**Inspectors General Checklist**

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| **CBRN DEFENSE 3400** |
| This checklist applies to all commands responsible for CBRN defense. |
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| **Functional Area Sponsor:** DC, PP&O | **Name of Command** |
| **Subject Matter Expert:** MGySgt Gabriel Reese | **Date** |
| (COML) 703-692-4257 | **Inspector** |
| **Revised:** 01 January 2020 | **Final Assessment****Discrepancies: Findings:**  |

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| **Overall Comments:** Place Here  |

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| Subsection 1 – TRAINING MANAGEMENT |
| 0101 | Are turnover procedures established for CBRN training that explains at a minimum; how to set-up, conduct and report individual, collective team, and collective unit training? Reference: MCO 3400.3H, encl 1, par 1-4; MCO 1553.3B chap 2, par 3.B.(3).(C), chap 4, par 2.A |
| Result | Comments  |
| 0102 | Is required CBRN training identified, scheduled, and adhered to in the Long, Mid, and Short range training plans? Reference: MC 3400.3H, encl 1, par 2.B, 3.D, 4.C; MCO 1553.3B, chap 2, par 3.B.(4) |
| Result | Comments  |
| 0103 | Has the unit captured annual CBRN Collective Unit Training Requirements and MET accomplishment under CBRN conditions in Letters of Instruction (LOI) and After Action Reports (AAR)? Reference: MCO 1553.3B, chap 2, par 3.B-E; MCO 3400.3H, encl 1, par 4.C; MCO P3500.72A, chap 7, par 7000.3  |
| Result | Comments  |
| 0104 | Is the unit properly reporting completed individual and collective team training within MCTIMS?Reference: MCO 3400.3H, encl 1, par 2.B.(1)-(2), par 3.D |
| Result | Comments  |
| 0105 | Does the unit have the minimum amount of personnel trained, assigned in writing, and validated through a standard evaluation process to conduct CBRN reconnaissance and surveillance operations?Reference: NAVMC 3500.78B, chap 3, pg 3-5; MCO 3400.3H, encl 1, par 3.C.(2), encl 1, par 9, ex 3 |
| Result | Comments  |
| 0106 | Does the unit train and validate through an evaluation process the employment of the Enhanced CBRN Reconnaissance and Surveillance Section (ECBRNRS)?Reference: NAVMC 3500.78B, chap 3, par 3004; MCO 3400.3H, encl 1, par 3.C.(3), par 3.D |
| Result | Comments  |
| 0107 | Does the unit have adequate personnel licensed to run power-driven decontamination systems to include proper training and validation through a standard evaluation process IOT conduct decontamination operations, to include, at a minimum operational decon.Reference: NAVMC 3500.78B, chap 3, pg 3-7; MCO 3400.3H, encl 1, par 3.C.(4), par 5.C, par 9, ex 3; TM 11275-15/4, chap 1, par 1-3 |
| Result | Comments  |
| 0108 | Has the unit’s required personnel trained to CBRN Individual Training Standards (ITS) in the previous or current fiscal year?Reference: NAVMC 3500.18C, chap 1, par 1009; NAVMC 3500.19, chap 1, par 1010; MCO 3400.3H, encl 1, par 2.A-B; MCO 3000.13, chap 6, par 4.D.(2) |
| Result | Comments  |
| 0109 | Has the unit’s required personnel conducted individual protective equipment confidence exercise (IPECE) in the previous or current fiscal year? Reference: NAVMC 3500.18C, chap 1 par 1009; MCO 3400.3H, encl 1, par 2.B.(2); MCO 3000.13, chap 6, par 4.D.(2) |
| Result | Comments  |
| 0110 | Has the unit’s CBRN personnel completed the previous year’s T&R requirements and established a plan to satisfy sustainment requirements in the current year for Military Occupational Specialties (MOS) 5702/5769/5711? Is the training properly reported in MCTIMS?Reference: NAVMC 3500.78B, chap 1, par 1013; MCO 3400.3H, encl 1, par 3.A; MCO 1553.3B, chap 4, par 2.A |
| Result | Comments  |
| Subsection 2 –  | SUPPLY/MAINTENANCE MANAGEMENT |
| 0201 | Does the unit have appropriate procedures to request, maintain, inspect, reconcile, and dispose of CBRN equipment?Reference: MCO 4400.150, chap 1,2,3,5,6; MCO P4790.25, pg 8, par 4.B.(2).(C).1 |
| Result | Comments  |
| 0202 | Are equipment maintenance management procedures established which at a minimum address; scheduling Preventive Maintenance Checks and Services (PMCS), coordination of scheduled maintenance, coordination of corrective maintenance, maintenance of record jackets, and check-in/out procedures?Reference: MCO 4790.2, chap 3, par 4-6; TM 4700-15H, chap 2, par 2-4 |
| Result | Comments  |
| 0203 | Has the CBRN section validated that the unit Publications Listing (PL) contains the minimum required publications required to accomplish its mission in a CBRN hazard IAW Higher Headquarters Policy, T/E and unit’s SOP?Reference: PLMS v3 User Guide, pg 8,91,113,122,123; MCBUL 5600, pg 1-26,1-27,1-28,1-33; MCO 3400.3H, encl 3 list; MCO 4790.2, chap 4, par 6.A-F |
| Result | Comments  |
| 0204 | Does the unit possess and properly maintain the required CBRN related publications to include; Higher Headquarters CBRN orders and SOPs?Reference: ; MCBUL 5600, pg 1-26,1-27,1-28,1-33; PLMS v3 User Guide, pg 15-77; MCO 3400.3H, encl 3 list |
| Result | Comments  |
| Subsection 3 – | ADMINISTRATIVE MANAGEMENT |
| 0301 | Has CBRN Officer/Chief turnover folder and required desktop procedures been properly developed and do they support the CBRN section’s operations?Reference: MCO 4790.2, chap 1, par 3 |
| Result | Comments  |
| 0302 | Is the CBRN SOP tailored to support the units mission? Reference: MCO 3400.3H, pg 5 par 4.B.(10); MCO 3500.26A, pg 4-B-1 to 4-B-212; MCO 4790.2, chap 1, par 3.B; Unit’s HHQ SOP |
| Result | Comments  |
| 0303 | Have relevant CBRN equipment readiness data and MET training statistics been collected, recorded, assessed, and reported in Defense Readiness Reporting System Marine Corps (DRRS-MC)? Reference: MCO 3000.13A, pg 6-2, par 4.D |
| Result | Comments  |
| 0304 | Has correlation between T-Level/S-Level and CBRN T-Level/S-Level been validated via CBRN calculator evaluation?Reference: MCO 3000.13A, pg 6-2, par 4.D.(1)-(2) |
| Result | Comments  |