

COMOMAGINST 5040.1P  
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COMOMAG INSTRUCTION 5040.1P

Subj: MOBILE MINE ASSEMBLY GROUP (MOMAG) ADMINISTRATIVE AND MATERIAL  
(ADMAT) ASSESSMENT PROGRAM

Ref: (a) COMOMAGINST 5400.1J  
(b) OPNAVINST 5200.25C  
(c) SECNAVINST 5200.35D  
(d) COMINWARCOMINST 5200.1C  
(e) COMOMAGINST 5200.1  
(f) COMOMAGINST 3100.4M

1. Purpose. To implement and establish policy and procedures for the administration and management for the Commander, Mobile Mine Assembly Group's (COMOMAG) Administrative and Material (ADMAT) Assessment Program in conjunction with Chief of Naval Operations' Management Control Program (MCP) as established in references (a) through (f). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMOMAGINST 5040.1N

3. Discussion

a. This is a consolidated text governing administrative and material matters that apply to all Mobile Mine Assembly Group (MOMAG) units and detachment. The ADMAT Program is established to assist in the management of administrative and material readiness. ADMAT Assessments are an integral part of Immediate Superior in Command (ISIC) oversight of our subordinate commands. This assessment is essential in evaluating command effectiveness, efficiency, readiness, safety, quality assurance, management of personnel, equal opportunity resources and funds.

b. Under the CNO's Management Control Program outlined by references (b) and (e), Commander, Mobile Mine Assembly Group must reasonably ensure that:

(1) obligations and costs comply with applicable laws and regulations;

(2) assets are safeguarded against waste, loss and unauthorized use or misappropriation; and,

(3) revenues and expenditures are properly accounted for and recorded.

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c. An ADMAT Assessment Report will be prepared at least ten working days after completion of the command's ADMAT Assessment. A grade of satisfactory or unsatisfactory will be assigned. Discrepancies, recommendations and laudatory comments will be documented in this report. This assessment is a valuable tool which will be used as a method of improving weak areas, identifying deficiencies and making appropriate recommendations to correct these areas, and as a training tool to improve COMOMAG and the subordinate units/detachment as a whole in becoming more effective and efficient.

Deficiencies previously reported but not corrected should be noted. Willful disregard or violation of general or special directives, safety precautions, orders and regulations, or evidence of poor discipline and poorly executed command functions will be categorized as major discrepancies.

The ADMAT Assessment Report is an official ISIC report and will be treated as "for official use only." Discussion or release of the report outside of the lifeline of COMOMAG is prohibited. Authorization to release this information outside the lifeline of COMOMAG must be requested in writing by the command and authorized in writing by the ISIC.

#### 4. Objectives

a. To implement ISIC oversight of subordinate commands through the MOMAG ADMAT Assessment Program using the checklist provided in this instruction.

b. Implement the command self-assessment program for the areas listed under this instruction and any other areas considered high or medium risk assessable units listed under enclosure (2) of reference (d).

c. Ensure the COMOMAG staff and subordinate commands are in compliance with the required regulations in the effective and efficient management of their administrative and material programs, resources and personnel readiness.

#### 5. Action

a. The Commander, Mobile Mine Assembly Group will:

(1) Schedule an ADMAT Assessment on all subordinate commands in a 24-month cycle;

(2) Assemble an ADMAT Assessment Team. Normally, the following department heads and special assistants will compose the ADMAT Team:

Commander (Senior Chief Inspector)  
Administrative Officer (ADMAT Coordinator)  
Supply Officer  
Automated Information System/Communications Officer  
Reserve Affairs and Training Administrator  
Designated Special Assistants

(3) Conduct the assessment using the checklist provided in this instruction.

(4) Conduct a command personnel inspection. The subordinate command may request the Commander to have an award presentation and recognize command personnel after the personnel inspection.

(5) Conduct a material zone inspection and walk-through of command spaces.

(6) Conduct an all hands call with command personnel.

(7) Meet with the host U.S. Commander or station Commanding Officer, and if appropriate, foreign national host counterparts.

(b) The ADMAT Coordinator will:

(1) At least 60 days prior to the scheduled ADMAT, officially notify the command by letter or message, dates of the ADMAT, and provide a list of inspectors with the level of their security clearance.

(2) At least 45 days before departing on the ADMAT, prepare the area travel clearance message.

(3) Ensure all ADMAT team members are briefed on their duties and responsibilities as an ADMAT team member.

(4) Ensure all ADMAT team members are briefed on personnel security and threat assessment for the commands located outside of the United States.

(5) Coordinate with the COMOMAG Supply Department on funding, travel orders and transportation required for the ADMAT visit.

(6) Coordinate the ADMAT visit with the command's designated point of contact to include administrative, lodging and logistic support needed during the visit.

(7) Prepare the ADMAT Report within ten working days following completion of the ADMAT visit.

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(8) Manage and maintain the command ADMAT Assessment Program and Management Control Program.

(c) The Supply Officer will:

(1) During the ADMAT visit, assist the Commander in conducting a material zone inspection and walk-through of command spaces.

(2) Assist the ADMAT Coordinator with making travel and lodging arrangements for the scheduled ADMAT visit.

(d) The Unit Commanding Officer/Detachment Officer-in-Charge will:

(1) Be responsible for compliance with this instruction and preparing their command for the ADMAT Assessment, specifically with the contents of the assessment checklist.

(2) Familiarize themselves and their command personnel with all pertinent directives and references related to the ADMAT and the management control program.

(3) Ensure internal controls are in place in functional areas highly susceptible to fraud, waste and abuse. A list of areas considered Assessable Units (AU) are listed in enclosure (2) of reference (d).

(4) Conduct a monthly Management Control Review (MCR) using the format provided in enclosure (4) of reference (d) in at least one or more areas considered high or medium risk by your command from the areas listed in the assessment checklist of this instruction and areas listed under enclosure (2) of reference (d).

(5) Report via the Quarterly Condition Report (QCR), as listed in reference (g), which MCRs were completed during the preceding quarter and report any weak areas and/or lessons learned.

NOTE: Completed MCRs will be made available upon request during the ADMAT visit.

(6) Assign a command point of contact to coordinate their scheduled ADMAT visit with the COMOMAG ADMAT Coordinator.

//s//

T. W. AUBERRY

Distribution:

COMOMAGINST 5216.1T

List I

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**CHAPTER 1**  
**ADMINISTRATIVE AND MATERIAL (ADMAT)**  
**ASSESSMENT AND SELF-ASSESSMENT PROGRAMS**

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**1000 PROGRAM OBJECTIVE**

The ADMAT and Self-Assessment Programs are designed to provide each unit with the means of assessing functional effectiveness and operational efficiency through a combination of Immediate Superior In Command (ISIC) oversight and self-assessment programs. Each command under Commander, Mobile Mine Assembly Group will be formally evaluated by an ADMAT assessment at a minimum every 24 months. The self-assessment can be accomplished by using areas listed in the assessment checklist of this instruction and areas listed in enclosure (2) of reference (d) as a guide for monitoring functions within the unit.

