

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

UNIT DIARY

UD System

1. The Unit Diary Time Study will be completed utilizing the unit's most recent Time Management Report (TMR) for overall timeliness average.

Ref: MCTFSPRIUM para 120601

- Yes : Complied with standard, 95% or above
- Partially Complied : Complied with standard, 90 through 94.99% accuracy
- No : Not in compliance with standards, 89.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
<hr/>		

Recommended Action:

DFRs

1. Are the Diary Feedback Reports downloaded on the date a cycle completes processing or the first working day thereafter?

Ref: MCTFSPRIUM para 120403.1

- Yes : Complied with standard, 90% or above
- No : Not in compliance with standards, 89.99% or less
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
<hr/>		

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

2. Are the Diary Feedback Reports being certified and dated by the Commanding Officer, Consolidated Administration Center Director or a certifying officer within 5 working days and are the Diary Feedback Reports containing inconsistent conditions being certified and dated within 7 working days?

Ref: MCTFSPRIUM para 120403 and 120101.2

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

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?

Ref: MCTFSPRIUM para 120403.1b

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

Command DFR

1. Is the Command Diary Feedback Report properly worked?

Ref: MCTFSPRIUM para 120409

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Computed
Measure
%

Comments: Action Required

Recommended Action:

2. After ascertaining that a Marine has not reported is the PAC immediately initiating action to confirm transfer and is the Advisory Report annotated with the action taken?

Ref: MCTFSPRIUM para 120409.2b and 120409.3

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Computed
Measure
%

Comments: Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

3. Is the Command Diary Feedback Report being signed by the personnel officer after all action has been completed?

Ref: MCTFSPRIUM para 120409.3

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

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

Ref: MCTFSPRIUM para 120409.3

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

ELSIGS

1. Are personal ELSIG known only to the person to whom assigned?

Ref: MCTFSPRIUM para 20115.2d

- Yes : Complied with standard, 90% or above
- No : Not in compliance with standards, 89.99% or less

Comments:

Action Required

Computed
Measure
%

Recommended Action:

2. Have personal ELSIG for members who have transferred, detached or discharged been deleted from the unit's active ELSIG file?

Ref: MCTFSPRIUM para 20115.2d

- Yes : Complied with standard, 90% or above
- No : Not in compliance with standards, 89.99% or less

Comments:

Action Required

Computed
Measure
%

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

3. Is the Commanding Officer's Electronic Signature assigned to the Commanding Officer of each reporting unit?

Ref: MCTFSPRIUM para 20115.1a and 20115.3c

- Yes : Complied with standard, 90% or above
- No : Not in compliance with standards, 89.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

4. Does the command have NAVMC 11119 Delegation of authority cards for all Unit Diary Certifying Officers signed by the Commanding Officer?

Ref: MCTFSPRIUM par 20104.5, 20115.4, 20116.3b

- Yes : Complied with standard, 90% or above
- No : Not in compliance with standards, 89.99% or less
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

5. 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?

Ref: MCTFSPRIUM para 10300.2

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
-----------	--	--------------------

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

LEGAL

Legal Reporting

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

Ref: MCTFSPRIUM par 70507; DODFMR Vol 7A, Chap 49

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

2. Are Reduction entries being reported correctly on Unit Diary?

Ref: MCTFSPRIUM par 70507

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

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

Ref: MCTFSPRIUM par 70401

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

4. 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)

Ref: MCTFSPRIUM Chap 7, para 70506; DODFMR Chap 25; JFTR Chap 10, Table U10E-1, Rule 22, para U10420; PAAN 33-06

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

5. Is the unit ensuring Duty Status 'M' is reported for all members confined beyond their EAS/ECC?

Ref: MCTFSPRIUM para 70506.4

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

6. Is the unit correctly utilizing Type Transaction Code (TTC) 257 000 to report all Courts-Martial?

Ref: MCTFSPRIUM para 70501; PAAN 49-03

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

7. Is the unit properly reporting TTC 262 000 upon receipt of the Convening Authority action?

Ref: MCTFSPRIUM par 70505.3

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

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

Ref: MCM Art 57, 58a and 58b; MCTFSPRIUM Chap 7, para 70501

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

Appellate Leave

1. Are all unit diary entries being reported prior to sending a member on Voluntary Appellate Leave to include returning the member to a normal duty status?

Ref: MCO 1050.16A, para 11a; MCTFSPRIUM para 4305, para 70505; Under SecDef Ltr dtd Apr 18 2005 (Subj DoD Policy on Collecting DNA Samples from Military Prisoners)

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
<hr/>		
<hr/>		

Recommended Action:

2. Are all unit diary entries being reported prior to sending a member on Voluntary Appellate Leave to include Court-Martial reported?

