



UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542-5001

BO 4400.18A
LOG/jdb
21 Aug 1985

BASE ORDER 4400.18A, ^{ch1} _{w ch2}

From: Commanding General
To: Distribution List

Subj: Field Supply and Maintenance Analysis Office (FSMAO) Utilization and Reporting

Ref: (a) MCO P4400.160
(b) SECNAVINST 7510.7A
(c) BO 7540.1B

Encl: (1) Endorsement Format

1. Purpose. To promulgate Command policy concerning FSMAO analyses and to provide internal Command procedures and time frames for processing FSMAO reports.
2. Cancellation. BO 4400.18.
3. Background. The Field Supply and Maintenance Analysis Offices (FSMAO's) are established by references (a) and (b) to provide the Commandant of the Marine Corps with direct field representation. There are three separate FSMAO's, each attached to specific Marine Corps Commands for administrative purposes only. The FSMAO's are not intergral parts of these commands, but are directly responsible to the Commandant of the Marine Corps. FSMAO-1 is located at Marine Corps Base, Camp Lejeune and conducts analyses primarily in the Eastern United States and specified overseas areas.
4. Analysis Objective. The objective of FSMAO Analysis is to promote efficiency in supply and maintenance management operations by:
 - a. Providing clarification of Marine Corps Supply and Maintenance directives and publications.
 - b. Isolating problems related to supply and maintenance procedures, providing instructions in proper procedures as necessary and appropriate.
 - c. Apprising commanders in the chain of command of significant discrepancies and problem trends.
 - d. Providing the Commandant of the Marine Corps (LMM-1) information on the effectiveness of Marine Corps Supply and Maintenance directives and procedures to include recommendations for changes, when appropriate.
5. Relationship with Command. The FSMAO functions as a representative of the Commandant of the Marine Corps. Commanders are directed to provide all possible cooperation and assistance to FSMAO in matters pertaining to analyses of supply and maintenance activities.
6. Access to Management Information. FSMAO representatives are authorized to analyze all correspondence, vouchers, accounts, and records of supply and maintenance activities. They are further authorized to require physical inventories and to trace the receipt, maintenance and disposition of supplies and equipment through any records deemed necessary. It is the responsibility of Commanding Officers and their respective Supply and Maintenance Officers to provide requested records and to make available all necessary personnel. When required, clerical assistance will be provided by the unit being analyzed.

7. Responsibilities

a. Assistant Chief of Staff, Logistics. The Assistant Chief of Staff, Logistics is the FSMAO liaison officer and is the initial point of contact for all FSMAO matters. He is responsible for coordinating and monitoring compliance with this Order and references (a) and (b).

b. General Staff Officers, Commanding Officers (Functional Area Managers) having cognizance over the areas or organizations to be analyzed:

(1) Furnish, to FSMAO-1 and the Assistant Chief of Staff, Logistics, the name and telephone number of the overall point of contact for the analysis.

(2) Host and otherwise facilitate the work of the FSMAO team.

(3) Arrange for and be present for "In" and "Out" briefs conducted by the FSMAO team.

(4) Keep the Assistant Chief of Staff, Logistics informed on the progress of the analysis and provide notification of the scheduling of "In" and "Out" briefs and any other special meetings required during the course of the analysis.

(5) Respond to FSMAO findings in the format shown in the enclosure to the Commanding General, Marine Corps Base (Attn: Assistant Chief of Staff, Logistics).

(6) Take appropriate measures to ensure timely action on FSMAO recommendations as outlined in paragraph 11.a of this Order.

c. Assistant Chief of Staff, Comptroller. Within 60 days, conduct any follow-up reviews deemed necessary in accordance with the provisions of reference (c).

8. Pre-analysis Brief. The analysis team conducts a pre-analysis brief (in-brief) with the Commanding Officer prior to commencing the analysis. The following areas should normally be addressed during the in-brief:

a. FSMAO Analysis Team

(1) The expected duration of the analysis.

(2) Any clerical or administrative assistance required by the analysis team.

(3) General procedures to be used during the analysis.

b. Organization being analyzed

(1) Requests for special attention in particular areas.

(2) Known problem areas and action being taken or planned.

(3) Any areas or procedures unique to the organization.

9. Critiques

a. Upon the conclusion of the analysis and prior to the out-brief with the Commanding Officer, the analysis team will normally critique the working level first, where knowledge and experience have their greatest effects. The critique will cover all discrepancies noted, to include those corrected during the analysis and those requiring further action.

b. The analysis team will critique the Commanding Officer on areas considered to be most significant and requiring command attention. During this critique the Commanding Officer will have the opportunity to request clarification of any findings or recommendations.

10. Analysis Checklist. The checklist used during the analysis provides the analysis team with the basis for preparing the formal analysis report. Copies of this checklist will normally be provided to the Commanding Officer after the outbrief, and will serve as an "informal report" of the analysis. The checklist may contain findings and recommendations which will not be addressed in the Formal Analysis Report. Immediate action should be initiated to correct noted discrepancies but no forwarding action or written response is required at this time. The checklist should be retained for reference and as a valuable tool for use in conducting internal inspections.

11. Formal Analysis Reports. The Formal Analysis Report, when completed, will normally be sent by the Officer in Charge, FSMAO-1 to the Commanding General, Marine Corps Base via the Commanding Officer of the unit analyzed. Upon receipt of the Formal Analysis Report, the following action will be taken:

a. The Commanding Officer of the analyzed unit will:

(1) Prepare comments indicating concurrence or nonconcurrence in each formal finding/recommendation. Comments must explain the corrective action taken or initiated, including estimated completion dates when appropriate. Comments indicating nonconcurrence must contain adequate substantiation and justification.

(2) Forward the original and three copies of the Formal Analysis Report within thirty days to the Commanding General, Marine Corps Base (Attn: Assistant Chief of Staff, Logistics). The analyzed unit endorsement to the FSMAO Analysis will be in the format shown in the enclosure. In instances where the ultimate addressee on the Formal Analysis Report is other than the Commanding General, Marine Corps Base, forwarding instructions will be provided by the Assistant Chief of Staff, Logistics. Ensure a copy of the endorsement is sent to the Officer in Charge, FSMAO-1, and CMC (LPP-1)."

b. The Assistant Chief of Staff, Logistics will:

(1) Upon receipt, review all Formal Analysis Reports, and comments from the Commanding Officer of the analyzed unit.

(2) Provide copies of all Formal Analysis reports to the Base Inspector and the Assistant Chief of Staff, Comptroller.

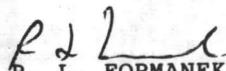
(3) Within thirty days, review with the Officer in Charge, FSMAO and the Commanding Officer of the analyzed unit, any comments indicating nonconcurrence. Subsequently prepare an appropriate forwarding endorsement to the Commandant of the Marine Corps (LMM-1) explaining the Command position, or a return endorsement to the Commanding Officer of the analyzed unit recommending reevaluation of the nonconcurrence.

(4) Prepare an appropriate forwarding endorsement for any Formal Analysis Report addressed by the Officer in Charge, FSMAO to the Commandant of the Marine Corps.

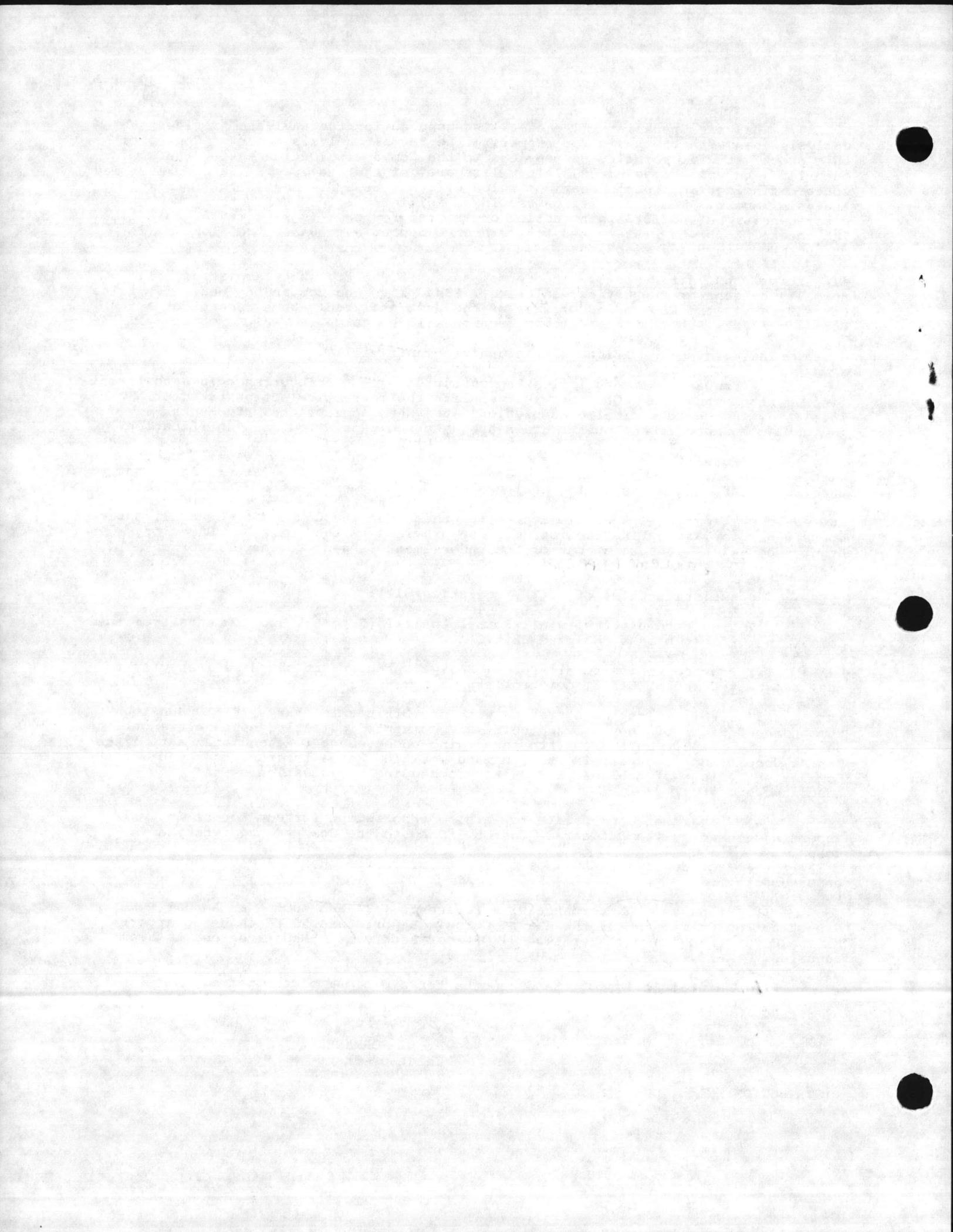
(5) Include OIC, FSMAO-1 as a copy to addressee on all FSMAO report endorsements.

(6) Prepare, in accordance with reference (a), and submit an Annual Summary Report to the Commandant of the Marine Corps. Reports are to reach Headquarters Marine Corps (LMM-1) not later than 31 October each year. Negative reports are required.

(b) Maintain files of FSMAO reports for a minimum of two years.


R. L. FORMANEK
Chief of Staff

DISTRIBUTION: A





UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

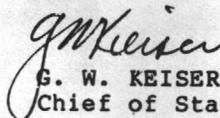
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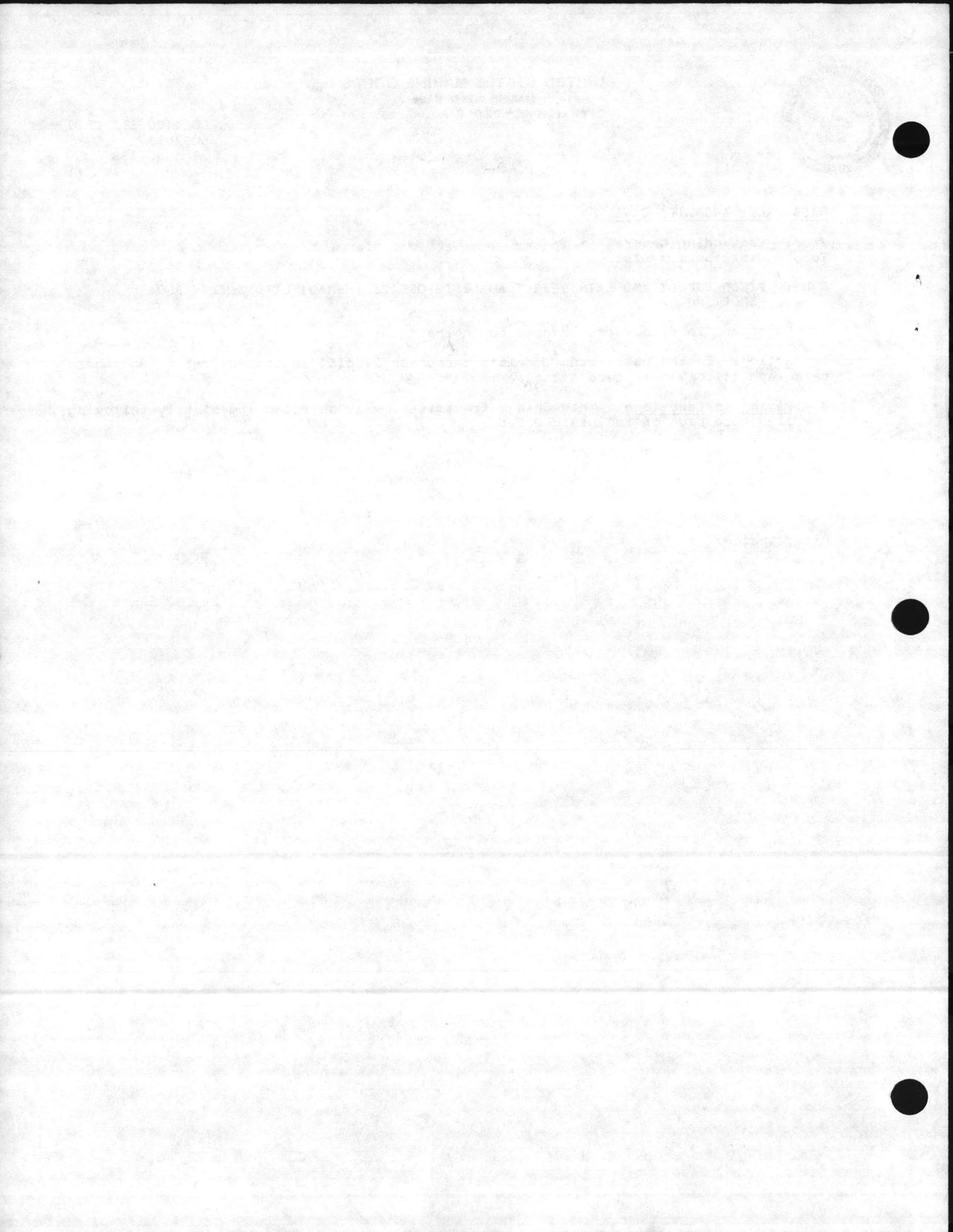
From: Commanding General
To: Distribution List

Subj: FIELD SUPPLY AND MAINTENANCE ANALYSIS OFFICE (FSMAO) UTILIZATION AND REPORTING

1. Purpose. To direct pen changes to the basic Order.
2. Action. In the basic Order, delete paragraph 11.b(6) in its entirety. Renumber paragraph "11.b(7)" to read "11.b(6)."
3. Filing Instructions. This Change transmittal will be filed immediately following the signature page of the basic Order.


G. W. KEISER
Chief of Staff

Distribution: A





UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BO 4400.18A Ch 2
LOG/jmb
28 Feb 1989

BASE ORDER 4400.18A CH2

From: Commanding General
To: Distribution List

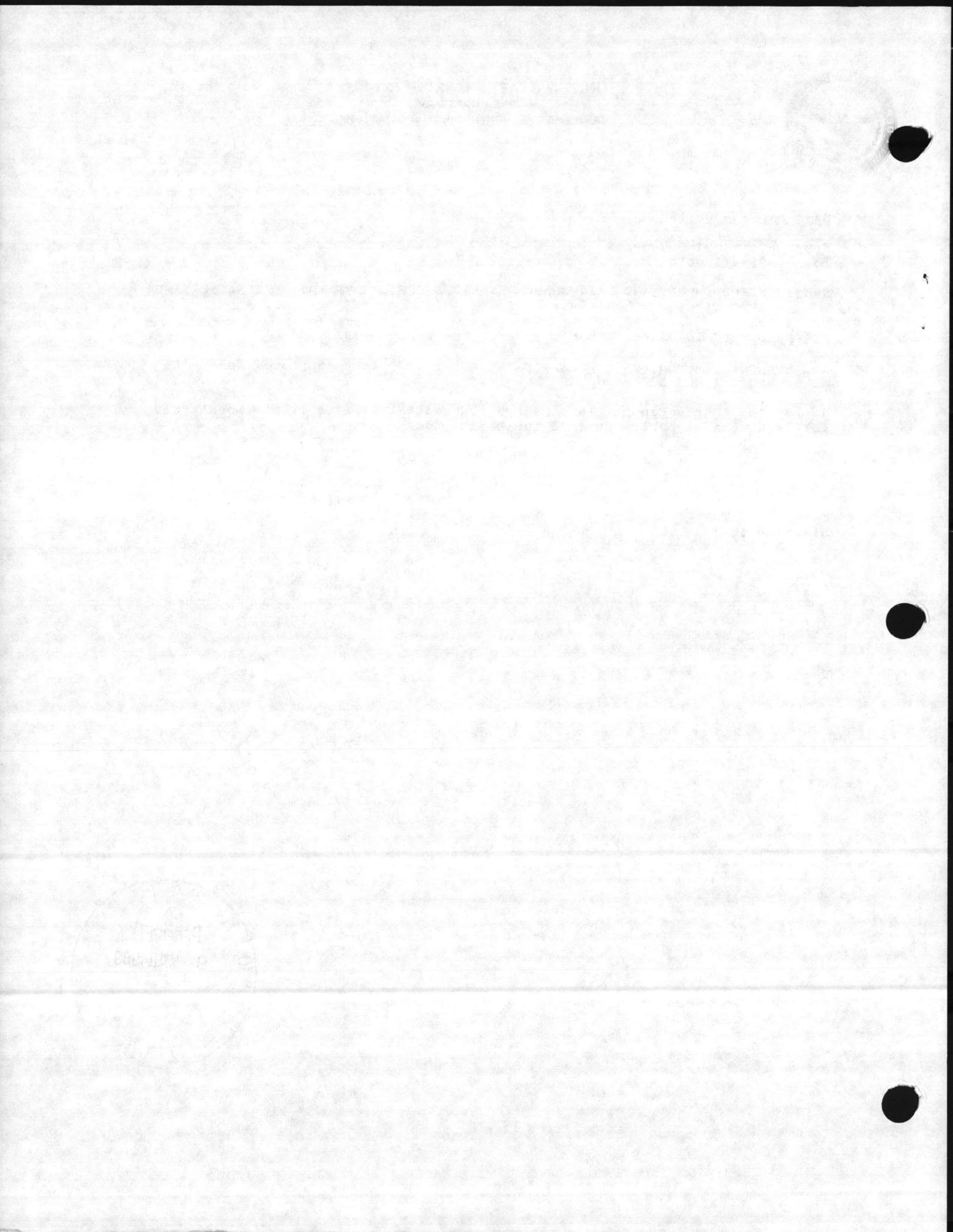
Subj: FIELD SUPPLY AND MAINTENANCE ANALYSIS OFFICE (FSMAO) UTILIZATION AND REPORTING

1. Purpose. To direct a pen change to the basic Order.
2. Action. In the basic Order, paragraph 11a(2) last sentence, delete the "period" after FSMAO-1 and add "and CMC (LPP-1)."
3. Filing Instructions. This change transmittal will be filed immediately following the signature page of the basic Order.


S. W. KEISER
Chief of Staff

Distribution: A





ENDORSEMENT FORMAT

FIRST ENDORSEMENT on FSMAO-1 ltr _____

From: Commanding Officer
To: Commanding General, Marine Corps Base, Camp Lejeune (Attn: AC/S, Logistics)

Subj: FSMAO ANALYSIS REPORT NUMBER _____

Ref: (a) BO 4400.18A

1. The subject report has been reviewed and the following information is submitted in accordance with the reference:

- a. RECOMMENDATION # _____ : (Repeat recommendation)
RESPONSE: (Concur or Non-concur statement and comments)
- b. RECOMMENDATION # _____ : (Repeat recommendation)
RESPONSE: (Concur or Non-concur statement and comments)

Copy to:
OIC, FSMAO-1

ENCLOSURE (1)

