writing a MCPO or MPO supervisor that possess a high moral standard to maintain operational control of Postal Affairs?  Reference: MPM 12.2a, and MCO 5110.4B, par 4b(6)(a), (b) | | Result | Comments | | 0103 | Are the designation documents correctly completed for personnel?  Reference: MCO 5110.4B, Chap 1, par 2(c)(6), (7) and Chap 2, par 4 | | Result | Comments | | 0104 | Does the MPO maintain an updated profile in AMPS?  Reference: MPM 2.12.t and MCO 5110.4B, Chap 2, par 9b-d | | Result | Comments | | 0105 | Are personnel removed for cause and reported by the MPA?  Reference: MPM 35.2d and MCO 5110.4B, Chap 2, par 5 | | Result | Comments | |  |  | | 0106 | Are terminating designation documents for personnel correctly processed and maintained?  Reference: MCO 5110.4B Chap 2, par 5 | | Result | Comments | | 0107 | Are MPOs conducting local Primary Military Occupational Specialty (PMOS) Training and Readiness (T&R) events and continuum training?  Reference: MPM 2.14.h, Sect 13 and MCO 5110.4B, Chap 2, par 7a | | Result | Comments | | 0108 | Does the military postal facility meet space and structural criteria requirements?  Reference: MPM 8.2, Sect 15 and MCO 5110.4B, Chap 2, par 2 | | Result | Comments | | 0109 | Does the MPO meet physical security requirements?  Reference: DODI O-2000.16, Vol. 1 & Vol 2, DOD UFC 4-020-01, MPM Sect 8, and MCO 5110.4B, Chap 2, par 15 | | Result | Comments | | 0110 | Does the MPA maintain a Continuity of Operations Plan (COOP) and update annually?  Reference: DODI 4525.09 3.4.b.(1) and MPM 2.9g-i and Appendix 15D | | Result | Comments | | 0111 | Does the MPA maintain a facility and equipment upgrade plan?  Reference: DODI 4525.09 3.4.b.(2) and MPM Appendix 15C | | Result | Comments | | 0112 | Does the MPO supervisor maintain a current list of individuals that are issued keys to the post office?  Reference: MPM 8.2(f) and MCO 5110.4B, Chap 2, par 15k | | Result | Comments | | 0113 | Are assigned duplicate keys/safe combinations and passwords safeguarded and sealed in an envelope/PS Form 3977?  Reference: USPS Handbook F-101, 3-8, MPM 8.2f, 38.2b and MCO 5110.4B, Chap 2, par 19c | | Result | Comments | | 0114 | Are proper procedures followed when preparing, maintaining, and opening a PS Form 3977?  Reference: USPS Handbook F-101, 3-8 | | Result | Comments | | 0115 | Is mail properly scanned?  Reference: MPM Sect 26 and MCO 5110.4B, Chap 2, par 27 | | Result | Comments |   **Subsection 2 – Finance**   |  |  |  |  | | --- | --- | --- | --- | | 0201 | | Has the Postal Finance Officer (PFO) completed quarterly/annual MPO inspections?  Reference: MCO 5110.4B, Chap 1, par 2e(2) | | | Result | | Comments | | | 0202 | | Are unannounced audits on postal accounts conducted?  Reference: MPM 2.14.g, Sect 25 and MCO 5110.4B, Chap 2, par 35a | | | Result | | Comments | | | 0203 | | Has the Custodian of Postal Effects (COPE) completed unannounced audits of Postal Clerks’ accounts?  Reference: USPS Handbook F-101, Chap 13, MPM Sect 25, and MCO 5110.4B, Chap 2, par 35b | | | Result | | Comments | | | 0204 | | Is the PS Form 1590 annotated correctly for receipt, transfer, or return of capital/sensitive equipment?  Reference: MPM 2.3.b and MCO 5110.4B, Chap 2, par 19d-f | | | Result | Comments | | | 0205 | | Are payment card industry terminal inspections completed as required?  Reference: MPM 24.2.h and i and MCO 5110.4B, Chap 2, par 35.a.(2) | | | Result | | Comments | | | 0206 | | Are PS Form 17 – Stamp Requisitions correctly prepared, submitted, and received?  Reference: USPS Handbook F-101, Chap 13, MPM 24.2j and k | | | Result | | Comments | | |  | |  | | | 0207 | | Are Money Orders correctly maintained and distributed?  Reference: USPS Handbook F-101, Chap 10, 13 and MPM 24.2, k(6) | | | Result | | Comments | | | 0208 | | Are Change of Custody and financial accounts exchanged for clerks absent for more than five consecutive workdays, but less than thirty-one total days?  Reference: MPM 2.12b and MCO 5110.4B, Chap 2, par 20 | | | Result | | Comments | | | 0209 | | Are assigned stock and funds protected in safes, lockable drawers, or cash boxes?  Reference: USPS Handbook F-101, Chap 3 and MCO 5110.4B, Chap 2, par 19c | | | Result | | Comments | | | 0210 | | Does the MPO maintain records for financial accounts?  Reference: USPS Handbook F101 Appendix D, MPM 25.2m, 38.1c, Appendix 38A and MCO 5110.4B, Chap 2, par 35b | | | Result | | Comments | | | 0211 | | Are window clerks authorized in writing to retain fixed credit stocks in excess of $1,000?  Reference: MPM 24.2.k(1) | | | Result | | Comments | | | 0212 | | Are overages/shortages in excess of tolerance limits reconciled properly?  Reference: USPS Handbook F-101, Chap 13, MPM 25.1e and MCO 5110.4B, Chap 2, par 35b | | | Result | | Comments | | | 0213 | | Does the MPA provide support to only authorized patrons?  Reference: DODI 4525.09 3.6 and MPM 1.l | | | Result | | Comments | | | 0214 | | Does the MPA report suspicious money order transactions on PS Form 8105?  Reference: USPS Handbook F-101, Chap 10 and MPM 24.2.c(1) | | | Result | | Comments | | | 0215 | | Is mail properly accepted?  Reference: MPM 24.1.f and MCO 5110.4B, Chap2, par 24 | | | Result | | Comments | | | 0216 | | Does the MPA make deposits as required?  Reference: USPS Handbook F-101, Chap 9-1 and MPM 24.2.f and g | | | Result | | Comments | |   **Subsection 3 – Operations**   |  |  |  |  | | --- | --- | --- | --- | | 0301 | Are Mail Handling Procedures (MHP) and floor changes being prepared and distributed for deploying units?  Reference: MCO 5110.4B, Chap 1, par 2, h(2), Chap 2, par 30c, and Chap 3, par 28 (a), (b) | | | | Result | | | Comments | | | | | | 0302 | Does the activity participate in Marine Expeditionary Force (MEF) operational planning teams?  Reference: MCO 5110.4B, Chap 1, par 2c(2) | | | | Result | Comments | | | | 0303 | Does the activity maintain current contingency operation postal support plans?  Reference: MCO 5110.4B, Chap 1, par 2c(3), (4) | | | | Result | Comments | | | | 0304 | Are contingency postal kits upgraded and tested semi-annually?  Reference: MPM Appendix 5A.1b(3), 16.1 and MCO 5110.4B, Chap 2, par 16f | | | | Result | Comments | | | | | 0305 | Has the MACOM conducted an annual MPO field exercise for practical T&R skill application?  Reference: MCO 5110.4B, Chap 2, par 7c | | | | Result | Comments | | | | | 0306 | Are Postal Offense(s) properly reported and updated?  Reference: MPM Sect 35, MCO 5110.4B, Chap 1, par 2b(6) and Chap 7 | | | | Result | Comments | | | | 0307 | Is a postal supply clerk designated in writing?  Reference: MPM 2.12.c. and MCO 5110.4B, Chap 2, par 16a | | | | | Result | Comments | | | | 0308 | Is PS Form 1586 – Supply Record, with location numbering system, utilized to meet current operational requirements?  Reference: MPM 16.2 and MCO 5110.4B, Chap 2, par 16b-d | | | | Result | Comments | | | | 0309 | | Are United States Postal Service (USPS) supplies and equipment controlled and maintained?  Reference: MPM Sect 16, MCO 5110.4B, Chap 2, par 16c-e and par 19d | | | | | Result | Comments | | | | 0310 | | Are scales accurate with validated calibration records?  Reference: USPS Postal Operations Manual Issue 9, Chap 1, Sect 125.323 and MCO 5110.4B, Chap 2, par 16g | | | | | | Result | Comments | | | | 0311 | | Does the MPA properly transport mail and postal items?  Reference: MPM 28.2.k, 29.1.f and MCO 5110.4B, Chap 2, par 29 | | | | | | Result | Comments | | | | 0312 | | Do Postal Clerks understand the receipt and delivery instructions for absentee ballots/election material?  Reference: MPM 19.2.a(1), Sect 39 and MCO 5110.4B Chap 2, par 26 | | | | | | Result | Comments | | | | 0313 | | Are Absentee Balloting Materials, Express, Priority, First Class, Accountable, and IDS Correspondence processed and available within one duty day of receipt.?  Reference: MPM 19.2.a(1) | | | | | | Result | Comments | | | | 0314 | Is Standard and Bulk Rate Mail; as well as IDS Parcels processed and available within two duty days of receipt?  Reference: MPM 19.2.a(2) | | | | | Result | Comments | | | | 0315 | Does the MPA use customs clearance documents for postal items transiting international boundaries?  Reference: MPM 28.2m and MCO 5110.4B Chap, 2 par 31c | | | | Result | Comments | | | | 0316 | Does the MPA nest barcoded postal items by transportation category?  Reference MPM 27.2 and MCO 5110.4B, Chap 2, par 31 | | | | Result | Comments | | | | 0317 | Does the MPA have receptacle nesting and dispatching certificate for all users?  Reference MCO 5110.4B, Chap 2, par 31e | | | | Result | Comments | | | | 0318 | Are Military postal activities utilizing the most current AMPS Receptacle Nesting/Dispatching procedures manual?  Reference: MCO 5110.4B, Chap 2, par 31f | | | | Result | Comments | | | | 0319 | Are GTC clearance for postal items achieved?  Reference: MPM 27.1b and MCO 5110.4B, Chap 2, par 31a | | | | Result | Comments | | | | 0320 | Are postal items received and dispatched at least 5 days a week?  Reference: DODI 4525.09 3.4d(4) and MPM 1.m | | | | Result | Comments | | | | 0321 | Does the MPA properly dispatch IDS items?  Reference: DODI 4525.09 1.2a and 3.6b(3) and MPM Sect 30 | | | | Result | Comments | | | | 0322 | Are designation documents on file for Unit Mailroom personnel?  Reference: MCO 5110.4B, Chap 3, par 3g-h | | | | Result | Comments | | | | 0323 | Is mail delivered to the authorized addressee or agent?  Reference: MPM 41.2.n and MCO 5110.4B, Chap 2, par 24c | | | | Result | Comments | | | |  |  | | | | 0324 | Has the MCPO assigned in writing a primary Registry Clerk?  Reference: MPM 2.12.c, and MCO 5110.4B, Chap 2, par 33a | | | | Result | | Comments | | | | | | 0325 | Do MPA personnel handling "Registered" official mail have at least an interim or adjudicated Secret clearance?  Reference: MPM 12.2.e, 23.1b, and MCO 5110.4B, Chap 2, par 33e | | | | Result | | Comments | | | | | | 0326 | | Is access to the registered cage restricted?  Reference: MPM 23.1.e(1) and MCO 5110.4B, Chap 2, par 33j | | | | | | Result | | Comments | | | | | | 0327 | | Do registered mail personnel know how to report irregularities when receiving registered mail?  Reference: USPS Handbook DM 901, Chap 6, par 6-3, MPM Sect 32 and MCO 5110.4B, Chap 2, par 32 | | | | | | Result | | Comments | | | | | | 0328 | | Is the registry section constructed and equipped with GSA-approved locks/containers?  Reference: MPM 8.2b-c and MCO 5110.4B, Chap 2, par 33b-d | | | | | | Result | | Comments | | | | | | 0329 | | Is a SF Form 702 for safes, lockable containers, or registry cages completed and maintained?  Reference: MPM 8.2d and MCO 5110.4B, Chap 2, par 33g(4) | | | | | | Result | | Comments | | | | | | 0330 | | Is there a chain of receipts, using approved USPS and DD Forms, for registered mail?  Reference: DM 901, 3-4, 4 - 5 and MPM 23.2 | | | | | | Result | | Comments | | | | | | 0331 | | Is correct and supporting documentation for the registered mail process maintained?  Reference: MCO 5110.4B, Chap 2, par 33d and h-i | | | | | | Result | | Comments | | | | | | 0332 | | Is registered mail processed with the highest security measures?  Reference: MCO 5110.4B, Chap 2, par 33d-j | | | | | | Result | | Comments | | | | | | 0333 | | Is personal registered mail handled correctly?  Reference: MCO 5110.4B, Chap 2, par 4e and g | | | | | | Result | | Comments | | | | | | 0334 | | Is registered mail accepted and delivered by/to an authorized patron/agent?  Reference: MCO 5110.4B, Chap 2, par 24a, 33e | | | | | | Result | | Comments | | | | | | 0335 | | Are proper procedures followed at the close of each business day, shift change, as applicable?  Reference: MPM 23.2o and MCO 5110.4B, Chap 2, par 33h | | | | | | Result | | Comments | | | | | | 0336 | | Are proper procedures followed opening/accessing the registry cage?  Reference: MCO 5110.4B, Chap 2, par 33i | | | | | | Result | | Comments | | | | | | 0337 | | Is directory service provided for mail with unknown delivery address, i.e., EDA, general delivery, UAA, etc.?  Reference: MPM Sect 21 and MCO 5110.4B, Chap 2, par 34 | | | | | | Result | | Comments | | | | | | 0338 | | Are mail delivery receptacles assigned with required forms and information?  MCO 5110.4B, Chap 4, par 2 and 3 | | | | | | Result | | Comments | | | | | | 0339 | | Are correct receptacle maintenance and records procedures followed?  Reference: MCO 5110.4B, Chap 4, par 5 | | | | | | Result | | Comments | | | | | | 0340 | | Are mail delivery receptacles issued to authorized patrons?  Reference: MCO 5110.4B, Chap 4, par 2a, 2b, 3a, and 6d | | | | | | Result | | Comments | | | | | | 0341 | | Is correctly addressed mail placed in assigned receptacles?  Reference: MCO 5110.4B, Chap 4, par 8 | | | | | | Result | | Comments | | | | | | 0342 | | Are the mail delivery receptacles checked bi-weekly for excessive mail accumulation, old mail, or non-use?  Reference: MCO 5110.4B, Chap 4, par 6a | | | | | | Result | | Comments | | | | | | 0343 | | Are customers notified of large mail items or excess mail accumulation using a PS Form 3907?  Reference: MPM 18.2(l) and MCO 5110.4B, Chap 4, par 8c | | | | | | Result | | Comments | | | | | | 0344 | | Is DD Form 2258 - Temporary Mail Disposition Instructions used to indicate the status of addressee and proper mail disposition?  Reference: MCO 5110.4B, Chap 4, par 6b, 8d and 8e | | | | | | Result | | Comments | | | | | | 0345 | | Are mail delivery receptacles correctly closed?  Reference: MCO 5110.4B, Chap 4, par 9 | | | | | | Result | | Comments | | | | | | 0346 | | Are mail delivery receptacle key lock cylinder/combination procedures followed?  Reference: MCO 5110.4B, Chap 4, par 7 | | | | | | Result | | Comments | | | | | | 0347 | | Is general delivery service provided to mail addressed for members due to arrive?  Reference: MCO 5110.4B, Chap 2, par 26h and Chap 4, par 4 | | | | | | Result | | Comments | | | | | | 0348 | | Are USPS mail collection boxes being maintained and properly secured? Reference: MCO 51104B, Chap 2, par 25 | | | | | | Result | | Comments | | | | | | 0349 | | Do the Postal Clerks understand the detection/notification instructions for potential mail bombs and suspicious mail?  Reference: MPM 7.2.b, 8.2.j and MCO 5110.4B, Chap 6 | | | | | | Result | | Comments | | | | | | 0350 | | Does the MPA submit seizure reports within one workday of postal items confiscated?  Reference: DODI 4525.09 3.9j and MPM 7.2.p and q | | | | | | Result | | Comments | | | | | | 0351 | | Are Postal Net Alert (PNA) properly reported and updated?  Reference: MPM Sect 31 and MCO 5110.4B, Chap 1, par 2b(6) | | | | | | Result | | Comments | | | | |   **Subsection 4 – Quality Management**   |  |  | | --- | --- | | 0401 | Has the postal activity established a Quality Assurance/Quality Control (QA/QC) section?  Reference: MCO 5110.4B, par 4b(6)(e) and Chap 2, par 35a | | Result | Comments | | 0402 | Are Marine Corps Postal Inspectors appointed and assigned to the  QA/QC section?  Reference: MCO 5110.4B, Chap 1, par 2c(8) | | Result | Comments | | 0403 | Does the MPA provide training for postal personnel, Unit Official Mail Managers (OMM)s, Unit Mail Officers, and Unit Mail Clerks?  Reference: MCO 5110.4B, Chap 1, par 2d(10) and Chap 3, par 5 | | Result | Comments | | 0404 | Are Installation/Operational Force (OPFOR) Military Postal Activity (MPA)/Military Postal Service (MPS) inspections effectively conducted each fiscal year?  Reference: MPM 36.1.c, 36.2.a., MCO 5110.4B, par 4b(3)(c), Chap 1, par 2b(3) and Chap 2, par 35 | | Result | Comments | | 0405 | Are Unit Mailroom (UMR) inspections conducted each quarter?  Reference: MCO 5110.4B, Chap 1, par 2g(4) and Chap 3, par 14e | | Result | Comments | | 0406 | Are corrective action reports received from MPAs (MPO, UMR, OMC) for findings and failed/ineffective inspections?  Reference: MCO 5040.6J, Chap 4, par 2c | | Result | Comments | | 0407 | Are Installation/OPFOR MPA/MPS inspections forwarded to appropriate Major Command (MACOM)?  Reference: MCO 5110.4B, par 4b(3)(d), par 4b(4)(c) and Chap 2, par 35e | | Result | Comments | | 0408 | Are MACOM OPFOR inspection reports retained?  Reference: MPM 36.2b, MCO 5110.4B, Chap 1, par 2b(4) and Chap 2, par 35a(2) | | Result | Comments | | 0409 | Does the QA/QC officer/chief provide Fiscal Year (FY) summary inspection report to MCICOM?  Reference: MCO 5110.4B, Chap 1, par 2g(7) | | Result | Comments | | 0410 | Is the MPO free of personal effects and funds in work areas where mail is processed, or retail services are provided?  Reference: MPM 15.2.e. and MCO 5110.4B, Chap 2, par 15h-i | | Result | Comments | | | | **Subsection 5 – OFFICIAL MAIL PROGRAM** | | | | | |
| 0501 | Has the Command appointed personnel in writing the grade of E-6/GS-9 or above as the OMM?  Reference: DODI 4525.09, 3.2g, MPM 41.2a-c, MCO 5110.4B, 4b(6)(a) and Ch 5, par 2 |
| Result | Comments |
| 0502 | Has the installation established an Official Mail Center?  Reference: DODI 4525.09, 3.1a and MCO 5110.4B, Chap 5, par 9 |
| Result | Comments |
| 0503 | Is a postage stamp inventory maintained for the authorized unit?  Reference: MCO 5110.4B, Chap 5, par 30a |
| Result | Comments |
| 0504 | Are postage meters/stamps correctly secured?  Reference: MCO 5110.4B, Chap 5, par 28 and 30b |
| Result | Comments |
| 0505 | Are assigned duplicate meter keys/safe combinations and passwords safeguarded and sealed in an envelope/PS Form 3977?  Reference: USPS Handbook F-101, 3-8, and MCO 5110.4B, Chap 5, par 28d |
| Result | Comments |
| 0506 | Are postage stamp stock audits conducted?  Reference: DODI 4525.09, 3.11c and MCO 5110.4B, Chap 5, par 30c |
| Result | Comments |
| 0507 | Is a daily record of meter register correctly recorded?  Reference: MPM Appendix 25A, Table 5, Steps 1-2 and MCO 5110.4B, Chap 5, par 26 |
| Result | Comments |
| 0508 | Is PS Forms 3533 Application for Voucher for Refund of Postage and Fees, processed and submitted?  Reference: USPS DMM 604, 9.3 and MCO 5110.4B, Chap 5, par 27 |
| Result | Comments |
| 0509 | Has the OMM analyzed the record of postage expended weekly?  Reference: MCO 5110.4B, Chap 5, par 31 |
| Result | Comments |
| 0510 | Are appropriated funds for postage properly used?  Reference: MPM 18.1.d, 41.1.a, 41.1.b, 41.2.ff, MCO 5110.4B, Chap 5, par 11 and 12 |
| Result | Comments |
| 0511 | Does the OMM maintain a copy of the most current edition of the listed publications/directives?  Reference: MCO 5110.4B, Chap 5, par 8 |
| Result | Comments |
| 0512 | Are cost saving measures applied to official mailings?  Reference: MCO 5110.4B, Chap 5, par 20 and 22b |
| Result | Comments |
| 0513 | Is the classification of official items correctly endorsed?  Reference: MCO 5110.4B, Chap 5, par 15 |
| Result | Comments |
| 0514 | Are the Priority Mail Express provisions correctly followed?  Reference: MPM 41.1c, e, g and MCO 5110.4B, Chap 5, par 17a |
| Result | Comments |
| 0515 | Are permit mailings correctly used?  Reference: USPS Handbook F-101, Chap 16 and MCO 5110.4B, Chap 5, par14c-e |
| Result | Comments |
| 0516 | Is a structured, documented, and viable OMP training program provided?  Reference: DODI 4525.09, 2.2k, MPM 41.2.j, MCO 5110.4B, Chap 2, par 7 and Chap 5, par 4 |
| Result | Comments |
| 0517 | Are Official Mail Program (OMP) inspections effectively conducted each fiscal year?  Reference: MCO 5110.4B, par 4b(3)(c), Chap 1, par 2g(5), and chap 5, par 6 |
| Result | Comments |
| 0518 | Are OMP inspections forwarded to the appropriate MACOM?  Reference: MCO 5110.4B, par 4b(3)(d), (4)(c) and Ch 2, par 35e |
| Result | Comments |
| 0519 | Are postage expenditure reports submitted?  Reference: DODI 4525.09, 2.2c and MCO 5110.4B, Chap 5, par 32 |
| Result | Comments |
| 0520 | Has the OMM met the supervision requirements?  Reference: MCO 5110.4B, Chap 1, par 2k and Chap 5 par 5 |
| Result | Comments |