Ref: MCO 1050.16A, para 11a; MCTFSPRIUM para 4305, para 70505; Under SecDef Ltr dtd Apr 18 2005 (Subj DoD Policy on Collecting DNA Samples from Military Prisoners)

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
<hr/>		
<hr/>		

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

3. Are all unit diary entries being reported prior to sending a member on Voluntary Appellate Leave to include Stop Clothing Replacement Allowance?

Ref: MCO 1050.16A, para 11a; MCTFSPRIUM para 4305, para 70505; Under SecDef Ltr dtd Apr 18 2005 (Subj DoD Policy on Collecting DNA Samples from Military Prisoners)

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Computed Measure
 Action Required %

Recommended Action:

4. Are all unit diary entries being reported prior to sending a member on Voluntary Appellate Leave to include DNA testing, Last Physical and HIV?

Ref: MCO 1050.16A, para 11a; MCTFSPRIUM para 4305, para 70505; Under SecDef Ltr dtd Apr 18 2005 (Subj DoD Policy on Collecting DNA Samples from Military Prisoners)

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Computed Measure
 Action Required %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

5. Are the number of days accrued leave computed to the day before the effective date of orders directing leave, or reported as zero-zero (00) if the member elects to receive payment for leave, utilizing TTC 061 001 (TO APL LV)?

Ref: MCO 1050.16A, para 9a; MCTFSPRIUM para 70505.3

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
-----------	--	--------------------

Recommended Action:

6. Is the unit submitting NAVMC 11116 forms to their supporting DO/FO after reporting TTC 061 001 (TO APL LV) with the appropriate number of accrued leave days? (Note: Members may elect payment of LSL, or receive pay and allowances for their accrued leave.)

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

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
-----------	--	--------------------

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

7. Are personnel 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 that they are responsible in keeping NAMALA informed of current mailing address and any status changes such as marriage, divorce, and gain or loss of family members?

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

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

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

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

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

9. Are all service records being mailed to NAMALA via the U.S. Postal Service, using certified return receipt mail?

Ref: MCO 1050.16A, para 13b

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

Competency Review Board

1. Is the PAC obtaining, at a minimum, a copy of the notification letter and the reduction letter from appropriate promotion authority?

Ref: MARCORPROMMAN par 6004

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

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

Ref: MARCORPROMMAN para 1200.3 and 6004.1; MCTFSPRIUM para 70507

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

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?

Ref: MCTFSPRIUM para 10300.2

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

PROMOTIONS

Promotion Process

1. Is the unit ensuring TTC 287 002 (REQ RECOMPUTE COMP SCORE) is being reported once the late training data has been updated in Marine Corps Total Force System (MCTFS)?

Ref: MARCORPROMMAN para 2603; MCTFSPRIUM para 70608.1a

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

2. 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?

Ref: MARCORPROMMAN, par 2603 and MCTFSPRIUM, par 70608

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

3. Is the PAC obtaining source documentation from the promotion authority to report the negative promotion recommendations by the 15th of each month that were not certified via Marine On-line (MOL)?

Ref: MARCORPROMMAN par 2101 and 2500, MCTFSPRIUM par 70607

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Computed Measure %
 Action Required

Recommended Action:

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

Ref: MARCORPROMMAN para 1204; MCTFSPRIUM para 70702

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Computed Measure %
 Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

5. Is the PAC obtaining source documentation when MOL is unavailable from the promotion authority to report "WILL NOT PROMOTE" entries, after the automatic promotion process each month?

Ref: MARCORPROMMAN par 1204, MCTFSPRIUM par 70610, IRAM par 4006

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Computed Measure %
 Action Required

Recommended Action:

6. Are appropriate page 11 entries being prepared for inclusion in the service record, signed by the member for all occasions for which, "BCP/MAP Assignment, Failure to Meet Satisfactory Progress while assigned to BCP, BCP Extension, or BCP/MAP Removal" entries have been posted to MCTFS?

Ref: MARCORPROMMAN para 2101; IRAM par 4006.3F, MCO 6110.3

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Computed Measure %
 Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

7. Are page 11 entries for all occasions being placed in the service record book when received from the supported unit?

Ref: MARCORPROMMAN para 2101; IRAM para 4006.3F

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

8. Is the PAC properly assigning Marines to BCP/MAP Assignments, BCP Extensions, or BCP/MAP Removal after the appropriate documentation has been received from the supported unit? (Note: Only when TMS is unavailable)

Ref: MCO P6110.3 par 7.b.5

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

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?

