Marine Corps Administrative Analysis Team (MCAAT)

INTRODUCTION / MISSION

➤ MCAAT acts on behalf of the Commandant of the Marine Corps
  - HQMC agency under the DC M&RA, Manpower Information Systems Division
  - Direct link to HQMC Policy (MPO) and Finance Branch (RFF)

➤ Audit pay and entitlements to ensure applicable laws and regulations are followed

➤ Audit:
  - Installation Personnel Administration Centers
  - Reserve RUCs
  - Stand-Alone RUCs
  - Supported Units

ANALYSIS / GRADING

➤ **Functional Area Checklist**
- Four possible outcomes to each question:
  - ✓ 90% and above (No/minor discrepancies and/or minor pay errors)
  - ✓ 80% – 89.9% (Discrepancies and/or pay errors)
  - ✓ 79.9% and below (Multiple discrepancies/findings and multiple pay errors)
  - ✓ Not Applicable (N/A): (Functional area does not apply to command or No cases viewed in the past 12 months)

➤ **TIER I: 90% and Above**
- No/minor discrepancies and/or minor pay errors (mission capable evaluation)

➤ **TIER II: 80% – 89.9%**
- Discrepancies and/or pay errors ((mission capable evaluation)

➤ **TIER III: 79.9% and Below**
- Multiple discrepancies and pay errors (non-mission capable evaluation)

FUNCTIONAL AREAS

- ➢ Defense Travel System (DTS)
- ➢ Deployments / Temporary Additional Duty
- ➢ Disability Evaluation System
- ➢ Humanitarian TAD / Transfer by SR
- ➢ Join / Audit
- ➢ Legal
- ➢ Pay / MCTFS
- ➢ Promotion
- ➢ Reserve Pay
- ➢ Separation and Transfer
- ➢ Special and Hazardous Duty Pay

FUNCTIONAL AREA TRENDS

➢ Defense Travel System (DTS):
  - Permissions assigned within DTS w/out being appointed in writing
  - Appropriate separation of duties are not being maintained
  - Personnel Tempo, Leave, Discount Meal Rate, Field Rations not reported
  - Initial and annual training not completed or maintained (w/ system permissions)

➢ Deployments / Temporary Additional Duty
  - MCTFS data not matching source documents (HDP-L, IDP/HFP, Per Diem, CZTE, DMR, Field Ration Check, etc.)
  - Source documents not maintained to validate payments received
  - Pre-deployment/Mobilization Audits not conducted
  - FSA-T in MCTFS data not matching source documents
  - Personnel Tempo not reported correctly for exercises, operations or deployments

FUNCTIONAL AREA TRENDS

➢ Disability Evaluation System
- NAVMED 6100/5 & 6100/6 (LIMDU assignment/return) not completed or maintained
- MCTFS data not matching source documents (6100/5 & 6100/6)
- TNPQ not reported or improperly reported (appropriate Strength Category, Duty Limitation and Physical Risk codes)
- Reserve Marines in receipt of LOD benefits are not receiving monetary allowance in lieu of Gov't transportation for travel to and from medical facilities

➢ Join / Audit
- Stage One and Stage Two audits not conducted and/or maintained
- Option 23(s) not extracted, annotated and/or maintained
- BIR and BAH certification not conducted, audited and/or maintained
- Audits not conducted or maintained when dependents reach 21
- Annual member married to member audits not conducted and/or maintained
- Audits for pay element changes for member married to member not conducted and/or maintained
- Reserve accession travel claims not conducted

FUNCTIONAL AREA TRENDS

➢ Join / Audit
- Audit BAH other than BAH partial
  - Audit NAVMC 10922 in the E-Record against MCTFS data and ensure NAVMC 10922 is complete and signed by the Marine, Attesting Officer (Docs Viewed) and Approving Official
  - NAVMC 10922 for Record Purposes Only – Not Legal

➢ Legal:
- NAVMC 10132 (UPB) and Page 13 (Court-Martial) not uploaded to the E-Record

➢ Pay / MCTFS
- Source documents not uploaded to the E-Record for Bonuses reported in MCTFS (Enlistment contracts and SOU; to include Career Status Bonus)
- Career Status Bonus Election not uploaded to the E-Record
- Career Status Bonus Election not signed by CO, XO or SgtMaj; if elected
- Current contracts/reenlistments/extensions not uploaded to the E-Record
- Leave not being Approved" in accordance with MCO 1050.3J and/or local policy
- Other service personnel not being managed properly in MOL/MCTFS (Join/Drop)

FUNCTIONAL AREA TRENDS

➤ Promotion
- Negative promotion recommendations not certified by the 15th of each month causing the Will Not Promote entry to be reported
- Not reporting Will Not Promote prior to the automatic promotion process
- Missing or uncorrected data elements not reported (PFT, CFT, PRO/CONs)
- Zeroed out composite score process not conducted (request re-compute and remedial process)
- Page 11(s) missing from the E-Record (Non-Rec, Restriction and BCP/MAP)
- Source document not maintained or completed for BCP/MAP assignments, extensions, and removals

➤ Reserve Pay
- Audit BAH other than BAH partial
  - Audit NAVMC 10922 in the E-Record against MCTFS data and ensure NAVMC 10922 is complete and signed by the Marine, Attesting Officer (Docs Viewed) and Approving Official
  - NAVMC 10922 for Record Purposes Only – Not Legal
  - Ensure TTC 187-019 is reported w/ initial dependent add if applicable

FUNCTIONAL AREA TRENDS

➢ Reserve Pay
- Personnel Tempo not reported or mismatch against AT periods
- Field Rations/DMR not checked for AT periods
- Audits not conducted for AT periods (no earlier than 60 days)
- TTC 801 000 reported for the final IPP w/out a completed travel claim
- Permissions assigned w/out being appointed in writing using a DD Form 577
- Non-Member marked not IAW established regulations
- Absent marked and comments do not reflect if the Marine will be allowed to make up the absence either with or without pay
- Not scheduled (NS) used not IAW established regulations
- RIDT periods are not scheduled IAW established regulations

FUNCTIONAL AREA TRENDS

➤ Separations and Transfer
- NAVMC 11060 not submitted to the DO/FO NLT 3 days after the drop entry (This includes Reservists on Active Duty for 31-days or more)
- SBP (DD Form 2656) election not submitted 30 days prior to retirement and not validated to ensure received by DFAS
- SGLI notification and final notification (NAVMC 11378 & 11379) not completed, submitted, maintained or reported
- Unsatisfactory participation letters not completed or sent
- Strength Category Code "X" improperly reported (forwarded to GCM)
- MCTFS RETM screens not used
- TTC 115 030 (LWAS) not reported when departing on terminal leave
- Elapsed time not calculated correctly and proceed erroneously authorized

➤ Special and Hazardous Duty Pay
- Source document retention

MFR BRIEF POC

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"Ask MCAAT"

https://eis.usmc.mil/sites/missa/mcaat.aspx