

USMC Update, Review, and Validation of CAMIS Records

DCAMIS data is required to be accurate and current on a continuing basis. The database is real time with direct visibility to OSD and is the basis for reporting on A-76 studies to OMB and Congress. DCAMIS contains internal controls which are aimed at ensuring the accurate presentation of data. Features for this control are *Update, Validate and Review*. Each of these features separates the quality control functions of the system by separating those users which are validating the input and reviewing for consistency with DoD/USMC policy and final approval. Overall the requirement for the system and the data contained therein is required to comply with 10 USC 2461a and 10 USC 2463.

The following guidelines are adopted by the Marine Corps to maintain the system as current and accurate as feasible.

1. Update capability is the ability to enter new data into the DCAMIS. Update capability is resident with all DCAMIS Managers and Administrators within their scope of access. The Intermediate Commands will have this capability and may, at their discretion, delegate to command representatives this update capability. Delegation to commands is not required however commands will be required to provide input to their Intermediate Command for updates to the system so at least read only access is anticipated.
2. Validation of records ensures that the record is an accurate account of the competition as supported by written documentation which will remain available for potential audit as required by current regulation. All data entries (updates) will be validated as soon as feasible but not later than on a monthly basis. Users responsible for validating data can print a report on the 1st of each month identifying the sections in each initiative that have been updated but not subsequently validated. Any required data corrections should be made and validated by the 15th of each month.
3. All records and validated sections will be reviewed, at a minimum, on a quarterly basis. Review will be conducted by HQMC personnel to ensure, all announced initiatives are recorded in CAMIS, the data entered has been examined for compliance with DoD and Marine Corps CAMIS policy and the required information relating to the specific A-76 initiative reflects content that is accurate, complete, reasonable, and consistent.

This guidance is effective immediately. All sections of each record is required to be validated and subsequently reviewed during this initial review with the goal of having each section of each record validated no later than 15 August 2004. After this period validations will be conducted as needed with monthly checks to ensure that all updates have been validated. Current users and their level of access and input authority is listed in the Table of DCAMIS Responsibilities on the following page.

Table of DCAMIS Responsibilities

DCAMIS Title	Scope of Access/ Responsibility	Name	Review/Validate/Update (R/V/U)	
Administrators	All	Ken Lentz	R/V/U	
	All	Tom Upton	R/V/U	
	All	Jim Mackey	R/V/U	
	All	Charlie Maca	R/V/U	
Managers	MARFORPAC	Neil Lee	V/U	
	LOGCOM	Phyllis McGirt	V/U	
	MARFORLANT	Gretchen Blacksmith	V/U	
	MARFORLANT	Connie Pennington	V/U	
	MARFORLANT	Charles Buck	V/U	
	TECOM	Michelle Sanchez	V/U	
	HQBN HH	Major F. Bremer	V/U	
	MCB Quantico	Barbara Weatherspoon	V/U	
	MCRD San Diego	Judy Fernandez	V/U	
	MCLB Albany	Dana Whiddon	V/U	
	MCLB Barstow	Linda Lingren	V/U	
	MCRD Parris Island	Lora Quincy	V/U	
	Staff (read only)	MCB Hawaii	Ken Stevens	none
		MCB Hawaii	Eric Tunstall	none
MCAS Cherry Point		John Sweeney	none	
MCAS Cherry Point		Linda Lewis	none	
MCAS Cherry Point		Deborah Walczak	none	
MCAS Cherry Point		Mary Thomason	none	
MCAGCC 29 Palms		Bruce Larsen	none	
MCAGCC 29 Palms		Denise Russell	none	
MCB Camp Pendleton		Lourdes Adair	none	
MCRD Parris Island		Lora Quincy	none	
MCRD Parris Island		Erwin Cassady	none	
MCAS Beaufort		Davis Wilson	none	
MCB Camp Lejeune		Linda Bender	none	
MCB Quantico		William Fennell	none	
MCAS Yuma	Mary Ellen Finch	none		

Note: Validate and Review should be different individuals.