

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 SNCOs (E6 - E9) certifying Unit Diaries only when the unit has no officer physically present and is documentation to verify non-availability of temporary certifying officers being maintained?

Applies to: Stand-Alone Unit

Ref: MCTFSPRIUM para 20104.2

3. Is the command notifying CMC (MIO) in writing of all circumstances where a SNCOs must certify Unit Diaries for any period exceeding 30 consecutive days?

Applies to: Stand-Alone Unit

Ref: MCTFSPRIUM para 20104.3

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, IPAC 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 and inconsistent conditions being certified and dated within 7 working days?

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

Ref: MCTFSPRIUM para 120403.1 and 120101.2

3. Is each rejected and/or 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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Command DFR

1. Does the unit/PAC maintain an individual file on each suspected deserter until the case has been resolved?

Applies to: IPAC Unit, MARFORRES

Ref: MCTFSPRIUM para 120409.3

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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 and reported correctly on Unit Diary?

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

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

2. 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

3. Is the unit ensuring proper distribution of NAVMC 10132 UPB?

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

Ref: MCO P5800.16A Chap 3 para 3006.11

4. 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

5. 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 70401.4

6. Is the unit properly adjusting BAH and BAS upon assignment and release from confinement? (Only applicable when serving a sentence and the command must notify the spouse of the entitlement)

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

Ref: MCTFSPRIUM Chap 8, para 80201.22; DODFMR Chap 25; JFTR Chap 10, Table U10E-1, Rule 22, para U10420

7. Is the unit providing the PAC a copy of the commanding officer's endorsement to the Notification of Separation Proceedings upon forwarding to the General Court-Martial Convening Authority for final disposition? (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 1404.4u

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

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

9. Is the unit correctly utilizing TTC 257 000 to report all Courts-Martial?

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

10. Is the unit forwarding the CA action to the PAC ensuring proper reporting?

Applies to: Supported Unit  
Ref: MCTFSPRIUM par 70505.3

11. Is the unit properly reporting TTC 262 000 upon receipt of the CA's action?

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

12. Are automatic reductions involving General or Special Courts-Martial taking effect on the date of the CA's action? (Automatic reductions occur when a Marine is not adjudged reduction to Pvt and either a punitive discharge or confinement for less than 6 months has been awarded. The CA may suspend the reduction to Pvt and retain the Marine at an intermediate pay grade pending CA's final action)

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES  
Ref: MCM Art 58a and 58b; MCTFSPRIUM Chap 7, para 70507.4; DODFMR Chap 48

13. 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

14. 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

15. Is the unit ensuring the PAC is reporting reductions correctly via Unit Diary?

Applies to: Supported Unit  
Ref: MCTFSPRIUM Chap 7, DODFMR Vol 7A, Chap 49

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Appellate Leave

1. Are all Unit Diary entries being reported prior to sending a Marine on Voluntary Appellate Leave to include returning the Marine to a normal duty status?

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

2. Are all Unit Diary entries being reported prior to sending a Marine on Voluntary Appellate Leave to include court-martial reported?

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

3. Are all Unit Diary entries being reported prior to sending a Marine on Voluntary Appellate Leave to include DNA testing, Last Physical and HIV?

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. 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

5. Is the unit 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

6. 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)

7. 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

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8. Is all Appellate leave documentation being forwarded to the PAC to be reported on Unit Diary? (Includes: CA's Action, Request Clemency, Involuntary Appellate Leave Orders, Appellate Leave Statement, Record of Trial, and Final Physical)

Applies to: Supported Unit

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

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PROMOTIONS

Promotion Process

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

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES  
Ref: MARCORPROMMAN, par 2500.3 and MCTFSPRIUM, par 70601

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

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES  
Ref: MARCORPROMMAN 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: MARCORPROMMAN, par 2603 and 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: MARCORPROMMAN 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 via MOL prior to the automatic promotion process?

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES  
Ref: MARCORPROMMAN 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: MARCORPROMMAN para 1204.4; MCTFSPRIUM para 70702

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

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES  
Ref: MARCORPROMMAN para 2101.1b, 2101.2b, 2102.25; IRAM par 4006.3F; MCTFSPRIUM para 70607



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8. Are appropriate page 11 entries being prepared and 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, Supported Unit, MARFORRES  
Ref: MARCORPROMMAN par 1204.5; IRAM par 4006.3E; PAA 9-11

9. 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/removal) entries have posted to MCTFS?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES  
Ref: MARCORPROMMAN para 1204.5; IRAM par 4006.3E, MCO 6110.3 Encl (1), par 7e

10. 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

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COMPETENCY REVIEW BOARD

Competency Review Board

1. 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: MARCORPROMMAN para 6001.3b

2. Is the PAC obtaining a copy of the notification letter and the reduction letter from appropriate promotion authority?

Applies to: IPAC Unit, MARFORRES  
Ref: MARCORPROMMAN par 6004

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

Applies to: IPAC Unit, MARFORRES  
Ref: MARCORPROMMAN para 1200.3 and 6004.1; MCTFSPRIUM para 70507

4. Is the effective date of reduction the date approved by the commanding officer who exercises promotion authority?

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES  
Ref: MARCORPROMMAN para 6004; MCTFSPRIUM par 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, Supported Unit, MARFORRES  
Ref: MARCORPROMMAN para 6001.2e and 6004.1; MCTFSPRIUM para 70507.2

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: MARCORPROMMAN para 1200.3

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

Applies to: Stand-Alone Unit, Supported Unit  
Ref: MARCORPROMMAN para 6001.3b.1e

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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

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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, Supported 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: MCTFSPRIUM para 70101; MCO P1050.3J; ACTS Manual para 1301.8

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, IPAC 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, Supported Unit, MARFORRES  
Ref: DODFMR Vol 7a, Chap 25; JFTR Chap 10; MCTFSAPSM Chap 11; ACTSMAN

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, 80201 and 80301; JFTR; MCTFSAPSM para 110104

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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AUDITS

Join

1. Is the unit 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: JFTR Chap 10, para U10100C; MCTFSPRIUM para 120103.1a, 120104.1, 120104.2

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 DO/FO notified via a NAVMC 11116 when elapsed time has incorrectly posted on a settled travel claim or when a submitted travel claim has not been processed by DO/FO within 45 days of the join posting? (Ensure PDMRA authorized in the orders is not being charged as delay)

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

Ref: MCTFSPRIUM Chap 12, para 120104.1b(2)a; MCO 1050.3J Chap 2 para 10; MARADMIN 448/07

4. Is the unit conducting the second stage audit after elapsed time (TTC's 520/521) has posted in the MCTFS or 60 days after the join entry processes, whichever is earlier?

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

Ref: MCTFSPRIUM Chap 12, para 120103.1a and 120104.1.b

5. Is the unit/PAC informing Marines of 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, 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 60 days prior to a deployment anticipated to last 31 days or more in duration?

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

Ref: MCTFSPRUIUM Chap 12, 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 Chap 12, 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 Chap 12, para 120103.1; Chap 4, para 40801

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 bi-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 are signing out/in properly? (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); MCTFSPRIUM para 70101.2

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, IPAC Unit, Supported Unit  
Ref: MCO 1050.3J, Chap 2 para 12e; MCTFSPRIUM para 70101

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); MCTFSPRIUM para 70112

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 (3.c) and (3.d); MCTFSPRIUM 91004

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: MARADMIN 448-07; MCO 1050.3J, Chap 6, para 3c; MCTFSPRIUM para 91004

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3. Is supporting documentation for Leave/PDMRA being forwarded to the PAC to be reported in MCTFS?