Ref: MCTFSPRIUM para 10300.2

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
-----------	--	--------------------------

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

HUMANITARIAN TAD/TRANSFER BY SERVICE RECORD

Humanitarian TAD

1. Are pay entitlements being reported correctly when a Marine has been attached TAD for Humanitarian reasons?

Ref: DODFMR Vol 7a, Chap 25; JFTR Chap 10; MCTFSAPSM Chap 11; ACTSMAN

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

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

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

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

Transfer by Service Record

1. When CMC authorizes a unit to join a Marine, is the unit reporting the appropriate join date?

Ref: MCTFSPRIUM para 60206, 80204 and 80301; MCTFSAPSM para 110104.2a

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Computed Measure
 Action Required %

Recommended Action:

2. When CMC authorizes a unit to join a Marine, is the unit properly starting Basic Allowance for Housing and any other entitlements on the date of join?

Ref: MCTFSPRIUM para 80201, 80204 and 80301; JFTR Chap 10; MCTFSAPSM para 110104.2a

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Computed Measure
 Action Required %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

3. When CMC authorizes a unit to Transfer a Marine by Service Record, are the transferring and gaining units ensuring that proper Transfer by Service Record Orders are issued and that there is no entitlement to travel or transportation allowances for the member to return to the old permanent duty station to assist in the movement of dependents or household goods?

Ref: MCO P1000.6, para 1301.1

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
-----------	--	--------------------

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

AUDITS

Join

1. Is the unit conducting the first stage of the Join Audit upon the members arrival at the Permanent Duty Station, to include a complete audit of the service record?

Ref: JFTR Chap 10, para U10100; MCTFSPRIUM para 120103 and 120104

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
-----------	--	--------------------

Recommended Action:

2. Is the unit conducting a complete audit of the Option 23, to include annotating each transaction with corrective action taken and unit diary information, during the first stage audit?

Ref: JFTR Chap 10, para U10100; MCTFSPRIUM para 120103 and 120104

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
-----------	--	--------------------

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

3. Is Disbursing or the Finance Office 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 Disbursing, in the Marine Corps Total Force System, within forty-five days of the join posting? (Note: Ensure PDMRA authorized in the orders is not being charged as delay)

Ref: MCTFSPRIUM Chap 12, para 120103 and 120104.1b(2)a; MCO 1050.3J; MARADMIN 448/07

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
-----------	--	--------------------

Recommended Action:

4. Is the unit conducting the second stage of the audit after elapsed time (TTC's 520/521) has posted in the Marine Corps Total Force System, or sixty days after the join entry processes whichever is earlier? Stage two of the audit includes a thorough comparison of Marine Corps Total Force System records and joins documents (i.e., TRS remarks, MCAAT printouts, travel claim or Leave and Earning Statement).

Ref: MCTFSPRIUM Chap 12, para 120103 and 120104.1.b

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
-----------	--	--------------------

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

5. Does the PAC inform the member of the Basic Allowance for Housing protection on Permanent Change of Assignment (PCA) and Low Cost Permanent Change of Station (LCPCS) moves?

Ref: MCO 7220.56; MARADMIN 126-08, 239-05, 286-01 and 315-01

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Computed Measure %
 Action Required

Recommended Action:

6. Is the unit ensuring all Marines certify their entitlement to Basic Allowance for Housing (BAH)?

Ref: JFTR Chap 10

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Computed Measure %
 Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

Mobilization/Deploy Readiness

1. Is a Mobilization, Deployment Readiness or Reserve Annual Training Audit being conducted no earlier than 60 days prior to a deployment anticipated to last 31 days or more in duration (Reserve Annual Training qualifies)? At a minimum, the audit will include the Record of Emergency Data, Servicemen's Group Life Insurance, Special Power of Attorney (childcare), if required. Reservists must either, sign and date the Basic Individual Record Mobilization Statement (maybe be signed up to 3 times) or acknowledge a standard par included on the Active Training Orders.

Ref: MCTFSPRUIUM Chap 12, para 120103

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

		Computed Measure
Comments:	<input type="checkbox"/> Action Required	%
<hr/>		
<hr/>		
Recommended Action:		
<hr/>		
<hr/>		

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

Triennial

1. Has a Triennial Audit been conducted on all chargeable personnel who have not been the subject of a Triennial or Join Audit within the past 3 years? The audited Basic Individual Record with the members signatures and dependency certification must be filed in the Service Record until the next Triennial or Join Audit.

Ref: MCTFSPRIUM Chap 12, para 120103 and 120104

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

2. Is the unit reporting TTC 815 000 (ANNUAL SCREENING COMPLETION) on Active Duty and Reserve personnel via Unit Diary once the member has completed an audit?

Ref: MCTFSPRIUM Chap 12, para 120103; Chap 4, para 40800

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

Member Married to Member

1. Is the unit reviewing the proper entitlements of Marines married to another member of the Armed Forces during required audits and when the members SERVICE SPOUSE INFO (TTC 252) data element is changed?

Ref: MCTFSPRIUM para 120104.4

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:

Action Required

Computed
Measure
%

Recommended Action:

2. Is the unit conducting a bi-annual administrative review of the pay and entitlements of those Marines married to other members of the Armed Forces, who were not subject to an audit?

Ref: MCTFSPRIUM para 120104.4c

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:

Action Required

Computed
Measure
%

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

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?

Ref: MCTFSPRIUM para 10300.2

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:

Action Required

Computed
Measure
%

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

MEAL CARDS

Meal Cards

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

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

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required

Computed
Measure
%

Recommended Action:

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

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

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required

Computed
Measure
%

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

3. If a designated representative has been appointed in writing by the Commanding Officer to conduct inventories, is a copy of the appointment letter contained in the Meal Card Logbook? Appointee must not be assigned to the additional duties as the Meal Card issuing official or agent.

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

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Computed Measure
%

Comments: Action Required

Recommended Action:

4. Is the Commanding Officer or the designated representative properly conducting the required inventories? (Note: This includes the hard copy meal card serialized inventory. If using the automated system, a reconciliation tracker of all automated serialized numbers and their final disposition.)

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

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Computed Measure
%

Comments: Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

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

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

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
<hr/>		

Recommended Action:

6. Does the Meal Card Logbook contain the following required information: Meal Card Number, Grade, Name of Individual to Whom Issued, Individual's Social Security Number, Date of Issue, Date of Card Recovery and Reason, Signatures of Cardholder and Issuing Agent?

Ref: MCO 10110.47, Appendix B, encl (2)

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
<hr/>		

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

7. Is the unit starting Discount Meal Rate deductions upon issuing Meal Cards or upon Marines entering an Essential Station Messing status and stopping the DMR deduction when Meal Cards are recovered?

Ref: DODFMR Chap 25

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
-----------	--	--------------------

Recommended Action:

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

Ref: MARADMIN 497/00

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
-----------	--	--------------------

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

9. Is the unit, who is authorized to utilize an automated meal card process, executing the program as directed by the HQMC authorization letter?

Ref: The HQMC approval letter

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Computed Measure %
 Action Required

Recommended Action:

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?

Ref: MCTFSPRIUM para 10300.2

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Computed Measure %
 Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

11. Have all reportable entries for Meal Cards been reported in Marine Corps Total Force System (MCTFS)?

Ref: MCTFSPRIUM

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
-----------	--	--------------------

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

TRAVEL CONTROLS

Travel Controls

1. Are all Marines on Permanent Change of Station (PCS) Orders or returning from Temporary Additional Duty submitting a travel claim to the servicing Finance Office within 5 days of arrival?

Ref: DODFMR Vol 9, para 080501; MCTIM para 30411, 30301

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure
%

Recommended Action:

2. Is the unit tracking the submission of travel claims, receipt by the Finance Office, and the final return of travel vouchers?

Ref: MCTFSAPSM para 130201; MCO 5000.14D encl 5, para 4 and 5.b; MCTIM para 30411, 30301

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure
%

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

3. Is the unit ensuring supplemental travel claims are submitted on Temporary Lodging Expense (TLE) if not claimed in the original travel claim?

Ref: MCTIM Chap 4, sect 4 & par 030402; JFTR Vol 1, Chap 5, part H; MCTFSAPSM Appendix I

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Computed Measure %
 Action Required

Recommended Action:

4. Is the unit ensuring supplemental travel claims are submitted on Dislocation Allowance (DLA) if not claimed in the original travel claim? 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. Note: 60 additional days may be granted by the Commanding Officer.

Ref: JFTR Vol 1, para U5610 A and B; MCTIM Chap 4

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Computed Measure %
 Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

5. Is the unit ensuring supplemental travel claims are submitted on Dependent Travel if not claimed in the original travel claim?

Ref: MCTIM para 40203; JFTR Vol 1, Chap 5, part c

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
-----------	--	--------------------------

Recommended Action:

6. 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?

Ref: MCTFSPRIUM para 10300.2

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
-----------	--	--------------------------

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

ORDER WRITING

Permanent Change of Station Orders

1. Do Permanent Change of Station Orders contain a paragraph or endorsement for Marines entitled to family members transportation and who are being assigned to a family members restricted or unaccompanied overseas tour concerning designated place moves within the Continental United States?

Ref: ACTS Manual para 4400.2r; JFTR Chap 5, part C

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

2. Do Permanent Change of Station Orders contain the appropriate number of proceed, delay, travel and PDMRA days? PAC personnel must coordinate with supported units to ensure PDMRA is accounted for prior to transfer. (Note: Authorization for delay en route and PDMRA for periods greater than 46 days must be approved by CMC (MMEA/MMOA))

Ref: JFTR 3005.C.(1-3); MCTFSAPSM Chap 22; ACTS Manual par 4301; MARADMIN 448/07; MCTIM par 90108

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

3. Is the unit informing Marines of the potential entitlement to Temporary Lodging Expense, when applicable, and assist Marines in completion of the necessary forms upon submission of Permanent Change of Station travel claims?

