

DETAILED INSPECTION CHECKLIST

FA SC STMT TEXT

- 390 MARINE CORPS INSTITUTE PROGRAM (MCI) PROGRAM
Functional Area Manager: MCI
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Date Last Revised: 04 October 2011
- 390 00 NO SUBCAT FOR THESE STATEMENTS
- 390 00 001 Is the Marine Corps Institute Procedures Manual being used as the source document for the administration and management of the unit's MCI program?
Reference
MCI MSG 111541Z DEC 98, PARA 4
- 390 00 002 Does the unit have a Command Unit Verification Report (UVR) account?
Reference
MCI PROCEDURES MANUAL, CH. 2, PG. 2-2, PARA 2
- 390 00 003 Can the unit verify that subordinate units have access to Command UVR?
Reference
MCI PROCEDURES MANUAL, CH. 2, PG. 2-5, PARA 1
- 390 00 004 Can the unit training NCO demonstrate the ability to enroll a Marine in an MCI course using Command UVR?
Reference
MCI PROCEDURES MANUAL CH. 2, PG. 2-9, PARA 1
- 390 00 005 Can the unit training NCO demonstrate the ability to track a unit's/Marine's MCI related problems by viewing the student's transcript on Command UVR?
Reference
MCI PROCEDURES MANUAL CH. 2, PG. 2-10, PARA 1
- 390 00 006 Can the unit training NCO demonstrate proper proctoring procedures for Random Online Exam Digital (ROLE) DP-37 and paper exams?
Reference
MCI PROCEDURES MANUAL, CH. 2, PG. 2-9, PARA 2 ENCLOSED INSTRUCTION IN EXAM PACKAGE

- 390 00 007 Does the unit facilitate the completion of MCI courses by offering students the opportunity to take proctored exams?
Reference
MCI PROCEDURES MANUAL CH. 3, PG 3-5 AND 3-6
- 390 00 008 Can the unit training NCO verify that all Marines have completed or are enrolled in the required distance education PME and MCI program, by using the IG or Customized Reports on Command UVR?
Reference
MCI PROCEDURES MANUAL CH. 2, PG. 2-8, PARA 1; MCO P1553.4A
- 390 00 009 Are MCI courses being handled as personal mail?
Reference
MCI PROCEDURES MANUAL CH. 3, PG 3-2, PARA 1
ALMAR 205-96; ALMAR 456-96