



UNITED STATES MARINE CORPS  
2D FORCE SERVICE SUPPORT GROUP (REIN)  
FLEET MARINE FORCE, ATLANTIC  
CAMP LEJEUNE, NORTH CAROLINA 28542-5701

IN REPLY REFER TO  
5040  
G-3T  
18 Dec 1986

From: Commanding General, 2d Force Service Support Group (Rein)  
To: Distribution List

Subj: INSPECTION CHECKLISTS

- Encl: ✓(1) Training Administration Inspection Checklist  
✓(2) Water Safety/Survival Inspection Checklist  
✓(3) Leadership Inspection Checklist ✓  
(4) Physical Fitness Inspection Checklist ✓  
(5) Weight Control/Military Appearance Inspection Checklist ✓  
✓(6) Troop Information Inspection Checklist ✓  
(7) Marksmanship Inspection Checklist ✓  
✓(8) MCI Inspection Checklist ✓  
(9) NBC Defense Inspection Checklist ✓  
✓(10) Enlisted Professional Military Education Inspection Checklist ✓  
(11) Essential Subjects Training Inspection Checklist ✓  
(12) Historical Inspection Checklist  
(13) UNITREP inspection Checklist  
(14) Grading System for Inspections  
(15) G-3T Final Report

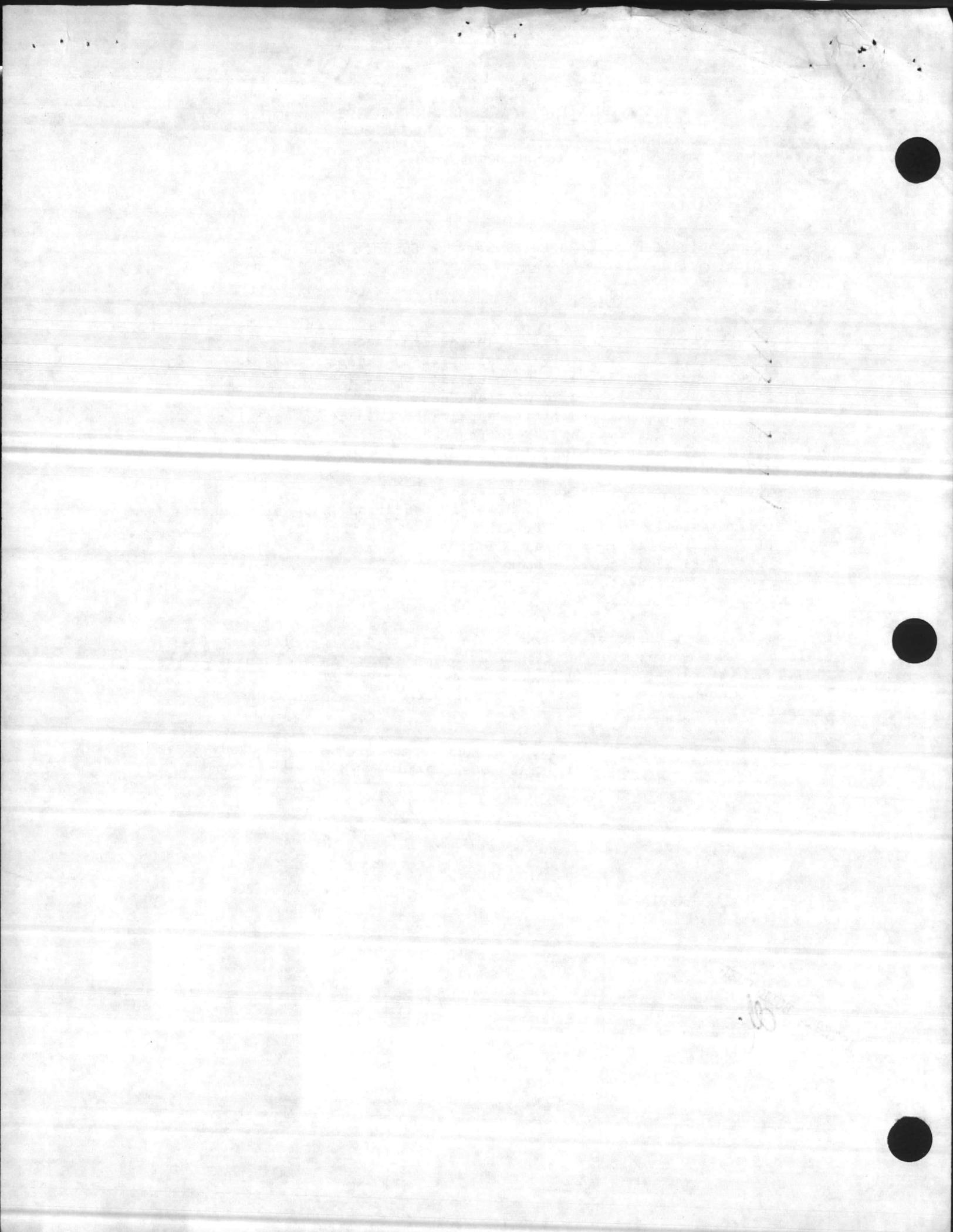
1. The Assistant Chief of Staff, G-3, represented by G-3 Training (G-3T), has staff cognizance over the functional areas addressed in enclosures (1) through (13). Enclosures (14) and (15) will be used by G-3T during courtesy visits, Readiness Inspection Visits (RIV) and the Annual Commanding General's Inspection.

2. Questions about or recommended changes to the enclosures should be directed to Major ANGELL/SSgt CALLAWAY at AV 484-3245/1711/2217.

*J. W. Lucey*  
J. W. LUCEY  
By direction

Distribution: Special

1STSGT, BULK FUEL  
*al.*



TRAINING ADMINISTRATION CHECKLIST

1. Has a Unit Training SOP been published? (FSSGO P1500.2L, Para 2003.1)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Does the Unit Training SOP contain the minimum requirements?  
(FSSGO P1500.2L, Para 2003.1.a., 2003.1.b., 2003.1.c., 2003.1.d., 2003.1.e.)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Does the unit publish the required Annual Training Plan, Quarterly  
Training Plan and Monthly/Weekly Training Schedules?  
(FSSGO P1500.2L, Para 2003.2, 2003.3, 2003.4)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Does the unit's Annual Training Plan contain the minimum requirements?  
(FSSGO P1500.2L, Para 2003.2)

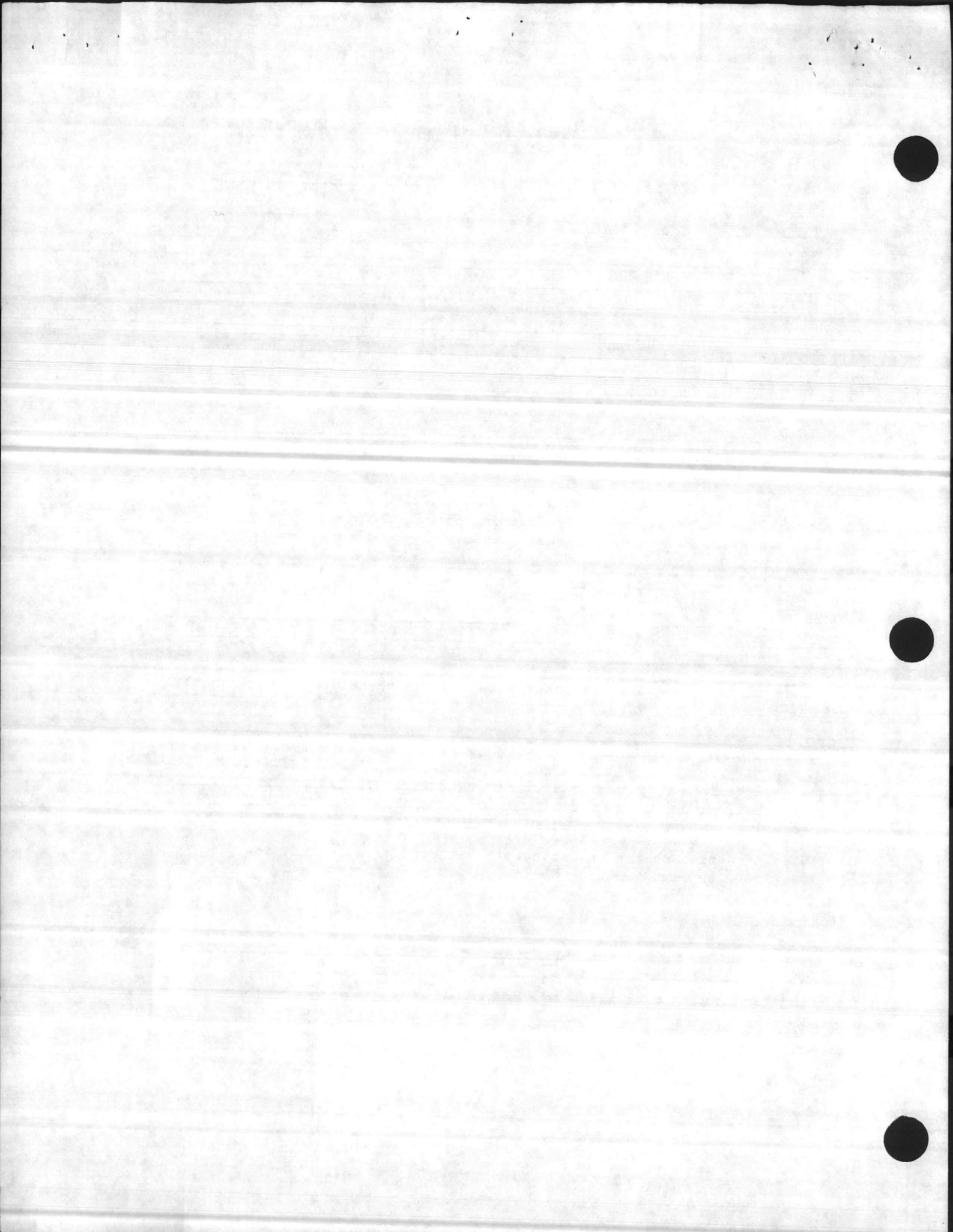
YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Does the unit publish an inclement weather/alternate training plan?  
(FSSGO P1500.2L, Para 2004.5)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



