

DETAILED INSPECTION CHECKLIST

FA SC STMT TEXT

- 410 LIFELONG LEARNING (LL)
Functional Area Manager: MFR-1
Point of Contact: DARYL PATRICK
(DSN) 278-9550 (COML) (703) 784-9550
E-mail: daryl.patrick@usmc.mil
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- 410 00 NO SUBCAT FOR THESE STATEMENTS
- 410 00 001 Does the Education Officer and Librarian have the following references on hand to support their areas of responsibility?
- MCO 1560.25
 - DANTES Examination Program Handbook (DEPH)
 - OPNAVINST 1560.10C
 - MCO P1700.27B W/CH1
 - Marine Corps General Libraries Annual Report
 - DoD MWR Core Standards Checklist
 - DoDI 1015.10
- Reference
MCO 1560.25; LOCAL BASE ORDERS, SOP'S, LOI'S AND MOU'S WITH SCHOOLS
- 410 00 002 Has an education program been established to assist Marines in furthering their educational objectives?
- Reference
MCO 1560.25, PAR 3.(a)
- 410 00 003 Are biennial LL Program interest-surveys conducted to determine program interest (to include AFLOAT programs) and used for program development/adjustment?
- Reference
MCO 1560.25, PAR 4b.(4)2.
- 410 00 004 Are all LL Programs offered at the installation to include, at a minimum, high school through graduate level education programs, Tuition Assistance (TA), Testing, USMAP, Distance Learning, MASP and MCSEN?
- Reference
MCO 1560.25, PAR 4b.(4)1.

- 410 00 005 Is check-in/out mandatory for Marines for the Education Center and Library?
Reference
MCO 1560.25, PAR 4b.(2)4.(h)
- 410 00 006 Are all non high school service members identified and counseled? Have all officers been identified that do not possess a Baccalaureate degree and have they been counseled?
Reference
MCO 1560.25, PAR 4b.(5)(a)3.b.
- 410 00 007 Has an education officer with appropriate educational background and experience been appointed in writing as the Education Officer?
Reference
MCO 1560.25, PAR 4b.(5)(a)(1) and (2)
- 410 00 008 Are the LL Programs being given time at the "Welcome Aboard" briefings to market the education and library programs?
Reference
MCO 1560.25, PAR 4b.(4)(i)
- 410 00 009 Does the command use available media to publicize and promote the opportunities available through the education program?
Reference
MCO 1560.25, PAR 4b.(5)(a)6.
- 410 00 010 Are all undergraduate schools on base members of Servicemember Opportunity Colleges Marine Corps (SOCMAR)?
Reference
MCO 1560.25, CHAP 5, PAR 2.b.(2)(b)1.
- 410 00 011 Is TA being authorized for service members in military civilian correctional facilities?
Reference
MCO 1560.25, CHAP 4, PAR 4.f.
- 410 00 012 Are SOCMAR schools providing Tuition Assistance students with SOCMAR agreements after the completion of no more than 6 semester hours and is the Education Center using these agreements for counseling?
Reference
MCO 1560.25, CHAP 6, PAR 6.e.
- 410 00 013 Are copies of each approved request for Tuition Assistance (NETPDTC 1560/3) for each commissioned officer forwarded to the Commandant of the Marine Corps (Code MMSB-20)?

- Reference
MCO 1560.25, CHAP 6, PAR 6.I.(3)
- 410 00 014 Are service members screened and identified by institutional counselors before enrolling in developmental courses funded by TA?
Reference
MCO 1560.25, CHAP 6, PAR 6.c.
- 410 00 015 Does the DANTES TCO have a Baccalaureate degree?
Reference
DANTES EXAMINATION PROGRAM HANDBOOK (DEPH), PAGE I-16
- 410 00 016 Are any DANTES TCOs, ATCOs, or ITCOs contractors?
Reference
MCO 1560.25, CHAP 2, PAR 2.b.(3)(b)
- 410 00 017 Is the TCO able to explain the required action in the event of loss or compromise of a DANTES examination?
Reference
MCO 1560.25, CHAP 2, PAR 2.b.(4)(b)
- 410 00 018 Are hours, other than hands-on skill area work experience (listed on the Work Processes Schedule) being applied to the service members USMAP record? (Not counting previous work experience credits).
Reference
MCO 1560.25, CHAP 7, PAR 3.g.
- 410 00 019 Are the USMAP Program Individual Records maintained at the Education Center or online?
Reference
MCO 1560.25, CHAP 7, PAR 5.
- 410 00 020 Is MASP/BSEP being used for the purpose of preparing individuals to obtain a high school diploma?
Reference
MCO 1560.25, CHAP 4, PAR 3.a.(3)
- 410 00 021 Are internet/e-mail services provided to customers at no charge?
Reference
DOD MORALE, WELFARE AND RECREATION (MWR) LIBRARY STANDARDS; DOD MWR LIBRARY CORE STANDARDS CHECKLIST, C-01-06
- 410 00 022 Are collection additions, withdrawals, and total holdings maintained on the ILS and reported annually?
Reference

MARINE CORPS GENERAL LIBRARIES ANNUAL REPORT
DOD MORALE, WELFARE AND RECREATION (MWR) LIBRARY
STANDARDS; DOD MWR LIBRARY CORE STANDARDS CHECKLIST,
C-01-05

- 410 00 023 Are customer satisfaction surveys and/or needs assessments conducted to plan programs for children, teens, and adults based on customer needs?
Reference
DOD MORALE, WELFARE AND RECREATION (MWR) LIBRARY STANDARDS; DOD MWR LIBRARY CORE STANDARDS CHECKLIST C-01-14, C-01-15, AND C-01-16; MCO P1700.27B, CHAP 9, SECT 6, PAR 9603.1.a.
- 410 00 024 Does the library have an interlibrary loan program, which supports requests for borrowing material not on site, to cater to the academic and leisure needs of patrons?
Reference
MCO 1560.25, CHAP 3, PAR 3.j.
- 410 00 025 Are standard MOUs maintained for the AFLOAT Program? (MCB Camp Pendleton, MCAS Cherry Point and MCAGCC 29 Palms)
Reference
MCO 1560.25, CHAP 6, PAR 6.m.
- 410 00 026 Is the DANTES Test Center being inspected annually on stocking and non-stocking sites? (Annual Testing Facilities Review Policy)
Reference
DANTES EXAMINATION PROGRAM HANDBOOK (DEPH), PAGE I-10
- 410 00 027 Have all new testing personnel who have not served as a DANTES TCO, ATCO, or ITCO within the last 2 years completed the "Examination for DANTES Testing Personnel"?
Reference
DANTES EXAMINATION PROGRAM HANDBOOK (DEPH), PAGE I-19
- 410 00 028 Are the Lifelong Learning Programs publicized so that they are widely recognized and easily accessible to eligible personnel, including handicapped individuals?
Reference
MCO P1700.27B, PAR 1105.9
- 410 00 029 Is the "Security Container Check Sheet" being properly maintained on the DANTES Test Center's safe? (Safe Requirements)
Reference
DANTES EXAMINATION PROGRAM HANDBOOK (DEPH), PAGE I-37