**Inspectors General Checklist**

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| **PHYSICAL SECURITY 5530** | | | |
| This checklist is applicable to all Commands (Battalion/Squadron and higher) across the Total Force. | | | |
|  | | | |
| **Functional Area Sponsor**: PP&O, Operations Division, Protection Branch | | **Name of Command** |
| **Subject Matter Expert**: SSgt Bobby L. McGruder | | **Date.** |
| (DSN) 222-4272 (COML) | 703-692-4272 | bobby.mcgruder@usmc.mil | or PPO\_POP\_PhysicalSecurity@usmc.mil | | **Inspector** |
| **Revised**: 3 April 2025 | | **Total questions: 75**  **Final Assessment**  **Discrepancies:** Click here to enter text. **Findings:** Click here to enter text. |
| **Overall Comments:**  Place Here | | |
| **Subsection 1 – PHYSICAL SECURITY PLANNING** | | | |
| 0101 | Has the commanding officer appointed in writing a security officer?  **Reference**: MCO 5530.14A, SMEAC par 4.b(7)(b) and 4.b(10) | | |
| Result | Comments | | |
| 0102 | Has the command developed, implemented, and maintained an organization specific physical security plan?  **Reference**: MCO 5530.14A, SMEAC par 4.b(5)(b), 4.b(6)(n), 4.b(10)(c), and par 2000 | | |
| Result | Comments | | |
| 0103 | Is the command physical security plan reviewed annually?  **Reference**: MCO 5530.14A, par 2002 | | |
| Result | Comments | | |
| 0104 | Does the command physical security plan address, at a minimum:   * Access Control * Material Control * Restricted Areas * Barriers and Barrier Plan * Electronic Security Systems (ESS) * Security Forces * Arms, Ammunition, and Explosives   **Reference**: MCO 5530.14A, par 2002, 2006, 5010, 8000.4, 8015, and Appendix D | | |
| Result | Comments | | |
| 0105 | Has the command developed a security education program that encompasses physical security and crime prevention?  **Reference**: MCO 5530.14A, SMEAC par 4.b(10)(d) and par 2007.4 | | |
| Result | Comments | | |
| 0106 | Have all personnel, military and civilian, received initial security instruction?  **Reference**: MCO 5530.14A, par 2007.4.c | | |
| Result | Comments | | |
| **Subsection 2 – SECURITY MEASURES** | | | |
| 0201 | Has the commanding officer designated in writing, all required restricted areas?  **Reference**: MCO 5530.14A, SMEAC par 4.b(7)(c), par 3003.1, and 3003.2.d | | |
| Result | Comments | | |
| 0202 | Have all restricted areas under the commander’s purview received a physical security survey within the prescribed requirements?  (Note: AA&E: 365 days; COMSEC: 730 days; Classified Storage: 548 days; all other Restricted Areas: 365 days)  **Reference**: MCO 5530.14A, par 3001.5 | | |
| Result | Comments | | |
| 0203 | Has the command provided a corrective action plan for identified deficiencies from physical security surveys?  (Note: within 90 days of receipt of completed physical security survey)  **Reference**: MCO 5530.14A, par 3001.13 | | |
| Result | Comments | | |
| 0204 | Does the command have any waiver(s) and/or exception(s), for deviations from physical security requirements that cannot be corrected within 90 days?  **Reference**: MCO 5530.14A, par 1008, 3001.13.d, 8000.5, and MARADMIN 039/16 | | |
| Result | Comments | | |
| 0205 | Do Level One restricted areas meet the minimum required security measures?  **Reference**: MCO 5530.14A, par 3003.3.a | | |
| Result | Comments | | |
| 0206 | Do Level Two restricted areas meet the minimum required security measures?  **Reference**: MCO 5530.14A, par 3003.3.b | | |
| Result | Comments | | |
| 0207 | Do Level Three restricted areas meet the minimum required security measures?  **Reference**: MCO 5530.14A, par 3003.3.c | | |
| Result | Comments | | |
| 0208 | Has the command established an access control program which includes key and lock security?  (Note: Keys/Locks used to protect/secure restricted areas, activity perimeters, security facilities, critical assets, classified material, sensitive material and supplies.)  **Reference**: MCO 5530.14A, par 3005 | | |
| Result | Comments | | |
| 0209 | Has the commanding officer appointed in writing, an access control officer?  **Reference**: MCO 5530.14A, par 3005.1 | | |
| Result | Comments | | |
| 0210 | Has the command appointed in writing, access control custodians?  **Reference**: MCO 5530.14A, par 3005.2 | | |
| Result | Comments | | |
| 0211 | Are duplicate keys, key blanks, padlocks (key and combination type), and key-making equipment stored in a central key room or security container constructed of a minimum of 20-gauge steel?  **Reference**: MCO 5530.14A, par 3005.3 | | |
| Result | Comments | | |
| 0212 | Are key control registers and key and lock inventories maintained for three years?  **Reference**: MCO 5530.14A, par 3005.6 and 3005.6.f | | |
| Result | Comments | | |
| 0213 | Has the command established a system for daily after-hours security checks of restricted areas, facilities, and/or containers to detect any deficiencies or violations of security standards?  **Reference**: MCO 5530.14A, par 3007.1 | | |
| Result | Comments | | |
| **Subsection 3 – SECURITY FORCES** | | | |
| 0301 | Does the command have a security force order signed by the commanding officer?  **Reference**: MCO 5530.14A, par 4006 | | |
| Result | Comments | | |
| 0302 | Is the command security force order reviewed annually?  **Reference**: MCO 5530.14A, par 4006 | | |
| Result | Comments | | |
| 0303 | Does the command have a training program to address minimum security force training requirements?   * Use of force continuum, * Weapons handling (to include issue and turn-in), * Weapons training and qualification, * Legal aspects of jurisdiction and apprehension, * Mechanics of apprehension, search, and seizure, * General and Special Orders, * Use of security equipment, and * Threat specific training   **Reference**: MCO 5530.14A, par 4007 and 8002.4 | | |
| Result | Comments | | |
| 0304 | Have all personnel assigned to security force duties completed training?  **Reference**: MCO 5530.14A, par 4007 and 8002.4 | | |
| Result | Comments | | |
| 0305 | Are security force personnel equipped with communication devices?  **Reference**: MCO 5530.14A, par 4008.3 | | |
| Result | Comments | | |
| **Subsection 4 – BARRIERS AND OPENINGS** | | | |
| 0401 | Does the command have an organization specific barrier plan?  **Reference**: MCO 5530.14A, SMEAC par 4.b(5)(o), 4.b(7)(h), 4.b(10)(q), and par 5010 | | |
| Result | Comments | | |
| 0402 | Is the command barrier plan support the host installation barrier plan?  **Reference**: MCO 5530.14A, SMEAC par 4.b(7)(h) and par 5010 | | |
| Result | Comments | | |
| 0403 | Does the barrier plan address at a minimum:   * Maintenance, * Movement, * Equipment, * Support personnel, and * Staging/storage area requirements   **Reference**: MCO 5530.14A, par 5010 | | |
| Result | Comments | | |
| **Subsection 5 – ELECTRONIC SECURITY SYSTEMS (ESS)** | | | |
| 0501 | Does the command have ESS to protect assets which require a system?  **Reference**: MCO 5530.14A, par 6003, 8009, Appendix K | | |
| Result | Comments | | |
| 0502 | Is an armed response force capable of responding to an ESS alarm within the prescribed time limits?  **Reference**: MCO 5530.14A, par 6003.3.g, 6011, 7006.4, 8002.5.a | | |
| Result | Comments | | |
| 0503 | Is the ESS tested at least semi-annually (except for AA&E storage areas, which will be tested quarterly)?  **Reference**: MCO 5530.14A, par 6005.4 | | |
| Result | Comments | | |
| 0504 | Is the CAC the principal access control token for buildings, facilities, and controlled spaces?  **Reference**: DoD 5200.08-R, par C3.3.1 and MCO 5530.14A, par 6009.1 | | |
| Result | Comments | | |
| 0505 | Are all inhabited buildings, primary gathering buildings, and billeting equipped with a mass notification system?  **Reference**: MCO 5530.14A, par 6010 | | |
| Result | Comments | | |
| **Subsection 6 – CRITICAL ASSET PROTECTION** | | | |
| 0601 | Has the Provost Marshal (PM) published a flight line security order?  **Reference**: MCO 5530.14A, SMEAC par 4.b(8)(n) | | |
| Result | Comments | | |
| 0602 | Are flight lines, aircraft, aircraft parking areas, and hangars provided surveillance after normal working hours?  **Reference**: MCO 5530.14A, par 7002.3.c | | |
| Result | Comments | | |
| 0603 | Has access control for the flight line been established?  **Reference**: MCO 5530.14A, par 7002.4 | | |
| Result | Comments | | |
| 0604 | Is access to the flight line limited to designated access control points manned by security force personnel or controlled by an automated access control system?  **Reference**: MCO 5530.14A, par 7002.4.a | | |
| Result | Comments | | |
| 0605 | Has the command access control officer provided access rosters to the PM that identify individuals authorized access to the flight line?  **Reference**: MCO 5530.14A, par 7002.4.e | | |
| Result | Comments | | |
| 0606 | Has the command established access control to bulk fuel storage areas?  **Reference**: MCO 5530.14A, par 7003.1 | | |
| Result | Comments | | |
| 0607 | Are bulk fuel storage areas enclosed by fencing?  **Reference**: MCO 5530.14A, par 7003.1.a | | |
| Result | Comments | | |
| 0608 | Has the command established waterside security that limits personnel, vehicle, and vessel unauthorized access to areas under their control?  **Reference**: MCO 5530.14A, par 7005 | | |
| Result | Comments | | |
| 0609 | Does the command have the capability to respond to waterborne threats or has coordination been established with local authorities to address waterborne threat response?  **Reference**: MCO 5530.14A, par 7005.1 | | |
| Result | Comments | | |
| 0610 | Are selected sensitive inventory items coded “Q” and “R” afforded the appropriate security measures?  **Reference**: MCO 5530.14A, par 7007.5 | | |
| Result | Comments | | |
| 0611 | Has access control been established for storage areas or containers containing selected sensitive inventory items coded “Q” and “R”?  **Reference**: MCO 5530.14A, par 7007.5 | | |
| Result | Comments | | |
| **Subsection 7 – SECURITY OF ARMS, AMMUNITION, AND EXPLOSIVES (AA&E)** | | | |
| 0701 | Has the commanding officer appointed in writing, an AA&E Officer?  **Reference**: MCO 5530.14A, SMEAC par 4.b(7)(g) and par 8002.2 | | |
| Result | Comments | | |
| 0702 | Are all personnel with AA&E duties initially screened and annually re-screened using the AA&E Screening Package?  (Note: AA&E Duties - Personnel assigned custody, maintenance, disposal, distribution, and/or security of AA&E)  **Reference**: MCO 5530.14A, par 8002.1 and Appendix I | | |
| Result | Comments | | |
| 0703 | Has the commander appointed in writing, an AA&E screening officer?  (Note: Must be Commissioned Officer, Warrant Officer, SNCO, or civilian equivalent of GS-9 or above)  **Reference**: MCO 5530.14A, par 8002.1.d.(1) | | |
| Result | Comments | | |
| 0704 | Has the command established a training program for personnel with AA&E related responsibilities to include:   * Inventory and accountability procedures, * Instructions for completing required documentation, * Explosives Safety, * Reporting requirements, * Physical Security requirements, * Off-station/on-station movement procedures, * AA&E shipment accountability procedures, * Individual responsibility for the control and safeguarding of AA&E, and * Instruction on the use of deadly force   **Reference**: MCO 5530.14A, par 8002.3 | | |
| Result | Comments | | |
| 0705 | Are all personnel assigned security duties in AA&E facilities and storage areas qualified with their assigned weapon(s)?  **Reference**: MCO 5530.14A, par 8002.4, 8016.7 | | |
| Result | Comments | | |
| 0706 | Are armory personnel armed upon the deactivation of the IDS?  **Reference**: MCO 5530.14A, par 8002.4.a | | |
| Result | Comments | | |
| 0707 | Are 100 percent physical inventories of arms conducted by a disinterested third party (not in the inventory chain of command)?  **Reference**: MCO 5530.14A, par 8003.4.b(4) and 8003.4.c.(2) | | |
| Result | Comments | | |
| 0708 | Are sight counts conducted upon the initial opening and final closing of the command armory?  **Reference**: MCO 5530.14A, par 8003.4.b.(5) | | |
| Result | Comments | | |
| 0709 | Are arms accountability records maintained on file for three years?  (Records include Sight Counts and Inventories, Consolidated Memorandum Receipts, Inventory Assignment Letters, Letters of Discrepancy from Inventorying Officer, Supply Officer endorsements, Commanding Officer endorsements, and copies of supporting documentation)  **Reference**: MCO 5530.14A, par 8003.4.b.(6) | | |
| Result | Comments | | |
| 0710 | Do AA&E facilities/modular vaults meet the minimum required construction criteria?  **Reference**: MCO 5530.14A, par 8005.1, Appendix J, FED SPEC AA-V-2737 | | |
| Result | Comments | | |
| 0711 | Are AA&E storage facilities secured with the appropriate locking devices?  **Reference**: MCO 5530.14A, par 8005.1.g | | |
| Result | Comments | | |
| 0712 | Are arms stored in banded crates, standard or locally fabricated metal arms racks, or Class 5 GSA-approved weapon containers/safes?  **Reference**: MCO 5530.14A, par 8005.1.i.(1) | | |
| Result | Comments | | |
| 0713 | Are major arms parts (i.e., receivers, barrels, and major subassemblies) provided the same protection as a functional Security Risk Category (SRC) IV arms?  **Reference**: MCO 5530.14A, par 8005.2 | | |
| Result | Comments | | |
| 0714 | Is Aircraft A&E (SRC IV Cartridge Actuated Devices (CADs) and pen flares) properly secured?  (Secured in a ready service locker, operational aircraft within a Level Two restricted area, or seat shop/re-workshop)  **Reference**: MCO 5530.14A, par 8006.1.b.(4) | | |
| Result | Comments | | |
| 0715 | Are proper clear zones established and maintained around all AA&E restricted area perimeter fencing?  (Note: 20 feet exterior and 30 feet interior; No government/privately owned vehicle parking within clear zone)  **Reference**: MCO 5530.14A, par 8008.1 | | |
| Result | Comments | | |
| 0716 | Has the Commander designated in writing, personnel with unaccompanied access into AA&E facilities and storage areas?  **Reference**: MCO 5530.14A, par 8008.2 | | |
| Result | Comments | | |
| 0717 | Are AA&E facilities equipped with an approved ESS?  **Reference**: MCO 5530.14A, par 8009 and Appendix K | | |
| Result | Comments | | |
| 0718 | Do all AA&E storage areas maintain two separate and distinct forms of communication to summon a security force?  **Reference**: MCO 5530.14A, par 8013, 8016.1 | | |
| Result | Comments | | |
| 0719 | Are entry points to structures housing **classified** AA&E equipped with a Class 5 or Class 8 vault door?  **Reference**: MCO 5530.14A, par 8020.1 | | |
| Result | Comments | | |
| 0720 | Are historically significant and/or demilitarized AA&E items properly displayed and protected?  **Reference**: MCO 5530.14A, par 8018.7, 8018.8, and 8022 | | |
| Result | Comments | | |
| 0721 | Is demilitarized AA&E displayed and safeguarded?  **Reference**: MCO 5530.14A, par 8022(2)(a) | | |
| Result | Comments | | |
| 0722 | Are DEMIL certificates maintained for all demilitarized AA&E?  Reference: DoDM 4160.28, Vol 2, par 4.5, MCO 5530.14A, par 8018.5, 8022.4, and 8022.5 | | |
| Result | Comments | | |
| 0723 | Are secure holding areas for SRC I and II AA&E provided constant surveillance?  **Reference**: MCO 5530.14A, par 8024.1.a | | |
| Result | Comments | | |
| 0724 | Has the Commander developed and maintained an order or SOP providing guidance on the control, storage, and accountability of personally owned weapons and ammunition?  (Only required if the Commander has authorized personally owned weapons storage in their respective armory)  **Reference**: MCO 5530.14A, par 8029.1 | | |
| Result | Comments | | |
| 0725 | Are personally owned weapons stored in the command armory registered with the installation?  (Only required if the Commander has authorized personally owned weapons storage in their respective armory)  **Reference**: MCO 5530.14A, par 8029.2 | | |
| Result | Comments | | |
| 0726 | Are personal weapons and/or ammunition stored properly and separately from government AA&E in approved containers?  (Only required if the Commander has authorized personally owned weapons storage in their respective armory)  **Reference**: MCO 5530.14A, par 8029, 8029.3 and 8029.4 | | |
| Result | Comments | | |
| **Subsection 8 – CRIME PREVENTION** | | | |
| 0801 | Has the command conducted crime prevention awareness training?  **Reference**: MCO 5530.14A, SMEAC par 4.b(10)(o), par 9001.a, and 9005.2 | | |
| Result | Comments | | |
| 0802 | Does the command provide/post crime prevention material?  **Reference**: MCO 5530.14A, SMEAC par 4.b(10)(p), par 9001.a, and 9005.2 | | |
| Result | Comments | | |
| 0803 | Is the command properly turning over found/abandoned property?  **Reference**: MCO 5530.14A, par 9007 | | |
| Result | Comments | | |
| **Subsection 9 – REPORTING REQUIREMENTS** | | | |
| 0901 | Is the command properly reporting **Initial** Missing, Lost, Stolen, Recovered (MLSR) incidents within 48 hours upon discovery?  **Reference**: MCO 5530.14A, par 10001.5, Appendix M, and MARADMIN 579/23, par 5.E and 10 | | |
| Result | Comments | | |
| 0902 | Did the command submit **Supplemental** and/or **Final** MLSR report(s) within the prescribed time limits?  (Note: Supplemental required every 90 days until Final Report)  **Reference**: MCO 5530.14A, par 10001, Appendix M, and MARADMIN 579/23, par 8 | | |
| Result | Comments | | |
| 0903 | Did the command notify Law Enforcement for all MLSR reportable incidents?  **Reference**: MCO 5530.14A, par 10001.9, 10001.11.f(2), Appendix M, and MARADMIN 579/23, par 5.B | | |
| Result | Comments | | |

