



UNITED STATES MARINE CORPS
TRAINING AND EDUCATION COMMAND
1019 ELLIOT ROAD
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:
1533
C46JR
18 Aug 15

MCJROTC POLICY LETTER 9-15

From: Director, Marine Corps Junior Reserve Officers' Training
Corps (MCJROTC)
To: Distribution

Subj: FORMAL INSPECTION CONCEPT OF OPERATIONS FOR SCHOOL YEAR
2015-2016 (SY 15-16)

Ref: (a) MCO P1533.6E

Encl: (1) MCJROTC Formal Inspection Process

1. Per the reference, and beginning at the start of SY 15-16, the formal inspection processes listed in Enclosure (1) are to be followed.

2. Each Regional Director will select approximately one-third of the region units to participate in the formal inspection process during the SY. These processes will be reviewed for possible revision during the summer of 2016.

3. This policy, once codified, will be incorporated into the rewrite of reference (a).

4. The point of contact for this Policy Letter is Mr. Mark Newbold, Academic and Compliance Manager, at 202-725-0641, or mark.newbold0302@gmail.com.


R. C. OLTMAN

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Regional Directors
MCJROTC SI's

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MCJROTC Formal Inspection Process

1. Beginning SY 15-16, all units will undergo a formal inspection every third year. In years when there is no formal inspection, units will conduct a self-inspection.
2. All formal inspections will be standardized to the greatest degree possible. The Functional Area Checklist 330 (FAC 330), the revised Cadet Inspection Form, the revised Drill Evaluation Cards, and standardized coordinating instructions will be used to conduct the inspections. No substitutions are authorized. Additionally, all instructors will receive a weigh-in during the formal inspection and body taping will be done if the instructor is found to be over-weight. Weigh-ins will be conducted in accordance with MCJROTC Policy Letter 5-15.
3. Regional Directors will schedule all formal inspections for the year and submit that schedule to the Academic and Compliance Manager NLT 30 September 2015. Additionally, Regional Directors will nominate up to five units within the region to be inspected by the Academic and Compliance Manager. The Academic and Compliance Manager will select at least three of those units to inspect that SY. At least 30 days in advance of the date of the inspection, Regional Directors will provide the unit with written official notice of the formal inspection, and a copy of the notification will be provided to the Academic and Compliance Manager. Units will acknowledge receipt of the notification by email to the Regional Director.
4. Units will take the necessary steps to comply with the coordinating instructions. A written request from the MCJROTC Senior Instructor for any deviation from the coordinating instructions will require approval by the Regional Director before the inspection day.
5. Any unit that receives an overall "Non-Mission Capable" grade for the inspection, or receives a "Non-Mission Capable" grade in more than two functional areas will receive a re-inspection by the Academic and Compliance Manager within six months of the inspection. All coordination required for the re-inspection will be between the Senior Instructor and the Academic and Compliance Manager.
6. After the inspection, a Report of Corrective Action will be completed by the MCJROTC Senior Instructor for any portion of the formal inspection that results in a finding. The report will be sent to the Regional Director within 30 days of the inspection. Regional Directors will keep a copy of the report on file for four years. This file copy may then be used to check

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that the corrective action was completed during the next inspection cycle.

7. Within 30 days following the inspection, the MCJROTC Senior Instructor will complete the Inspection Survey/Questionnaire and send it to the Academic and Compliance Manager. The Academic and Compliance Manager is the only person/office that will get this report.

8. A formal inspection report will be completed by the Regional Director within 30 days of the inspection. At a minimum, the original report will be sent to the Academic and Compliance Manager and a copy will be provided to the Senior Instructor.

9. All standardized forms used in the conduct of the inspection can be obtained from the MCJROTC Portal or from the Regional Director.

10. All self-inspections will be conducted in years when the formal inspection is not being conducted, and in accordance with directions received from the Regional Directors. Regional Directors will report self-inspection results to the Academic and Compliance Manager.