**1100 SELF-ASSESSMENT PROGRAM OBJECTIVE**

Traditionally, the means by which a unit's effectiveness, efficiency, and conformance to mandated procedures was determined or evaluated rested primarily with periodic ADMAT Assessments. Conducted by COMOMAG staff for subordinated units, these assessments provided a good "snapshot" on performance, but often failed to address or focus on process analysis, quality improvement, or proactive training issues.

In addition to the biannual ADMAT assessment, each command will implement their Management Control Program and conduct self-assessments using the Management Control Review (MCR) format listed in enclosure (4) of reference (d). On a monthly basis, the unit will conduct one or more MCRs on Assessable Units (AU) considered high or medium risk areas and vulnerable to fraud, waste and abuse.

An example of a high-risk area would be leave control management. To ensure that leave is correctly managed and charged against the member's pay account in a timely and efficient manner, personnel should be able to manage their leave, not their leave manage them, and place themselves in a position of "use or lose" leave. Also, the practice of basket leave is prohibited and is not authorized. The CO or OIC must review their DFAS monthly leave listing and their command leave control number logbook and verify that they are in compliance with the pertinent directive.

A consistent and honest self-assessment program by each command combined with the ISIC oversight through the ADMAT Assessment Program will improve command effectiveness and efficiency and ultimately operational readiness to successfully and safely meet our mission.

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## CHAPTER 2 ADMINISTRATION

<b>2000 REPORTS MANAGEMENT</b>		
Reference: COMOMAGINST 5213.4		
1. Are all reports completed by the command included in the reports tickler system?	YES	NO
2. Is a weekly or regular memorandum being sent to all divisions informing them of reports due/overdue?	YES	NO
3. Are ITEMPO messages being submitted for deployers and non-deployers?	YES	NO
<b>2001 CORRESPONDENCE MANAGEMENT</b>		
References: SECNAVINST 5216.5 OPNAVINST 5112.6 SECNAVINST 5210.11 SECNAVINST 1650.1		
1. Has an Official Mail Control Petty Officer been designated in writing? (DOD 4542.6-M, Vol II Art. 303)	YES	NO
2. Is a hand stamp or routing ladder used for routing material of interest to more than one department? (OPNAVINST 3120.32C pg 6-20)	YES	NO
3. Is controlled routing used for action correspondence using OPNAV 5216/10? (OPNAVINST 3120.32C pg 6-20)	YES	NO
4. Is the "action" individual clearly designated on the route slip? (OPNAVINST 3120.32C pg 6-20)	YES	NO
5. Is there an Action Correspondence Tracer/Tickler System in effect? (OPNAVINST 3120.32C pg 6-20)	YES	NO
6. Is a file of all "by direction" authorization letters maintained and reviewed by the CO/OIC? (comment only)	YES	NO
7. Do current "by direction" letters specifically outline classes of correspondence which will be signed by the CO/OIC? (SECNAVINST 5216.5D pg 6 & 7)	YES	NO
8. Are Mail Clerk personnel familiar with proper correspondence preparation procedures? (SECNAVINST 5216.5)	YES	NO

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9. Is all incoming registered, certified and insured mail being handled and stored correctly? (DOD 4525.6-M Vol II Art 406)	YES NO
10. Is there a two-year retention period for correspondence files? (SECNAVINST 5216.5D)	YES NO
11. Is a sequence or serial file maintained separately for classified and unclassified correspondence? (SECNAVINST 5216.5)	YES NO
12. Are command files adequately controlled to prevent unauthorized access?	YES NO
13. Is the original OPNAV 1650/3 for command awarded Navy and Marine Achievement Medal sent to Commander, U.S. Atlantic Fleet?	YES NO
<b>2002 MANUALS/PUBLICATIONS CONTROL</b>	
<b>NOTE: **</b> Most manuals and PUBS are available and distributed by compact disc, however, common manuals and PUBS are highly recommended to be printed and maintained in hard copy, i.e., MILPERSMAN, Officer Transfer Manual	
1. Are all publications numbered and has an index been established? (SECNAVINST 5215.1C Part II 3b.)	YES NO
2. When changes are entered, are they annotated correctly and has the page check been conducted using the list of effective pages? (SECNAVINST 5215.1C Part II 3c.)	YES NO
3. Does the Administration Office have a positive system for checking out publications? (SECNAVINST 5215.1C Part II 3b)	YES NO
4. Is the unit/detachment publication library up to date: (Comment only) (retained either by hard copy or CD?)	YES NO
a. Bibliography for Advancement Examination Study? (NAVEDTRA 12052)	YES NO
b. Catalog of Navy Training Courses (OPNAVINST 1500.6)	YES NO
c. Decedent Affairs Manual? (NAVMEDCOMINST 5360.1)	YES NO
d. Directives Issuance System? (SECNAVINST 5215.1C)	YES NO
e. Disposal of Navy and Marine Corps Records? (SECNAVINST 5212.5C)	YES NO
f. ** Enlisted Transfer Manual? (NAVPERS 15909F)	YES NO
g. Department of the Navy (DON) Forms Management Program? (SECNAVINST 5213.10D)	YES NO
i. ** JAG Manual? (5800.7C)	YES NO
j. ** Manual for Courts-Martial? (2000 Edition)	YES NO
k. Manual of Navy Total Force Manpower? (OPNAVINST 1000.16H)	YES NO
l. ** Navy Correspondence Manual? (SECNAVINST 5216.5D)	YES NO

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m. ** Naval Military Personnel Manual? (NAVPERS 15560A)	YES	NO
n. ** Navy Performance Evaluation System and Counseling Manual? (BUPERSINST 1610.10)	YES	NO
o. ** Officer Transfer Manual? (NAVPERS 15559A)	YES	NO
p. DOD Foreign Clearance Guide (DODINST 4500.54)	YES	NO
q. Navy Family OMBUDSMAN Manual? (NAVPERS 15571A)	YES	NO
r. Standard Navy Distribution List Part 1?	YES	NO
Part 2? (OPNAV P09B2-105 94)	YES	NO
s. ** Standard Organization and Regulations of the U.S. Navy? (OPNAVINST 3120.32C)	YES	NO
t. ** Uniform Regulations? (NAVPERS 15665I)	YES	NO
u. ** U.S. Navy Regulations? (1990)	YES	NO
v. COMNAVSURFLANT/COMNAVSURPACINST 4400.1J?	YES	NO
<b>2003 DIRECTIVES MANAGEMENT</b>		
1. Is the current OPNAVNOTE 5215, Navy Directive Consolidated Checklist available? (SECNAVINST 5215.1C pg 4 para c(5))	YES	NO
2. Is the current Navy Directives Issuance System Index available?	YES	NO
3. Are all Navy Department instructions filed together numerically by consecutive number? (SECNAVINST 5215.1C pg 4 para c(3))	YES	NO
4. Does the unit issue an annual directive checklist? (SECNAVINST 5215.1C pg 1)	YES	NO
5. Are unit directives reviewed annually on the anniversary month? (SECNAVINST 5215.1C pg 4 para b(4))	YES	NO
6. Are there any unit instructions over seven years old?	YES	NO
<b>2004 FILES AND RECORDS DISPOSAL</b>		
1. Are records disposed of per the Disposal of Records Manual schedule? (SECNAVINST 5215.5E)	YES	NO
2. Are new command files set-up for each calendar year? (SECNAVINST 5210.11D)	YES	NO
3. Are command files centrally located in the Administration Office? (SECNAVINST 5210.11D)	YES	NO
4. Have records retention and disposal standards been determined and affixed to each file series as directed? (SECNAVINST 5212.5C III-1-2)	YES	NO
5. Are messages filed by date time group (DTG)? (SECNAVINST 5212.5C) (Electronic filing authorized)	YES	NO
<b>2005 FORMS MANAGEMENT</b>		
1. Prior to approval of a new form, is a check made to determine if there is a standard printed form which will serve the purpose? (SECNAVINST 5213.10)	YES	NO

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2. Is a periodic review of command forms made? (SECNAVINST 5213.10)	YES NO
3. Does the Forms Control Program appear to be adequate?	YES NO
4. Is a separate file kept of all command generated forms?	YES NO
<b>2006 LEAVE ADMINISTRATION</b>	YES NO
1. Are Leave Authorization Numbers (LAN) assigned in sequence? (DJMS PTG PT 1 Ch2)	YES NO
2. Is leave charged in conjunction with members' normal working hours as indicated in block 16 of the NAVCOMPT 3065? (MILPERSMAN 1050)	YES NO
3. Is the hour and date of departure annotated in block 27a-27c and signed by the duty officer? (Comment only)	YES NO
4. Is appropriate liaison or verification conducted with local medical facilities when convalescent leave is processed? (DJMS PTG PT1)	YES NO
5. Does the Commanding Officer review the DJMS Unit Leave Report?	YES NO
<b>2007 FITNESS REPORTS AND EVALUATIONS</b>	
1. Does the unit have an effective tickler system to ensure timely preparation and submission of fitness reports and evaluations? (BUPERSINST 1610.10)	YES NO
2. Does the unit comply with the Navy Performance and Counseling System instruction?	YES NO
3. Are all completed evals and fitness reports signed and dated by member?	YES NO
4. Are specific evals and fitness reports submitted on members being transferred, separated or frocked?	YES NO
5. Are submission dates adhered to?	YES NO
6. Does the Command Fitness Leader provide input to verify physical readiness/body fat measurements? Are correct PFA codes used?	YES NO
7. Are required evaluation comments included as appropriate? Are prohibited comments excluded?	YES NO
8. Are counseling sheets processed, signed and held by respective Division Officer or LCPO?	YES NO
9. Are Page 13s and letters prepared for evaluation/fitness reports containing matters of an adverse nature? (BUPERSINST 1610.10)	YES NO

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<p><b>2007 SERVICE RECORDS</b></p> <p>An assessment of how well a unit is maintaining personnel service records can be very complicated. Due to the nature of the process, 100% audits are generally very time consuming and labor intensive. Spot-checking via periodic audits is the most effective means of assessment.</p> <p>One factor that should be kept in mind is that if service records are not being maintained in an effective and timely manner, this will become readily apparent. If awards are not being entered, it's very likely that evaluations aren't either. As with all assessments, identification of problem areas or negative trends are the signal to "dig deeper" into the process.</p>	
1. Is access to service records controlled? (OPNAVINST 1000.23B)	YES NO
2. Are Page 2's in the service record are verified by the members? (MILPERSMAN 1070-100)	YES NO
3. Are completed documents pertaining to security clearances filed in service records? (MILPERSMAN 5030200)	YES NO
4. Is there a system in place to update SGLI beneficiary information?	YES NO
5. Are results of legal proceedings and Page 13's, appropriately documented/filed in service records?	YES NO
<p><b>2008 FLEET HOMETOWN NEWS PROGRAM AND PUBLIC AFFAIRS</b></p>	YES NO
1. Does the unit have a Fleet Hometown News Program? (SECNAVINST 5724.3)	YES NO
2. Are personnel provided the opportunity and urged to participate in the program?	YES NO
3. Are all submissions made on the authorized Hometown News Release, NAVSO 5724/1?	YES NO
4. Does the unit maintain articles, photos, etc., in the historical files?	YES NO
5. Are the past three years of unit history on file?	YES NO
6. Are articles submitted to the base and/or local news media?	YES NO
7. Are photos taken at unit award presentations?	YES NO
8. Are procedures in place for properly handling media queries from outside DON sources?	YES NO

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<b>2009 CASUALTY ASSISTANCE</b>	
1. Does the unit have procedures for submitting personnel casualty reports and notifying next of kin in death and serious injury cases? (MILPERSMAN 1770-010)	YES NO
2. Does the unit maintain an up-to-date list of PNOKs/ SNOKs and their locations for all personnel on board?	YES NO
3. Does the unit have an individual assigned as Casualty Assistance Calls Officer and is he/she familiar with all duties required under the Casualty Assistance Calls Program?	YES NO
4. Are appropriate personnel familiar with procedures for preparing personnel casualty reports?	YES NO
<b>2010 LEGAL</b>	YES NO
1. Has the Legal Officer or Legal Clerk been designated?	YES NO
2. Are report chits processed within a reasonable time?	YES NO
3. Is the accused provided a copy of the report chit per Navy Regulations?	YES NO
4. Are report chits maintained in the Unit Punishment Book for two years?	YES NO
5. Is the accused properly advised of his/her rights per Article 31 of UCMJ and Article 101.d of JAGMAN?	YES NO
6. Is NJP awarded within the limitations of the Commanding Officer's authority?	YES NO
7. Is accused informed of the right to appeal the NJP to the command's General Courts-Martial Convening Authority?	YES NO
8. Do members receive legal assistance as needed and is there a NLSO Branch available for assistance?	YES NO
<b>2011 INFORMATION AND PERSONNEL SECURITY PROCEDURES</b>	
References: SECNAVINST 5510.30A SECNAVINST 5510.36	
1. Is the Security Manager designated in writing?	YES NO
2. Does the Security Manager have a final Special Background Investigation (SSBI) and a Top Secret clearance?	YES NO
3. Are unit Security Managers/Security Clerks utilizing the Joint Clearance Access Verification System (JPAS)	YES NO
4. Are any command personnel's security investigation expired? If expired, is SF86 submitted?	
5. Are unit security procedures and policies in writing?	YES NO
6. Do these procedures include:	
a. Security indoctrination, orientation, and education follow-up briefs?	YES NO
b. Control and accounting of classified material?	YES NO

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c. Is access to classified material limited and only granted to essential personnel?	YES NO
8. Are the following implemented and documented for members being granted security clearance access:	YES NO
a. Local records checks?	YES NO
b. Orientation?	YES NO
9. Does the unit Security Manager maintain a record of access granted to personnel?	YES NO
10. Are the safe combinations changed upon transfer of personnel?	YES NO
11. Is SF 702, Security Container Check Sheet, used?	YES NO
12. Are there firm guidelines for securing spaces at the end of each work day?	YES NO
<b>13. Additionally, verify and review the applicable requirements under the checklists provided by Appendix D of SECNAVINST 5510.30A and Appendix 2C of SECNAVINST 5510.36.</b>	

<b>CHAPTER 3 SUPPLY</b>	
<b>3000 General</b>	
References: COMOMAGINST 4000.1 NAVSUP P-485	
1. Are all required supply publications/instructions on hand and up-to-date? NAVSUP P-485 NAVSUP P-723 NAVSUP P-724 NAVSUPINST 4200.85 EBUSOPSOFFINST 4200.1	YES NO NAVSUPINST 4421.20 COMOMAGINST 4000.1 COMOMAGINST 4200.1
2. Is the Supply Department Head's monthly report to the CO/OIC being prepared and submitted by the 10 <sup>th</sup> day of each month and retained for 12 months?	YES NO
3. Does the report contain the minimum information required by the COMOMAGINST 4000.1?	YES NO
4. Is a formal professional training program established and documented?	YES NO
5. Have all Supply Department personnel received the semi-annual standard of conduct training per DOD Directive 5500.7?	YES NO
<b>3001 Financial Management</b>	
Reference: COMOMAGINST 4000.1	
1. Has an Annual Financial Management Plan been established and published?	YES NO
2. Are quarterly financial inputs being submitted to COMOMAG by the dates published in the Supply Dept annual planner?	YES NO
3. Are only authorized purchases being made?	YES NO
4. Are funds for continuing services being obligated in advance of services being rendered?	YES NO
5. Are obligations for required services in place prior to other obligations being initiated?	YES NO
6. Are DFAS expenditures and COMOMAG comptroller downloads processed in a timely manner?	YES NO
7. Is the document status log monitored to identify problems with payment or receipts and retained for six months?	YES NO
8. Do source documents cite the correct Job Order Number (JON) and Expense Element (EE) for the material or service being procured?	YES NO

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9. Are accounting batches and current year document status logs submitted to COMOMAG each Wednesday?	YES	NO
10. Are prior year document status logs submitted to COMOMAG on the third Wednesday of each month by 1200?	YES	NO
11. Is a phased replacement program in place and submitted to COMOMAG along with the AFMP?	YES	NO
12. Are all documents processed through FASTDATA to ensure fiscal accountability?	YES	NO
13. Are budget inputs substantiated by historical data?	YES	NO
14. Are financial issues addressed with the COMOMAG Budget Analyst upon discovery?	YES	NO
15. Is the command currently in, or within the current fiscal year, been in an over obligated status?	YES	NO
16. Does the command ensure an "acceptance copy" has been received for continuing services and posted into FASTDATA?	YES	NO
<b>3002 Material Procurement</b>		
Reference: NAVSUP P-485 COMOMAGINST 4000.1		
1. Has the CO/OIC designated in writing personnel authorized to sign DD 1149s and NAVSUP 1250-1s?	YES	NO
2. Are DD 1149s and NAVSUP 1250-1s completed per NAVSUP P-485?	YES	NO
3. Does the CO/OIC personally approve obligation documents over \$500?	YES	NO
4. Are urgency of need designators (UND) and priority designators properly assigned to requisitions per NAVSUP P-485?	YES	NO
5. Are project codes properly assigned to requisitions?	YES	NO
6. Does Supply personnel challenge excessive quantities on requisitions?	YES	NO
7. Is a "tech edit" performed on all requisitions?	YES	NO
8. Is each NAVSUP 1250-1 annotated that a "tech edit" has been performed and contain the signature of the person performing it?	YES	NO
9. Are requirements marked as "not carried" on the NAVSUP 1250-1 verified to ensure the equipment requested is on the Mine Build of Material (MBOB)?	YES	NO
10. Are all requisitions with an urgency need designator of "A" submitted via naval message with COMOMAG as an addressee?	YES	NO
11. Is requisition status being provided within the time limits specified by NAVSUP P-485?	YES	NO
12. Are all status changes and follow-ups annotated on the back of the NAVSUP 1250-1?	YES	NO

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13. Are follow-ups being conducted with the frequency required by the NAVSUP P-485 on all priorities?	YES	NO
14. Is confirmed cancellation status attached to the requisition and placed in the completed file?	YES	NO
15. Is follow-up action initiated on aged cancellation requests without confirmed cancellation status?	YES	NO
16. Are funds being deobligated upon receipt of confirmed cancellation?	YES	NO
17. Are external MOVs being conducted quarterly per NAVSUP P-485?	YES	NO
18. Are external MOVs being kept on file per NAVSUP P-485?	YES	NO
19. Are MOV control cards (AN9) being verified with what has actually been received?	YES	NO
20. Upon completion of the validation of outstanding requisitions, are responses being sent to DAAS via naval message?	YES	NO
21. Is a hard copy of response messages being retained for 12 months?	YES	NO
<b>3003 Material Receipt</b>		
References: NAVSUP P-485 NAVSUP P-723 COMOMAGINST 4000.1		
1. Are receipts properly filed in document number sequence by fiscal year in the material completed file and retained for five years?	YES	NO
2. Are all receipts circled, signed and dated?	YES	NO
3. If an incorrect quantity is received, has the original quantity been lined out and the correct quantity received entered immediately above the original quantity and circled per NAVSUP P-485?	YES	NO
4. If material is received without a receipt document, has a summary receipt been prepared?	YES	NO
5. Are partial receipts filed in an outstanding file until the remaining material is received?	YES	NO
6. Are receipts stamped "posted" and signed by the person posting them in FASTDATA?	YES	NO
7. Has a supply discrepancy report (SDR) log been implemented and maintained?	YES	NO
8. Are supply discrepancy reports completed per NAVSUP P-723?	YES	NO
9. Are quality deficiency reports submitted per NAVSUP P-485?	YES	NO
10. Has a QDR log been implemented and maintained?	YES	NO

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11. Are hard copies of QDRs retained for a minimum of two years from date of submittal?	YES NO
12. Are Defective Material Sheets (DMS) downloaded every two months and retained for one fiscal year?	YES NO
<b>3004 Material Expenditures</b>  References: NAVSUP P-485 COMOMAGINST 4000.1	
1. Is an expenditure log maintained?	YES NO
2. Does the expenditure log contain the minimum information required by NAVSUP P-485?	YES NO
3. Is an expenditure invoice file maintained and retained for five years?	YES NO
4. Are DD 200s completed per NAVSUP P-485?	YES NO
5. Are original copies of DD 200s retained for three years in expenditure number sequence?	YES NO
6. Are blocks 14 and 17 of the DD 200 signed by different people?	YES NO
7. Is transfer of material conducted per NAVSUP P-485?	YES NO
<b>3005 Inventory Management</b>  References: NAVSUP P-485 NAVSUP P-723 COMOMAGINST 4000.1	
1. Is a DD 200 completed and signed for all losses?	YES NO
2. Are depot level repairable items in QA impound processed within 72 hours per NAVSUP P-485?	YES NO
3. Are monthly 1/12 <sup>th</sup> inventories being conducted and reported to the CO/OIC monthly and to COMOMAG quarterly per NAVSUP P-724?	YES NO
4. Is a 100% physical inventory of all on-hand stock accomplished annually and hard copy retained?	YES NO
<b>3006 Repairable Management</b>  References: NAVSUP P-485 NAVSUPINST 4421.20 COMOMAGINST 4000.1	
1. Does the command have a copy of NAVSUPINST 4421.20 on hand?	YES NO
2. Is a DLR expenditure log established and properly maintained for recording the shipment of all DLRs?	YES NO
3. Are DLR procedures being conducted per NAVSUP P-485 section 8300?	YES NO

4. Are advice codes for DLRs assigned per NAVSUP P-485?	YES NO
5. Is an advice code of 5G or 5S assigned and the net price obligated if a turn-in is available?	YES NO
6. If a turn-in does not exist when a DLR is requisitioned, is an advice code of 5A assigned and the standard price obligated?	YES NO
7. If a turn-in does not exist, has a DD 200 been completed?	YES NO
8. Has a DLR expenditure invoice file been established containing original DD 1348-1 receipt and retro grade turn-in signatures?	YES NO
9. Is the status of DLR turn-ins included in the CO/OIC monthly report?	YES NO
10. Are DD form 1348-1s for carcass turn-ins completed per NAVSUP P-485?	YES NO
11. Has the command had a unit price carcass charge in the past 12 months?	YES NO
<b>3007 Organizational Issue Material</b>	
References: NAVSUP P-485 COMOMAGINST 4000.1	
1. Is an organizational material custody record maintained for each member with items issued?	YES NO
2. Is a custody signature obtained for each issue of organizational material?	YES NO
3. Is all organizational clothing/Personnel Protective Equipment (PPE) marked to indicate Navy ownership and serialized in a permanent manner?	YES NO
4. Does the command check-out sheet include Supply to ensure that organizational clothing/PPE is turned into to Supply prior to transfer?	YES NO
5. Is organizational clothing/PPE inventoried at least annually and a hard copy on file?	YES NO
<b>3008 Travel Management</b>	
References: JFTR JTR COMOMAGINST 4000.1	
1. Has the command included a TEMADD budget input in their Annual Financial Management Report (AFMR)?	YES NO
2. Does the unit provide a quarterly TEMADD input to COMOMAG?	YES NO
3. Are travel claims prepared and submitted by members traveling within five days of travel completion?	YES NO

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4. Does the Travel Clerk ensure travel claims are submitted to local PSD for liquidation within 10 days of completion of travel?	YES	NO
5. Are TEMADD requests submitted to COMOMAG via naval message at least 14 days prior to travel?	YES	NO
6. Is a travel record/log established and maintained with required information?	YES	NO
7. Is a legible copy of the entire liquidation faxed to COMOMAG supply upon receipt of liquidation?	YES	NO
8. Is a hard copy of each liquidation mailed to COMOMAG within five days of receipt from PSD?	YES	NO
9. If emergency tango numbers are used, is a copy immediately faxed to COMOMAG followed by a naval message?	YES	NO
10. Have the follow-ups been initiated with PSD to determine the reason for delayed liquidation?	YES	NO
12. Have all travel cardholders completed the semi-annual standards of conduct training?	YES	NO
13. Does the Travel Card Manager have a current command travel card listing?	YES	NO
14. Are delinquent accounts monitored by the Travel Card Manager weekly?	YES	NO
15. Are delinquencies reported to COMOMAG via naval message by the 10 <sup>th</sup> of each month?	YES	NO
16. Does the command adhere to the policy of no travel advances?	YES	NO
17. Is the APC downloading the following reports and reviewing continuously: a. Cancellation Report b. Salary off-set Report c. Suspension Report d. Charge-off Report e. ATM exception Report f. Authorization/Decline Report	YES	NO
18. Is the Travel Card Manager on the command check-out sheet to ensure the member's card is deactivated prior to transfer, separation or retirement/fleet reserve?	YES	NO
<b>3009 Purchase Card Program</b>		
References: NAVSUPINST 4200.85 NAVSUPINST 4200.94 COMOMAGINST 4000.1 COMOMAGINST 4200.1		
1. Have purchase cardholders been delegated in writing?	YES	NO
2. Have the cardholders and APC completed annual training?	YES	NO

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3. Have any prohibited items been purchased on the card?	YES NO
4. Has a purchase over the \$2,500 threshold been made?	YES NO
5. Has a contracting purchase over the \$2,000 threshold been made?	YES NO
6. Has a purchase been split in order to stay under the \$2,500 threshold or \$2,000 contracting threshold?	YES NO
7. Is there a receipt signature by someone other than the cardholder/purchaser on each receipt to ensure compliance with the "separation of function" policy?	YES NO
8. Is a purchase authorization form used for each purchase?	YES NO
9. Has each purchase been authorized by the AO?	YES NO
10. Are mandatory sources being screened for availability of items and the results documented?	YES NO
11. Are purchases being equitably distributed amongst vendors?	YES NO
12. Is the location of the MSDS annotated on the receipt of purchased HAZMAT?	YES NO
13. Is a purchase log established and maintained?	YES NO
14. Is a complete copy of each monthly statement being sent to the APC at COMOMAG?	YES NO

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<b>CHAPTER 4 IS SECURITY</b>	
<b>4000 GENERAL</b>	
References: SECNAVINST 5239.3 OPNAVINST 5239.1B COMLANTFLTINST 5239.1 CHG-1 COMINWARCOMINST 5239.1D COMOMAGINST 5230.1C COMOMAGINST 5239.1D	
1. Does the command have an Information Systems Security Manager (ISSM) appointed in writing?	YES NO
2. If the command has a terminal installed from which a remote computer system (i.e. DFAS terminal) is accessed, does the command have:	YES NO
a. A Terminal Security Officer (TSO) appointed in writing?	YES NO
b. An updated list of authorized terminal users?	YES NO
c. A copy of the remote activities AIS Security instructions available?	YES NO
3. If the command has a computer network installed, is a Network Security Officer (NSO) appointed in writing? (May be ISSM; must have separate appointments.)	YES NO
4. Are command IS systems and/or computer networks accredited in accordance with current security instructions? Does the command have:	YES NO
a. An Activity IS Security Plan (AISSP) on file?	YES NO
b. A current risk assessment on file?	YES NO
c. An approved IS contingency plan on file?	YES NO
d. An approved back-up support agreement in place?	YES NO
e. A completed Security Test & Evaluation documented?	YES NO
f. A statement of accreditation which is less than three years old?	YES NO
g. A current System Security Authorization Agreement (SSAA) on file?	YES NO
5. Are proper IS security procedures being observed? Does the command have:	YES NO
a. A modem installed in any CLASSIFIED network workstation?	YES NO
b. Communications software installed on any classified network workstation?	YES NO
c. Stand alone workstations in place for unclassified data communications?	YES NO
d. Does the command have a continuing IS Security awareness training program in place? Date of last training?	YES NO
6. Does the command have a computer virus protection program in place?	YES NO