**Inspectors General Checklist**

**MARINE CORPS PHYSICAL FITNESS PROGRAM 6100.14**

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| **FORCE FITNESS INSTRUCTOR PROGRAM 1500.62** | | | |
| This checklist applies to all levels and types of commands. | | | |
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| **Functional Area Sponsor**:  TECOM (HPB) | | **Name of Command** |
| **Subject Matter Expert:**  GySgt Lexus Schaeffer: (703) 784-1226  GySgt Autumn Robancho: (703) 432-1688 | | **Date** |
| [tecom.forcefitness@usmc.mil](mailto:tecom.forcefitness@usmc.mil) | | **Inspector**  **Total Questions: 10** |
| **Revised**: 2 April 2025 | | **Final Assessment**  **Discrepancies: Findings:** |
| **Overall Comments:** Place Here | | |
| Subsection 1 - GENERAL | | | |
| 0101 | Does the unit ensure that time is allowed for physical training as part of the daily routine, to include endurance, strength, and mobility training?  Reference: MCO 6100.14 3b(11)(b), MCO 1500.62, encl 2, para 1a-b | | |
| Result | Comments | | |
| 0102 | Does the unit maintain requirement of one Force Fitness Instructor (FFI) at the company level for ground units, and squadron level for aviation units? Reference: MCO 1500.62, para 3a(2)(a), and MCO 1500.62, encl 2, para 2a(7) | | |
| Result | Comments | | |
| 0103 | Does unit FFI(s) have documentation that supports a comprehensive physical fitness program aimed to accomplish the unit’s mission essential tasks?  Reference: MCO 1500.62, para 3a(2)(a)1, and MCO 1500.62, encl 2, para 2b(2)-(3) | | |
| Result | Comments | | |
| 0104 | Does unit FFI(s) ensure that unit’s physical fitness program is well-balanced, and include warm-up, injury prevention, and recovery periods?  Reference: MCO 1500.62, encl 2, para 2b(5) | | |
| Result | Comments | | |
| 0105 | Does unit FFI(s) synchronize efforts of unit’s training personnel such as Martial Arts Instructors/Trainers (MAI/Ts), Marine Corps Instructors of Water Survival (MCIWS), and certified Athletic Trainers, if applicable?  Reference: MCO 1500.62, para 3a(2)(a)3, and MCO 1500.62, encl 2, para 2b(6) | | |
| Result | Comments | | |
| 0106 | Does unit FFI(s) leverage available resources such as Semper Fit, health educators, strength coaches, and High Intensity Tactical Training Instructor Trainers to support the commander’s physical fitness training objectives and unit Mission Essential Task Lists?  Reference: MCO 1500.62, para 3a(2)(a)3, and MCO 1500.62, encl 2, para 2b(7) | | |
| Result | Comments | | |
| 0107 | Does unit FFI(s) have documentation that supports assisting Marines assigned to the Body Composition Program with body composition management, nutritional information, and resources for dietary planning?  Reference: MCO 1500.62, encl 2, para 2b(10) | | |
| Result | Comments | | |
| 0108 | Can unit FFIs demonstrate a first class PFT/CFT score?  Reference: MCO 1500.62, encl 2, para 2b(12) | | |
| Result | Comments | | |
| 0109 | Are all unit FFIs currently within body composition standards?  Reference: MCO 1500.62, encl 2, para 2b(13) | | |
| Result | Comments | | |
| 0110 | Does unit FFI(s) have documentation of periodical assessments for their units physical fitness program, PFT scores, and CFT scores?  Reference: MCO 1500.62, encl 2, para 2a(5) | | |
| Result | Comments | | |

**Inspectors General Checklist**

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| **PHYSICAL FITNESS AND COMBAT FITNESS PROGRAM 6100.13** | | | |
| This checklist applies to all levels and types of commands. | | | |
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| **Functional Area Sponsor**:  TECOM (HPB) | | **Name of Command** |
| **Subject Matter Expert:**  GySgt Autumn Robancho: (703) 432-1688  GySgt Lexus Schaeffer: (703) 784-1226 | | **Date** |
| tecom.forcefitness@usmc.mil | | **Inspector** |
|  | | **Total Questions: 9** |
| **Revised**: 2 April 2025 | | **Final Assessment**  **Discrepancies: Findings:** |
| **Overall Comments:** Place Here | | |
| Subsection 1 – Training | | | |
| 0101 | Does the unit have a trained Force Fitness Instructor (FFI) or Command Physical Training Representative (CPTR) assigned in writing, and have they completed the required MarineNet monitor certification course?  Reference: MCO 6100.13A, chap 1, par 2a(2), chap 2 par 4c | | |
| Result | Comments | | |
| 0102 | Does the unit ensure that all personnel have a current Periodic Health Assessment (PHA) prior to participating in command Physical Fitness Program (PFP) activities, to include the Physical Fitness Test (PFT) and Combat Fitness Test (CFT)?  Reference: MCO 6100.13A, chap 2, par 4a, chap 3, par 4a | | |
| Result | Comments | | |
| 0103 | Did all Marines take a PFT (1 Jan-30 Jun) and CFT (1 Jul-31 Dec)?  Reference: MCO 6100.13A, chap 2, par 2a-e & chap 3 par 2a-e | | |
| Result | Comments | | |
| 0104 | Does the unit ensure appropriate administrative action is taken when a Marine fails a PFT/CFT or Partial PFT (PPFT)/Partial CFT (PCFT)?  Reference: MCO 6100.13A, chap 1, par 3d & par 4 and chap 2, par 6, chap 3, par 6 | | |
| Result | Comments | | |
| 0105 | Were Marines, who did not take a PFT/PPFT or CFT/PCFT for the annual requirement due to physical/medical reasons, administered a PFT/CFT no less than 30 days and no more than 90 days after return to full duty?  Reference: MCO 6100.13A, chap 1, par 5e | | |
| Result | Comments | | |
| 0106 | Did the unit ensure that Marines who were confirmed pregnant by a PHCP were exempt (class 9) from the PFT/CFT during the pregnancy and the minimum post-partum recovery period for the required time as outlined in the reference?  Reference: MCO 6100.13A, chap 1, par 5f(1), par 6a(3) | | |
| Result |  | | |
| 0107 | Did the unit ensure post-partum Marines took the next regularly scheduled unit PFT/CFT evaluation following the post-partum recovery period for the required time as outlined in the reference, and once cleared by a PHCP?  Reference: MCO 6100.13A, chap 1, par 5f(1) | | |
| Result | Comments | | |
| 0108 | Did the unit properly conduct the PFT (Applicable 1 January – 30 Jun)? Special emphasis will be placed on the following:  (a) Distance of run course must be exactly 3 miles.  (b) Full elbow lockout at bottom of pull-up movement.  (c) Marines maintain a proper plank position to include correct forearm placement, hands separated, and straight body alignment from head to heels.  (d) Proper execution of the push-up event as described.  (e) Rowing conducted on a Concept 2 ergometer (rowing machine) and screen set up in accordance with the procedures listed.  (f) Necessary corrections made and enforced by the FFI/CPTR.  Reference: MCO 6100.13A, chap 2, par 2-5. | | |
| Result | Comments | | |
| 0109 | Did the unit properly conduct the CFT (applicable 1 July- 30 December)? Special emphasis will be placed on the following:  (a) Distance of Movement to Contact course (must be exactly 880 yds).  (b) Weight of Ammo Cans (must be exactly 30 lbs).  (c) Elbows locked out at top of Ammo Lift movement.  (d) Marines must be given at least 5 minutes between CFT events.  (e) Measurements of Maneuver Under Fire course IAW Table 3-2, Page 3-6.  (f) Correct sequence and technique of Maneuver Under Fire Events.  (g) FFI/CPTR ensuring that during execution of the CASEVAC the casualty keeps knees straight and toes off the deck when being dragged and may not assist the tested Marine while being dragged.  (h) Necessary corrections made and enforced by the FFI/CPTR.  Reference: MCO 6100.13A, chap 3, par 2-5 | | |
| Result | Comments | | |

**Inspectors General Checklist**

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| **PERSONAL FINANCIAL MANAGEMENT PROGRAM (PFMP) 1700.37** | | |
| This checklist applies to all levels of command Air, Ground, Logistics, and Installations with 75 or more assigned personnel. | | |
| **Functional Area Sponsor:** M&RA, Marine and Family Programs Division | | **Name of Command:** |
| **Subject Matter Expert:** Mr. Laurence Siegel | | **Date:** |
| (DSN) 278-0543 (COML) 703-784-0543 | | **Inspector** |
| **Revised:** 24 March 2025 | | **Final Assessment**  **Total Questions: 7**  **Discrepancies: Findings:** |
| **Overall Comments:** Place Here | | |
| Subsection 1 – UNIT-SPECIFIC PROGRAM (All Marine Corps units with more than 75 personnel) | | |
| 0101 | Does the unit have the appropriate number of command appointed Command Financial Specialists (CFSs)?  Reference: MCO 1700.37, par 3.b.(11)(b); DODI 1322.34, par 4.3 | |
| Result | Comments | |
| 0102 | Has the CFS completed the approved CFS course and the CFS refresher course every three years?  Reference: MCO 1700.37, encl (2), par 3.; DODI 1322.34, par 4.3.c. | |
| Result | Comments | |
| 0103 | Have all Marines attended the Personal Readiness Seminar (PRS) within three months of arrival when the command is their first permanent duty station or Reserve Training Center?  Reference: MCO 1700.37, par 3.b.(11)(e); MCO 1700.37, encl (2), par 2.i. | |
| Result | Comments | |
| 0104 | Does the CFS complete the personal finance screening checklist prior to overseas/special duty assignments/independent duty orders for members of the command?  Reference: SECNAVINST 1740.4A, encl (2), par 2.i.; MCO 1700.37, pg. 2-2, encl (2), par 2.j. | |
| Result | Comments | |
| 0105 | Can the CFS demonstrate that referrals are made to authorized providers of counseling and education?  Reference: MCO 1700.37, pg. 4, par 3.a.(2)(j), | |
| Result | Comments | |
| 0106 | Does the CFS update PFMP staff with overall financial trends or metrics in the commands?  Reference: MCO 1700.37, pg. 2-2, encl (2), par 2.h. | | |
| Result | Comments | | |
| 0107 | Does the CFS make themselves readily available to speak at Welcome Aboard briefs, Command Team trainings, Transition events, and both pre-deployment and post-deployment briefings?  Reference: MCO 1700.37, pg.4, par 3.b.(9)(b)1. | | |
| Result | Comments | | |

**Inspectors General Checklist**

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| **PERFORMANCE EVALUATION SYSTEM (PES) (1610)** |
| This checklist is applicable to all commands.   |  |  | | --- | --- | | **Functional Area Sponsor:** MMPB-23 | **Command** | | **Subject Matter Expert:**  Maj Deborah L. Queen  [deborah.queen@usmc.mil](mailto:deborah.queen@usmc.mil) | **15-May-25** | | (COML) 703-432-0514 | **Inspector:** | | **Revised:** 18 April 2025 | **Total Questions: 19**  **Final Assessment**  **Discrepancies: 0 Findings: 0** | | **Overall Comments:** Place Here | | |

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| --- | --- |
| Subsection 1 – Performance Evaluations System | |
| 0101 | Is the command annually educating MROs on the responsibilities and provisions of the PES to adequately prepare them to execute duties as an MRO? (Generally, this includes a review of the appropriate way to submit an MROW and a MBS audit. This requires a review of chapters 2, 3 and 4 of the PES, with special attention on section A data)  *Reference: MCO 1610.7B, Paragraph 4 (Execution)b., Chapter 8 paragraph 4, Chapter 9 paragraph 5.d.* |
| Result | Comments |
| 0102 | Is the command annually educating RSs on the responsibilities and provisions of the PES to adequately prepare them to execute duties as an RS? (Generally, this includes a verification of sections A, B, and C, review the requirements for high mark and adverse justifications, and a review of the performance anchored rating scale and marking philosophy. This requires a review of chapters 1- 4, and 8 of the PES.)  *Reference: MCO 1610.7B, Paragraph 4 (Execution).b., Chapter 8 paragraph 4, Chapter 9 paragraph 5.d.* |
| Result | Comments |
| 0103 | Is the command annually educating ROs on the responsibilities and provisions of the PES to adequately prepare them to execute duties as an RO? (Generally, this includes the supervision of the verification of sections A through C, a review of the RS’s markings in sections D-H, requirements for high mark and adverse justifications, a review of section I, and a review of the RO’s profile. This requires a review of chapters 1- 4, and 8 of the PES.)  *Reference: MCO 1610.7B, Paragraph 4 (Execution).b., Chapter 8 paragraph 4, Chapter 9 paragraph 5.d.* |
| Result | Comments |
|  |  |
|  |  |
| 0104 | Is the command annually educating reporting officials on adverse report procedures? (This requires a review of chapter 5.)  *Reference: MCO 1610.7B, Paragraph 4 (Execution).b., Chapter 5, paragraph 1.a., Chapter 8 paragraph 4, Chapter 9 paragraph 5.d.* |
| Result | Comments |
| 0105 | Based on a comparison of the command’s non-judicial punishment (NJP) and court martial files against the Fitness Report Inventory of applicable Marines, is the command submitting “Directed by the Commandant of the Marine Corps” (DC) or “Grade Change” (GC) reports when significant administrative or adverse action on the Marines that requires immediate reporting to the CMC? Note: “FITREP Inventory” tool is located in MOL under Resources, APES, MMRP  *Reference: MCO 1610.7B, Chapter 3, paragraphs 4.a. and 4.b, Chapter 5.* |
| Result | They have no pending DC or GC reports. Letter was provide from the SJA stating they had no NJPs, Courts Martial or adverse material for the command. |
| 0106 | Is the command maintaining quarterly copies whether digital or hard copy of the Commander’s Timeliness Report (CTR) that cover the previous 12 months?  Note: CTRs must be requested by submitting an email to the organizational email at [smb.manpower.mmrp-31@usmc.mil](mailto:smb.manpower.mmrp-31@usmc.mil) along with the RUC and MCC of the command.  *Reference:* MCO 1610.7B, Chapter 9, paragraph 5.f. |
| Result | Comments |
|  |  |
| 0107 | Is the commander using the CTR to reduce or eliminate the number of late and outstanding reports? (Reports must be submitted to HQMC within 30 days of the end of the reporting period for normal reports and 60 days for adverse reports)  Reference: *MCO 1610.7B, Chapter 1, paragraph 3.c., Chapter 9 paragraph 5.d. and paragraph 5.f.(1).* |
| Result | Comments |
|  |  |
| 0108 | Is the command maintaining quarterly copies whether digital or hard copy of the Missing Last Annual Report that cover the previous 12 months?  Missing last annual queries are available in MOL under Resources, APES, MMRP web tool. Missing last annual must be pulled by RUC/MCC and grade for all E5-O6.  *Reference:* MCO 1610.7B, Chapter 9, paragraph 5.f. |
| Result | Comments |
|  |  |
| 0109 | Is the command maintaining quarterly copies whether digital or hard copy of the Date Gap Query Report that cover the previous 12 months?  Date gap queries are available in MOL under Resources, APES, MMRP web tool. Date gaps can be pulled by RUC/MCC.  *Reference:* MCO 1610.7B, *Chapter 9 paragraph* 5.f. |
| Result | Comments |
|  |  |
| 0110 | Does a review of the Missing Last Annual Reports and Date Gap Queries reveal proactive efforts by the command notifying and assisting the Marine written on to ensure record discrepancies are corrected? For example, correcting date gaps, overlaps, or correcting occasion codes.  *Reference: MCO 1610.7B, chapter 9, par 5.a.(1), Chapter 9 paragraph 5.d.* |
| Result | Comments |
|  |  |
| 0111 | Is the command maintaining a record log that annotates the Fitness Report Inventory check for every E-5 through O-5 who has checked into the command within the preceding 12 months?  Note: A record log can consist of an excel spreadsheet, a logbook, or another format that shows a proactive effort in verifying FITREPs are processed/completed including the FITREP Inventory which is maintained for a minimum of 12 months.  *Reference: MCO 1610.7B, Chapter 9, paragraph 5.f.(2).* |
| Result | Comments |

Subsection 2 – JUNIOR ENLISTED PERFORMANCE EVALUATION SYSTEM

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| --- | --- |
| 0201 | Does every Marine in the grades E-1 through E-4 have a reporting chain established within 30 days of checking into the unit, and all omitted roles are marked “N/A” instead of “unassigned”?  Reference: MCO 1616.1 Ch 1, chap 1, para 6.a*).* |
| Result | Comments |

|  |  |
| --- | --- |
| 0202 | Does the unit use the correct JEPES occasion types and effective dates?  Reference: MCO 1616.1 Ch 1, chap 2, para 2, 2.a, & 2.b |
| Result | Comments |

|  |  |
| --- | --- |
| 0203 | Does the unit effectively manage JEPES reporting chain, Senior Enlisted Reviewer, Command Reviewer, and Unit Admin permissions within the unit organizational scopes?  Reference: MCO 1616.1 Ch 1, chap 1, para 5.h |
| Result | Comments |

|  |  |
| --- | --- |
| 0204 | Does the unit have a process to ensure that first-line supervisors provide initial counselling’s to each MRO within 30 days?  Reference: MCO 1616.1 Ch 1, chap 1, para 6.b & chap 2, para 1.b |
| Result | Comments |

|  |  |
| --- | --- |
| 0205 | Does the unit ensure that all JEPES occasions are approved within 30 days of the effective “TO DATE”?  Reference: MCO 1616.1 Ch 1, chap 2, para 2.h.(3) |
| Result | Comments |

|  |  |
| --- | --- |
| 0206 | Does the unit ensure that JEPES occasions are approved by the appropriate promotion authority, with an “Acting Letter” on file when required?  Reference: MCO 1616.1 Ch 1, chap 1, para 5.g & chap 2, para 1.f |
| Result | Comments |

|  |  |
| --- | --- |
| 0207 | Can the unit show correctly processed examples of, or demonstrate the ability to process command corrections for JEPES occasions when required?  Reference: MCO 1616.1 Ch 1, chap 2, para 4 |
| Result | Comments |

|  |  |
| --- | --- |
| 0208 | Does the unit ensure that high and low command input marks are receiving appropriate justifications?  Reference: MCO 1616.1 Ch 1, chap 2, para 3.a.(1) & (5) |
| Result | Comments |

