

2015

**MARCORLOGCOM PRODUCTS & SERVICES
PRODUCT/SERVICE DEFINITION**

As of: Monday, March 23, 2015 13:29

1. PRODUCT/SERVICE TITLE: The official name of the Product and Service
General Administration

3. LEAD ORGANIZATION: Name of the organization overseeing the Product and Service.
Manpower Office (MO)

6. DESCRIPTION: A detail description or definition of this Product and Service (it's function, purpose, reason for existence.)

The Manpower Office Adjutant, by mission, is the principal advisor to the CG, MARCORLOGCOM for all issues concerning general administration.

Benefits:

- Increase the quality provided throughout the command on all levels of administrative and personnel support.
- Ensures the prompt, precise reporting and maintenance of key programs.
- Effective administrative processes which are key enablers of our ability to “take care of our personnel” and maintain a capable force.
- Timely transmission of the Commander’s administrative matters.
- Ensures that documents signed by the Commander are in proper format.