

DETAILED INSPECTION CHECKLIST

FA	SC	STMT	TEXT
070			PERSONNEL ADMINISTRATION Functional Area Manager: MIO Point of Contact: MR. JERRY WELCH (DSN) 278-9765 (COML) (703) 784-9765 Date Last Revised: 15 March 2010
070	01		GENERAL
070	01	001	Does the command limit access to field service records? Reference MCO P1070.12K, PAR 2003.4
070	01	002	Are required items of information properly recorded on the cover of the field service records? Reference MCO P1070.12K, PAR 3002 AND 4002
070	01	003	Do field service records contain erasures, improper strikeovers, corrective fluids, or ink eradicators not inherited from prior organizations? Reference MCO P1070.12K, PAR 2004.5
070	01	004	Are entries recorded in the field service record using black typewriter ribbon or black ink? Reference MCO P1070.12K, PAR 2004.4
070	01	005	Are entries which have been incorrectly entered in the field service record properly deleted as erroneous? Reference MCO P1070.12K, PAR 2004.5B
070	01	006	Are dates properly entered in the field service record? Reference MCO P1070.12J, PAR 2005.2
070	01	007	Are entries in the field service record properly authenticated? Reference MCO P1070.12K, PAR 2005.4
070	01	008	Does the command use incorrect abbreviations when making entries in the field service records? Reference MCO P1070.12K, CHAP 6
070	01	009	Do field service records contain pen changes which are not initialed? Reference MCO P1070.12K, PAR 2004.5

- 070 01 010 Do field service record standard pages contain the remark "Continued on supplemental page" or its authorized abbreviated form "Con't on Supp Pg." when the standard page is continued?  
Reference  
MCO P1070.12K, PAR 2004.2A
- 070 01 011 Do field service records contain miscellaneous discrepancies, not recurring, which would indicate a lack of attention to detail on the part of cognizant personnel?  
Reference  
MCO P1070.12K, PAR 2004
- 070 01 012 Are field service record entries authenticated by a person other than the commander or an individual duly designated in writing by the commander?  
Reference  
MCO P1070.12K, PAR 2005.4
- 070 01 013 Does the command have procedures in effect to ensure eligible personnel reporting for duty after normal working hours are afforded immediate opportunity to make application for commuted rations?  
Reference  
DODFMR, PAR 250103.C.2; MCO 10110.47
- 070 01 014 Are supplemental pages in the field service record correctly labeled, .i.e., (3)a, (9a)a, etc.?  
Reference  
MCO P1070.12K, PAR 2004.2A
- 070 01 015 Does the command maintain records which provide positive proof of notification of un-satisfactory SMCR participation?  
Reference  
MCO P1001R.1J, CHAP 3, SECT 3
- 070 01 016 Does the command initiate tracer action within 2 weeks when a NAVMC 941 is not returned when required?  
Reference  
MCO P1070.12K, TABLE 2-1, NOTE 3
- 070 01 017 Does the command's file copies of NAVMC 941 indicate that field service records of deceased personnel were being forwarded to CMC (MCR) within 48 hours of the date of death?  
Reference  
MCO P3040.4E, PAR 3008; MCO P1070.12K, PAR 2007.4, 5 AND 9E; TABLE 2-1

070 01 018 Is the command requesting service records for prior active service Marines?  
Reference  
MCO P1070.12K, PAR 2007.10B

070 01 019 Does the command have procedures in effect to ensure appropriate disposition of SRB/OOR and health/dental records when closing out the service record?  
Reference  
MCO P1070.12K, PAR 2007.9; TABLE 2-1

070 02 AUDIT OF SERVICE RECORDS

070 02 001 Has the commander designated an officer, SNCO, responsible Cpl or GS-4 or above in writing to assist administrative personnel in verifying that information recorded in various records is compatible and that information recorded in various records is complete and correct?  
Reference  
MCO P1070.12K, PAR 5000.3

070 02 002 Does the command audit the field service records on the Occasions specified?  
Reference  
MCO P1070.12K, PAR 5000.5

070 02 003 Does the command audit field service records in the presence of the individual concerned?  
Reference  
MCO P1070.12K, PAR 5000.4A

070 02 004 Does the command conduct a monthly audit of all field service records to ensure accountability?  
Reference  
MCO P1070.12K, PAR 5002, PAA 08-09

070 03 DOCUMENTS

070 03 001 Are Internal Revenue Service (IRS) forms W-4 filed on the document side of all field service records?  
Reference  
MCTFSPRIUM, PAR 5063; MCO P1070.12K, PAR 3001.3D AND 4001.2A(4)

070 03 002 Are completed State Income Tax Exemption Test Certificates (DD Form 2058-1) filed on the document side of all applicable field service records?  
Reference  
MCTFSPRIUM, PAR 80609.4; MCO P1070.12K, PAR 3001.3F AND 4001.2A(6)

070 03 003 Does the dependency application form (NAVMC 10922) on file in the field service record reflect the correct number of dependents or does it require updating?  
Reference  
MCO P1070.12K, PAR 3001.3G AND 4001.2A(9); MCO P1751.3F

070 03 004 Was the NAVMC 10922 on file in the field service record properly prepared, certified, and submitted?  
Reference  
MCO P1751.3F, CHAP 1

070 03 005 Is an original completed DD Form 2057 filed on the document side of the field service record for members' participating/not electing to participate in the veteran's education assistance program?  
Reference  
MCO P1070.12K, PAR 3001.3I AND 4001.2A(7); MCO 1560.28B

070 03 006 Does the DD Form 2057 on file in the field service record contain an eligibility statement in the "remarks" section?  
Reference  
MCO 1560.28B

070 03 007 Is there a copy of DD Form 2366, Montgomery GI Bill Act of 1984 (MGIB) on the document side of the SRB/OQR?  
Reference  
MCO P170.12K, PAR 3001.3J AND 4001.2A(8); MCO 1560.28B

070 03 008 Is an excessive amount of extraneous matter filed on the document side of the field service record?  
Reference  
MCO P1070.12K, PAR 3001.3 PAR 4001.2

070 03 009 Was the command filing the benefits/waiver Certification VA Form 21-8951 or NAVMC 11058 on the document side of the field service?  
Reference  
MCTFSPRIUM, PAR 40607; MCO P1070.12K, PAR 3001.3L AND 4001.2A(25)

070 03 010 Had the command filed previous enlistment contracts on the document side of the field service record upon immediate reenlistment?  
Reference  
MCO P1070.12K, PAR 3001.3P AND 4001.2A(11)

070 04 SERVICE RECORD STANDARD PAGES

070 04 001 Was the copy of the appointment acceptance and record on file in the OQR certified a true copy by the officer concerned?  
Reference  
MCO P1070.12K, PAR 3003.3D

- 070 04 002 Is the command assigning conduct and duty proficiency marks upon completion of AT (ready reserve records only)?  
Reference  
MCO P1001.1R, MCRAMM
- 070 04 003 Is the command assigning annual conduct and duty proficiency marks on 31 December (ready reserve records only) and 31 January/31 July (active duty records)?  
Reference  
MCO P1001.1R, MCRAMM; MCO P1070.12K, TABLE 4-3
- 070 04 004 Is the command assigning conduct and duty proficiency marks when a Marine has a change of primary duty?  
Reference  
MCO P1070.12K, TABLE 4-3
- 070 04 005 Is the command assigning conduct and duty proficiency marks upon assignment to and/or completion of TAD/TEMINS?  
Reference  
MCO P1070.12K, TABLE 4-3
- 070 04 006 Have any personnel in the command possessed a basic MOS for an excessive period of time?  
Reference  
MCO P1000.6G, PAR 3103.1B
- 070 04 007 Does derogatory information recorded on page 11 indicate the member was afforded the right to make a statement?  
Reference  
MCO P1070.12K, PAR 3005.2D PAR 4006.2E;  
U.S. NAVY REGULATIONS, ART 1122
- 070 04 008 Is the command filing the Record of Emergency Data (RED) in the field service records?  
Reference  
MCO P1070.12K, PAR 3006 AND 4009
- 070 04 009 Is the RED on file in the field service record properly witnessed by personnel in the grade of Lance Corporal/GS-4 or above?  
Reference  
IRAM, PAR 5000.3; MCTFSPRIUM, PAR 50201

- 070 04 010 Has the Commanding Officer or a Designated Representative (PAC Director) in the case of organizations supported by a Consolidated Personnel Administration Center, notified via letter on command letterhead, the spouse of ANY Marine that has designated additional death gratuity beneficiaries on the RED? Copy retained in unit's files?  
Reference  
PAA 06-08, PAR 4; PAA 01-09, PAR 6
- 070 04 011 Are SGLI election forms (SGLV-8286) on file in the field service records, dated, properly executed, and properly witnessed?  
Reference  
MCO P1070.12 K, PAR 4011; MCO P1741.8D
- 070 04 012 Has the Commanding Officer or a Designated Representative (PAC Director) in the case of organizations supported by a Consolidated Personnel Administration Center, notified via letter on command letterhead the spouse of ANY Marine that has not designated the spouse as the sole beneficiary of the elected SGLI amount? Are copies retained in unit's files?  
Reference  
MARADMIN 411/05, PAR 3
- 070 05 SPECIAL/PCS ORDERS
- 070 05 001 Are unit special orders prepared in the proper format?  
Reference  
MCO P1000.6G, PAR 4500
- 070 05 002 Are signed original file copies of unit special orders being retained for the current calendar year plus one and destroyed when two years old per Chapter 1 of SECNAV M-5210.1?  
Reference  
MCO P1000.6G, PAR 4500.1A
- 070 05 003 Are official file copies of unit special orders signed and do they contain an original signature?  
Reference  
MCO P1000.6G, PAR 4500.2K
- 070 05 004 Are unit special orders signed per the current edition of SECNAVINST 5216.5?  
Reference  
MCO P1000.6G, PAR 4500.2K

- 070 05 005 Are unit special orders numbered consecutively in separate series for each calendar year and retained until they are two years old per Chapter 1 of SECNAV M-5210.1?  
Reference  
MCO P1000.6G, PAR 4500.1A
- 070 05 006 Did the command obtain and retain on file for one year, emergency data information to include name, address, and relationship of person(s) to be notified in case of death/injury on personnel transferred outside the immediate vicinity of the command (note: for Reserve Commands: include SMCR personnel assigned to Initial Active Duty Training (IADT))?  
Reference  
MCO P1000.6G, PAR 4116, FIG 4-2
- 070 05 007 Does the command obtain a receipted copy of PCS orders and retain them on file for one year?  
Reference  
MCO P1000.6G, PAR 4109.1
- 070 05 008 Do receipted copies of PCS orders include the date, hour and place of receipt?  
Reference  
MCO P1000.6G, PAR 4109.2
- 070 05 009 Do PCS orders require personnel to report to the appropriate command housing office prior to making lease or rental agreements?  
Reference  
MCO P1000.6G, PAR 4109.2 AND 4400.2M (3)(H)
- 070 05 010 Do PCS orders for Marines with dependents include the dependent(s) full name, relationship to the Marine, and date of birth?  
Reference  
MCO P1000.6G, PAR 4109.2 AND PAR 4400.2E(4)
- 070 05 011 Were duplicate original orders issued to absentees/deserters retained on file: was the required distribution of the orders made: and, do they bear all required original signatures?  
Reference  
MCO P5800.16A, PAR 5009.5D, FIG 5-4
- 070 05 012 Do PCS orders transferring personnel overseas contain the correct Commercial Travel Office (CTO) 24 hour contact service number information in case of travel interruptions or emergencies?  
Reference  
MARADMIN 458/05, PAR 3 AND 4

070 05 013    When more than one Marine/USN is listed on any type of  
Orders (special/PCS/TAD, etc.) are only the last four  
digits of social security number preceded by zero's  
shown?

Reference

MCO P1000.6G, PAR 4500.2A