**Inspectors General Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| **OVERSIGHT-INTEL/NON-INTEL SENSITIVE ACTIVITIES (3800.2)** | | | |
| This applies to all types and levels of command with intelligence, counterintelligence elements and related activities. | | | |
|  | | | |
| **Functional Area Sponsor**:  IGMC (IGO) | | **Name of Command** |
| **Subject Matter Expert**:  GS15 ED VOGT | | **Date** |
| (DSN) 664-4518 (COML) 703-604-4518 | | **Inspector** |
| **Revised**: 5 APRIL 2023 | | **Final Assessment**  **Discrepancies: Findings:** |
| **Overall Comments:** Place Here | | | |
| Subsection 1 – ADMINISTRATION AND TRAINING | | | |
| 0101 | Does the command have an active Intelligence Oversight (IO) program?  Reference: SECNAVINST 3820.3F, par 5.a.; MCO 3800.2B | | |
| Result | Comments | | |
| 0102 | Is the Senior Intelligence Officer responsible for administering the  command’s IO Program assigned by appointment letter?  Reference: SECNAVINST 3820.3F, par 9.a.; MCO 3800.2B, encl 6 | | |
| Result | Comments | | |
| 0103 | Does the command hold or have access to all appropriate IO references? Reference: EO 13516; DoD Manual 5240, DoDD 5148.13, 5240.01-R, SECNAVINST 3820.3F; SECNAVINST 5000.34G; MCO 3800.2B | | |
| Result | Comments | | |
| 0104 | Does the command have an initial IO Orientation Program for new  joins and new hires?  Reference: SECNAVINST 3820.3F, MCO 3800.2B, par 8.d.(3), encl 5 | | |
| Result | Comments | | |
| 0105 | Is annual IO refresher training conducted and documented for all  intelligence personnel, including military, civilian, contractor, and  support?  Reference: MCO 3800.2B, par 8.d.(3) | | |
| Result | Comments | | |
| 0106 | Does the command have an adequate and effective inspection  program to inspect IO within subordinate commands/units/elements?  Reference: SECNAVINST 3820.3F, par 9.b.; MCO 3800.2B, par 8.d. | | |
| Result | Comments | | |
| 0107 | Are quarterly IO reports submitted to IGMC or higher headquarters (HQ) and retained on file for three years?  Reference: SECNAVINST 3820.3F, par 9.f.(2); MCO 3800.2B, par 8.d., encl 7 | | |
| Result | Comments | | |
| 0108 | Are required personnel familiar with IO guidance?  Reference: SECNAVINST 3820.3F; MCO 3800.2B | | |
| Result | Comments | | |
| 0109 | Is the command knowledgeable of the reporting procedures required  when Questionable Intelligence Activities (QIA’s) are detected?  Reference: DoDD 5148.13, Sec 4; SECNAVINST 3820.3F, par 9.d.(2); MCO 3800.2B, par 8.e. | | |
| Result | Comments | | |
| 0110 | Is the command SJA involved in IO and review of command  intelligence and non-intelligence sensitive activities?  Reference: SECNAVINST 3820.3F, par 9.c.; MCO 3800.2B, encl 6 | | |
| Result | Comments | | |
| 0111 | Does the Command Inspector and Staff Judge Advocate (SJA) hold sufficient clearance(s) and access(s) to accomplish their IO responsibilities?  Reference: SECNAVINST 3820.3F, par 9.j.; MCO 3800.2B, encl 6 | | |
| Result | Comments | | |
| 0112 | Is the command in compliance with IO restrictions (e.g., mail,  physical searches, surreptitious monitoring)?  Reference: SECNAVINST 3820.3F, par 9.d.(1); MCO 3800.2B, encl 2, DoDM 5240.01 | | |
| Result | Comments | | |
| 0113 | Are records on U.S. persons other than administrative recall information being maintained by the unit?  Reference: SECNAVINST 3820.3F, par 9.d.; MCO 3800.2B, par 7 | | |
| Result | Comments | | |
| Subsection 2 – INTELLIGENCE ACTIVITIES | | | |
| 0201 | Does the command engage in intelligence activities not required nor defined in its mission?  Reference: SECNAVINST 3820.3F, par 9.d.; MCO 3800.2B | | |
| Result | Comments | | |
| 0202 | If command personnel have been temporarily detailed or assigned to non-DOD agencies within the Federal Government were they done so in compliance with the directives?  Reference: SECNAVINST 3820.3F, par 9.c.; MCO 3800.2B | | |
| Result | Comments | | |
| 0203 | Has the command entered into any formal or informal arrangements for  the provision of products or services with private companies or  institutions in the United States without using the organization's true  identity?  Reference: SECNAVINST 3820.3F, par 9.c.; DODD S-5210.36 | | |
| Result | Comments | | |
| 0204 | If the command participates in foreign material acquisition or  exploitation programs, is it in compliance with the appropriate  directives?  Reference: DHE-M 3301.001 | | |
| Result | Comments | | |
| 0205 | If the command participates in any special access programs are they in compliance with the directives?  Reference: SECNAV S5460.3H; SECNAVINST 5000.34G | | |
| Result | Comments | | |
| 0206 | Has the command requested support from any external  Counterintelligence unit or activity?  Reference: SECNAVINST 3850.2E | | |
| Result | Comments | | |
| 0207 | If the command participates in FORMICA is it in compliance with the appropriate directives?  Reference: DCHE-M 3301.002 | | |
| Result | Comments | | |
| 0208 | Does the command maintain or use Emergency and Extraordinary  Expense (EEE) funds? If so, is the command in compliance with the reference?  Reference: SECNAV 7042.12E | | |
| Result | Comments | | |
| 0209 | Has the command requested, or does the command possess,  imagery of non-U.S. Government property?  Reference: NSGM FA 1806; MCO 3800.2B, par 7.e., encl’s 3 and 4 | | |
| Result | Comments | | |
| 0210 | Have any imagery or imagery-derived products been provided to non-DOD organizations?  Reference: NSGM FA 1802 | | |
| Result | Comments | | |
| 0211 | If aviation commands conduct domestic tactical air reconnaissance missions, are they doing so in compliance with the reference?  Reference: MCO 3800.2B, encl 3 | | |
| Result | Comments | | |
| 0212 | If members of the command/unit are being tasked to join and/or  report on domestic organizations are they in compliance with the  references?  Reference: SECNAVINST 3820.3F, par 9.c. | | |
| Result | Comments | | |
| 0213 | If any Reserve personnel work as a private investigator or auxiliary law enforcement officer has the command taken measures to ensure access to classified material is appropriately separated.  Reference: MCO 3800.2B | | |
| Result | Comments | | |
| 0214 | Has the command had any significant instances of fraud, waste and  abuse, standards of conduct or ethics violations, financial  misconduct, or conflicts of interest which impact upon intelligence  operations?  Reference: SECNAVINST 3820.3F, par 9.h. | | |
| Result | Comments | | |
| 0215 | If intelligence personnel conducted CONUS off-base training in civilian  environments are they in compliance with all references?  Reference: MCO 3800.2B, par 7.g., encl 4 | | |
| Result | Comments | | |
| Subsection 3 – NON-INTELLIGENCE SENSITIVE ACTIVITIES | | | |
| 0301 | If the command or any member conducted any CONUS off-base  training in civilian environments (Military Police, CERTEX) are they in  compliance with all directives?  Reference: SECNAVINST 5000.34G | | |
| Result | Comments | | |
| 0302 | If the command provided support, training, or assistance to any law  enforcement agency, did they receive proper approval in advance?  Reference: SECNAVINST 5000.34G | | |
| Result | Comments | | |
| 0303 | If the command received funds, material, or assistance from non  USMC activities associated with non-intelligence sensitive activities  were the requests funded and approved in accordance with the  directives?  Reference: SECNAVINST 5000.34G | | |
| Result | Comments | | |
| 0304 | If the command has a direct working relationship with SOCOM units  are they compliant with the reference?  Reference: SECNAVINST 5000.34G | | |
| Result | Comments | | |
| 0305 | If any Memorandums of Agreements/Understanding or Terms Of  References/or other agreements exist with non-USMC special  operations type activities are the proper approvals in place?  Reference: SECNAVINST 5000.34G; DODDS-5210.36 | | |
| Result | Comments | | |
| 0306 | If the command participates in special access programs involving  operations or acquisition, are all personnel properly cleared?  Reference: SECNAVINST S5460.3B; SECNAVINST 5000.34G | | |
| Result | Comments | | |
| 0307 | If the command possesses and/or employs non-lethal weapons for  training or response, are all personnel in compliance with the  references?  Reference: DOD DIR 3000.3 | | |
| Result | Comments | | |
| 0308 | If personnel have participated in undercover or covert activities have  the activities been properly coordinated and authorized?  Reference: SECNAVINST 5000.34G | | |
| Result | Comments | | |
| Subsection 4 – SPECIAL ACCESS PROGRAMS (SAP Facilities Only) **(INSPECTED**  **ONLY BY CLEARED IGMC PERSONNEL)** | | | |
| 0401 | Are trained and knowledgeable GSSOs or CPSOs, appointed in writing by GPM and CPMs respectively, to serve as the SAP security official at each organization or facility?  Reference: DoDM 5205.07-V1, encl. 3-4; and V1 Glossary | | |
| Result | Comments | | |
| 0402 | Are copies of GSSO/CPSO appointment letters provided to the PSO and maintained on file within the SAPF?  Reference: DoDM 5205.07-V1, encl. 3-2.i; V1-Glossary | | |
| Result | Comments | | |
| 0403 | Is the ISSM/ISSO appointed in writing by their respective chain of command/leadership?  Reference: Joint SAP Implementation Guide (JSIG), sect 1.5.14, sect 1.5.15, and AT-3 | | |
| Result | Comments | | |
| 0404 | Has each SAP briefed individual annually revalidated access eligibility by either recertifying answers provided to the pre-screening questionnaire and any supplemental information provided; or by completing a new prescreening questionnaire with previously unreported potentially disqualifying information reported to their local security officer?  Reference: DoDM 5205.07-V2, encl. 4.5.b | | |
| Result | Comments | | |
| 0405 | Has an annual 100 percent inventory of accountable SAP classified been conducted by the individual responsible for the control system or alternate and a disinterested party?  Reference: DoDM 5205.07-V1, encl. 5.5 | | |
| Result | Comments | | |
| 0406 | Is the SAPF protected by an Intrusion Detection System (IDS) and tested semi-annually?  Reference: DoDM 5200.01-V3, encl. 3(a-b); Intelligence Community Directive (ICD) 705, Tech Specs, Chap 7.d.3.b | | |
| Result | Comments | | |
| 0407 | Are IDS test records properly documented with: test date, name of person performing the test, specific equipment tested, malfunctions detected, and corrective action taken?  Reference: ICD 705, Tech Specs, Chap. 12.L.6 | | |
| Result | Comments | | |
| 0408 | Are the alarm test records maintained for 2 years?  Reference: ICD 705, Tech Specs, Chap 12.L.6 | | |
| Result | Comments | | |
| 0409 | Before any movement of classified SAP assets are transportation plans developed and approved by the PSO at least 30 days in advance of the proposed movement?  Reference: DoDM 5205.07-V1, encl. 5.9 | | |
| Result | Comments | | |
| 0410 | Do ISSM/ISSO have the required DOD certifications to be appointed?  Reference: DoDM 8570.01, Appx 3 | | |
| Result | Comments | | |
| 0411 | Is all travel outside the continental U.S., Hawaii, Alaska, and U.S. territories (e.g., Puerto Rico) reported to the GSSO/CPSO in advance?”  Note: 30 days in advance for non-official travel and as soon as practical prior to official government travel.  Reference: DoDM 5205.07-V2, encl. 5-2, and 5-3 | | |
| Result | Comments | | |

**Inspectors General Checklist**

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| **OPERATIONS SECURITY 3070** | | | | |
| This checklist applies to all U.S. Marine Corps (USMC) units, activities, commands, directorates, and organizations (active and reserve) that prepare, sustain, or employ Marine forces throughout the spectrum of warfare. The application is not limited to operational units and applies to active and reserve U.S. Navy (USN) units employed by, detailed to, or assigned to the USMC. | | | | |
|  |  |  | | |
| **Functional Area Sponsor**: PP&O, PL, G-39 | | | **Name of Command** |
| **Subject Matter Expert**: Sara M. Doin | | | **Date** |
| DSN 222-4293 COML (703) 692-0703  sara.m.doin@usmc.mil | | | **Inspector** |
| **Revised**: 10 March 2025 | | | **Final Assessment**  **Discrepancies: Findings:** |
|  | | |  |
| **Overall Comments:** Place Here | | | | |
| Subsection 1 – TRAINING AND APPOINTMENT. | | | | |
| 0101 | | Show a copy of each of the OPSEC Program Manager’s and/or Coordinator’s signed appointment letters.  Do 2-star and above commands\* have either an 0-3 and above or a GS-12 and above appointed as the command’s OPSEC Program Manager? All other commands require an OPM that may have additional duties.  (\*Must be a full time OPSEC Practitioner; not performed as an additional or secondary duty. Additionally, a projected rotation date at least 18 months from the date of designation. For civilians without an official projected rotation date, they must have a reasonable, good faith expectation of continuing in the position for at least 18 months.)  Reference: SECNAVINST 3070.2A, Enclosure 3 | | |
| Result | | Comments | | |
| 0102 | | For all program managers and coordinators at the Regimental/Group level and higher, to include supporting agencies/activities, show completion certificates for resident OPSEC Program Manager training.  Reference: MCO 3070.2A, par4c(3)(e)1  (Training should be complete within 90 days of appointment) | | |
| Result | | Comments | | |
| 0103 | | Show supporting documentation that unit-specific OPSEC training (orientation) is provided to all (military, civilian and contractor) new joins upon accession to command.  References: MCO 3070.2A, par4c(3)(f)1; and SECNAVI 3070.2A, par 5c(3) | | |
| Result | | Comments | | |
| 0104 | | Show supporting documentation that all command personnel (military, civilian and contractor) completed annual training. Annual training will include threats to the unit’s mission, vulnerabilities, critical information and indicators, and measures and countermeasures.  Reference: MCO 3070.2A, par4c(3)(d)  (Acceptable documents are sign-in sheets and print outs from MarineNet, Waypoints, COR [dated and with percent completed] and from local training venues) | | |
| Result | | Comments | | |
| Subsection 2 – OPSEC PROCESS ANALYSIS – Applies to all operating forces, supporting establishments, Marine Forces Reserve, and their subordinate units. Also, applies to all Marine Corps regional installation commands, bases, and camps that have tenant organizations, training facilities, and air stations that they provide installation support to. An OPSEC analysis must be conducted for programs and projects and prior to all operations, exercises, and activities. The OPSEC analysis must also be conducted on a regular, reoccurring basis as missions change. | | | | |
| 0201 | | Show a signed copy of the Command’s OPSEC Order/policy/SOP.  Reference: MCO 3070.2A par 4b(17)(c)1 and 3  (Authorized signees are the CO, XO, CoS or civilian equivalent. For Reserve commands the signees can be the I-I/Site Commander, Selected Marine Corps Reserve (SMCR) CO, XO, or CoS). | | |
| Result | | Comments | | |
| 0202 | | Show unit Critical Information and Indicators List (CIIL) for all operations, exercises, and activities (updated at least annually or as the threats, missions, and/or vulnerabilities change) Define the unit OPSEC indicator characteristics created by friendly detectable activities that an adversary may exploit; Signature, Association, Profile, Contrast, or Exposure.  References: MCTP 3-32B, Appx B, C and Q, JP 3-13.3, Appx B; and DoDD 5205.02E, Encl 2, par 11a (Critical Information Value Matrix is located in Encl 4 of DoDM 5205.02-M) Joint Publication 3-13.3 Operations Security, Appendix B; and MCTP 3-32B, par 3-3, 11-5, and Appx D | | |
| Result | | Comments | | |
| 0203 | | For analysis of threats, show source document(s) from intelligence data, counterintelligence, and open source information, such as All Hazard Threat Assessment or local Law Enforcement products, used to determine adversary(ies) collection capabilities they will likely use to collect and exploit unit and friendly information.  Reference: MCO 3070.2A, par 1c and 4c(7)(c)  \*Note: Items 0203-0207 may be combined into one spreadsheet (possibly located on SIPR) | | |
| Result | | Comments | | |
| 0204 | | Based on your current Threat Assessment, for each item on your CIIL, list the adversary’s collection methods used to obtain the unit’s critical information or deduce indicators.  Reference: MCO 3070.2A, par1c and 4c(7)(c)  (Provide copies of worksheets used to determine the threat associated with operations, exercises, activities, research development test and evaluation in garrison and deployed environments. Use the Threat Value Matrix located in DoDM 52) | | |
| Result | | Comments | | |
| 0205 | | Based on vulnerability analysis, show list of all vulnerabilities to the unit’s critical information associated with the adversary’s identified collection method.  Reference: MCO 3070.2A par 1c  (Provide copies of worksheets used to determine vulnerabilities. Use the Vulnerability Values located in DoDM 5205.02 w/Ch2, Appendix to Encl 4, para 4) | | |
| Result | | Comments | | |
| 0206 | | Based on the risk assessment for each item on your CIIL, what are the risk levels prior to application of measures/countermeasures?  Reference: MCO 3070.2A par 1c  (Provide copies of worksheets used to determine level of risk. Use the Risk Assessment located in DoDM 5205.02 w/Ch 2, Appendix to Encl 4 para 5) | | |
| Result | | Comments | | |
| 0207 | | Identify possible OPSEC measures/countermeasures that will be implemented reduce the risk to identified vulnerabilities. Show which measures/countermeasures are in place to either eliminate or mitigate the collection methods used by your adversary(ies) or which may reduce the risk to mission to the commander’s acceptable level.  References: MCO 3070.2A, par 1c and par 4c(7)(c) and Encl 1, par 6 and Encl 4 (Work with your security manager to address any conflicts of interest) | | |
| Result | | Comments | | |
| 0208 | | Based on your completion of the Risk Analysis portion of the OPSEC process, show a memo signed by the Commanding General or Commanding Officer that indicates their acceptable level of risk. For Reserve commands the Inspector-Instructor (I-I)/Site Commander will be the signatory determining their acceptable level of risk.  Reference: MCO 3070.2A, Encl 1, par 5  (For General Officer level commands, the Chief of Staff can be the signatory) | | |
| Result | | Comments | | |
| 0209 | | Show what methods are used to test the performance of measures/countermeasures (MOP) that are in place?  References: DoDM 5205.02 w/Ch, Encl 2 para 6; JP 3-13 Ch II, par 6.c | | |
| Result | | Comments | | |
| 0210 | | Show what methods are used to test the effectiveness of measures/countermeasures (MOE) that are in place?  Reference: MCWP 5-10, Marine Corps Planning Process, Appx E | | |
| Result | | Comments | | |
|  | |  | | |
| 0211 | | For commands that conduct planning for OPLAN, CONOPS, EXORDs etc., show copies of Tab C. Operations Security to Appendix 3, Information Operations to Annex C. Operations.  References: MCTP 3-32B, Ch 11 and Appx D; and MCWP 5-10, Marine Corps Planning Process, Appendix K | | |
| Result | | Comments | | |
| 0212 | | Show documentation or in the command’s OPSEC plan the measures/countermeasures used to manage signatures.  Reference: SECNAVINST 3070.2A, par 5(d)  (This can be included in Tab C and/or Command’s OPSEC Order/policy/SOP) | | |
| Result | | Comments | | |
| 0213 | | Provide supporting documentation of quarterly review of command sponsored social media and official websites.  Reference: MCO 3070.2A para 4b(17c)8, MCTP 3-32B, par 6-1 | | |
| Result | | Comments | | |
| Subsection 3 – PROGRAM OVERSIGHT – Applies to Regimental/Group level commands and higher to include all activities, directorates and organizations that have subordinate structure. | | | | |
| 0301 | | Provide a current contact list of all subordinate commands’ OPSEC practitioners two levels below.  Reference: MCO 3070.2A, par 4b(15)(b)  (Ensure these are updated to account for turnover) | | |
| Result | | Comments | | |
| 0302 | | Show internal inspection results from the past 3 years. (Not IG inspections) This includes annual internal inspections conducted on subordinate commands. Provide copies of the annual command level and subordinate command’s annual internal inspection results.  Reference: SECNAVINST 3070.2A 5(f)  (All records should be managed according to National Archives and Records Administration as per SECNAV M-5210.1) | | |
| Result | | Comments | | |
| Subsection 4 – PROGRAM REQUIREMENTS – Applies to all units, activities, commands, directorates and organizations, and regional installation commands and organizations. | | | | |
| 0401 | | Provide a copy of the working group minutes from the last four working group meetings. Minutes should include, at a minimum, a list of participants (all staff sections, and subordinate units), agenda, and date of meeting, date of next meeting, and tentative agenda for next meeting.  Reference: SECNAVINST 3070.2A, Enclosure (4) | | |
| Result | | Comments | | |
| 0402 | | Show command review procedures for information intended for release into the public domain. Does it include requirements for review by a designated, trained OPSEC professional?  Reference: SECNAINST 3070.2A, par 5 (c)(3) | | |
| Result | | Comments | | |
| 0403 | | How is the unit’s OPSEC Practitioner involved in the contract review process? Show the process contracts undergo for OPSEC review to ensure controlled unclassified information is not inadvertently revealed (e.g. critical program information and command critical information and indicators) and that contractor OPSEC responsibilities have been incorporated as requirements? (Include FAR and DFAR clauses)  Reference: SECNAVINST 3070.2A, Encl 5 (j) and Encl 5 para 1(f). | | |
| Result | | Comments | | |
| 0404 | | Describe the commands process for reporting violations and potential violations of command OPSEC policy and/or disclosures of critical information to include how the command mitigates disclosures of critical information.  Reference: SECNAVINST 3070.2A, Encl 5(d) | | |
| Result | | Comments | | |
| 0405 | | Show how deploying personnel and families receive additional OPSEC training that reduce vulnerabilities and indicators?  Reference: SECNAVINST 3070.2A, para5c(3), and Encl 8, para 12k(4) | | |
| Result | | Comments | | |

