19 Apr 21

**This document is provided as a checklist of tasks that need to be accomplished by commanders prior to and up to 120-days after assuming command. This list is not exhaustive and may be missing items but is a good guideline as to where to start.**

**Prior to Change of Command (CoC):**

1. Attend Cornerstone: The Commandant’s Combined Commandership Course.
   1. References:
      1. Command screening MARADMIN.
      2. Cornerstone MARADMIN.
2. Receive a Certificate of Relief from the previous Commanding Officer regarding the overall status of the supply account.
   1. References:
      1. MCO 4400.201 Volume 3 v2, 010901, Para A.(Management of Property in the Possession of the Marine Corps)
      2. IGMC Functional Area Checklist (Consumer Level Supply 4400.15)
3. Receive a Status of Command turnover, including a Status of Command Letter, from outgoing Commander focusing on proper accountability and overall status of the entire command. The outgoing Commander must brief the next higher commander prior to the Change of Command.
   1. Reference:
      1. CMC White Letter 3-17 dtd 2 May 2017
4. (Aviation Commanders Only) Officers selected to a flying squadron shall arrive at their parent (gaining) command at least six months prior to their scheduled change of command and complete the following training before assuming command. Waivers to this six-month requirement must come from Manpower & Reserve Affairs (M&RA):
   1. Applicable flight refresher training
      1. References:
         1. MARADMIN 270/05 (Aviation Commanders Preparation Program)

MCO 3500.27C (Risk Management)

* + - 1. MCO 5100.29C, Encl (1), Chap 3, Para 2.b (Marine Corps Safety Program)
  1. Aviation Commander’s Course given at Marine Aviation and Weapons Tactics Squadron One (MAWTS-1).
     1. References:
        1. NAVMC 3500.109A, Chap 2, Para 1 (Marine Corps Aviation Weapons and Tactics Training Program)

**Within 30-days post CoC:**

1. Publish a safety policy statement.
   1. References:
      1. MCO 5100.29C, Chap 2, Para 0204 (Marine Corps Safety Management System)
      2. IGMC Functional Area Checklist, (Marine Corps Safety Management System 5100.29 ), Question 0102.
2. Publish a violence prevention policy statement.
   1. References:
      1. MCO 5580.3, Para 3.b.(8).(k) (Violence Prevention Program)
3. Attend Command Team Training. Ensure your Family Readiness Command Team (Commanding Officer, Executive Officer, Sergeant Major/Sr. Enlisted, Chaplain, FRO, Single Marine Representative, CO/Senior Enlisted spouse and Command Team Advisor) attends training. Family Readiness Officer is to coordinate and schedule Family Readiness Command Team Training through Marine Corps Family Team Building.
   1. References
      1. MCO 1754.9A, Chap 2, Para 2.A.(2) (Unit, Personal and Family Readiness Program)
      2. IGMC Functional Area Checklist 1754.9 (Unit, Personal and Family Readiness Program)
4. Contact the Installation Sexual Assault Response Coordinator (SARC) to receive the Sexual Assault Prevention & Response (SAPR) Resource Brief. When not located on a Marine Corps installation, contact your supporting SARC to receive the brief from your sister Service SARC.
   1. References:
      1. MCO 1752.5C, Chap 3, Para 8.a (SAPR Program)
5. All flying, UAS, MALS and aviation detachments shall initiate the following safety surveys within 30 days of change of command and annually, thereafter.
6. Command Safety Assessment (CSA): Addresses squadron safety from the aircrew vantage point.
7. Maintenance Climate Assessment Survey (MCAS): Obtains feedback on safety climate from aircraft maintainers.
8. Administrative Support Personnel Assessment (ASPA): For non-aircrew and non-maintainer personnel within aviation units (S-shop personnel).
   1. References:
      1. MCO 5100.29C, Vol-1, Chap 6, Para 060403 (Marine Corps Safety Management System).
      2. IGMC Functional Area Checklist, (3750 Aviation Safety), Question 0103
      3. <https://www.marineaviation.org>

1. Review, update and submit the unit’s METL to your next HHQ for approval, annually or within 30 days of assuming command or within 15 days of the assignment of a new mission.
   1. References:
      1. MCO 1553.3B, Para 4.b.(3)(a) (Unit Training Management)
      2. MCO 3500.110 (Policy and Guidance for Mission Essential Task List (METL) Development, Review, Approval, Publication and Maintenance
      3. MARADMIN 177/08 (Guidance and Policy for Marine Corps Task List (MCTL) Development, Review, Approval and Publication
2. Complete DON required Fund Control Personnel training within two weeks of assuming command. Provide certificates to comptroller or fiscal officer for centralized reporting.
   1. Training Requirements:
      1. Appropriations Law – Refresh within three years
      2. DON Budget Execution – Once in a career
   2. Training Links:
      1. <https://fmbweb1.nmci.navy.mil/pbis/training/pbisweb_training.cfm>

- Budget Execution

- DON Principles of Appropriations Law

- Fiscal Law Refresh (redirects to DoD FM Online website; Fiscal Law 301).

* + 1. <https://fmonline.ousdc.osd.mil/Default.aspx>

- FMF7606, Budget Execution Training (DON)

- FMF1138, DON Principles of Appropriations Law course

- FMF7040, Fiscal Law 301

* 1. References:
     1. SECNAVINST 7000.27D
     2. ASN (FM&C) memo of 17 Oct 2018 (Fund Control Training Reporting Requirements)
     3. MARADMIN 350/11 (Fund Control Personnel Training Requirement)

**Within 60-days post CoC:**

1. Publish a policy statement on sexual assault prevention and response.

* 1. References:
     1. MCO 1752.5C, Chap 3, Para 5.a (SAPR Program)

2. Publish a Unit, Personal and Family Readiness Program (UPFRP) SOP outlining roles and responsibilities specific to the unit for each of the UPFRP requirements. Col-level includes DRC/URC roles and responsibilities within the command.

* 1. References:
     1. MCO 1754.9B, Para 4.b (Unit, Personal and Family Readiness Program)
     2. IGMC Functional Area Checklist 1754.9 (Unit, Personal and Family Readiness Program)

3. Publish command philosophy/guidance (optional)

1. References: N/A

**Within 90-days post CoC:**

1. Publish and prominently post written command policy that implements MCO 5354.1E.
   1. References:
      1. MCO P5354.1E w/CH 1, para 020306 (Prohibited Activities

and Conduct (PAC) Prevention and Response Policy.

2. Publish and prominently post a command policy statement, within 90 days of assuming command, regarding sexual assault awareness and prevention that supports SAPR program objectives IAW MCO 1752.5C.

a. References:

i. MCO 1752.5C Sexual Assault Prevention and Response Program

1. O5 and O6-level commanders shall complete the appropriate safety climate survey to assess their command climate within 90 days following a change of command (to establish a baseline for the new commander) and annually thereafter.
   1. References:
      1. MCO 5100.29C, Para 060402 (Marine Corps Safety Management System)
      2. IGMC Functional Area Checklist,(5100-Safety), Question 0113
      3. <https://www.safety.marines.mil/>
2. Request a brief from the supporting Marine Corps Community Services (MCCS) representative for the purposes of becoming familiar with the local MCCS functions that support the UPFRP.
   1. References:
      1. MCO 1754.9B, Para 4.b. (Unit, Personal and Family Readiness Program)
      2. Functional Area Checklist 1754.9 (Unit, Personal and Family Readiness Program)
3. All commanders shall be trained on the prevention and response to child abuse and domestic abuse.
   1. References:
      1. MCO 1754.11, page 9, par 3b(7)(b) (Marine Corps Family Advocacy and General Counseling Program)
      2. Functional Area Checklist 1754.11 (Family Advocacy Program)

**Within 90-days prior to relinquishing command and annually thereafter by the command:**

1. Initiate a Defense Equal Opportunity Climate Survey (DEOCS).
   1. References:
      1. MARADMIN 291/19
      2. MCO P5354.1E w/CH 1, Para 0103 MCO P5354.1E w/CH 1, para 020306 (Prohibited Activities and Conduct (PAC) Prevention and Response Policy.