

11:33:45 AM

AIRS DETAILED INSPECTION CHECKLIST

3/18/2010

FA SC STMT

TEXT

- 966 MARINE CORPS FAMILY TEAM BLDG (MCFTB) PRGM  
Functional Area Manager: MRZ-1  
Point of Contact: LTCOL CRAIG KILHENNY  
DSN 278-0296 (COM) 703-784-0296  
Date Last Revised: 18 March 2010
- 966 01 (MCFTB) (INSTALLATION LEVEL)
- 966 01 001 Is there a Marine Corps Family Team Building (MCFTB) program established? Has the program been restructured and comprised of Readiness and Deployment Support Training (RDST), Family Readiness Program Training (FRPT), LifeSkills Training and Education, and Lifestyle Insights, Networking, Knowledge, and Skills Training (L.I.N.K.S.)?  
Reference  
MCO 1754.6B, PAR 4b(6)(a); CHAP 1, PAR 3a(1)
- 966 01 002 Are all MCFTB program training, themes, events and updates incorporated into MCCA advertising and public affairs planning and products?  
Reference  
MCO 1754.6B, PAR 4b(8)(c)
- 966 01 003 Are all tenant and operational commands trained and supported by MCFTB programs?  
Reference  
MCO 1754.6B, CHAP 1, PAR 3a(1)
- 966 01 004 Has a MCFTB Director been hired?  
Reference  
MCO 1754.6B, PAR 4b(6)(b); CHAP 1, PAR 2b
- 966 01 005 Are child care services available or reimbursable for all MCFTB sponsored events that are facilitated by MCFTB personnel? (deployment briefs, Family Readiness Training, LifeSkills workshops, L.I.N.K.S. sessions, etc.)  
Reference  
MCO 1754.6B, CHAP 1, PAR 3a(9); CHAP 6, PAR 2a
- 966 01 006 Is funding provided for all child care costs related to MCFTB sponsored training opportunities and workshops? Are child care expenses coded to cost center 6070-MCFTB Child care?  
Reference  
MCO 1754.6B, CHAP 6, PAR 3b(2)
- 966 01 007 Are participants/volunteers reimbursed for child care expenses (where on-site child care is unavailable) within 10 days of receipt of the Claim for Reimbursement? (Reimbursable child care costs may not exceed the hourly rate of the installation Child Development Center)  
Reference  
MCO 1754.6B, CHAP 6, PAR 3b(2)(b)

- 966 01 008 Are accurate and complete training records maintained for all MCFTB programs? (i.e.; type and number of workshops/classes/briefs, number of participants and demographics, units trained, etc.)  
Reference  
MCO 1754.6B, CHAP 1, PAR 3a(10)
- 966 01 009 Has staffing been hired in accordance with the MCFTB organizational structure?  
Reference  
MCO 1754.6B, CHAP 1, PAR 2b
- 966 01 010 Is Readiness and Deployment Support in the form of pre-, during-, and post- deployment briefings/workshops provided to all commands, as needed/requested, utilizing the standardized materials provided by DC M&RA (MR)?  
Reference  
MCO 1754.6B, CHAP 1, PAR 3c(1); CHAP 2, PAR 2
- 966 01 011 Does the MCFTB Director oversee fiscal responsibility of all MCFTB program funding?  
Reference  
MCO 1754.6B, CHAP 1, PAR 3a(4); CHAP 7
- 966 01 012 Are Family Readiness Program Training sessions coordinated and conducted in support of the Unit, Personal and Family Readiness Program utilizing the standardized materials provided by DC M&RA (MR)? (FRPT sessions at minimum, include: Family Readiness Command Team Training; Family Readiness Officer (FRO) Training suite to include FRO Training, Mass Communication Tool Training, and Volunteer Tracking Tool; Family Readiness Assistant Training, and Family Readiness Advisor Training)  
Reference  
MCO 1754.6B, CHAP 1, PAR 3d(2); CHAP 3, PAR 3
- 966 01 013 Are all L.I.N.K.S. sessions coordinated and conducted in support of the Unit, Personal and Family Readiness Program utilizing the standardized materials provided by DC M&RA (MR)? (L.I.N.K.S. sessions at minimum, include: L.I.N.K.S. for Spouses, L.I.N.K.S. for Parents/Extended Family Members, L.I.N.K.S. for Teens, L.I.N.K.S. for School-Aged Children, L.I.N.K.S. for Marines)  
Reference  
MCO 1754.6B, CHAP 1, PAR 3e(1); CHAP 4, PAR 3
- 966 01 014 Have all L.I.N.K.S. Mentors, at minimum, attended and received a certificate of completion in a L.I.N.K.S. Mentor Training prior to serving as a mentor? (MCFTB should retain copies of trained mentor certificates)  
Reference  
MCO 1754.6B, CHAP 4, PAR 4e
- 966 01 015 Are appreciation events for MCFTB volunteers organized and coordinated in accordance with the standard Marine Corps Volunteer Recognition Program (outlined in MCO 1754.9)?  
Reference  
MCO 1754.6B, CHAP 1, PAR 3e(8), & PAR 3e(3)(b)

- 966 01 016 Are LifeSkills workshops and programs coordinated and conducted utilizing the standard training material provided by DC M&RA (MR)?  
Reference  
MCO 1754.6B, CHAP 1, PAR 3g(1); CHAP 5, PAR 3
- 966 01 017 Does the LifeSkills Trainer coordinate with subject matter experts within the installation/location, and civilian agencies, referring Marines and families to the services and training opportunities offered by each?  
Reference  
MCO 1754.6B, CHAP 1, PAR 3g(3); CHAP 5, PAR 2
- 966 01 018 Is the Prevention and Relationship Enhancement Program (PREP) offered at the installation?  
Reference  
MCO 1754.6B, CHAP 5, PAR 3b(3)
- 966 01 019 Does MCFTB assist the senior chaplain assigned to the regional commander (or representative) to deliver and support PREP if MCFTB PREP trained personnel are not available?  
Reference  
MCO 1754.6B, CHAP 1, PAR 3g(2)
- 966 01 020 Does MCFTB assist the senior chaplain assigned to the regional commander (or representative) to deliver and support Chaplains Religious Enrichment Development Operation (CREDO) Program?  
Reference  
MCO 1754.6B, CHAP 1, PAR 3g(2)
- 966 01 021 Does the CREDO program offer the five core programs (Personal Growth Retreats (PRG), Marriage Enrichment Retreats (MER), Spiritual Growth Retreats (SGR), Warrior Resiliency Retreats (WRR), Family Retreats)?  
Reference  
MCO 1754.6B, CHAP 5, PAR 3c(1)
- 966 01 022 Has a designated MCFTB Trainer attended and received a certificate of completion in a DC M&RA (MR) sponsored Mass Communication Tool Train the Trainer course?  
Reference  
MCO 1754.6B, CHAP 1, PAR 3d(3); CHAP 8, PAR 2b
- 966 01 023 Is a class roster and a Personally Identifiable Information (PII) training completion certificate maintained and forwarded to DC M&RA (MR) for all personnel trained and allowed access to the Mass Communication Tool?  
Reference  
MCO 1754.6B, CHAP 8, PAR 3b(2)(c)
- 966 01 024 Is there designated Family Readiness Assessment Tool trained MCFTB personnel to support unit commanders and unit FROs in the execution of the Family Readiness Assessment Tool?  
Reference  
MCO 1754.6B, CHAP 8, PAR 4c(2)(a)
- 966 01 025 Has a designated MCFTB Trainer attended and received a certificate of completion in a DC M&RA (MR) sponsored Volunteer Tracking Tool Train the Trainer course?

Reference

MCO 1754.6B, CHAP 1, PAR 3d(3); CHAP 8, PAR 2b

966 01 026 Is a class roster and a Personally Identifiable Information (PII) training completion certificate maintained and forwarded to DC M&RA (MR) for all personnel trained and allowed access to the Volunteer Tracking Tool?

Reference

MCO 1754.6B, CHAP 8, PAR 5b(2)(c)

966 01 027 Is the Volunteer Tracking Tool utilized to post MCFTB volunteer opportunities and track all MCFTB volunteer hours?

Reference

MCO 1754.6B, CHAP 1, PAR 3e(3)(a)