

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

UNIT DIARY

UD System

1. (OLDS users only) Is the Transaction Counter Page annotated to reflect the information contained in Part I of the Diary Feedback Report, to include the number of statements processed, rejected and total transactions? All users will verify entries that are less than the number submitted, are missing entries being researched using the Transaction Research File?

Ref: MCTFSPRIUM para 20114.1b

- 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: Computed Measure %
 Action Required

Recommended Action:

2. Are SNCO's (E6 and above) certifying Unit Diaries only when the unit has no officer physically present and is documentation to verify non-availability of temporary certifying officers being maintained?

Ref: MCTFSPRIUM para 20104.2

- 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: Computed Measure %
 Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

3. Is the unit notifying CMC (MIO) in writing of all circumstances where a SNCO must certify diaries for any period exceeding 30 consecutive days?

Ref: MCTFSPRIUM para 20104.2

- 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: Computed Measure
 Action Required %

Recommended Action:

4. 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: Computed Measure
 Action Required %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

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: Computed Measure %
 Action Required

Recommended Action:

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: Computed Measure %
 Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

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: Computed Measure %
 Action Required

Recommended Action:

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: Computed Measure %
 Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

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:

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:

Marine Corps Administrative Analysis Team (MCAAT)
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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:

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: Action Required Computed Measure %

Recommended Action:

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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)
Stand-Alone Unit FY12

3. Is the unit ensuring proper distribution of NAVMC 10132 Unit Punishment Book?

Ref: MCO P5800.16A Chap 3 para 3006.11

- 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: Action Required Computed Measure %

Recommended Action:

4. 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:

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5. 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: Computed Measure %
 Action Required

Recommended Action:

6. 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: Computed Measure %
 Action Required

Recommended Action:

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7. 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: Computed Measure
 Action Required %

Recommended Action:

8. 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: Computed Measure
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Recommended Action:

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9. 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: Computed Measure
 Action Required %

Recommended Action:

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: Computed Measure
 Action Required %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
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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: Computed Measure
 Action Required %

Recommended Action:

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
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Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
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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:

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: Computed Measure %
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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: Computed Measure %
 Action Required

Recommended Action:

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: Computed Measure %
 Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
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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:

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:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

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

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

PROMOTIONS

Promotion Process

1. Is the unit ensuring that missing training data causing zeroed-out Composite Scores is reported via TMS?

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:

2. 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:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

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

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

Computed Measure
%

Comments: Action Required

Recommended Action:

4. Are negative promotion recommendations being certified by the 15th of each month by the appropriate promotion authority? (Note: Marines that have not completed the required PME for promotion to Corporal must be negatively recommended for pomotion)

Ref: MARCORPROMMAN para 2101, 2102, 2201, 2202, and 2501.4; MCTFSPRIUM para 70607; MARADMIN 535/08 and 181/09

- 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)
Stand-Alone Unit FY12

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

Ref: MARCORPROMMAN para 2101, 2102, 2201, 2202, and 2501.4; MCTFSPRIUM par 70607; MARADMIN 535/08

- 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 %
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Recommended Action:

6. 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:	<input type="checkbox"/> Action Required	Computed Measure %
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Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

7. Are appropriate page 11 entries being prepared for inclusion in the service record, signed by the member for all occasions for which a negative recommendation (Not Recommended/Will not promote)has been certified by the promotion authority?

Ref: MARCORPROMMAN para 2101; IRAM para 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:

8. Are appropriate page 11 entries being prepared for inclusion in the service record, signed by the member for all occasions for which, "Promotion Restriction" entries are required to be reported on Unit Diary?

