



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL AIR TRAINING
CNATRA
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CORPUS CHRISTI TX 78419-5041

CNATRAINST 1321.6D
014

18 APR 2003

CNATRA INSTRUCTION 1321.6D

Subj: ADMINISTRATION OF MARINES ASSIGNED TO THE NAVAL AIR
TRAINING COMMAND

Ref: (a) MCO P1610.7E, Performance Evaluation System
(b) CNATRAINST 1500.4F, Student Naval Aviator Training and
Administration Manual (TA Manual)
(c) JAGINST 5800.7C, JAG Manual
(d) MCO P5102.1A, Marine Corps Ground Mishap Reporting
(e) MCO P1020.34F, Marine Corps Uniform Regulations
(f) MCO P1050.3G, Leave and Liberty Regulations
(g) MCO P5800.16, Legal Administration Manual
(h) MCO P6100.12, Marine Corps Physical Fitness Test and
Body Composition Program
(i) MCO 3574.2J, Marksmanship Training

Encl: (1) Administrative Guidance for Completing Marine Student
Naval Aviator (SNA) and Student Naval Flight Officer
(SNFO) Fitness Reports
(2) Guidelines for Senior Marines

1. Purpose. To promulgate instructions for the administration
of Marines assigned to the operational control of the Naval Air
Training Command (NATRACOM). This instruction has been
substantially revised and should be read in its entirety.

2. Cancellation. CNATRAINST 1321.6C.

3. Background. The Commanding Officer (CO), Marine Aviation
Training Support Group TWENTY-ONE (MATSG-21) and CO, MATSG
TWENTY-TWO (MATSG-22) provide administrative support and report
information into the Marine Corps Total Force System (MCTFS) for
all Marine Corps personnel assigned to duty or training within
the South Texas and Pensacola NATRACOM activities having
cognizance of Marine Corps personnel. CO, MATSS-1 Meridian
provides administrative support of Marines assigned to TRAWING
ONE and NAS Meridian. For purposes of this instruction,
references (a) through (i), along with the following
administrative controls, exist for the administration of Marine
Corps personnel as described below:

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a. Pensacola Complex (MATSG-21, NAS Pensacola, FL). Marines assigned to TRAWINGS ONE, FIVE and SIX and their subordinate training squadrons; Navy Flight Demonstration Squadron; Naval Aviation Schools Command; Naval Technical Training Center (NTTC) Corry Station; and Naval Air Technical Training Center (NATTC) Pensacola.

b. South Texas Complex (MATSG-22, NAS Corpus Christi, TX). Marines assigned to the Chief of Naval Air Training (CNATRA) staff; Training Air Wings (TRAWINGS) TWO and FOUR and their subordinate training squadrons; Marine Aerial Navigation School (MANS) at Randolph Air Force Base (AFB); and Joint Primary Training at Vance AFB, Oklahoma.

4. Administrative Procedures

a. Reporting for Duty/Duty Under Instruction

(1) Instructors/Permanent Personnel. These personnel are directed by the Commandant of the Marine Corps (CMC) to report to either the CO, MATSG-21, (MCC G78), or to the CO, MATSG-22 (G71) for duty. Following assignment to the TRAWING by the CO, MATSG, specific training unit assignment within each complex will be made by the respective NATRACOM commander. Instructors assigned to MATSS-1 Meridian will report directly to TRAWING ONE. Administrative requirements will be fulfilled by administrative personnel at the site of check-in.

(2) Prospective Training Squadron (TRARON) Commanding Officers (COs)/Executive Officers (XOs). Prospective TRARON COs/XOs are to report directly to the TRAWING for assignment. These personnel are carried on the rolls of the MATSG having administrative control (ADCON) over the complex to which assigned, and therefore, will check in with the cognizant MATSG within 2 working days after reporting to complete all administrative requirements.

(3) Student Naval Aviators (SNAs)/Student Naval Flight Officers (SNFOs). SNAs/SNFOs arriving from The Basic School (TBS) are directed to report to the CO, MATSG-21 for administrative processing and further assignment within the Naval Air Training Command. SNAs who are assigned to Vance AFB for Joint Primary Training will report directly to the 8th Flight Training Squadron (8th FTS). SNAs assigned to the 8th FTS are ADCON to MATSG-22. The following additional guidance is provided for Marine SNAs/SNFOs assigned within NATRACOM:

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(a) TRAWING ONE. Students will report to CO, MATSS-1 Meridian for check-in and completion of all administrative requirements.

(b) TRAWING TWO. Students will report to the TRAWING TWO Marine Liaison Non-Commissioned Officer (NCO) for check-in and completion of all administrative requirements.

(c) TRAWING FOUR. Students will report to the CO, MATSG-22 for check-in and completion of administrative requirements.

(d) TRAWING FIVE. Students will report to CO, MATSG-21 for check-in and completion of administrative requirements.

(e) TRAWING SIX. Students assigned to TRAWING SIX remain ADCON to MATSG-21 Pensacola.

b. Detaching

(1) Instructors/Permanent Personnel. At the direction of the Commandant of the Marine Corps (CMC), the Commanding Officer of the cognizant MATSG will prepare permanent change of station (PCS) orders. Actual detachment of instructors/permanent personnel will be accomplished by cognizant administrative personnel. For personnel assigned to TRAWING TWO, MANS and 8th FTS, the Marine Liaison NCO will prepare the detaching endorsement. Detachment of all other personnel will be administered by the respective MATSG.

(2) SNAs/SNFOs. For movement within NATRACOM, orders are directed by competent authority to effect transfers between training units. Upon completion of flight training, orders are prepared by CMC. Administrative requirements, in conjunction with detachment, will be performed by the cognizant administrative personnel.

c. Performance Evaluation System. The fitness report is the principle record of a Marine's performance and conduct, and is the primary medium through which qualifications for augmentation, promotion, special duty assignments, etc., are determined. As such, it is essential that the fitness report present an accurate reflection of a Marine's record of duty performed; a comprehensive portrayal of professional qualifications; personal traits and characteristics; as well as future potential of the Marine being reported on. Reference (a) contains specific guidance on the current fitness report system.

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(1) Instructors/Permanent Personnel. Fitness reports for permanent personnel should be prepared by the first officer in the Marine's chain of command who is senior to the Marine reported on (MRO), i.e., the person generally responsible for the supervision and tasking of the MRO. Reference (a) tasks the MRO, the reporting senior (RS) and the reviewing officer (RO) to ensure fitness reports are prepared/submitted on required occasions. The MRO should assist in this endeavor since each RS may not be familiar with the Marine Corps performance evaluation system. The RO for a fitness report should be the first officer in the RS's chain of command who is senior to the RS. Upon completion/review, all fitness reports will be forwarded to the cognizant CO, MATSG for administrative review/sighting, and final forwarding to CMC. The Senior Marine, TRAWING ONE will forward all fitness reports directly to CMC.

(2) SNAs/SNFOs. Fitness reports for SNAs/SNFOs will be prepared per reference (a) and the Memorandum of Understanding between MATSG-21 and MATSG-22 as reflected in enclosure (1).

(3) Counseling. To be effective, performance counseling should be a continuous process not associated with submission of a fitness report.

(4) Administrative Assistance. Senior Marine officers and administrative personnel can provide assistance in the completion of fitness reports and can provide periods of instruction for RSs/ROs on fitness report preparation. Such assistance may be requested via a unit's Senior Marine, the Marine Liaison NCO (if one is assigned), or the cognizant CO, MATSG.

d. Miscellaneous Administrative Requirements. The MATSG CO maintains sole responsibility for ensuring Marine Corps unique administrative requirements for Marines assigned to NATRACOM are met. Tasks and coordination/assistance required include:

(1) Service Record Audits. Accomplished upon joining and tri-annually thereafter.

(2) Check-In/Out. By sighting the check-in/out sheets issued by the cognizant MATSG Headquarters/Liaison Office, appropriate personnel will ensure that all Marines have properly checked in upon reporting and checked out prior to transfer.

(3) Record of Emergency Data (RED). A vital portion of each Marine's service record, the RED will be thoroughly audited upon joining and on the occasion of annual audits. It is the

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individual Marine's responsibility to ensure changes to information recorded on the RED are reported to the cognizant MATSG within 24 hours from the date the information was changed.

(4) Change of Dependency. Upon any change in the status or composition of dependents (marriage, divorce, birth, death, etc.) the cognizant MATSG headquarters will be advised immediately. Appropriate legal documents verifying the change of dependency must be provided.

(5) Identification Cards/Defense Enrollment Eligibility Reporting System (DEERS). The cognizant MATSG, in coordination with the local Personnel Support Detachment (PSD)/Real-Time Automated Personnel Identification System (RAPIDS) Office, issues identification cards to qualified personnel and effects any changes to update data in DEERS. All administrative actions are initiated by the cognizant MATSG headquarters.

