



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

IN REPLY REFER TO:
1533
C46JR
9 Aug 18

MCJROTC POLICY LETTER 1-18

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

To: Distribution

Subj: MARINE CORPS JUNIOR RESERVE OFFICERS' TRAINING CORPS
INSPECTOR GENERAL INSPECTION PROGRAM

Ref: (a) MCO P1533.6E

Encl: (1) MCJROTC Formal Inspection Process

1. Per the reference, and beginning at the start of School Year (SY) 18-19, the formal inspection processes in enclosure (1) will be followed.

2. The intent of the MCJROTC Inspector General Inspection Program is to gauge and enhance the program's readiness at all levels. Each unit will be inspected biennially. Any deviation from the biennial schedule is at the discretion of the Academic and Compliance Branch Manager upon consultation with the Regional Director.

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

4. The point of contact for this Policy Letter is the Academic and Compliance Branch Manager, Mr. Sean S. Charney, at 703-784-0240, or sean.charney@usmc.mil.


R. G. OLTMAN

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Regional Directors
MCJROTC Instructors

Subj: MCJROTC INSPECTOR GENERAL INSPECTION PROGRAM

MCJROTC Formal Inspection Process

1. Beginning SY 18-19, all units will be scheduled to participate in the biennial inspection program. In years when a unit is not scheduled to undergo a formal inspection, a self-inspection will be conducted. Guidance for the conduct of self-inspections will be provided in the MCJROTC Inspector General (IG) Inspection Program Letter of Instruction (LOI) published annually.
2. All inspections will be standardized and conducted in accordance with the MCJROTC IG Inspection Program LOI.
3. Regional Directors will submit a formal inspection schedule for the SY to the Academic and Compliance Branch Manager NLT 30 September of the SY for approval. Approximately 10% of inspections scheduled in each region will be conducted by a Regional Director from a different region.
4. Regional Directors will provide units an official notice of the formal inspection no less than 30 days prior to the inspection start date. A copy of each notification will be provided to the Academic and Compliance Branch Manager. Units will acknowledge receipt of the notification by email to the Regional Director.
5. Units that receive an overall "Non-Mission Capable" for a formal inspection will be scheduled for re-inspection within six months. Units assigned a "Non-Mission Capable" in one or more functional areas, but are determined to be overall "Mission Capable", may be re-inspected at the discretion of the Regional Director in coordination with the Academic and Compliance Branch Manager.
6. Regional Directors will complete a MCJROTC IG Inspection Program Report within 30 days of the inspection and submit it to the Academic and Compliance Branch Manager, Senior Marine Instructor, and the school Principal.
7. The Senior Marine Instructor will submit a Corrective Action Report for all "Findings" noted during the formal inspection to the Regional Director within 30 days of the receipt of the Inspection Program Report.
8. Regional Directors will maintain copies of the Inspection Program and Corrective Action Reports for four years to assess a unit's compliance.
9. Senior Marine Instructor will complete the IG Inspection Survey/Questionnaire and submit it to the TECOM IG within 30 days of the completed inspection.
10. Cadet inspection forms, drill and color guard cards, Functional Area Checklist 330, coordinating instructions and the list of schools to be inspected will be provided in the MCJROTC IG Inspection Program LOI.

Enclosure (1)