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| **Daily Requirements** | |
| **Requirement** | **Notes** |
| Read MARADMINs/PAAs/PAANs/TANs | **Review message Notes** |
| DTS Report for ODTA | Review Pending Airline Cancellation report |
| DTS Orders & Vouchers | Work pending documents tab for any authorizations and vouchers that may be pending. |
| Unit Diary | 1. Open a new unit diary.  2. Work tickler for any pending action for the day (or weekend).  3. Break down the unit diaries that were certified.  4. File source documents.  5. Upload Required documents to the ESR. |
| Diary Feedback Reports | 1. Work the diary feedback reports.  2. ANSWER the DFR so that you document action (not pending action) to close out DFR. |
| Documents Tracking Management System (DTMS) | 1. Track progress of submitted documents  2. Submit new documents, correct and resubmit DNd documents (11060, 1351-2, 11116, 11115).  3. Ensure all travel claims are submitted (DTMS and DTS) and once settled vouchers are audited. |
| DD214 | Create DD214s as necessary for separating Marines (note that new drop system will drop Marines based on completion of the DD214). |
| Command Legal Action (CLA) Administrative Separations (MOL) | 1. Initiate for Marines that have reached more than 9 unexcused absences  2. Track packages being processed  3. Correct packages returned for errors.  4. Separate Marines upon receipt of discharge authority. |
| Drill Manager Module (DMM) within RTAMMS on M&RA Webpage | 1. Research failed validations and resubmit.  2. Export any drills having been certified.  3. Review for any pending requests. Notify personnel with action pending.  4. Review for any Marines scheduled to perform IDT. |
| Marine Reserve Order Writing System (MROWS) | 1. Review any orders with Hard Holds  2. Authenticate orders ready for authentication.  3. Ensure orders are placed in tickler for reportable actions on effective date. |
| Marine On Line (MOL) | 1. Daily Morning Report  2. Approve (if authorized in writing) pending requests.  3. Check-out/Check-in as needed. |
| Complete 2d stage Audits | within 45 days of the date of join  Verify NOBE, VA Pension, Family Care Plans, etc. |
| **Weekly Requirements** | |
| Command Legal Actions (CLA) | 1. Track Weekly  2. ensure Strength Category “X” is submitted and required pg 11 entry completed upon package being sent to the GCMCA (MSC) |
| Service Treatment Records (STRs) | Mail-out STRs |
| Billet Identification Codes (BIC) | 1. Every Tuesday & Thursday, BIC assignments should be validated via IDMS (within RTAMMS on M&RA Webpage).  2. Every Saturday of Drill Weekend , BIC assignments should be validated via IDMS. |
| Administrative Assistance Unit (AAU) Weekly Admin Updates | 1. Read and inform others of any pertinent changes |
| DTS Report for ODTA | 1. Pull & Work Un-submitted Vouchers  2. Depart Status Report  3. Run PERSTEMPO as required with this report) |
| **Bi-Monthly Requirements** |
| DTS Report for FDTA | Approved Status Report |
| Pull pay roster (after U&E for each payday) | Verify that payment amounts are as expected (variances from previous payday should be audited |
| **Monthly Requirements** | |
| GTCC | on or about the 1st pull the last delinquency report prior to cycle on the 6th |
| GTCC | 1. After the 6th of the month pull reports  a. Delinquency  b. Aging Analysis  c. Aging Analysis Summary  d. Account Listing  e. Account Activity  2. APC completes 60, 90, or 120 delinquency letters when required) |
| Awards | As required except GCM/SMCR/AFRM which you shall pull a roster monthly and complete |
| Promotions | Active Duty E-2-E5 – Reserve E2-E3)-(see MCTFS Processing Calendar for the month) |
| DTS Report for ODTA | Complete Travelers Information Report |
| DTS Report for FDTA | Budget Transaction Report |
| Pull U&E/events Calendar from MISSO website | Use to verify U&E and Promotions dates |
| Pull Paid Drill Roster | Verify payment of mustered Marines, Verify number of drills remaining less than scheduled for next month |
| Create Drill Folder | Create for the next month |
| Audits | 1. Pull report to see if any triennial audits are required and conduct them  2. Ensure all member to member audits are conducted  3. Ensure dependents over 21 audits are conducted |
