

Marine Corps Administrative Analysis Team (MCAAT)
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SAMPLE PAY RECORD

Service Record

1. A remote pay record audit will be completed utilizing a randomly selected sample.

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES
Ref: JFTR, JTR, DODFMR Vol. 7a, and MCTFS PRIUM

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UNIT DIARY

UD System

1. (OLDS users only) Is the transaction page annotated to reflect information contained in Part I of the Diary Feedback Report; to include the number of statements processed, rejected and total transactions? In addition to verifying entries that are less than the number submitted and researching missing entries by using the transaction research file?

Applies to: Stand-Alone Unit

Ref: MCTFSPRIUM para 20114.1b

2. Are Staff Sergeants certifying Unit Diaries only when the unit has no other certifying officials present and is documentation to verify non-availability of temporary certifying officers being maintained?

Applies to: Stand-Alone Unit

Ref: MCTFSPRIUM para 20104.2

DFRs

1. (Users not on a collection server) Are the Diary Feedback Reports downloaded on the date a cycle completes processing or the first working day thereafter?

Applies to: Stand-Alone Unit, MARFORRES

Ref: MCTFSPRIUM para 120403.1

2. Are the Diary Feedback Reports being certified and dated by the commanding officer, certifying officer within 5 working days?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES

Ref: MCTFSPRIUM para 120403.1 and 120101.2

3. Are the inconsistent conditions Diary Feedback Reports being certified and dated by the commanding officer, certifying officer within 7 working days?

Applies to: Stand-Alone Unit, IPAC Unit

Ref: MCTFSPRIUM para 120403.1 and 120101.2

4. Is each rejected transaction contained in the Diary Feedback Reports audited and annotated with the corrective action taken to include the Unit Diary number and date?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES

Ref: MCTFSPRIUM para 120403.1b

5. Is each advisory message contained in the Diary Feedback Reports audited and annotated with the corrective action taken to include the Unit Diary number and date?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES

Ref: MCTFSPRIUM para 120403.1b

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LEGAL

Legal Reporting

1. Are forfeiture (maximum allowable amounts and if reduced or reduction was suspended, forfeiture is applied to the grade which reduced) entries being properly annotated on the UPB?

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES

Ref: MCTFSPRIUM par 70502; DODFMR Vol 7A, Chap 49 para 490301 and 490303; M.C.M. (2012), Part V, Subpar. 5.C. (8)

2. Are forfeiture (maximum allowable amounts and if reduced or reduction was suspended, forfeiture is applied to the grade which reduced) being reported correctly on Unit Diary?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES

Ref: MCTFSPRIUM par 70502; DODFMR Vol 7A, Chap 49 para 490301 and 490303; M.C.M. (2012), Part V, Subpar. 5.C. (8)

3. Are reductions for NJP and SCM entries being reported correctly on Unit Diary?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES

Ref: MCTFSPRIUM par 70507.4

4. Is the unit forwarding a copy of the NAVMC 10132 UPB to the IPAC?

Applies to: Supported Unit, MARFORRES

Ref: MCO P5800.16A Chap 3 para 3006.11 & MCO 5000.14d, Encl (3), para 2a

5. Is the unit/PAC ensuring the UPB is uploaded to the E-Record after unit diary reporting?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES

Ref: MCO P5800.16A Chap 3 para 3006.11

6. Is the unit annotating the unit diary number on the original UPB in command files?

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES

Ref: MCO P5800 16A Chap 3 para 3006.5.q

7. Is the unit properly notifying the PAC when a Marine is declared a deserter via a DD Form 553?

Applies to: Supported Unit

Ref: MCO P5800.16A Chap 5 para 5003.2.b & MCO 5000.14d, Encl (3), para 2a

8. Is the unit maintaining the completed DD Form 553 in the command files?

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES

Ref: MCO P5800.16A Chap 5 para 5003.2.d(6)

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9. Is the unit properly reporting absences determined to be Time-Lost on Unit Diary?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES
Ref: MCTFSPRIUM par 70401

10. Is the unit providing the PAC a copy of the commanding officer's endorsement to the Notification of Separation Proceedings after the Marine is notified? (The endorsement must come from the first commander with SPCMCA)

Applies to: Supported Unit
Ref: MCTFSPRIUM Chap 7, para 70702.1b MCO P1400.32D par 1100.10 and 1204.4u and 1204.4v

11. Is the unit ensuring Duty Status 'M' is reported for Marines confined beyond their EAS/ECC?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES
Ref: MCTFSPRIUM para 70506.4

12. Is the unit correctly utilizing the automated court-martial entry (TTC 257 000) to report all Courts-Martial?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES
Ref: MCTFSPRIUM para 70501.2a; PAAN 49-03

13. Is the unit forwarding the CA action to the PAC?

Applies to: Supported Unit
Ref: MCTFSPRIUM par 70501.3 and MCO 5000.14d

14. Is the unit properly reporting convening authority action ordered executed (TTC 262 000) upon receipt of the CA's action?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES
Ref: MCTFSPRIUM par 70501.3

15. Is the unit properly notifying the PAC when a Marine has entered into a period of absence? To include: UA/Desertion, IHCA, IHFA and confinement.

Applies to: Supported Unit
Ref: MCTFSPRIUM para 70301, 70303, 70305, 70307 and 70506

16. Is the unit properly notifying the PAC when a Marine has returned from a period of absence? To include: UA/Desertion, IHCA, IHFA and confinement.

Applies to: Supported Unit
Ref: MCTFSPRIUM para 70301, 70303, 70305, 70307, 70401 and 70506; MCO 5000.14d

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Appellate Leave

1. Are Marines being returned to a normal duty status via unit diary prior to departing on Appellate Leave?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES
Ref: MCO 1050.16A, para 11a; MCTFSPRIUM para 70505

2. Is the unit/PAC reporting court-martial Unit Diary entries prior to sending a Marine on Appellate Leave?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES
Ref: MCO 1050.16A, para 11a; MCTFSPRIUM para 70505

3. Is the unit/PAC reporting TTC 039 000 (DEOX ACID TEST DATE) prior to sending a Marine on Appellate Leave?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES
Ref: MCO 1050.16A, para 11a; MCTFSPRIUM para 70505; Under SecDef Ltr dtd Apr 18 2005 (Subj DoD Policy on Collecting DNA Samples from Military Prisoners)

4. Is the unit/PAC reporting TTC 813 000 (LAST PHYS EXAM) prior to sending a Marine on Appellate Leave?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES
Ref: MCO 1050.16A, para 11c; MCTFSPRIUM para 70505

5. Is the unit/PAC reporting TTC 499 001 (HIV III) prior to sending a Marine on Appellate Leave?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES
Ref: MCO 1050.16A, para 11c; MCTFSPRIUM para 70505

6. Is the unit/PAC reporting TTC 301 002 (STOP CRA OTHER ED) prior to sending a Marine on Appellate Leave?

Applies to: Stand-Alone Unit, IPAC Unit
Ref: MCO 1050.16A, para 12a

7. Is the unit/PAC disenrolling Marines from all MCI courses (TTC 351 000) prior to sending on Appellate Leave?

Applies to: Stand-Alone Unit, IPAC Unit
Ref: MCO 1050.16A, para 11a(4)

8. Are the number of days of accrued leave computed to the day before the effective date of orders directing leave or reported as zero-zero if the Marine elects to receive payment for leave? (Marines departing on Involuntary Appellate Leave may elect payment of LSL or receive pay and allowances for their accrued leave)

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES
Ref: MCO 1050.16A, para 9a; MCTFSPRIUM para 70505.3 MCTFSAPSM par 010207.B5

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9. Is the unit/PAC submitting NAVMC 11116 to their supporting DO/FO after reporting TTC 061 001 (TO APL LV) with the appropriate number of accrued leave days? (Marines departing on Involuntary Appellate Leave may elect payment of LSL or receive pay and allowances for their accrued leave).