**Inspectors General Checklist**

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| |  |  |  |  | | --- | --- | --- | --- | | **NAVAL AIR TRAINING AND OPERATING PROCEDURES STANDARDIZATION (NATOPS) 3710.7** | | | | | This Functional Area Checklist is applicable to aviation reporting custodians as defined by COMNAVAIRFOR Manual 3710.7. | | | | |  | | | | | **Functional Area Sponsor**:  Aviation Branch, CMC Safety Division | | **Name of Command** | | **Subject Matter Expert**:  LtCol Julie Marek  julie.marek@usmc.mil | | **Date** | | 703-571-4587 | | **Inspector**  **Total Questions: 38** | | **Revised**: 3 April 2025 | | **Final Assessment**  **Discrepancies: Findings:** | | **Overall Comments:** Place Here | | | | Subsection 1 – ORGANIZATIONAL | | | | | 0101 | Does Part B of the NATOPS Jacket contain the current authority for flying  status (most recent orders indicating DIFOP)?  Reference: CNAF M-3710.7, Appendix A.2.1 | | | | Result | Comments | | | | 0102 | Does the command verify that BUPERS/CMC orders indicate DIFOP,  DIFCREW, DIFTECH, DIFTEM, or DIFDEN status and Medical Service Group of aeronautically designated personnel reporting for duty in a flying status?  Reference: CNAF M-3710.7, par 11.7.1 | | | | Result | Comments | | | | 0103 | Are flight orders appropriately issued to enlisted crew members?  Reference: CNAF M-3710.7, par 11.4.2 | | | | Result | Comments | | | | 0104 | Are all NATOPS manuals up to date with all interim changes?  Reference: CNAF M-3710.7, par 2.3.3, 2.3.4.2., and 2.3.4.3. MCO 3710.8 Ch 1 par 1.k.8 | | | | Result | Comments | | | | 0105 | Do crewmembers use performance charts or prepare necessary flight  data cards prior to take off (weight, balance, abort speed, take off  distance, etc.)?  Reference: Appropriate aircraft NATOPS flight manual. | | | | Result | Comments | | | | 0106 | Has the unit established an instrument flight board?  Reference: CNAF M-3710.7, par 13.1.3. MCO 5100.29C Vol 4, Ch 5, 050206 | | | | Result | Comments | | | | 0107 | Does the unit use Marine Sierra-Hotel Aviation Readiness Program  (M-SHARP) to plan, schedule, log, track, and manage their training and readiness requirements?  Reference: NAVMC 3500.14F, par 2.17 | | | | Result | Comments | | | | 0108 | In the case of Model Manager/NATOPS Evaluation Units, has the NATOPS program been evaluated by another Model Manager?  Reference: MCO 3710.8, Ch. 3 par. 3.c.(2)  Special reference **HMX-1 only**: MCO 3710.8 Ch 6 par 1.b | | | | Result | Comments | | | | Subsection 2 – INDIVIDUAL | | | | | 0201 | Are the unit NATOPS and Assistant NATOPS Instructors designated in  writing by the Commanding Officer?  Reference: CNAF M-3710.7, par 2.2.1 & 2.2.3 | | | | Result | Comments | | | | 0202 | Did the Unit NATOPS Instructor receive initial and annual evaluations  from the NATOPS Evaluator?  Reference: CNAF M-3710.7, par 2.2.1 | | | | Result | Comments | | | | 0203 | Do all assigned pilots and NFOs attend an approved, formal instrument  ground school annually?  Reference: CNAF M-3710.7, par 13.1.2.2 | | | | Result | Comments | | | | 0204 | Are flight examinations for NATOPS and instrument evaluations  completed within the prescribed time?  Reference: CNAF M-3710.7, par 2.7.2.2. and 13.1.2.1 | | | | Result | Comments | | | | 0205 | Are OPNAV 3760/32 NATOPS Flight Personnel Training/Qualification  Jackets maintained on each individual assigned to flying duties?  Reference: CNAF M-3710.7, par 10.7 | | | | Result | Comments | | | | 0206 | Are NATOPS Qualification Jackets audited periodically (upon reporting to  unit and annually within 30 days of date of birth) to ensure accuracy and  currency?  Reference: CNAF M-3710.7, Appendix A.1.6 | | | | Result | Comments | | | | 0207 | Do both the NATOPS Evaluator/Instructor and the Commanding Officer  sign the evaluatee’s NATOPS evaluation report?  Reference: CNAF M-3710.7, par 2.7.2.6 | | | | Result | Comments | | | | 0208 | Do all aircrew complete appropriate written examinations with a grade of  "qualified" prior to commencing NATOPS and instrument evaluation  flights?  Reference: CNAF M-3710.7, par 2.7.2.4 and 13.1.2.2 | | | | Result | Comments | | | | 0209 | Does the Commanding Officer specifically designate personnel  authorized to taxi a fixed wing aircraft as "taxi pilots"?  Reference: CNAF M-3710.7, par 3.1.4.1 | | | | Result | Comments | | | | 0210 | Are any flight personnel delinquent in receiving an aviation physical exam  scheduled to fly without a waiver being granted by CMC?  Reference: CNAF M-3710.7, par 8.8.1 | | | | Result | Comments | | | | 0211 | Are NASTP training requirements (included required annual training) and completion monitored within the unit for all flight personnel and appropriate passengers?  Reference: CNAF M-3710.7, par 8.4, and Appendices A.2.3, E.2, E.3, and E.7 | | | | Result | Comments | | | | 0212 | Do all naval aviators/student naval aviators, naval flight officers/student naval flight officers, enlisted aircrew/student enlisted aircrew/aircrew under instruction, air vehicle operators, and mission payload operators  possess a currently maintained Aviators Flight Log Book, OPNAV 3760/31, as the primary individual flight activity record?  Reference: CNAF M-3710.7, par 10.6 | | | | Result | Comments | | | | 0213 | Do pilots and NFOs have current and valid instrument ratings?  Reference: CNAF M-3710.7, par 13.1.1.1 | | | | Result | Comments | | | | 0214 | Are the required type and numbers of instrument approaches flown prior to instrument checks?  Reference: CNAF M-3710.7, par 13.2.1 | | | | Result | Comments | | | | 0215 | Does the Mishap/Flight Violation record in the NATOPS qualification  jacket contain a record of all flight violations and aircraft mishaps  involving aircrew causal factors and Field Naval Aviator Evaluation Board (FNAEB) or Field Flight Performance Board (FFPB) results?  Reference: CNAF M-3710.7, Appendix A.2.4 | | | | Result | Comments | | | | 0216 | Do logbook entries made in the "mishap and flight rule violation record"  omit privileged information from Safety Investigation Reports?    Reference: CNAF M-3710.7, par 10.6.2.8 | | | | Result | Comments | | | | 0217 | Does a Flight Order Audit Board ensure all requirements for hazardous duty pay are met on a monthly basis prior to issuing enlisted flight certificates?  Reference: CNAF M-3710.7, par 12.7.3 | | | | Result | Comments | | | | 0218 | Are records of all exams pertinent to individual aviation qualifications  properly listed in Section III, Part C of the training jacket?  Reference: CNAF M-3710.7, Appendix A.2.3 | | | | Result | Comments | | | | 0219 | Does Section II, Part A of the NATOPS jacket contain copies of designation letters containing designation dates and approving authority signatures maintained according to OPNAV 3760/32C?  Reference: CNAF M-3710.7, Appendix A.2.2 | | | | Result | Comments | | | | 0220 | Does Section III, Part A of the NATOPS jacket contain a copy of OPNAV  3760/32E and does it contain a list of all formal schools and courses  attended (excluding regular squadron and ground training)?  Reference: CNAF M-3710.7, Appendix A.2.3 | | | | Result | Comments | | | | Subsection 3 –CREW RESOURCE MANAGEMENT (CRM) | | | | | 0301 | Has the unit ensured the development of specific guidance and standard  operating procedures appropriate to their level of responsibility regarding  proper implementation of the Crew Resource Management (CRM)  Program?  Reference: CNAFINST 1542.7E, par 8 | | | | Result | Comments | | | | 0302 | Is the Unit Level Manager designated in writing by the Commanding Officer to provide oversight of the unit’s CRM program?  Reference: CNAFINST 1542.7E, par 8 | | | | Result | Comments | | | | 0303 | Have unit CRM Instructors and CRM Facilitators successfully completed all training requirements in accordance with CNAFINST 1542.7E?  Reference: CNAFINST 1542.7E, par 7 | | | | Result | Comments | | | | 0304 | Are CRMI designation letters logged in the NATOPS flight personnel training and qualification jacket Section II, Part A?  Reference: CNAFINST 1542.7E, par 7 | | | | Result | Comments | | | | 0305 | Are the CRM Facilitators designated by the unit Commanding  Officer?  Reference: CNAFINST 1542.7E, par 7 | | | | Result | Comments | | | | 0306 | Does the unit maintain an adequate number of designated CRM Facilitators to provide recurrency ground training and flight  evaluations?  Reference: CNAFINST 1542.7E, par 8 | | | | Result | Comments | | | | 0307 | Has CRM training been correctly documented in individual NATOPS  jackets?  Reference: CNAFINST 1542.7E, par 7 | | | | Result | Comments | | | | 0308 | Are extensions of the CRM expiration date that have been granted by the  Commanding Officer limited to no more than 90 days after return from  deployment?  Reference: CNAFINST 1542.7E, par 7 | | | | Result | Comments | | | | 0309 | Have personnel who perform duties as an aircrew member in more than  one T/M aircraft received initial CRM in each T/M aircraft?  Reference: CNAFINST 1542.7E, par 7 | | | | Result | Comments | | | | 0310 | Has full recurrency training been conducted in at least one T/M aircraft  and abbreviated recurrency training conducted for all other T/M aircraft?  Reference: CNAFINST 1542.7E, par 7 | | | | Result | Comments | | | |

**Inspectors General Checklist**

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| **MOTOR TRANSPORT OPERATIONS 11240** | | | |
| This checklist applies to all commands granted Licensing Authority for Motor Transport Tactical Wheeled Vehicles. | | | |
|  | | | |
| **Functional Area Sponsor:** LPC-1 | | **Name of Command** |
| **Subject Matter Expert:**  CWO5 Brain R. Tilley | | **Date** |
| (DSN) 260-7106 (COML) 571-256-7106  MGySgt Jacob Felan  (DSN) 278-6198 (COML) 703-784-6198 | | **Inspector**  **Total Questions: 21** |
| **Revised:** 3 March 2025 | | **Final Assessment**  **Discrepancies: Findings:** |
| **Overall Comments:** Place Here | | | |
| Subsection 1 – DISPATCHING | | | |
| 0101 | Does the unit have current desktop procedures for dispatching? Reference: MCO 4790.2, Ch 1, par 3a.1 | | |
| Result | Comments | | |
| 0102 | Have all dispatchers been assigned in writing by the Equipment Officer?  Reference: TM 4700 - 15/1H, ch 2, pg 2-15-1, par 2-15.c | | |
| Result | Comments | | |
| 0103 | Does the unit input/update personnel, equipment, and license information into the Transportation Capacity Planning Tool (TCPT) data base?  Reference: MCBUL 4081; Local SOP; TCPT user manual | | |
| Result | Comments | | |
| 0104 | Are NAVMC 10627’s (Vehicle and Equipment Operational Records) filled out correctly and retained IAW reference(s)?  Reference: TM 4700 - 15/1H, ch2, pg 2-19-1 to 2-19-7 (electronic pages 141 to 147) | | |
| Result | Comments | | |
| 0105 | Are Motor Vehicle Accident Reports (SF-91), Accident Identification Cards (DD-518), and Statement of Witness Form (SF-94) issued with each dispatched vehicle?  Reference: TM-4700-15/1H, Ch2, pg to 2-16-1 to 2-17-7 | | |
| Result | Comments | | |
| 0106 | Are master logs properly closed out in TCPT?  Reference: TM 4700-15/1H, Ch 2, pg 2-15-1 to 2-15-5 (electronic pages 121-125), TCPT User Manual | | |
| Result | Comments | | |
| 0107 | Are “Reviewed by” electronic signatures associated to each dispatching day?  Reference: TM 4700 - 15/1H, Ch 2, pg 2-15-4, para 2-15.c d (3) (electronic page 124), TCPT User Manual | | |
| Result | Comments | | |
| 0108 | Does the unit retain the Daily Dispatching Record for vehicles (NAVMC 10031) for the correct amount of time, according to the references, after a vehicle is involved in an accident?  Reference: TM-4700-15/1H, ch 2, pg 2-15-6, par 2-15.g (electronic page 126), MCO 5100.29C Vol 9, ch 7, par 709.a | | |
| Result | Comments | | |
| Subsection 2 - ON VEHICLE EQUIPMENT (OVE) PROCEDURES | | | |
| 0201 | Is the OVE Non-Commission Officer (NCO) assigned in writing?  Reference: refer to local MMSOP, if applicable | | |
| Result | Comments | | |
| 0202 | Excluding Sets, kits, outfits, and tools (SKOTs) component items, are all SL-3, and TM components to end items to include sub-kits authorized, accounted for, maintained in a serviceable condition, and inventoried as required in accordance with current SL-3 or extract from applicable manual (TMs, service manuals, etc….)?  Reference: TM 4700 - 15/1H, ch 2, pg 2-6-1 to 2-6-4 | | |
| Result | Comments | | |
| 0203 | Are OVE and SL-3 inventories maintained on hand for a period of one calendar year?  Reference: TM-4700-15/1H, ch 2, pg 2-6-4 par e, Revise Stock list reference. | | |
| Result | Comments | | |
| 0204 | Is the owning unit providing a skeleton equipment record for all temporary loan of equipment?  Reference: TM-4700-15/1H, ch 1, pg 1-5, par 1-9(electronic page 23) | | |
| Result | Comments | | |
| Subsection 3 - PREVENTIVE MAINTENANCE CHECKS AND SERVICES | | | |
| 0301 | Has PMCS been scheduled and performed via GCSS-MC by utilizing PM/CAL?  Reference: MCO 4790.2, ch3, par 4; TM 4700-15/1H para 2-4b, 2-4-1; UM 4000, Part 4, ch 4, par 1; and Applicable Technical Publications | | |
| Result | Comments | | |
| 0302 | Are tactical ground load lifting equipment configured to lift materiel vertically inspected annually utilizing the Condition Inspection Record (NAVMC 11262/3) and certifications validated for one calendar year from the date of the certifying official's signature?  Reference: MCO 11262.2C, 1-1.2.c, UM4000-125 vol 3. pg 13; TCPT User Manual | | |
| Result | Comments | | |
| 0303 | Is the unit currently using appropriate (electronic/hard copies) technical publications to conduct PMCS?  Reference: MCO 4790.2, Ch 4, par 6; MCO 5215.17D, ch 1, pg 1.-1, par c.1.a, b | | |
| Result | Comments | | |
| 0304 | Is the unit utilizing the appropriate Preventive Maintenance Checklist?  Reference: Appropriate TM or TI Publications | | |
| Result | Comments | | |
| 0305 | Are operator/crew PMCS being performed?  Reference: MCO 4790.2, Ch 3, para 4; Applicable Technical Publications; MMSOP/MMPL | | |
| Result | Comments | | |
| 0306 | Is the unit utilizing the appropriate Preventive Maintenance Checklist?  Reference: TM 10 Series Manuals apply | | |
| Result | Comments | | |
| 0307 | Are operator/crew performing appropriate Levels of Maintenance (LOM) within unit organizations and activities using its assigned equipment?  Reference: MCO 4790.25 Para 6.a pg 15; MCO 4790.2, ch 3, Par 1.b.1 on 3-1.; and UM 4000-125 vol. 1 pg 8 | | |
| Result | Comments | | |
| 0308 | Have members of the commodity submitted a NAVMC 10772 (change request to a publication) when individuals noticed an error in technical publication as required?  Reference: MCO 5215.17D, 5.c.1; MCO 4790.2 ch 4, pg 4-3, par 6.f; TM 4700-15/1H, Para. 2-23. a, b Reflect reference to state TDM Catalyst. | | |
| Result | Comments | | |
| 0309 | | Was a Service Request (SR) initiated for defects identified during the conduct of operator/crew PMCS?  Reference: MCO 4790.2, Ch 3, Para 5; Applicable Technical Publications; MMSOP/MMPL, GCSS User’s Manual | | |
| Result | | Comments | | |