Ref: MARCORPROMMAN par 1204.5; IRAM par 4006.3E

- 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: Computed Measure %
 Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
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9. 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:

10. Is the unit properly assigning Marines to BCP/MAP Assignments, BCP Extensions, or BCP/MAP Removal via TMS?

Ref: MCO 6110.3, para 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: Computed Measure %
 Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

11. 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 %
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Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

COMPETENCY REVIEW BOARD

Competency Review Board

1. Are Marines being notified in writing of the Commanding Officer's intent to convene a CRB? (Note: Must come from the Commanding Officer who holds Promotion Authority. It may also be from the Company Commander or Inspector-Instructor as long as it references the intent is from the Commanding Officer who holds the Promotion Authority.)

Ref: MARCORPROMMAN para 6001.3b

- 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. Is the effective date of reduction the date approved by the Commanding Officer who exercises promotion authority?

Ref: MARCORPROMMAN par 6004; 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

Computed
Measure
%

Comments: Action Required

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3. Is the reduction date of rank, the date of rank previously held in that grade? (Note: when reduced to Private ensure effective date is equal to E0 on the MCTFS GRAD remark if not previously reduced from NJP/CM.)

Ref: MARCORPROMMAN para 6001.2e; 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:

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

Ref: MARCORPROMMAN para 1200.3

- 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:

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Stand-Alone Unit FY12

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

Ref: MARCORPROMMAN para 6001.3b

- 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. 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

- 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)
Stand-Alone 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 Marines in a Humanitarian status being attached, via Unit Diary, at the end of authorized leave, unless otherwise directed by the Commandant of the Marine Corps?

Ref: MCO P1000.6, para 1301.8; 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)
Stand-Alone Unit FY12

3. 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:

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

Ref: MCO P1000.6, para 1301.10; 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)
Stand-Alone 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)
Stand-Alone 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: Computed Measure
 Action Required %

Recommended Action:

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

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)
Stand-Alone 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: 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: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone 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: 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: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

5. Is the unit ensuring members in receipt of BAH at a rate higher than the current duty station have an approved BAH rate protection package/waiver on file?

Ref: MCO 7220.56; MARADMIN 126-08, 239-05, 286-01 and 315-01, MCO P1300.8R

- 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 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: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone 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

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Recommended Action:		
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Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone 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)
Stand-Alone 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)
Stand-Alone Unit FY12

Miscellaneous

1. Is the unit conducting an audit on all members E-7s receiving partial BAH.

Ref: APSM 120102.1

- 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

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Measure
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Comments: Action Required

Recommended Action:

2. Is the unit conducting an audit on all members receiving BAH diff.

Ref: APSM 120102.1

- 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
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Comments: Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

3. Is the unit conducting an audit on all members E-6s and below receiving BAH O/R.

Ref: APSM 120102.1

- 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 %
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Recommended Action:

4. Is the unit conducting an audit of a members dependent application when a Marine's children reach the age of 21?

Ref: MCO P17152.3F par 1003

- 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 %
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Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

5. Is the unit conducting an audit of members in receipt of cola to ensure members are receiving the correct entitlement based on the members Permanent Duty Station (PDS) location and or the dependent geographical location code specifically members receiving CONUS Cola?

Ref: APSM 30301.C, 30801.C, JFTR Chap 8 and 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 %
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Recommended Action:

6. Is the unit conducting an audit of members in receipt of cola to ensure members are receiving the correct entitlement based on the members Permanent Duty Station (PDS) location and or the dependent geographical location code specifically members receiving Cola?

Ref: APSM 30301.C, 30801.C, JFTR Chap 8 and 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 %
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Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

7. Is the unit conducting an audit of all members receiving TLA?

Ref: JFTR Chap 9,10,Appendix K,M,N

- 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 conducting an audit of all members receiving MIHA?

Ref: JFTR Chap 9,10,Appendix K,M,N

- 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)
Stand-Alone Unit FY12

9. Is the unit conducting an audit of all members receiving OHA?

Ref: JFTR Chap 9,10,Appendix K,M,N

- 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 conducting an audit of all members receiving FSH?