Applies to: Supported Unit  
Ref: MCTFSPRIUM

4. 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, IPAC Unit, Supported Unit, MARFORRES  
Ref: MARADMIN 448-07



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MEAL CARDS

Meal Cards

1. Does the unit retrieve Meal Cards when Marines depart on leave, PTAD, PDMRA, PCS/PCA, Separations and TAD?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit  
Ref: MCO 10110.47, Appendix C, encl (2); MCO P1050.3J

2. 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 (1)

3. 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)

4. 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 4a (2)(3)

5. 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)

6. 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; DODFMR Vol 7a Chap 25

7. Do units who are authorized to utilize an automated meal card process have an approval letter from HQMC on file?

Applies to: Stand-Alone Unit, IPAC Unit  
Ref: MARADMIN 497/00

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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 return to or 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

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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

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

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

Ref: MCTIM Chap 3, 4, sect 4; JFTR Vol 1, Chap 5, part H; MCTFSAPSM Appendix I

Straggler Orders

1. Is the unit issuing and ensuring proper distribution of Stragglers Orders and maintaining a signed duplicate original with the Marine's receiving endorsement?

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

Ref: MCO P5800.16A, para 5010.5

2. Is the unit maintaining a copy of the DD 139 (Pay Adjustment Authorization) on file when Straggler Orders/Government Transportation Requests are utilized? (DD 139 must be forwarded to DFAS/CL)

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

Ref: MCO P5800.16A, para 5010.5d; APSM para 080106.I

Active Duty Operational Support (Reservist)

1. Are Marines ordered to active duty for periods beyond 139 days at one location being issued PCS Orders? (unless the Secretarial process has determined the duty to be an unusual or emergency circumstance)

Applies to: Stand-Alone Unit, MARFORRES

Ref: MCO 1001.59, para 5 (m); JFTR U7150. E1 (b)

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2. Are orders to active duty operational support that are not PCS Orders for periods beyond 179 days and extensions beyond 179 days being issued by CMC?

Applies to: Stand-Alone Unit, MARFORRES

Ref: MCO 1001.59, para 5; JFTR U7150.F2 (b); U2145.B

3. Does the unit ensure that it is not approving extensions to active duty operational support for the purpose of using accrued leave?

Applies to: Stand-Alone Unit, MARFORRES

Ref: MCO 1001.59, para 5 (p)

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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 and hierarchy numbers)

Applies to: Stand-Alone Unit, Supported Unit

Ref: MCO 4600.40A, para 8b; DODFMR Vol 9, Chap 3 para 0311

2. Does the APC and AAPC have access to the CitiDirect website?

Applies to: Stand-Alone Unit, Supported Unit

Ref: MARADMIN 476/08

3. Is the APC maintaining a signed Statement of Understanding (SOU) for cardholders?

Applies to: Stand-Alone Unit, Supported Unit

Ref: MCO 4600.40A, encl (3), para 2a and 2b; MARADMIN 300-04 par 3c; DODFMR Vol 9, Chap 3 para 030208

4. Is the APC extracting, working and maintaining the required monthly activity account listing report? (APC must request reports from CitiDirect and reconcile within 5 working days of the close of the USMC billing cycle (do not extract until the 6th) and file for two years. The account activity report must be individually scheduled each month to ensure that the current month's report is pulled)

Applies to: Stand-Alone Unit, Supported Unit

Ref: MCO 4600.40A, encl (3), para 4

5. Is the APC extracting, working and maintaining the required monthly activity account activity (travel) report? (APC must request reports from CitiDirect and reconcile within 5 working days of the close of the USMC billing cycle (do not extract until the 6th) and file for two years. The account activity report must be individually scheduled each month to ensure that the current month's report is pulled. The unit commander or designated representative must conduct spot checks at a minimum of 25% to ensure that charges were made in conjunction with official travel)

Applies to: Stand-Alone Unit, Supported Unit

Ref: MCO 4600.40A, encl (3), para 4; DODFMR Vol 9, Chap 3 para 031401

6. Is the APC extracting, working and maintaining the required monthly activity delinquency report? (APC must request reports from CitiDirect and reconcile within 5 working days of the close of the USMC billing cycle (do not extract until the 6th) and file for two years. The account activity report must be individually scheduled each month to ensure that the current month's report is pulled)

Applies to: Stand-Alone Unit, Supported Unit

Ref: MCO 4600.40A, encl (3), para 4; DODFMR Vol 9, Chap 3 para 031404

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7. Has the APC properly documented the delinquency report to include contacting the individual and completing and filing the 60, 90, or 120+ day letters?

Applies to: Stand-Alone Unit, Supported Unit

Ref: MCO 4600.40A, encl (3), para 5; DODFMR Vol 9, Chap 3 para 0313

8. Are all reports and cardholder information being kept in a locked storage area, container, or password protected electronically and not on a shared drive?

Applies to: Stand-Alone Unit, Supported Unit

Ref: MCO 4600.40A, encl (3), para 7a; Privacy Act of 1974; DODFMR Vol 9, Chap 3 para 031102

9. Is the APC activating the Government Travel Charge Card no earlier than 10 days prior to the first day of TAD travel?

Applies to: Stand-Alone Unit, Supported Unit

Ref: MARADMIN 264-02

10. Is the APC deactivating the Government Travel Charge Card on all cardholders upon completion of TAD travel?

Applies to: Stand-Alone Unit, Supported Unit

Ref: MCO 4600.40A, encl (3), para 7c; MARADMIN 264-02

11. Are members required to check-in/check-out with the APC prior to PCS and TAD? (The units check-in/check-out sheet should have a block for the APC to initial)

Applies to: Stand-Alone Unit, Supported Unit

Ref: MCO 4600.40A, encl (3), para 10a; DODFMR Vol 9, Chap 3 para 031103

12. Is the APC canceling the Government Travel Charge Card and verifying the account balance upon the member's separation or retirement?

Applies to: Stand-Alone Unit, Supported Unit

Ref: MCO 4600.40A, encl (3), para 10b; DODFMR Vol 9, Chap 3 para 031105

13. Is the APC ensuring that GTCC accounts are transferred to the TAD command's hierarchy when the cardholder executes TAD for periods exceeding 90 days?

Applies to: Stand-Alone Unit, Supported Unit

Ref: MARADMIN 069-05

14. Does the APC have processes in place to contact the Intermediate Agency Program Coordinator for assistance in removing unidentified cardholders from their hierarchy?

Applies to: Stand-Alone Unit, Supported Unit

Ref: MCO 4600.40A,

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PAY POLICY

Other Service Personnel Procedures

1. Are procedures in place to ensure source documents relating to other service personnel assigned to the unit are forwarded to the appropriate servicing activity for reporting?

Applies to: Stand-Alone Unit, Supported Unit  
Ref: MCO 5000.14d, Encl (4)

2. Has all supporting documentation (Initial Join and PersTempo) for other service personnel been forwarded to the PAC for reporting?

Applies to: Supported Unit  
Ref: MCTFSPRIUM para 60215, 60615, 91001, 50071

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, MCTSPRIUM, par 91400, and MARADMIN 294-09, 372-10

2. Does the PAC have procedures established to ensure the DD Form 2839 is filed into service record?

Applies to: 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 2008; MARADMIN 137-08 and 401-05; MCBul 1050 of 31 Aug 05

Miscellaneous

1. 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

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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. Do requests for advance pay outside normal parameters have written justification, a list of actual and anticipated expenses and commanding officer approval?

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

Ref: MCO 7220.21E, para 7

3. 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. Does the unit/PAC have procedures in place to authorize and report the entitlement on Unit Diary for Special Duty Allowance? (Only a CO can sign the orders)

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES  
Ref: DoDFMR Vol 7a Chap 8 para 080101; MCO 7220.12P para 4a(2)

2. Does the unit/PAC have procedures in place to authorize and report the entitlement on Unit Diary for Jump Pay? (Only a CO can sign the orders)

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES  
Ref: DoDFMR Vol 7a Chap 24 para 240101; MCO 3120.11 chap 5, chap 6; ACTSMAN par 1205-1207

3. Does the unit/PAC have procedures in place to authorize and report the entitlement on Unit Diary for Dive Pay? (Only a CO can sign the orders)

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES  
Ref: MCO 3150.4 chap 5 para 5; ACTSMAN par 1205-1207, DOD FMR Vol 7a Chap 11 para 110101

4. Does the unit/PAC have procedures in place to authorize and report the entitlement on Unit Diary for Demolition Duty Pay? (Only a CO can sign the orders)

Applies to: Stand-Alone Unit, IPAC Unit, 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

5. Does the unit/PAC have procedures in place to authorize and report the entitlement on Unit Diary for Flight Pay? (Only a CO can sign the orders)

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES  
Ref: MCO 1326.2G para 4; ACTSMAN par 1209-1216; DOD FMR Vol 7a Chap 22 para 220101

6. Does the unit/PAC have procedures in place to authorize and report the entitlement on Unit Diary for Flight Deck Duty Pay? (Only a CO can sign the orders)

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES  
Ref: OPNAVINST 7220.4K para 5; ACTSMAN par 1217; DOD FMR Vol 7a Chap 24 para 240301; PAA 07-10

7. 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, IPAC Unit, Supported Unit, MARFORRES  
Ref: MCO 7220.12P para 4.a.2.a.6

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8. 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, IPAC Unit, Supported Unit, MARFORRES  
Ref: MCO 3120.11 Encl (1) Chap 5 para 6; ACTSMAN par 1205-1207

9. 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, IPAC Unit, Supported Unit, MARFORRES  
Ref: MCO 3120.11 Encl (1) Chap 5 para 6; ACTSMAN par 1205-1207

10. 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, IPAC Unit, Supported Unit, MARFORRES  
Ref: MCO 3571.2F; ACTSMAN par 1208

11. 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

12. 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?

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

13. 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, IPAC Unit, Supported Unit, MARFORRES  
Ref: DoDFMR Vol 7a Chap 24 para 240201A Tables 24-2 and 24-4; MCO 3120.11 Chap 6;

14. 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, IPAC Unit, Supported Unit, MARFORRES  
Ref: MCO 3150.4 Chap 6 para 4-7;

15. 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

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16. 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; MCO 7220.12P para 5

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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 Table 2-1 rule 9; MCO 1130.53P encl (4), para 5

2. Are Marines awaiting results of a Physical Evaluation Board proceedings and who elect to be ordered home, being reported with a constructive hour and date of arrival via authorized transportation mode as 0001 following the last day of constructive travel?  
Example: On day one Marine departs at 0800, hour of arrival is 2359 for applicable entitlements. (Note: Report individual location on Unit Diary and CONUS COLA, if applicable.)

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

Ref: MCO 1900.16f para 8504.5; MCTFSPRIUM para 100400 and 100401

3. 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 0401.C2b C2c; MCO 1900.16F para 6311.4; MCTFSPRIUM para 70702.1b

4. Is the Discounted Meal Rate (DMR) being stopped on the date of departure when Marines elect to go home awaiting results of their PEB (if applicable)?

Applies to: Stand-Alone Unit, IPAC Unit

Ref: DODFMR Vol 7A, chap 25 250102.d2 and 250105.2a; MCTFSPRIUM para 80402

5. Is the unit/PAC submitting NAVMC 11060 to the DO/FO NLT 1 day 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 0401.b and 0401.C1a; PAAN 6-12

6. 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

7. 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

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8. Is the unit/PAC reporting changes to entitlements resulting from the Marine departing on authorized separation or terminal leave?

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

Ref: MCTFSPRIUM para 80201.9, 80204 and 80301, table 5-2, rule 4 and table 8-6, rule 4; MCTFSAPSM para 040401.b1 (c) and 040401.C1b; SAAN 8-95

9. Is the unit submitting the notarized DD Form 2656 (Retired Pay Data Form) NLT 30 days prior to the approved retirement date?

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

Ref: MARCORSEPMAN para 7005.4b (1) and Appendix H; MCO P1741.11B; MARADMIN 242-08 and 490-02

10. 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, 7007.5a, and 8202.1d, figure 7-1, 7-2, 8-3 AND 8-4; Appendix E, para E004 and E005

11. 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

12. 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 90109.b

#### Reserve Separation Process

1. Is the unit sending the monthly 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

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 and 1004.2c(3).

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3. Has appropriate administrative action been initiated on Marines that have accrued 9 Unexcused Absences from drill? 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)

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

Applies to: Stand-Alone Unit, MARFORRES

Ref: MCO 1741.8, Chap 7 para 5a

5. Is the unit completing and sending the final "Notice of SGLI Termination" letter 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, MARFORRES

Ref: MCO 1741.8, Chap 7 para 5a

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REENLISTMENTS AND EXTENSIONS

Reenlistments and Extensions

1. Are Procedures in place to ensure "Will Reenter" is reported on Marines who have submitted a request for reenlistment or augmentation as appropriate?

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

Ref: MCTFSPRIUM para 30311; MCTFSAPSM para 010108.B

2. 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 7220.24M para 10b

3. Is the unit 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 service record?

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

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

4. 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

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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 8506.1b; MARADMIN 636/09, 488-05 and 259-04

3. Is the unit receiving the official NAVMED 6100/5 (Abbreviated Medical Evaluation Report) prior to reporting TTC 157 006 (DUTY LIMITATION LD MED BOARD "Q")? (Using the effective date from the NAVMED 6100/5 (To include activated reservist))

Applies to: Stand-Alone Unit, IPAC 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. 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

5. 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)

Medical Separation

1. 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 259-04, 636-09; MCTFSPRIUM para 30306, 110600, 100402



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2. Is the Unit/PAC 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, IPAC Unit, Supported Unit, MARFORRES

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

WIA

1. Does the unit have a tracking system in place to monitor Marines who have been wounded in action (WIA)?

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

Ref: DODFMR Vol 7A, Chap 13; MARADMIN 056-04 and 262-05

2. Is the unit 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

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.B6

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

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

Ref: MCTFSPRIUM Chap 7 para 70202

6. 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, IPAC Unit, Supported Unit, MARFORRES

Ref: JFTR Chap 7, para U7210

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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; MCTFSPRIUM para 40501; 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: MCOs 1001R.1K paras 4201.1 and 4201.3; SECNAVINST 1770.3D para 9a(1)

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: MCOs 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: MCOs 1001R.1K para 4201 and 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)

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5. Are Marines in a Temporary Not Physically Qualified status only allowed/scheduled to perform drills at the HTC?

Applies to: Stand-Alone Unit, MARFORRES

Ref: MARADMIN 584-00; MCO 1001R.1K para 4200.7(3); SECNAVINST 1770.3D para 9c(2)(b)

6. Is the unit terminating Marines from Temporary Not Physically Qualified status when medical documentation is not provided every 30 days?

Applies to: Stand-Alone Unit

Ref: MCO 1001R.1K para 4200.7(5); SECNAVINST 1770.3D para 7h(7); MARADMIN 584-00

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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's correspondence files?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES  
Ref: DODFMR Vol 7a; JFTR Chap 4; MCFTSPRIUM para. 90801, 90802 and 10300.4c

2. Does the unit have procedures in place to 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; JFTR Chap 4;

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, Supported Unit, MARFORRES  
Ref: DODFMR Chap 17; MCTFSPRIUM para. 90801 and 90802

4. Are entitlements reported correctly on Unit Diary in conjunction with operations or exercises for entitlement to IDP/HFP?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES  
Ref: DODFMR Chap 10, MCTFSPRIUM para. 90701 PAAN 10-12

5. Are entitlements reported correctly on Unit Diary in conjunction with operations or exercises for entitlement to Career Sea Time/Pay?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES  
Ref: DODFMR Chap 18, JFTR Chap 4, MCTFSPRIUM para. 90601