6. Are commanders evaluating training as required? (FSSGO P1500.2L, Para 2004.1)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

7. Is the required instructor assignment sheet being used? (FSSGO P1500.2L, Para 2004.2 and Appendix D)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

8. Are the required lesson plans prepared? (FSSGO P1500.2L, Para 2004.3 and Appendix D)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

9. Are periods of instruction monitored? (FSSGO P1500.2L, Para 2004.4)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

10. Is makeup training being conducted? (FSSGO P1500.2L, Para 2004.5)

YES \_\_\_\_\_ NO \_\_\_\_\_

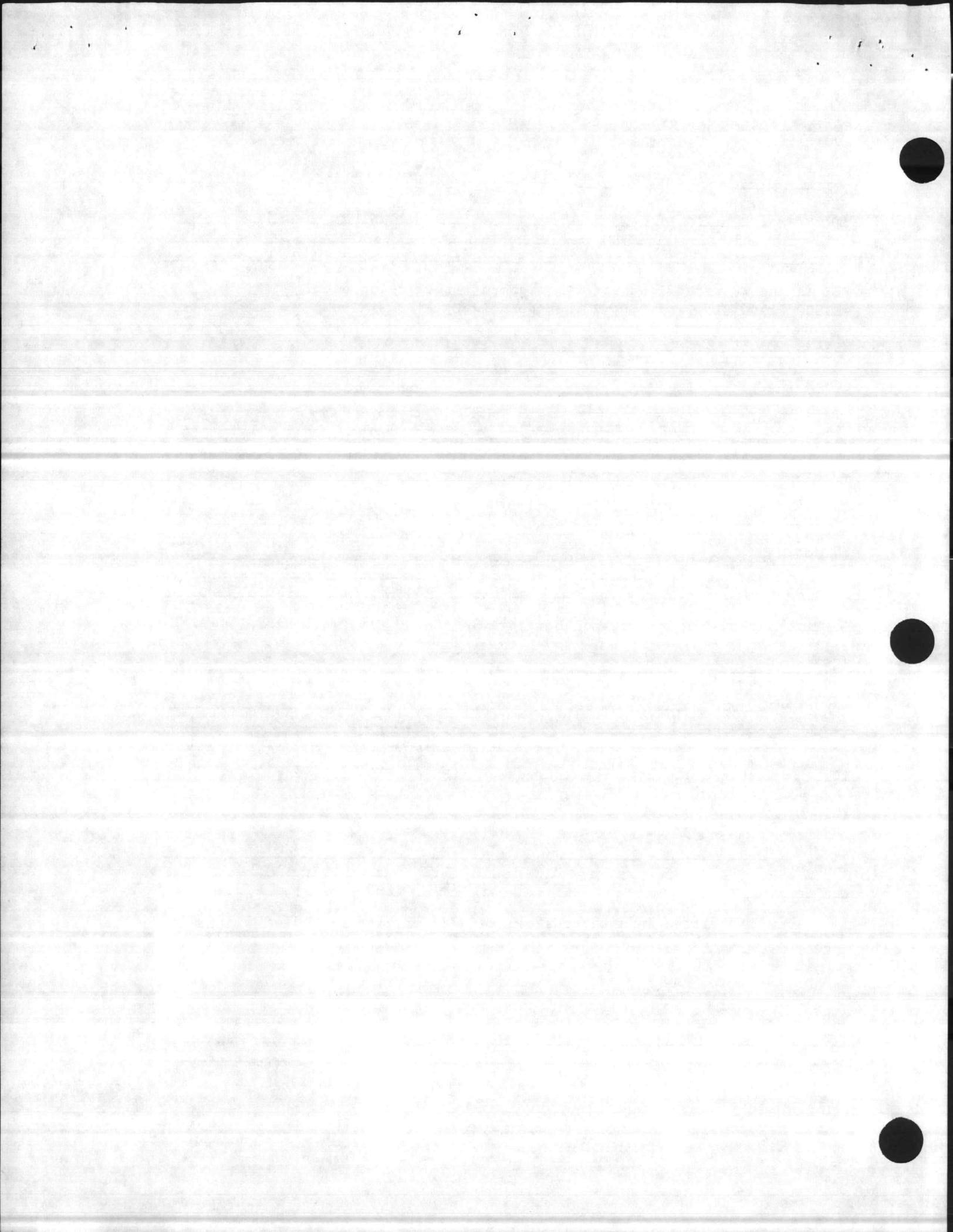
COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

11. Are class attendance records maintained for each period of instruction? (FSSGO P1500.2L, Para 2004.6)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

Enclosure (1)



12. Are required training records maintained? (NAVMC 2779, Chap 1, Para 8; FSSGO P1500.2L, Para 2004.7)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Does the commander establish and conduct appropriate training inspections and maintain records of same? (FSSGO P1500.2L, Para 2004.8.a)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Does the unit submit the required training reports? (FSSGO P1500.2L, Para 2004.9 and Appendix H)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Does the unit maintain the required training directives? (MCO 1500.40, Encl 1; FSSGO P1500.2L, Para 2004.13 and Appendix J)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. Are training priorities identified and logically reflected in the unit's training program? (MCO 1500.40, Para 6; FSSGO P1500.2L, Para 2005)

YES \_\_\_\_\_ NO \_\_\_\_\_

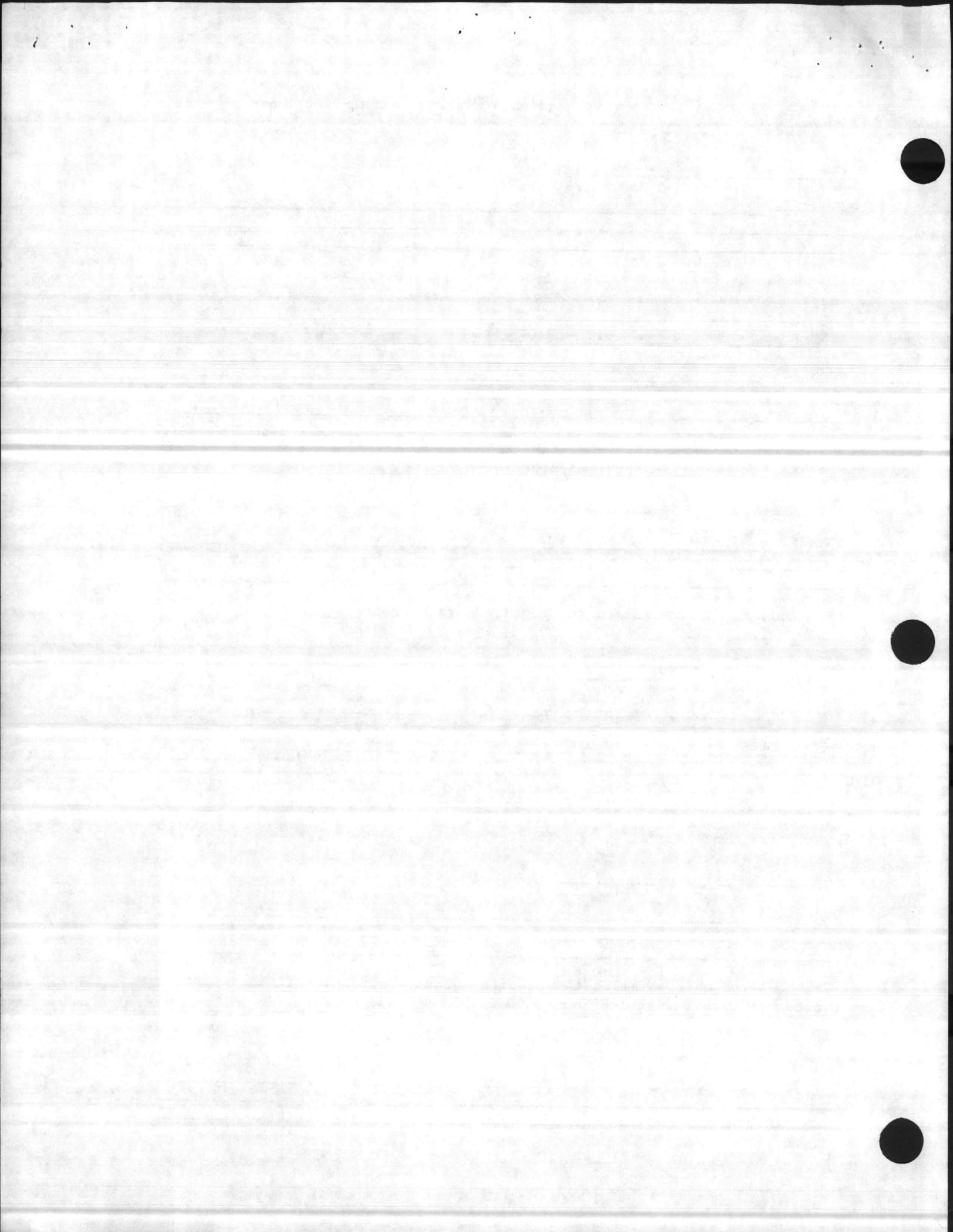
COMMENTS: \_\_\_\_\_  
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17. Does the unit maintain the required usage records for training areas, ranges and facilities? (FSSGO P1500.2L, Para 3001)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Enclosure (1)