Ref: JFTR Chap 9,10,Appendix K,M,N

- 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)
Stand-Alone Unit FY12

11. 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 %
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Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

LEAVE

Leave

1. Does the Commanding Officer ensure Marines authorized leave are signing out and in properly?

Ref: MCO 1050.3J, Chap 2 (5b); MCTFSPRIUM para 70101.2

- 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:

2. Is an appropriate Approving Authority appointed in writing, approving or disapproving all leave requests submitted via MOL?

Ref: MCO 1050.3J, para 2005; MCM par 1007

- 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)
Stand-Alone Unit FY12

3. Is the unit ensuring personnel who are qualified and approved for Special Leave Accrual (SLA) have their leave balance restored?

Ref: MCO P1050.3J, Chap 4 (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:

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

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

- 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)
Stand-Alone Unit FY12

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

Ref: MCO 1050.3J, Chap 2 (12); MCTFSPRIUM para 70101

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

Ref: MCO 1050.3J, Chap 2, Chap 6 (3.d.8); MCTFSPRIUM para 70112

- 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)
Stand-Alone Unit FY12

PDMRA

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

Ref: MCO 1050.3J, Chap 6 (3.c) and (3.d); MCTFSPRIUM 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: Action Required Computed Measure %

Recommended Action:

2. Is the unit identifying and tracking total PDMRA days earned?

Ref: MCO 1050.3J, Chap 6 (3.c) and (3.d.5); MCTFSPRIUM 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: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

3. Is the unit identifying and tracking the suspension period of creditable time and dates PDMRA used?

Ref: MCO 1050.3J, Chap 6 (3.c) and (3.d); MCTFSPRIUM 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: Action Required Computed Measure %

Recommended Action:

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

Ref: MCTFSPRIUM para 10300.2; MCTFSAPSM para 110103

- 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)
Stand-Alone Unit FY12

MEAL CARDS

Meal Cards

1. 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:

2. 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

Comments: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

3. 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

Comments: Action Required Computed Measure %

Recommended Action:

4. 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: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone 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:

Action Required

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Measure
%

Recommended Action:

6. 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

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Measure
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Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone 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: 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: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone 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:	<input type="checkbox"/> Action Required	Computed Measure %
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Recommended Action:

10. 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 %
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Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

11. 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 %
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Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone 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)
Stand-Alone 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)
Stand-Alone 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: Action Required Computed Measure %

Recommended Action:

6. Is the unit ensuring Reserve Individual Active Duty Orders are promptly settled by the servicing Disbursing Office where the active duty was performed?

Ref: MCO 7220.50B; TAN 17-01 and 18-03; DODFMR Vol 9, para 080505 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: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

7. 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 %
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Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone 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? (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)
Stand-Alone 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:

Straggler Orders

1. Is the unit signing and issuing Stragglers Orders and maintaining a "Duplicate Original Orders" copy and include the receiving endorsement?

Ref: MCO P5800.16A, para 5010.5 (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: Computed Measure %
 Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

2. Is the unit ensuring proper distribution of Straggler Orders is being made?

Ref: MCO P5800.16A, para 5010.5

- 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:

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

Ref: MCO P5800.16A, para 5010.5d; APSM para 080106.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: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

4. Is the unit ensuring the Government Transportation Request checkage is properly processed in the Marine Corps Total Force System?

Ref: MCO P5800.16A, para 5010.5

- 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:

Active Duty Operational Support (Reservist)

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

Ref: MCO 1001.59, para 5 (m); JFTR U7150. A.4 (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: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

2. Are orders to Active Duty Operational Support that are not Permanent Change of Station Orders for periods beyond 179 days and extensions beyond 179 days, being issued by the Commandant of the Marine Corps?

Ref: MCO 1001.59, para 5; JFTR U7150.A.4 (b); U2145.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:

3. Does the unit ensure that it is not approving extensions to Active Duty Operational Support for the purpose of using accrued leave?

