

COMOMAG INSTRUCTION 1326.1M

Subj: COMOMAG CHECK-IN/CHECK-OUT PROCEDURES

Encl: (1) COMOMAG Check-in Sheet, COMOMAG 1326/1 (Rev. 5-03)
(2) COMOMAG Check-in Personal History/Briefing Sheet, COMOMAG 1326/2
(Rev. 5-03)
(3) COMOMAG Check-out Sheet, COMOMAG 1326/3 (Rev. 5-03)

1. Purpose. To promulgate policy for providing smooth and structured check-in and check-out procedures. This directive also includes indoctrination procedures for newly reporting personnel.

2. Cancellation. COMOMAGINST 1326.1L.

3. Action

a. The Administration Department is overall responsible for COMOMAG check-in and check-out procedures. In coordination with the Command Master Chief, the Admin Department will assist with the indoctrination procedures for newly reporting command personnel. Admin will ensure all administrative requirements for reporting and detaching the command are completed prior to the member's departure.

b. Command check-in

(1) The Assistant Staff Duty Officer (ASDO) is directly involved with the initial reception of all newly reporting personnel. The ASDO will establish identity, make appropriate log entries, endorse orders, notify the new member's department and his/her sponsor, and the Staff Duty Officer (SDO) of the new arrival (if not already notified).

(2) During non-working hours, the SDO will ensure the individual has berthing arrangements. Ensure that the reporting member is informed to report to COMOMAG at 0730 the following workday.

(3) The Admin Department will confirm that the member's PCS transfer orders were properly endorsed. Admin will give the newly reporting member a COMOMAG check-in sheet, enclosure (1). If the newly reporting member is military, Admin will ensure that both the member and his/her sponsor report to Personnel Support Activity Detachment (PERSUPP Det) Corpus Christi for base check-in.

(4) The member's sponsor, after being notified by the ASDO or SDO, will coordinate the member's check-in with appropriate departments using enclosure (1) as a guide and escort the newly reporting member to all appointments.

(5) The Commander (CDR)/Chief Staff Officer (CSO)/Command Master Chief (CMC) Secretary will ensure the individual has completed enclosure (2) and schedule interviews with the CDR and the CSO within two working days of the new member's arrival.

(6) The Command Master Chief is responsible for the timely indoctrination of all personnel and will coordinate with the Training Administrator (N01T) for scheduling NAS Corpus Christi base indoctrination.

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(7) All department heads will indoctrinate newly reporting personnel using part IV of enclosure (1). The Training Administrator (N01T) will review enclosure (1) topics quarterly to ensure accuracy and completeness.

(8) The newly reporting member shall return enclosure (1) to the Admin Office within five days of reporting aboard.

c. Command check-out

(1) Upon receipt of PCS transfer orders, the Admin Office will contact PERSUPP Det Corpus Christi to arrange for pick-up of the member's Transfer Information Sheet (TIS). Admin will then brief the member on check-out procedures. This is especially important if the member is transferring to overseas or sea duty, as these types of duties have additional requirements, such as operational screening, overseas screening, flag screening, dependent entry approval, special medical screening(s), or may require a passport.

(2) Detaching personnel will normally be removed from the command watchbill one month prior to transfer, if possible, depending on the command manning levels at the time of the member's departure.

(3) Command check-out procedures will be accomplished using enclosure (3).

(4) The command's Security Manager must meet with the member prior to his/her departure. The Security Manager must receive the member's security badge as well as give those members who are transferring a debriefing. Personnel who are retiring from naval service, being transferred to the Fleet Reserve, released from active duty or are discharged must sign an OPNAV 5511/14, Security Termination Statement. Civilian personnel who are retiring from government service must also sign a Security Termination Statement.

(5) The Command Career Counselor will liaise with PERSUPP Det Corpus Christi ESO Office to ensure the Navy-wide advancement examination is being forwarded to member's next command, as appropriate.

(6) The completed command check-out sheet will be returned to the Admin Office after it is completed and maintained in the command files.

/s/
T. W. AUBERRY

Distribution:
COMOMAGINST 5216.1T
List I
List II, Case A

COMOMAG CHECK-IN SHEET

Date issued: _____

Name: _____

Rating: _____

Sponsor: _____

Date Reported: _____

	<u>SIGNATURE</u>	<u>DATE</u>
I. <u>COMOMAG ADMIN</u>		
Pass Liaison Representative	_____	_____
- Obtain copy of last evaluation (E6 and below only)		
- Verify/obtain copy of Page 2 and SGLI form		
Complete Mail Card	_____	_____
Family Care Plan Coordinator	_____	_____
LIMDU Coordinator	_____	_____
Command Security Manager or Assistant	_____	_____
II. <u>COMMANDER/CSO/CMC SECRETARY</u>	_____	_____
- Schedule check-in interview with CDR/CSO		
- Obtain copy of last FITREP (E-7 and above and officers)		
III. <u>COMOMAG</u>		
Commander	_____	_____
Chief Staff Officer	_____	_____
Command Master Chief	_____	_____
Department Head	_____	_____
Department LCPO/LPO	_____	_____
Watchbill Coordinator	_____	_____
Senior Watch Officer	_____	_____

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Encl (1)

COMOMAG CHECK-IN SHEET

III. COMOMAG (Cont.)

	<u>SIGNATURE</u>	<u>DATE</u>
Disaster Preparedness Coordinator	_____	_____
Command CMEO	_____	_____
Command Fitness Leader	_____	_____
Training/Reserve Coordinator	_____	_____
Command Career Counselor/ESO	_____	_____
Command DAPA	_____	_____
Urinalysis Program Coordinator	_____	_____

IV. DEPARTMENT/SPECIAL ASSISTANT OVERVIEW

	<u>SIGNATURE</u>	<u>DATE</u>
<u>ADMINISTRATION (N1)</u>	_____	_____
1. Functions of Admin		
2. Correspondence		
3. Mail procedures		
4. Legal issues		
5. Personnel assignments		
6. Leave procedures		
7. Personnel security program		
8. Security manager issues		
<u>OPERATIONS (N3)</u>	_____	_____
1. Operations Officer		
a. MOMAG command mission/history		
b. MOMAG Structure		
c. Mineman		
d. Chain of command		
e. Sea mines operation/inventory		
f. Foreign mine threats		
g. VEMS		
h. 21st Century		
2. Exercise/Training Program Officer and staff support		
<u>SUPPLY (N4)</u>	_____	_____
1. Procurement		
2. Travel Coordinator/ATOS		
3. Purchase card		
4. Financials		
5. No-cost orders		
6. Agency Program Coordinator (Purchase Card Program)		
<u>MINEFIELD PLANNING (N5)</u>	_____	_____
1. Minefield planning		
2. CNO/Fleet CINC/COMINEWARCOM interface		
3. Area operational overview/intel brief		
4. New mine overview		
<u>AIS COMMUNICATIONS (N6)</u>	_____	_____
1. Network definition/benefits		
2. User IDs and passwords		
3. Locating/storing data on the network		
4. AIS Security		
5. Copyright laws		
6. Virus description and protection		
7. Network printing		

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IV. DEPARTMENT/SPECIAL ASSISTANT OVERVIEW (Cont.)

SIGNATURE

DATE

TRAINING/RESERVE
ADMINISTRATOR (N01T)

1. Give overview of command training program
2. Review service record (if applies) for the following training:
 - a. Alcohol AWARE
 - b. ADAMS for Supervisors
 - c. ADAMS for Managers
 - d. CPO/PO1/PO2 Leadership Training Continuum (LTC)
 - e. Other
3. Specialized training completed (Navy instructor/facilitator, DAPA, UPC, ADAMS Facilitator, Command Career Counselor, EOA/CMEO, SAVI)
4. Special NECs earned

COMOMAG CHECK-IN PERSONAL HISTORY/BRIEFING SHEET

Name: _____ Rating: _____

SSN: _____

MILITARY BACKGROUND:

PRD: _____ EAOS: _____ Birth date: _____

Security clearance: _____ Latest P/R: _____

NECs or special qualifications/training completed:

PERSONAL INFORMATION:

Education/highest degree attained: _____

Hometown: _____

Current address: _____

Home phone number: _____ Cell phone: _____

FAMILY INFORMATION:

Spouse's name: _____

Children's names:

Age: _____
Age: _____
Age: _____
Age: _____

Emergency points of contact:

PNOK
Name: _____

SNOK
Name: _____

Address: _____

Address: _____

Phone number: _____ Phone number: _____

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Encl (2)

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COMOMAG CHECK-OUT SHEET

Date issued: _____

Name: _____

Rating: _____

Transfer date: _____

Next duty assignment: _____

SIGNATURE

DATE

I. COMOMAG ADMIN

Pass Liaison Representative _____

- Obtain copy of transfer evaluation (E6 and below) for command file
- Ensure copy of transfer evaluation (E6 and below) was delivered to PSD for service record

Family Care Plan Coordinator _____

Complete Mail Card _____

Security Manager
(or Assistant) _____

II. COMMANDER/CSO/CMC SECRETARY

- Schedule check-out interview with CDR/CSO
- Obtain copy of transfer FITREP (E-7 and above and officers) for CDR's file

III. COMOMAG

Commander _____

Chief Staff Officer _____

Command Master Chief _____

Department Head _____

Department LCPO/LPO _____

Watchbill Coordinator _____

Senior Watch Officer _____

Command Fitness Leader

Encl (3)

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COMOMAG CHECK-OUT SHEET

III. COMOMAG (Cont.)

	<u>SIGNATURE</u>	<u>DATE</u>
Command Career Counselor/ESO	_____	_____
Training/Reserve Administrator	_____	_____
Command DAPA	_____	_____
Urinalysis Program Coordinator	_____	_____
Travel Coordinator	_____	_____
Communications Department	_____	_____
Agency Program Coordinator (Travel Card Program)	_____	_____

NOTE: After obtaining all signatures, return the completed form to the COMOMAG Admin Office.

