

ADMINISTRATIVE SUPPORT (TAB C)

Inspector: _____ **Date:** _____

01 001 - Are retained correspondence files properly created, maintained, and stored in a dedicated file retention area? SECNAV M-5210.2 Chap 1 & 2; MCO 5210.11E par 4A; NAVMC 5210.11E

01 002 - Does each retained correspondence file folder have disposal instructions on the outside of the folder, and are they properly retired/disposed of when appropriate? SECNAVINST 5210.8D par 7C.(5); MCO 5210.11E; SECNAV M-5210.1; NAVMC 5210.11E

01 003 - Are all retained correspondence files utilizing the member's DOD ID Number? DODI 1000.30

01 004 - Is all privacy act information contained in retained correspondence files cross shredded when disposed? MCO 5210.11E

01 005 - Is each retained correspondence file properly labeled with a standard subject identification code and open/closed dates? SECNAV M-5210.2; NAVMC 5210.11E

01 006 - Are written internal control procedures (e.g. SOP binders, Policy Memoranda) maintained and updated for each section? MCO 5200.24D; MARADMIN 016/05; NAVMC 5210.11E

01 007 - Are there local control measures in place to ensure access to the CMS data base is restricted to individuals that require it and are access rosters maintained and updated on a quarterly basis? 5 U.S.C. § 552A (PRIVACY ACT)

01 008 - What permissions in DTS does the LAO and his/her staff have?

01 009 - Has the LAO been appointed in writing by the OIC, LSSS as the Organization fund/budget manager?

01 010 - Does the LSSS have only one operating budget controlled within the respective MCI Command or is it still receiving a portion of its funding from the MLG?

01 011 - Are the subordinate LSSTs identified as Budget Execution Sub-Activities/Accounts (BESA) to the LSSS main Budge Execution Activity/Account?

01 012 - Is the administrative support office currently staffed with an 0111, personnel administrative clerk? If not, why?