(6) Hospitalization. On any occasion necessitating the hospitalization of Marines, the cognizant MATSG commander will be expeditiously notified during working hours. In the event emergency notification procedures are deemed appropriate outside of normal working hours, such notification will be accomplished in accordance with local command duty officer's instructions. Any Marine hospitalized is individually responsible for ensuring appropriate documents verifying the period of hospitalization are expeditiously provided to the cognizant MATSG headquarters. Such documents will include, at a minimum, the date, time, and place hospitalization began and ended.

(7) Light Duty/Limited Duty. Commanders via TRAWING Senior Marines are responsible for providing an effective identification/tracking system to monitor all personnel in a Light/Limited Duty status. SNA's and SNFO's assigned to light duty in excess of 30 days will be reported to the cognizant MATSG via the Senior Marines.

(8) Death or Serious Injury. Through proper channels, the cognizant MATSG commander will be notified immediately of the death, serious injury or illness of any Marine assigned to NATRACOM. During non-working hours, such notification will be accomplished in accordance with the local command duty officer's instructions. Casualty reporting requirements and next of kin notification will be accomplished as directed by the cognizant MATSG commander. All investigations required by reference (c) are the responsibility of the operational commander. A copy of each completed investigation will be provided to the cognizant MATSG commander.

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(9) Safety and Mishap Reporting. Reference (d) details reporting requirements on the occasion of any ground mishap which renders a Marine unable to perform his/her duties for more than 24 hours. A report of any such incident will be forwarded to the cognizant MATSG commander within 3 working days after occurrence. Involvement of Marine Corps personnel in any flight mishaps, to include precautionary landings, shall be immediately reported to the cognizant MATSG commander.

(10) Uniforms/Grooming. Marines assigned to NATRACOM will ensure strict compliance with uniform and personal grooming standards established by reference (e). The cognizant MATSG commander shall publish specific regulations regarding the wearing of the uniform within their complex as required.

(11) Pay and Allowances. All Marines receive a Leave and Earnings Statement (LES) monthly which is normally distributed by the mid-month payday. It is each Marine's responsibility to ensure pay and allowances as recorded on the LES are correct, and to notify the MATSG administrative section for corrections when needed. All Marines are highly encouraged to enroll themselves in "my pay" at www.DFAS.mil to review, update, and correct LESs and other financial transactions.

(12) Directives and Publications. A complete library of required Marine Corps and Navy directives and publications is maintained by each MATSG commander as a resource in providing accurate administrative support. Additionally, unit Senior Marines/MATSG Liaison NCOs will be provided such directives and publications as may be required for day-to-day operations, and are available on the web at www.usmc.mil.

(13) Correspondence. All correspondence originated by or pertaining to Marine Corps personnel will be forwarded via the cognizant MATSG headquarters for appropriate endorsement/information.

(14) Leave and Liberty. Granting of leave and liberty for Marine Corps personnel will be in compliance with reference (f). Guidelines and limitations are:

(a) Annual Leave. May be granted at the discretion of operational commanders having Marines under their cognizance.

(b) Leave Awaiting Separation or Discharge. MATSG commanders are solely authorized to grant leave in conjunction with separation from active duty/retirement. Requests for leave awaiting separation or discharge will be submitted to the

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cognizant MATSG commander via operational commanders. It should be noted that approval of leave awaiting separation or discharge requests is also an agreement to operate without a replacement in the billet; i.e., CMC will not necessarily order replacement personnel in early so that outgoing personnel may take terminal leave.

(c) Leave Authorization. Navy and Marine Corps (NAVMC) 3 will be utilized to grant leave to Marines. Cognizant MATSG headquarters/liaison NCOs will provide administrative assistance in the preparation of leave authorizations. Immediately upon return from any leave period, the NAVMC 3 will be expeditiously forwarded to the cognizant MATSG headquarters for reporting via unit diary into MCTFS.

(d) Commencement and Termination of Leave. As per reference (f), leave commences at the end of normal working hours on a workday and at 0730 on non-working days. The day that leave is terminated will not be counted as a day of leave provided that leave is terminated prior to 0900 on that day.

(e) Advance/Excess Leave. At no time will leave be granted which results in a negative leave balance of 45 days or more, nor will advance leave be granted if a Marine does not have enough contractual active service remaining to earn the leave being advanced. Waivers to these restrictions are granted solely by CMC, (Code MMOA). Such requests will be submitted via the cognizant MATSG commander citing specific justification for the request.

(f) Leave in Conjunction with PCS Orders. Requests for leave in conjunction with PCS orders will be submitted via the cognizant MATSG commander, and will be administered per reference (f).

(g) Liberty. Regular liberty is granted to all MATSG Marines from the end of normal working hours on one day to commencement of working hours on the next day. Special liberty periods of three and four days may be granted to individual Marines on special occasions, i.e., compensation, special recognition, or a traffic safety consideration. In no case will a liberty period exceed four days.

(h) Liberty Authorization. The Special Request/Authorization NAVPERS 1336/3 (Rev 9-75) form will be completed for all special liberty. Squadron Commanders and Senior Marines of separate detachments may approve special liberty not to

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exceed four days upon coordination with their respective operational chain of command.

(i) Permissive Temporary Additional Duty (PTAD). MATSG commanders retain sole authority to grant PTAD for Marines assigned to NATRACOM. PTAD requests will be forwarded to the cognizant MATSG for administrative processing.

(15) Discipline. As an integral part of command, all operational commanders may exercise disciplinary action over any Marine assigned to their unit. In the event that disciplinary action involving any Marine assigned within the NATRACOM is considered/intended, the following guidelines will be adhered to:

(a) Operational commanders may, dependent upon the authority granted them, elect to administer nonjudicial punishment; refer any charges to trial by courts-martial; refer the charges to the Chief of Naval Air Training if the seriousness of the charges so warrant; or refer the charges to the cognizant MATSG commander for disposition.

(b) MATSG commanders retain unfettered authority to discipline any Marine within NATRACOM.

(c) In the event any case is disposed of by the operational commander or is referred to CNATRA for disposition, the cognizant MATSG commander will be advised of the case prior to such disposition and given the opportunity to ensure an unbiased Marine Corps representative is present at the mast/subsequent hearings. This representative will act solely to provide Marine Corps viewpoints and interpretations of the standards expected of Marines.

(d) Reference (g) requires individual reports on the occasion of award of disciplinary action to Marine officers. The cognizant MATSG commander is responsible for submission of such reports to CMC. Operational commanders will provide input to the cognizant MATSG commander for such reports.

(e) Reference (g) requires telephonic and written reports to CMC upon receipt of information alleging Marine officer misconduct, either military or civil. Such reporting will be accomplished by the cognizant MATSG commander. It is imperative that operational commanders provide timely input to the cognizant MATSG commander for such reports.

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(16) Reporting of Serious Incidents. In addition to reporting requirements already discussed, other less serious acts may also fall under the purview of CMC reporting requirements. These acts may include accidents resulting in serious injury or death in which a Marine is involved but not at fault; incidents that may bring discredit upon the Marine Corps; or incidents, regardless of their seriousness, which might come under public scrutiny. Any such incidents must be reported immediately to the cognizant MATSG commander. If occurring after normal working hours, notification procedures established for all local command duty officers should be exercised. Whenever doubt exists as to whether or not a report is warranted, notify the cognizant MATSG commander for clarity.

(17) Separation from Active Duty. The cognizant MATSG commander maintains responsibility for completion of all administrative requirements in conjunction with a Marine's separation from active duty.

(a) Release of Reserve Officers from Active Duty. Reserve officers not selected for augmentation will be released from active duty at their expiration of active service (EAS). Others directing such release from active duty will be forwarded to the cognizant MATSG commander by CMC.

(b) Retirement or Resignation of Officers. Officers desiring to retire/resign their active duty commission must request such authorization from CMC via the MATSG commander. Requests for retirement/resignation are submitted to CMC via unit diary and may be submitted up to 14 months, but not less than 4 months, in advance of the desired separation date. Requests originated less than 4 months in advance of the desired separation date will be submitted to CMC via Administrative Action (AA) Form requesting waiver of the minimum submission deadline and citing the reason.

(c) Administrative Separation for Cause. Commission of any offense/act which renders a Marine eligible for administrative separation prior to his/her normal EAS will be reported to the cognizant MATSG commander. Recommendations for Separation for Cause will be forwarded to CMC via the cognizant MATSG commander.

5. Training Requirements. MATSG commanders maintain sole responsibility for ensuring Marine Corps unique training requirements are met by all Marines assigned to NATRACOM. The following guidelines apply:

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a. Marines will meet physical fitness, weight control, and personal appearance standards established by applicable Marine Corps directives.

b. Marine physical fitness testing is required semiannually, during the first and second halves of each calendar year. Testing will be conducted as outlined in reference (h). The Senior Marine of each operational unit is responsible to the MATSG commander for ensuring physical fitness testing is accomplished as required.

c. Accurate and timely reporting of training requirements will be accomplished by the Senior Marine assigned to each operational unit. Reports of attainment of Marine Corps unique training requirements will be expeditiously submitted to the cognizant MATSG.

d. Per reference (i), marksmanship training/annual requalification requirements are waived while assigned to duty within NATRACOM.

e. Instructors/permanent personnel assigned to NATRACOM may avail themselves of the continuing military education opportunities offered through the Marine Corps Institute (MCI); however, once enrolled in an MCI course, proper dedication to the prompt completion of the course is required. Individual requests for disenrollment from MCI courses will be submitted via the operational commander to the cognizant MATSG commander.

f. Instructors/permanent personnel may continue civilian education by participating in off-duty education courses as individual workloads permit. Off-duty education will be undertaken only if it does not interfere with regular military duties. Marine Officers accepting tuition assistance are required to sign an Officer Qualification Record entry acknowledging service obligation incurred upon completion of off-duty course.

g. Due to the demanding rigors of flight training, SNAs/SNFOs undergoing flight training are not authorized to enroll in MCI courses. SNAs/SNFOs enrolled in MCI courses prior to arrival to NATRACOM are expected to conform to completion requirements.

h. SNAs/SNFOs are prohibited from participating in off-duty education upon commencing flight training.

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6. The Senior Marine. A Senior Marine is designated within each operational unit. The Senior Marine will perform such duties as may be necessary to facilitate fulfillment of Marine Corps administrative and training requirements, and will provide advice and assistance within the unit on handling Marine Corps unique requirements. Enclosure (2) provides guidelines for performing these functions.

7. Action. All NATRACOM commanders and cognizant administrative personnel will ensure compliance with the instructions contained herein.

8. Reports and Forms. The reporting requirements in this instruction are to be made per the references.


WILLIAM H. CAREY
Chief of Staff

Distribution:

CNATRAINST 5215.1R

List I (A-Z, BB, DD, EE, FF, II, JJ)

MATSS-1 Meridian

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ADMINISTRATIVE GUIDANCE FOR COMPLETING MARINE STUDENT NAVAL
AVIATOR (SNA) AND STUDENT NAVAL FLIGHT OFFICER (SNFO) FITNESS
REPORTS

1. Only annual (AN) and transfer (TR) reports will be required on all SNAs/SNFOs. Annual reports will be submitted as "not observed" reports. Transfer reports will be completed upon final checkout from MATSG-21 and MATSG-22. Transfer reports are "observed." Directed comments for both annual and transfer reports are contained below.

a. The following additional guidance in the preparation of SNA/SNFO fitness reports is provided:

<u>Section A, item 2</u>	<u>MCC</u>	<u>RUC</u>	<u>UNIT DESC</u>
TW-1	KBR	06115	Training Air Wing ONE, Meridian, MS
TW-2	K71	06080	Training Air Wing TWO, Kingsville, TX
TW-4	K71	06080	Training Air Wing FOUR, Corpus Christi, TX
TW-5	K03	06050	Training Air Wing FIVE, Whiting Field, FL
TW-6	K07	06050	Training Air Wing SIX, Pensacola, FL
8thFTS	K71	06080	8th Flying Training Squadron, Enid, OK
MANS	K71	06080	Marine Aerial Navigation School San Antonio, TX
API	K03	06050	Naval Aviation Schools Command, Pensacola, FL
Section A, item 3a	AN for annual and TR for transfer		
Section A, item 3c	"A" for Academic & Training		
Section A, item 4	Flight Student		

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Section A, item 5b "X" for not observed; directed comment required in section I

Section A, item 6 Mark Commendatory for Commodore's List, Academic Awards; directed comment required in section I

Section A, item 8

a N not required

b A, B, C, F, and 3-digit score
RDNT - required did not take
NMED - not medically qualified
PART - pass partial PFT
NREQ - not required

c N/A

d HT - inches

e WT - lbs

f blank if within wt standards; enter body fat percentage if weight exceeds standards, see MCO P1610.7E.

g, h, i blank

Note 1: Directed comments in section I are required if body fat exceeds standards, see MCOP1610.7E.

Note 2: See MCO P1610.7E paragraph 4012 for a complete listing of Directed Comments.

Section A, item 9 Leave blank for AN reports. Complete for TR reports.

Section B Use courier new 10 or 12 pitch. Bulletized format. Begin each bullet with a dash. Do not underline, boldface, use italics, quotation marks, or punctuation in exclamation. The following billet descriptions will be used for all SNA/SNFO annual and transfer reports.

- Student Naval Aviator or Student Naval Flight Officer

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- Tasked with completing the prescribed course of instruction per CNATRINST 1500.4F.
- Tasked with maintaining Marine Corps standards of conduct and military appearance.

Section C Blank on AN reports. Section C will include the following for each MRO on TR reports:

This Officer has successfully completed the Student Naval Aviator/Student Naval Flight Officer Program with the following grades:

	<u>DATE COMP</u>	<u>ACAD GRADE</u>	<u>FLT GRADE</u>
PRI FLT	011025	90.00	3.000
INT FLT	020413	NA	3.000
ADV HELO	021022	90.00	3.000

DESIGNATED NAVAL AVIATOR or NAVAL FLIGHT OFFICER: 021029

Section D-G Blank on AN reports. Reporting Seniors must evaluate the MRO in as many of the attributes as possible on TR reports.

Section G, item 1 Mark "b" for enrolled in or completed appropriate level PME.

Section H Mark "H" for not observed.

Section I All not observed reports must be explained in section I. Directed comments must begin with "Directed Comments." Each bullet must begin by referencing the corresponding section and item number, i.e. section A, item 5(b). Font and style characteristics used in billet description will apply to directed comments.

The following Directed Comments will be used for all SNA/SNFO annual reports:

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Directed Comments:

Section A, item 5(b); Not observed report due to nature of training. This officer is making satisfactory progress toward completing the curriculum as prescribed by the Chief of Naval Air Training leading to designation as a Naval Aviator or Naval Flight Officer. This report is submitted per CMC ltr 1610 MMPE of 27 January 1992.

2. When possible, the Reviewing Officer (RO) will complete Section K to include items 1-5. In cases where the RO is unable to evaluate the MRO, Section K, Item 1 will be marked "insufficient" and then signed by the RO at item 5.

3. In most cases, the SNA/SNFO fitness reports should be forwarded to the appropriate MATSG for administrative review and tracking.

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GUIDELINES FOR SENIOR MARINES

1. The Senior Marine is a key member of the unit commander's staff. As the direct representatives of the MATSG Commanding Officer, the Senior Marine is responsible for ensuring compliance with Marine Corps directives by all Marines within his organization and providing advice to the Commander on topics unique to the Marine Corps.
2. The Senior Marine will assist the unit commander, as requested, in administrative or disciplinary matters concerning Marine Corps personnel.
3. The Senior Marine will keep the CO, MATSG apprised of any matters pertaining to the welfare or administration of Marine Corps personnel.
4. The Senior Marine will assist the unit commander in any administrative functions relative to the designation, commissioning or promotion of Marine Corps personnel.
5. The Senior Marine, on behalf of CO, MATSG, will act as unit coordinator for any Marine Corps function.
6. The Senior Marine is responsible to the CO, MATSG for the semiannual physical fitness testing of all Marines assigned to the unit and for the timely reporting of physical fitness test results.
7. The Senior Marine will brief all incoming Marine Corps instructors on their duties, responsibilities, and standards of performance.
8. The Senior Marine will conduct periodic Professional Military Education with Marine Corps personnel and will disseminate Marine Corps unique information.
9. The Senior Marine will ensure that all Marines in the unit maintain strict compliance with Marine Corps standards of dress, physical fitness, body weight, and military appearance.
10. Senior Marines will monitor and report to the MATSG commander as necessary the progress of Marine SNAs/SNFOs that are marginal or unsatisfactory in flight performance through any stage or phase.
11. The Senior Marine will forward information concerning Marines in a limited duty status to the CO, MATSG for tracking.

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12. The Senior Marine is responsible for providing an accurate roster of unit Marines to the CO, MATSG by the 5th of each month. These rosters will be utilized for administrative purposes (i.e. MCTFS input, LESSs, recall, etc.).

13. The Senior Marine will perform other such duties as directed by the MATSG commander or the unit commander to enhance the effective utilization of Marine Corps personnel.