| Promotions | 1. Will not promote for previous month’s Marines that unit failed to non-rec but were selected (page 11)(between the 1-6 of each month)  2. Will Not Promote – Last day entry can be run is the 5th of the month for the previous month (page 11 required) (between the 1-6 of each month)  3. Delete as erroneous Promotion – Can be run up to the point the Marine physically pins on the rank (between the 7-13 of each month)  4. Non-Recs due by the 15th (complete page 11s)  5. first day that will not promotes can be entered is the 16th of the month of the promotion (5th of next month is last)  6. Composite scores calculated (verify on the MISSO cycle calendar the day for each month/quarter)  7. Selections (verify on the MISSO cycle calendar the day for each month/quarter)  8. Create the Next Month’s promotion folder |
| Career Status Bonus | Pull roster and ensure elections are made (counselling is required by the CO, XO, Senior Enlisted if Marine elects to receive the bonus) |
| NAVMC 11378/11379 SGLI termination letters are mailed | 1. Upon 9th consecutive UA notification sent  2. 60 days later notification of termination |
| Notice of Unsatisfactory Participation Letters mailed | Upon completion of drill, complete and mail out via certified mail, notices of unsatisfactory participation for those that had unexcused absences. |
| Pull Survivor Benefits Plan (SBP) roster (Marines with 18 years of active service) | 1. Counsel  2. Mail to DFAS NLT 30 days prior to retirement date  3. If coverage is declined or coverage for child only ensure spouse signs and signature is notarized. |
| Limited Duty Coordinator and Medical reconciliation | 1. Reach out to medical to ensure receipt of monthly medical updates.  2. Pull limited duty reports and update tracker as needed prior and after drill weekend.  3. Provide training (S-3) a copy of the medical status report to ensure all training events are reported correctly.  4. Marine Corps Medical Entitlements Data System (MCMEDS): Non-Compliance Report is retrieved, worked and corrective actions taken. |
| Pull and work Career Status Bonus (CSB) | Marines at 14.5 years of service (DFR will post) |
| Special and Hazardous Duty Letters | 1. As required, obtain letters of authorization from the S-3  2. Stop/Start entitlements as required |
| Competency Review Boards | 1. Confirm board membership letters are complete.  2. Schedule board.  3. Send out notification letters for the next month’s board.  4. Hold current month’s board  5. Obtain board report and send to the promotion authority if at a higher level than your command.  6. Create reduction letter for promotion authority’s signature.  7. Mail reduction letter to Marine.  8. Report reduction. Note that this is administrative in nature and DOR should be the date the Marine previously held the rank to which they have been reduced. |
| **Quarterly Requirements** | |
| Promotions | Reserve promotions for E-4, E5 (January, April, July, October) |
| Frost Call | 1. Ensure that the frost call report is completed and maintained for the previous calendar year’s quarters |
| QCAR Legal Report | legal report to your next higher level of command (check with MSC on actual due dates) |
| Marine of the Quarter/NCO of Quarter/Meritorious Promotions | Verify with MSC dates of submission |
| Work Unliquidated Orders | Identify, retrieve, work adjustments as necessary in the budget system for orders settled or cancellation of orders not executed (S-1/S-4 together) |
| **Semi-Annual Requirements** | |
| PRO/CON | active duty and AR Marines |
| **Annual Requirements** | |
| Special Leave Accrual Packages | Work each September |
| Career Planner Letters for Special Duty Pay | Requires a new letter authorizing payment each year |
| Command Chronology | Recommend data collection throughout year but begin to prepare for submission to the S-3/G-3 by November of each year. |
| PRO/CON | Reserve Marines are due in December |
| Command Files | Create, Transfer, Destroy as required (December) |
| DTS | Annual Certifying Officers Legislation refresher training for all level 2 permission holders. |
| Work Warrant Officer Packages | Verify with MSC for due dates |
| Annual Training | 1. Audits Completed NET 60 days prior to start of AT  2. AT PRO/CONS completed within 90 days of completion of AT  3. Ensure all AT orders, LOI and manifest and any other pertinent documents are filed properly in the deployments and exercises files |
| GTCC APC Unit Training | Conduct Yearly training for all GTCC holders in command |

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| **Likely Additional Duties Which Require Annual Unit Training** |
| ESGR Rep |
| Privacy Act Coordinator |
| Fitness Report Coordinator/Tracker (E5s and above) |
| Forms Control Manager |
| Postal Officer or Assistant Postal Officer |
| Voting |
| Victim and Witness Assistance Program (VWAP) |
| Publications Clerk |
| Limited Duty Coordinator (LDC) |
| Uniformed Victim Advocate (UVA) |
| Sexual Assault Response Coordinator (SARC) |
| Key & Lock Custodian |