S-1 Weekly Reports and updates.

The following reports are due on Thursdays each week.

-I would suggest hanging them on the share file and updating them there. Maintain a historical file for everything.

-I will require a hard copy of all to be put in the binder.

-The reason this is due on Thursday is to allow the sections and company’s time to get the updates during the work week and then I can review on Friday.

1. Alpha Roster (See attachment)
2. LIMDU Tracker (Coordinated by the BAS LIMDU rep and the Bn LIMDU Officer)
3. Recall Roster (Different from A Roster, changes everytime we have a newjoin or drop. Although I ask for it weekly, it is nearly a daily requirement…along with the MOL.)
4. BCP updates (Weigh-ins on Mondays, S-3 is responsible for this and all pkgs)
5. Legal Report (Coordination with Regt, Div for ADSEPS needs to happen before this is submitted.)
6. SACO Report
7. Awards Report (Don’t f with this one and it needs to be actually updated.)
8. T/O (Submitted by Company’s Monthly, or when newjoins or drops occur. Should match MOL as far as duty assignment, company, pltcode…Also MCTFS)
9. Slate
10. DSR (Needs to match MCTFS) We will not be required to submit this until after the 1st of the Year. That said, we should work it now to see where we are.
11. Inbound roster (S-1 Function)
12. Outbound roster (S-1 Function)
13. Training Stats (S-3)
14. Schools (Marines awaiting to go and dates, Marines in school and Grad dates..which schools) S-3
15. NCO Suicide Awareness Training S-3
16. Motorcycle Rider Stats S-3
17. Promotion Tracker (SNCO) Company’s
18. FAP Report (Where they are, who they are, when they left, when they return. We send no one on FAP that does not have a return date on the orders.) S-1
19. Medical report (Who is in the Hosp, which Hosp, injury ,contact name and #) also a list of all Marines on LLD/# days on current LLD status and a column that shows total # days on LLD.) BAS/LIMDU Officer
20. PME Tracker (Submitted by the S-3 and tracks Non-res and Resident PME)
21. Promotion Prep (This is for SNCO’s and is submitted by the 1stSgt’s)
22. MCMAP Roster (Submitted by the S-3 and tracks the status of MCMAP Belts) S-3