**Inspectors General Checklist**

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| **MOTOR TRANSPORT LICENSING 11240** | | | |
| This checklist applies to all commands granted Licensing Authority for Motor Transport Tactical Wheeled Vehicles. | | | |
|  | | | |
| **Functional Area Sponsor:** LPC-1 | | **Name of Command** |
| **Subject Matter Expert:**  CWO5 Brian R. Tilley  (DSN) 260-7106 (COML) 571-256-7106  MGySgt Jacob Felan | | **Date** |
| (DSN) 278-6198 (COML) 703-784-6198 | | **Inspector**  **Total Questions: 15** |
| **Revised:** 3 March 2025 | | **Final Assessment**  **Discrepancies: Findings:** |
| **Overall Comments:** Place Here | | | |
| Subsection 1 – INTRODUCTION | | | |
| 0101 | Are billet holders (i.e. Licensing Officer/Issuing Official, Licensing Examiner, and License NCO) appointed in writing?  Reference: MCO 11240.118A, par 1a, b. | | |
| Result | Comments | | |
| Subsection 2 - LICENSING ADMINISTRATION | | | |
| 0201 | Is the Licensing Authority in compliance with written administration and testing guidelines in accordance with appropriate orders and directives?  Reference: MCO 11240.118A, pg 1-4, para 3 and 4; TM 11240-15/3H, ch 4, par 4-3. a-f | | |
| Result | Comments | | |
| 0202 | Is the Licensing Examiner/Qualifying Official of the appropriate  Grade/MOS and appointed in writing by the Licensing Officer/Issuing  Official?  Reference: MCO 11240.118, par 5.a | | |
| Result | Comments | | |
| 0203 | Is the Licensing NCO qualified, proficient, and licensed on the equipment that is being training and testing?  Reference: MCO 11240.118A, pg 1-1, par 1 | | |
| Result | Comments | | |
| Subsection 3 - RECORDS AND REPORTS   |  |  | | --- | --- | | 0301 | Does the Licensing Authority verify applicants complete the requirements, per the reference, prior to granting OF 346?  Reference: TM 11240.15/3H, ch 2 and 3 | | Result | Comments | | 0302 | Does the Licensing Authority maintain a copy of By Direction (BY DIR) authority letters for personnel designated to sign licensing documents for the Commanding Officer?  Reference: MCO 5215.1K, encl 1, ch 1, par 7 | | Result | Comments | | | | |
| 0303 | Are Licensing authorities making inquiries into each new applicant’s driving history utilizing the Department of Transportation’s National Driver Register (NDR) or other nationally approved source, which provides accurate data regarding operator accidents, traffic violations, license denials, revocation and/or suspension of State or Federal driving privileges, and are unfavorable reports reported to the proper chain of command when warranted?  Reference: TM 11240-15/3H, par 3-3. d, Appendix B; MCO 11240.118A, par 2b.5 | | |
| Result | Comments | | |
| 0304 | Is the Licensing log properly maintained for accountability and tracking of all licenses issued (e.g. type of license, card number, and issue date, along with the applicant's name, unit, and qualifications when an OF 346 is issued)?  Reference: TM 11240-15/3H, par 1-6 | | |
| Result | Comments | | |
| 0305 | Are the operators’ history files properly secured in accordance with the procedures for storing documents containing Personal Identifiable Information (PII)?  Reference: MCO 11240.118, par 5; SECNAV M-5210 | | |
| Result | Comments | | |
| 0306 | Does the Licensing section possess an accurate record-keeping system that allows a five-year history file to be maintained on all operators licensed?  Reference: TM 11240-15/3H, par 1-6.b | | |
| Result | Comments | | |
| 0307 | Are the operators' qualifications reported to the Marine Corps Total Force System (MCTFS) via Marine Corps Training Information Management System (MCTIMS) upon issuance, renewal, or upgrade of an OF-346?  Reference: TM 11240-15/3H, par 6-3a; MCO 11240.118A, par 7a, 3; MCO P1070.12K pg 1-7, par 1004; MARADMINS: 490/24 | | |
| Result | Comments | | |
| 0308 | Are NAVMC 10964 completed and filed in the operators’ history files, to include Unit Diary number verifying Marine Corps Total Force System (MCTFS) entry?  Reference: MCO 11240.118, par 5g; TM 11240-15/3G, par 6-3 | | |
| Result | Comments | | |
| Subsection 4 - TESTING AND TRAINING   |  |  | | --- | --- | | 0401 | Is the Licensing Authority utilizing approved operator training curriculum developed and maintained by TECOM?  Reference: MCO 11240.118A, pg 1-4, par 3 | | Result | Comments | | 0402 | Does the Licensing Authority utilize the appropriate skills and road test evaluation forms?  Reference: MCO 11240.118A, pg 1-4, par 4; TM 11240-15/3H, 3-3.h, i, Appendix A13-A15 | | Result | Comments | | 0403 | Has the Licensing Authority designated an area or marked course for the conduct of the basic skills test and is it in compliance with the references?  Reference: TM 11240-15/3H, Ch 4, pg 4-2, par 4-4. b | | Result | Comments | | 0404 | Has the Licensing Authority established a road test route and is it in compliance with the references?  Reference: TM 11240-15/3H, ch 4, pg 4-9, par 4-5. b | | Result | Comments | | | | |

**Inspectors General Checklist**

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| **MILITARY WORKING DOG (MWD) OPERATIONS (5585.5)** | | |
| This checklist applies to all commands that have Military Working Dogs. Inspections should be conducted by a 5812 Marine (E-6 or above) or 0083 Civilian (GS-10 or above) who has successfully completed the DoD MWD Executive Agent MWD Trainer Course and Kennel Master Course. | | |
| **Functional Area Sponsor**:  DC I&L, Law Enforcement Branch | | **Name of Command** |
| **Subject Matter Expert**:  Mr. Timothy Timmins (COML) 703-604-4250 | | **Date.** |
|  | | **Inspector** |
| **Revised**: 2 Apr 24 | | **Total Questions: 33**  **Final Assessment**  **Discrepancies: Findings:** |
| **Overall Comments:** Place Here | | |
| 0101 | Were newly arrived MWDs (qualified dog from any formal training program), validated within 75 calendar days of assignment to the section?  Reference: MCO 5585.5A, encl (2), Chap 5, sect 5204, par 4a | |
| Result | Comments | |
| 0102 | Were new teams, consisting of an experienced MWD (previously teamed  and validated), validated in all capabilities within 60 calendar days of team assignment?  Reference: MCO 5585.5A, encl (2), Chap 5, sect 5204, par 4b | |
| Result | Comments | |
|  |
|  |  | |
| 0103 | Did Validated Teams remain in compliance with the post-validation standards of the TVC process?  Reference: MCO 5585.5A, encl (1), sect 5204, par 7 – 8, Table 5-7 and Appx D, par 2d and Table D-4B | |
| Result | Comments | |
| 0104 | Were all detection utilization searches conducted by certified MWD teams on the installation?  Reference: MCO 5585.5A, encl (2), Chap 5, sect 5205, par 2b, par 2e and Table 5-8 | |
| Result | Comments | |
| 0105 | Is an Active Service Record folder being properly maintained on each MWD?  Reference: MCO 5585.5A, encl (2), Chap 7, sect 7305, par 3b, Chap 8, sect 8106, par 1a, fig 8-8, par 3a, par 3c and fig 8-9 | |
| Result | Comments | |
| 0106 | Is an Archived Service Record folder being maintained on each MWD?  Reference: MCO 5585.5A, encl (2) chap 8, sect 8106, par 1a, fig 8-8, par 3a, par 3d and Figure 8-10 | |
| Result | Comments | |
| 0107 | Has the Kennel Master evaluated and/or initiated disposition actions required when there is a failure to maintain required MWD readiness levels?  Reference: MCO 5585.5A, encl (2), Chap 7, sect 7307, par 1 | |
| Result | Comments | |
| 0108 | Does the Kennel Master retain the past one year of Veterinarian Inspection Reports?  Reference: MCO 5585.5A, encl (2), Appendix F, par 4 and Chap 8, sect 8107, Table 8-8 | |
| Result | Comments | |
| 0109 | Are work orders and necessary repairs being initiated and tracked for the facility?  Reference: MCO 5585.5A, encl (2), Chap 9, sect 9111, par 1 and par 5 | |
| Result | Comments | |
| 0110 | Are kennel facilities sanitary, in good state of repair, and thoroughly cleaned every day?  Reference: MCO 5585.5A, encl (2), Chap 9, sect 9101, par 2 through 4 | |
| Result | Comments | |
| 0111 | Is bulk food storage in an area separate from the storage of other equipment, cleaning supplies or materials that may contaminate food?  Reference: MCO 5585.5A, encl (2), Chap 9, sect 9110, par 1 | |
| Result | Comments | |
| 0112 | Does the kennel maintain the required obstacles of the Obstacle Course?  Reference: MCO 5585.5A, encl (2), Appendix K, Tab K1, sect I | |
| Result | Comments | |
| 0113 | Has the Veterinary Corps Officer (VCO) designated in writing a local civilian veterinarian for emergency veterinary support to include name, address, telephone number, and detailed map on the VCO letterhead and it’s been posted in plain view within the kennel facility?  Reference: MCO 5585.5A, encl (2), Chap 10, sect 10203 | |
| Result | Comments | |
| 0114 | Are the drug training aids stored in a GSA class 5 security container?  Reference: MCO 5585.5A, encl (2), Chap 11, sect 1403, Current Drug Training Aid Accountability Guide, DTAAG March 24. | |
| Result | Comments | |
| 0115 | Is a full-size copy of the current form DEA 223 registration affixed to the outside front of the top security container drawer for CONUS units?  Reference: MCO 5585.5A, encl (2), Chap 11, sect 11403, par 2b(1) | |
| Result | Comments | |
| 0116 | Is the OCONUS unit registered with Armed Forces Medical Examiner System, Division of Forensic Toxicology, Military Working Dog Laboratory (AFMES/FORTOX/MWD)?  Reference: MCO 5585.5A, encl (2), Chap 11, sect 11302, par 2 | |
| Result | Comments | |
| 0117 | Has the drug training aid primary custodian coordinated with the command for conducting an annual physical inventory of the drug training aids and DEA 222 forms (when applicable) by a disinterested party?  Reference: MCO 5585.5A, encl (2), Chap 11, sect 11410, par 5a– e | |
| Result | Comments | |
| 0118 | Has the drug training aid primary custodian followed proper procedures for reporting any Lost/Stolen DEA 222 forms?  Reference: MCO 5585.5A, encl (2), Chap 11, sect 11202, par 3a (12) and sect 11410, par 2c, and figure 11-6 | |
| Result | Comments | |
| 0119 | Does the unit have a current narcotic appointment letter and/or a Power of Attorney for an alternate custodian (when applicable)?  Reference: MCO 5585.5A, encl (2), Chap 11, sect 11202, par 3b, sect 11203, par 1, and fig 11-1. | |
| Result | Comments | |
| 0120 | Does the unit have 3 years of Narcotic physical inventories?  Reference: MCO 5585.5A, encl (2), Chap 11, sect 11410, fig 11-7 | |
| Result | Comments | |
| 0121 | Does the unit maintain a Drug Training Aid Accountability Folder to keep a record of all drug training aid transactions with AFMES? Reference: MCO 5585.5A, encl (2), Chap 11, sect 11410, par 3, and fig 11-7 | |
| Result | Comments | |
| 0122 | Does the drug training aid primary custodian maintain a drug training aid issue/return log?  Reference: MCO 5585.5A, encl (2) chap 11, sect 11202, par 3a (2), sect 11409, par 2d, and sect 11410, par 4, fig 11-8 | |
| Result | Comments | |
| 0123 | Has the Kennel Master procured the non-explosive training aids?  Reference: MCO 5585.5A, encl (2), Chap 12, sect 12203, par 1g, Appx N, par 2, par 3, par 4, par 6, par 7 and Table N-2 | |
| Result | Comments | |
| 0124 | Has the Kennel Master conducted a semi-annual physical inventory of all non-explosive training aids?  Reference: MCO 5585.5A, encl (2), Chap 12, sect 12203, par 1m and sect 12308, par 2 and fig 12-4, 12-6 & 12-8 | |
| Result | Comments | |
| 0125 | Does the Kennel Master ensure an explosive daily issue/return log is properly maintained?  Reference: MCO 5585.5A, encl (2), Chap 12, sect 12309, par 3, fig 12-7 | |
| Result | Comments | |
| 0126 | Are non-explosive training aids stored in a locked, cool, dry, and ventilated HAZMAT locker?  Reference: MCO 5585.5A, encl (2), Appx N, par 8c(1) | |
| Result | Comments | |
| 0127 | Does the unit have the manufacturer’s published Material Safety Data Sheet (MSDS) for each non-explosive training aid?  Reference: MCO 5585.5A, encl (2), Appx N, par 8b | |
| Result | Comments | |
| 0128 | Does the unit maintain AA&E screening of those personnel associated with the control, transporting and use of explosive training aids per the Personnel Duties and Qualifications of their assigned billet?  Reference: MCO 5585.5A, encl (2), sect 12205 and Table 12-1 | |
| Result | Comments | |
| 0129 | Does the Kennel Master maintain current record keeping documentation for control of the non-explosives training aids via a Daily Issue and Return logbook. Reference: MCO 5585.5A, encl (2), Chap 12, sect 12203, par 1h and sect 12309, par 4, | |
| Result | Comments | |
| 0130 | Does the Kennel Master initiate Special Requirements; Official No Fee Passport and Long-Term TAD civilian clothing allowance within the prescribed timelines of the assigned billet(s) of the MWD section personnel?  Reference: MCO 5585.5A, encl (2), sect 3202 and Table 3-3 | |
| Result | Comments | |
| 0131 | Does the Kennel Master initiate Special Requirements; Government Travel Credit Card within the prescribed timelines of the assigned billet(s) of the MWD section personnel?  Reference: MCO 5585.5A, encl (2), sect 3202 and Table 3-3 | |
| Result | Comments | |
| 0132 | Are the required local Standard Operating Procedures (SOPs) established and documented for the operation of the MWD kennel?  Reference: MCO 5585.5A, encl (2), Appx F, par 4, sect VIII | |
| Result | Comments | |
| 0133 | Does the unit ensure validated MWD teams meet a 2.5 or higher utilization to qualification ratio?  Reference: MCO 5585.5A, encl (2), chap 8, sect 8104, par 1d, par 1d (1), and par 1d (1)(e) | |
| Result | Comments | |

