

TURNOVER FOLDER AND DESKTOP PROCEDURES

1. Information. The continual rotation of personnel often results in a lack of expertise and continuity associated with many day-to-day operations. The establishment and proper use of desktop procedures and turnover folders will assist significantly in alleviating this situation.

2. Definitions.

a. Turnover folder. A turnover folder is a file containing pertinent information about a key billet which, when passed on to an *individual* newly assigned to a billet, provides the basic data, necessary to assume duties in a minimum amount of time. The recommended contents of the turnover folder include, but are not limited to, the following:

(1) Letter or special order assigning the individual to the billet.

(2) Organizational chart.

(3) Billet description.

(4) Special duties and tasks.

(5) A copy of pertinent references {if too extensive, a listing and location of pertinent references} and a history of command/section-issued directives over which the billet has cognizance.

(6) Points of contact by command, billet, grade, name, and telephone number.

(7) Problem areas sufficiently defined.

(8) Status of pending projects.

(9) Such other information necessary to provide insight into all duties and tasks associated with the billet. This may include policy memorandum, management controls, memorandum for the record, etc.

b. Desktop procedures. Desktop procedures are listings of procedures, references, and other related information concerning the management of a particular billet. These procedures define in writing the routine functioning (who, what, where, and how) of a billet. This file is an integral part of the turnover folder. Desktop, procedures should include, but are not limited to:

(1) A brief description of the duties and responsibilities assigned to the personnel over which the incumbent marine has cognizance.

(2) A resume of the daily routine.

(3) Descriptions or charts which reflect the routine flow of paper or work.

(4) Work priorities within the section of office.

(5) Required reports and reporting procedures.

(6) Past inspection results, reports of corrective action taken on inspection discrepancies, if any, and internal inspection procedures.