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

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Computed Measure %
 Action Required

Recommended Action:

Active Duty Operational Support (Reservist)

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?

Ref: MCTFSPRIUM para 10300.2

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Computed Measure %
 Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

PAY POLICY

Pay Policy

1. Upon the receipt of the advisory notices, does the PAC notify the commands of Marines who are eligible for Career Status Bonus (CSB) REDUX, and who needs to make an election? (Note: Block 13 of the DD Form 2839 must be signed by the CO, XO or SgtMaj for all Marines electing payment of the CSB/REDUX.

Ref: DODFMR Vol 7A, Chap 66; MCTFSPRIUM para 91400; MARADMIN 294-09; MARADMIN 699-07; MCTFSAPSMPAAN

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

2. Does the PAC have procedures established to ensure the DD Form 2839 is complete prior to reporting TTC 005 (CAREER STATUS BONUS)?

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

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

3. Is the unit ensuring personnel who are qualified and approved for Special Leave Accrual (SLA) have their leave balance restored, and is a copy of the approval package filed in the service record? (Note: Members have up to four Fiscal Years to utilize the SLA balance and require annual updates by 31 Dec of each year.)

Ref: MCO P1050.3J, para 2008; MARADMIN 137-08 and 401-05; MCBul 1050 of 31 Aug 05

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

4. Are pay entitlements being reported correctly when a Marine has been attached TAD for Humanitarian reasons?

Ref: DODFMR Vol 7a, Chap 25; JFTR Chap 10; MCTFSAPSM Chap 11; ACTSMAN

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

DTMS

1. Is current Commanding Officer's NAVMC Form 11119 (Delegation of Authority) being properly maintained on all certifying officials submitting NAVMC 11116/11060 forms?

Ref: MCTFSAPSM para 080112

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:

Action Required

Computed
Measure
%

Recommended Action:

2. Is the Commanding Officer, Executive Officer or an officer in the personnel office submitting the NAVMC 11116/11060 form?

Ref: MCTFSAPSM par 40401 and 80111

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:

Action Required

Computed
Measure
%

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

3. Prior to the submission of a NAVMC 11116, do the Marine's request for advance pay outside normal parameters contain written justification and a minimum list of actual and anticipated expenses, and approved by the Commanding Officer? The PAC should provide the member and the Commanding Officer with a list of authorized advances (e.g., family members travel computations, advance Basic Allowance for Housing, Dislocation Allowance, etc.).

Ref: MCO 7220.21E, para 7

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

4. Is the unit utilizing DTMS for submission of all NAVMC 11116 Forms, and ensuring they are tracked through final disposition? (Note: The unit must establish tracking procedures outside DTMS to ensure all NAVMC 11116 are tracked through final disposition.)

Ref: MCTFSAPSM para 80111

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

5. Are NAVMC 11116 forms submitted to the Disbursing/Finance Officer on non-reportable Unit Diary entries only?

Ref: MCTFSPRIUM para 10100.3 and 10104.1

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Computed Measure
 Action Required %

Recommended Action:

6. Is the unit resolving discrepancies received from Disbursing Officer/Finance Officer, and responding by completing the return endorsement within 5 days?

Ref: APSM 60304

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Computed Measure
 Action Required %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

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 Personnel Support Detachment for reporting?

Ref: DODFMR Vol 7, Chap 17, 25, 26 and 27; JFTR Chap 10

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:

Action Required

Computed
Measure
%

Recommended Action:

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?

Ref: MCTFSPRIUM para 10300.2

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:

Action Required

Computed
Measure
%

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

SPECIAL AND HAZARDOUS DUTY PAY

Special and Hazardous Duty Pay

1. Is the unit obtaining orders authorizing and reporting the entitlement on unit diary for the following entitlements and are not being back dated, where prohibited (Special Duty Allowance)?

Ref: DoDFMR Vol 1 Chap 8; MCO 7220.12P

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
<hr/>		

Recommended Action:

2. Is the unit obtaining orders authorizing and reporting the entitlements on unit diary for the following entitlements and are not being back dated, where prohibited (Jump Pay)?

Ref: DoDFMR Vol 1 Chap 24; MCO 3120.11; ACTSMAN par 1205-1207, 1209-1217

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
<hr/>		

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

3. Is the unit obtaining orders authorizing and reporting the entitlements on unit diary for the following entitlements and are not being back dated, where prohibited (Diving Pay)?

Ref: MCO 3150.4; ACTSMAN par 1205-1207, 1209-1217

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
-----------	--	--------------------

Recommended Action:

4. Is the unit obtaining orders authorizing and reporting the entitlements on unit diary for the following entitlements and are not being back dated, where prohibited (Demolition Duty Pay)?

Ref: MCO 3571.2F; ACTSMAN par 1208

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
-----------	--	--------------------

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

5. Is the unit obtaining orders authorizing and reporting the entitlements on unit diary for the following entitlements and are not being back dated, where prohibited (Flight Pay)?

Ref: MCO 1326.2G; ACTSMAN par 1205-1207, 1209-1217

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
-----------	--	-----------------------

Recommended Action:

6. Is the unit obtaining orders authorizing and reporting the entitlements on unit diary for the following entitlements and are not being back dated, where prohibited (Flight Deck Duty Pay)?

Ref: OPNAVINST 7220.12P; ACTSMAN par 1205-1207, 1209-1217

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
-----------	--	-----------------------

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

7. Is the unit ensuring the number of Marines receiving Special Duty Allowance does not exceed the number authorized by the unit's Billet Identification Codes? (Note: Authorization to exceed must be approved by HQMC POG.)

Ref: DoDFMR Vol 1 Chap 8; MCO 7220.12P

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Computed Measure %
 Action Required

Recommended Action:

8. Is the unit ensuring the number of Marines receiving Jump Pay does not exceed the number authorized by the unit's Billet Identification Codes? (Note: Authorization to exceed must be approved by HQMC POG.)

Ref: DoDFMR Vol 1 Chap 24; MCO 3120.11; ACTSMAN par 1205-1207, 1209-1217

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Computed Measure %
 Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

9. Is the unit ensuring the number of Marines receiving Diving Pay does not exceed the number authorized by the unit's Billet Identification Codes? (Note: Authorization to exceed must be approved by HQMC POG.)

Ref: MCO 3150.4; ACTSMAN par 1205-1207, 1209-1217

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Computed Measure %
 Action Required

Recommended Action:

10. Is the unit ensuring the number of Marines receiving Demolition Duty Pay does not exceed the number authorized by the unit's Billet Identification Codes? (Note: Authorization to exceed must be approved by HQMC POG.)

Ref: MCO 3571.2F; ACTSMAN par 1208

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Computed Measure %
 Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

11. Is the unit ensuring the number of Marines receiving Flight Pay does not exceed the number authorized by the unit's Billet Identification Codes? (Note: Authorization to exceed must be approved by HQMC POG.)

Ref: MCO 1326.2G; ACTSMAN par 1205-1207, 1209-1217

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Computed Measure %
 Action Required

Recommended Action:

12. Is the unit ensuring the number of Marines receiving Flight Deck Duty Pay does not exceed the number authorized by the unit's Billet Identification Codes? (Note: Authorization to exceed must be approved by HQMC POG.)

Ref: OPNAVINST 7220.12P; ACTSMAN par 1205-1207, 1209-1217

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Computed Measure %
 Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

13. Is the unit monitoring payments of Jump Pay, with minimum requirements monthly and ensuring payments made to the member 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 member was not already eligible)?

Ref: DoDFMR Vol 1 Chap 24; MCO 3120.11; ACTSMAN par 1205-1207, 1209-1217

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Computed Measure
%

Comments: Action Required

Recommended Action:

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

Ref: MCO 3150.4; ACTSMAN par 1205-1207, 1209-1217

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Computed Measure
%

Comments: Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

15. Is the unit monitoring payments of Flight Pay, with minimum requirements monthly and ensuring payments made to the member 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 member was not already eligible)?

Ref: MCO 1326.2G; ACTSMAN par 1205-1207, 1209-1217

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Computed Measure
%
 Action Required

Recommended Action:

16. Is the unit monitoring payments of Flight Deck Duty Pay, with minimum requirements monthly and ensuring payments made to the member 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 member was not already eligible)?

Ref: OPNAVINST 7220.12P; ACTSMAN par 1205-1207, 1209-1217

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Computed Measure
%
 Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

17. Is the unit monitoring payments of Demolition Duty Pay? (Note: The unit must obtain monthly rosters for combat engineers and Explosive Ordnance Disposal (EOD) Marines, who have qualified for demolition duty pay. Rosters must include name, rank, full SSN, date(s) demolition duty was performed and the type of demolition)

Ref: MCO 3571.2F; ACTSMAN par 1208

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

18. Is the PAC receiving documentation annually certified by the Commanding Officer for members entitled to Special Duty Allowance?

Ref: DODFMR Vol 7, para 080101b; MCO 7220.12N

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

19. 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?

Ref: MCTFSPRIUM para 10300.2

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
-----------	--	--------------------

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

SEPARATIONS

Active Duty Separation Process

1. Has the Commanding Officer or Administrative Center initiated recoupment of reenlistment bonuses, combat extension program bonuses, advance educational assistance, etc. for those Marines approved for administrative separation prior to their original ECC?

Ref: MARCORSEPMAN para 6311.7

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

2. Has the Commanding Officer or Administration Center reported a new ECC for Marines separating early and was the Finance Officer immediately informed of the change?

Ref: MCTFSAPSM para 040401.C2b; MARCORSEPMAN para 6311.4

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

3. Has the Commanding Officer or Administration Center submitted the NAVMC forms 11060 to the Service Disbursing/Finance Office no later than 5 working days after the members drop entry or End of Current Contract (ECC) whichever occurs later. This includes Reservists on Active Duty for 31-days or more.

Ref: MCTFSAPSM par 040401.B1a and 040401.C1a; MARCORSEPMAN par 1101.6a; PAAN 42-11

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Computed Measure %
 Action Required

Recommended Action:

4. Has the Commanding Officer or Administration Center submitted all changes affecting pay and allowances, including unreported or late forfeitures, via NAVMC 11116 that occur after the NAVMC 11060 was forwarded to the Finance Office?

Ref: MCTFSAPSM para 040401.B1b and 040401.C1b

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Computed Measure %
 Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

5. Has the Commanding Officer or Administration Center reported TTC 115 000 (LWAS) upon the Marine's departure on terminal leave for reason of separating or retiring? (Note: When PTAD or PDMRA is authorized in conjunction with LWAS, do not report LWAS until PTAD or PDMRA has been exhausted.)

Ref: MCTFSPRIUM para 70104

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

6. Has the Commanding Officer or Administration Center reported changes to entitlements resulting from the member departing on authorized separation or terminal leave (e.g., Basic Allowance for Housing)?

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

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

7. Is the unit submitting the notarized DD Form 2656 (Retired Pay Data Form) to U.S. Military Retirement Pay, P.O. Box 7130, London, KY 40742-7130 no later than 30 days prior to the approved retirement date?

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

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

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

Ref: MARCORSEPMAN para 1102, 7007.5a, 7007.6 and 8202.1d, figure 7-1; Appendix E, para E004

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

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

Ref: MARCORSEPMAN para 8403 and Appendix E, para E004.6

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
-----------	--	--------------------

Recommended Action:

10. Is the unit reporting "Will Reenter" only on Marines who have submitted a request for reenlistment or augmentation as appropriate?

Ref: MCTFSPRIUM para 30311; MCTFSAPSM para 010108.B

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
-----------	--	--------------------

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

11. Is a "Delete As Erroneous Will Reenter" reported on Marines who later elect to separate or when reenlistment is denied?

Ref: MCTFSPRIUM para 30311

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

12. Is the unit submitting travel claims for Marines separated in the accession pipeline that are administratively separated prior to reporting to the Permanent Duty Station?

Ref: SECNAVINST 5210.8D; MCO P4650.37C, PAA 2-07

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

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?

Ref: MCTFSPRIUM para 10300.2; MCTFSAPSM para 110103.b

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
-----------	--	--------------------

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

DISABILITY EVALUATION SYSTEM

Medical Separation

1. 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")

Ref: Manual of the Medical Department (MANMED) Chap 18, article 18-17

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
<hr/>		

Recommended Action:

2. Is TTC 157 006 (DUTY LIMITATION LD MED BOARD "Q") reported on activated/mobilized Reservist who are placed on Limited Duty or any other status that renders the Marine unfit for Full Duty and is the attending physician's statement used to validate the entry?

Ref: MARADMIN 259-04

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
<hr/>		

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

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

Ref: MARADMIN 259-04

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

4. Is the unit only extending SMCR members with proper authority from BUMED and is the Marine completing the required Service Record page 11 entry?

Ref: MARADMIN 259-04

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

5. Is the 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 (DUTY LIMITATION "0")?

Ref: Manual of the Medical Department (MANMED) Chap 18, article 18-10

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
-----------	--	--------------------

Recommended Action:

WIA

1. Does the unit have a tracking system in place to identify and track all members who have been wounded in action (WIA)?

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

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
-----------	--	--------------------

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

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 member has been WIA?

Ref: MCTFSPRIUM Chap 7, MARADMIN 227/10

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
-----------	--	--------------------

Recommended Action:

3. Does the unit ensure that pay and allowances the member was in receipt of 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 twelve months?

Ref: DODFMR Chap 10; DODFMR Vol 7A, Chap 13

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
-----------	--	--------------------

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

4. Does the unit ensure that members 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?

Ref: DODFMR Vol 7A, Chap 13 and 44

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Computed
Measure
%

Comments: Action Required

Recommended Action:

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

Ref: MCTFSPRIUM Chap 7

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Computed
Measure
%

Comments: Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

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

Ref: JFTR Chap 4, para U7210

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Computed Measure %
 Action Required

Recommended Action:

Activated Marines

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?

Ref: MCTFSPRIUM para 10300.2; MCTFSAPSM para 110103.B

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Computed Measure %
 Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

PEB

1. 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.)