**Inspectors General Checklist**

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| **MILITARY CORRECTIONAL FACILITIES 1640** | | |
| This checklist applies to all commands and installations that operate Military Correctional Facilities (MCFs). | | |
|  | | |
| **Functional Area Sponsor**:  DC, I&L (LF) | | **Name of Command** |
| **Subject Matter Expert:** CWO5 Karen Dymora, karen.dymora@usmc.mil | | **Date** |
| (DSN) 664-4254 (COM) 703-604-4254 | | **Inspector**  **Total Questions: 95** |
| **Revised**: 3 April 2025 | | **Final Assessment**  **Discrepancies: Findings:** |
| **Overall Comments:** Place Here | | |
| Subsection 1 – MCF ADMINISTRATION | | |
| 0101 | Is there a designated approving authority and final appeal authority for all administrative disciplinary actions and rejection of correspondence and publications?1, SECNAV M-1640.1, art 3201, par 1c | |
| Result | Comments | |
| 0102 | Is a medical/dental officer assigned to the MCF (if not, is a medical/dental officer appointed in writing by the CO of the medical/dental activity providing service to the MCF)?  Reference: SECNAV M-1640.1, art 3201, par 2e | |
| Result | Comments | |
| 0103 | Are the required daily prisoner reports published (i.e., Daily Change Sheet, Daily Appointment Sheet, Quarters and Work Assignment)?  Reference: SECNAV M-1640.1, art 4102, par 2c, d, f, g | |
| Result | Comments | |
| 0104 | Are prisoners assigned to the Special/Restricted Housing Unit approved by the MCF Brig Officer or designee?  Reference: SECNAV M-1640.1, art 4205, par 2a | |
| Result | Comments | |
| 0105 | Does policy require appeals of imposed disciplinary or management actions to be submitted within 15 calendar days and decided upon within 30 calendar days of receipt with the prisoner being notified in writing of the results?  Reference: SECNAV M-1640.1, art 5102, par 3e(12)(b) | |
| Result | Comments | |
| 0106 | Are the administrative disciplinary and management actions of the MCF consistent with established policy (offenses receive only authorized disciplinary and management actions appropriate to the category of offense committed)?  Reference: SECNAV M-1640.1, art 5202-5203 | |
| Result | Comments | |
| 0107 | Prior to release, are all sex offenders notified of treatment programs in the community to which they will be released?  Reference: SECNAV M-1640.1, art 6202, par 2, a4 | |
| Result | Comments | |
| 0108 | Is a chaplain appointed in writing by the command chaplain to administer religious programs?  Reference: SECNAV M-1640.1, art 6202, par 6a | |
| Result | Comments | |
| 0109 | Is a properly completed DD Form 2707 (Confinement Order) submitted at the time of confinement and maintained on file?  Reference: SECNAV M-1640.1, art 7203, par 1 | |
| Result | Comments | |
| 0110 | Is a DD Form 2329 (Statement of Trial Results) signed by the Court-Martial Officer for a summary court-martial, or a DD Form 2707-1 (Department of Defense Report of Result of Trial) for a special or general court-martial submitted at the time of confinement and filed?  Reference: SECNAV M-1640.1, art 7203, par 2 | |
| Result | Comments | |
| 0111 | Is the installation Legal Service Support Section notified within 24-hours of initial pre-trial confinement s and are hearings completed within seven days of the start of pre-trial confinement (or is an extension granted)?  Reference: SECNAV M-1640.1, art 7206, par 2, MCM 2019, R.C.M. 305(i)(2) | |
| Result | Comments | |
| 0112 | Is a DD Form 2708 (Receipt for Pretrial/Post-Trial Prisoner or  Detained Person) completed for temporary release from the MCF?  Reference: SECNAV M-1640.1, art 7301, par 1 | |
| Result | Comments | |
| 0113 | Are prisoner releases effected after all release-processing requirements are complete and on the actual date of completion of confinement?  Reference: SECNAV M-1640.1, art 7304, par 1, 2 | |
| Result | Comments | |
| 0114 | Is CORMIS utilized to manage and enter individual prisoner confinement records?  Reference: SECNAV M-1640.1, art 8108 | |
| Result | Comments | |
| 0115 | Does local policy require telephonic/voice and serious incident reports (naval message) be submitted to DC I&L (LF)?  Reference: SECNAV M-1640.1, art 8111, MCO 3504.2A | |
| Result | Comments | |
| 0116 | Are procedures in place for the proper accounting of prisoner funds and valuables?  Reference: SECNAV M-1640.1, art 8202, 8203, 8204, 8205, 8206, 8207, 8208, 8209 | |
| Result | Comments | |
| 0117 | Are prisoners allowed to retain contact with their family and conduct personal affairs to the greatest extent possible, barring governmental prohibitions?  Reference: SECNAV M-1640.1, art 8301 | |
| Result | Comments | |
| 0118 | Is a Victim and Witness Program properly administered?  Reference: SECNAV M-1640.1, art 8308, MCO 5800.14 | |
| Result | Comments | |
| 0119 | Are deoxyribonucleic acid (DNA) samples being extracted from prisoners with the approved kits, processed through the U.S. Army Criminal Investigation Laboratory (USACIL) and documented in the prisoner confinement record?  Reference: DODI 5505.14, SECNAV M-1640.1, art 8310, par 3 | |
| Result | Comments | |
| 0120 | Is a Sex Offender Registration and Notification Act (SORNA) file created and maintained separate from confinement record for each prisoner required to register as a sex offender.  Reference: SECNAV M-1640.1, art 8103, par 3 | |
| Result | Comments | |
| 0121 | Does the MCF have a designated and properly trained Prison Rape Elimination Act (PREA) Compliance Manager?  Reference: DODI 1325.07, Section 5, 7b(4b) | |
| Result | Comments | |
| 0122 | Prior to release of a prisoner convicted of a covered sex offense, at a general or special court-martial, is the MCF CO providing written notice of the release to the appropriate entities via a DD Form 2791 (Notice of Release/Acknowledgement of Convicted Sex Offender Registration Requirements)?  Reference: DODI 1325.07, Section 5, 7d(2) | |
| Result | Comments | |
| 0123 | Are internal and external audits of prisoner funds and valuables being conducted?  Reference: DOD Financial Management Regulation 7000.14-R, Vol 5,  chap 3 and chap 27 | |
| Result | Comments | |
| Subsection 2 – MCF PROGRAMS | | |
| 0201 | Is a safety program established which includes: instructions to prisoners using tools, posting of safety regulations, and the utilization of Personal Protective Equipment (PPE)?  Reference: SECNAV M-1640.1, art 2303, par 1 | |
| Result | Comments | |
| 0202 | Is a prisoner program plan developed for each post-trial prisoner to identify and prioritize all required and recommended correctional programs?  Reference: SECNAV M-1640.1, art 4203, par 2 | |
| Result |  | |
| 0203 | Are prisoners stepped down to Prevention of Injury (POI) or placed back in appropriate quarters when they are no longer considered a suicide risk by medical officers, psychiatrists, doctoral-level clinical psychologists, or doctoral-level clinical social workers with clinical practice privileges?  Reference: SECNAV M-1640.1, art 4205, par 2b(1)(c)6 | |
| Result | Comments | |
| 0204 | Are all prisoners in the Special/Restrictive Housing Unit visited daily by members of the programs staff, the Brig Officer (or designee), and a qualified health care official?  Reference: SECNAV M-1640.1, art 4205, par 3b, c | |
| Result | Comments | |
| 0205 | Are prisoner status reviews conducted within 24-hours (including weekends and holidays) of being segregated for pending investigation?  Reference: SECNAV M-1640.1, art 4205, par 4a | |
| Result | Comments | |
| 0206 | Is the status of each prisoner placed in the Special/Restricted Housing Unit by the Classification and Assignment (C&A) Board reviewed every seven days for the first 60 days and every 30 days thereafter?  Reference: SECNAV M-1640.1, art 4205, par 4b | |
| Result | Comments | |
| 0207 | Are prisoners remaining in restrictive housing over 30 days interviewed by a credentialed mental health provider and documented on a written report?  Reference: SECNAV M-1640.1, art 4205, par 4c(1) | |
| Result | Comments | |
| 0208 | Is the status of each prisoner in Disciplinary Segregation (DS) for more than 30 days reviewed and approved by the MCF CO?  Reference: SECNAV M-1640.1, art 4205, par 4c(2) | |
| Result | Comments | |
| 0209 | Are prisoners in DS over 60 days provided the same program services and privileges as prisoners in Administrative Segregation (AS) (security/safety concerns permitting)?  Reference: SECNAV M-1640.1, art 4205, par 4c(2) | |
| Result | Comments | |
| 0210 | Are all major boards established and administered appropriately?  Reference: SECNAV M-1640.1, art 5102, par 3e(8)(a), art 6401, art 6402, par 3, art 8301, par 13b(3)(b), art 9201, par 2h(4) | |
| Result | Comments | |
| 0211 | Are prisoners on disciplinary segregation afforded the opportunity for two hours outside their cell daily, unless security and safety situations dictate, and the prisoner is in a restrictive housing reportable status?  Reference: SECNAV M-1640.1, art 5202, par 5b | |
| Result | Comments | |
| 0212 | Are the minimal acceptable program requirements established and administered according to the level of the military confinement facility?  Reference: SECNAV M-1640.1, art 6201, 6202 | |
| Result | Comments | |
| 0213 | Is a DD Form 2710, (Inmate Background Summary), completed during the reception and orientation phase of confinement?  Reference: SECNAV M-1640.1, art 6301, par 1a | |
| Result | Comments | |
| 0214 | Are the minimum required topics covered during prisoner orientation?  Reference: SECNAV M-1640.1, art 6301, par 2 | |
| Result | Comments | |
| 0215 | Are local procedures for command visits established and administered?  Reference: SECNAV M-1640.1, art 7207 | |
| Result | Comments | |
| 0216 | Is a means provided to prisoners whereby they may communicate with staff members to request advice and assistance with their problems (DD Form 510 Request for Interview) made available for use without restriction?  Reference: SECNAV M-1640.1, art 8303, par 1 | |
| Result | Comments | |
| 0217 | Is there a MCF CO’s Mailbox installed in a centrally located area for individual communications for the immediate attention of the MCF CO?  Reference: SECNAV M-1640.1, art 8303, par 4 | |
| Result | Comments | |
| 0218 | Are medical health screenings and medical health appraisals conducted on all newly admitted prisoners?  Reference: SECNAV M-1640.1, art 10101, par 1, 2 | |
| Result | Comments | |
| 0219 | Does the military confinement facility have a written emergency medical plan?  Reference: SECNAV M-1640.1, art 10101, par 6 | |
| Result | Comments | |
| 0220 | Are medications managed and administered by medical staff under the supervision of the MCF medical officer or health authority?  Reference: SECNAV M-1640.1, art 10102 par 2e | |
| Result | Comments | |
| 0221 | Are mental health screenings and mental health appraisals conducted on all newly admitted prisoners and reviewed by a mental health provider?  Reference: SECNAV M-1640.1, art 10110, par 2 | |
| Result | Comments | |
| 0222 | Are prisoners screened within 24-hours of arrival for potential vulnerabilities or tendencies of acting out with sexually aggressive behavior?  Reference: SECNAV M-1640.1, art 10202, par 1 | |
| Result | Comments | |
| 0223 | Are medical staff examining all prisoner dining facility workers prior to assignment and conducting periodic re-examinations to ensure freedom from diarrhea, skin infections, and other transmissible illnesses (if applicable)?  Reference: SECNAV M-1640.1, art 10201, par 5a | |
| Result | Comments | |
| 0224 | Does the MCF have adequate means to wash prisoner clothing, sheets, pillowcases, and blankets?  Reference: SECNAV M-1640.1, art 10203 | |
| Result | Comments | |
| 0225 | Does the MCF administer a urinalysis-testing program for the prisoners?  Reference: MCO 5300.17A, Appendix B, par 1, C(2) and MCO 5300.17A Appendix B, par 2, C(8) | |
| Result | Comments | |
| Subsection 3 – CLEMENCY AND PAROLE | | |
| 0301 | Are prisoners, whose sentence includes confinement for 12 months or more considered for mandatory clemency review or have they waived clemency review?  Reference: SECNAV M-5815.1, ch 3, par 1 | |
| Result | Comments | |
| 0302 | Is clemency review scheduled properly?  Reference: SECNAV M-5815.1, ch 3, par 5 | |
| Result | Comments | |
| 0303 | Are progress reports for clemency/parole review completed properly?  Reference: SECNAV M-5815.1, ch 3, par 9c (3), ch 4 par 8 | |
| Result | Comments | |
| 0304 | Is a DD Form 2715-3 (Inmate Restoration/Return Duty, Clemency and Parole Statement) executed in the presence of an appropriate witness?  Reference: SECNAV M-5815.1, ch 3, par 5 | |
| Result | Comments | |
| 0305 | Are prisoners whose unsuspended sentence or aggregate sentence to confinement for 12 months or more and an unsuspended discharge/dismissal considered for parole or waive parole review?  Reference: SECNAV M-5815.1, ch 4, par 4 | |
| Result | Comments | |
| 0306 | Is the schedule for submission of parole requests being met for prisoners who are eligible and desire to request parole?  Reference: SECNAV M-5815.1, ch 4, par 5 | |
| Result | Comments | |
| 0307 | Is the disposition board conducting parole hearings appropriately?  Reference: SECNAV M-5815.1, ch 4, par 7 | |
| Result | Comments | |
| 0308 | Is the military confinement facility scheduling parole review hearings and forwarding results in time for the Naval Clemency and Parole Board (NC&PB) to consider initial parole requests within 30 days of the parole eligibility date or as soon as practicable after receipt of the request?  Reference: SECNAV M-5815.1, ch 4, par 9a | |
| Result | Comments | |
| 0309 | Is each prisoner, who is denied parole given the opportunity to request an appeal?  Reference: SECNAV M-5815.1, ch 4, par 13 | |
| Result | Comments | |
| 0310 | Are parole rescission proceedings established and followed?  Reference: SECNAV M-5815.1, ch 4, par 14 | |
| Result | Comments | |
| 0311 | Are prisoners explained the terms and conditions of Parole/Mandatory Supervised Release (MSR) and acknowledging utilizing DD Form 2716-1 (Certificate of Parole)?  Reference: SECNAV M-5815.1, ch 4, par 16; ch 5, par 7a(1); and ch 6 par 1b, and par 1c | |
| Result | Comments | |
| 0312 | Are parole release policy and procedures established and followed?  Reference: SECNAV M-5815.1, ch 6, par 1 | |
| Result | Comments | |
| 0313 | Do prisoners who are granted Parole/Mandatory Supervised Release receive an explanation and provide written acceptance of the guidelines and conditions of supervision before release?  Reference: SECNAV M-5815.1, ch 6, par 1c | |
| Result | Comments | |
| 0314 | Are military confinement facilities following the appropriate procedures when considering prisoners for MSR?  Reference: DODI 1325.07, Enclosure 2, par 18a and 19; SECNAV M-5815.1, ch 5, par 3 | |
| Result | Comments | |
| Subsection 4 – MCF OPERATIONS | | |
| 0401 | Is the MCF used to support a detention capability?  Reference: SECNAV M-1640.1, art 2101, par 1a | |
| Result | Comments | |
| 0402 | Is the DC I&L (LF) involved in all stages to establish, construct, or alter MCFs and do they provide final approval on such projects?  Reference: SECNAV M-1640.1, art 2202, par 1 | |
| Result | Comments | |
| 0403 | Is a gang release system in place and functional?  Reference: SECNAV M-1640.1, art 2204 par 1c(2) | |
| Result | Comments | |
| 0404 | Are lighting, temperature, sound and ventilation tests conducted triennially, documented by a qualified source or technician, with results maintained on file for 3 years?  Reference: SECNAV M-1640.1, art 2204 par 4 | |
| Result | Comments | |
| 0405 | Is the control center designed and equipped to operate the MCFs security, life, safety, and communications systems?  Reference: SECNAV M-1640.1, art 2205 par 1b, par 1c | |
| Result | Comments | |
| 0406 | Is there an internal communication system at required locations (radio, telephone, or two-way intercom)?  Reference: SECNAV M-1640.1, art 2205 par 7a(1) | |
| Result | Comments | |
| 0407 | Is a body alarm, duress system, or radio required for staff (including unescorted volunteers) within the secured perimeter of the MCF?  Reference: SECNAV M-1640.1, art 2205, par 7a(2) | |
| Result | Comments | |
| 0408 | Does the fire department conduct regular (at least quarterly) fire drills and checks of fire equipment to ensure its accessibility, and compliance with safety and fire prevention standards?  Reference: SECNAV M-1640.1, art 2205, par 8b(1) | |
| Result | Comments | |
| 0409 | Is the MCF posted as a restricted area and include additional signage to indicate that photography, drones, and video/digital recording is prohibited?  Reference: SECNAV M-1640.1, art 2205, par 9 | |
| Result | Comments | |
| 0410 | Does the MCF have emergency lighting equipment (emergency generator and constant-charge batteries)?  Reference: SECNAV M-1640.1, art 2209, par 1c | |
| Result | Comments | |
| 0411 | Are damaged security doors, gates, locks, alarms, lighting, and keys receiving immediate attention by public works/maintenance department?  Reference: SECNAV M-1640.1, art 2301, par 2 | |
| Result | Comments | |
| 0412 | Are required daily, weekly, monthly, and quarterly inspections conducted by supervisory staff?  Reference: SECNAV M-1640.1, art 2302, par 3a, b, c, d | |
| Result | Comments | |
| 0413 | Are Standard Operating Procedures and post orders established and current for the facility?  Reference: SECNAV M-1640.1, art 3401, 8307 | |
| Result | Comments | |
| 0414 | Is a prisoner accountability system established, that includes a minimum of three formal, scheduled counts?  Reference: SECNAV M-1640.1, art 4102, par 2, art 4103, par 1 | |
| Result | Comments | |
| 0415 | Are suicide risk prisoners under continuous observation?  Reference: SECNAV M-1640.1, art 4205, par 2b(1)(c)3 | |
| Result | Comments | |
| 0416 | Are all areas of the MCF thoroughly searched at random times and on an unscheduled basis?  Reference: SECNAV M-1640.1, art 4302, par 2b | |
| Result | Comments | |
| 0417 | Does local policy ensure body cavity searches are conducted by qualified medical personnel when authorized by the MCF CO or designee and documented?  Reference: SECNAV M-1640.1, art 4302, par 2a(3) | |
| Result | Comments | |
| 0418 | Are three sets of keys maintained and stored in a lockable security container?  Reference: SECNAV M-1640.1, art 4303, par 2 | |
| Result | Comments | |
| 0419 | Are keys drawn for use by staff members controlled with the use of a metal tag system, logbook, or PIN system?  Reference: SECNAV M-1640.1, art 4303, par 4 | |
| Result | Comments | |
| 0420 | Does the MCF have a formal tool control program?  Reference: SECNAV M-1640.1, art 4304 | |
| Result | Comments | |
| 0421 | Are all vehicles entering and leaving the MCF security perimeter searched?  Reference: SECNAV M-1640.1, art 4305, par 1 | |
| Result | Comments | |
| 0422 | Are control procedures for flammable, toxic, and caustic materials established?  Reference: SECNAV M-1640.1, art 4306, par 2 | |
| Result | Comments | |
| 0423 | If non-lethal weapons are authorized, are procedures for their use established?  Reference: SECNAV M-1640.1, art 4307, par 4 | |
| Result | Comments | |
| 0424 | Are all instances requiring the use of force, to include the non-routine use of restraints fully documented with incident reports, use of force statements, voluntary statements (including medical), and an updated scars and marks form(s)?  Reference: SECNAV M-1640.1, art 4309, par 2f | |
| Result | Comments | |
| 0425 | Are all required emergency response bills established, administered, and reviewed annually?  Reference: SECNAV M-1640.1, art 4405 | |
| Result | Comments | |
| 0426 | Is an appropriate and independent investigation initiated within 24 hours of the time violations (disciplinary report) are reported?  Reference: SECNAV M-1640.1, art 5102, par 3c | |
| Result | Comments | |
| 0427 | Is the Disciplinary Log submitted weekly to the MCF CO for review, authentication, and signature?  Reference: SECNAV M-1640.1, art 5102 par 3e,(11b2) | |
| Result | Comments | |
| 0428 | Are required logs maintained as secured and verifiable electronic logs or bound ledgers with sequentially numbered pages, and maintained in chronological order?  Reference: SECNAV M-1640.1, art 8104 | |
| Result | Comments | |
| 0429 | Is a suicide prevention plan established and does it contain all necessary components that are approved by the local health authority and reviewed by the health care authority?  Reference: SECNAV M-1640.1, art 10110, par 7 | |
| Result | Comments | |
| Subsection 5 – TRAINING | | |
| 0501 | Is a code of ethics/standards of conduct signed by each staff member prior to assuming duties in the facility and re-certified annually?  Reference: SECNAV M-1640.1, art 3402 | |
| Result | Comments | |
| 0502 | Do all full-time permanent personnel, regardless of billet assignment, complete pre-service training prior to assumption of duties?  Reference: SECNAV M-1640.1, art 3503, par 1 | |
| Result | Comments | |
| 0503 | Are part-time staff, contractors, and volunteers provided formal orientation appropriate to their assignment?  Reference: SECNAV M-1640.1, art 3503, par 4 | |
| Result | Comments | |
| 0504 | Are all staff required to attend regularly scheduled in-service training and is it documented appropriately?  Reference: SECNAV M-1640.1, art 3505, par 1,2 | |
| Result | Comments | |

**Inspectors General Checklist**

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| **MILITARY AWARDS 1650** | | |
| This checklist applies to all commands and activities that have an awarding authority for any awards. All elements of a question must be satisfied to be found compliant. | | |
| **Functional Area Sponsor**: DC M&RA, Personal Awards Section | | **Name of Command** |
| **Subject Matter Expert**: Capt Josefina Cisneros | | **Date** |
| SMB: smb\_hqmc\_pers\_awards@usmc.mil | | **Inspector** |
| **Revised**: 3 June 2025 | | **Final Assessment**  **Total Questions: 18**  **Discrepancies: Findings:** |
| **Overall Comments:** | | |
| Subsection 1 – GENERAL MILITARY AWARDS POLICY | | |
| 0101 | Does the command have the pertinent military awards references and are the command's administrative personnel familiar with the requirements of current awards directives? Must have access to the following references either electronically or on-hand:  (a) MCO 1650.19J  (b) SECNAVINST 1650.1J  (c) SECNAV M-1650.1  (d) SECNAV M-5216.5  (e) DoD Instruction 1348.33  (f) DoD Manual 1348.33; Vol 1-4  Reference: SECNAV M-1650.1, Ch. 1, Para. 1.1.b. (p 1-1); MCO 1650.1J, Encl. 1, Para 1.a.-1.c. (p 1) | |
| Result |  | |
| 0102 | If the command has published local awards instructions or orders, do they comply with the orders and directives established in the references?  Reference: SECNAVINST 1650.1J, Encl. 7, Para. 3.a.; DoD Instruction 1348.33, Para. 2.9.b. & 2.9.c. | |
| Result |  | |
| 0103 | Are the command’s administrative personnel familiar with procedures for processing awards approved by Navy, Joint, and other U.S. Armed Forces (i.e. awards receive validation by MMPB-31 and entry into personnel records)? At a minimum, are personnel familiar with the following:  (a) In what situation is a Marine eligible for another Service’s award?  (b) In what situation is a Marine eligible to receive a Joint award?  (c) What actions can a command take if one of their Marines was erroneously presented another service’s award or a Joint Award for which the Marine was not eligible?  Reference: SECNAVINST 1650.1J, Encl. 4, Para. 1 | |
| Result | Comments | |
| 0104 | Are administrative personnel and/or the awarding authority familiar with the requirements for the Military Outstanding Volunteer Service Medal (MOVSM)? Does a review of approved MOVSM’s reveal that they were only awarded when the following criteria were clearly met:  (a) Three (3) years of sustained service  (b) Service cannot have a connection/link to a military mission (i.e. Toys for Tots, military recruiting, etc.)  Reference: SECNAV M-1650.1, Appendix 4A, TAB 18 MOVSM | |
| Result | Comments | |
| 0105 | Does the command ensure that only the awards which are authorized to have certificates as part of the award elements have them (i.e. NA, NC, MM, LM, etc) and that those awards which are not authorized to have certificates do not (i.e. CR, OV, HSM, AFSM, Recruiting Ribbon)?  Reference: SECNAV M-1650.1, see Award Element for guidance per each Award Criteria | |
| Result | Comments | |
| Subsection 2 – PROGRAM ADMINISTRATION AND TIMELINESS | | |
| 0201 | Originator Timeliness: Are commands/administrative personnel ensuring that ALL awards are submitted within the Secretary of the Navy’s timeline?  (a) Retirement/Transfer. All Personal Military Decorations (PMD)s must have sufficient time to arrive at the final awarding authority for adjudication at least 60 days prior to the desired presentation date, 90 days prior during the summer months, or 90 days prior for any award that requires approval/endorsement by the Secretary of the Navy.  (b) PMD time limits. All PMD nominations, except the Combat Action Ribbon (CR) and Purple Heart Medal (PH), must be officially originated with three (3) years of the distinguishing act or end of the period of service, and a final determination made within two (2) years of that, in no case more than five (5) years after the act.  (c) Valor PMDs. All nominations for valor decorations are a priority and warrant special handling. Nominations must be originated and entered into official channels within 45 days of the distinguishing act. Reference: SECNAVINST 1650.1J, Encl. 5. Para. 3  (d) Unit decoration submissions. Same as for PMDs.  (e) CE&S. Not subject to time limits.  Reference: SECNAVINST 1650.1J, Para. 5.h (p 3) & Encl. 5 Timeliness Standards; SECNAV M-1650.1, Appendix 1A, (p 1-9); MCO 1650.19J, Encl. 1, Para. 2.f. (p 3); SECNAVINST 1650.1J, Encl. 5. Para. 2; SECNAVINST 1650.1J, Encl. 5 Timeliness Standards; SECNAV M-1650.1, Appendix 1A, Para. 1A.2.b.(1) Valor Time Limits (p 1-9); | |
| Result | Comments | |
| 0202 | Commander Timeliness: Is the command taking timely action on recommendations for award recognition as verified by a review of all awards currently pending at the command’s level or pending approval at a higher level? Timely action is defined as the following:  (a) Commands must process all valor award recommendations, to either approve the award or forward via the chain of command to the appropriate awarding authority within 20 days of receipt.  (b) Are commands entering explanatory comments when awards submissions are outside of the above time limits?  (c) Is the Commander taking action to endorse awards in compliance with references?  Reference: SECNAV M-1650.1, Appendix 1A, Para. 1A.2.b2. (p 1-10); SECNAVINST 1650.1J, Encl. (5), Para. 7.a; MCO 1650.19J, Encl 1; SECNAVINST 1650.1J, Encl 5; MARADMIN 99/18 | |
| Result | Comments | |
| 0203 | Are the command's administrative personnel processing all awards requiring approval by a Marine Corps awarding authority electronically via the Improved Awards Processing System (iAPS)?  Reference: SECNAV M-1650.1, Ch3, Para. 3.2a.(1)(b) (p 3-4), MARADMIN 042/08 | |
| Result | Comments | |
| 0204 | Is the command appropriately approving and delegating iAPS permissions IAW regulations in a timely manner by responding to “Pending” requests within 30 days and removing permissions from personnel who depart the command within 30 days?  Reference: SECNAVINST 1650.1J Encl (4) 2.a.(3), MARADMIN 99/18 | |
| Result | Comments | |
| 0205 | Is the command ensuring that awards are originated by authorized personnel only (originator must be senior to the nominee by billet or rank and in the same chain of command during the time of action)? Is the command ensuring that awards are endorsed and approved by Commanders and/or Officers in Charge (OIC) in the Chain of Command (CoC)? Is this supported by a review of a random sample of completed awards and current iAPS permissions delegation?  Reference: SECNAVINST 1650.1J, Encl. 4, Para. 2.a.(3); SECNAV M-1650.1, Ch. 1, Para. 1.2.b.(1) | |
| Result | Comments | |
| Subsection 3 – EDITING AND ADMINISTRATIVE PROCESSING | | |
| 0301 | Is the command ensuring that all award recommendations are being routed to the awarding authority whom had jurisdiction over the nominee at the time of the action or service? Is the award nomination being forwarded to the commander who has authority to approve the level of PMD recommended by the originator?  Note: The official with award approval authority must be in the awardee’s CoC at the time of the distinguishing act, or the end of the meritorious service.  Reference: SECNAV M-1650.1, Para. 2.2.a.(4) (p 2-5); MCO 1650.19J, Encl. 2, Para. 8.d. (p 3) | |
| Result | Comments | |
| 0302 | Is the command ensuring all awards endorsed or approved for a specific achievement satisfy the below:  (a) Award has a full detailed SOA within page limit requirement (2 pages).  (b) Valor award nominations contains the “Standard Valor Award Key Information” format in SOA.  (c) Award information/NAVMC 11533 data is complete and administratively correct (i.e. detachment types/dates, endorsements, geographic location, and awarding authority address, etc.).  (d) Award has a properly formatted citation free of grammar or spelling errors.  (e) Opening and Closing sentences are correct, IAW references.  Reference: SECNAV M-1650.1, Appendix 2D.2e. SOA (p 2-68/69/70); SECNAV M-1650.1, Appendix 2D (p 2-72),TAB 1: Nominations for Valor PMD Table 12 (p 2-72) & Table 13 (p 2-73); SECNAV M-1650.1, Appendix 2D, Para. d (p 2-74); SECNAV M-5216.5, Ch. 2, Para. 1.a. (p 2-1); SECNAV M-1650.1, Appendix 2E How to Prepare a PMD; Citation/Certificate; Table 18, p 2-85/86 (Air Medal & Above) and Table 21, p 2-96 (NC & NAM). | |
| Result | Comments | |
| 0303 | Does the command ensure all formal certificates and citations are correctly produced and that any changes made to the final citation are reflected in iAPS prior to presentation, filing, and forwarding to CMC (MMPB-31) for archiving?  (a) Is the command attaching a PDF copy of the award certificate(s) to the Certificates tab in iAPS?  (b) Is this confirmed by a review of all formal certificates from an iAPS report of the unit’s approved awards in iAPS?  Reference: SECNAV M-1650.1, Ch. 2, Para. 2.2.e (p 2-8) | |
| Result | Comments | |
| 0304 | Does the command strictly enforce the SECNAV policy concerning duplication of awards so that only one award will be approved for the same act, achievement, or period of meritorious service for an individual by reviewing the member’s records in MCTFS, OMPF, and iAPS to ensure that no material from a previous award is duplicated in a new award submission?  Reference: DoD Instruction 1348.33, Sect. 3, 3.1.a (p 12); SECNAVINST 1650.1J, Encl. 4, 1.b.3. (p 2) & 1.c.4. (p 3); SECNAV M-1650.1, Ch. 2, 2.1.c. (p 2-1) & Ch. 3, 3.1.d. (p 3-3) | |
| Result | Comments | |
| 0305 | Does the command submit approved awards to MMPB-31 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?  Reference: SECNAV M-5216.5, Ch. 2, Para. 2.2.8.a. (p 2-6) | |
| Result | Comments | |
| 0306 | Does the command ensure that no awards are awarded to an individual whose actions are less than honorable in accordance with 10 USC § 1136? Is this supported by a review of the command’s Quarterly Criminal Activity Report, Legal Report, and/or Command Legal Action Module against awards approved in iAPS and on Marine Online (i.e. Good Conduct Medal)?  Reference: DoD Instruction 1348.33, Sect 1, Para. 1.2.c. (p 5) & Sect 8 (p 27); SECNAVINST 1650.1J, Para. 5.k. (p 3); SECNAV M-1650.1, Ch. 2, Para. 2.1.h. (p 2-3) | |
| Result |  | |
| 0307 | Does the command ensure that any casualty reports submitted as a result of hostile enemy action contain sufficient information for the Purple Heart Medal (PH) awarding authority to make a PH determination?  Reference: SECNAV M-1650.1, Appendix 2B, Para. 2B.5.a. (p 2-59) | |
| Result |  | |
| 0308 | Has the command ensured that any Bronze Star Medal awarded met the requirement that the recipient was in receipt of special pay(s) during the period of action?  Reference: SECNAV M-1650.1, Appendix 2A, Tab 8, Para. c.(2) | |
| Result |  | |

**Inspectors General Checklist**

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| **MARKSMANSHIP PROGRAM 3574** | | | |
| This checklist is applicable to the total force. All Commands will comply with the  checklist and the appropriate references | | | |
|  | | | |
| **Functional Area Sponsor**: Dep Dir, Marksmanship Doctrine & Wpns Trng Bn, Quantico, VA | | **Name of Command** |
| **Subject Matter Expert:** Mr. Gerry Bensinger | | **Date** |
| (DSN) 278-5131 (COML) 703-784-5131 | | **Inspector** |
| **Revised:** 29 February 2024 | | **Total Questions: 39**  **Final Assessment**  **Discrepancies: Findings:** |
| **Overall Comments:** Place Here | | | |
| Subsection 1 - MCCMP ALL UNITS (This section is applicable units whose Marines are required to conduct marksmanship training per MCO 3574.2M). Applicable marksmanship references are available for download at https://usmc.sharepoint-mil.us/sites/TECOM\_WTBN/SitePages/MPMS.aspx. | | | |
| 0101 | Does the unit have a copy of the current MCO 3574.2M, Marine Corps  Combat Marksmanship Program?  Reference: MCO 3574.2M, pg 2, par 4c (1). | | |
| Result | Comments | | |
| 0102 | Does the unit have copies of current marksmanship reference publications, MCRP 8-10B.2 Rifle Marksmanship, and MCRP 8-10B.3 Pistol Marksmanship?  Reference: MCO 3574.2M, pg 2, para 4c (2). | | |
| Result | Comments | | |
| 0103 | Does the unit have copies of current Combat Rifle and Combat Pistol Program lesson material?  Reference: MCO 3574.2M, Ch 3, para 1,c. | | |
| Result | Comments | | |
| 0104 | Are Marine Corps Training Information Management System (MCTIMS)  entries being made to record Annual Rifle Qualification (ARQ) scores?  Reference: MCO 3574.2M, Ch 1, para 2.f.(1). | | |
| Result | Comments | | |
| 0105 | Are MCTIMS entries being made to record those Marines who failed to qualify during ARQ?  Reference: MCO 3574.2M, Ch 3, para 7. | | |
| Result | Comments | | |
| 0106 | Are MCTIMS entries being made to record Combat Pistol Program (CPP) qualification scores?  Reference: MCO 3574.2M, Ch 5, para 7.b. | | |
| Result | Comments | | |
| 0107 | Are MCTIMS entries being made to record those Marines who failed to  qualify during CPP?  Reference: MCO 3574.2M, Ch 5, para 7.b. | | |
| Result | Comments | | |
| 0108 | Are MCTIMS entries being made to record scores for Marines required to fire Tables 3 through 6?  Reference: MCO 3574.2M, Ch 1, para 2.f.(3), and Ch 3, para 2.b.(2). | | |
| Result | Comments | | |
| 0109 | Is the unit following the guidelines on who may be exempt from ARQ or CPP?  Reference: MCO 3574.2M, Ch 1, para 2.c.(3). | | |
| Result | Comments | | |
| 0110 | Does the unit submit waivers to the proper command for Marines unable to complete ARQ or CPP?  Reference: MCO 3574.2M, Ch 1, para 2.d.(4). | | |
| Result | Comments | | |
| 0111 | Does the unit maintain copies of waivers for Marines unable to complete ARQ or CPP?  Reference: MCO 3574.2M, Ch 1, para 2.f.(4). | | |
| Result | Comments | | |
| 0112 | Is the unit maintaining records indicating completion of ARQ and CPP requirements for 2 years to verify scores and/or exemptions?  Reference: MCO 3574.2M, Ch 1, para 2.f.(4). | | |
| Result | Comments | | |
| 0113 | Does the unit keep record of Marines who returned to the range for improvement attempts of their rifle or pistol qualification score?  Reference: MARADMIN 105/23, para 4.b, and MCO 3574.2M, Ch 1, para 2.f.(2) and Ch 3, para 7.d. | | |
| Result | Comments | | |
| 0114 | Is the unit following the guidelines for who may fire the CPP Sustainment course in lieu of the standard CPP?  Reference: MCO 3574.2M, Ch 5, para 3.a. | | |
| Result | Comments | | |
| 0115 | Does the unit submit requests for modified courses of fire as necessary to the appropriate authority?  Reference: MCO 3574.2M, Ch 1, para 2.h. | | |
| Result | Comments | | |
| 0116 | Does the unit maintain copies of approved endorsements of their request to modify courses of fire?  Reference: MCO 3574.2M, Ch 1, para 2.f.(4). | | |
| Result | Comments | | |
| 0117 | Does the unit have sufficient Combat Marksmanship Trainers (CMT) to conduct marksmanship training?  Reference: MCO 3574.2M, Ch 1, para 2.a.(4) and (5). | | |
| Result | Comments | | |
| 0118 | Does the unit have sufficient Combat Marksmanship Coaches (CMCs) to conduct marksmanship training?  Reference: MCO 3574.2M, Ch 1, para 2.a.(6). | | |
| Result | Comments | | |
| 0119 | Did the units CMTs and CMCs receive MOS certification per the reference?  Reference: MCO 3574.2M, Ch 1, para 2.b.(1) and (2). | | |
| Result | Comments | | |
| 0120 | Did the unit establish a marksmanship preparatory training program?  Reference: MCO 3574.2M, Ch 3, para 1.c. | | |
| Result | Comments | | |
| 0121 | Did the unit properly conduct the weapons handling test?  Special emphasis will be placed on the following:  (1) CMTs instructs the lesson and the weapons handling dry practice.  (2) CMTs oversee the weapons handling test  (3) CMCs aid the CMT during the lesson.  (4) CMCs administer the weapons handling test  Reference: MCO 3574.2M, Ch 3, para 2.a. | | |
| Result | Comments | | |
| 0122 | Did the unit establish a marksmanship remedial training program?  Reference: MCO 3574.2M, Ch 3, para 7.e. | | |
| Result | Comments | | |
| 0123 | Does the unit participate in the competition in arms program?  Reference: MCO 3591.2J. and MARADMIN 303/23 (MARADMIN  updated annually). | | |
| Result | Comments | | |
| Subsection 2 - FORMAL MARKSMANSHIP TRAINING CENTERS (FMTC (This section is applicable to FMTCs and Infantry 0306s who are conducting CMC courses). Applicable marksmanship references are available for download at https://usmc.sharepoint-mil.us/sites/TECOM\_WTBN/SitePages/MPMS.aspx. | | | |
| 0201 | Does the FMTU have a copy of the current MCO 3574.2M Marine Corps Combat Marksmanship Programs?  Reference: MCO 3574.2M, pg 2, par 4c (1). | | |
| Result | Comments | | |
| 0202 | Does the FMTU have a copy of the current MCRP 8-10B.2 Rifle Marksmanship and MCRP 8-10b.3 Pistol Marksmanship?  Reference: MCO 3574.2M, pg 2, para 4c (2). | | |
| Result | Comments | | |
| 0203 | Does the FMTU have a current copy of the Marine Corps Common Skills T&R Manual, NAVMC 3500.18D to reference the Combat Marksmanship Program Individual T&R events for Table 1 and Table 2?  Reference: MCO 3574.2M, pg 2, para 4c (2). | | |
| Result | Comments | | |
| 0204 | Does the FMTU have a current copy of the Training MOS T&R Manual NAVMC 3500.41C to reference the CMT and CMC individual T&R events?  Reference: MCO 3574.2M, Ch 1, para 2,b). | | |
| Result | Comments | | |
| 0205 | Does the FMTU have copies of current Combat Rifle and Combat Pistol Program lesson material?  Reference: MCO 3574.2M, pg 2, para 4c (2). | | |
| Result | Comments | | |
| 0206 | Is the FMTU submitting required end of year statistical reports to the  Marksmanship Program Management Section, C476?  Reference: MCO 3574.2M, Ch 1, para 2.f. | | |
| Result | Comments | | |
| 0207 | Is the FMTU conducting a Combat Marksmanship Trainer Course?  Reference: MCO 3574.2M, Ch 1, para 2.b.(1) and (2). | | |
| Result | Comments | | |
| 0208 | Is the FMTU conducting a Combat Marksmanship Coach Course?  Reference: MCO 3574.2M, Ch 1, para 2.b.(1) and (2). | | |
| Result | Comments | | |
| 0209 | Is the FMTU assisting unit 0306s who are conducting a Combat Marksmanship Coach Course?  Reference: MCO 3574.2M, Ch 1, para 2.b.(2). | | |
| Result | Comments | | |
| 0210 | Is the FMTU meeting all the supervisory requirements for conducting annual live fire training (proper coach to shooter ratio, and qualified  CMTs overseeing training)?  Reference: MCO 3574.2M, Ch 1, para 2.a. | | |
| Result | Comments | | |
| 0211 | Are range billets being staffed appropriately with MOS qualified personnel?  Reference: MCO 3574.2M, Ch 1, para 2.a. | | |
| Result | Comments | | |
| 0212 | Is the FMTU meeting the training requirements of the supported commands (enough range quotas to meet the requirement for both rifle  and pistol training)?  Reference: MCO 3574.2M pg 2, para 4.b.(3). | | |
| Result | Comments | | |
| 0213 | Does the FMTU keep documentation of scores of Tables 1 through 6, ARQ, and CPP as applicable for two years?  Reference: MCO 3574.2M, Ch 1, para 2.f. | | |
| Result | Comments | | |
| 0214 | Did the FMTU execute ARQ properly? Special emphasis will be placed on the following:  (1) Course of fire sequence.  (2) Number of firing days.  (3) Correct target exposure times.  (4) Correct targets being used for each portion.  (5) Suitable barricades for the course of fire.  (6) Adequate number of barricades for the firing detail.  (7) Appropriate staffing of range personnel by MOS and number.  (8) Adjudicating special circumstances (alibis) IAW the reference.  Reference: MCO 3574.2M, Ch 1, Ch 3, and Appendix J. | | |
| Result | Comments | | |
| 0215 | Does the FMTU host matches in support of the competition in arms program?  Reference: MCO 3591.2J. and MARADMIN 303/23 (MARADMIN UPDATED ANNUALLY) | | |
| Result | Comments | | |
| 0216 | Does the FMTU participate in the competition in arms program?  Reference: MCO 3591.2J. and MARADMIN 303/23 (MARADMIN UPDATED ANNUALLY) | | |
| Result | Comments | | |

**Inspectors General Checklist**

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| **MARINE CORPS SPONSORSHIP PROGRAM 1320** | | |
| This checklist applies to all levels and types of commands. | | |
| **Functional Area Sponsor**:  HQMC Marine and Family Programs Division | | **Name of Command** |
| **Subject Matter Expert**: Ms. Lucinda Lorei | | **Date** |
| DSN 278-0518 Comm (703) 784-0518  lucinda.lorei@usmc.mil | | **Inspector** |
| **Revised**: 24 March 2025 | | **Total Questions: 6**  **Final Assessment**  **Discrepancies: Findings:** |
| **Overall Comments:** Place Here | | |
| Subsection 1 – UNIT-SPECIFIC ITEMS (All commands) | | |
| 0101 | Is a hard copy and an electronic copy of the Sponsorship turnover binder maintained, and does it include all required items per the MCO?  Reference: MCO 1320.11H, Par 4b(7)(m) | |
| Result | Comments | |
| 0102 | Have all Sponsorship Coordinators (SC) and Sponsors within the Command completed the required training according to the respective timelines prescribed in the MCO?  Reference MCO 1320.11H, Par 4b(7)(a) and Par 4b(7)d | |
| Result | Comments | |
| 0103 | Does the Command assign a Sponsor to all Service Members executing a PCS, using NAVMC 11799?  Reference MCO 1320.11H, Par 4a(2)e; Par 4b(7)g | |
| Result | Comments | |
| 0104 | Is the SC contact information provided to the installation and supporting Information, Referral and Relocation (IR&R) Manager, and is this information updated when a new SC is assigned?  Reference MCO 1320.11H, Par 4b(7)(b); Par 4b(7)(l) | |
| Result | Comments | |
| 0105 | Does the SC maintain sponsor assignment tracking documentation and program utilization metrics; provide this information to the installation and supporting IR&R Manager at the end of each quarter?  Reference MCO 1320.11H, Par 4b(7)(i) | |
| Result | Comments | |
| 0106 | Does the Unit Commander review NAVMC 11791, Sponsorship Program Questionnaire, periodically to determine trends in order to enhance the Unit’s Sponsorship Program?  Reference MCO 1320.11H, Par 4b(6)(j) | |
| Result | Comments | |