

**BILLET: Senior Assessment Officer (SAO)**  
**BIC: MS450101932**  
**Rank: O6 Only**  
**MOS:8040, 4402 (preferred)**  
**Area of Operations: Reserve units across the U.S.**  
**Home Training Center: MARFORRES**

**Application Process:** Please provide a current RQS and any other document that may be helpful to eric.willoughby@usmc.mil

**POC:** MSgt Eric L. Willoughby at eric.willoughby@usmc.mil

**Billet Description:**

3002. DUTIES OF THE SENIOR ASSESSMENT OFFICER. The SAO is the team leader and is responsible for the overall conduct of the inspection and producing the ExecSum. The SAO will ensure the following actions:

1. Provide quality assurance and ensure FRAAP preparation actions are being executed by the assessors.
2. Review the command's previous ExecSum, CAR, pre-assessment questionnaire and other external inspection reports in order to identify possible weaknesses.
3. Contact commanding officer or I-I of unit to be inspected 10 days prior to arrival. As a courtesy, recommend contacting inspected unit's higher headquarters.
4. Lead the inspection team teleconference on the Tuesday prior to execution of the FRAAP inspection. Ensure Ops Chief is executing pre-coordination actions.
5. Conduct pre-inspection coordination meeting with FRAAP Team at the inspected unit on the first morning of the FRAAP. Ensure staff members meet military appearance requirements.
6. Text or email CIG and courtesy copy DIG once FRAAP Team is accounted for and on deck.
7. Provide and lead the FRAAP In-brief to the inspected command and staff.
8. Tour the entire Home Training Center (HTC) with either the commanding officer or I-I, inclusive of the armory, warehouse, and motor pool.
9. Provide periodic FRAAP updates to the commanding officer or I-I.

10. Daily, perform In-Progress Reviews (IPR) of the unit's ongoing assessment with the FRAAP team.
11. Ensure Ops Chief is collecting the GAA checklists as completed, and providing you copies.
12. Spot check inspectors' inspection results to ensure root cause analysis and proper annotation is being conducted properly.
13. Interact with each of your inspectors and develop the ongoing comments, to include writing specific comments for personal recognition (Appendix G, page 6: Additional Comments of ExecSum).
14. Discuss NDC areas with respective assessor in order to provide final determination on checklist.
15. If the inspected command may receive an overall grade of NDC, contact the CIG immediately via text or email and courtesy copy DIG.
16. Lead the FRAAP Team in the conduct of the out-brief to the inspected command.
17. During out-brief, recognize those unit members that were noted excellent and/or have best practices.
18. Remind command of the (30) day due date for their CAR and the opportunity to provide feedback through the Post-Assessment Critique (PAC) in Appendix H.
19. Ensure the ExecSum meets the requirement as a stand-alone document, meaning specific details for strengths and weaknesses, substantive comments amplifying information for the reported grades, and avoiding one-liners or "see assessor's notes" type comments.
20. Ensure there are no contentious comments in the ExecSum, but if needed, place in the email body to the CIG for appropriate action, i.e. command climate or adverse comments that need command attention.
21. Within 3 days, sign the completed ExecSum and email to the FRAAP organizational mailbox [MFR\_G7\_FRAAP\_INSP].
22. Provide a summary of action for each assessor of the team to their respective Reporting Senior for review and inclusion of fitness reporting requirements (see Appendix M).
23. In order to maintain standardization in the execution of FRAAP inspections, any deviation shall be presented to the IMA Det OIC for discussion and approval.