Ref: DODFMR Vol 7A, Chap 25, para 250105.2a; DODFMR Chap 25, table 25-4, rule 8; MCTFSPRIUM para 100400 and 100401

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

2. 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)?

Ref: DODFMR Vol 7A, Chap 25, para 250105.2a; DODFMR Chap 25, table 25-4, rule 8

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

3. Is Basic Allowance for Housing started at the Permanent Duty Station Zip Code from the date of entitlement to BAH through the day prior to the date of arrival at the designated place? Basic Allowance for Housing at the designated place is started from the actual or constructive dates of arrival (construct via authorized mode) whichever is earlier.

Ref: MCTFSPRIUM para 80201.19 and 80201.20; JFTR Chap 10; DODFMR Vol 7, Chap 26

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

		Computed Measure
Comments:	<input type="checkbox"/> Action Required	%

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

DEPLOYMENTS

Deployment/Exercises

1. Are source documents, to include completed travel claims, being maintained to support payments related to operations, deployments or exercises in the unit's correspondence files?

Ref: MCTFSPRIUM para 10300.4c

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

2. Are entitlements reported correctly on unit diary and travel claims submitted in conjunction with operations or exercises for entitlement to HDP-L? (Note: Members 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. Members that are away from the area for more than 30 days must again meet the 30 day criteria upon returning)

Ref: DODFMR Chap 10, JFTR Chap 4, MCTFSPRIUM Chap 9

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

3. Are entitlements reported correctly on unit diary and travel claims submitted in conjunction with operations or exercises for entitlement to ID/HFP?

Ref: DODFMR Chap 24, JFTR Chap 4, MCTFSPRIUM Chap 9

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
-----------	--	--------------------------

Recommended Action:

4. Are entitlements reported correctly on unit diary and travel claims submitted in conjunction with operations or exercises for entitlement to Career Sea Time/Pay?

Ref: DODFMR Chap 18, JFTR Chap 4, MCTFSPRIUM Chap 9

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
-----------	--	--------------------------

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

5. Are entitlements reported correctly on unit diary and travel claims submitted in conjunction with operations or exercises for entitlement to CZTE?

Ref: DODFMR Chap 44, JFTR Chap 4, MCTFSPRIUM Chap 9

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

6. Are entitlements reported correctly on unit diary and travel claims submitted in conjunction with operations or exercises for entitlement to Contingency Per Diem?

Ref: JFTR Chap 4, MCTFSPRIUM Chap 9

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

7. Are entitlements reported correctly on unit diary and travel claims submitted in conjunction with operations or exercises for entitlements to FSA?

Ref: DODFMR Chap 27, JFTR Chap 4, MCTFSPRIUM Chap 9

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Computed Measure %
 Action Required

Recommended Action:

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

Ref: DODFMR Vol 7A, Chap 25; SECNAVINST 7220.66C; MCFTSPRIUM Chap 8

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Computed Measure %
 Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

9. Is the unit ensuring TTC 136 001 (STRT HDP-L COUNTRY CODE ED) is reported on all Marines (officers/enlisted) entitled to the Hardship Duty Pay? (Note: Report on the 31st day, retroactive to the first day, when temporarily assigned in excess of 30 days or on the first day for Marines permanently stationed in a location that entitles them to Hardship Duty Pay.)

Ref: DODFMR Chap 17, tables 17-1 and 17-2; MCTFSPRIUM Chap 9

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

10. Do members entitled to Hardship Duty Pay-Location (HDP-L) 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? (Note: Members that are away from the area for more than 30 days must again meet the 30 day criteria upon returning)

Ref: DODFMR Chap 17; MCTFSPRIUM Chap 9

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

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

Ref: MCTFSPRIUM para 91004

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Computed Measure %
 Action Required

Recommended Action:

12. Do members 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? (Note: Members may receive CSP and HDP-L/HDP-M for the same period of time, up to 30 days, however, may not receive HDP-CD and CSP at the same time).

Ref: DODFMR Chap 18; MCTFSPRIUM Chap 9

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Computed Measure %
 Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

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?

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

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

2. Are members of the Unit Deployment Program (UDP), 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.

Ref: MCTIM para 80517; ACTS Manual para 4402.7a (3) (m)

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

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?

Ref: MCO P3000.15B

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

PERSTEMPO

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

Ref: MCTFSPRIUM para 91001.1

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
IPAC Unit FY12

2. Is the unit ensuring leave taken while deployed does not count towards accumulated deployed time for high deployment per-diem?

Ref: MARADMIN 556-00

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
<hr/>		

Recommended Action:

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?

Ref: MCTFSPRIUM para 10300.2; MCTFSAPSM para 110103.b

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments:	<input type="checkbox"/> Action Required	Computed Measure %
<hr/>		

Recommended Action:
