

## DETAILED INSPECTION CHECKLIST

FA SC STMT	TEXT
400	FORMAL SCHOOL MANAGEMENT Functional Area Manager: TECOM MTESD Point of Contact: CAPTAIN MARCUS OHLENFORST (DSN) 278-3029 (COML) (703) 784-3029 E-mail: <a href="mailto:marcus.ohlenforce@usmc.mil">marcus.ohlenforce@usmc.mil</a> Date Last Revised: 6 SEPTEMBER 2012
400 01	PROGRAM OF INSTRUCTION (POI), COURSE CONTENT REVIEW BOARD (CCRB), MASTER LESSON FILE (MLF)
400 01 002	Does each course have a POI approved by CG, Training Command (TRNGCMD) or CG, Training and Education Command (TECOM) for none TRNGCMD units? Reference MCO 1553.2B, ENCL 1, CHAP 1, PAR 4.G
400 01 003	Has a formal Course Content Review Board (CCRB) been conducted for each course since the last date of approval for the POI?? Reference MCO 1553.2B, ENCL 1, CHAP 3, PAR 5.B
400 01 004	Does each course have the following required documents on-hand:  a. T&R Manual or other service ITEs (for joint schools)?  b. POI?  c. Master Lesson File (MLF)?  d. Record of Proceedings (ROP)?  e. Course Schedule? Reference MCO 1553.2B, ENCL 1, CHAP 1 AND CHAP 3, PAR 5.A
400 01 005	Does each MLF contain, at a minimum, the following material when required:  a. Learning Analysis Worksheets (LAWs)?

- b. Learning Objectives Worksheets (LOWs)?
- c. Concept Card(s)?
- d. Lesson Plan?
- e. Student Outline?
- f. Supplemental Student Materials? (if applicable)
- g. Media? (or a description of the media and location)
- h. Instructor Preparation Guide (IPG)?
- i. Operational Risk Assessment Worksheet (ORAW)?  
Reference  
MCO 1553.2B, ENCL 1, CHAP 1, PAR 6.B

400 01 006 Does the training/course schedule contain, at a minimum, the following requirements:

- a. Lesson Designators?
- b. Lesson Titles?

c. Lesson Times?  
Reference  
MCO 1553.2B, ENCL 1, CHAP 1, PAR 6.A

400 01 007 Does the training schedule match the POI (pen changes by the commander to the POI/schedule may be authorized).?  
Reference  
MCO 1553.2B, ENCL 1, CHAP 1, PAR 6.A

400 01 008 Does each MLF match the POI?  
Reference  
MCO 1553.2B, ENCL 1, CHAP 1, PAR 6.A

400 01 009 Have Operational Risk Assessments been conducted for every training lesson/event in the POI on a yearly basis?  
Reference  
MCO 1553.2B, ENCL 1, CHAP 5, PAR 4.A (2)

- 400 02 FORMAL SCHOOL FACULTY
- 400 02 001 Has the school designated in writing a Formal School Manager (FSM)?  
Reference  
MCO 1553.2B, ENCL 1, CHAP 2, PAR 6.A
- 400 02 002 Has the school designated in writing an Academics Officer?  
Reference  
MCO 1553.2B, ENCL 1, CHAP 2, PAR 7
- 400 02 003 Has the school designated in writing a Course Chief for each POI?  
Reference  
MCO 1553.2B, ENCL 1, CHAP 2, PAR 9
- 400 02 004 Are training records maintained on every faculty member who conducts instruction or curriculum administration for U. S. Marine Corps students?  
Reference  
MCO 1553.2B, ENCL 1, CHAP 2, PAR 2
- 400 02 005 Have first time instructors attended the Formal School Instructor Course (FSIC) at Train the Trainer School (T3S) or other service instructor course within 120 days of joining the School?  
Reference  
MCO 1553.2B, ENCL 1, CHAP 2, PAR 4.A (1)
- 400 02 006 Have returning instructors completed Marine Corps or other service instructor courses within the last 5 years?  
Reference  
MCO 1553.2B, ENCL 1, CHAP 2, PAR 3.A
- 400 02 007 Have curriculum developers attended the Curriculum Developers Course (CDC) at T3S within 120 days of joining the school or being transferred to a developer's billet/duty?  
Reference  
MCO 1553.2B, ENCL 1, CHAP 2, PAR 4.A (1)
- 400 02 008 Have all primary instructors and curriculum administrators completed the SAT and ORM through the school's staff and faculty development plan?  
Reference  
MCO 1553.2B, ENCL 1, CHAP 2, PAR 5.A (1) and (A) (2)

- 400 02 009 Does the school have a Staff/Faculty Development Plan?  
Reference  
MCO 1553.2B, ENCL 1, CHAP 2, PAR 5.(A).(1)
- 400 03 FORMAL SCHOOL EVALUATION
- 400 03 001 Does the school have an established internal evaluation plan for student performance?  
Reference  
MCO 1553.2B, ENCL 1, CHAP 1, PAR 3.I; CHAP 3, PAR 2.(B) AND (C), AND PAR 4.(A) AND (B); CHAP 5, PAR 2.A (5)
- 400 03 002 Does the school have an established internal evaluation plan for course materials?  
Reference  
MCO 1553.2B, ENCL 1, CHAP 3, PAR 2.A AND PAR 4 AND 5
- 400 03 003 Does the school have an established internal evaluation plan for instructor performance?  
Reference  
MCO 1553.2B, ENCL 1, CHAP 3, PAR 1, AND PAR 2.D
- 400 03 004 Does the school have an established internal evaluation plan for instructional environment?  
Reference  
MCO 1553.2B, ENCL 1, CHAP 3, PAR 1 AND 4
- 400 03 005 Does the school have an established external evaluation plan to gauge course effectiveness?  
Reference  
MCO 1553.2B, ENCL 1, CHAP 3, PAR 4.C, 4.E AND PAR 5
- 400 04 STUDENT REGISTRAR
- 400 04 001 Have Class Convening Rosters for each class been submitted, via the TECOM MCTIMS Student Registrar, to CG, MCCDC (C4611) within 5 calendar days of the class beginning date?  
Reference  
MCO 1553.2B, ENCL 1, CHAP 5, PAR 2.A (2); ENCL 3, PAR 7
- 400 04 002 Have Class Completion Rosters for each class been validated through the MCTIMS Student Registrar, to CG, MCCDC (C4611) within 7 calendar days of the class ending date?  
Reference  
MCO 1553.2B, ENCL 1, CHAP 5, PAR 2.A (2); ENCL 3, PAR 7

- 400 04 003      Have Class schedules for a course of instruction been submitted via the MCTIMS Scheduling Wizard by 1 June each year?  
Reference  
MCO 1553.2B, ENCL 1, CHAP 5, PAR 2.A (6)
- 400 05            INTER-SERVICE TRAINING REVIEW ORGANIZATION (ITRO)
- 400 05 001      Are all other service POIs used to instruct U.S. Marine Corps personnel inspected in accordance with the standards governing the host service training, with a courtesy copy of the inspection results forwarded to CG, TRNGCMD?  
Reference  
ITRO MANUAL
- 400 05 002      Are all Memorandums of Agreement (MOA)'s or Memorandums of Understanding (MOU)s for applicable support from the host service current, or submitted for approval to the applicable host service and per the reference?  
Reference  
ITRO MANUAL
- 400 06            MCTIMS TRAINING RESOURCE MODULE
- 400 06 001      Has the school made (at a minimum) lesson plans, student outlines, media, and instructor preparation guides available for viewing and download via the MCTIMS training resource module?  
Reference  
MCO 1553.2B, ENCL 1, CHAP 5, PAR 2.A (7)