**MUSTER ASSESSMENT CHECKLIST**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **DATE ASSESSED** | | | | **yyyymmdd** | | | |
| **COMMAND ASSESSED** | | | **MSC** | **Command, Co/Det, Bn/Sq, Rgt/Grp** | | |  |
| **CITY,STATE** | | | | **City, State** | | | |
| **UIC** | **MCC** | **RUC** | | **UIC** | **MCC** | **RUC** | |
| **CO/OIC** | | | | **Rank Last, First MI** | | | |
| **I&I/SITE COMMANDER** | | | | **Rank Last, First MI** | | | |
| **I&I/SITE SGTMAJ/1STSGT** | | | | **Rank Last, First MI** | | | |
| **RESERVE SGTMAJ/1STSGT** | | | | **Rank Last, First MI** | | | |
| **COMMAND CHECKLIST POC** (name & ph #) | | | | **Rank Last, First MI xxx-xxx-xxxx** | | | |
| **ASSESSOR** | | | | **Rank Last, First MI** | | | |

**Notes:** Commands are required to use Drill Management Module (DMM) per MarAdmin 311/11. Muster assessor will validate each member with DMM list. Check ID cards not "dog tags" at muster for positive identification. Conduct a Military Appearance Program (MAP) inspection. **PERSONNEL NOT PRESENT AT DRILL WILL REQUIRE OFFICIAL DOCUMENTATION AT THE TIME THE MUSTER IS CONDUCTED.**

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| **1. Muster Assessment** | | | | SMCR |
| **a. NUMBER OF MARINES ON DRILL MANAGEMENT MODULE (DMM)** *Ref: MarAdmin 245/12* | | | | **0** |
| **EXEMPT CATEGORIES** | | | |  |
| **b.** **IN TRAINING OR INSTRUCTION INCL RESERVE IADT (SC=A)**  *MCO P1001R.1K par 5203.2a(5); MCTFSPRIUM par 60610; Online Codes Manual* | | | | 0 |
| **c. IN HANDS OF CIVILIAN AUTHORITIES IN EXCESS OF 30 DAYS (IHCA) (SC=C)**  MCTFSPRIUM 70300; *MCTFSPRIUM par 60610; Online Codes Manual* | | | | 0 |
| **d. AWAITING FINAL DETERMINATION FROM PHYSICAL EVALUATION BOARD (PEB) (SC=E)**  **(Authorized/Not Authorized to drill is determined my Medical Officer documentation)**  *MCTFSPRIUM par 60610; Online Codes Manual* | | | | 0 |
| **e. NPQ/TNPQ (Non-Service Related) and LOD (Service Related) (SC=8, 9, or O “Oscar”)**  **(Authorized/Not Authorized to drill is determined my Medical Officer documentation)**  MCTFS*PRIUM par 5202.3b(2); MCTFSPRIUM par 60610; Online Codes Manual* | | | | 0 |
| **f. OTHER (SC=X)**  *MCTFSPRIUM par 60610; Online Codes Manual*  **(UNSAT MCEAS packages Certified / Endorsed at SPCM Convening Authority, i.e. Bn level or higher/Pattern of Misconduct, Weight Control and Drug Offenses…etc are required to attend drill)** | | | | 0 |
| **g. ACTIVATED / MOBILIZED / TEMACDU / ACDUTRA (RS=7 OR F)**  *MCO P1001R.1K par5203.2a(5); MCTFSPRIUM par 60610; Online Codes Manual* | | | | 0 |
| **h. IADT (RS=5) (Pipeline, SMCR Marines inbound from boot camp, MCT, SOI, etc)**  *MCO P1001R.1K par 5203.2a(5); MCTFSPRIUM par 60610; Online Codes Manual* | | | | 0 |
| **i. RIDTs’ (Approved prior to scheduled IDT)** **(Should not exceed more than 10% of Command on hand strength)**  *MCO P1001R.1K par 5203.2a(5); MCTFSPRIUM par 60610; Online Codes Manual* | | | | 0 |
| **j. OTHER (includes SMCR Marines deactivated within 60 days) (Must be documented and approved by SAO)** *MCO P1001R.1K par 5203.2a(5); MCTFSPRIUM par 60610; Online Codes Manual* | | | | 0 |
| **k. EXCUSED ABSENCES (EA’s)** **(Must be approved by SAO)**  *MCO P1001R.1K par 5202.3b; MCTFSPRIUM par 60610; Online Codes Manual* | | | | 0 |
| **l. TOTAL EXEMPT** | | | | **0** |
| **m. EFFECTIVE STRENGTH (# of Marines on DMM – Total Exempt)** | 0 | **# Marines on DMM (Line a)** | | |
|  | 0 | **Total Exempt (Line l)** | | |
|  | 0 | **Effective Strength (Line m)** | | |
| **n. MUSTER (Marines in formation)** | **0** | | | |
| **o. SHORTFALL (Effective strength – Muster Formation)** | 0 | | **Effective Strength (Line m)** | |
|  | 0 | | **Muster Formation (Line n)** | |
|  | 0 | | **Shortfall (Line o)** | |
| PERCENT PARTICIPATION (G=98-100% Y=90-97% R=89% and Below) |  | | **%** (Muster / Effective Strength) | |

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| **2. Internal Control Procedures** | | | | YES | | NO | N/A |
| 1. Does the Command have Internal Control Procedures to include at a minimum: audit procedures, billet responsibilities, document work flow within the office and the relationship with other organizations and services?  **Ref:** MCTFSPRIUM para 10300.2 | | | |  | |  |  |
| Section Score:  a. Total Items: 1  b. Total YES: 0  % YES: 0% (line b / line a) | | | | | | | |
| **SUMMARY OF FINDINGS IN FUNCTIONAL AREAS ABOVE** | | | | | | | |
| **FUNCTIONAL AREA** | | | | | **Functional Area %** | | |
| **1. MUSTER ASSESSMENT** | | | | | 0% | | |
| **2. INTERNAL CONTROL PROCEDURES** | | | | | 0% | | |
| **CHECKLIST TOTAL (G=90-100% Y=80-89% R=79% and Below)** | | | | | **0%** | | |
| **Strengths** | None | | | | | | |
| **Weaknesses** | None | | | | | | |
| **Dep Capable**  **(G=98-100%)** | | **Dep Capable**  **w/Assistance**  **(Y=90-97%)** | **Non-Dep Capable**  **(R=89% and Below)** | | | | |
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| **Overall Comments** |
| None |
| **Assistance Provided** |
| None |