18. Are available sources of training support and procedures for requesting same known? (BO P11102.1J; FSSGO P1500.2L, Chap 3)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. Was the required waiver obtained prior to deferring or exempting required training? (MCO 1500.40, Para 6.c.; FSSGO P1500.2L, Para 2006)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20. Were training personnel knowledgeable of the applicable Marine Corps training directives and publications? (No reference)

YES \_\_\_\_\_ NO \_\_\_\_\_

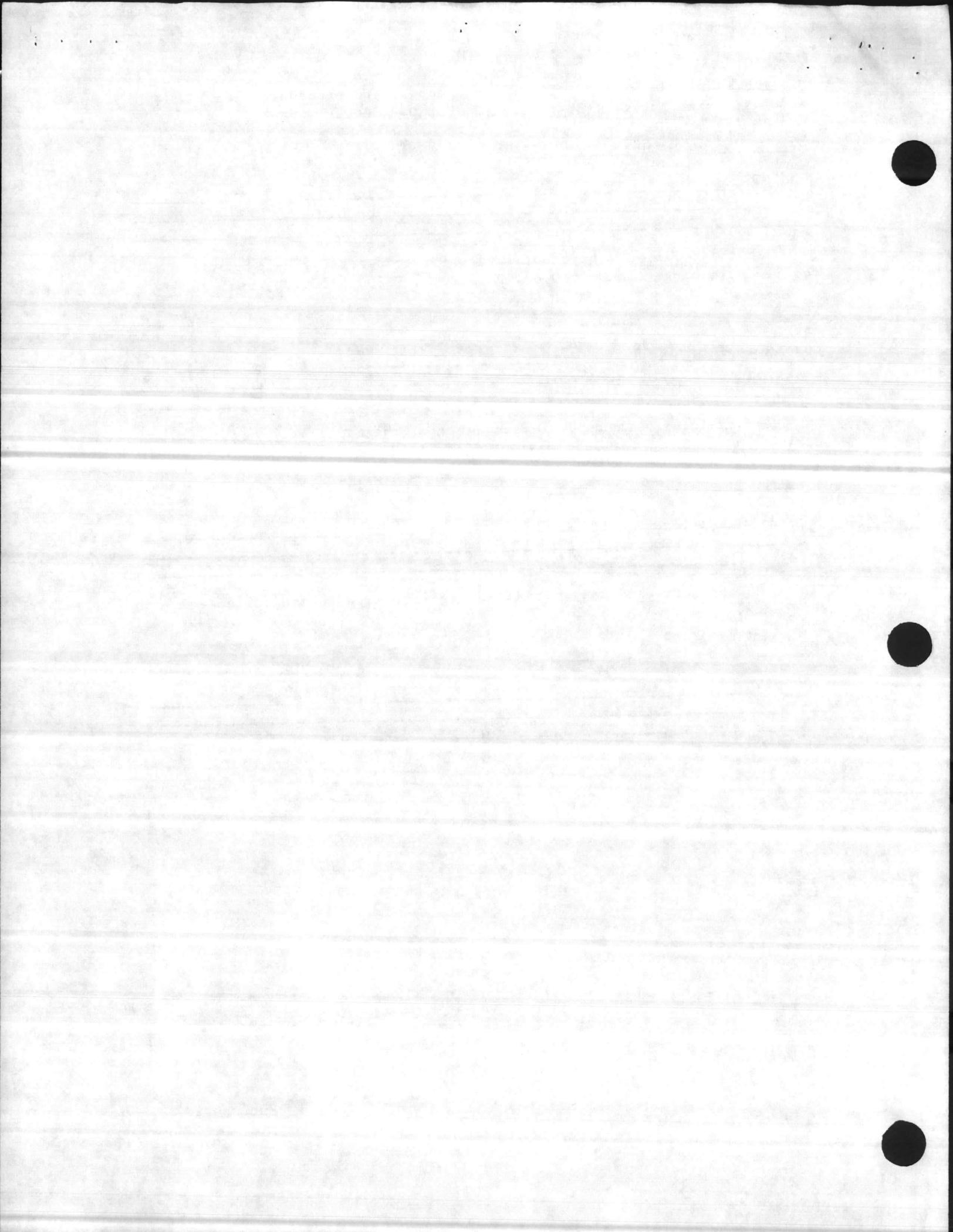
COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
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21. Have the most recently identified negative trends been corrected? (No reference)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Enclosure (1)



TROOP INFORMATION PROGRAM INSPECTION CHECKLIST

1. Is a Troop Information Program established to fulfill the particular needs of the command? (MCO 1510.25C, Para 7.a.)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Are the required topics incorporated in the unit training plan? (MCO 1510.25C, Para 5. and 7.b.)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Are Troop Information Sessions conducted at the lowest unit level possible? (MCO 1510.25C, Para 7.a.)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Is required topic training in compliance with Marine Corps directives which apply to those topics? (MCO 1510.25C, Para 5)

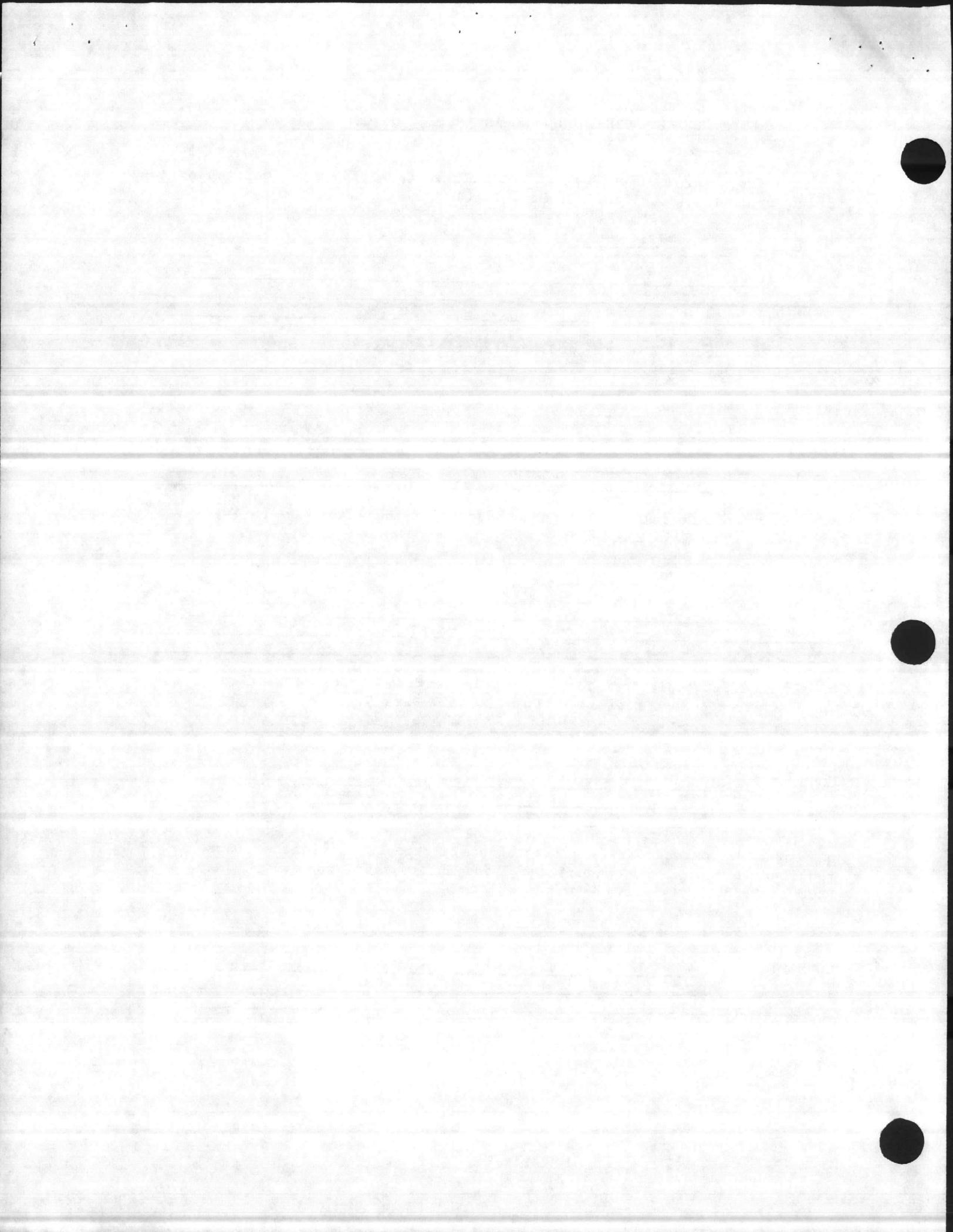
YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Does the command maintain the necessary records and lesson plans required to manage and conduct the Troop Information Program? (MCO 1510.25C, Para 7.b.)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



6. Are counseling sessions being conducted as outlined in MCO 1510.25C, Encl (3)?

YES \_\_\_\_\_ NO \_\_\_\_\_

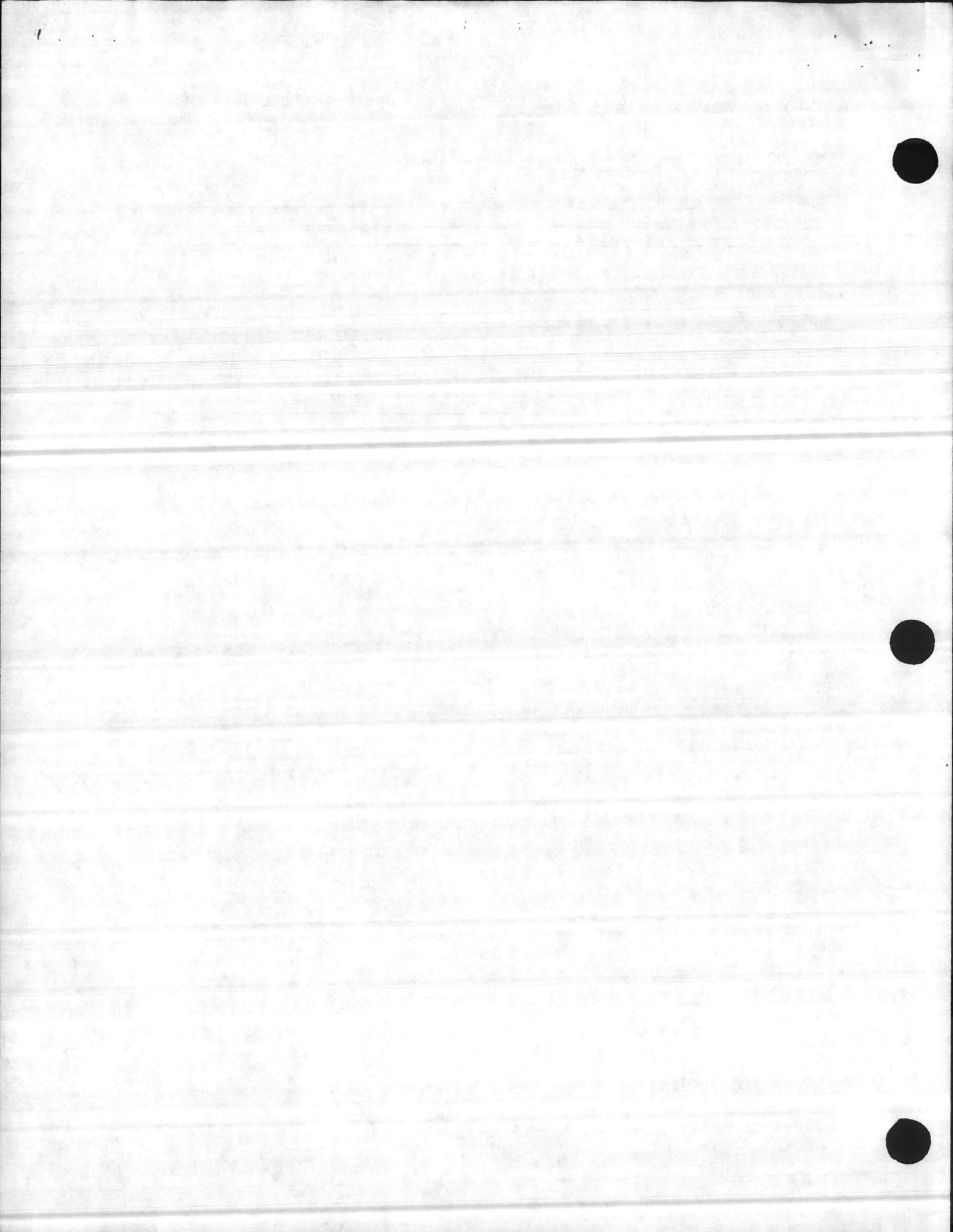
COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Have the most recently identified negative trends been corrected? (No reference)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Enclosure (6)



MARINE CORPS INSTITUTE INSPECTION CHECKLIST

1. Has the unit established an effective MCI management program?  
(MCO 1550.3L, Para 7; MCIO P1550.1Q, Para 1003, Fig 1-2)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

2. Is the unit's MCI Program under the staff cognizance of the Officer/NCO who is responsible for the unit's training program? (MCO 1550.3L, Para 4.b.; FSSGO P1500.2L, Para 4003.4)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

3. Does the unit's MCI Section have the current edition of MCIO P1550.1Q? (MCO 1550.3L, Para 5.b.)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

4. Does the unit's Commanding Officer or his designated representative ensure that counselling is provided prior to approving all MCI enrollments? (MCO 1550.3L, Encl (1), Para 3; MCIO P1550.1Q, Para 1003)

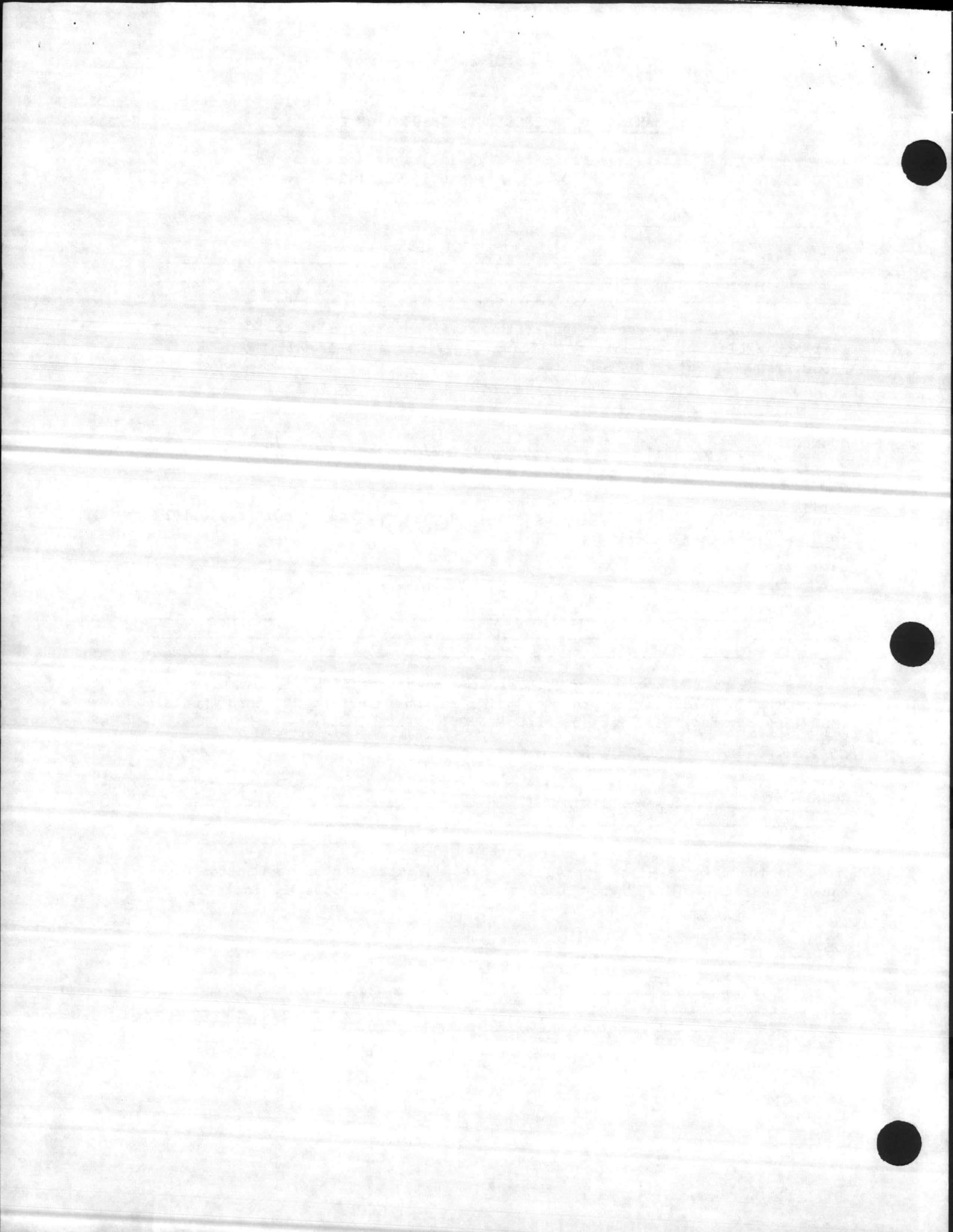
YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

5. Does the unit make the appropriate page 11 entries upon completion of the final exam? (MCIO P1550.1Q, Para 1003 (DTP); MCO 1550.3L, Encl (1), Para 5 and 9)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_



6. Is the unit's U.A.R. being properly audited and returned to MCI with in five working days? (MCO 1550.3L, Encl (1), Para 10.d.)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Do the units maintain a copy of the UAR on file for one year? (MCO 1550.3L, Encl (1), Para 10.d.)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Do the unit Commanders approve all requests for disenrollment? (MCO 1550.3L, Encl (1), Para 10.a.)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Does the unit enforce the minimum requirement for lesson completion per month? (MCO 1550.3L, Encl (1), Para 3.e.)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Does the unit's Monthly/Weekly Training Schedule reflect time set aside for MCI study? (MCO 1550.3L, Para 4.b.; FSSGO P1500.2L, Para 4003.2 and 4003.3)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

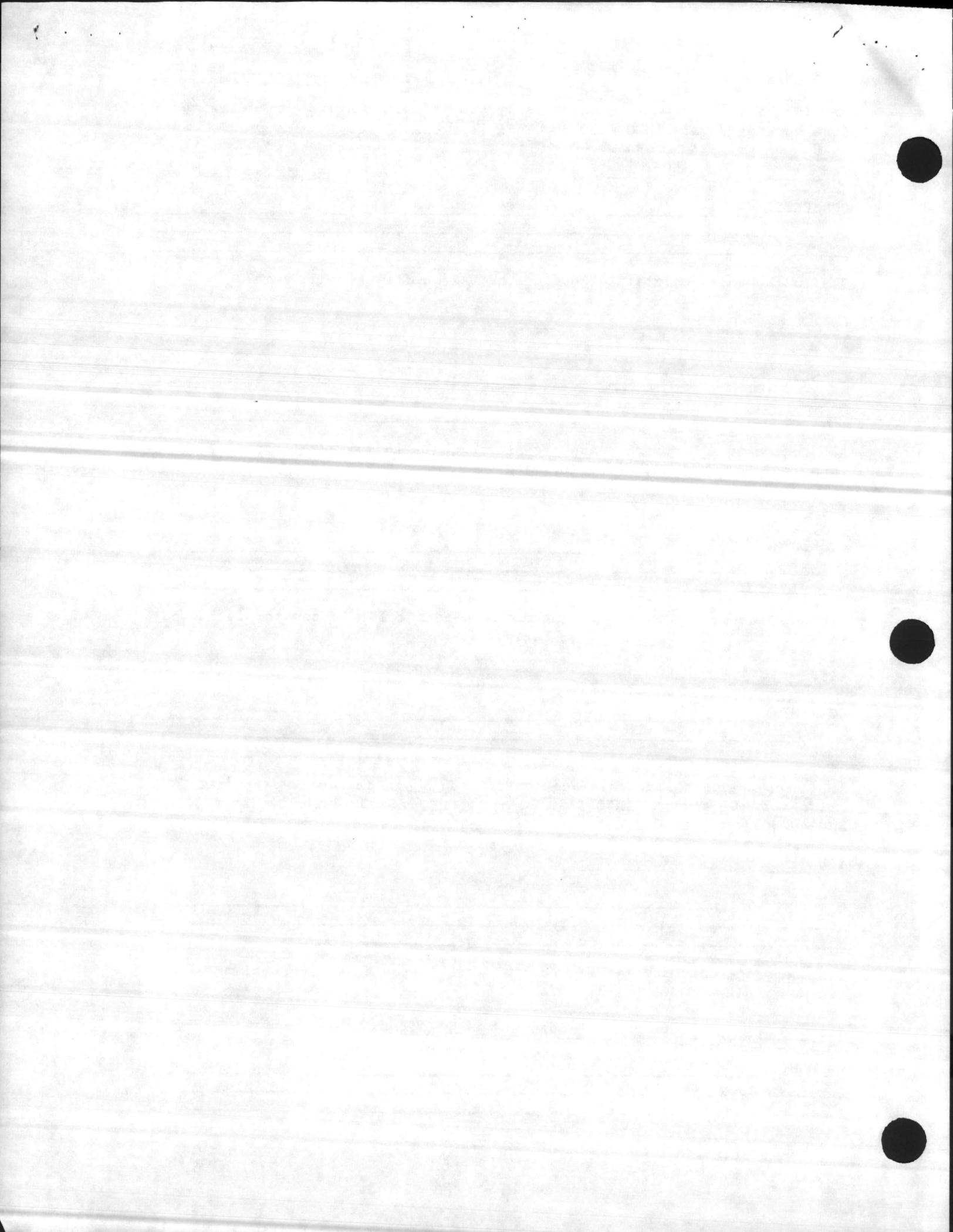
11. Does the unit present completion certificates at an appropriate ceremony? (MCO 1550.3L, Para 4.c.)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(8) \_\_\_\_\_

Enclosure (8)



ENLISTED PROFESSIONAL MILITARY EDUCATION INSPECTION CHECKLIST

1. Does the unit have an established Enlisted Professional Military Education program? (No Reference)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Are newly promoted corporals, less those undergoing formal school training and those who have successfully completed the NCO Basic Course or "The Marine NCO," required to enroll in the MCI course "The Marine NCO?" (MCO 1510.27B, Encl (2), Para 7.i. (1))

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Are commanders ensuring, to the maximum extent possible, that each NCO completes the NCO Basic Course prior to becoming eligible for promotion to SSgt? (MCO 1510.27B, Para 7.i. (2))

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Are SSgt selectees and SSgts with less than 3 years in grade who are not graduates of the Resident SNCO Career Course required to enroll in the SNCO Career Nonresident Course? (MCO 1510.27B, Encl (4), Para 7.d. (1))

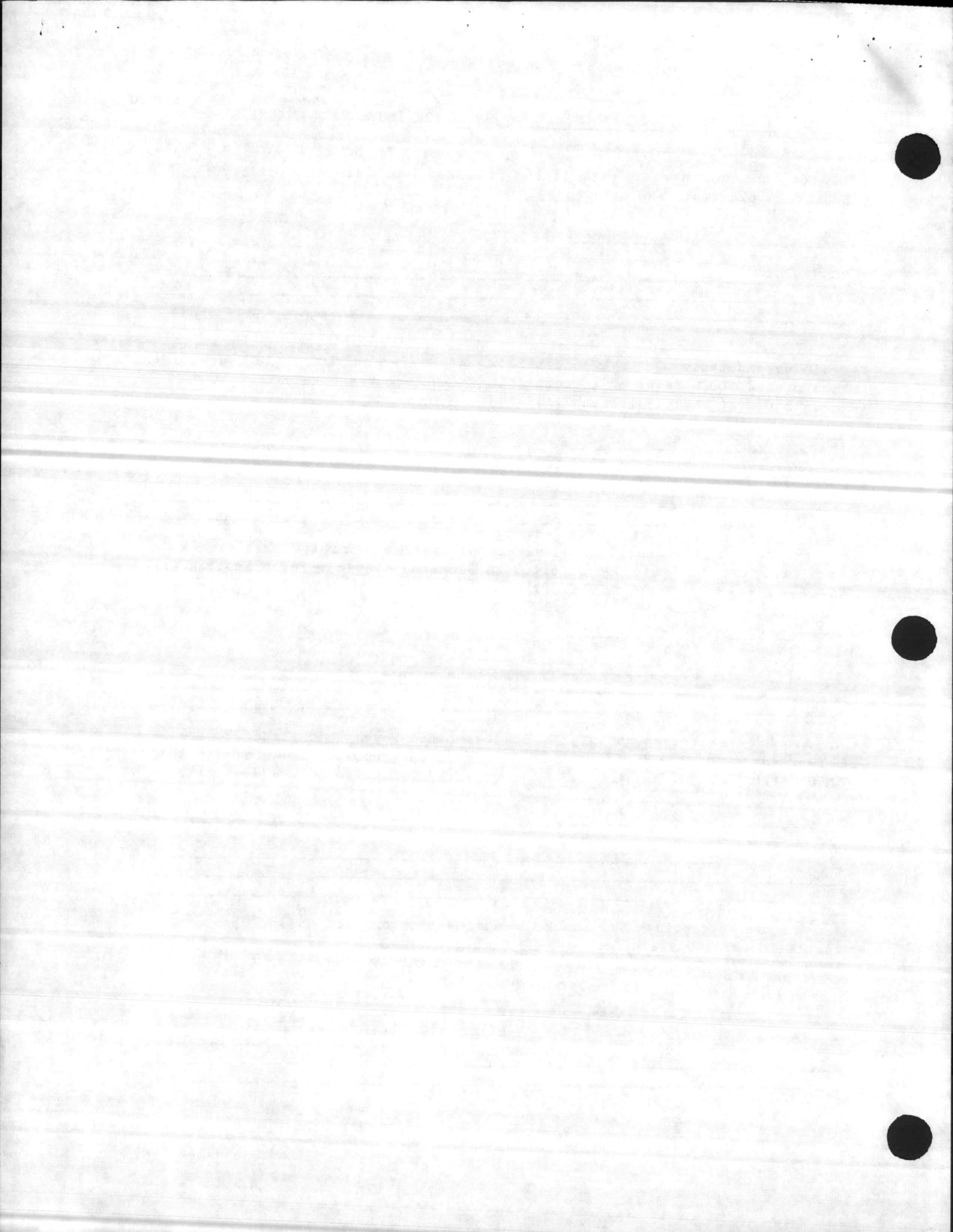
YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Are the appropriate SRB and MMS entries made on each Marine upon completion of NCO Basic Course/SNCO Career Course? (MCO 1510.27B, Encl (2), Para 7.i. (3) and Encl (4), Para 7.d. (4))

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

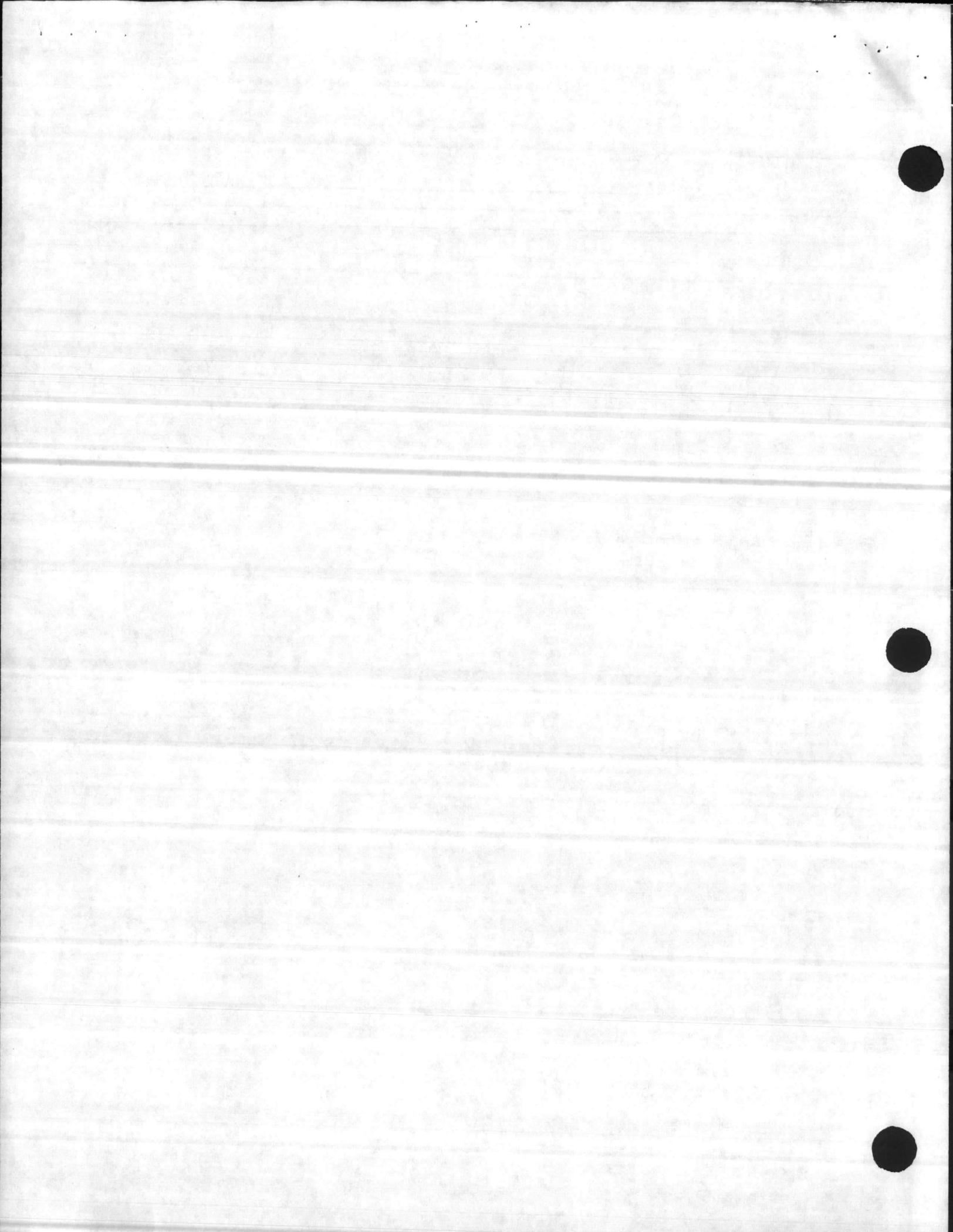


6. Have the most recently identified negative trends been corrected? (No reference)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Enclosure (10)



LEADERSHIP INSPECTION CHECKLIST

1. Is leadership training scheduled, conducted and evaluated for Officers?  
(MCO 5390.2C, Para 4 and Para 9.a. (1))

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Is leadership training scheduled, conducted and evaluated for SNCO's?  
(MCO 5390.2C, Para 4 and Para 9.a. (1))

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Is leadership training scheduled, conducted and evaluated for NCO's?  
(MCO 5390.2C, Para 4 and Para 9.a. (1))

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Is leadership training scheduled, conducted and evaluated for LCPL's and below?  
(MCO 5390.2C, Para 4 and Para 9.a. (1))

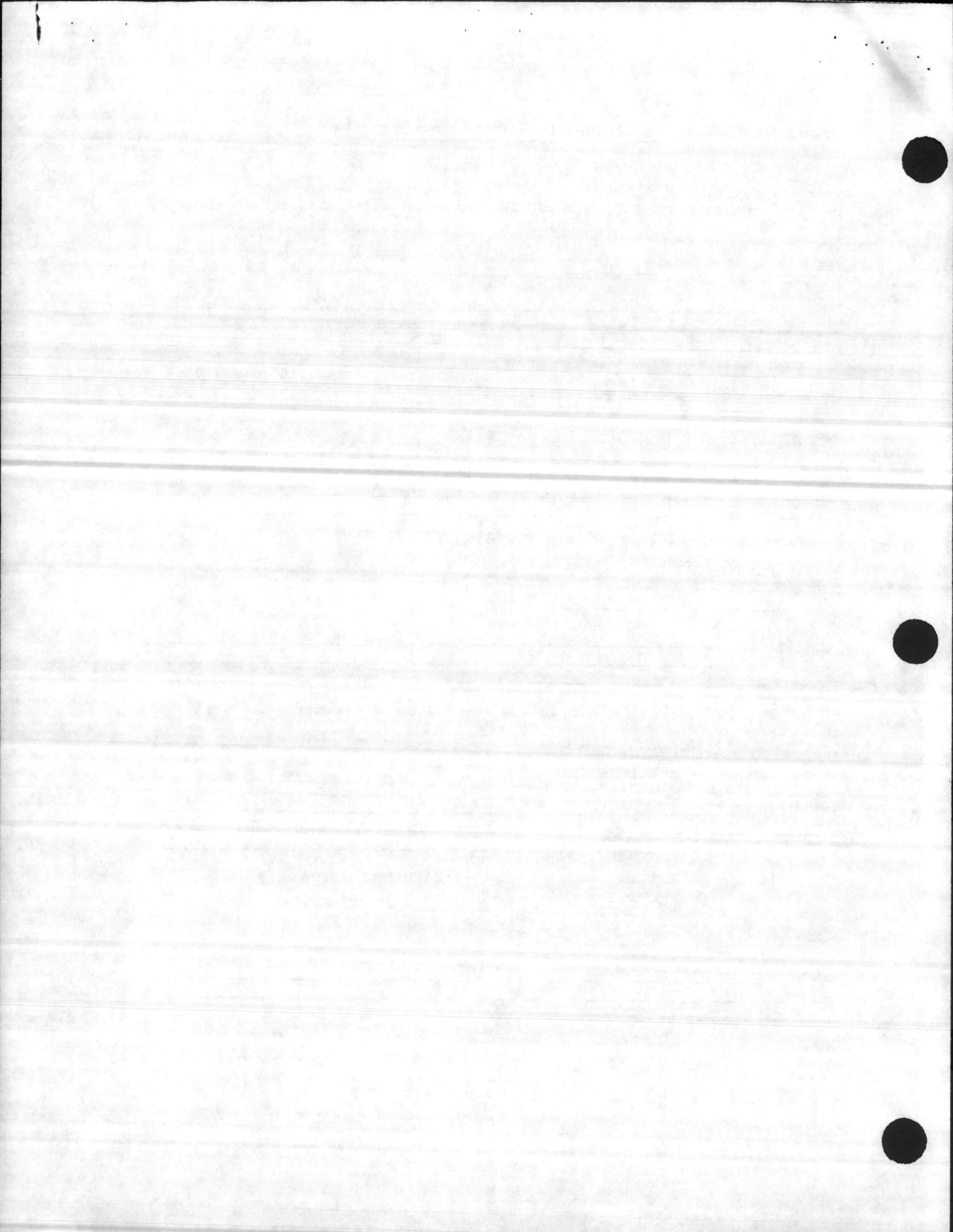
YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Is leadership training objective oriented and not an hourly requirement?  
(MCO 5390.2C, Para 6.b. (1) and 6.b. (2) (a))

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



6. Is leadership training integrated with other required training?  
(MCO 5390.2C, Para 6.b. (2) (c))

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Are the training objectives established by the unit designed to meet the leadership training goals? (MCO 5390.2C, Para 9.a. (2))

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Are adequate records maintained in order to manage and conduct the unit leadership training program? (MCO 5390.2C, Para 8.b.)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Does the Commanding Officer participate fully in leadership training?  
(MCO 5390.2C, Para 9.a.)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Do the officers and SNCO's conduct leadership training as part of their regular duties? (MCO 5390.2C, Para 7.c.)

YES \_\_\_\_\_ NO \_\_\_\_\_

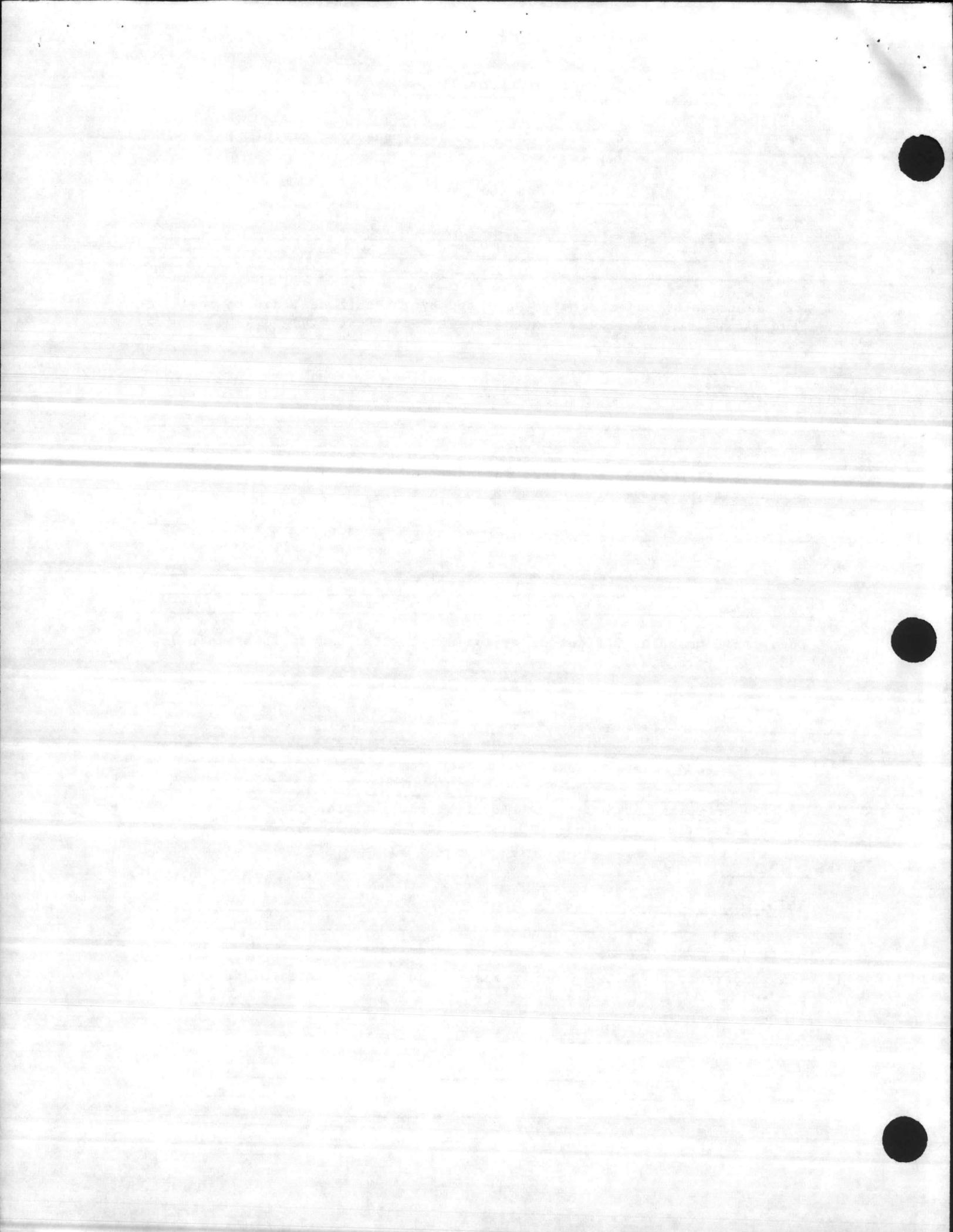
COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Is leadership training properly supervised and supported by unit leaders? (MCO 5390.2C, Para 9.)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Enclosure (3)



12. Is officer/SNCO school conducted throughout the year? (MCO 5390.2C, Para 4)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Has an NCO leadership development program been established? (MCO 5390.2C, Para 6.b. (6) and 9.a. (4))

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Are the appropriate MMS entries made? (MCO P1080.35E, Para 4014)

YES \_\_\_\_\_ NO \_\_\_\_\_

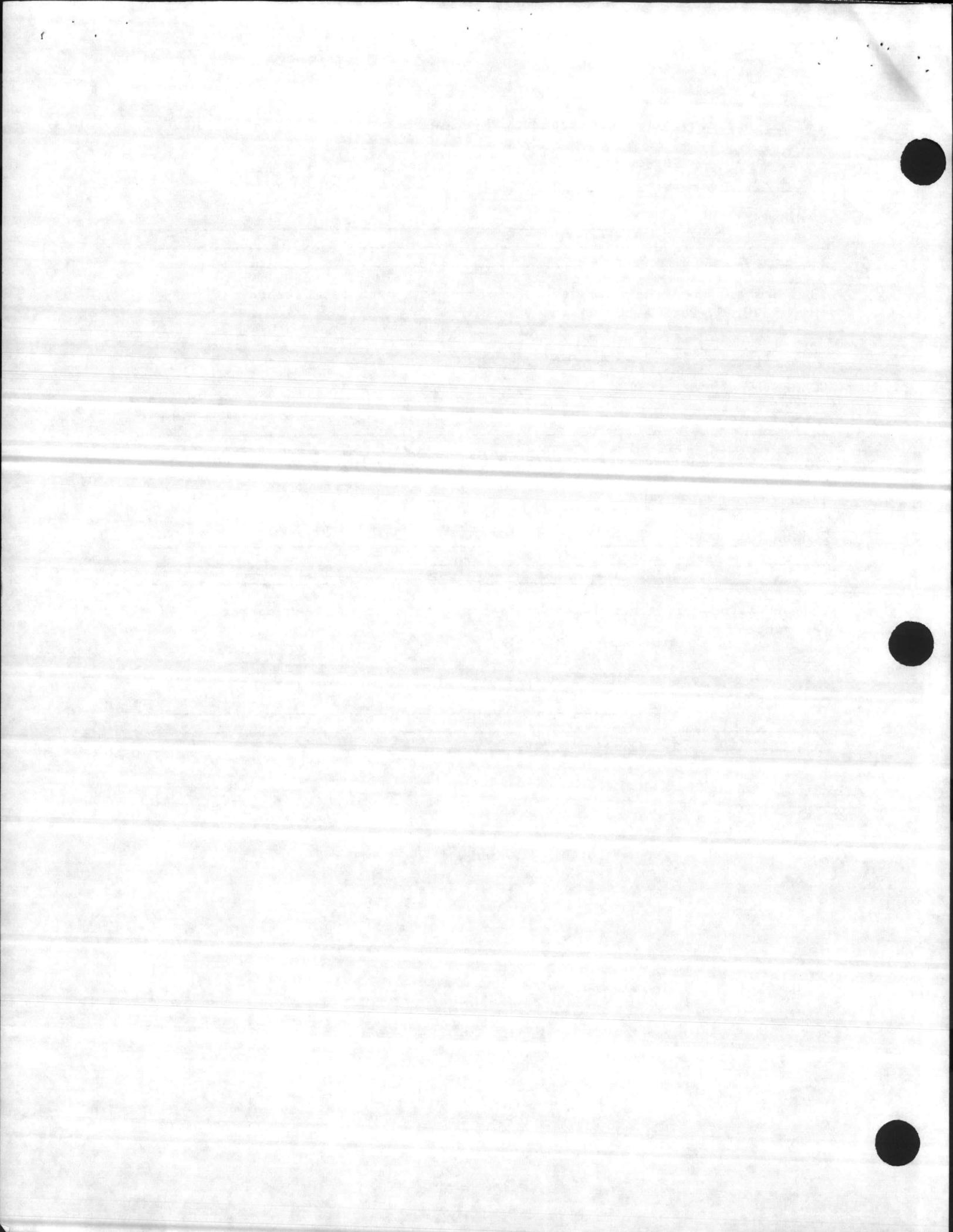
COMMENTS: \_\_\_\_\_  
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15. Have the most recently identified negative trends been corrected? (No reference)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Enclosure (3)



WATER SAFETY/SURVIVAL PROGRAM INSPECTION CHECKLIST

1. Does the unit have an established Water Safety/Survival Program?  
(MCO 1510.29A, Para 6.c.)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Are Marines who have not achieved the minimum aquatic skill level (S3) being trained and tested/retested? (MCO 1510.29A, Para 6.c.)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Are Marines who require a qualification higher than S3 receiving the screening, training and/or testing necessary for accomplishment of the pertinent qualification? (MCO 1510.29A, Para 6.h.)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Are proper testing procedures used for determining swimming qualifications? (MCO 1510.29A, Encl (1))

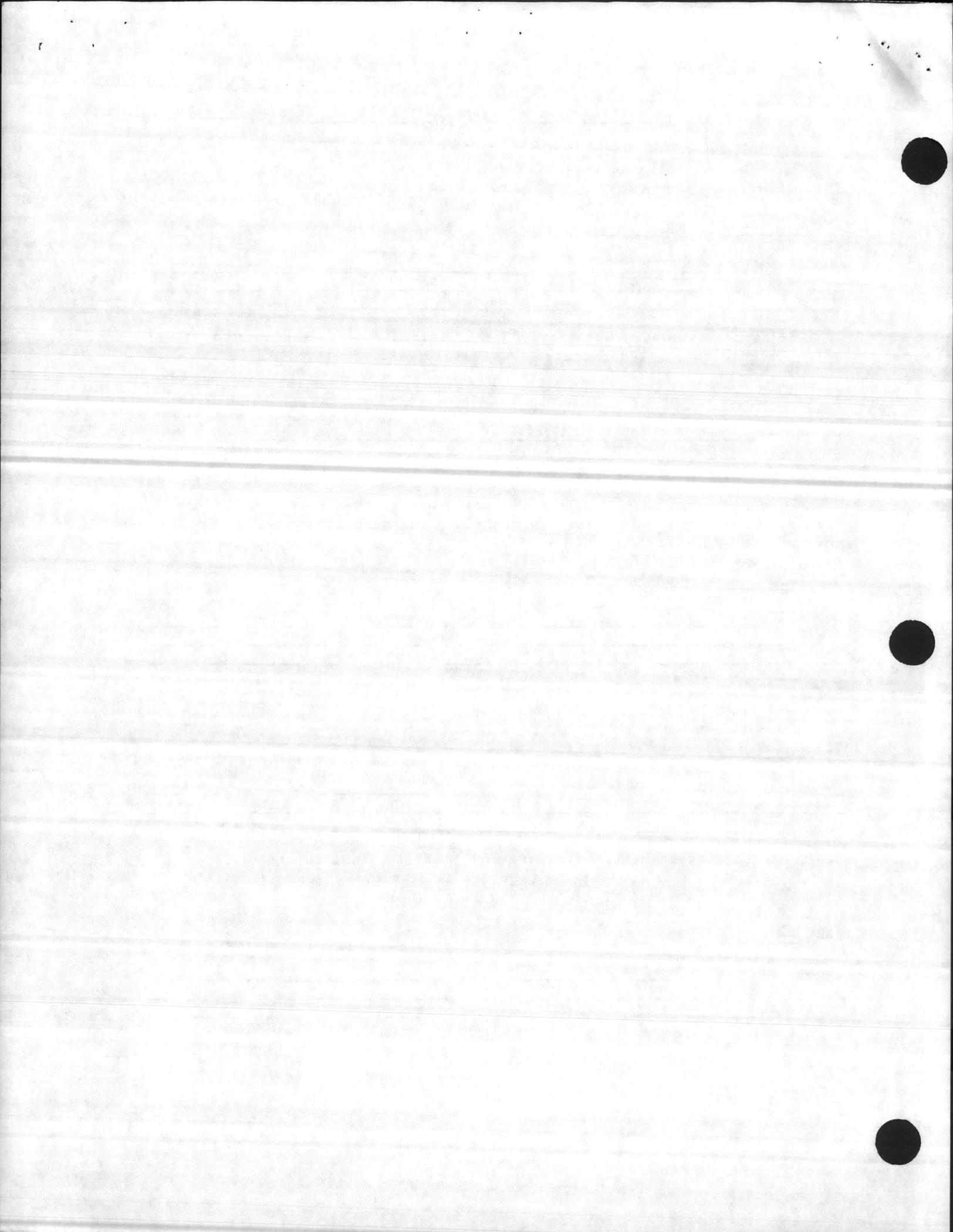
YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Does the command have sufficient and qualified instructors (WSSI or ARCWSI) available to conduct the required water survival and swimming training? (MCO 1510.2A, Para 5.c. and Para 6.c.)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



6. Has the command taken the steps necessary to obtain qualified WSSI/ARCWSI to conduct the required water survival and swimming training? (MCO 1510.29A, Para 5.c. and Para 6.d.)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Are appropriate ARC swimming and water safety manuals being used by instructors to train Marines as swimmers? (MCO 1510.29A, Para 5.d.)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Are WSSI/ARCWSI instructor certifications being revalidated at least every two years? (MCO 1510.29A, Para 5.c. and Para 6.j.)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Are appropriate unit diary entries being made to reflect water survival/swimming qualifications and instructor classification? (MCO 1510.29A, Para 6.k. and Encl (2), Para (1)).

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Are appropriate swimming qualification entries being entered in the health records of personnel on flight status or designated as scuba divers? (MCO 1510.29A, Para 6.k., and Encl (2), Para 2.)

YES \_\_\_\_\_ NO \_\_\_\_\_

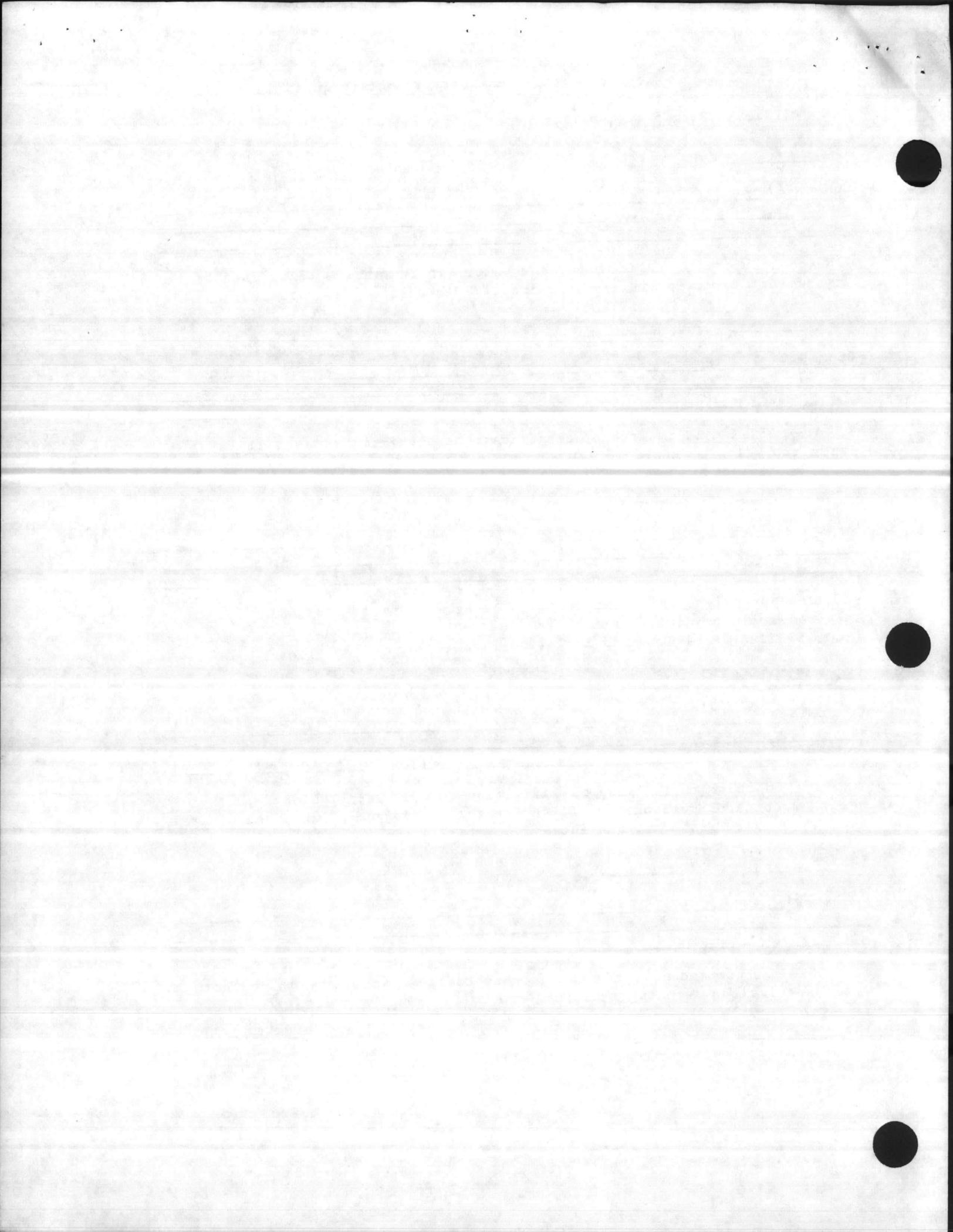
COMMENTS: \_\_\_\_\_  
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\_\_\_\_\_

11. Does the command have adequate access to pool facilities to conduct water survival or swimming training? (MCO 1510.29A, Para 6.f.)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Enclosure (2)



12. Have the most recently identified negative trends been corrected? (No reference)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

