

SCHOOL: _____

DATE: _____

ADMINISTRATION

INSTRUCTOR REQUIREMENTS

001 Are instructor certifications current?

Reference. MCO P1533.6E para 2001.3.1

002 Will enlisted instructors have an AA Degree by SY 2011 or within five years for those granted initial certification after 2007?

Reference. MCO P1533.6E para 4004.1a.2(c)

003 Are the instructors within height/weight and military appearance standards?

Inspectors will physically weigh and measure Instructors
(Refer to MCO P1610.7E for height weight standards.)

References

MCO P1533.6E para 4001.1a.c

MCO 6100.10

MCO 1610.7E

004 Is the Military Property Custodian (MPC) bonded by the employing institution?

Reference. MCO P1533.6E para 6002.3

005 Is the appointment letter and acceptance endorsement current and on hand for the Military Property Custodian? Does the appointment letter include the duties, limitations, effective date, and individual relieved, if any?

Reference

DOD 7000.14-R, VOL V; PAR 6.3

UM 4400-124, PAR 6.3, SEC 6,

PART III AND FIG 3-44 AND 3-45

UM 4400-15 PAR 06101 AND 24001

AND APP BB, FIG BB-3

MCO P1533.6E para 6002.2

006 Is the appointment letter and acceptance endorsement for the Responsible Officer (RO) current and on hand?

Reference

MCO P4400.150E PAR 1003.1B(2)

AND 1003.1B(3) AND 2003.1

UM 4400-124 PAR 1.5.7C(4), PART II

UM 4400-15 PAR 01002.1 AND 20005.2

MCO P1533.6E para 6003

007 Are the Instructors CMP/JMIC coach certified?

Reference. MCO P1533.6E para 5011.3d

008 Are instructors currently certified to conduct "high risk" training?

Reference. MCO P1533.6E para 5007.4

CADET RECORDS

001 Are training records maintained on cadets?

- a. MCJROTC Academic Grades/class work
- b. Semi-Annual/Semester YPFT score
- c. Marksmanship scores/date of fam-fire, qualification
- d. Promotions & Awards history
- e. Basic cadet contact information
- f. Parental/Orientation/Marksmanship
Permission forms

Reference. MCO P1533.6E para 4004.1a

UNIT ADMINISTRATION

001 Does the unit have access to or possess all required publications/directives/SOP's with current changes?

- a. Marine Corps Uniform Regulations
- b. Marine Corps Drill Manual
- c. Marine Corps Flag Manual
- d. MCO P1533.6F
- e. MCJROTC Instructor Handbook (download at TECOM website)
- f. Policy Memorandums
- g. AIRS Inspection Checklist
- h. UNIT SOP

Reference. MCO P1533.6E para 4002.2

002 Are correspondence files maintained for a three year period?

Reference. MCO P1533.6E para 4002.2a

003 Are all required reports submitted in the correct format and on time?

- a. Strength Report, due 5 Oct & 5 Feb
- b. Disposition of Graduates Report, due 1 June
- c. LOV Bronze Cross for Achievement nominations, due 15 June
- d. MCRA/Naval Honor School Nominations, due 15 June
- e. MCJROTC Instructor Evaluation, due 30 June
- f. Crane Report, due February
- g. DD 2767, JROTC Instructor Annual Certification of Pay and Data form is due 15 May, or within 30 days of employment or termination.
- h. DD 2754, JROTC Instructor Pay Certification Worksheet for entitlement computation, is due XXXXXXXX for OHA and COLA entitlements, or upon change of dependent status or employment.

i. Orientation Trip Request, due 60 days prior

Reference. MCO P1533.6E para 4004.3

SAFETY, OPERATIONS AND TRAINING

001 Does the unit have a marksmanship program? (Minimum of Weapons Handling Course). If not, is program director waiver on file?

Reference. MCO P1533.6E para 5011

002 Does the unit have sufficient equipment for marksmanship training as authorized by the TE?

Reference. MCO P1533.6E para 5011.3a

003 Is the equipment properly maintained?

Reference. MCO P1533.6E para 5011

004 Is the range certified IAW TECOM Range and Training Area Management requirements? (Regional Director certifies)

Reference. MCO P1533.6E para 5011.3d

005 Is an appropriate range SOP clearly posted in the range area?

Reference. MCO P1533.6E para 5011.3d

006 Are rifle safe handling rules posted?

- a. If no permanent range is available, indicate where safety rules are covered in the pre-firing brief.
- b. Show inspector a copy of the unit's pre-firing safety brief.

Reference. MCO P1533.6E para 5011.3d

007 Has a risk assessment been completed for each high risk training event?

Reference. MCO P1533.6E para 5007.5

008 Has a risk assessment been completed for each high risk training event?

Reference. MCO P1533.6E para 5007.5

009 Are all high risk training facilities/apparatus certified?

Reference. MCO P1533.6E para 5007.5

010 Has the unit conducted prohibited training?

Reference. MCO P1533.6E para 5007.6

011 Does the unit administer a YPFT twice during the school year?

Reference. MCO P1533.6E para 5012.2

012 Does the unit maintain a command chronology or MCRA application?

Reference. MCO P1533.6E para 7012

013 Does the unit have an annual training plan? (Annual training plan shows classes scheduled and training to be conducted in order to meet the minimum 180 class hours of instruction.)

Reference. MCO P1533.6E para 5005.3

014 Does the unit have the necessary curriculum products to support execution of the POI (texts/instructor guides/etc)?

Reference. MCO P1533.6E para 5004

LOGISTICS

ARMORY

001 Are monthly-serialized inventories conducted and retained for a minimum of two years?

Reference. MCO P1533.6E para 6012.2

002 Is armory security in accordance with the references?

Inspector will review the condition of the armory:

- a. Solid Door/Frame/Hinges
- b. Locking devices
- c. Walls
- d. Ceiling & Floor
- e. Other entry points or windows
- f. Rifle Racks
- g. Access Rosters

Inspector will ensure 753/853's are stored in the armory or secure area. M-14 rifles will be stored in rifle racks that can be locked. The rifle racks must be secured/bolted to the wall/floor.

Reference

OpNavInst 5530.137

MCO P1533.6E para 2001.3k

003 Are proper issuing/turn-in procedures in use with regard to weapons and other armory items?

- a. Show inspector armory site count.
- b. Show inspector completed NAVMC 10520's, system of accountability or internal control procedures.
- c. Show appointment letter for cadet custodians (if used).

d. If cadet custodians are assigned to issue weapons, those persons will be screened by the SMI and appointed in writing. SMI's/ MI's will initial/verify all site counts.

Reference. MCO P1533.6E para 6013.5

004 Are keys and combinations to the armory facilities maintained separately from other keys & accessible only to the SMI, MI, and those with official access, IE the school principal?

Inspector will review the following procedures/standards:

- a. Armory keys are to be kept in a secure/(locked) location when not in use.
- b. Armory keys are not to be given to cadets.
- c. Armory keys will be maintained separately from all other unit facility keys.

Reference. MCO P1533.6E para 6013.6

005 Are all weapons accounted for? (A formal finding in this area will result in the failure of the armory inspection).

- a. Inspector will verify serial numbers of all weapons and of all M-14 rifles.
- b. Counts must match the unit Crane Report and any supporting documentation.

Reference. MCO P1533.6E para 6013.2

006 Are all weapons properly cleaned and lubricated?

Reference. NONE

007 Have all M-14's been reported to NAVSURWARCENDIV, CRANE?

Reference
MCO P4400.150E PAR 2006
MCO 8300.1C PAR 8A
UM 4400-124 PAR 2.11, SEC 2, PART III

008 Does the unit have a file copy of the annual reconciliation from NAVSURWARCENDIV, CRANE?

Reference. MCO 8300.1C PAR 8C(1)

009 Was the reconciliation listing validated within 45 days from the date of the letter requesting the validation and were all discrepancies reported?

Reference. MCO 8300.1C PAR 8C(1)

010 Does the unit maintain sufficient records of pending transactions to ensure an adequate audit trail?

Reference. MCO 8300.1C PAR 8C(1)

011 Was the reconciliation certified by the accountable officer?

Reference. MCO 8300.1C PAR 8C(1)

012 Is a signed copy of all receipts, issues, and documentation supporting losses and gains for small arms submitted to NAVSURWARCENDIV, CRANE on an occurring basis?

Reference. MCO 8300.1C PAR 8B

013 Has the unit certified on the receipt document that the weapon serial numbers were received and are correct?

Reference. MCO 8300.1C PAR 8B(4)(C) AND ENCL 3

014 Are information copies of M-L-S-R reports for small arms submitted to NAVSURWARCENDIV, CRANE?

Reference

MCO 8300.1C PAR 8E

MCO 4340.1A

FACILITIES

SUPPLY

001 Are issue points and storage areas maintained in an organized manner?

Reference

MCO P4400.150E PAR 4000 AND 4001

MCO P4450.7E PAR 1002

MCO 4450.14 CHAP 2

UM 4400-124 PAR 11.1, SEC 11, PART III

002 Are public funds maintained in accordance with school policy?

- a. Show inspector the accounting system/logbook for the handling of MCJROTC fundraiser monies.
- b. All fundraiser monies will be maintained in accordance with school policies.
- c. A copy of the schools guidelines pertaining to fundraising activities should be available for the inspector to review.
- d. Are personal funds co-mingled with public funds?

Reference. MCO P1533.6E para 6012

003 Does the unit make an effort to collect US Government property not turned in by cadets who leave the program/school?

- a. Note collection procedures.
- b. Show inspector unrecoverable property statements.

- c. Explain circumstances for each occurrence and why government property could not be recovered.

Reference. MCO P1533.6E Para 6005.1b

004 Does the unit follow the Uniform Alterations and Dry Cleaning services procedures?

- a. Show inspector all laundry invoices for past year.
- b. Show inspector copy of laundry contract (if over \$2,500) or the signed copy of laundry PRD).
- c. Laundry invoices/ and work orders are to be maintained by the unit for a period of 2 years.

Reference. MCO P1533.6E Para 6006.5

005 Does the unit retain copies of the CMR, amendments, and supporting documentation for the current year and previous two fiscal years?

Reference. MCO P1533.6E Para 6002.2

006 Does the unit control CMR property using appropriate documents; i.e., NAVMC 10576, NAVMC 10520, NAVMC 10939?

- a. Show inspector all signed NAVMC 10939/10939b (M/F uniform issue forms) or equivalent forms.
- b. Show inspector all signed NAVMC 10520 ordnance weapons cards.
- c. Show inspector all signed NAVMC 10576 memorandum receipts.
- d. All forms will be properly filled out, signed by the cadet, and maintained on file or as appropriate.

Reference. MCO P1533.6E para 6004.6

007 Is the original of each CMR or adjustment signed & dated by the RO and returned to MCJROTC HQ within fifteen days of receipt?

- a. Inspector will verify the timely receipt of semi annual CMR's from each unit.
- b. All CMR's will be verified upon receipt by the RO/MPC.
- c. Each page of the CMR will be initialed by the RO/MPC, and the last page will be signed by the RO/MPC, and returned to MCJROTC HQ.
- d. A photocopy of the verified CMR is maintained.

Reference. MCO P1533.6E para 6004.2

008 Is a complete physical inventory of all items of supplies and equipment conducted twice a year and are property records reconciled as necessary?

Reference. MCO P4400.150E PAR 2009

009 Is unserviceable clothing or equipment in stock declared, marked, separated?

- a. Signed and stamped DRMO 1348's will be submitted to the MCJROTC Supply Tech as supporting documentation to

- drop items from a unit's CMR.
- b. If DRMO disposal of CMR property by a geographically isolated unit is not feasible, unit should present to the inspector signed letter from Program Logistics Manager.

Reference. MCO P1533.6E para 6006.4

010 Is appropriate action taken upon receipt of disposition instructions?

Reference

MCO P4400.82F PAR 5005

UM 4400-124 PAR 2.4.1B, SEC 2, PART III

011 Are excess assets properly redistributed?

Reference

UM 4400-124, PAR 2.4.1A, SEC 2, PART III

FSMAO CLARIFICATION NOTICE 8-01

012 Are requests for equipment & services properly prepared, submitted, and maintained?

- a. Show Inspector the following 3 folders: the PRD folder, the Uniform Order folder, and the GSA/System Item Requisition folder.
- b. Units will use a separate folder for organizing PRD's, Uniform Orders and GSA/System Item Requisitions, divided & labeled for 3 fiscal years, the current fiscal year and two previous fiscal years.
- c. Pending requisitions will be maintained on the left hand side and completed requisitions will be maintained on the right hand side.

Reference. MCO P1533.6E, UM 4400-15 PAR 04017, 22008.1 AND 22008.8

013 Upon receipt of materials/completion of services, are DD Form 1348s/invoices signed, dated, and forwarded to TECOM?

- a. Receipts or Invoices for materials/services rendered will be forwarded to TECOM within 3 business days.
- b. The inspector will evaluate the unit's compliance with procedures governing the submission of receipts for items received at the unit.

Reference. MCO P1533.6E para 6005.1c

014 Do spot inspections of equipment/uniforms match those quantities listed on unit CMR/ Uniform Inventory Sheet?

Reference MCO P1533.6E para 6004.3

015 Are equipment or item serial numbers recorded on current CMRs when required?

Reference

MCO P4400.150E PAR 2003.4
UM 4400-124 PAR 2.5A(4),
SEC 2, PART III

- 016 Is the unit maintaining the signed copy of the current CMR, together with all supporting documentation (receipts, issues and adjustments)?

Reference

UM 4400-124 PAR 2.5A(1), SEC 2, PART III

- 017 Are historical CMRs with supporting documentation maintained for one year?

Reference

MCO P4400.150E PAR 2003.2
UM 4400-124 PAR 1.3.1, SEC 1, PART III
AND PAR 2.5A(3) SEC 2, PART III

- 018 Are CMR discrepancies without supporting documentation submitted to the Program Director via the Logistics Manager as a request for investigation and not as a request for adjustment to the property accounting records?

Reference. MCO P4400.150E PAR 6003

- 019 Upon receipt of a new up-to-date CMR, are the ROs reconciling any differences that may exist (on hand balance and USMC/serial numbers), initialing the bottom of each page, signing and dating the last page, and returning a signed copy to the Supply Officer?

Reference

MCO P4400.150E PAR 2003.1F,
2004.2, AND 5004.3
UM 4400-124 PAR 2.5B, SEC 2, PART III

- 020 Are appropriate Actions being taken to reconcile disparities between the historical and the new CMR upon receipt?

Reference

MCO P4400.150E PAR 2003.1E,
2004.2 AND 6003
UM 4400-124 PAR 2.6FA.1, SEC 2, PART III

- 021 When an RO is absent over 60 days, is a transfer of property to another RO accomplished?

Reference

MCO P4400.150E PAR 1003.1B(2),
1003.2B, AND 2003.1D

CADET EVENTS

PERSONNEL INSPECTION

- 001 Were a minimum of 90% of enrolled cadets inspected?

- 002 Does the general appearance of the Cadets indicated exemplary command attention and individual effort?
- 003 The personal appearance, military bearing and professional knowledge of the cadet(s) listed below were considered exemplary? (Provide all individual cadet personnel inspection evaluation forms to the SMI/MI)
- Name: _____; Rank: _____
- 004 The following recurring discrepancies were noted:

DRILL

- 001 Did the unarmed platoon execute drill satisfactorily?

One platoon will conduct unarmed drill. (Outdoor card primary, indoor card is inclement weather/non availability of drill space)

The following unarmed drill movements are required:

Outdoor (The SMI determines the order of execution.)

Form the platoon (at close interval)

Open ranks

Close ranks

Left face

Right face

About face (X2)

Parade Rest (attention)

Present Arms (order arms)

Forward march

Column left

Column right

To the rear (X2)

Left flank

Right flank

Mark time

Halt

Dismiss the platoon

Indoor (The SMI determines the order of execution.)

Form the platoon at close interval

Align PLT from close interval to normal interval
(extend, march)

Left face

Right face

About face (X2)

Parade Rest

Attention

Present Arms

Order Arms

Open ranks
Close ranks
Close march (in column)
Extend march (in column)
Mark time
Change step
Halt
Dismiss the platoon

002 Did the armed platoon execute drill satisfactorily?

One platoon will conduct armed drill. (Outdoor card primary, indoor card is inclement weather/non availability of drill space)

The following armed drill movements are required:

Outdoor (The SMI determines the order of execution.)

Form the platoon
Right shoulder arms (halted)
Left shoulder arms (halted)
Port arms (halted)
Present arms
Order arms
About face (X2)
Forward march
Right shoulder arms (marching)
Left shoulder arms (marching)
Port arms (marching)
Column right
Column left
To the rear (X2)
Left flank
Right flank
Dismiss the platoon

Indoor (The SMI determines the order of execution.)

Form the platoon
Open ranks
Close ranks
Left shoulder arms
Port arms
Right shoulder arms
Open arms
Present arms
About face (X2)
Parade rest
Attention
Left face
Right face
Mark time
Change step
Halt
Dismiss the platoon

003 Did the Color Guard execute drill satisfactorily?

The color guard (Blue Dress uniform required) will conduct the following drill movements.

Form the color guard
Parade rest
Attention
Carry colors
Present colors
Order colors
Right turn (from the halt)
Left turn (from the halt)
Forward march
Right turn (from the march)
Left turn (from the march)
Countermarch
Eyes right
Ready front
Halt

CONTRACTUAL COMPLIANCE

- a. The items within this functional area are mandatory.
- b. Non compliance for any item will result in an IG finding, and the program will immediately be placed on probation.
- c. Note: Inspector will conduct a private office call with the school principal in order to:
 - Advise them of current unit status
 - Offer "best practice" information
 - Reinforce/restate expectations and contractual obligations

Reference. MCO P1533.6E

001 Is the security of all MCJROTC spaces adequate to protect the Government's property and interests?

Reference. MCO P1533.6E para 2001.1h.3

002 Are all spaces used exclusively by the MCJROTC unit?

- 003 Has the unit maintained the minimum Enrollment?
- a. Show inspector a copy of semi annual strength report and show inspector a by name roster from the school, listing the names of students enrolled in the unit.
 - b. Units must maintain 10% of school enrollment or 100 cadets throughout entire year. 4X4 block schedule schools must have 10% or 100 enrollment in each semester.

Reference. MCO P1533.6E para 3004.1

004 Does the unit have both an SMI and MI? If two MI's are employed in lieu of an SMI, does the unit have a copy of the letter of authorization from the Program Director?

Reference. MCO P1533.6E para 2001.1b

005 Are the facilities provided by the school meeting the minimum requirements in accordance with the schools current contract with the United States Marine Corps?

Reference. MCO P1533.6E para 2001.1k

006 Is the SMI assigned as the Department Head of JROTC/Leadership Studies?

Reference. MCO P1533.6E para 2001.3a

007 Are the Instructors formally assigned to teach at least 75% of class periods per day?

Reference. MCO P1533.6E para 2001.1b.3(a)

008 Is the POI being executed as intended?

Reference. MCO P1533.6E para 2001.3a