Ref: MCO 1001.59, para 5 (p)

- 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)
Stand-Alone Unit FY12

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

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 %
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Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

GOVERNMENT TRAVEL CHARGE CARD

Government Travel Charge Card Program

1. Has the commanding officer designated an Agency Program Coordinator (APC) and Alternate Agency Program Coordinator in writing, to manage the Government Travel Charge Card Program? (Note: Appointment Letters must include the mailing address, e-mail address, telephone numbers, central account number and hierarchy numbers.)

Ref: MCO 4600.40A, para 8b

- 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

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Measure
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Comments: Action Required

Recommended Action:

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

Ref: MARADMIN 476/08

- 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)
Stand-Alone Unit FY12

3. Is the APC maintaining a hard copy of applications and a signed Statement of Understanding (SOU) for all cardholders?

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

- 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 %
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Recommended Action:

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

Ref: MCO 4600.40A, encl (3), para 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:	<input type="checkbox"/> Action Required	Computed Measure %
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Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

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

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

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

Ref: MCO 4600.40A, encl (3), para 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)
Stand-Alone Unit FY12

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

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

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

Ref: MCO 4600.40A, encl (3), para 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)
Stand-Alone Unit FY12

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

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

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

Ref: MCO 4600.40A, encl (3), para 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)
Stand-Alone Unit FY12

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

Ref: MCO 4600.40A, encl (3), para 7a; Privacy Act of 1974

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

Ref: MARADMIN 264-02

- 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: Computed Measure %
 Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

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

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

- 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:

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

Ref: MCO 4600.40A, encl (3), para 10a

- 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)
Stand-Alone Unit FY12

15. Is the APC canceling the Government Travel Charge Card and verifying the account balance via EAS upon the members separation or retirement?

Ref: MCO 4600.40A, encl (3), para 10b

- 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 APC coordinating an expeditious collection action with the gaining unit for those cardholders with delinquent balances?

Ref: MARADMIN 300-04 and 069-05

- 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: Computed Measure %
 Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

17. Is the APC transferring accounts to the TAD unit's hierarchy for cardholders who are TAD in excess of 90 days?

Ref: MARADMIN 069-05

- 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:

18. 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: DODFMR Vol 9, Chap 3; MCO 4600.4A; EAS Users Guide

- 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)
Stand-Alone Unit FY12

PAY POLICY

Pay Policy

1. Does a Marine's request for advance pay outside normal parameters contain written justification and a minimum list of actual and anticipated expenses only being approved by the appropriate authority? Unit 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 %
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Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

2. Does the Commanding Officer have procedures established to effect the Career Status Bonus (CSB)/REDUX require Marines to make an election before reaching 15 years of service, and ensure the completed DD form 2839 is submitted to the servicing PAC or being reported in MCTFS and filed in the service record? (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: MCTFSAPSM para 080105, DODFMR 7A Ch 66, MCTSPRIUM, par 91400, and MARADMIN 699-07, 294-09, 371-10

- 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

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

Recommended Action:

3. Is the Commanding Officer or designated representative ensuring Career Status Bonus (CSB) REDUX elections and reporting TTC 005 for Marines reaching 15 years of service? (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

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

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

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: Computed Measure
 Action Required %

Recommended Action:

5. 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: Computed Measure
 Action Required %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

Miscellaneous

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

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

- 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:

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

Computed
Measure
%

Comments: Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

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:

3. 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)
Stand-Alone Unit FY12

4. 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: Action Required Computed Measure %

Recommended Action:

5. 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: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone 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: Computed Measure
 Action Required %

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: Computed Measure
 Action Required %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone 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: Action Required Computed Measure %

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: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone 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 %
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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 %
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Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone 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: 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: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone 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: Action Required Computed Measure %

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: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone 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)
Stand-Alone 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)
Stand-Alone 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

Comments: Action Required Computed Measure %

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

Comments: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone 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: Action Required Computed Measure %

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: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone 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 Commanding Officer annually certifying and documenting the members entitlement to Special Duty Allowance?

Ref: DODFMR Vol 7, 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: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone 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 %
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Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone 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)
Stand-Alone 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)
Stand-Alone 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: Computed Measure %
 Action Required

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: Computed Measure %
 Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone 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)
Stand-Alone 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 %
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Recommended Action:

10. 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:	<input type="checkbox"/> Action Required	Computed Measure %
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Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

11. 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:

Reserve Separation Process

1. Is the unit sending the monthly Unsatisfactory Participation Letters to the Marine Reservists considered as unsatisfactory participants in the Selected Marine Corps Reserve and affording them the opportunity to regain satisfactory status by performing Equivalent Duty Periods. If the members are non-compliant are they processed for administrative separation?

Ref: MCRAMM para 4601.1

- 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:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

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

Ref: MARCORSEPMAN para 6311.8

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

3. Has appropriate administrative action been initiated on Marines that have accrued 9 Unexcused Absences from drill and the MGIB been suspended. Has Strength Category Code "X" been reported when the separation package was forwarded to General Court Martial Convening Authority by the Battalion Commander or higher?

Ref: MCTFSPRIUM fig 5-8 (note 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:	<input type="checkbox"/> Action Required	Computed Measure %
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Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

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

Ref: MCO P1741.8D, para 4001.1

- 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 %
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Recommended Action:

5. Is the unit completing and sending the final "Notice of SGLI Termination" letter if the SMCR member has not attended drills "with pay" within 60 days of the "Date Notified of Pending SGLI Termination" and is their SGLI coverage properly terminated within MCTFS?

Ref: MCO P1741.8D, para 4001.2

- 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 %
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Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

6. Is the unit properly terminating the SGLI coverage within MCTFS?

Ref: MCO P1741.8D para 4001.2

- 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 %
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Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

REENLISTMENTS AND EXTENSIONS

Reenlistments and Extensions

1. Is the unit ensuring the reenlistment Statements of Understanding (SOU), DD Form 4 (ENLISTMENT/REENLISTMENT DOCUMENT), and NAVMC 321A (AGREEMENT TO EXTEND ENLISTMENT) are being filed in the Marine's service record book?

Ref: MCO P7220.24, para 10.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: Action Required Computed Measure %

Recommended Action:

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

Ref: DODFMR Vol 7, para 350101; IRAM 4003.3b (3)(a), MCO P1040.31J par 7004.4

- 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)
Stand-Alone Unit FY12

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: Computed Measure %
 Action Required

Recommended Action:

4. Is the unit ensuring "Will Reenter" is reported 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: Computed Measure %
 Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

5. 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:	<input type="checkbox"/> Action Required	Computed Measure %
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Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

DISABILITY EVALUATION SYSTEM

Medical Separations

1. Does the unit have a Limited Duty Coordinator assigned in writing? (Note: LDC must be a SNCO or above)

Ref: MARADMIN 259-04 and 488-05; MCO P1900.16F, para 8506.1(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:

Action Required

Computed
Measure
%

Recommended Action:

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

Ref: MARCORSEPMAN para 8506; MARADMIN 259-04 and 488-05

- 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:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

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

Ref: MARCORSEPMAN par 8506.2 (e-h); MARADMIN 636/09

- 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 %
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Recommended Action:

4. Is TTC 157 006 (DUTY LIMITATION LD MED BOARD "Q") reported only on those Marines in a bona-fide temporary limited duty status using the effective date from the NAVMED 6100/5?

Ref: MCTFSPRIUM para 40400 and 40500; MARCORSEPMAN para 8506; MARADMIN 636/09

- 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 %
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Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

5. Is TTC 157 005 (DUTY LIMITATION "0") reported on those Marines found medically fit for duty via NAVMED 6100/6.

Ref: MARCORSEPMAN para 8506; MARADMIN 488-05

- 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:

6. Does the unit notify CMC MMSR-4 immediately of members in the disability process who may be pending administrative separation for misconduct of punitive discharge?

Ref: MARCORSEPMAN para 8508.2 and para 8506.1(h)

- 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)
Stand-Alone Unit FY12

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: Action Required Computed Measure %

Recommended Action:

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: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

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

Computed
Measure
%

Comments: Action Required

Recommended Action:

4. 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

Computed
Measure
%

Comments: Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

Activated Marines

1. Has a Medical Evaluation Board been completed for all Marines who have been removed from a Full Duty status in excess of 60 days and forwarded to SMO BUPERS for review?

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:

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

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)
Stand-Alone Unit FY12

3. Is TTC 157 006 (DUTY LIMITATION LD MED BOARD "Q") reported only on those Marines 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: Action Required Computed Measure %

Recommended Action:

4. Is TTC 157 005 (DUTY LIMITATION "0") reported on those Marines found medically fit for duty prior to the termination date of the activation 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:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

5. 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:

6. Is the unit completing and submitting a "SMO BUMED Medical Extension Checklist" to request an extension for SMCR personnel for the purposes of Medical Hold?

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)
Stand-Alone Unit FY12

7. 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: Computed Measure %
 Action Required

Recommended Action:

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

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)
Stand-Alone 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)
Stand-Alone 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

Comments: Action Required Computed Measure %

Recommended Action:

LOD

1. Whenever an injury or illness is reported, is an immediate medical examination conducted?

Ref: MCOs 1001R.1K and 1770.2A, para 6b (1); SECNAVINST 1770.3D

- 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)
Stand-Alone Unit FY12

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

Ref: MCOs 1001R.1K and 1770.2A, para 8; SECNAVINST 1770.3D

- 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:

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

Ref: MCOs 1001R.1K and 1770.2A, para 9b; MCTFSAPSM para 170103.D4

- 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)
Stand-Alone Unit FY12

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

Ref: MCOs 1001R.1K and 1770.2A, para 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:	<input type="checkbox"/> Action Required	Computed Measure %
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Recommended Action:

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

Ref: MARADMIN 584-00; MCO 1001R.1K

- 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 %
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Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

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

Ref: MARADMIN 584-00; MCO 1001R.1K

- 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:

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

Ref: MCO 1001R.1K

- 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)
Stand-Alone 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. Does the unit have procedures in place to ensure members who execute funded Deployment/Exercises orders complete a travel claim within 5 days of returning from TAD?

Ref: JFTR

- 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)
Stand-Alone Unit FY12

3. 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:

4. 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: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

5. 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: Computed Measure %
 Action Required

Recommended Action:

6. 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: Computed Measure %
 Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

7. 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:	<input type="checkbox"/> Action Required	Computed Measure %
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Recommended Action:

8. 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:	<input type="checkbox"/> Action Required	Computed Measure %
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Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

9. 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

Computed Measure
%

Comments: Action Required

Recommended Action:

10. Is a Mobilization, Deployment 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. Reservist must either, sign and date the Basic Individual Record Mobilization Statement (may be signed up to 3 times) or acknowledge a standard par included on the Active Training Orders.

Ref: MCTFSPRIUM Chap 12 par 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: Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

11. 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: Computed Measure
 Action Required %

Recommended Action:

12. 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:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

13. 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:

Unfunded Orders

1. Are Temporary Additional Duty Orders directing members traveling together treated as normal per-diem reimbursement when orders do not address "limited or no reimbursement"?

Ref: JFTR para U4102.g & o

- 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)
Stand-Alone 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:

ADOS/AT

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

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

- 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)
Stand-Alone Unit FY12

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

Ref: SECNAVINST 5210.1; SSIC 4650.3: 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:

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

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

- 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)
Stand-Alone Unit FY12

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

Ref: MCTFSPRIUM para 110301

- 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 %
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Recommended Action:

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

Ref: MCTFSPRIUM para 70107.2

- 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 %
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Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

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:

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: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

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 %
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Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

UMS

Unit Muster Sheets

1. Does the Unit Muster Sheets reflect only one type of Inactive Duty Training Drill, the Type, Date and total number of authorized Drill Credits for each period, the Unit's Name and Reporting Unit Code (RUC)?

Ref: MCO 1001R.1K, para 5203.2

- 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 %
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Recommended Action:

2. Are personnel no longer with the unit lined out with the reason and date annotated in the "COMMENTS" column of the Unit Muster Sheet?

Ref: MCO 1001R.1K, para 5203.2a.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:	<input type="checkbox"/> Action Required	Computed Measure %
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Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

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

Ref: MCO 1001R.1K, para 5203.8

- 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:

4. When a Marine Reservist is marked "ABSENT" due to tardiness, does the Unit Muster Sheet reflect excused or unexcused and whether the member will be allowed to make up the absence "with" or "without" pay?

Ref: MCO 1001R.1K, para 5202.1, 5203.2.a(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)
Stand-Alone Unit FY12

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

Ref: MCO 1001R.1K, para 5203.2a.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: Computed Measure
 Action Required %

Recommended Action:

6. Is the Commanding Officer or the Officer-In-Charge, Inspector-Instructor, Site Commander, or other officers designated in writing, certifying each page of the Unit Muster Sheet?

Ref: MCO 1001R.1K, para 5203.3

- 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)
Stand-Alone Unit FY12

7. Are all corrections to the UMS being initialed only by the Official who certified the UMS?

Ref: MCO 1001R.1K, para 5203.4

- 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:

8. Is a minimum of one muster, per Inactive Duty Training (IDT) period being conducted?

Ref: MCO 1001R.1K, para 5203.2a.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:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

9. Is a separate Unit Muster Sheet prepared for Marine Reservists who drill at offsite locations?

Ref: MCO 1001R.1K, para 5202.7b

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

Ref: MCO 1001R.1K, para 5202

- 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)
Stand-Alone Unit FY12

Drill Accounting

1. Is the unit monitoring and controlling Inactive Duty Training (IDT) - (Limit 48 per fiscal year)?

Ref: MCO 1001R.1K; MARADMIN 596-07

- 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

Computed
Measure
%

Comments: Action Required

Recommended Action:

2. Are Inactive Duty Training entitlements reported on Unit Diary supported by a Unit Muster Sheet?

Ref: MCTFSPRIUM Chap 11; MCO 1001R.1K, para 5203.1

- 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:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

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: Computed Measure %
 Action Required

Recommended Action:

Drill Management Module

1. Is the Drill Management (DM) Manager an E-8 or higher?

Ref: MARADMIN 311/11

- 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:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

2. Is an Additional Paid Drill (APD) Manager designated in writing? (Note: Must be an E-6 or higher.)

Ref: MARADMIN 311/11

- 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: Action Required Computed Measure %

Recommended Action:

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

Ref: MARADMIN 311/11

- 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: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

4. Are all Approvers designated in writing?

Ref: MARADMIN 311/11

- 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: Action Required Computed Measure %

Recommended Action:

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

Ref: MARADMIN 311/11

- 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: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

6. Are all Muster Officials an E-4/GS-6 or higher?

Ref: MARADMIN 311/11

- 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:

Action Required

Computed
Measure
%

Recommended Action:

7. Are all Proxys designated in writing? (Note: Must be an E-4/GS-4 or higher.)

Ref: MARADMIN 311/11

- 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:

Action Required

Computed
Measure
%

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

8. Are all Reviewers designated in writing? (Note: Must be an E-4/GS-6 or higher.)

Ref: MARADMIN 311/11

- 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: Action Required Computed Measure %

Recommended Action:

9. Is the schedule creator designated in writing? (Note: Must be an E-6/GS-5 or higher.)

Ref: MARADMIN 311/11

- 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: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

DEFENSE TRAVEL SYSTEM (DTS)

Defense Travel System (DTS)

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

Ref: DODFMR Vol 9, Chapter 2, sect 020301, MCO 4650.39

- 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:

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

Ref: DODFMR Vol 9, Chapter 2, sect 020301; MCO 4650.39

- 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)
Stand-Alone Unit FY12

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

Ref: DODFMR Vol 9, Chapter 2, sect 020301; MCO 4650.39

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

Ref: DODFMR Vol 9, Chap 2, sect 020301.A.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: Computed Measure %
 Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

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

Ref: MCO 4650.39

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

Ref: DODFMR Vol 9, Chap 2, sect 020301.F; MCO 4650.39

- 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)
Stand-Alone Unit FY12

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

Ref: DODFMR Vol 9, Chap 2, sect 020301.F

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

Ref: DODFMR Vol 9, Chap 2, sect 020302.D

- 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)
Stand-Alone Unit FY12

9. Does the Certifying Officer(s) ensure required receipts and supporting documents are attached in an electronic format with the DTS trip record and forwarded for payment? (Note: Ref: to JFTR U2510 on missing items i.e. plane tickets, hotel and rental car receipts.)

Ref: DODFMR Vol 9, Chap 2, sect 20301.D4; MARADMIN 292/08, para 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:	<input type="checkbox"/> Action Required	Computed Measure %
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Recommended Action:

10. Is the unit ensuring all travelers returning from Temporary Additional Duty are submitting a travel voucher within 5 business days of return?

Ref: JFTR U1039.E.3(a); MCO 4650.39

- 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 %
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Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

11. Is the AO ensuring all Government Travel Charge Card (GTCC) cardholders, not exempt from use of the GTCC, have at a minimum, their rental car, lodging, and commercial transportation expenses paid directly to the GTCC account?

Ref: MARADMIN 515-03; MARADMIN 300-04

- 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: Computed Measure %
 Action Required

Recommended Action:

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

Ref: MARADMIN 556-00; MARADMIN 372-07

- 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: Computed Measure %
 Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

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

Ref: MCTIM para 80121.11; JFTR para U3310.A1; ACTS Manual para 4205.5

- 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:

14. Is the DTS Debts being recovered?

Ref: DODFMR Vol 5, Chap 28, para 280202

- 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)
Stand-Alone Unit FY12

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

Ref: MCTFSAPSM para 110103

- 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:

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

Ref: DODFMR Vol. 5, Chapter 33, sect 330602.a

- 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

Computed Measure
%

Comments: Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

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

Ref: DODFMR Vol. 9, Chapter 2, Sect 020301, MCO 4650.39

- 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

Computed
Measure
%

Comments: Action Required

Recommended Action:

18. Are DTS local vouchers approved for appropriate local travel expenses only?

Ref: DODFMR VOL 9 chap 2 par 020403

- 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
- Not Applicable : Function doesn't apply to unit

Computed
Measure
%

Comments: Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

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

Ref: MCO 4650.39

- 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
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

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

Ref: DODFMR Vol 9, Chap 2,section 020301.B.7; Vol 5, Chap 33, section 330208; MCO 4650.39

- 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
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

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

Ref: MCO 4650.39

- 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 %
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Recommended Action:

22. Are travel vouchers being approved within 5 business days after being signed by the traveler?

Ref: MCO 4650.39

- 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 %
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Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Stand-Alone Unit FY12

23. Is the Unsubmitted voucher report being retrieved weekly and reconciled? (Note: Retention is current plus one previous year)

Ref: MCO 4650.39

- 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:

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

Ref: DODFMR VOL 5 Chap 33 Sect 330302; MCO 4650.40

- 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
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:
