**PERSONNEL ADMINISTRATION CHECKLIST**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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** | | | |

**PURPOSE OF ASSESSMENT:** This FRAAP checklist focuses primarily on current and emerging requirements for Reserve Commands and individual integration with a Gaining Force Command (GFC). **This checklist is instructive and directive in nature.** While it is primarily designed to assist the COMMARFORRES in assessing individual and Command capability to integrate with the GFC, it also serves to assist Reserve Commanders in gaining a functional awareness of Reserve mobilization essentials and provides an excellent internal diagnostic and staff development tool. Where appropriate, checklist items are reinforced by reference to standing Marine Corps and Force directives. However, all checklist items bear the full weight and authority of the COMMARFORRES - **compliance is not elective**. Checklist POC is the MFR G-1/Ops Admin Assist Command (AAU) MFRAAU@USMC.MIL

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| **1. DEPLOYMENT DIRECTIVES**  Does the Command have access to these publications during deployment?  **Assessor Notes:**  Directives maintained in hard copy form are subject to CGI inspection. The best option for this event is to have the latest directives on CD from CMC and/or downloaded from .mil domains.  \* = Current directive only available in online form. | | YES | | | NO | N/A | |
| MCO P1001R.1K | MARINE CORPS RESERVE ADMINISTRATIVE MANAGEMENT MANUAL |  | | |  |  | |
| MCO 1050.3J | REGULATIONS FOR LEAVE, LIBERTY, AND ADMINISTRATIVE ABSENCE |  | | |  |  | |
| MCO P1070.12K w/ch1 | MARINE CORPS INDIVIDUAL RECORDS ADMINISTRATION MANUAL |  | | |  |  | |
| MCO P1400.32D w/ch1 | MARINE CORPS PROMOTIONS MANUAL, VOLUME 2, ENLISTED PROMOTIONS |  | | |  |  | |
| MCO P1610.7F w/ch1 | PERFORMANCE EVALUATION SYSTEM |  | | |  |  | |
| MCO 1740.13C | FAMILY CARE PLANS |  | | |  |  | |
| MCO P1741.8D | GOVERNMENT LIFE INSURANCE MANUAL |  | | |  |  | |
| MCO 6320.2E | ADMINISTRATION AND PROCESSING OF  INJURED / ILL / HOSPITALIZED MARINES |  | | |  |  | |
| MCO P1751.3F | DEPENDENCY DETERMINATION AND BASIC ALLOWANCE FOR HOUSING (BAH) MANUAL |  | | |  |  | |
| MCO P1900.16F w/ch1 | MARINE CORPS SEPARATION AND RETIREMENT MANUAL |  | | |  |  | |
| MCO P3040.4E | MARINE CORPS CASUALTY PROCEDURES MANUAL |  | | |  |  | |
| MCO 3000.19A  (MAID-P) | MARINE CORPS FORCE DEPLOYMENT PLANNING AND EXECUTION PROCESS POLICY ORDER |  | | |  |  | |
| MCO P5512.11D  (JOINT PUBLICATION) | IDENTIFICATION CARDS FOR MEMBERS OF THE UNIFORMED SERVICES, THEIR ELIGIBLE FAMILY MEMBERS, AND OTHER ELIGIBLE PERSONNEL |  | | |  |  | |
| MCO P5800.16A | MARINE CORPS MANUAL FOR LEGAL ADMINISTRATION |  | | |  |  | |
| SECNAVINST 1650.1H | NAVY AND MARINE CORPS AWARDS MANUAL |  | | |  |  | |
| SECNAVINST  M-5216.5 | DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL |  | | |  |  | |
| **1. DEPLOYMENT DIRECTIVES (Cont.)** | | YES | | | NO | N/A | |
| MCM, 2012 EDITION | MANUAL FOR COURTS-MARTIAL |  | | |  |  | |
| JAGINST 5800.7F | MANUAL OF THE JUDGE ADVOCATE GENERAL |  | | |  |  | |
| DODFMR 7000.14-R  Vol. 7A | DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT REGULATIONS, VOLUME 7A: MILITARY PAY POLICY AND PROCEDURES - ACTIVE DUTY AND RESERVE PAY |  | | |  |  | |
| In addition to the above required directives, the Command administrators must demonstrate the ability to access and have a working knowledge of the following links to online publications and guidance. | | | | | | | |
| DFAS-KC 7220.31-R | MARINE CORPS TOTAL FORCE SYSTEM AUTOMATED PAY SYSTEMS MANUAL |  | | |  |  | |
| MCTFS PRIUM | MARINE CORPS TOTAL FORCE SYSTEM PERSONNEL REPORTING INSTRUCTIONS USER MANUAL |  | | |  |  | |
| CODES MANUAL | ONLINE CODES MANUAL |  | | |  |  | |
| HIGHER HEADQUARTERS MOB/DEMOB GUIDANCE | HHQ Guidance: (1) Previous/Current Command Activation Message  Mob/DeMob Guidance: (2) [MFR Mob/DeMob Guidance](http://www.marines.mil/unit/marforres/MFRHQ/G1/MOBDEMOB/Default.aspx) (Website)  http://www.marforres.marines.mil/GeneralSpecialStaff/G1/AAU/Mobilization.aspx  Force Orders: (3) [MFR Force Orders](http://www.marines.mil/unit/marforres/MFRHQ/G1/Adjutant/G-1%20Adjutant%20Directives/default.aspx) (Website)  http://www.marforres.marines.mil/GeneralSpecialStaff/G1/Force\_Orders.aspx |  | | |  |  | |
| **Functional Area Score:**  All 23 Directives are required. Additionally, the Command must show the ability and working knowledge of the ONLINE MCTFS PRIUM and ONLINE CODES MANUAL.  **Ref:** ForO 3060.2 Annex E  0 of 23 directives are either on hand or accessible online  Percentage of questions correct: 0% (100%=1 item; >100%=0 items)  a. Total Items: 1  b. Total YES: 0  % YES:  0% (line b / line a) | | | | | | | |
| **2. MOBILIZATION ADMINISTRATION.** The following will be maintained in an indexed desktop folder (vice digital file) and available for inspection: | | YES | | | NO | N/A | |
| a. Command Diary awareness. Does the Command retain the current mobilization unit diary checklist to be reported in their desktop and / or turnover binders in order to report correct UD entries associated with mobilization?  **Ref:** http://www.marforres.marines.mil/GeneralSpecialStaff/G1/AAU/AdministrationSymposiumBrief2012.aspx | |  | | |  |  | |
| b. Does the Command have a published order or policy letter establishing the local commuting distance?  **Ref:** JFTR par U3500B; MCO 1001R.1 par 5102.1c | |  | | |  |  | |
| c. Has the Command submitted the Local Commuting Policy to their servicing Marine Corps Finance Office?  **Ref:** JFTR par U3500B; MCO 1001R.1 par 5102.1c | |  | | |  |  | |
| d. Have Marines residing outside the local commuting distance been identified?  **Ref:** JFTR par U3500B; MCO 1001R.1 par 5102.1c  **Assessor notes:**  1. “Does not necessarily mean 50 miles.” The 50 miles policy is only in effect for IDT periods in order for personnel to be provided lodging and meals. The local commuting policy is required and regulates travel requirements for all reserve personnel conducting any active duty orders. | |  | | |  |  | |
| e.Does the Command maintain the current FRAAP checklist?  **Ref:** ForO 3060.2 Annex E  https://portal.marforres.usmc.mil/sites/mfr/hq/g7/Ins/FRAAP/Pages/FRAAPChecklist.aspx | |  | | |  |  | |
| **2. MOBILIZATION ADMINISTRATION. (CONT.)** | | YES | | | NO | N/A | |
| f.Does the Command have a process in place to ensure all requirements of the mobilization stations are in place in the event of an activation (i.e. Command location, mobilization station floor plan, base map identifying mob station building locations, if located outside the Command, RTC building floor plan with offices identified…etc)?  **Ref:** ForO 3060. 2 Annex E  **Assessor Notes:** The Deployment Processing Stations will be graded based on functionality only. There is no required implementation template; therefore, Commands will create their mobilization stations based on the Command and will adhere to the requirements in the reference. | |  | | |  |  | |
| g.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 par 10300.2 | |  | | |  |  | |
| h. Does the Command have an Internal Command Inspection Program (CIP) and maintain a copy of the CIP FRAAP inspection results for at least 3 years?  **Ref:** NAVMC Directive 5040.6H; MCO 5040.6H | |  | | |  |  | |
| i. Does the Command maintain a current recall roster and can the Command provide the last 4 quarters of recall rosters?  **Ref:** ForO 3061.2A par 3b(1)(b) | |  | | |  |  | |
| j.Does the Command maintain a copy of official documentation assigning Marines to the following medical categories: NPQ, TNPQ, LOD, or Medical Holds and Dental Class?  **Ref:** ForO 3060. 2 Annex E-- Disposition of Incapacitation Benefits: SECNAVINST 1770.3D  -- NOE (LOD): MCO 1770.2A (Currently being revised to MCO 1770.2B so 1770.2A is not accessible online)  -- TNPQ: MCO P1001R.1K par 4202  -- HIV test dates: SECNAVINST 5300.30E par 7a  --Dental SECNAVINST 6120.3 Chap 1 par 2i(2)  **Assessor notes.** The Commanding Officer must officially notify personnel in writing when their medical status has changed within the above mentioned categories | |  | | |  |  | |
| k.Does the Command have procedures in place that dictates coordination between the admin office and medical office in order to validate current medical information and update MCTFS data as required for the following medical categories: Physicals, PHA, HIV, LOD, Medical Hold, NPQ, TNPQ, and Dental Class  **Ref:**-- PHA: MCO 1001R.1K par 4200  **Assessor notes.** The focus is the relationship between these two sections; therefore, allow various methods of communication in order to determine adequate procedures. | |  | | |  |  | |
| l. Does the Command utilize RTAMMS in order to maintain a working Table of Organization (T/O)?  **Ref:** MARADMIN 062/13; MARADMIN 078/13 | |  | | |  |  | |
| m. Can the Command provide a current personnel roster of the Command structure with assigned BIC?  **Ref:** COMMARFORRES Msg 081632Z Dec 02, 062003Z Dec 02; CMFR MSG 141935Z JAN 11 | |  | | |  |  | |
| n. Can the Command identify their personnel shortfalls?  **Ref:** COMMARFORRES Msg 081632Z Dec 02, 062003Z Dec 02; CMFR MSG 141935Z JAN 11 | |  | | |  |  | |
| o. Can the Command Identify personnel with MOS Mismatches?  **Ref:** COMMARFORRES Msg 081632Z Dec 02, 062003Z Dec 02; CMFR MSG 141935Z JAN 11 | |  | | |  |  | |
| p. Can the Command identify Mapped To/Mapped From Personnel?  **Ref:** COMMARFORRES Msg 081632Z Dec 02, 062003Z Dec 02; CMFR MSG 141935Z JAN 11 | |  | | |  |  | |
| q. Can the Command identify Females assigned (In restricted Commands with appropriate BIC)?  **Ref:** COMMARFORRES Msg 081632Z Dec 02, 062003Z Dec 02; CMFR MSG 141935Z JAN 11 | |  | | |  |  | |
| r. Can the Command produce a roster with the following information for all reserve Marines to include integrated personnel: Last Name, First Name, MI, Rank, RUC, Command MCC, Mob MCC, PMOS, BIC, Billet Description, RecStat, ResRecStat, CompCd, ResCompCd, StrCat, DuLimSt, HIV, PHA, Service Spouse Info, FCP, # of Depns, MarSt, EAS, ECC, RECC?  Ref: ForO 3060. 2 Annex E | |  | | |  |  | |
| **2. MOBILIZATION ADMINISTRATION. (CONT.)** | | YES | | | NO | N/A | |
| s.Can the Command identify personnel within the Command and provide an understanding of the policy for reserve Marines that have been Twice Passed for promotion?  **Ref:** MCO P1400.32D par 19b; MARADMIN 436/11  **Assessor notes:**  Ready Reserve personnel only | |  | | |  |  | |
| t. Can the Command identify personnel within the Command and provide an understanding on reserve Marines that require 16 Year High Active Duty Waivers?  **Ref:** MCO 1800.11 Chap 2  **Assessor notes:**  Ready Reserve personnel only | |  | | |  |  | |
| u. Can the Command identify personnel within the Command and provide an understanding of the Sanctuary Process?  **Ref:** MCO 1800.11 Chap 1, 3  **Assessor notes:**  include the integrated personnel | |  | | |  |  | |
| v. Can the Command identify personnel within the Command and provide an understanding of the Mandatory Drill Participation Stop Date?    **Ref:** MCO P1001R.1K par 6100.4  **Assessor notes:**  include the integrated personnel | |  | | |  |  | |
| w. Can the Command identify personnel within the Command and provide an understanding of the Mandatory Removal Date?  **Ref:** MCTFSPRIUM par 40601.1  **Assessor notes:**  include the integrated personnel | |  | | |  |  | |
| x. Can the Command identify personnel within the Command and provide an understanding of the Planned Request Retirement Date?  **Ref:** MCO P1900.16 Chap 2  **Assessor notes:**  include the integrated personnel | |  | | |  |  | |
| y. Can the Command identify personnel within the Command and provide an understanding of the EAS/ECC/RECC Dates?  **Ref:** MCO 1040.31 Chap 4, 5; MCO 1300.8R par 4002, par 5001; MCO 1040R.35 par 5008a  **Assessor notes:**  include the integrated personnel | |  | | |  |  | |
| z. Can the Command identify personnel within the Command and provide an understanding of the Incremental Initial Active Duty Training (92 days reservist) Program?  **Ref:** MCO 1040.31 Chap 4, 5; MCO 1300.8R par 4002, par 5001; MCO 1040R.35 par 5008a  **Assessor notes:**  include the integrated personnel | |  | | |  |  | |
| **Functional Area Score:**  a. Total Items: 26  b. Total YES: 0  % YES: 0% (line b / line a) | | | | | | | |
| **3. COMMAND PERSONNEL MOBILIZATION DATA.** A Command Roster must be 90% correct in reporting of a. MOB MCC; and b. PMOS/BMOS/BIC matches. Marines with a basic PMOS must have a defined and inspectable training plan for MOS qualification. Review Command's accuracy of MCTFS Mobilization data.  Must be 90% (or better) accurate? | | | YES | NO | | | N/A |
| a. Are the Mobilization Monitor Command Codes (MOBMCC) (see Command T/O) correctly assigned and entered in MCTFS on all the Marines of the Site/Command?  1. Number of Records: 0  2. Number of Errors:  0  3. Percentage Accurate:       ((line 1 - line 2) / line 1)  **Ref:** MCTFSPRIUM par 110401  **Assessor notes:**  Compare the Marine's MOBMCC with the Mob Roster list. Individual Augments (IA) and Cross-Levelers MOBMCC will be the MOBMCC of the gaining Command requesting support. | | |  |  | | |  |
| b. Are the Primary MOS’s (PMOS) correctly assigned and entered in MCTFS on all the Marines of the site/Command?  1. Number of Records:  0  2. Number of Errors:  0  3. Percentage Accurate:       ((line 1 - line 2) / line 1)  **Ref:** MCTFSPRIUM par 50902; MCO 1001R.1K par 4305.1  **Assessor notes:** Ensure Marines PMOS is commensurate within the BMOS. If not, ensure the Marine has the “basic” PMOS for the BMOS assigned. | | |  |  | | |  |
| c. Record Status Codes.Does the Command demonstrate adequate knowledge of these codes that may restrict mobilization, combat, sea and foreign duty and know to only activate if = 0  Total number of Marines in the Command that are not in a Reserve Record Status 0? 0  **Ref:** ONLINE CODES MANUAL; ONLINE MCTFSPRIUM par 60609 | | |  |  | | |  |
| d. Strength Category Codes.Does the Command demonstrate adequate knowledge of these codes that may restrict mobilization, combat, sea and foreign duty and to only activate if strength cat = 0  Notes. Strength Category Codes restricting activation:  SC 8 – LOD (Review MCMEDs documentation)  SC 9 – NPQ (Review packages to BUMED ForO 1900R.1\_)  SC C – IHCA over 30 days (require police report)  SC E – Awaiting final results of PEB  SC H – 84 day (Split Increment) Reservists  SC M – On leave awaiting Admin Discharge  SC O – TNPQ Authorized to Drill at Discretion of CO  SC X – Other (Includes SMCR being processed for Admin Separation)  (UnSat Participants, Substance Abuse, Pattern of Misconduct)  MCEAS: <http://www.mol.usmc.mil/>  MCMEDS: <https://dm.manpower.usmc.mil>  **Ref:** ONLINE CODES MANUAL; ONLINE MCTFSPRIUM par 60610 | | |  |  | | |  |
| e. Duty Limitation Codes.Does the Command demonstrate adequate knowledge of the codes for Duty Limitation that may restrict mobilization, combat, sea and foreign duty?  Notes. DULIMCODES that restrict mobilization:  A=Conscientious Objector  B= Insufficient Active Service.  C= Under Physical Remedial Program.  D= Medically Non-Deployable.  E= Administratively Non-deployable.  F= Key Federal Employee  G=Limited Duty Sick In Quarters  H= Limited Duty-Light Duty  M= Sole Survivor  N= Pregnant  P= Not 18 years of age (17 yrs or less)  Q= Not Physical Qualified (NPQ)  R= Hazardous duty restricted.  S= Retained in LIMDU status.  T= Former Peace Corps member not eligible for service in areas served as Peace Corps member.  **Ref:** ONLINE CODES MANUAL; ONLINE MCTFSPRIUM par 40501 | | |  |  | | |  |
| **3. COMMAND PERSONNEL MOBILIZATION DATA. (CONT.)** | | | **YES** | **NO** | | | **N/A** |
| f.Does the Command have a tracking system in place to bi-monthly review all Family Care Plans (FCP) with the Command’s current personnel who are required to have a FCP?  (1) Who is required to have a Family Care Plan?  (2) Guardian of Dual Service and Single Parents with Custody annotated on RED and NAVMC 10922.  (3) TTC 406 000 reported for Command receipt of Family Care Plans  (4) Filing requirements for Family Care Plan.  **Ref:** MCTFSPRIUM par 40704; MCO 1740.13C  **Assessor notes:**  The Command should have a tracking/accountability system in place for personnel required to complete a Family Care plan and identify dual servicemembers and single parents with custody. Use the mobilization Reportnet roster for Family Care Plan compliance. | | |  |  | | |  |
| g. Does the Command have the required Family Care Plans located in the Command files?  **Ref:** MCO 1740.13C par 4b(3)(e) | | |  |  | | |  |
| h. Early Identification for Tri-Care Benefits (EID).Does Command possess knowledge of EID, what EID is for, when Marines are eligible, and how to report the benefit?  Notification of intent to activate provides members with special TriCare benefits as provided by the National Defense Authorization Act (NDAA) of 2010. Members and their authorized dependents are entitled to TriCare (Standard – automatically & Prime – if they enroll) benefits for a period of UP TO 180-days prior to being activated/mobilized or date of notification, whichever is later.) Members become eligible for EID Benefits via Command Diary entry. Command must demonstrate an understanding of the EID Command Diary entry. How to submit the entry, action dates required and how to correct the entry if necessary.  **Ref:** MARADMIN 213/05 (Update on Expanded Health Care Benefits for Reserve Marines); Natl Def Auth Act 2010;  MCTFSPRIUM par 110408  **Assessor notes:**  MCTRSPRIUM par 110408  \*TTC 897 000 Requires an early notice date.  \*The early notice date for EID is the release date of the CMC notification of intent to activate message or 180-days from the date of activation.  \*This entry cannot be future dated.  \*Delete as erroneous or delete/add may be reported.  \*May be reported as either individual or group entry.  \*In the event a Marine is determined to “NOT” be activated (Medical, DD&E, UA, Etc.) then an EID termination entry TTC 897 001 early notice termination date must be submitted.  \*In the event a Command’s activation date is slid to the right (later) than initially reported, then the Command must run a “TERMINATION” of EID effective the date that the Marine is notified of a change in report date. The EID entry is re-reported with an effective date the day after the termination entry date. | | |  |  | | |  |
| **Functional Area Score:**  a. Total Items: 8  b. Total YES: 0  % YES: 0% (line b / line a) | | |  |  | | |  |
| **4. DEPLOYMENT PROCESSING. (Will include those ACDU/AR integrated personnel in processing)** | | | **YES** | **NO** | | | **N/A** |
| a.Were the deployment stations prepared before the Marines started the mob process?  **Ref:** ForO 3060. 2 Annex E | | |  |  | | |  |
| b.Were the deployment stations organized logically for optimal processing?  **Ref:** ForO 3060. 2 Annex E | | |  |  | | |  |
| c.Were desktop procedures, forms, equipment and instructions on hand for each required deployment station?  **Ref:** ForO 3060. 2 Annex E | | |  |  | | |  |
| d.Were the deployment station personnel familiar with their responsibilities during the process?  **Ref:** ForO 3060. 2 Annex E | | |  |  | | |  |
| e.Was there a deployment checklist or check-in sheet utilized to verify each Marine successfully completed each deployment station?  **Ref:** ForO 3060. 2 Annex E | | |  |  | | |  |
| f.Electronic Service Record Screening Results through the Command's mobilization stations.  1. Total number of service records screened:  0  2. Total number of required entries to be audited (Line 1 x 32): 0  3. Total number of unidentified errors (post-mob stations):  0  5. % of Total correct(ed) entries (post-mob):        ((line 2 - line 4) / line 2) (<95%  PASS)  **Assessor notes.**  A. Identify service record books: 20% total (80% SMCR and 20% Integrated Active)(E-Record audited by inspector after the mobilization stations using the mobilization audit checklist).  B. Administrative audit conducted during the mobilization stations.  C. Post-screen audit with errors identified on the mobilization audit checklist to determine the Command's ability to identify and correct mobilization admin audit errors  D. Audit Clerks must find and correct more than 95% of total required audit entries  E. Additional errors identified and corrected are not considered  F The Deployment Processing Stations will be graded based on functionality only. There is no required implantation template; therefore, Commands will create their deployment stations based on the Command and will adhere to the requirements of ForO 3060.2 Annex E. | | |  |  | | |  |
| **Functional Area Score:**  a. Total Items: 6  b. Total YES: 0  % YES: 0% (line b / line a) | | |  |  | | |  |

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| **SUMMARY OF FINDINGS IN FUNCTIONAL AREAS ABOVE** | | | | |
| **FUNCTIONAL AREA** | | | | **Functional Area %** |
| **1. MOBILIZATION DIRECTIVES.** | | | | **0%** |
| **2. MOBLIZATION ADMINISTRATION.** | | | | **0%** |
| **3. COMMAND PERSONNEL MOBILIZATION DATA.** | | | | **0%** |
| **4. DEPLOYMENT PROCESSING.** | | | | **0%** |
| **TOTAL** | | | | **0%** |
| **Strengths** | None | | | |
| **Weaknesses** | None | | | |
| **Dep Capable**  **(G=90-100%)** | | **Dep Capable**  **w/Assistance**  **(Y=80-89%)** | **Non-Dep Capable**  **(R=79% and Below)** | |
|  | |  |  | |
| - Exceeds the standard level of performance.  - All expected processes, procedures, internal controls and are present and contribute to greater mission effectiveness.  - Indicates superior leadership and oversight of standard Internal Controls, and may include additional local controls to meet mission requirements.  - Indicates a degree of technical expertise at all levels that is far above most.  - Fully capable of performing all functions required.  Checklist items are the minimum requirements identified to operate an effective administration office in order to process required mobilizations. A percentage of 90% - 100% indicates the Commands personnel administration meets all the required aspects of administration and requires a deployment capable rating. | | - Meets standard level of performance.  - Most processes, procedures, and internal controls are present and effective.  - Most Marines understand their particular billet responsibilities, but are limited to the scope of their duties.  - Capable of performing assigned functions within standard parameters.  Checklist items are the minimum requirements identified to operate an effective administration office in order to process required mobilizations. A percentage of 80%-89% indicates the Commands personnel administration is slightly deficient and requires a deployment capable with assistance rating. | - Below the acceptable standard of performance.  - A significant number of processes, procedures, or internal controls are either, not present, not understood, or completely disregarded.  - Marines do not execute or are not fully trained in their billet responsibilities.  Checklist items are the minimum requirements identified to operate an effective administration office in order to process required mobilizations. A percentage of 79% or lower would deem the administration office critically deficient and requires a not deployment capable rating. | |
| **Overall Comments** | | | | |
| None | | | | |
| **Assistance Provided** | | | | |
| None | | | | |
| **Additional Training Available:**  **-MARFORRES Mobilization Symposium**  **-MCAAT Workshop**  **-MISSA 16/17 Workshop**  **-Intermediate Administration Specialist Course (IASC)**  **-Advanced Administration Specialist Course (AASC)** | | | | |