

Marine Corps Administrative Analysis Team (MCAAT)
Supported Unit FY12

LEGAL

Legal Reporting

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

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

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

Comments: Action Required Computed Measure %

Recommended Action:

2. 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:

Marine Corps Administrative Analysis Team (MCAAT)
Supported Unit FY12

3. Is the unit properly notifying the PAC when a member is declared a deserter via a DD Form 553?

Ref: MCO P5800.16A Chap 5 para 5003

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% 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 properly notifying the Personnel Administration Center when a member is returned from a time lost status?

Ref: MCTFSPRIUM Chap 7, para 70401.3

- 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)
Supported Unit FY12

5. Is the unit providing the PAC a copy of the Commanding Officer's Endorsement to the Notification of Separation Proceedings upon forwarding to the General Court Martial Convening Authority (GCMCA) for final disposition? Note: The endorsement must come from the commander one level below the GCMCA.

Ref: MCTFSPRIUM Chap 7, para 70702.1b

- 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:

6. Is the unit properly notifying the PAC when a member has returned from a Time Lost status?

Ref: MCTFSPRIUM para 70401.3

- 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)
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7. Is the unit properly notifying the PAC of absences determined to be Time Lost?

Ref: MCTFSPRIUM para 70401; MCO 1400.32D Chap 7 para 7001.1-4

- 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:

8. Is the unit ensuring that the PAC reports Duty Status "M" for all member confined beyond their EAS/ECC? (Member must be serving a sentence)

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

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9. Is the unit verifying that the PAC is properly reporting TTC 262 000 upon receipts of the Convening Authority's Action?

Ref: MCTFPRIUM para 70501.3

- 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:

10. Is the unit verifying that the PAC is properly reporting TTC 257 000 to report all courts martials?

Ref: MCTFSPRIUM para 70501

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

Comments: Action Required Computed Measure %

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11. Is the unit ensuring that BAH and BAS is properly adjusted by the PAC upon assignment and release from confinement? (Only applicable when serving a sentence and the command must notify the spouse of the entitlement)

Ref: 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 %
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Recommended Action:

12. Is the unit ensuring the PAC is reporting reductions correctly via unit diary?

Ref: MCTFSPRIUM Chap 7, 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

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Recommended Action:

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Appellate Leave

1. Has all Appellate leave documentation been forwarded to the PAC to be reported in MCTFS? (Includes: CA's Action, Request Clemency, Involuntary Appellate Leave Orders, Appellate Leave Statement, Record of Trial, and Final Physical).

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

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% 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:

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
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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 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
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3. 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:

4. When Marine On-Line (MOL) is unavailable, is the unit notifying and providing source documentation to the PAC when the Commanding Officer chooses not to promote a selected Marine (SEL GRADE) , prior to the automatic promotion process occurring each month?

Ref: MARCORPROMMAN para 2101, 2102, 2201, 2202, and 2501.4; MCTFSPRIUM para 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
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5. 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: Action Required Computed Measure %

Recommended Action:

6. Are appropriate page 11 entries being prepared for inclusion in the service record, signed by the member for all occasions for which 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: Action Required Computed Measure %

Recommended Action:

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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: Action Required Computed Measure %

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

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Recommended Action:

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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 %
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COMPETENCY REVIEW BOARD

Competency Review Board

1. Are Marines being notified in writing of the Commanding Officer's intent to convene a CRB? (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

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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: Computed Measure %
 Action Required

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: Computed Measure %
 Action Required

Recommended Action:

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Supported 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. Is the unit forwarding completed CRBs to the PAC to ensure that all reductions are being correctly reported via unit diary?

Ref: MCTFSPRIUM para 70507

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

Comments: Action Required Computed Measure %

Recommended Action:

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

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Supported Unit FY12

LEAVE

Leave

1. Is the unit ensuring that all chargeable leave periods being reported in MOL post in MCTFS? If not is the unit forwarding supporting documentation to the PAC to be reported into MCTFS?

Ref: MCTFSPRIUM Chap 7, par 70101 and MCO 1050.3J, Chap 4(7.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 Commanding Officer ensure Marines authorized leave are signing out and in properly? (Note: Companies must obtain Battalion Commander's Leave Policy and endorse it with their own if delegated.)

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:

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3. 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: Computed Measure
 Action Required %

Recommended Action:

4. 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: Computed Measure
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Recommended Action:

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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

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

Recommended Action:

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7. Have all supporting documentation for Leave/Leave been forwarded to the PAC to be reported in 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: Action Required Computed Measure %

Recommended Action:

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
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Recommended Action:

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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:

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
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4. Are procedures in place to notify the PAC when members executing PCS orders or Separation are authorized PDMRA?

Ref: 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:

5. Have all supporting documentation for Leave/PDMRA been forwarded to the PAC to be reported in 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
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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
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MEAL CARDS

Meal Cards

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

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

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
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GOVERNMENT TRAVEL CHARGE CARD

Government Travel Charge Card Program

1. Has the commanding officer designated an Agency Program Coordinator (APC) and Alternate Agency Program Coordinator 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

Comments: Action Required Computed Measure %

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
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Supported 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 %
<hr/>		

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 %
<hr/>		

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Supported Unit FY12

5. 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: Computed Measure %
 Action Required

Recommended Action:

6. 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:

Marine Corps Administrative Analysis Team (MCAAT)
Supported Unit FY12

7. 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:

8. 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:

Marine Corps Administrative Analysis Team (MCAAT)
Supported Unit FY12

9. 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

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

Recommended Action:

10. 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

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

Recommended Action:

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

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

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

Marine Corps Administrative Analysis Team (MCAAT)
Supported Unit FY12

2. 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; MCTFSAPSM PAAN

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% 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. 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

Comments: Action Required Computed Measure %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Supported 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)
Supported Unit FY12

Other Service Personnel Procedures

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

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

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

Comments:

Action Required

Computed
Measure
%

Recommended Action:

2. Have all supporting documentation for Other Service Personnel Procedures been forwarded to the PAC to be reported in (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:

Action Required

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Measure
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Recommended Action:

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

Marine Corps Administrative Analysis Team (MCAAT)
Supported Unit FY12

SPECIAL AND HAZARDOUS DUTY PAY

Special and Hazardous Duty Pay

1. Is the unit submitting proper documentation to the PAC 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 submitting proper documentation to the PAC 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)
Supported Unit FY12

3. Is the unit submitting proper documentation to the PAC 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: Computed Measure %
 Action Required

Recommended Action:

4. Is the unit submitting proper documentation to the PAC 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: Computed Measure %
 Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Supported Unit FY12

5. Is the unit submitting proper documentation to the PAC 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

Computed Measure
%

Comments: Action Required

Recommended Action:

6. Is the unit submitting proper documentation to the PAC 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

Computed Measure
%

Comments: Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Supported Unit FY12

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

Ref: DoDFMR Vol 1 Chap 8; MCO 7220.12P

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

Comments: Computed Measure %
 Action Required

Recommended Action:

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

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

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

Comments: Computed Measure %
 Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Supported 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)
Supported 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

Computed Measure
%

Comments: 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

Computed Measure
%

Comments: Action Required

Recommended Action:

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

Recommended Action:

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

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

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

Comments: Computed Measure
 Action Required %

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Supported Unit FY12

15. Is the unit monitoring payments of Flight Pay, with minimum requirements monthly and ensuring payments made to the member are based on applying credit to the earliest possible month (i.e., performs a jump in March the quarterly credit is used for January and February if member was not already eligible)?

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

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

Comments: Computed Measure
%
 Action Required

Recommended Action:

16. Is the unit monitoring payments of Flight Deck Duty Pay, with minimum requirements monthly and ensuring payments made to the member are based on applying credit to the earliest possible month (i.e., performs a jump in March the quarterly credit is used for January and February if member was not already eligible)?

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

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

Comments: Computed Measure
%
 Action Required

Recommended Action:

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

Recommended Action:

18. Is the unit submitting proper documentation to the PAC to support payment of Hazardous Duty Pay, with minimum requirements monthly (parachute duty pay, enlisted flight pay) and ensure 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: MCOs 1326.2G, 3120.11 and 3150.4; DODFMR Vol 7A, Chap 24

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% 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)
Supported Unit FY12

19. Is the unit validating correct payments of Hazardous Duty Pay once the PAC has reported the entitlements?

Ref: MCOs 1326.2G, 3120.11 and 3150.4; DODFMR Vol 7A, Chap 24

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% 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:

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

Marine Corps Administrative Analysis Team (MCAAT)
Supported Unit FY12

21. Is the unit submitting proper documentation to the PAC for combat engineers and Explosive ordnance disposal (EOD) Marines, who have qualified for demolition duty pay to the PAC? (Note: Rosters must include name, rank, full SSN, date(s) demolition duty was performed and the type of demolition)

Ref: MARADMIN 361-09

- 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: Computed Measure %
 Action Required

Recommended Action:

22. 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)
Supported Unit FY12

REENLISTMENTS AND EXTENSIONS

Reenlistments and Extensions

1. Is the unit forwarding documentation to the PAC to report "Will Reenter" only when 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: Action Required Computed Measure %

Recommended Action:

2. Is the unit forwarding documentation to the PAC to report all reenlistments, bonuses and extensions into MCTFS?

Ref: IRAM 4003.4

- 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)
Supported Unit FY12

3. 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: Computed Measure %
 Action Required

Recommended Action:

4. 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: Computed Measure %
 Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Supported Unit FY12

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

Ref: MCTFSPRIUM para 10300.2; 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:

6. 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)
Supported Unit FY12

7. 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)
Supported 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

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Measure
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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

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Measure
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Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Supported 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 the unit providing source documentation (NAVMED 6100/5) to the PAC on all those Marines placed in a bona-fide temporary limited duty status to ensure TTC 157 006 (DUTY LIMITATION LD MED BOARD "Q") is reported on Unit Diary?

Ref: MCTFSCODESMAN, MCTFSPRIUM, PAR 40400, MARCORSEPMAN, Para 8506

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% 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)
Supported Unit FY12

5. Is the unit providing source documentation to the PAC on all those Marines found medically fit for duty via NAVMED 6100/6 to report TTC 157 005 (DUTY LIMITATION "0") on Unit Diary?

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

Computed Measure
%

Comments: Action Required

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

Computed Measure
%

Comments: Action Required

Recommended Action:

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

Recommended Action:

2. Is the unit forwarding all documentation to the PAC and ensuring TTC 104 008 TO SIK WIA HOSP HOSTILE or TTC 104 009 TO SIK WIA HOSP NON-HOSTILE is entered into MCTFS upon receipt of the Patient Casualty Report (PCR) or when it is known that a member has been injured in a hostile area?

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: Computed Measure %
 Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Supported Unit FY12

3. Does the unit ensure that members entitled to Combat Zone Tax Exclusion (CZTE), who are hospitalized or re-hospitalized as a result of a wound, disease, or injury incurred while in a combat zone, are entitled to CZTE for any month of hospitalization, up to 2 Years upon termination of activities in a combat zone?

Ref: DODFMR Vol 7A, Chap 13 and 44

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

Computed
Measure
%

Comments: Action Required

Recommended Action:

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

Ref: MCTFSPRIUM Chap 7

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

Computed
Measure
%

Comments: Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Supported Unit FY12

5. Is the unit forwarding all documentation to the PAC to ensure that members entitled to Combat Zone Tax Exclusion (CZTE), who are hospitalized or re-hospitalized as a result of a wound, disease, or injury incurred while in a combat zone, are entitled to CZTE for any month of hospitalization, up to 2 Years upon termination of activities in a combat zone?

Ref: DODFMR Vol 7A, Chap 13 and 44

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

Comments: Computed Measure %
 Action Required

Recommended Action:

6. Is the unit forwarding documentation to the PAC and ensuring TTC 105 000 FR SIK is reported when a member has been released from the hospital?

Ref: MCTFSPRIUM Chap 7

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

Comments: Computed Measure %
 Action Required

Recommended Action:

Marine Corps Administrative Analysis Team (MCAAT)
Supported Unit FY12

7. Is the unit forwarding documents to the PAC to 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: MCTFSPRIUM Chap 9; MCTFSAPSM; PAAN 25-08

- 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:

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

Ref: JFTR Chap 4, para U7210

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

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

Marine Corps Administrative Analysis Team (MCAAT)
Supported Unit FY12

9. Is the unit submitting documentation for Marines injured in a hostile fire area to be paid/reimbursed travel to their home of selection while on convalescent leave?

Ref: JFTR Chap 4, para U7210

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

Comments: Action Required Computed Measure %

Recommended Action:

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:

Marine Corps Administrative Analysis Team (MCAAT)
Supported Unit FY12

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: Computed Measure %
 Action Required

Recommended Action:

3. Is the unit providing the PAC source documentation to report TTC 157 006 (DUTY LIMITATION LD MED BOARD "Q") on those Marines who are placed on Limited Duty or any other status that renders the Marine unfit for full duty?

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:

Marine Corps Administrative Analysis Team (MCAAT)
Supported Unit FY12

4. Is the unit providing the PAC source documentation to report TTC 157 005 (DUTY LIMITATION "0") 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:

5. Is the unit providing the PAC, source documentation to report the COF "M" entry on those Marines 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:

Marine Corps Administrative Analysis Team (MCAAT)
Supported Unit FY12

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

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

Marine Corps Administrative Analysis Team (MCAAT)
Supported Unit FY12

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

Marine Corps Administrative Analysis Team (MCAAT)
Supported 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)
Supported Unit FY12

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

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: Computed Measure %
 Action Required

Recommended Action:

4. Does the unit ensure member participating in the UDP are in a Legal Hold Status, are not kept at the UDP location in excess of 180 days (including time with main body) without CMC approval.

Ref: MCO P3000.15B, para 1009.2; MCTIM para 80511

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% 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)
Supported Unit FY12

PERSTEMPO

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

Ref: MCTFSPRIUM para 10300.2; MCTFSAPSM para 110103.b

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

Comments: Action Required Computed Measure %

Recommended Action:

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

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

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: Computed Measure %
 Action Required

Recommended Action:

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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:

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

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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

Comments: Computed Measure %
 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

Comments: Computed Measure %
 Action Required

Recommended Action:

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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

Comments: Computed Measure
 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

Comments: Computed Measure
 Action Required %

Recommended Action:

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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: Computed Measure %
 Action Required

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: Computed Measure %
 Action Required

Recommended Action:

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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:

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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:
