

# Inspector General Checklist

## VOLUNTARY EDUCATION (1560)

This Checklist applies to all levels of Air, Ground, Logistics and Installation.

**Functional Area Sponsor:**

HQMC Marine and Family Programs Division

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**Revised:** 15 June 2020

**Name of Command**

**Date**

**Inspector**

**Final Assessment**

**Discrepancies: Findings:**

**Overall Comments:** *Place Here*

### Subsection 1 – INSPECTOR GENERAL ADMINISTRATION

0101 Does the Command include the Voluntary Education (VOLED) Center as a mandatory item on the check-in/out sheet?  
Reference: MCO 1560.25, par 4b(4)(h)

Result *Comments*

0102 Did the Commander appoint a Unit Education Officer (UEO) with at least a Baccalaureate degree and appropriate background in education or a related field?  
Reference: MCO 1560.25, par 4b(5)(a)1

Result *Comments*

0103 Is there an Appointment Letter on file in the VOLED Center for the UEO, designating appropriate authority (“By Direction”) toward all duties and responsibilities for command VOLED programs?  
Reference: MCO 1560.25, par 4b(5)(a)3

Result *Comments*

*This checklist outlines the general elements needed for the day-to-day administration and operations of this function area. Additionally, this checklist provides guidelines for internal evaluations and standardized criteria for the conduct of inspections. Commands must also fully comply with all applicable references.*

0104 Has the UEO received instruction from the Education Services Officer (ESO) regarding all VOLED programs, the DoDI 1322.25, MCO 1560.25, all applicable MARADMINs, and all base access policies and administrative procedures to conduct all parts of the VOLED Center programs?  
Reference: MCO 1560.25, par 4b(5)

Result *Comments*

0105 Is the Unit Education Officer in regular communication with the Education Services Officer (ESO) regarding all sources to promote the available opportunities through the VOLED Center?  
Reference: MCO 1560.25, par 4b(5)(a)6

Result *Comments*

0106 Does the Command designate the VOLED Center as the focal point for all VOLED activities and information?  
Reference: MCO 1560.25, par 4b(4)(e)1

Result *Comments*

0107 Does the Command refer all representatives from visiting secondary education institutions to the VOLED center?  
Reference: MCO 1560.25, par 4b(4)(e)1

Result *Comments*

0108 Are the VOLED Programs given time at the "Welcome Aboard" briefings to market the VOLED programs?  
Reference: MCO 1560.25 par 4b(4)(i)

Result *Comments*

0109 Is the Education Services Officer provided regular opportunities at appropriate PMEs or unit assemblies, to brief on available VOLED programs, opportunities and procedures?  
Reference: MCO1560.25 par 4b(4)(a)2

Result *Comments*

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