



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
3280 RUSSELL ROAD  
QUANTICO, VIRGINIA 22134-5103

MCO 7220.13H  
M&RA

MAY 7 2013

MARINE CORPS ORDER 7220.13H

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MARINE CORPS ADMINISTRATIVE ANALYSIS TEAM (MCAAT)

Ref: (a) GAO-07-731G Government Auditing Standards  
(b) PL 97-255 Federal Managers Financial Integrity Act of 1982  
(c) Office of Management and Budget Circular A-123  
(d) SECNAV M-5210.1

1. Purpose. To publish policy governing the MCAAT Mission.
2. Cancellation. MCO 7220.13G. Significant changes have been made to this Order and it should be reviewed in its entirety.
3. Mission. The mission of MCAAT is to be the eyes and ears of Headquarters Marine Corps, Manpower and Reserve Affairs (M&RA), Director Manpower Information Systems Division (MI) and Director Programs & Resources Department, Fiscal Division, Resources Finance Fiscal Branch (RFF). MCAAT will analyze the effectiveness of internal audit procedures, regulatory compliance, systems management, internal controls, command administrative and disbursing/finance (DO/FO) operations, and the timely and accurate performance of pay and entitlement transactions in the Marine Corps Total Force System (MCTFS), travel systems, and other associated systems. The team must interact to the maximum extent possible with both communities through participation and support of workshops, seminars, lessons learned reviews, curriculum/training and doctrine development.
4. Execution
  - a. Tasks
    - (1) Director, Manpower Information Systems Division (MI)
      - (a) Provide administrative control and support of the MCAAT.
      - (b) Provide operational control of the MCAAT administrative activities and define the administrative mission, policies, audit, schedule, and scope of the MCAAT administrative functions and activities.
      - (c) Coordinate the finance mission, schedule, scope of MCAAT administrative functions, and policies with the Director Programs & Resources Department, Fiscal Division, RFF.
      - (d) Plan, program and budget for all travel, equipment and supplies required by the team.

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(2) Director, Programs & Resources Department, Fiscal Division,  
Finance Branch (RFF)

(a) Provide operational oversight of the MCAAT finance activities, defining the finance mission, policies, audit schedule, and scope of the MCAAT finance functions and activities

(b) Coordinate the finance mission, schedule, scope of MCAAT finance functions, and policies with HQMC-MI.

(3) Officer in Charge (OIC), MCAAT

(a) Perform onsite and remote audits as required for all administrative and DO/FO organizational levels that affect MCTFS, travel payments, or associated systems.

(b) Utilize the MCAAT Automated Information System (AIS) to record and report the results of all formal analyses conducted.

(c) Perform post audit analysis, and as directed analysis projects, of data gathered via the audit process or by data mining of the MCTFS, travel payment systems, or associated pay or travel systems.

(d) Support the administrative community with procedural and regulatory policy assistance, information and training.

(e) Field policy and procedural questions from the administrative community regarding pay/allowance entitlement determinations or regulatory interpretations and coordinate necessary follow on actions.

(f) Provide training and education in pay and entitlement administration via analyses, assist visits, regional training seminars, online training classes, Ask MCAAT and information sharing.

(g) Identify procedural, systemic, staffing, and regulatory problems and provide recommended courses of action for improvements.

(h) As directed, participate in and support workshops, seminars, lessons learned reviews, and curriculum, training standard and doctrine development.

(4) Commanders, Inspector/Instructors, IPAC Directors, Disbursing and Finance Officers

(a) Upon receipt of notification of a MCAAT analysis, ensure key personnel are available during the scheduled analysis period. The MCAAT is acting on behalf of the Commandant of the Marine Corps (CMC), and as such, cooperation during the analysis is required. All records and information requested by MCAAT will be provided, along with full access to all areas and levels of the organization deemed necessary.

(b) Each administrative unit and DO/FO will be scheduled for an analysis as determined by HQMC-MI. If the timing of a scheduled MCAAT analysis is unsupportable due to operational commitments, commanders will submit a request for an alternate date via the chain of command to M&RA (MI Division) for consideration. Final determination for administrative analysis scheduling resides with Deputy Commandant (DC), M&RA (MI).

## b. Coordinating Instructions

(1) Notification. Commanders with administrative and DO/FO organizations will receive a notification letter when their units are included on the annual audit calendar for the upcoming fiscal year. The notification letter will provide the details of the analysis timing and duration and provide a list of available supported units when appropriate. It will also request that key personnel and access to all documents, files, or records required for the purpose of conducting the analysis be made available during the analysis.

(2) Administrative Analysis Results. The results of the analysis will classify the unit into one of three possible proficiency level grades. Tier One: PAC/unit has minor discrepancies; Tier Two: PAC/unit has minor discrepancies and findings; and Tier Three: PAC/unit has multiple discrepancies and multiple findings which result in a non-mission capable evaluation. After the analysis, the commander will receive a formal report that contains a narrative summary discussing the findings and recommendations as well as any specific discrepancies found. The commander will endorse the original summary report, stating specific corrective action taken or planned, along with anticipated completion dates to correct any deficient internal controls identified. Comments must be submitted for each finding/recommendation and forwarded via the chain of command to DC, M&RA (MI), MCAAT OIC within sixty days of the report date.

(3) Disbursing/Finance Analysis Results. The results of the analysis will form a command effective rating, expressed as a percentage score and one of three possible proficiency level grades. After the analysis, the commander will receive an initial report that contains a narrative summary discussing the findings and recommendations as well as any specific discrepancies found. The commander will endorse the initial report, stating specific action taken or planned, detailed rebuttal responses to disputed items, along with anticipated completion dates to correct any internal controls deficiencies identified. Comments must be submitted to DC, M&RA (MI), MCAAT OIC for each finding within thirty days. The commander will then receive a final report within sixty days of the last day of the analysis. Comments in response to each finding/recommendation in the final report must be submitted to DC, M&RA (MI), MCAAT OIC.

(4) Assist Training Visits (ATV). Commanders, PAC Directors, and DOs/FOs may request ATVs for their organization. MCAAT will consider these requests contingent upon available time on the MCAAT schedule. ATVs consist of conducting classes, reviewing appropriate checklists, training personnel in key processes, writing discrepancy notices, and providing a written report to the commander. No official rating will be provided. The training visit will be tailored to meet the requesting unit's specific needs based on the request for support. ATVs require a written request from the unit to the DC, M&RA (MI), MCAAT OIC providing specific dates of availability and funding lines for the ATV.

## 5. Administration and Logistics

### a. Administration

(1) Personnel. MCAAT is staffed according to TO&E MS4120. MCAAT personnel are tasked with a specific CMC mission defined by law, and as such will not be assigned or used for local activity duties, except in emergencies

or as approved jointly by DC, M&RA (MI) and DC, P&R (RFF). The MCAAT is a designated field agency of the Commandant, and the assigned personnel are attached for administrative purposes only, to Headquarters and Service Battalion Quantico. Requests and recommendations pertaining to organization structure should be addressed to DC, M&RA (MI).

(2) Travel Funding. DC, M&RA (MI) will fund all program travel costs for the MCAAT.

(3) Order Issuing Authority. The MCAAT OIC is authorized to issue travel orders to all personnel within the organization for travel necessary in the performance of their duties.

(4) MCAAT Operating Procedures. The MCAAT members will conduct all analyses and internal operations in accordance with procedures and policies in the jointly managed MCAAT Standard Operating Procedures (SOP).

(5) Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (d) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

b. Logistics

(1) Operational and maintenance-type support and automated data processing equipment necessary to complete the assigned mission will be provided by the local base commander.

(2) Whenever possible, local command motor transportation assets/government vehicles will be utilized for travel, within acceptable Operational Risk Management standards. The MCAAT OIC is responsible for controlling the use of assigned vehicles and for submitting records and further required data to the host command.

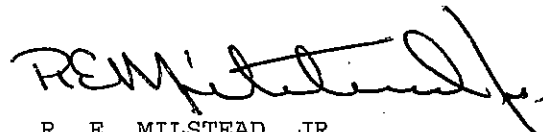
6. Command and Signal

a. Command

(1) DC, M&RA (MI) provides direct administrative support to the MCAAT. DC, P&R (RFF) provides necessary support as required.

(2) MCAAT is the primary analysis team for HQMC in both administration and disbursing/finance, providing specific support to DC, M&RA (MI) and DC, P&R (RFF) reporting requirements to OSD.

b. Signal. This Order is applicable to the Total Force and effective upon signature.



R. E. MILSTEAD, JR.  
Deputy Commandant for Manpower and  
Reserve Affairs

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