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES

Ref: MCO 1050.16A, para 9b; MCTFSPRIUM para 70505.3b(1); MCTFSAPSM para 10212

10. Are Marines placed in an Involuntary Appellate Leave status being notified in writing by the commanding officer that they were transferred to the Navy and Marine Corps Appellate Leave Activity (NAMALA) and it is the Marines' responsibility of keeping NAMALA informed of current mailing address and any status changes such as marriage, divorce, and gain or loss of family members?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES

Ref: MCO 1050.16A, para 6; MCTFSPRIUM para 70505.3b(e)

11. Is the unit ensuring Marines ordered to Involuntary Appellate Leave are being transferred to NAMALA via service record?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES

Ref: MCO 1050.16A, para 13b and 15; MCTFSPRIUM para 70505

12. Is the final physical documentation being forwarded to the PAC prior to sending Marines on Appellate Leave?

Applies to: Supported Unit

Ref: MCTFSPRIUM; NAMALA website <http://www.marines.mil/unit/hqmc/NAMALA/Pages/default.aspx>

13. Is the Record of Trial forwarded to the PAC prior to sending a Marine on Appellate Leave?

Applies to: Supported Unit

Ref: MCTFSPRIUM; NAMALA website <http://www.marines.mil/unit/hqmc/NAMALA/Pages/default.aspx>

14. Is the CA's Action forwarded to the PAC prior to sending a Marine on Involuntary Appellate Leave?

Applies to: Supported Unit

Ref: MCTFSPRIUM; NAMALA website <http://www.marines.mil/unit/hqmc/NAMALA/Pages/default.aspx>

15. Have written Internal Control Procedures been established to include, at a minimum: audit procedures, billet responsibilities, document flow within the office, and relationships with other organizations?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES

Ref: MCTFSPRIUM para 10300.2

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PROMOTIONS

Promotion Process

1. Is the unit ensuring that missing training and Pro/Con data causing zeroed out composite scores is reported?

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES

Ref: MCO P1400.32D para 2500.2; MCTFSPRIUM, par 70608

2. Is the unit ensuring TTC 287 002 (REQ RECOMPUTE COMP SCORE) is being reported once the late training and/or Pro/Con data has been updated in MCTFS?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES

Ref: MCO P1400.32D para 2603; MCTFSPRIUM para 70608.1a

3. Is the unit properly working the remedial process on all eligible Marines whose Recomputed Composite Score did not post prior to the select grade process?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES

Ref: MCO P1400.32D para 2603; MCTFSPRIUM, par 70608.1C

4. Are negative promotion recommendations being certified by the 15th of each month by the appropriate promotion authority?

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES

Ref: MCO P1400.32D para 2101, 2102, 2201, 2202, and 2501.4; MCTFSPRIUM para 70607; MARADMIN 535/08, 181/09 and 640-10

5. Is the appropriate promotion authority properly certifying the "WILL NOT PROMOTE" entries prior to the automatic promotion process?

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES

Ref: MCO P1400.32D para 2101, 2102, 2201, 2202, and 2500.4; MCTFSPRIUM par 70610; MARADMIN 535/08

6. Is the unit ensuring the appropriate "Promotion Restriction" entries post correctly in MCTFS?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES

Ref: MCO P1400.32D para 1204.4; MCTFSPRIUM para 70702

7. Are appropriate page 11 entries filed into the electronic service record for all occasions for which a negative recommendation has been certified by the promotion authority?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES

Ref: MCO P1400.32D para 2101.1b, 2101.2b, 2102.25; IRAM par 4006.3F

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8. Are appropriate page 11 entries prepared and forwarded to the IPAC for all occasions for which a negative recommendation has been certified by the promotion authority?

Applies to: Supported Unit, MARFORRES

Ref: MCO P1400.32D para 2101.1b, 2101.2b, 2102.25; IRAM par 4006.3F

9. Are appropriate page 11 entries filed into the electronic service record and signed by the Marine for all occasions for which, "Promotion Restriction" entries are required to be reported on Unit Diary?

Applies to: Stand-Alone Unit, IPAC Unit

Ref: MARCORPROMMAN par 1204.5; IRAM par 4006.3E; PAA 9-11

10. Are appropriate page 11 entries being prepared and forwarded to the IPAC for all occasions for which "Promotion Restriction" entries are required?

Applies to: Supported Unit, MARFORRES

Ref: MCO P1400.32D para 1204.5; IRAM par 4006.3E; PAA 9-11

11. Are appropriate page 11 entries being prepared and filed into the electronic service record and signed by the Marine for all occasions for which (BCP/MAP assignment/failure to meet satisfactory progress/extension) entries have posted to MCTFS?

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES

Ref: MCO P1400.32D para 1204.5; IMCO 6110.3 Encl (1), par 7e

12. Is the unit properly reporting BCP/MAP assignments, BCP extensions and BCP/MAP removal?

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES

Ref: MCO 6110.3 Encl (1) para 7.b, para 4e

13. Have written Internal Control Procedures been established to include, at a minimum: audit procedures, billet responsibilities, document flow within the office, and relationships with other organizations?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES

Ref: MCTFSPRIUM para 10300.2

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COMPETENCY REVIEW BOARD

Competency Review Board

1. Is the unit forwarding a copy of the reduction letter from appropriate promotion authority?

Applies to: Supported Unit
Ref: MCO P1400.32D para 6004

2. Are Marines being notified in writing of the commanding officer's intent to convene a CRB? (Must come from the CO who holds Promotion Authority. It may also be from the Company Commander or I&I CO as long as it references the intent is from the CO who holds the promotion authority)

Applies to: Stand-Alone Unit, Supported Unit
Ref: MCO P1400.32D para 6001.3b

3. Is the unit maintaining a file copy of the notification letter and the reduction letter from the appropriate promotion authority?

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES
Ref: MCO P1400.32D para 6004

4. Is the unit/PAC properly reporting the effective date of reduction as the date approved by the Commanding Officer who exercises promotion authority?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES
Ref: MCO P1400.32D para 1200.3 and 6004.1; MCTFSPRIUM para 70507

5. Is the reduction date of rank the date previously held in that grade? (When reduced to Pvt ensure effective date is equal to E0 on the MCTFS GRAD page if not previously reduced from NJP/CM).

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES
Ref: MCO P1400.32D para 6001.2e

6. Is the endorsement to the CRB being signed by the Commanding Officer who exercises promotion authority?

Applies to: Stand-Alone Unit, Supported Unit
Ref: MCO P1400.32D para 6001.1c

7. Are all Marines being afforded the opportunity to appear before and review the CRB?

Applies to: Stand-Alone Unit, Supported Unit
Ref: MCO P1400.32D para 6001.3b(1)(e)

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8. Is the unit forwarding a copy of the reduction letter to the PAC to be reported via Unit Diary?

Applies to: Supported Unit

Ref: MCTFSPRIUM para 70507; MCO 5000.14d, Encl(3), para 2a

9. Have written Internal Control Procedures been established to include, at a minimum: audit procedures, billet responsibilities, document flow within the office, and relationships with other organizations?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES

Ref: MCTFSPRIUM para 10300.2; MCTFSAPSM para 110103

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HUMANITARIAN TAD/TRANSFER BY SERVICE RECORD

Humanitarian TAD

1. Are Marines in a Humanitarian status being attached at the end of authorized leave, unless otherwise directed by the CMC?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES
Ref: ACTS Manual para 1301.8

2. Are all periods of chargeable leave reported when a Marine has been attached TAD for Humanitarian reasons?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES
Ref: MCO P1050.3J; Chap 4 para 5b(4); ACTS Manual para 1301.3

3. Is the TAD unit completing and submitting the Humanitarian requests within 15 calendar days from the date of attachment?

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES
Ref: ACTS Manual para 1301.8 and 1301.10

4. Is the unit ensuring pay entitlements are correct when a Marine has been attached TAD for Humanitarian reasons?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES
Ref: DODFMR Vol 7a, Chap 25; JFTR Chap 10; MCTFSAPSM Chap 11; ACTSMAN para 1301.3

Transfer by Service Record

1. Is the unit reporting the join date only when authorized by CMC?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES
Ref: MCTFSPRIUM para 60206.1; ACTS Manual para 1301.1

2. When CMC authorizes the Marine to be joined, is the unit properly starting BAH/entitlements on the date of join?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES
Ref: MCTFSPRIUM para 80201, 80301; JFTR Chap 10;

3. When CMC authorizes a command to Transfer a Marine by Service Record is the primary and gaining commands ensuring transfer by Service Record Orders are being issued and that there is no entitlement to travel or transportation allowances for the Marine to return to the old permanent duty station to assist in the movement of dependents or household goods?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES
Ref: MCO P1000.6, para 1301.1

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4. Have written Internal Control Procedures been established to include, at a minimum: audit procedures, billet responsibilities, document flow within the office, and relationships with other organizations?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES

Ref: MCTFSPRIUM para 10300.2

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AUDITS

Join

1. Is the unit/PAC conducting the first stage of the Join Audit upon the Marines arrival at the Permanent Duty Station?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES
Ref: MCTFSPRIUM para 120104.1a

2. During the first stage audit is the unit conducting a complete audit of the Option 23? (Annotate each transaction with corrective action taken and Unit Diary number and date)

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES
Ref: JFTR Chap 10, para U10100; MCTFSPRIUM para 120104.a(2)

3. Is the unit/PAC conducting the second stage audit within 60 days after the join entry processes?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES
Ref: MCTFSPRIUM 120104.1.b

4. Is the unit/PAC obtaining and retaining approval from MMIA prior to reporting BAH protection on Permanent Change of Assignment and low cost Permanent Change of Station moves? (Marines in receipt of BAH at a rate higher than the current duty station must have an approved BAH rate protection package/waiver on file)

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES
Ref: JFTR par U10100; MCO 7220.56; MCO P1300.8r par 1130; MARADMIN 126-08

5. Is the unit/PAC reporting BAH-PROTECT WAIVER (TTC 393 000) upon receipt of BAH protection approval and upon subsequent PCA or low cost PCS assignment?

Applies to: Stand-Alone Unit, IPAC Unit
Ref: JFTR par U10100; MCO 7220.56; MCO P1300.8r par 1130; MARADMIN 126-08, 239-05, 286-01, 315-01 and 213-09

6. Is the unit ensuring Marines certify their entitlement to BAH while auditing the BIR?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES
Ref: MCTFSPRIUM para 120104.1.a; JFTR U10100

Mobilization/Deploy Readiness

1. Is a Deployment Readiness Audit being conducted no earlier than 90 days prior to a deployment anticipated to last 31 days or more in duration?

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES
Ref: MCTFSPRIUM para 120104.3 and 120103.1c

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Triennial

1. Is the Triennial Audit being conducted?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES
Ref: MCTFSPRIUM para 120103.1b and 120104.2

2. Is the unit reporting TTC 815 000 (ANNUAL SCREENING COMPLETION) on Active Duty and Reserve Marines once the audit is completed?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES
Ref: MCTFSPRIUM para 120103.1 and para 40801.1

Member Married to Member

1. Is the unit reviewing the entitlements of Marines married to another member of the Armed Forces during audits and when service spouse data element is changed?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES
Ref: MCTFSPRIUM para 120104.4

2. Is the unit conducting a annual review of pay and entitlements of Marines married to other members of the Armed Forces?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES
Ref: MCTFSPRIUM para 120104.4c

Miscellaneous

1. Is the unit conducting an audit when a Marine's children reach the age of 21?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES
Ref: MCO P17151.3F par 1003

2. Have written internal control procedures been established to include audit procedures, billet responsibilities, document flow within the office, and relationships with other organizations?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES
Ref: MCTFSPRIUM para 10300.2

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LEAVE

Leave

1. Does the commanding officer ensure Marines authorized leave is authorized/approved IAW MCO 1050.3J and/or local Battalion policy? (Companies must obtain Battalion Commander's Leave Policy and endorse it with their own if delegated/applicable.)

Applies to: Stand-Alone Unit, Supported Unit

Ref: MCO 1050.3J, Chap 2 (5b)

2. Is the unit ensuring Marines who are qualified and approved for SLA have their leave balance restored?

Applies to: Stand-Alone Unit, Supported Unit

Ref: MCO 1050.3J, Chap 2 para 9

3. Is the unit monitoring Special Rest and Recuperation (SR&R) Absence for OCONUS Marines who elect leave under the Overseas Tour Extension Incentives Program (OTEIP)?

Applies to: Stand-Alone Unit, Supported Unit

Ref: MCO P1300.8R, para 2108.3 through 2108.8; MCO 1050.3J, Chap 2 para 14

4. Are all Emergency Leave Involving funded leave travel periods charged against the Marine's leave account? (The time spent in emergency leave travel via DoD-owned or DoD-controlled transportation or government-procured commercial carrier from overseas to CONUS arrival port of debarkation; from CONUS arrival port of embarkation to overseas; or between overseas areas and return, shall not be charged to the Marine's leave account)

Applies to: Stand-Alone Unit, Supported Unit

Ref: MCO 1050.3J, Chap 2 para 12e(1) and 12e(6)

5. Are periods of Rest and Recuperation (R&R) charged against the Marine's leave and or PDMRA account? (The time spent in a travel status via DoD-owned or DoD-controlled transportation or government-procured commercial carrier from overseas to CONUS arrival port of debarkation; from CONUS arrival port of embarkation to overseas; or between overseas areas and return, shall not be charged to the Marine's leave account)

Applies to: Stand-Alone Unit, Supported Unit

Ref: MCO 1050.3J, Chap 2 para 13, Chap 6 (3.d.8)

PDMRA

1. Is the unit identifying and tracking Marines eligible for PDMRA?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES

Ref: MCO 1050.3J, Chap 6 para 3c and 3d; PAA 5-13

2. Are procedures in place to notify the PAC when Marines executing PCS orders or separation are authorized PDMRA?

Applies to: Stand-Alone Unit, Supported Unit

Ref: MCO 1050.3J, Chap 6, para 3c; MARADMIN 448-07

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3. Are proper procedures in place to ensure that RC Marines are afforded the opportunity to either use PDMRA prior to demobilizing or receive Assignment Incentive Pay (AIP) in lieu of being awarded PDMRA? (Must be federal, state or local civilian government employees and electing to receive AIP. The SOU must be on file with the NAVMC 11116.)

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES

Ref: MARADMIN 448-07; PAAN 12-13

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MEAL CARDS

Meal Cards

1. Does the unit retrieve and maintain Meal Cards when Marines depart on leave, PTAD, PDMRA, and TAD?

Applies to: Stand-Alone Unit, Supported Unit

Ref: MCO 10110.47, Appendix C, encl (2); MCO P1050.3J Chap 4, para 8a and Chap 6, para 3d(10)

2. Does the unit/PAC retrieve Meal Cards when Marines depart on PCS/PCA, and Separations?

Applies to: Stand-Alone Unit, IPAC Unit

Ref: MCO 10110.47, Appendix C, encl (2); MCO P1050.3J

3. Has the commanding officer or designated representative appointed in writing properly conducted all required inventories?
(Appointee must not be assigned the additional duties of Meal Card issuing official or agent)

Applies to: Stand-Alone Unit, IPAC Unit

Ref: MCO 10110.47, encl (2), para 4a (2)

4. Has an issuing official or agent been appointed in writing and is a copy of the appointment letter contained in the Meal Card Logbook?

Applies to: Stand-Alone Unit, IPAC Unit

Ref: MCO 10110.47, encl (2), para 4a (1)

5. Does the Meal Card Log contain the following required information: Meal Card Number, Name, Grade and Social Security number of individual to whom issued, Date of Issue, Date of Card Recovery and Reason, Signatures of Cardholder and Issuing Agent?

Applies to: Stand-Alone Unit, IPAC Unit

Ref: MCO 10110.47, Appendix B, encl (2) para 1 and 2.

6. Are blank meal cards being stored in a safe with limited access?

Applies to: Stand-Alone Unit, IPAC Unit

Ref: MCO 10110.47, encl (2), para 4a (3)

7. Is the unit starting DMR deductions upon issuing Meal Cards and stopping the DMR deduction when Meal Cards are recovered?

Applies to: Stand-Alone Unit, IPAC Unit

Ref: MCTFSPRIUM para 80402.and 80403; MCO 10110.47, Appendix C, encl (2)

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8. Have written Internal Control Procedures been established to include, at a minimum: audit procedures, billet responsibilities, document flow within the office, and relationships with other organizations?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit

Ref: MCTFSPRIUM para 10300.2

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TRAVEL CONTROLS

Travel Controls

1. Is the unit ensuring all travel claims are submitted within 5 working days of a Marines arrival at the PDS.

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES
Ref: DODFMR Vol 9, para 080501; MCTIM para 30301

2. Is the unit ensuring supplemental travel claims are submitted for Depn Tv1, TLE and DLA, if not claimed in the original travel claim? (DLA (Member without Dependent(s)): Ensure supplemental claim is submitted when authorization to reside on the local economy has been approved by the commanding officer within 60 days of reporting. 60 additional days (120 days total) may be granted by the commanding officer)

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES
Ref: JFTR Vol 1, Chap 5 part c and h para U5610 A and B; MCTIM Chap 3 para 30501, 30202, 30402; MCTFSAPSM App I

3. Have written Internal Control Procedures been established to include, at a minimum: audit procedures, billet responsibilities, document flow within the office, and relationships with other organizations?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES
Ref: MCTFSPRIUM para 10300.2

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ORDER WRITING

Permanent Change of Station Orders

1. Do PCS Orders contain a paragraph or endorsement for Marines entitled to family members transportation and who are being assigned to restricted or unaccompanied overseas tour concerning designated place?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES

Ref: ACTS Manual para 4400.2r; JFTR U5222D

2. Do PCS Orders contain the appropriate number of proceed, delay, travel and PDMRA days? (Authorization for delay en route and PDMRA for periods greater than 45 days must be approved by CMC (MMEA/MMOA))

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES

Ref: JFTR 3005; ACTS Manual par 4301; MARADMIN 448/07; MCTIM par 90108; MARADMIN 298/12

3. Do PCS Orders contain the appropriate paragraph or endorsement for TLE/TLA when applicable?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES

Ref: MCTIM para 30109 and ACTSMAN 4400.1s

4. Are Marines being sent to SDA schools in accordance with MARADMIN 029/11?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES

Ref: MARADMIN 029/11

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GOVERNMENT TRAVEL CHARGE CARD

Government Travel Charge Card Program

1. Has the commanding officer designated an Agency Program Coordinator (APC) and Alternate Agency Program Coordinator (AAPC) in writing? (Appointment Letters must include the mailing address, e-mail address, telephone numbers, central account number, hierarchy numbers, and indicate APC training was completed. This applies to IBA and CBA)

Applies to: Stand-Alone Unit, Supported Unit
Ref: MCO 4600.40B, para 4b(2)

2. Does the APC and AAPC have access to the CitiDirect website? (Applies to IBA and CBA)

Applies to: Stand-Alone Unit, Supported Unit
Ref: MCO 4600.40B, para 4b(3)

3. Is the APC maintaining a signed Statement of Understanding (SOU) for all cardholders? (Applies to IBA only)

Applies to: Stand-Alone Unit, Supported Unit
Ref: MCO 4600.40B, para 4b(3)(h)

4. Is the APC maintaining the Travel Card 101 training certificate on all cardholders? (Applies to IBA only)

Applies to: Stand-Alone Unit, Supported Unit
Ref: MCO 4600.40B, para 4b(3)(c)

5. Is the APC maintaining proof of annual refresher training for all cardholders? (Applies to IBA only)

Applies to: Stand-Alone Unit, Supported Unit
Ref: MCO 4600.40B, para 4b(3)(c)

6. Is the APC extracting, working and maintaining the required monthly Account Listing report? (APC must request reports from CitiDirect and reconcile them prior the close of the next month's billing cycle - do not extract until the last post date in CCRS is the 7th - and file for current plus two years. The account listing must be reconciled with the unit's rosters and accounts not belonging must be worked per the reference for removal.) (Applies to IBA only)

Applies to: Stand-Alone Unit, Supported Unit
Ref: MCO 4600.40B, encl (1), Appendix B, para 4B(1)

7. Is the APC extracting, working and maintaining the required monthly ACCOUNT ACTIVITY TEXT FILE CD100T report? (APC must request reports from CitiDirect and reconcile by the the close of the next month's billing cycle - do not extract until the last post date in CCRS is the 7th - and file for current plus two years. The account activity text file CD100T report must be individually scheduled each month to ensure that the current month's report is pulled. The unit commander or designated representative (APC) must conduct spot checks at a minimum of 25% of accounts with activity to ensure that charges were made in conjunction with official travel. Sample must increase to 50% if there is any suspected misuse/abuse.) (Applies to IBA only)

Applies to: Stand-Alone Unit, Supported Unit
Ref: MCO 4600.40B, encl (1), Appendix B para 4b(2)

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8. Is the APC extracting, working and maintaining the required monthly IBA/CBA DELINQUENCY HIERARCHY report? (APC must request reports from CitiDirect and reconcile by the close of the next month's billing cycle - do not extract until the last post date in CCRS is the 7th - and file for current plus two years. The IBA/CBA delinquency hierarchy report must be individually scheduled each month to ensure that the current month's report is pulled.) (Applies to IBA only)

Applies to: Stand-Alone Unit, Supported Unit
Ref: MCO 4600.40B, encl (1) Appendix B para 4b(3)

9. Is the APC extracting, working and maintaining the required monthly DOD TRAVEL IBA AGING ANALYSIS SUMMARY report? (APC must request reports from CitiDirect and reconcile by the close of the next month's billing cycle - do not extract until the last post date in CCRS is the 7th - and file for current plus two years. The DoD Travel IBA aging analysis summary report must be individually scheduled each month to ensure that the current month's report is pulled.) (Applies to IBA only)

Applies to: Stand-Alone Unit, Supported Unit
Ref: MCO 4600.40B, encl (1) Appendix B para 4b(4)

10. Is the APC extracting, working and maintaining the required monthly DOD TRAVEL IBA AGING ANALYSIS report? (APC must request reports from CitiDirect and reconcile by the close of the next month's billing cycle - do not extract until the last post date in CCRS is the 7th - and file for current plus two years. The DoD Travel IBA aging analysis report must be individually scheduled each month to ensure that the current month's report is pulled. This is not the same report as the Summary report. It must be pulled and reconciled with the Summary and the Delinquency reports) (Applies to IBA only)

Applies to: Stand-Alone Unit, Supported Unit
Ref: MCO 4600.40B, encl (1) Appendix B para 4b(5)

11. Is the APC completing, routing, and filing the 60, 90, or 120+ day delinquency letters? (Applies to IBA only)

Applies to: Stand-Alone Unit, Supported Unit
Ref: MCO 4600.40B, encl (1) chap 2, para 6b(3); encl (1) Appendix B, para 5

12. Are all reports and cardholder information being kept in a locked storage area, container, or password or CAC protected electronically and not on a shared drive? (Applies to IBA and CBA)

Applies to: Stand-Alone Unit, Supported Unit
Ref: MCO 4600.40B, encl (1), Appendix B para 1b; MCO 4600.40B, para 4b(2)(k); Privacy Act of 1974

13. Is the APC activating the Government Travel Charge Card no earlier than 10 days prior to the first day of TAD travel? (Applies to IBA only)

Applies to: Stand-Alone Unit, Supported Unit
Ref: MCO 4600.40B, encl (1) chap 2 para 2

14. Is the APC deactivating the Government Travel Charge Card on all cardholders within 5 days following completion of TAD travel? (Applies to IBA only)

Applies to: Stand-Alone Unit, Supported Unit
Ref: MCO 4600.40B, encl (1), chap 2 para 2

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15. Are members required to check-in/check-out with the APC prior to PCS and TAD? (The unit's check-in/check-out sheet should have a block for the APC to initial. IBA accounts transfer for PCS and TAD. CBA are closed for PCS and remain in place for TAD.) (Applies to IBA and CBA)

Applies to: Stand-Alone Unit, Supported Unit

Ref: MCO 4600.40B, para 4b(2)(e)

16. Is the APC canceling the Government Travel Charge Card and verifying the account balance upon the member's separation or retirement? (Applies to IBA and CBA)

Applies to: Stand-Alone Unit, Supported Unit

Ref: MCO 4600.40B, encl (1), Appendix B para 9b

17. Is the APC ensuring that GTCC accounts are transferred to the TAD command's hierarchy when the cardholder executes TAD for periods exceeding 45 days? (Applies to IBA only)

Applies to: Stand-Alone Unit, Supported Unit

Ref: MCO 4600.40B, encl (1) Appendix B para 1c(3)(a) and para 9a

18. Does the Command have a DD 577 'Appointment/Termination Record-Authorized Signature' on file and verified for all certifiers?(Applies to CBA only)

Applies to: Stand-Alone Unit, Supported Unit

Ref: MCO 4600.40B, encl (1), Appendix C para 16

19. Does the Command maintain proper separation of duties between CBA charge card program officials?(Applies to CBA only)

Applies to: Stand-Alone Unit, Supported Unit

Ref: MCO 4600.40B, encl (1), Appendix C para 20a and 21

20. Does the Commander retain all CBA payment records and substantiating documents for six years and 3 months as required? (Applies to CBA only)

Applies to: Stand-Alone Unit, Supported Unit

Ref: MCO 4600.40B, encl (1), Appendix C para 17

21. Are all charges placed on a CBA authorized and in accordance with DOD travel regulations? (Applies to CBA only)

Applies to: Stand-Alone Unit, Supported Unit

Ref: MCO 4600.40B, encl (1), Appendix C para 7

22. Has the APC completed the required APC training prior to appointment and annual refresher training? (Applies to Primary and Alternate APC for IBA and CBA)

Applies to: Stand-Alone Unit, Supported Unit

Ref: MCO 4600.40B, encl (1), Appendix B para 13

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23. Have written Internal Control Procedures been established to include, at a minimum: audit procedures, billet responsibilities, document flow within the office, and relationships with other organizations?

Applies to: Stand-Alone Unit, Supported Unit

Ref: DODFMR Vol 9, Chap 3; MCO 4600.40B

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PAY POLICY

Pay Policy

1. Does the commanding officer have procedures established for CSB/REDUX election? (Block 13 of the DD Form 2839 must be signed by the CO, XO, or SgtMaj for all Marines electing payment)

Applies to: Stand-Alone Unit, Supported Unit

Ref: MCTFSAPSM para 080105, DODFMR 7A Ch 66, para 660104; MCTSPRIUM, par 91400, and MARADMIN 294-09, 372-10

2. Are procedures established to ensure the DD Form 2839 is filed into electronic service record?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES

Ref: DODFMR 7A chap 66, MCTFSPRIUM par 91400, MARADMIN 699-07

3. Is the unit ensuring Marines who are approved SLA (other) have their leave balance restored and is a copy of the approval package filed?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES

Ref: MCO P1050.3J, para 9d(2); MARADMIN 137-08 and 401-05; MCBul 1050 of 31 Aug 05

Other Service Personnel Procedures

1. Has PersTempo supporting documentation for other service personnel been forwarded to the PAC for reporting?

Applies to: Supported Unit

Ref: MCTFSPRIUM para 60215, 60615, 91001, 50071

2. Is the command joining other service personnel via MOL?

Applies to: Stand-Alone Unit, Supported Unit

Ref: MCTFSPRIUM para 60215, 60615, 91001, 50071

3. Is the command dropping other service personnel via MOL upon transfer/separation?

Applies to: Stand-Alone Unit, Supported Unit

Ref: MCTFSPRIUM para 60215, 60615, 91001, 50071

Miscellaneous

1. Have written Internal Control Procedures been established to include, at a minimum: audit procedures, billet responsibilities, document flow within the office, and relationships with other organizations? Note: This question covers all of pay policy

Applies to: Stand-Alone Unit, Supported Unit

Ref: MCTFSPRIUM para 10300.2

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2. Is the unit maintaining a completed copy of NAVMC 10522 (Commuted Rations Action Form) in the unit's files? (Required for all E6 and below, not residing with their dependents, that are authorized to mess separately to include RC on active duty)

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES

Ref: MCO 10110.47, encl (1), para E; MCO P1070.12K, para 5006p

DTMS

1. Is the proper certifying official submitting NAVMC 11116/11060 form to DO/FO?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES

Ref: MCTFSAPSM par 40401 and 80111

2. Is there a DD Form 577 on file for each certifying officer with DTMS permissions?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES

Ref: MCTFSAPSM par 80112.K

3. Are DD Form 577s being archived for 6 years and 3 months for each certifying officer that no longer holds permissions within DTMS?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES

Ref: MCTFSAPSM par 80112.M

4. Has the unit resolved DTMS discrepancies received from DO/FO and returned within 5 days?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES

Ref: APSM 60304

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SPECIAL AND HAZARDOUS DUTY PAY

Special and Hazardous Duty Pay

1. Is the unit forwarding Special Duty Allowance source documents to the IPAC and maintaining source documents in the command files? (Only a CO can sign the orders)

Applies to: Supported Unit, MARFORRES

Ref: DoDFMR Vol 7a Chap 8 para 080101; MCO 7220.12P para 4a(2)

2. Is the unit/PAC reporting Special Duty Allowance pay correctly and maintaining a copy of the source documents?

Applies to: Stand-Alone Unit, IPAC Unit

Ref: DoDFMR Vol 7a Chap 8 para 080101; MCO 7220.12P para 4a(2)

3. Is the unit forwarding Jump Pay source documents to the IPAC and maintaining source documents in the command files? (Only a CO can sign the orders)

Applies to: Supported Unit, MARFORRES

Ref: DoDFMR Vol 7a Chap 24 para 240101; MCO 3120.11 chap 5, chap 6; ACTSMAN par 1205-1207

4. Is the unit/PAC reporting Jump Pay correctly and maintaining a copy of the source documents?

Applies to: Stand-Alone Unit, IPAC Unit

Ref: DoDFMR Vol 7a Chap 24 para 240101; MCO 3120.11 chap 5, chap 6; ACTSMAN par 1205-1207

5. Is the unit forwarding Dive Pay source documents to the IPAC and maintaining source documents in the command files? (Only a CO can sign the orders)

Applies to: Supported Unit, MARFORRES

Ref: MCO 3150.4 chap 5 para 5; ACTSMAN par 1205-1207, DOD FMR Vol 7a Chap 11 para 110101

6. Is the unit/PAC reporting Dive Pay correctly and maintaining a copy of the source documents?

Applies to: Stand-Alone Unit, IPAC Unit

Ref: MCO 3150.4 chap 5 para 5; ACTSMAN par 1205-1207, DOD FMR Vol 7a Chap 11 para 110101

7. Is the unit forwarding Demolition Duty Pay source documents to the IPAC and maintaining source documents in the command files? (Only a CO can sign the orders)

Applies to: Supported Unit, MARFORRES

Ref: MCO 3571.2G chap 2 para 7; ACTSMAN par 1208encl (1); DOD FMR Vol 7a Chap 24 para 240401; MARADMIN 361-09

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8. Is the unit/PAC reporting Demolition Duty Pay correctly and maintaining a copy of the source documents?

Applies to: Stand-Alone Unit, IPAC Unit

Ref: MCO 3571.2G chap 2 para 7; ACTSMAN par 1208encl (1); DOD FMR Vol 7a Chap 24 para 240401; MARADMIN 361-09

9. Is the unit forwarding Flight Pay source documents to the IPAC and maintaining source documents in the command files? (Only a CO can sign the orders)

Applies to: Supported Unit, MARFORRES

Ref: MCO 1326.2G para 4; ACTSMAN par 1209-1216; DOD FMR Vol 7a Chap 22 para 220101

10. Is the unit/PAC reporting Flight Pay correctly and maintaining a copy of the source documents?

Applies to: Stand-Alone Unit, IPAC Unit

Ref: MCO 1326.2G para 4; ACTSMAN par 1209-1216; DOD FMR Vol 7a Chap 22 para 220101

11. Is the unit forwarding Flight Deck Duty Pay source documents to the IPAC and maintaining source documents in the command files? (Only a CO can sign the orders)

Applies to: Supported Unit, MARFORRES

Ref: OPNAVINST 7220.4K para 5; ACTSMAN par 1217; DOD FMR Vol 7a Chap 24 para 240301; PAA 07-10

12. Is the unit/PAC reporting Flight Deck Duty Pay correctly and maintaining a copy of the source documents?

Applies to: Stand-Alone Unit, IPAC Unit

Ref: OPNAVINST 7220.4K para 5; ACTSMAN par 1217; DOD FMR Vol 7a Chap 24 para 240301; PAA 07-10

13. Is the unit ensuring the number of Marines receiving Special Duty Allowance does not exceed the number authorized by the unit's BICs? (Authorization to exceed must be approved by HQMC MPO)

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES

Ref: MCO 7220.12P para 4.a.2.a.6

14. Is the unit/PAC ensuring the number of Marines receiving Jump Pay does not exceed the number authorized by the unit's BICs? (Authorization to exceed must be approved by HQMC POG)

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES

Ref: MCO 3120.11 Encl (1) Chap 5 para 6; ACTSMAN par 1205-1207

15. Is the unit/PAC ensuring the number of Marines receiving Diving Pay does not exceed the number authorized by the unit's BICs? (Authorization to exceed must be approved by HQMC POG)

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES

Ref: MCO 3120.11 Encl (1) Chap 5 para 6; ACTSMAN par 1205-1207

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16. Is the unit ensuring the number of Marines receiving Demolition Duty Pay does not exceed the number authorized by the unit's BICs? (Authorization to exceed must be approved by HQMC LPE)

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES
Ref: MCO 3571.2F; ACTSMAN par 1208

17. Is the unit ensuring the number of Marines receiving Flight Pay does not exceed the number authorized?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES
Ref: MCO 1326.2G para 7; ACTSMAN par 1209-1216

18. Is the unit ensuring the number of Marines receiving Flight Deck Duty Pay does not exceed the number authorized by the Ship/Aircrafts manning staffing document (Must be approved by ship's Commanding Officer, Squadron Commander, or Combat Cargo Officer if delegated by the ship's Commanding Officer)?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES
Ref: OPNAVINST 7220.4K; ACTSMAN par 1217; PAA 07-10

19. Is the unit monitoring payments of Jump Pay and ensuring payments made to the Marine are based on applying credit to the earliest possible month (i.e., performs a jump in March the quarterly credit is used for January and February if the Marine was not already eligible)?

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES
Ref: DoDFMR Vol 7a Chap 24 para 240201A Tables 24-2 and 24-4; MCO 3120.11 Chap 6;

20. Is the unit monitoring payments of Diving Pay to include ensuring the Marine has performed a minimum of 4 dives per calendar year?

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES
Ref: MCO 3150.4 Chap 6 para 4-7;

21. Is the unit monitoring payments of Demolition Duty Pay? (The unit must obtain monthly rosters for combat engineers and EOD Marines, who have qualified for demolition duty pay. Rosters must include name, rank, last 4 SSN and only signed by the CO)

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES
Ref: MCO 3571.2G, chap 2, par 7d; MARADMIN 361-09

22. Is the commanding officer annually certifying and documenting the Marines entitlement to Special Duty Allowance?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES
Ref: DODFMR Vol 7, chap 8 para 080101.B; MCO 7220.12P para 5

23. Have written Internal Control Procedures been established to include, at a minimum: audit procedures, billet responsibilities, document flow within the office, and relationships with other organizations?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES
Ref: MCTFSPRIUM para 10300.2

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SEPARATIONS

Active Duty Separation Process

1. Is the unit/PAC initiating recoupment of reenlistment bonuses, combat extension program bonuses, advance educational assistance for Marines approved for administrative separation prior to their original ECC?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES

Ref: MCO 1900.16F para 6311.7; DODFMR Vol 7a, Chap 2 para 020201; MCO 1130.53P encl (4), para 5

2. Is the unit/PAC reporting a new ECC for Marines separating early? (Notify DO/FO via NAVMC 11116 for Marines not in a promotion restriction status)

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES

Ref: MCTFSAPSM para 040401.C2a and C2c; MCO 1900.16F para 6311.4; MCTFSPRIUM para 70702.1b

3. Is the unit/PAC submitting NAVMC 11060 to the DO/FO NLT 3 days after the drop entry has posted? (This includes Reservists on Active Duty for 31-days or more)

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES

Ref: MCTFSAPSM para 40401.B and 40401.C1a

4. When a Marine executes home awaiting orders, is BAH started at the PDS Zip code from the date of entitlement to BAH through the day prior to the date of arrival at the designated place? (BAH at the designated place is started from the actual or constructive dates of arrival; whichever is earlier.

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES

Ref: MCTFSPRIUM para 80201.20; JFTR Chap 10 para U10402.b, table U10E rule 1 and 17, table U10E2 rule 10

5. Is the unit/PAC reporting TTC 115 030 (LWAS) upon the Marine's departure on terminal leave? (When PTAD or PDMRA is authorized in conjunction with LWAS, do not report LWAS until PTAD or PDMRA has been exhausted)

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES

Ref: MCTFSPRIUM para 70104

6. Is the unit submitting the notarized DD Form 2656 NLT 30 days prior to the approved retirement date?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES

Ref: MARCORSEPMAN para 7005.4b (1); MCO P1741.11C para 5(c); MARADMIN 242-08 and 490-02

7. Does the order writing activity prepare retirement orders based on the MCTFS RETM screens for Marines retiring, transferring to the Fleet Marine Corps Reserve, Temporary or Permanent Disabled Retired List when "REQ RET/FMCR APP, TDRL/PDRL" appear on the DFR ?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES

Ref: MARCORSEPMAN para 1102.2, 7007.5a, and 8202.1a, and Appendix E, para E004 and E005

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8. Does the order writing activity prepare orders for disability discharges when "DIS APP W/SEV YYYYMMDD DSBL" appears on the Diary Feedback Report?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES
Ref: MARCORSEPMAN para 8403 and Appendix E, para E006.3

9. Does the unit/PAC have processes in place for submitting travel claims for Marines separated in the accession pipeline that are administratively separated prior to reporting to the Permanent Duty Station?

Applies to: Stand-Alone Unit, IPAC Unit
Ref: SECNAVINST 5210.8D; PAA 2-07; MCTIM para 20201.b and 90109.b

10. Have written Internal Control Procedures been established to include, at a minimum: audit procedures, billet responsibilities, document flow within the office, and relationships with other organizations?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES
Ref: MCTFSPRIUM para 10300.2

Reserve Separation Process

1. Is the unit sending the Unsatisfactory Participation Letters to the Marine Reservists considered as unsatisfactory participants in the Selected Marine Corps Reserve and affording them the opportunity to regain satisfactory status by performing Equivalent Duty Periods?

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES
Ref: MCO 1001R.1k para 4601.1 and Figure 4-12

2. Are Marines in the grade of Corporal or above reduced to Lance Corporal (on date of separation) when they are administratively separated with an "Other Than Honorable" characterization of service?

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES
Ref: MCO 1900.16F para 6311.8

3. Has Strength Category Code "X" been reported when the separation package was forwarded to General Court Martial Convening Authority by the Battalion Commander or higher?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES
Ref: MCTFSPRIUM para 51603.1, 60610 and fig 5-8 (note 4) and MCO 1001R.1k para 4601.1

4. Is the unit completing and sending by certified mail, return receipt required, the "NAVMC 11378" to the members official mailing address when a SMCR member has acquired 9 consecutive unexcused absences?

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES
Ref: MCO 1741.8, Chap 7 para 5a

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5. Is the unit completing and sending (return receipt required) the final "NAVMC 11379" if the SMCR member has not attended drills "with pay" within 60 days of the "Date Notified of Pending SGLI Termination" and is their SGLI coverage properly terminated within MCTFS?

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES

Ref: MCO 1741.8, Chap 7 para 5a

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REENLISTMENTS AND EXTENSIONS

Reenlistments and Extensions

1. Does the unit/PAC have procedures in place to ensure "Will Reenter" is reported on Marines who have submitted a request for reenlistment or augmentation as appropriate? (Source document should be from command representative e.g. career planner or Marine/Civilian Marine with Bydir authority)

Applies to: Stand-Alone Unit, IPAC Unit

Ref: MCTFSPRIUM para 30311; MCTFSAPSM para 010108.B

2. Does the unit have procedures in place to ensure "Will Reenter" source documents are forwarded to the IPAC for unit diary reporting?

Applies to: Supported Unit, MARFORRES

Ref: MCTFSPRIUM para 30311; MCTFSAPSM para 010108.B

3. Does the unit/PAC have procedures in place to ensure the "Will Reenter" unit diary entry is deleted as erroneous when the Marine decides not to reenlist?

Applies to: Stand-Alone Unit, IPAC Unit

Ref: MCTFSPRIUM para 30311

4. Does the unit have procedures in place to ensure the PAC is notified when Marines with a "Will Reenter" reported in MCTFS decide not to reenlist?

Applies to: Supported Unit, MARFORRES

Ref: MCTFSPRIUM para 30311

5. Is the unit forwarding the reenlistment SOU, DD Form 4 and NAVMC 321A to the PAC to report all reenlistments, bonuses and extensions into MCTFS?

Applies to: Supported Unit

Ref: MCTFSPRIUM para 30301 and 30303; IRAM 4003.4 Table 4-1; MCO 7220.24N para 4b(4)

6. Is the unit ensuring that all appropriate reenlistment and extend enlistment unit diary entries are reported?

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES

Ref: MCTFSPRIUM para 30301 and 30303; IRAM para 4003.4 Table 4-1MCO P7220.24N para 4B(4)

7. Is the unit/PAC ensuring that all appropriate entries are reported and the reenlistment Statements of Understanding (SOU), DD Form 4 (ENLISTMENT/REENLISTMENT DOCUMENT), and NAVMC 321A (AGREEMENT TO EXTEND ENLISTMENT) are being filed in the Marine's electronic service record?

Applies to: Stand-Alone Unit, IPAC Unit

Ref: MCTFSPRIUM para 30301 and 30303; IRAM para 4003.4 Table 4-1MCO P7220.24M, para 10.b

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8. Is the unit ensuring Marines are afforded the opportunity to sell back leave in connection with a reenlistment or on the effective date of the first extension?

Applies to: Stand-Alone Unit, Supported Unit

Ref: DODFMR Vol 7a, para 350101; IRAM 4003.3b (3)(a), MCO 1040.31 chap 6 par 3a(2)(f) and 4d

9. Have written Internal Control Procedures been established to include, at a minimum: audit procedures, billet responsibilities, document flow within the office, and relationships with other organizations?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit

Ref: MCTFSPRIUM para 10300.2

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DISABILITY EVALUATION SYSTEM

Medical Separations

1. Does the unit have a Limited Duty Coordinator assigned in writing? (LDC must be a E-6 or Equivalent or above)

Applies to: Stand-Alone Unit, Supported Unit
Ref: MCO P1900.16F, para 8506.1(b)

2. Does the unit have a tracking system in place for Medical Board Processing through final disposition to include Physical Evaluation Boards, Limited Duty and Temporary Not Physically Qualified? (Marines must be reevaluated 60 days prior to termination of temporary limited duty)

Applies to: Stand-Alone Unit, Supported Unit
Ref: MCO 1900.16f para 8506.1a; MARADMIN 636/09; MARADMIN 263/12

3. Is the unit submitting the NAVMED 6100/5 to the IPAC for reporting TTC 157 000 (DUTY LIMITATION LD MED BOARD "Q")?

Applies to: Supported Unit, MARFORRES
Ref: MCTFSPRIUM para 405001 and 4050; MCO 1900.16f para 8506.1; MARADMIN 636/09; Manual of the Medical Department (MANMED) Chap 18, article 18-17

4. Is the unit receiving NAVMED 6100/5 prior to reporting TTC 157 000 (DUTY LIMITATION LD MED BOARD "Q")?

Applies to: Stand-Alone Unit, MARFORRES
Ref: MCTFSPRIUM para 405001 and 4050; MCO 1900.16f para 8506.1; MARADMIN 636/09; Manual of the Medical Department (MANMED) Chap 18, article 18-17

5. Has a Medical Evaluation Board been forwarded to CMC (MMSR-4) for Marines who have been authorized temporary limited duty in excess of 12 months? (Any period of TLD for officers must be forwarded to MMSR-4 for departmental review.)

Applies to: Stand-Alone Unit, Supported Unit
Ref: MCO 1900.16f par 8506.2 (e-h); MARADMIN 636/09

6. Is the COFG "M" entry reported only when a Marine is held beyond the original EAS or termination date of their orders?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES
Ref: MARADMIN 636-09; MCTFSPRIUM para 30306, 110600, 100402

7. Does the unit notify CMC (MMSR-4) immediately when Marines in the disability process may be pending administrative separation for misconduct or punitive discharge?

Applies to: Stand-Alone Unit, Supported Unit
Ref: MCO P1900.16f para 8508.2 and para 8506.1(h)

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8. Is the unit receiving the official NAVMED 6100/6 (Return of a Patient to a Medically Unrestricted duty from Limited Duty) prior to reporting fit for full duty and is TTC 157 000 (DUTY LIMITATION ""0"") reported? (To include activated reservist)

Applies to: Stand-Alone Unit, MARFORRES

Ref: Manual of the Medical Department (MANMED) Chap 18, article 18-10; MCO 1900.16f para 8506; MCTFSPRIUM para 40501

9. Is the unit forwarding the official NAVMED 6100/6 to the IPAC to return Marines to full duty (TTC 157 000 DUTY LIMITATION "0")?

Applies to: Supported Unit, MARFORRES

Ref: Manual of the Medical Department (MANMED) Chap 18, article 18-10; MCO 1900.16f para 8506; MCTFSPRIUM para 40501

10. Have written internal control procedures been established to include audit procedures, billet responsibilities, document flow within the office, and relationships with other organizations?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES

Ref: MCTFSPRIUM para 10300.2

WIA

1. Is the unit/PAC ensuring TTC 104 008 (TO SIK WIA HOSP HOSTILE) or TTC 104 009 (TO SIK WIA HOSP NON-HOSTILE) is reported upon receipt of Patient Casualty Report (PCR) or when it is known that a Marine has been WIA?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES

Ref: MCTFSPRIUM para 70201, MARADMIN 227/10

2. Is the unit forwarding PCRs to the PAC to report TTC 104 008 (TO SIK WIA HOSP HOSTILE) or TTC 104 009 (TO SIK WIA HOSP NON-HOSTILE)?

Applies to: Supported Unit

Ref: MCTFSPRIUM para 70201, MARADMIN 227/10

3. Are procedures in place to ensure that pay and allowances received at the time of hospitalization (i.e. Hostile Fire Pay, HDP-L, Deployed Per Diem) continue until the last day of the month the member is determined to be in a medically unrestricted duty status (removal from light or limited duty) regardless of unit assignment for a period of 12 months?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES

Ref: DODFMR Vol 7A, Chap 13 para 130205; MCTFSPRIUM Chap 9; MARADMIN 227/10

4. Are procedures in place to ensure that Marines entitled to Combat Zone Tax Exclusion (CZTE), who are hospitalized or re-hospitalized as a result of a wound, disease, or injury incurred while in a combat zone, are entitled to CZTE for any month of hospitalization, up to 2 years upon termination of activities in a combat zone?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES

Ref: DODFMR Vol 7A para 440103.C6

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5. Is the unit/PAC ensuring TTC 105 000 (FR SK) is reported when a Marine has been released from the hospital?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES
Ref: MCTFSPRIUM Chap 7 para 70202

6. Is the unit forwarding FROM SICK documentation to the IPAC for reporting of TTC 105 000 (FR SK)?

Applies to: Supported Unit
Ref: MCTFSPRIUM Chap 7 para 70202

7. Are Marines who are injured in a hostile fire area being paid/reimbursed travel to their home of selection while on convalescent leave?

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES
Ref: JFTR Chap 7, para U7210

Activated Marines

1. Are Medical Evaluation Board being completed for Marines who have been removed from a Full Duty status in excess of 60 days and forwarded to Senior Medical Officers (SMO) BUPERS for review?

Applies to: Stand-Alone Unit, Supported Unit
Ref: MARADMIN 259-04; MCO P1900.16f para 8506

2. Are all Medical Evaluation Boards recommending subsequent periods of Temporary Limited Duty, or initial periods of Limited Duty greater than 6 months for enlisted Marines forwarded to SMO BUPERS?

Applies to: Stand-Alone Unit, Supported Unit
Ref: MCO P1900.16f para 8506; MANMED Ch 120 art 18-10; MARADMIN 259-04

3. Is the unit only extending SMCR Marines with proper authority from BUMED and is the Marine completing the required page 11 entry? (Use SMO BUMED Medical extension checklist)

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES
Ref: MARADMIN 259-04

LOD

1. Is the unit notifying (RMED) requesting determinations of Line Of Duty benefits?

Applies to: Stand-Alone Unit, Supported Unit
Ref: MCO 1001R.1K paras 4201.1 and 4201.3; SECNAVINST 1770.3D para 9a(1)

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2. Is the unit submitting the Line Of Duty Benefits/Waiver Certificate for eligible Marines and re-certifying eligibility every 30 days, if applicable?

Applies to: Stand-Alone Unit, Supported Unit

Ref: MCO 1001R.1K paras 4201.1 and 4201.3; SECNAVINST 1770.3D para 9a(1); MCTFSAPSM para 170103.D4

3. Are Marine Reservists in receipt of Line Of Duty Benefits being provided with Government transportation or a monetary allowance in lieu of Government transportation for travel incident to and from medical facilities?

Applies to: Stand-Alone Unit, MARFORRES

Ref: MCO 1001R.1K para 4201; MCO 1770.2A, para 1; JFTR chap 7 para U 7210; SECNAVINST 1770.3D para 10a(3)

4. Are Marines in receipt of Line Of Duty Benefits or Incapacitation Pay only performing Active Duty or Inactive Duty Training when authorized by CMC?

Applies to: Stand-Alone Unit, MARFORRES

Ref: MARADMIN 584-00; MCO 1001R.1K para 4200.7; SECNAVINST 1770.3D para 9c(2)(b)

5. Are Strength Category and Duty Limitation codes reported in MCTFS on all Reserve Marines in a TNPQ/NPQ status?

Applies to: Stand-Alone Unit, MARFORRES

Ref: MCO 1001R.1K para 4200.11; MCTFSPRIUM para 40501 and 60610

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DEPLOYMENTS

Deployment/Exercises

1. Are source documents being utilized to support payments related to operations, deployments or exercises and maintained in the unit/PAC's correspondence files?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES

Ref: DODFMR Vol 7a; JFTR Chap 4; MCFTSPRIUM para. 90801, 90802 and 10300.4c

2. Does the unit ensure Marines who execute funded Deployment/Exercises orders complete a travel claim within 5 days of returning from TAD?

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES

Ref: DOD FMR Vol 9, Chap 8, para 080501; MCTIM para 30301

3. Are entitlements reported correctly on Unit Diary in conjunction with operations or exercises for entitlement to HDP-L? (Marines that temporarily depart the HDP-L area for TAD or leave, continue to receive HDP-L for the first 30 days away from the area. Marines that are away from the area for more than 30 days must again meet the 30 day criteria upon returning)

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES

Ref: DODFMR Chap 17 para 170103, 170301.D, 170302 and Figure 17-1; MCTFSPRIUM para. 90801 and 90802

4. Is IDP/HFP reported correctly?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES

Ref: DODFMR Chap 10 paras 100102, 100201; MCTFSPRIUM para. 90701; PAAN 10-12 and 16-12

5. Is Career Sea Time/Pay reported correctly?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES

Ref: DODFMR Chap 18 para 180102.C; MCTFSPRIUM para. 90601

6. Is CZTE reported correctly?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES

Ref: DODFMR Chap 44 para 440102.A2; MCTFSPRIUM para. 80604

7. Is Per Diem for exercises or operations reported correctly?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES

Ref: JFTR Chap 4 para U4105.I; MCTFSPRIUM Chap 9 para 91003.3 and 91003.4; MARADMIN 050/03

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8. Is FSA reported correctly in conjunction with operations or excersises??

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES

Ref: DODFMR Chap 27 para 270103.A3 and 270304.A; MCTFSPRIUM para. 90301

9. Are Marines in an Essential Unit Messing/field duty/sea duty/members traveling together with no or limited reimbursement (Group Travel) status being checked field rations correctly?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES

Ref: DODFMR Vol 7A, Chap 25 para 250105.C2; OPNAVINST 7220.13 para 80403.6; MCFTSPRIUM para. 80402 and 80403

10. Is the unit issuing orders to Marines participating in the UDP on advance or rear parties (including legal holds)?

Applies to: Supported Unit

Ref: MCO P3000.15B

11. Does the unit submit deployment orders to the PAC when Marines participating in the UDP on advance or rear parties, including Legal Holds, are placed on "locality" per-diem vice deployed per-diem?

Applies to: Supported Unit

Ref: MCO P3000.15B; MCTIM para 70104.a; MCO 5000.14D, Encl (5) para 6b

12. Does the unit ensure Marines participating in the UDP while in a legal hold status, are not kept at the UDP location in excess of 180 days (including time with main body) without CMC approval.

Applies to: Supported Unit

Ref: MCO P3000.15B, para 1008.2; MCTIM para 80511; ACTS MANUAL para 4402.4b

13. Is the unit ensuring TTC 828 000 (START DEPLOY/MOBILIZE) and TTC 828 001 (STOP DEPLOY/MOBILIZE) are being reported on deployed Marines?

Applies to: Stand-Alone Unit, IPAC Unit

Ref: MCTFSPRIUM para 70112.3 and Table 7-6

14. Do Marines on Sea Duty that temporarily depart the ship to go ashore with the intent to return to the ship, continue to receive Career Sea Pay (CSP) for the first 30 days ashore? (Marines may receive CSP and HDP-L/HDP-M for the same period of time, up to 30 days).

Applies to: Stand-Alone Unit, IPAC Unit

Ref: DODFMR Chap 18 para 180102.C1; MCTFSPRIUM Chap para. 90601.7

15. Does the PAC ensure Marines participating in the UDP on advance or rear parties, including Legal Holds, are placed on "locality" per-diem vice deployed per-diem?

Applies to: Stand-Alone Unit, IPAC Unit, MARFORRES

Ref: MCO P3000.15B para 3000.2; MCTIM para 70104; MCTFSPRIUM para 91003

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Deployed Per-Diem

1. Is deployed per-diem checked via Unit Diary for those Marines in a members traveling together status (limited or no reimbursement), Temporary Additional Duty?

Applies to: Stand-Alone Unit, IPAC Unit

Ref: MCO P3000.15B, para 3000.2; MCTFSPRIUM para 91003.8b1; MCTIM 70104

ADOS/AT

1. Is the unit reporting at least one In Progress Payment per active duty periods of 12 to 30 days in duration?

Applies to: Stand-Alone Unit, MARFORRES

Ref: MCTFSPRIUM para 110301.4a; MCO 1001R.1K par 4303.12

2. Are completed travel claims, to include supporting documents and finance office computations, maintained on file or EDA for Annual Training (if applicable) and Active Duty Operational Support?

Applies to: Stand-Alone Unit, MARFORRES

Ref: SECNAVINST 5210.1; SSIC 4650.3: PAA 2-07

3. Are Marines in an Essential Unit Messing/field duty/sea duty/members traveling together with no or limited reimbursement status being checked field rations? (Note: This includes Field Ration checkages for Active Duty Staff)

Applies to: Stand-Alone Unit, MARFORRES

Ref: DODFMR Vol 7A, Chap 25 par 250105.C2; MCFTSPRIUM Chap 8 par 80403

4. Is a Reserve Annual Training/Active Duty Operation Support Audit being conducted no earlier than 60 days prior to commencement of orders lasting 31 days or more in duration (Reserve Annual Training qualifies)?

Applies to: Stand-Alone Unit, MARFORRES

Ref: MCTFSPRIUM Chap 12 par 120103.1c and 120104.3

5. Is the unit reporting the final TTC 801 000 (COMPL ACDUTRA) entry and any Basic Allowance for Subsistence entitlements upon receipt of the completed travel claim?

Applies to: Stand-Alone Unit, MARFORRES

Ref: MCTFSPRIUM para 110301.4b

6. Is the unit crediting Lump-Sum-Leave (LSL) (TTC 400 001) via Unit Diary for Reservists who perform 30 days of active duty?

Applies to: Stand-Alone Unit, MARFORRES

Ref: MCTFSPRIUM para 70107.2

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PERSTEMPO

1. Is the unit/PAC reporting Personnel Tempo correctly into MCTFS?

Applies to: Stand-Alone Unit, IPAC Unit

Ref: MCTFSPRIUM para 91001.1

2. Have written Internal Control Procedures been established to include, at a minimum: audit procedures, billet responsibilities, document flow within the office, and relationships with other organizations?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES

Ref: MCTFSPRIUM para 10300.2

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UMS

Unit Muster Sheets

1. Are Marines marked as "Non Member" (NM) only when date of transfer or drop is prior to the scheduled IDT?

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES
Ref: MCO 1001R.1K, para 5203.2a(7)

2. When a Marine Reservist is marked "ABSENT", does the Unit Muster Sheet reflect excused or unexcused and whether the member will be allowed to make up the absence either "with" (EIO) or "without" (EIN) pay?

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES
Ref: MCO 1001R.1K, para 5203.2a(8)

3. Are Marine Reservists being marked as "NOT SCHEDULED" (NS) only when on active duty or when arrangements were made prior to the scheduled drill period? (Note: Muster sheet must reflect the Rescheduled Inactive Duty Training dates in the "COMMENTS" column.)

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES
Ref: MCO 1001R.1K, para 5203.2a(5)

4. Are requests for Rescheduled Inactive Duty Training (RIDT) submitted and approved by the Commanding Officer, Officer-In-Charge, Inspector Instructor, Site Commander, or other officers designated in writing prior to the originally scheduled drill?

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES
Ref: MCO 1001R.1K, para 5202.4

Drill Accounting

1. Is the unit monitoring and controlling Inactive Duty Training (IDT) to ensure Marines are not scheduled for more than 48 IDT per fiscal year?

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES
Ref: MCO 1001R.1K para 4500.1

2. Has the CO published a unit policy letter for mandatory participation requirements? (Note: The letter must include criteria for granting rescheduled IDTs (RIDT) and excused absences from IDT or ADT periods)

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES
Ref: MCO 1001R.1K para 4500.6

3. Have written Internal Control Procedures been established to include, at a minimum: audit procedures, billet responsibilities, document flow within the office, and relationships with other organizations?

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES
Ref: MCTFSPRIUM para 10300.2

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Drill Management Module

1. Is the Drill Management (DM) Manager designated by DD Form 577? (Note: Must be an E-8 or higher)

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES
Ref: MARADMIN 311/11, 245/12

2. Is an Additional Paid Drill (APD) Manager designated by DD Form 577? (Note: Must be an E-6 or higher)

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES
Ref: MARADMIN 311/11, 245/12

3. Are all Trusted Agents designated by DD Form 577? (Note: Must be a commissioned/warrant officer, MSgt/1stSgt, or GS-6 or above.)

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES
Ref: MARADMIN 311/11, 245/12

4. Are all Approvers designated by DD Form 577 or assumption of command letter?

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES
Ref: MARADMIN 311/11, 245/12

5. Is the Muster Manager designated by DD Form 577? (Note: Must be an E-6/GS-5 or higher)

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES
Ref: MARADMIN 311/11, 245/12

6. Are all Muster Officials designated by DD Form 577? (Note: Must be an E-4/GS-6 or higher)

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES
Ref: MARADMIN 311/11, 245/12

7. Is the unit completing and uploading waivers approved by RA for any role assigned that does not meet the rank/GS grade requirement?

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES
Ref: MARADMIN 245/12

8. Are all Reviewers designated by DD Form 577? (Note: Must be an E-4/GS-6 or higher)

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES
Ref: MARADMIN 311/11, 245/12

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9. Is the schedule creator designated by DD Form 577? (Note: Must be an E-6/GS-5 or higher)

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES
Ref: MARADMIN 311/11, 245/12

10. Are all Proxies designated by DD Form 577? (Note: Must be an E-4/GS-4 or higher)

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES
Ref: MARADMIN 311/11, 245/12

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DEFENSE TRAVEL SYSTEM (DTS)

Defense Travel System (DTS)

1. Are the Authorizing Official/Certifying Officers (AO/CO), Routing Officials, Defense Travel Administrators, and Non-DTS Entry Agents (NDEA) appointed in writing using a DD Form 577?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES
Ref: DODFMR Vol 9, Chapter 2, sect 020301, MCO 4650.39 para 4.b

2. Are copies of the initial certifying officers legislation course completion certificates maintained in the accountable official's office?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES
Ref: DODFMR VOL 5 Chap 33 Sect 330302; MCO 4650.39 para 4.b(2)(e)

3. Are copies of the annual certifying officers legislation course completion certificates maintained in the accountable official's office?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES
Ref: DODFMR VOL 5 Chap 33 Sect 330302; MCO 4650.39 para 4.b(2)(e)

4. Are copies of DTMO Trax, travel policies training certificates, retained for the duration of the AO/CO's assignment?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES
Ref: MCO 4650.39 para 4.b(2)(f) & 4.b(4)

5. Are DD form 577's archived for 6 years and 3 months after the Accountable Official no longer holds the position?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES
Ref: DODFMR Vol 9, Chap 2, sect 020301.A.5; MCO 4650.39 para 4.b

6. Are appropriate separation of duties maintained within DTS? (Note: the same person may not serve as both as Department Accountable Official (e.g. DTA) and certifying officer for the same type of payments.)

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES
Ref: DODFMR Vol 9, Chap 2, section 020301.B.7; Vol 5, Chap 33, section 330208; MCO 4650.39 para 4.b

7. Are permissions only granted to accountable officials who have been appointed via DD form 577, and are those permission levels consistent with duties outlined on the DD form 577?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES
Ref: MCO 4650.39 encl (6)

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8. Is the Complete Traveler Information List retrieved at a minimum of once monthly and reconciled against DD form 577's on file to monitor profile permissions? (Note: Retention is current plus one year)

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES
Ref: MCO 4650.39 4.b(2)(b)8

9. Is the ODTA retrieving, working and properly retaining all DTS reports to include: Signed Status Report, Unsubmitted Voucher Report, Depart Status Report and Return Status Report as required. Note: Retention is current plus one year.

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES
Ref: MCO 4650.39 4.b(2)(b)

10. Have MCTFS reportable entries, to include Personnel Tempo, Family Separation Allowance, Leave, and Discount Meal Rate, been reported on diary?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES
Ref: MCTFSPRIUM para 80402, 91001 and 90301; DODFMR Vol 7a Chap 25 and 27; MARADMIN 372-07; MCO 4650.39 Encl 2 para 2a

11. Is the unit ensuring travelers returning from Temporary Additional Duty submitting a travel voucher within 5 working days of return? (Note: DTS Unsubmitted Voucher Report can be used to monitor voucher submission.)

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES
Ref: JFTR U1039.E.3(a); MCO 4650.39 para 4b(4)(b)

12. Are travel vouchers being processed within the required timeframe after being signed by the traveler?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES
Ref: MCO 4650.39 4.b(4)

13. Have written Internal Control Procedures been established to include, at a minimum: audit procedures, billet responsibilities, document flow within the office, and relationships with other organizations?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES
Ref: MCTFSAPSM para 110103