6. Are entitlements reported correctly on Unit Diary in conjunction with operations or exercises for entitlement to CZTE?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES  
Ref: DODFMR Chap 44, JFTR Chap 4, MCTFSPRIUM para. 80604

7. Are entitlements reported correctly on Unit Diary in conjunction with operations or exercises for entitlement to Contingency Per Diem?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES  
Ref: JFTR Chap 4, MCTFSPRIUM Chap 9 para 91003.3 and 91003.4; MARADMIN 050/03

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8. Are entitlements reported correctly on Unit Diary in conjunction with operations or exercises for entitlements to FSA?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES  
Ref: DODFMR Chap 27, JFTR Chap 4, MCTFSPRIUM para. 90301

9. Does the unit have procedures in place to ensure Personnel Tempo information and Deployment/Exercise orders which may affect pay entitlements are submitted to the PAC prior to the commencement of travel?

Applies to: Supported Unit, MARFORRES  
Ref: MARADMIN 556-00

10. 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?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES  
Ref: DODFMR Vol 7A, Chap 25 para 250105A1; OPNAVINST 7220.13 para 80403.6; MCFTSPRIUM para. 80402 and 80403

11. Does the unit notify 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 80512

12. Does the unit ensure Marine 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 1009.2; MCTIM para 80511

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, Supported Unit, MARFORRES  
Ref: MCTFSPRIUM para 91004

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, Supported Unit, MARFORRES  
Ref: DODFMR Chap 18; 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; MCTIM para 80512; MCTFSPRIUM para 91003

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Unfunded Orders

1. Are TAD Orders directing Marines traveling together treated as normal per-diem reimbursement when orders do not address limited or no reimbursement?

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

Ref: JFTR Chap 4, para U4102.g & o

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 or embarked on ship away from the designated deployment location?

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

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

2. Are UDP Marines who perform concurrent TAD under separate TAD orders, being placed on "locality" per-diem and checked deployed per-diem? (Review for possible checkages of HDP, Imminent Danger Pay, Career Sea Time/Pay, Tax exclusion, etc. while on concurrent TAD)

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

Ref: MCTIM para 70104; ACTS Manual para 4402.7a (3) (m); MCTFSPRIUM, para 91003; MCO P3000.15b, para 300.6

3. Is the unit ensuring Marines participating in the UDP are not checked deployed per-diem while in a travel status to a different location in support of the UDP?

Applies to: IPAC Unit, Supported Unit, MARFORRES

Ref: MCO P3000.15B para 3000.2; MCTIM para 70103

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.a; MCFTSPRIUM Chap 8 par 80403

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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

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

PERSTEMPO

1. Is the unit ensuring Personnel Tempo information is reported into MCTFS?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES  
Ref: MCTFSPRIUM para 91001.1

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UMS

Unit Muster Sheets

1. Are Marines no longer with the unit marked as "Non Member" with the reason and date annotated in the "COMMENTS" column of the Unit Muster Sheet?

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" or "without" pay?

Applies to: Stand-Alone Unit, Supported Unit, MARFORRES  
Ref: MCO 1001R.1K, para 5203.8

3. Are Marine Reservists being marked as "NOT SCHEDULED" only when on active duty or when prior 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) - (Limit 48 per fiscal year)?

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

Drill Management Module

1. Is the Drill Management (DM) Manager 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 in writing? (Note: Must be an E-6 or higher.)

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



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3. Are all Trusted Agents designated in writing? (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 in writing?

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

5. Is the Muster Manager designated in writing? (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 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 in writing? (Note: Must be an E-4/GS-6 or higher.)

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

9. Is the schedule creator designated in writing? (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 in writing? (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. Is the Authorizing Official/Certifying Officers (AO/CO) appointed in writing using a DD Form 577, with duties clearly defined and are the signed appointment letters maintained in the Accounting Official's office? Note: AO/COs must be SNCO, GS7, or above unless waived by first O-6 in the chain of command.

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

2. Are routing officials appointed in writing using a DD form 577, with duties clearly defined, and are the signed appointment letters maintained in the accountable official's office?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES  
Ref: DODFMR Vol. 9, Chapter 2, Sect 020301; MCO 4650.39 para 4.b(8)

3. Are Defense Travel Administrators appointed in writing using a DD Form 577, with duties clearly defined and are the signed appointment letters?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES  
Ref: DODFMR Vol 9, Chapter 2, sect 020301; MCO 4650.39 para 4.b(1-3)

4. Are Debt Management Monitors appointed in writing using a DD Form 577, with duties clearly defined and are the signed appointment letters?

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

5. Have Non-DTS Entry Agents (NDEA) been designated in writing via DD form 577?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES  
Ref: DODFMR Vol 9, Chap 2, sect 020301.F; MCO 4650.39 para 4.b(6)

6. Are copies of the initial and 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)

7. 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)

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8. Are DD forms 577 for Certifying Officers mailed or sent by encrypted e-mail to DFAS? Note: MCAAT will validate by checking for the DD form 577 on the Electronic Document Access (EDA) website; if the form is not resident on the site, there should be some verifiable means to demonstrate that the DD form 577 was provided to DFAS.

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES  
Ref: DODFMR Vol. 5, Chapter 33, sect 330602.a ; MCO 4650.39 para 4.b(1)(a)

9. 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

10. 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

11. 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)

12. 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

13. 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)2

14. Are Non-DTS Entry Agents (NDEA) electronically faxing or uploading a completed, signed copy of unconnected traveler's DD Form 1351-2, Travel Voucher or Sub-voucher to DTS.

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES  
Ref: DODFMR Vol 9, Chap 2, sect 020301.F; MCO 4650.39 para 4.b(6)

15. Did the traveler provide appropriate justification to the Authorizing Official (AO) in the comments field of the authorization, amendment, or voucher for variations from policy and or any substantial variances between the authorized "Should Cost" estimate and the final travel voucher?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES  
Ref: DODFMR Vol 9, Chap 2, sect 020302.D

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16. Have Government Travel Charge Card (GTCC) cardholders, not exempt from use of the GTCC, had at a minimum, their rental car, lodging, and commercial transportation expenses paid directly to the GTCC account?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES  
Ref: MARADMIN 515-03; MARADMIN 300-04; JFTR U2500

17. When the member elects to travel by POV when GTR is available, is a constructive travel worksheet completed and uploaded into DTS?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES  
Ref: JFTR para U3005; ACTS Manual para 4205.5; MCTIM para 90502

18. Have MCTFS reportable entries, to include Personnel Tempo, Family Separation Allowance 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

19. Are required receipts and supporting documents attached in an electronic format with the DTS trip record and forwarded for payment? (Note: Ref: to JFTR U2710 on missing items i.e. plane tickets, hotel and rental car receipts. )

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES  
Ref: JFTR U2710, DODFMR Vol 9, Chap 2, para 20301.D4; MARADMIN 292/08, para 4; MCO 4650.39 para 5-4.b(4)(d); TAN 08-2011

20. Is the DMM ensuring the debt management process is monitored and required actions are completed, to include the collection of government funds from the traveler when a travel settlement results in a debt to the government and/or coordination of waiver of indebtedness actions with all command, disbursing and DTS operations as required?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES  
Ref: JFTR U4102

21. Are all 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)

22. 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)

23. Are DTS Debts being recovered?

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES  
Ref: DODFMR Vol 5, Chap 28, para 280202; MCO 4650.39 para 4.b(9) and Encl (1)

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24. Are DTS local vouchers approved for appropriate local travel expenses only? Note: to include IDT travel reimbursement

Applies to: Stand-Alone Unit, IPAC Unit, Supported Unit, MARFORRES  
Ref: DODFMR VOL 9 chap 2 par 020403; MARADMIN 191-12