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a. Is anti-virus software installed on command workstations and/or computer networks?	YES NO
b. Are the latest signature files being applied as they are published?	YES NO
c. Is virus awareness included in AIS security training?	YES NO
7. Do command IS systems carry labels identifying the highest security classification which may be processed on those systems?	YES NO
8. Are user ID and passwords being used to control access to command IS systems and computer networks?	YES NO
a. Are passwords eight characters in length?	YES NO
b. Are passwords changed every ninety days?	YES NO
9. Are adequate safeguards in place to protect IS equipment, software and data?	YES NO
a. Does the command have a current inventory of all IS hardware on file?	YES NO
b. Does the command's inventory match the inventory reflected in COMOMAG's inventory data set?	YES NO
c. Is AIS equipment stored in secure spaces outside normal working hours?	YES NO
d. Are adequate access controls to spaces in which IS equipment is installed and/or classified processing is performed in place?	YES NO
e. Are IS systems provided dedicated power outlets?	YES NO
f. Are IS systems protected by surge suppressors/UPS systems?	YES NO
g. Are IS systems cleaned on a regular basis? Do both the interior and exterior indicate equipment receives regular cleaning?	YES NO
h. If overhead plumbing or sprinkler systems are located in spaces in which IS equipment is installed, are plastic covers available to protect AIS equipment from water damage?	YES NO
i. Does command have a current software inventory?	YES NO
j. Are software disks/CDs stored in a secure space?	YES NO
k. Are back-up copies of application software disks and documentation stored in a secure off-site location?	YES NO
10. Are proper data protection safeguards being observed?	YES NO
a. Is classified information processing/storage restricted to systems located in secure spaces or equipped with removable drives only?	YES NO
b. Are users required to store critical data on network drives vs Local hard drive?	YES NO
c. Are proper diskettes/CD/zip disks controls in place?	YES NO

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(1) Are diskette/zip disks assigned a control number and issued to users?	YES	NO
(2) Are classified CD's assigned a control number?	YES	NO
(3) Is a diskette/zip disk inventory maintained?	YES	NO
(4) Are quarterly inventories of diskettes/zip disks and classified CDs conducted?	YES	NO
(5) Do data diskettes/zip disks contain proper classification labels?	YES	NO
d. Are duplicates of data diskettes made each time data is changed?	YES	NO
e. Is data contained on workstation hard drives and/or computer networks routinely copied (backed-up) to magnetic tape?	YES	NO
f. Are back-up tapes stored in secure locations outside the immediate area of the workstation or network on which the data is stored?	YES	NO
g. Has an off-site tape storage location been identified and used?	YES	NO
h. Does the command have a current inventory of all back-up tapes used by the command?	YES	NO
i. Are defective hard drives/diskettes destroyed in accordance with current instructions?	YES	NO
j. Does the command have a back-up SOP?	YES	NO
11. Does the command have an AIS PQS program in place?	YES	NO
a. Have PQS Petty Officers been designated in writing?	YES	NO
b. Have IS users completed appropriate PQS qualifications as documented in training records?	YES	NO
12. Are personal systems being used for official business?	YES	NO
13. Are command systems being used for other than official business?	YES	NO
14. Are DPVS updates received and entered as required? Are appropriate personnel trained in its use?	YES	NO
15. Is the command using TURBOPREP 3.0 to create naval messages?	YES	NO
16. Are sufficient personnel trained in the use of DMS/GATEGUARD systems to ensure a message processing capability is available at all times?	YES	NO
17. Does the command have a DMS/GATEGUARD SOP?	YES	NO
18. Is the command abusing software copyright laws?	YES	NO
a. Are games installed on workstations? (no games of any sort are allowed)	YES	NO
b. Do workstations have personal software installed? (screen savers, Turbo Tax, etc.)	YES	NO
c. Are command personnel allowed to borrow software for installation from personal systems.	YES	NO
d. Are INTERNET policies posted near Internet Systems?	YES	NO
4-3		

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18. Are current INTERNET policies posted near Internet Systems?	YES	NO
a. Have current DOD/DON Internet Policies been incorporated in the training program?	YES	NO
b. Are Internet systems monitored for illegal use?	YES	NO
c. Are violations being reported to the ISSM?	YES	NO
19. For CONUS NMCI units:		
a. Does the command have a current User to CLIN and User to Applications mapping?	YES	NO
b. Are records of Move, Add, Change (MAC) request being maintained?	YES	NO
c. Are monthly invoices being promptly certified?	YES	NO
d. Are records of monthly invoices being maintained?	YES	NO

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<b>CHAPTER 5</b>	
<b>TRAINING AND RESERVE AFFAIRS</b>	
<b>5000 TRAINING</b>	
Reference: COMOMAGINST 1500.1K	
1. Is all Professional Military Training (PMT) scheduled quarterly showing subject, date and assigned instructor?	YES NO
2. Is a training database/folder maintained on each individual?	YES NO
3. Are lesson plans used and maintained?	YES NO
4. Are all required GMT topics covered? (Ref: NAVADMIN 143/99)	YES NO
5. Are required service record entries being made? (Reference: MILPERSMAN 1070)	YES NO
6. Is the Catalog of Navy Training Courses (CANTRAC) Vol. 1 and II CD-ROM or web available?	YES NO
7. Manual for Advancement (ADVMAN) CD-ROM (BUPERINST 1430.16 Series) available?	YES NO
8. Is the Personal Qualification Standard (PQS)/Job Qualification Requirements (JQR) Program being reviewed and updated quarterly?	YES NO
9. Per COMOMAGNOTE 1550, is training properly budgeted for the fiscal year?	YES NO
10. Does command have an established training matrix?	YES NO
11. Have E-5 through E-7 personnel attended current paygrade Leadership Training Continuum (LTC) course required for advancement? (Ref: NAVADMIN 201/99)	YES NO
<b>5001 RESERVE AFFAIRS</b>	
Reference: COMOMAGINST 3060.1G	
1. Has CO/OIC assigned a senior enlisted as Reserve Coordinator?	YES NO
2. Has the Reserve Coordinator maintained frequent communications with the augmenting reserve units? With COMOMAG as necessary?	YES NO
3. Has Reserve Coordinator made advance preparation with the augmenting reserve unit?	YES NO
4. Has MOMAG activity been informed of all personnel status changes?	YES NO
5. Are personnel physically qualified for overseas deployment?	YES NO
6. Is an adequate file maintained on each unit, to include:	YES NO
a. Naval Reserve Unit Assignment Document (RUAD)	
b. Current recall bill	YES NO
c. Qualification/Certification records	YES NO
5-1	

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d. Security clearances	YES NO
e. Driver's licenses for CESE and MHE	YES NO
f. Personnel assignments	YES NO
7. Has reserve unit Commanding Officer maintained liaison with active site CO?	YES NO
8. For the MRCI/AT, has the site Reserve Coordinator:	YES NO
a. Sent upgrade procedures for each station task?	
b. Sent augmentation dates to appropriate commands?	YES NO
c. Sent travel itinerary?	YES NO
d. Sent monetary rate of exchange (if applicable)?	YES NO
e. Made messing/berthing/transportation arrangements?	YES NO
f. Coordinated medical/dental check-in requirements?	YES NO
g. Informed PSD/Disbursing of the arrival dates of the reservists?	YES NO
9. Is the PQS/JQR Program being reviewed and updated quarterly?	YES NO

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<b>CHAPTER 6 SPECIAL INTEREST ITEMS</b>	
<b>6000 SUBSTANCE ABUSE PREVENTION AND CONTROL PROGRAM</b>	
References: OPNAVINST 5350.4C COMOMAGINST 5350.1F COMINEWARCOMINST 5355.1D COMPACFLT/COMLANTFLTINST 5350.1	
1. Is there an effective Aftercare Program for personnel completing Level II through Level V rehabilitation?	YES NO
2. Is the aftercare regimen in writing?	YES NO
3. Are Drug/Alcohol Abuse Reports (DAARS) submitted on all alcohol and drug-related incidents? Are trends analyzed?	YES NO
4. Are appropriate Page 13 remarks entered into service records?	YES NO
5. Are letters on "Alcohol and Drug Abuse Program Entry Statement" and the "Alcohol and Drug Abuse Program Regimen" for levels 5-4 completed?	YES NO
6. Is the "Alcohol and Drug Program Completion Statement" letter given to members after formal treatment? (Not required upon completion of Level I).	YES NO
7. Is a Drug and Alcohol Program Advisor (DAPA) assigned in writing with permission to view medical and personnel records?	YES NO
8. Is the DAPA familiar with the Right Spirit Campaign?	YES NO
<b>6001 URINALYSIS PROGRAM</b>	
References: OPNAVINST 5350.4C COMOMAGINST 5350.1H	
1. Are letters of designation for the Urinalysis Program Coordinator (UPC) and Asst UPC current?	YES NO
2. Documented training current?	YES NO
a. UPC	
b. Asst UPCs	YES NO
3. Are the following instructions, messages and guidelines on-hand:	YES NO
a. OPNAVINST 5350.4C, Drug and Alcohol Abuse Prevention and Control.	
b. COMOMAGINST 5350.1H, Substance Abuse Prevention and Control.	YES NO
c. SECNAVINST 5300.28C, Military Substance Abuse Prevention and Control.	YES NO

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d. Urinalysis Program Coordinator Handbook, January 2000. (V5.1.6)	YES	NO
4. Counter Drug Program V5.0a being used?	YES	NO
a. Command roster size	YES	NO
b. Testing history update current?	YES	NO
c. Testing parameters Set IAW COMOMAG P4 (MIN setting 30%, MAX setting 40%)	YES	NO
d. Monthly AVG goal being met (past 12 months) (Print XO multiple month report for info) AVG percent	YES	NO
5. Are the following urinalysis ledger elements maintained for two years?	YES	NO
a. Urinalysis Observer Briefing Sheet (Encl 2)	YES	NO
b. Specimen Custody Document (DD 2624)	YES	NO
c. Urinalysis Register	YES	NO
6. Are Urinalysis Collection Procedures being used? (Appendix B)	YES	NO
7. Specimen Storage Area Access Control	YES	NO
<b>6002 CAREER COUNSELOR</b>		
References: COMPACFLT/COMLANTFLTINST 1040.1E Retention Team Manual, NAVPERS 15878H OPNAVINST 1900.2 BUPERS on line		
1. Are required interviews conducted per requirements in the Retention Team Manual?	YES	NO
2. Are copies of service records administrative Page 13s being retained documenting separation counseling?	YES	NO
3. Is there an established Professional Development Board (PDB)?	YES	NO
4. Is every member in command registered with Navy Knowledge Online (NKO)?		
5. Are educational opportunities posted throughout the command?		
6. Are members informed of the 5 point Vector Model?		
<b>6003 HEALTH AND PHYSICAL READINESS</b>		
Reference: OPNAVINST 6110.1F Physical Readiness Information Management System (PRIMS)		
1. Is a Command Fitness Leader (CFL) designated in writing?	YES	NO
2. Has the CFL completed COMNAVPERSCOM-approved CFL training course?	YES	NO
3. Does the Command Fitness Leader maintain individual records of all command personnel?	YES	NO
6-2		

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4. Is the latest version of Physical Readiness Information Management System (PRIMS) being used?	YES NO
5. Is a completed and signed risk assessment questionnaire on file for each member?	YES NO
6. Have personnel been medically cleared using the SF 600 to participate in a conditioning/PFA program if they answered yes to any question on the questionnaire?	YES NO
7. If member was waived from physical portion of PFA, was the body composition still conducted?	YES NO
8. Is a fitness enhancement program in place and documentation of participation for those who are required to participate in?	YES NO
9. Has a Page 13 entry been submitted to Admin for PFA failures?	YES NO
10. Are members being permitted time for fitness training per OPNAVINST 6110.1F	YES NO
11. Were risk screening and body compositions conducted within time limits established by OPNAVINST 6110.1F	YES NO
12. Are health and physical Readiness materials posted through out the Command?	
<b>6004 NAVY SPONSOR PROGRAM</b>	
Reference: OPNAVINST 1740.3A	
1. Are Fleet and Family Service Centers used to the fullest extent?	YES NO
2. Are sponsors assigned in a timely manner?	YES NO
3. Are sponsors given guidance on their responsibilities?	YES NO
4. Have sponsors attended training at Fleet and Family Service Centers?	YES NO
5. Are welcome aboard letters and packages sent to all newly reporting personnel?	YES NO
<b>6005 EQUAL OPPORTUNITY CHECKLIST</b>	
References: OPNAVINST 5354.1E COMOMAGINST 5354.1	
a. Navy Rights and Responsibility (NR&R) workshop and command specific training.	YES NO
1. Is the command ensuring personnel are attending NR&R workshops for all newly reporting personnel within 90 days of reporting?	YES NO
2. Is NR&R Workshop training documented in each member's training record or service record?	YES NO
3. Is the command conducting annual command-specific training for all hands?	YES NO
4. Is the command conducting an annual command climate assessment per COMOMAGINST 5354.1?	YES NO

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<b>b. POLICY AND PROCEDURES</b>	
1. Is the EO manual complete as required in OPNAVINST 5354.1E?	YES NO
2. Has the CO/OIC clearly and strongly stated command policy on EO in writing, including the prevention of sexual harassment, grievance procedures, fraternization, sexual assault prevention and awareness, and prohibiting reprisals against individuals who submit complaints? Is policy issued throughout the command?	YES NO
3. Is command policy consistent with current DOD, SECNAV and OPNAV directives?	YES NO
4. Has the CO/OIC ensured that all hands have received Informal Resolution System (IRS) skills training?	YES NO
5. Are command personnel apprised of their rights and responsibilities regarding submitting a formal complaint?	YES NO
6. Is the NAVPERS 5354/2, Navy Equal Opportunity (EO)/Sexual Harassment (SH) Formal Complaint Form, readily available to command personnel? Are command personnel aware of the avenues for a formal complaint?	YES NO
7. Are posters displayed so all hands are aware of sexual harassment/discrimination complaint procedures, the EO/SH advice line, and the IRS?	YES NO
8. Is annual sexual harassment training conducted? Is sexual harassment training documented on Page 13 in service record?	YES NO
9. Are complaints tracked to ensure resolution?	YES NO
10. Are discrimination and sexual harassment cases not resolved within 14 days reported to CNO via OPREP-3 and follow-on SITREPS?	YES NO
11. Does the command acknowledge ethnic observances?	YES NO
12. If assigned, are EOAs fully employed? If an EOA is not assigned, are EOAs requested for assistance on EO matters?	YES NO
<b>c. CAREER DEVELOPMENT</b>	
1. Are minorities and women given equal opportunity in assignments?	YES NO
2. Have qualified personnel been identified, encouraged and counseled to apply for commissions?	YES NO
3. Are assignments and collateral duties being made on the basis of talent and ability?	YES NO
4. Is the service member's support of equal opportunity considered when he/she is being evaluated? Are command members aware that this is an important area of evaluation?	YES NO

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5. Do supervisors participate in unit equal opportunity training as instructors, discussion leaders or as resources for answering questions?	YES	NO
<p><b>6006 SENIOR ENLISTED LEADER RESPONSIBILITIES</b></p> <p>Senior Enlisted Leaders (SEL) report directly to their respective Commanding Officer's in formulating and implementing policies concerning morale, welfare, job satisfaction, discipline, utilization, and training of all enlisted personnel in their command's. As such, Senior Enlisted Leader's function as an integral and vital element in the chain of command. The success or failure of many programs can be directly related to the level of Senior Enlisted Leader involvement and oversight. The following programs, although not totally inclusive, are representative of the involvement and oversight expected of all MOMAG collateral duty Senior Enlisted Leader's.</p> <p>References:  OPNAVINST 1306.2D  OPNAVINST 1040.11  OPNAVINST 1740.3A  OPNAVINST 1740.5A  OPNAVINST 1750.1D  OPNAVINST 6110.1F  COMOMAGINST 1400.1  COMOMAGINST 1700.1  COMOMAGINST 1650.1</p>		
1. Is there documentation supporting recurring barracks inspections by senior personnel?	YES	NO
2. Is command in compliance with Mentoring Program policy as outlined in COMOMAGINST 1400.1	YES	NO
3. Is there a Command Financial Specialist assigned?	YES	NO
a. Are records of financial counseling reviewed by the Senior Enlisted Leader?	YES	NO
b. Is there a documented ongoing record of Financial Manangement Training and Counseling?	YES	NO
4. Is the Morale Welfare and Recreation Program documented in formal command instruction?	YES	NO
a. Is the Senior Enlisted Leader involved as an Advisor to the MWR Committee?	YES	NO
b. Are MWR financial records reviewed by the chain of command and routinely audited?	YES	NO
c. Are MWR Financial Reports posted or made available to the crew for review?	YES	NO
5. Is there a documented Professional Military Training Program in place?	YES	NO
6. Is there a Command Sponsor Program documented in a formal command instruction?	YES	NO
7. Is there a formal command instruction on Career Development Boards (CDB)?	YES	NO
a. Are CDB's held regularly?	YES	NO
6-5		

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b. Are results of CDB reviewed by the chain of command and followed up?	YES	NO
8. Is there a formal command Orientation or Indoctrination Program in place and utilized?	YES	NO
9. Are all eligible personnel tracked for LTC/CPO and PO INDOC coursed?	YES	NO
10. Is there a Retention Team onboard and is there documentation supporting regular meetings?	YES	NO
11. Is Senior Enlisted Leader exercising direct leadership of SOY/SOQ Programs and boards?	YES	NO
12. Is there an Awards Board in place and Senior Enlisted Leadership of SOY/SOQ Programs and boards?	YES	NO
13. Is Senior Enlisted Leader exercising oversight and mentoring before/during/after and CPO Initiation process?	YES	NO
14. Does the Senior Enlisted Leader meet/speak with the command Ombudsman on a regular basis?	YES	NO
15. Does the Senior Enlisted Leader attend recurring base CMC meetings?	YES	NO
16. Does command have a Commanding Officer/Officer -in - Charge Suggestion Box? Does crew know where it is located?	YES	NO
a. Does Senior Enlisted Leader advise/support the commanding officer with each suggestion received?	YES	NO
17. Is Senior Enlisted Leader communicating regularly with all detailers for ratings assigned to the command?	YES	NO
18. Is a formal Disciplinary Review Board process in place and being utilized?	YES	NO
19. Is Senior Enlisted Leader ensuring all applicable Advisory Board (NEX/Commissary) meetings are being attended and results passed to crew	YES	NO
20. Does Senior Enlisted Leader review Urinalysis Program operation and directive compliance?	YES	NO
21. Is there an active command Physical Readiness Program in place?	YES	NO
a. Are all command members participating as directed?	YES	NO
B. Does the Senior Enlisted Leader routinely review and track waivers and the medical status of all command personnel?	YES	NO
<b>6007 SORTS REPORTING</b>		
Reference: NWP 1-03.3		
1. Are SORTS/SORTSREPNV reports submitted in a timely manner?	YES	NO
2. Is the command SORTS file classified for the highest classification of an individual SORTS?	YES	NO
3. Are SORTS serial number sequence listed between 001-999?	YES	NO
4. Is the latest version of TRMS software being used to write SORTS/SORTSREPNV?	YES	NO

COMOMAGINST 5040.1P  
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## Appendix A

### SCHEDULE OF ADMAT ASSESSMENT VISITS

UNIT	EVEN YEAR	ODD YEAR
1. MOMAU One - Seal Beach, CA	APR	
2. MOMAU Five - Sigonella IT		FEB
3. MOMAU Eight - Guam	APR	
4. MOMAU Ten - Okinawa JA	JUL	
5. MOMAU Eleven - Goose Creek, SC		AUG
6. MOMAD Twelve - Misawa JA	JUL	
7. MOMAU Fifteen - Ingleside, TX		JAN