

ADMINISTRATIVE MANAGEMENT TECHNIQUES AND INTERNAL CONTROLS – OCT 2004

This checklist contains numerous changes and should be reviewed in its entirety.

Analysis Dates: _____ Month: _____

Analysts: _____

Active Inspector-Instructor Staff Reporting Unit Code: _____ Unit Strength: _____
 Reserve Reporting Unit Code: _____ Unit Strength: _____
Command: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Telephone Number: (____) _____ Building Number: _____
Person Debriefed: _____

UNIT DIARY SYSTEM

1. Is a 30/31-day tickler file being used to ensure all known reportable events (i.e., Temporary Additional Duty orders, leave authorizations, Servicemen’s Group Life Insurance reductions and/or notifications, missing composite scores, separation documents, Rescheduled Inactive Duty Training drill sheet, etc.) are routed to and reported on Unit Diary? Reference: MCTFSPRIUM, par 10300.4g, MCTFSAPSM, par 110103, MCO P1050.3H, par 4008.3b and MCRAMM, par 3202.4b
 Yes No

2. (OLDS users only) Is the Transaction Counter Page annotated to reflect the information contained in Part I of the Diary Feedback Report, to include the number of statements processed, rejected and total transactions? All users will verify entries that are less than the number submitted, are missing entries being researched using the Transaction Research File? Reference: MCTFSPRIUM, par 20114.1b
 Yes No

3. Are SNCO’s (E7 and above) certifying Unit Diaries only when the unit has no officer physically present and is documentation to verify non-availability of temporary certifying officers being maintained? Reference: MCTFSPRIUM, par 20104
 Yes No

4. Diary Feedback Reports

a. Are the Diary Feedback Reports printed or downloaded on the date a cycle completes processing or the first working day thereafter? Reference: MCTFSPRIUM, par 120503.1
 Yes No

b. Are the Diary Feedback Reports being certified and dated by the Commanding Officer, Consolidated Administration Center Director or a certifying officer within 5 working days and are the Diary Feedback Reports containing inconsistent conditions being certified and dated within 7 working days? Reference: MCTFSPRIUM, par 120503, 120101.2
 Yes No

c. Is each rejected and/or advisory message contained in the Diary Feedback Reports audited and annotated with the corrective action taken to include the Unit Diary number and date? Reference: MCTFSPRIUM, par 120503.1
 Yes No

UNIT DIARY SYSTEM

5. Electronic Signature Security

a. Are personal Electronic Signatures known only to the person to whom assigned? Reference: MCTFSPRIUM, par 20115.2d

Yes No

b. Have personal Electronic Signatures for members who have transferred, detached or discharged been deleted from the unit's active Electronic Signature file? Reference: MCTFSPRIUM, par 20115.2d

Yes No

c. Is the Master Electronic Signature and Master Electronic Signature diskette maintained in a sealed envelope in a safe with limited access controlled by the Commanding Officer or the assigned Electronic Signature Control Officer (ECO)? Sites with multiple Reporting Unit Codes may combine all Master Electronic Signature Diskettes in a single envelope as long as the Electronic Signature Control Officer is assigned as the Electronic Signature Control Officer for all of the Reporting Unit Codes. Reference: MCTFSPRIUM, par 20115.3

Yes No

d. Is the Master Electronic Signature assigned to the Commanding Officer of each reporting unit and is a signed copy of the M-ELSIG transmittal cover letter maintained in the unit files? Reference: MCTFSPRIUM, par 20115

Yes No

e. Is the envelope containing the Master Electronic Signature diskette(s) being viewed by the Electronic Signature Control Officer a minimum of once a quarter to ensure the Master Electronic Signature(s) have not been compromised? Reference: MCTFSPRIUM, par 20115.3

Yes No

6. Have written Internal Control Procedures been established for the Unit Diary Section and include audit procedures, billet responsibilities, document flow within the office and the relationship with other organizations or services? Reference: MCTFSPRIUM, par 10300.2

Yes No

7. Command Diary Feedback Report

a. Statistics:

- (1) Number of Marines that failed to report in the last 24 months. _____
- (2) Average number of days from receipt of the Advisory Report (failed to report) to the date command joined the Marine. _____
- (3) Number of Marines with expired Estimated Dates of Arrival that the command has not taken action on. _____
- (4) Number of Marines that failed to report and are on Direct Deposit. _____
- (5) Number of Marines that failed to report and have active allotments. _____
- (6) Total dollar amount paid to Marines on Direct Deposit that failed to report. _____
- (7) Total allotment dollar amount paid to Marines that failed to report. _____

b. Is the Command Diary Feedback Report properly worked? Reference: MCTFSPRIUM, par 120509

Yes No

c. After ascertaining that a Marine has not reported is the command immediately initiating action to confirm transfer and is the Advisory Report annotated with the action taken? Reference: MCTFSPRIUM, par 120503 and 60210

Yes No

d. Is the Command Diary Feedback Report being signed by the personnel officer after all action has been completed? Reference: MCTFSPRIUM, par 120503

Yes No

e. Does the command maintain an individual file on each suspected deserter until the case has been resolved? Reference: MCTFSPRIUM, par 120509

Yes No

UNIT DIARY TIME STUDY

THE UNIT DIARY TIME STUDY WILL BE COMPLETED UTILIZING THE UNIT'S MOST RECENT TIME MANAGEMENT REPORT (TMR), OVERALL TIMELINESS AVERAGE. Reference: MCTFSPRIUM, par 120700 and 20103. THE FOLLOWING STANDARDS APPLY:

90% AND ABOVE = MISSION CAPABLE

85% - 89.99% = DISCREPANCY

84.99% AND BELOW = FINDING

UNITS TIMELINESS AVERAGE = _____ %

LEGAL

1. Legal

a. Are punishments, and other required entries, being correctly reported on Unit Diary to include confinement, Good Conduct Medal commencement date, deferments, fines, forfeitures, history statement, promotion restriction, etc? Reference: MCTFSPRIUM, chap 7

Yes No

b. Are forfeitures being reported on Unit Diary within the maximum allowable amounts? When punishment includes both reduction in grade, whether or not the reduction was suspended and forfeiture of pay, the forfeiture is applied to the grade to which reduced. Reference: DODFMR, par 490301 and 490303 and MCM

Yes No

c. Is the unit properly reporting absences determined to be Time-Lost on Unit Diary? Reference: MCTFSPRIUM, chap 7

Yes No

d. Is the unit properly adjusting BAH and BAS upon assignment and release from confinement? Reference: MCTFSPRIUM, chap 7

Yes No

e. Is the unit ensuring Duty Status 'M' is reported for all members confined beyond their EAS/ECC? Reference: MCTFSPRIUM, chap 7

Yes No

f. Is the Unit Punishment Book being delivered properly (i.e., Original in SRB, copy to SNM, copy to unit files, and a copy sent to the Commandant of the Marine Corps (MMSB)? Reference: MarAdmin 301/02

Yes No

g. Is Unit Diary correctly utilizing Type Transaction Code (TTC) 257 000 to report all Courts-Martial? Reference: MCTFSPRIUM, par 70501 and PAAN 49-03

Yes No

h. Is Unit Diary reporting TTC 262 000 properly upon receipt of the Convening Authority action? Reference: MCTFSPRIUM, chap 7, PAAN 49-03

Yes No

i. Are automatic reductions involving General or Special Courts-Martial taking effect on the date of the Convening Authority's action? Automatic reductions occur when a Marine is not adjudged reduction to Private and either a punitive discharge or confinement for less than 6 months has been awarded. The Convening Authority may suspend the reduction to Private and retain the member at an intermediate pay grade pending Convening Authority's final action. Reference: MCM, 57a and 58b

Yes No

LEGAL

2. Appellate Leave

a. Are all appropriate unit diary entries being reported prior to sending a member on Voluntary Appellate Leave to include returning the member to a normal duty status, reporting courts-martial, stopping the Clothing Replacement Allowance and reporting all Time Lost? Reference: MCO 1050.16A, par 11a and MCTFSPRIUM, par 70505

Yes No

b. Is the unit reporting the number of days accrued when Voluntary Appellate Leave occurs using TTC 061 001 (TO APL LV)? Reference: MCO 1050.16A, par 9a, MCTFSPRIUM, par 70505, and PAAN 70-02

Yes No

c. Are members directed to Involuntary Appellate Leave being afforded the opportunity to either sell or take leave accrued? Reference: MCO 1050.16A, par 9b and MCTFSPRIUM, par 70505

Yes No

d. Are the number of days accrued leave computed to the day before the effective date of orders directing leave, or reported as zero-zero (00) if the member elects to receive payment for leave due? Reference: MCO 1050.16A, par 9a and MCTFSPRIUM, par 70505

Yes No

e. Are personnel placed in an Involuntary Appellate Leave status being notified in writing by the Commanding Officer that they were transferred to the Navy and Marine Corps Appellate Leave Activity (NAMALA) and that they are responsible in keeping NAMALA informed of current mailing address and any status changes such as marriage, divorce, and gain or loss of family members? Reference: MCO 1050.16A, par 6 and MCTFSPRIUM, par 70505

Yes No

f. Is the Commanding Officer ensuring personnel ordered to Involuntary Appellate Leave are being transferred to NAMALA via service record? Reference: MCO 1050.16A, par 13 and MCTFSPRIUM, par 70505

Yes No

g. Are service records being mailed to the NAMALA via the U.S. Postal Service, using certified return receipt mail? Reference: MCO 1050.16A, par 13b

Yes No

3. Have written Internal Control Procedures been established for the Legal and Appellate Leave Section and include audit procedures, billet responsibilities, document flow within the office, and the relationship with other organizations or services? Reference: MCTFSPRIUM, par 10300.2 and MCTFSAPSM, par 110103

Yes No

PROMOTIONS

1. Promotions

a. Are procedures in place to report TTC 287 002 (REQ RECOMPUTE COMP SCORE) when late training data is reported after the training cutoff date for composite scores? Reference: MARCORPROMMAN, par 2603 and MCTFSPRIUM, par 70608

Yes No

b. Are procedures in place to ensure late or missing training data causing zeroed-out Composite Scores is being forwarded to the Promotion Section and that TTC 287 002 is being entered into the Marine Corps Total Force System? Reference: MARCORPROMMAN, par 2603 and MCTFSPRIUM, par 70608

Yes No

c. Is the unit reporting TTC 287 003 (REQ REMEDIAL SELECTION) via Unit Diary on all eligible Marines who's Recomputed Composite Score did not post prior to the select grade to process? Reference: MARCORPROMMAN, par 2603 and MCTFSPRIUM, par 70608

Yes No

d. Is the unit reporting TTC 191 000 (NOT REC PROM) via Unit Diary on or before the 15th of each month for Marines not being recommended for promotion by the appropriate promotion authority, and is the required service record page 11 entry being completed? Reference: MARCORPROMMAN, par 2500, MCTFSPRIUM, par 70607, and IRAM, par 4006

Yes No

e. (MOL-BCP-1 units only) Is the unit certifying promotion recommendations by the 15th of each month for Marines not being recommended for promotion by the appropriate promotion authority, and is the required service record page 11 entry being completed? Reference: MARCORPROMMAN, par 2500, IRAM, par 4006, MarAdmin 371-04

Yes No

f. Is the unit ensuring that all eligible Marines are recommended or not recommended for promotion by the appropriate promotion authority? Reference: MARCORPROMMAN, par 1200.3

Yes No

g. Is the unit reporting the appropriate "Promotion Restriction" entries via Unit Diary and are the required service record page 11 entries being typed on all reportable occasions? Reference: MARCORPROMMAN, par 1204, MCTFSPRIUM, par 70702 and IRAM, par 4006

Yes No

h. Is the unit reporting TTC 193 000 (WILL NOT PROMOTE) on Marines selected whom the Commanding Officer chooses not to promote prior to the automatic promotion process each month and are the required service record page 11 entries being typed? Reference: MARCORPROMMAN, par 1204, MCTFSPRIUM, par 70609 and IRAM, par 4006

Yes No

2. Have written Internal Control Procedures been established for the Promotion Section and include billet responsibilities, Unit Diary reporting, document flow within the office, recommendation for promotion procedures, request for remedial selection, and zeroed-out Composite Score procedures? Reference: MCTFSPRIUM, par 10300.2

Yes No

NON-PUNITIVE REDUCTIONS

1. Non-Punitive Reductions

a. Are Marines being notified in writing of the Commanding Officer's intent to convene a Competency Review Board? Reference: MARCORPROMMAN, par 6001.3b

Yes No

b. Is the effective date of reduction the date approved by the Commanding Officer who exercises promotion authority? Reference: MARCORPROMMAN, par 1200.3, 6004.1 and MCTFSPRIUM, par 70507

Yes No

c. Is the Date of Rank the Date of Rank previously held in the grade to which reduced? Reference: MARCORPROMMAN, par 6004.1 and MCTFSPRIUM, par 70507

Yes No

d. Is the endorsement to the Competency Review Board being signed by the Commanding Officer who exercises promotion authority? Reference: MARCORPPROMMAN, par 1200.3

Yes No

e. Are all Marines being afforded the opportunity to appear before and review the Competency Review Board? Reference: MARCORPROMMAN, par 6001.3b

Yes No

2. Have written Internal Control Procedures been established for the Non-Punitive Reduction Section and include audit procedures, billet responsibilities, document flow within the office and the relationship with other organizations or services? Reference: MCTFSPRIUM, par 10300.2 and MCTFSAPSM, par 110103

Yes No

HUMANITARIAN TEMPORARY ADDITIONAL DUTY/TRANSFER BY SERVICE RECORD

1. HUMANITARIAN TAD

a. Have procedures been established by the Temporary Additional Duty command and the member's Permanent Duty Station to ensure proper pay entitlements are received by the Marine who is in a Temporary Additional Duty status for Humanitarian reasons? Reference: DODFMR, Vol 7a, chapters 25, 26 and 27, JFTR, and MCTFSAPSM, par 110104.2a

Yes No

b. Are Marines in a Humanitarian status being attached, via Unit Diary, at the end of authorized leave, unless otherwise directed by the Commandant of the Marine Corps? Reference: MCO P1000.6, par 1301.8 and ACTS Manual, par 1301.8

Yes No

c. Are all periods of chargeable leave reported on Unit Diary upon attaching member on Temporary Additional Duty for Humanitarian reasons? Reference: MCTFSPRIUM, par 70101, MCO P1050.3H, par 4008.2 and ACTS Manual, par 1301.8

Yes No

d. Is the Temporary Additional Duty command completing and submitting the Humanitarian requests within 15 calendar days from the date of attachment? Reference: MCO P1000.6, par 1301.10 and ACTS Manual, par 1301.8

Yes No

2. TRANSFER BY SERVICE RECORD

a. When CMC authorizes a unit to join a Marine, is the command reporting the appropriate join date? Reference: MCTFSPRIUM, pars 80204 and 80301, JFTR, and MCTFSAPSM, par 110104.2a

Yes No

b. When CMC authorizes a unit to join a Marine, is the command properly starting Basic Allowance for Housing and Basic Allowance for Subsistence and any other entitlements on the date of join? Reference: MCTFSPRIUM, pars 80204 and 80301, JFTR, and MCTFSAPSM, par 110104.2a

Yes No

c. When CMC authorizes a unit to Transfer a Marine by Service Record, are the transferring and gaining units ensuring that proper Transfer by Service Record Orders are issued and that there is no entitlement to travel or transportation allowances for the member to return to the old permanent duty station to assist in the movement of dependents or household goods? Reference: MCO P1000.6 par 1301.1

Yes No

3. Have written Internal Control Procedures been established for the Humanitarian Temporary Additional Duty and Transfer by Service Records Section and include audit procedures, billet responsibilities, document flow within the office, and the relationship with other organizations or services? Reference: MCAP, MCTFSPRIUM, par 10300.2 and MCTFSAPSM, par 110103

Yes No

AUDITS

1. Join Audit

a. Is the unit conducting the first stage of the Join Audit upon the member's arrival at the new Permanent Duty Station, returning from Temporary Additional Duty, Fleet Assistance Program, deployment, In-Active Duty for Training or Active Duty Special Works (Reservists) in excess of thirty days? The audit must include, Option N, SGLI (CRCR and VA benefit waiver for Reservists only) with signatures and dependency certification. The audit is conducted face to face with the Marine and the audited documents are then filed accordingly in the service record. Reference: MCTFSPRIUM, chap12

Yes No

b. Is the Diary Retrieval System (Option 23) being extracted, audited and corrective action taken via Unit Diary upon the member's arrival at the new Permanent Duty Station? The audited Option 23 with annotations must be filed in the correspondence file with the join checklist and/or check-in sheet. Reference: MCTFSPRIUM, chap 12

Yes No

c. Is the unit conducting the second stage of the audit after elapsed time has posted in the Marine Corps Total Force System, or sixty days after the join entry processes whichever is earlier? Stage two of the audit includes a thorough comparison of Marine Corps Total Force System records and joins documents (i.e., TRS remarks, MCAAT printouts, travel claim or Leave and Earning Statement). Reference: MCTFSPRIUM, chap 12

Yes No

d. Are procedures in place to monitor the posting of elapsed time and to notify the Disbursing or Finance Office via NAVMC 11116 when elapsed time has incorrectly posted or has not processed, in the Marine Corps Total Force System, within forty-five days of the join posting? Reference: MCTFSPRIUM, chap 12

Yes No

e. Are procedures in place to inform the member of the Basic Allowance for Housing protection on Permanent Change of Assignment (PCA) and Low Cost Permanent Change of Station (LCPCS) moves? Reference: MARADMIN 286-01 and 315-01

Yes No

2. Triennial Audit

a. Has a thorough Triennial Audit been conducted on all chargeable personnel who have not been the subject of a Triennial or Join Audit within the past 3 years? The audited Basic Individual/Training Record with the member's signatures and dependency certification must be filed in the Service Record until the next Triennial or Join Audit. Reference: MCTFSPRIUM, chap 12

Yes No

b. Is the unit reporting TTC 815 000 (ANNUAL SCREENING COMPLETION) on Active Duty and Reserve personnel via Unit Diary once the member has completed a Join or Triennial Audit and has certified entitlement to Basic Allowance for Housing? Reference: MCTFSPRIUM, chap 12, par 120103 and chap 4, par 40700

Yes No

AUDITS

3. Mobilization / Deployment Readiness / Reserve Annual Training Audit

a. Is a Mobilization, Deployment Readiness or Reserve Annual Training Audit being conducted 30 days prior (60 days for Reservists) to a deployment anticipated to last 31 days or more in duration (Reserve Annual Training qualifies)? At a minimum, the audit will include the Record of Emergency Data, Servicemen's Group Life Insurance, Special Power of Attorney (childcare), if required, and the D112 screen (Personnel Tempo). Reservists must either, sign and date the Basic Individual Record Mobilization Statement (maybe be signed up to 3 times) or acknowledge a standard par included on the Active Training orders. Reference: MCTFSPRIUM, chap 12

Yes No

4. Have written Internal Control Procedures been established for the Audit Section and include audit procedures, billet responsibilities, document flow within the office, and the relationship with other organizations and services? Reference: MCTFSPRIUM, par 10300.2 and MCTFSAPSM, par 110103

Yes No

LEAVE

1. Are the Original Leave Authorizations (NAVMC 3) being maintained in the unit's correspondence files once leave has been reported on Unit Diary? For MOL-BCP-1 units, are the Leave Authorizations being maintained on MOL? Reference: P1050.3H, par 4008.3d, MarAdmin 371-04

Yes No

2. Are all chargeable leave periods being reported on Unit Diary? Reference: MCTFSPRIUM, chap 7, par 70100 and MCO P1050.3H, par 4008.2a (1)

Yes No

3. Has the Consolidated Administration Center established procedures to ensure outlying organizations are submitting leave papers in a timely manner for proper Unit Diary reporting? Reference: MCTFSPRIUM, par 70101.6

Yes No

4. Does the Commanding Officer ensure Marines authorized leave are signing out and in properly and not signing out prior to the end of the normal workday? Reference: MCO P1050.3H, par 2005.2 and MCTFSPRIUM, par 70101.2

Yes No

5. Are proper procedures in place to monitor the unit's Overseas Tour Extension Incentives Program (OTEIP) when leave is elected? Reference: MCO P1300.8R, par 2108.3 through 2108.8

Yes No

6. Have written Internal Control Procedures been established for the Leave Section and include audit procedures, billet responsibilities, document flow within the office and the relationship with other organizations and services? Reference: MCTFSPRIUM, par 10300.2 and MCTFSAPSM, par 1101032

Yes No

MEAL CARDS

1. Are procedures in place to retrieve Meal Cards (change entitlements for Common Access Cards) when members transfer, depart on Temporary Additional Duty, or leave, etc.? Reference: MCO 10110.47, Appendix C, enclosure (2)

Yes No

2. Has an issuing official or agent been appointed in writing and is a copy of the appointment letter contained in the Meal Card Logbook? Reference: MCO 10110.47, enclosure (2), par 4a(1)

Yes No

3. If a designated representative has been appointed in writing by the Commanding Officer to conduct inventories, is a copy of the appointment letter contained in the Meal Card Logbook? Appointee must not be assigned to the additional duties as the Meal Card issuing official or agent. Reference: MCO 10110.47, enclosure (2), par 4a (1)

Yes No

4. Is the Commanding Officer or the designated representative properly conducting the required inventories? Reference: MCO 10110.47, enclosure (2), par 4a (3)

Yes No

5. Does the Meal Card Logbook contain the following required information: Meal Card Number, Grade, Name of Individual to Whom Issued, Individual's Social Security Number, Date of Issue, Date of Card Recovery and Reason, Signatures of Cardholder and Issuing Agent? Reference: MCO 10110.47, Appendix B, enclosure (2)

Yes No

TRAVEL CONTROLS

1. Travel Controls

a. Is one complete copy of Permanent Change of Station, Temporary Additional Duty or reserve orders, travel claim and all supporting documents, to include finance office computations being maintained on file? Reference: SECNAVINST 5212.5C

Yes No

b. Are all Marines on Permanent Change of Station Orders or returning from Temporary Additional Duty submitting a travel claim to the servicing Finance Office within 5 days of arrival? Reference: MCTIM, chap 3, par 30411.2, chap 8 and ALMAR 141-97

Yes No

c. Are procedures in place to track the submission of travel claims, receipt by the Finance Office, and the final return of government vouchers? Reference: MCTFSAPSM, par 130201

Yes No

d. Have procedures been established by the command to inform Marines of the potential entitlement to Temporary Lodging Expense, when applicable, and assist Marines in completion of the necessary forms upon submission of Permanent Change of Station travel claims? Reference: MCTIM, chap 4, section 4, JFTR, Vol 1, chap 5, part H and MCTFSAPSM, Appendix I

Yes No

e. When members are entitled to Dislocation Allowance is the command submitting claims? Ensure supplemental claim is submitted when authorization to reside on the local economy and it has been approved by the commanding officer within 60 days of reporting. Note: 60 additional days may be granted by the Commanding Officer. Reference: JFTR, Vol 1, par U5610 A & B and chap 5, par C and MCTIM, chap 4

Yes No

f. Are supplemental claims being submitted when family members arrive at the Permanent Duty Station after the Marine's report date? Reference: MCTFSAPSM, par 130201, MCTIM, chap 4 and JFTR, Vol 1, chap 5

Yes No

g. Are procedures in effect to ensure Reserve Individual Active Duty Orders are promptly settled at the Disbursing Office located where the active duty was performed? Reference: MCO 7220.50B, TAN 17-01, and MARADMIN 229-00

Yes No

h. Are procedures in effect to ensure that all Government Travel Charge Card cardholders, not exempt from use of the GTCC, have at a minimum, their rental car, lodging, and commercial transportation expenses paid directly to the bank that issued the GTCC and ensuring the traveler notes the total amount of deposit in Block 1 of the DD Form 1351-2? The approving official or supervisor must sign and date the travel voucher to certify the voucher as correct. Reference: MARADMIN 515-03

Yes No

i. Have written Internal Control Procedures been established for Travel Controls and include audit procedures, billet responsibilities, document flow within the office, and the relationship with other organizations and services? Reference: MCTFSPRIUM, par 10300.2, MCTFSAPSM, par 110103 and MCAP

Yes No

ORDER WRITING

1. Funded Orders

a. When Government Quarters are directed is the cost of quarters included in the orders, if known?
Reference: ACTS Manual, par 4402.5a and MCTIM, par 80121.3

Yes No

b. If Government Quarters are directed and not available is the traveler required to obtain a statement of non-availability? Reference: ACTS Manual, par 4402.5a and MCTIM, par 80121.3

Yes No

c. Is a miscellaneous out-of-pocket expense estimate (e.g., laundry, safe call home, parking, taxi, skycap, registration or conference fees, etc.) included in the Temporary Additional Duty orders?
Reference: MCTIM, par 80121 and ACTS Manual, par 4205.6b(4) and 4402.8

Yes No

d. Is the specific mode of transportation annotated on the Temporary Additional Duty orders or on the delivery endorsement? Reference: MCTIM, par 80121.11 and ACTS Manual, pars 4204.1 and 4205.5

Yes No

e. Is a constructive common carrier cost annotated in the Temporary Additional Duty orders when the member is authorized to travel via privately owned vehicle? Reference: MCTIM, par 80121.11, JFTR, par U3310.A1 and ACTS Manual, par 4205.5

Yes No

f. Do Temporary Additional Duty Orders to schoolhouse training direct the utilization of Government Quarters and Messing that enables the schoolhouse commander to determine availability? Reference: JFTR, par U1045.B.2 (a) and U4400 (Bold Note)

Yes No

g. Do Temporary Additional Duty Orders contain the Maximum Lodging and Meals and Incidental Expense allowance for the locality where the duty is to be performed? Reference: DODFMR, vol. 9, par 0505 and ACTS Manual, par 4402

Yes No

h. Do Temporary Additional Orders accurately indicate whether or not the traveler is a Government Travel Charge Cardholder/Frequent Traveler? Reference: DODFMR, Vol 9, chap 3, MCTIM par 80121.1, ACTS Manual, par 4402.5d, and MCO 4600.40A

Yes No

i. Do Temporary Additional Orders direct utilization of the GTCC to all personnel who are not specifically exempt? Reference: MarAdmins 300-04 and 515-03, DODFMR Vol 9, and MCO 4600.40A

Yes No

ORDER WRITING

j. Is the amount of travel advance authorized indicated on the Temporary Additional Duty Orders to allow for the reimbursement of the Automated Teller Machine and Government Travel Charge Card fees? Reference: ACTS Manual, par 4402.5c

Yes No

k. Do Temporary Additional Duty Orders directing members traveling together (formerly known as group travel) state "limited or no reimbursement" when subsistence has been provided? Reference: JFTR, par U4000

Yes No

2. Un-funded Orders

a. Are Temporary Additional Duty Orders directing members traveling together treated as normal per-diem reimbursement when orders do not address "limited or no reimbursement?" Reference: JFTR, par U4000

Yes No

b. Do Permissive Temporary Additional Duty Orders indicate travel is "Authorized" vice "Directed" and include a statement indicating that the traveler may refuse the orders? Ensure Daily Meal Rate entitlements are reported on Marines in receipt of Essential Station Messing. Reference: MCTIM, par 20103.5 and 80103.1 and ACTS Manual, pars 4103.7 and 4404.1 through 4404.6

Yes No

c. Are Marines on Permissive Temporary Additional Duty Orders within the number of days authorized by current directives? Reference: ACTS Manual, pars 4404.1 through 4404.5

Yes No

3. Permanent Change of Station Orders

a. Do Permanent Change of Station Orders contain a paragraph or endorsement for Marines entitled to family member's transportation and who are being assigned to a family members restricted or unaccompanied overseas tour concerning designated place moves within the Continental United States? Reference: ACTS Manual, par 4400.2r and JFTR, chap 5, part C

Yes No

b. Is a paragraph contained in the Permanent Change of Station delivery endorsement notifying the member of the requirement to re-certify Basic Allowance for Housing entitlement within 30 days of joining the new command? Reference: MARADMIN 535-99

Yes No

4. Straggler Orders

a. Is the command signing and issuing Stragglers Orders and maintaining a "Duplicate Original Orders" copy and include the receiving endorsement? Reference: MCO P5800.16A, par 5009.4d

Yes No

b. Is the command ensuring proper distribution of Straggler Orders is being made? Reference: MCO P5800.16A, par 5009

Yes No

ORDER WRITING

c. Is the command maintaining a copy of the Pay Adjustment Authorization (DD 139) on file when Straggler Orders/Government Transportation Requests are utilized? DD 139 should be forwarded to Defense Finance Accounting Service (PSMJ/KC), Kansas City. Reference: MCO P5800.16A, par 5009 and APSM, par 080106.I

Yes No

d. Are procedures in place to ensure the Government Transportation Request checkage is properly processed in the Marine Corps Total Force System? Reference: MCO P5800.16A, par 5009

Yes No

5. Active Duty Special Work (Reservist)

a. Are Marines ordered to active duty for periods beyond 139 days at one location being issued Permanent Change of Station Orders (unless the Secretarial Process has determined the duty to be an unusual or emergency circumstance)? Reference: MCO 1001.59, par 6(m) and JFTR U7150. A.4 (d)

Yes No

b. Are orders to Active Duty Special Works that are not Permanent Change of Station Orders for periods beyond 179 days and extensions beyond 179 days, being issued by the Commandant of the Marine Corps? Reference: MCO 1001.59, par 5 and JFTR, U7150.A.4 (d) and U2145.B

Yes No

c. The command is not approving extensions to Active Duty Special Works for the purpose of using accrued leave? Reference: MCO 1001.59, par 6(m)

Yes No

6. Have written Internal Control Procedures been established for the Orders Writing Section and include audit procedures, billet responsibilities, document flow within the office, and relationship with other organizations and service? Reference: MCTFSPRIUM, par 10300.2, MCTFSAPSM, par 110103.2

Yes No

GOVERNMENT TRAVEL CHARGE CARD

1. Government Travel Charge Card Program

a. 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. Reference: MCO 4600.40A, par 8b

Yes No

b. Does the APC have access to the Electronic Account Government Ledger System? Reference: MCO 4600.40A, encl (3), par 1

Yes No

c. Has the APC contacted the Intermediate Agency Program Coordinator (IAPC) for assistance in removing unidentified Cardholders from their hierarchy? Reference: MCO 4600.40A, encl (3), par 1b(3)

Yes No

d. Is the APC maintaining a hard copy of all applications and a signed Statement of Understanding (SOU) for all cardholders? Reference: MCO 4600.40A, encl (3), par 2b and MARADMIN 300/04

Yes No

e. Is the APC extracting, working and maintaining the required monthly activity reports? Note: APC must request reports from EAGLS and reconcile within 5 working days of the close of the USMC billing cycle (26th of the month). File retention is two years. Reference: MCO 4600.40A, encl (3), par 4

	ACCOUNTABLE REPORTS	EXTRACTED	COMPLETED	ON FILE
[1]	Account Listing Report			
[2]	Account Activity (Travel) Report			
[3]	Pre-Suspension Report			
[4]	Suspension / Pre-Cancellation Report			
[5]	Account Renewal Report			
[6]	Delinquency Report			

Yes No

f. Has the APC properly documented the delinquency report to include contacting the individual and completing the 60, 90, or 120+ day letters? Reference: MCO 4600.40A, encl (3), par 5

Yes No

g. Has the unit commander conducted spot checks on a minimum of 25% of the Account Activity Report to ensure that charges were made in conjunction with official travel? Reference: MARADMIN 264-02 and MARADMIN 300/04

Yes No

h. Are all reports and cardholder information being kept in a locked storage area or container? Reference: MCO 4600.40A, encl (3), par 7a

Yes No

GOVERNMENT TRAVEL CHARGE CARD

i. Is the APC activating the Government Travel Charge Card no earlier than 10 days prior to the first day of TAD travel? Reference: MarAdmin 264/02

Yes No

j. Is the APC deactivating the Government Travel Charge Card on all cardholders upon completion of TAD travel? Reference: MCO 4600.40A, encl (3), par 7c and MarAdmin 264/02

Yes No

k. Are members required to check-in/check-out with the APC prior to PCS and TAD? Note: The unit's check-in/check-out sheet should have a block for the APC to initials. Reference: MCO 4600.40A, encl (3), par 10a

Yes No

l. Is the Agency Program Coordinator canceling the Government Travel Charge Card and verifying the account balance via EAGLS upon the member's separation or retirement? Reference: MCO 4600.40A, encl (3), par 10b

Yes No

m. Is the APC coordinating an expeditious collection action with the gaining command for those cardholders with delinquent balances? Reference: MarAdmin 300/04

Yes No

2. Have written Internal Control Procedures been established for the Government Travel Charge Card Program and include billet responsibilities, monthly report procedures, document flow within the office and relationship with other organizations and services? Reference: DODFMR, vol. 9, chap 3, MCO 4600.40A, EAGLS Users Guide

Yes No

PAY POLICY

1. Active/Reserve Pay Policy

a. Is the Commanding Officer, Executive Officer or an officer in the personnel office signing the NAVMC 11116s/11200 that direct special payments? Reference: MCTFSAPSM par 080105

Yes No

b. Does the Marine's request for advance pay outside normal parameters contain written justification and a minimum list of actual and anticipated expenses? 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.). Reference: MCO 7220.21E, par 7 (Advance Pay)

Yes No

c. Are requests for advance pay outside the normal parameters being approved only by the Commanding Officer? Note: If the Personnel Officer signs the NAVMC 11116 an endorsement by either the Commanding Officer or Executive Officer must be included with the request. Reference: MCO 7220.21E, par 5c, PAAN 42-01, MCTFSAPSM par 80111, and MarAdmin 167-99

Yes No

d. Is current Commanding Officer's NAVMC Form 11119 (Delegation of Authority) being properly maintained on all certifying officials? Reference: MCTFSAPSM, par 080111

Yes No

e. Is the unit utilizing DTMS for submission of all NAVMC 11116/11060 Forms, and ensuring NAVMC forms are tracked through final disposition? Reference: PAAN 34-04

Yes No

f. Are NAVMC 11116/11200 submitted to the Disbursing/Finance Officer on non-reportable Unit Diary entries only? Reference: MCTFSPRIUM par 10100.3 and 10104.1

Yes No

g. Have procedures been established by the Commanding Officer or the Consolidated Administration Center Director to effect Career Status Bonus (CSB) REDUX elections and report TTC 005 for Marines reaching 15 years of service? References: PAAN 57-02, 58-02, and 62-02 and MCTFSPRIUM, par 91204

Yes No

h. Are proper procedures in place to track the Quad 11116 to Disbursing when the member elects the unit's Overseas Tour Extension Bonus? Reference: MCO P1300.8R, par 2108.8

Yes No

i. Are procedures in place to frequently review the proper entitlements for Marines married to another member of the Armed Forces? Reference: MCTFSPRIUM, par 40601

Yes No

PAY POLICY

2. Other Service Personnel Procedures

a. 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? Reference: DODFMR, Vol. 7, chaps 17, 25, 26 and 27

Yes No

3. Have written Internal Control Procedures been established for the Pay Policy Section and include audit procedures, billet responsibilities, document flow within the office and the relationship with other organizations and services? Reference: MCTFSPRIUM, par 10300.2, MCTFSAPSM, par 110103.B

Yes No

SPECIAL AND HAZARDOUS DUTY PAY

1. Are procedures in place to ensure orders authorizing Marines Special Duty Allowance, Jump Pay, Diving Pay, Demolition Duty Pay, Flight Pay, Flight Deck Duty Pay, etc., are not being back dated, where prohibited? Reference: OPNAVINST 7220.4H, MCO 1326.2G, MCO 3500.20A, MCO 3571.2F, MCO 7220.12M, and ACTS Manual, par 1205, 1206, 1207, 1208, 1209, 1210, 1211 and 1217

Yes No

2. Are procedures in place to ensure the number of Marines receiving Special or Hazardous Duty Pay do not exceed the number authorized by the unit's Table of Organization? Note: Drill Instructors, Recruiters, Marine Security Guard, MCT Instructors, Career Planners are not included for T/O purposes. Reference: MCO 1326.2G, MCO 3500.20A, MCO 3571.2F, MCO 7220.12M, OPNAVINST 7220.4G and ACTS Manual, par 1205, 1206, 1207, 1208, 1209, 1210, and 1211.

Yes No

3. Have procedures been established to monitor 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)? Reference: MCO 1326.2G and MCO 3500.20A

Yes No

4. Is the Commanding Officer annually certifying and documenting the member's entitlement to Special Duty Allowance? Reference: DODFMR, volume 7, par 080101c and MCO 7220.12M

Yes No

5. Have written Internal Control Procedures been established for the Special Pay Section and include billet responsibilities, document flow within the office and the relationship with other organizations and services? Reference: MCTFSPRIUM, par 10300.2

Yes No

SEPARATIONS

1. Active Duty Separation Process

a. Number of personnel within the Reporting Unit who are presently being recommended for discharge prior to their normal End of Current Contract (ECC). List Number: _____

b. For personnel being recommended for discharge prior to ECC, has the Finance Officer been notified to: (1) stop allotments (2) terminate Direct Deposit and (3) report any checkages for indebtedness to include NMCRS loans when applicable in each case by NAVMC 11116 or TTC 053 004? Report TTC 053 004 ONLY on Marines who are in a promotion-restricted status. Reference: MCTFSAPSM, par 40401.B2a, 050404.F (3), 070501.4 and MCTFSPRIUM, par 70702

If no, in how many cases was the Finance Officer not notified? List Number: _____

c. Has the Commanding Officer or the Consolidated Administration Center Director initiated recoupment of reenlistment bonuses, advance educational assistance, etc. for those Marines approved for administrative separation prior to their original ECC? Reference: MARCORSEPMAN par 6311.7
 Yes No

d. Has the Commanding Officer or the Consolidated Administration Center Director reported a new ECC for Marines separating early and was the Finance Officer immediately informed of the change? Reference: MCTFSAPSM, par 40401.B2a and MCTFSPRIUM, par 30305
 Yes No

e. Has the Commanding Officer or the Consolidated Administrative Center Director submitted the original and at least one copy of the appropriate NAVMC forms (i.e. 11060), to the Finance Officer ten working days prior to the date of separation required by all separating Marines? Includes Reservists on Active Duty for 31-days or more. Reference: MCTFSAPSM, par 40401.B1a and MARCORSEPMAN, par 1101.6a
 Yes No

f. Is the command tracking NAVMC forms through final settlement, and ensuring the NAVMC 11060 is maintained in the Service Record Book? Reference: MCTFSAPSM, par 40401.B1a (3) and MARCORSEPMAN, par 1101.6a
 Yes No

g. Has the Commanding Officer or the Consolidated Administration Center Director submitted all changes affecting pay and allowances, including unreported or late forfeitures, via NAVMC 11116 that occur after the NAVMC 11060 was forwarded to the Finance Office? Reference: MCTFSAPSM, par 40401.B1b
 Yes No

h. Has the Commanding Officer or the Consolidated Administration Center Director reported TTC 115 000 (LWAS) upon the Marine's departure on terminal leave for reason of separating or retiring? Note: When Permissive Temporary Additional Duty is authorized in conjunction with LWAS, do not report LWAS until PTAD has been exhausted. Reference: MCTFSPRIUM, par 70104
 Yes No

SEPARATIONS

i. Has the Commanding Officer or the Consolidated Administration Center Director reported any changes to entitlements resulting from the member departing on authorized separation or terminal leave (e.g., Basic Allowance for Housing)? Reference: MCTFSPRIUM, pars 80204 and 80301, table 5-2, rule 4, MCTFSAPSM, par 040401.b1 (c) and SAAN 8-95

Yes No

j. Is the unit submitting the DD Form 2656 (Retired Pay Data Form) to DFAS, U.S. Military Retirement Pay, P.O. Box 7130, London, KY 40742-7130 no later than 30 days prior to the approved retirement date? Reference: MARCORSEPMAN, par 7005.4b (1), appendix H, MCO P1741.11B, and MarAdmin 490-02

Yes No

k. Does the order writing activity prepare retirement orders based on the MCTFS RETM screens when "REQ RET/FMCR APP" appears on Diary Feedback Report? Reference: MARCORSEPMAN, par 1102, 7007.6 and 8202.1d, figure 7-1 and Appendix F, par F004.

Yes No

l. Does the order writing activity prepare orders for disability discharges when "DIS APP W/SEV YYYYMMDD DSBL" appears on the Diary Feedback Report? Reference: MARCORSEPMAN, par 8403 and Appendix F, par F004.6

Yes No

2. Reserve Separation Process

a. Is the command authorizing Marine Reservists considered unsatisfactory participants in the Selected Marine Corps Reserve the opportunity to regain satisfactory status by performing Equivalent Duty Periods or are members processed for administrative separation? Reference: MCRAMM, par 3301.1a

Yes No

b. Are Marines in the grade of Corporal or above reduced to Lance Corporal (on date of separation) when they are administratively separated with an Other Than Honorable characterization of service? Reference: MARCORSEPMAN, par 6311.8

Yes No

c. Has appropriate administrative action been initiated on Marines that have accrued 9 Unexcused Absences from drill and has Strength Category Code "X" been reported when the separation package was forwarded to General Court Martial Convening Authority? Reference: ForO P5800.16 and MCTFSPRIUM, fig 55 (note 4)

Yes No

d. Is the unit completing and sending by certified mail, return receipt required, the "Notice of SGLI Termination" letter to the member's official mailing address when a SMCR member has acquired 9 consecutive unexcused absences? Reference: MCO P1741.8D, par 4001 (1)

Yes No

e. Is the unit completing and sending the final "Notice of SGLI Termination" letter if the SMCR member has not attended drills "with pay" within 60 days of the "Date Notified of Pending SGLI Termination" and is their SGLI coverage properly terminated within MCTFS? Reference: MCO P1741.8D, par 4001 (1)

Yes No

SEPARATIONS

5. Have written Internal Control Procedures been established for the Separation Section to include billet responsibilities, document flow within the office, the relationship with other organizations and services?
Reference: MCTFSPRIUM, par 10300.2, MCTFSAPSM, par 110103.

Yes No

REENLISTMENTS AND EXTENSIONS

1. Is the unit reporting "Will Reenter" only on Marines who have submitted a request for reenlistment or augmentation as appropriate? Reference: MCTFSPRIUM, par 30311 and MCTFSAPSM, par 010108.B
 Yes No

2. Is a "Delete As Erroneous Will Reenter" reported on Marines who later elect to separate or when reenlistment is denied? Reference: MCTFSPRIUM, par 30311
 Yes No

3. Are Marines afforded the opportunity to sell back leave in connection with any reenlistments? Reference: DODFMR, volume 7, par 350101 and IRAM 4003.3b (3) (a)
 Yes No

4. Are tracking procedures in place to ensure Marines are afforded the opportunity to sell back leave on the effective date of the first extension to any enlistment or reenlistment? Reference: DODFMR, vol. 7, par 350101
 Yes No

5. Have written Internal Control Procedures been established for the Reenlistment and Extension Section to include billet responsibilities, document flow within the office, the relationship with other organizations and services? Reference: MCTFSPRIUM, par 10300.2, MCTFSAPSM, par 110103.
 Yes No

DISABILITY EVALUATION SYSTEM

1. Medical Separation

a. Does the command have a Limited Duty Coordinator assigned in writing? Reference: MARADMIN 17-00 and 259-04

Yes No

b. Does the command 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? Reference: MARADMIN 17-00, MARCORSEPMAN, par 8506 , MARADMIN 259-04

Yes No

c. Have Marines who have been authorized temporary limited duty in excess of 8 months had a Medical Evaluation Board forwarded to CMC (MMSR-4) or the Physical Evaluation Board? Note: It is a requirement that Marines be reevaluated 60 days prior to termination of temporary limited duty. Reference: MARADMIN 17-00, MARCORSEPMAN, par 8506

Yes No

d. Is TTC 157 006 (DUTY LIMITATION LD MED BOARD "Q") reported only on those Marines in a bona-fide temporary limited duty status? Reference: MCTFSCODESMAN, MCTFSPRIUM, par 40400, MARCORSEPMAN, par 8506 and MARADMIN 17-00

Yes No

e. Does the command notify CMC MMSR-4 immediately of members in the disability process who may be pending administrative separation for misconduct of punitive discharge? Reference: MARCORSEPMAN, par 8508.2 and par 8506.19

Yes No

2. Activated Marines

a. 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? Reference: MARADMIN 259-04

Yes No

b. Are all Medical Evaluation Boards recommending subsequent periods of Temporary Limited Duty, or initial periods of Limited Duty greater than 8 months for enlisted Marines forwarded to SMO BUPERS? Reference: MARADMIN 259-04

Yes No

c. Is TTC 157 006 (DUTY LIMITATION LD MED BOARD "Q") reported only on those Marines who are placed on Limited Duty or any other status that renders the Marine unfit for Full Duty and is the attending physician's statement used to validate the entry? Reference: MARADMIN 259-04

Yes No

d. Is TTC 157 005 (DUTY LIMITATION "0") reported on those Marines found medically fit for duty prior to the termination date of the activation orders? Reference: MARADMIN 259-04

Yes No

DISABILITY EVALUATION SYSTEM

e. Is the COFG "M" entry reported only when a Marine is held beyond the original termination date of their orders? Reference: MARADMIN 259-04

Yes No

f. Is the unit completing and submitting an "SMO BUPERS Medical Extension Checklist" to request an extension for SMCR personnel for the purposes of Medical Hold? Reference: MARADMIN 259-04

Yes No

g. Is the unit only extending SMCR members with proper authority from BUPERS and is the Marine completing the required Service Record page 11 entry? Reference: MARADMIN 259-04

Yes No

3. Physical Evaluation Board Process

a. Are Marines awaiting results of a Physical Evaluation Board proceedings and who elect to be ordered home, being reported with a constructive hour and date of arrival via authorized transportation mode as 0001 following the last day of constructive travel? Example: On day one Marine departs at 0800, hour of arrival is 2359 for applicable entitlements. Note: Report Individual location on Unit Diary and CONUS COLA, if applicable. Reference: DODFMR, chap 25, table 25-4 rule 8, MCTFSPRIUM, par 100400

Yes No

b. Is Monthly BAS credited on the date of departure through 2359 on the day prior of authorized travel/constructed travel? BAS (at the RIKNA rate) is reported from 0001 the day of arrival at the designated place through the discharge date. Reference: DODFMR, chap 25 table 25-4 rule 8

Yes No

c. Is Basic Allowance for Housing started at the Permanent Duty Station Zip Code from the date of entitlement to BAH through the day prior to the date of arrival at the designated place? Basic Allowance for Housing at the designated place is started from the actual or constructive dates of arrival (construct via authorized mode) whichever is earlier. Single Marines who cannot be constructed home on the date of departure from the PDS receive no BAH for the travel time. Reference: MCTFSPRIUM, par 80202.20 and DODFMR, vol. 7, chap 26

Yes No

4. Notice of Eligibility Process

a. Whenever an injury or illness is reported, is an immediate medical examination conducted? Reference: MCO 1770.2A, par 6b (1) and SECNAVINST 1770.3, par 8a

Yes No

b. Is the command promptly notifying (RAM-3) requesting determinations of Notice Of Eligibility benefits? Reference: MCO 1770.2A, par 8 and SECNAVINST 1770.3, par 8b

Yes No

c. Is the command submitting the Notice of Eligibility Benefits/Waiver Certificate for eligible Marines and re-certifying eligibility every 30 days, if applicable? Reference: MCO 1770.2A, par 9b and MCTFSAPSM, par 170103.D4

Yes No

DISABILITY EVALUATION SYSTEM

d. Are Marine Reservists in receipt of Notice of Eligibility Benefits being provided with Government transportation or a monetary allowance in lieu of Government transportation for travel incident to and from medical facilities? Reference: MCO 1770.2A, par 11i

Yes No

e. Are Marines in receipt of Notice Of Eligibility Benefits or Incapacitation Pay only performing Active Duty or Inactive Duty Training when authorized by CMC? Reference: MARADMIN 584-00

Yes No

f. Are Marines in a Temporary Not Physically Qualified status scheduled or performing any type of Annual Training, Active Duty Training, Active Duty Special Works or off-site drills? Reference: MARADMIN 584-00

Yes No

5. Have written Internal Control Procedures been established for the Medical Board Procedures and include audit procedures, billet responsibilities, document flow within the office and the relationship with other organizations and services? Reference: MCTFSPRIUM, par 10300.2 and MCTFSAPSM, par 110103.B

Yes No

DEPLOYMENTS/EXERCISES/ACTIVE DUTY SPECIAL WORKS/ANNUAL TRAINING

1. Deployments/Exercises

a. Are source documents being maintained to support payments related to operations or exercises in the unit's correspondence files? Reference: MCTFSPRIUM, par 10300.4c

Yes No

b. Are entitlements reported correctly in Unit Diary and travel claims submitted in conjunction with operations or exercises from question "a" above? Note: Review for possible entitlement to HDP, ID/HFP, Career Sea Time/Pay, CZTE, Contingency Per Diem, Flight Deck Duty Pay, Family Separation Allowance, etc. Reference: DODFMR, JFTR

Yes No

c. Are Marines in an Essential Unit Messing/field duty/sea duty/members traveling together with no or limited reimbursement (formally known as Group Travel) status being checked field rations? Reference: PAAN 80-01 and SECNAVINST 7220.66C

Yes No

d. Are procedures in place to ensure TTC 136 001 (STRT HDP-L COUNTRY CODE ED) is reported on all Marines (officers/enlisted) entitled to the Hardship Duty Pay? Note: Report on the 31st day, retroactive to the first day, when temporarily assigned in excess of 30 days or on the first day for Marines permanently stationed in a location that entitles them to Hardship Duty Pay. Reference: PAAN 73-00 and PAAN 19-01

Yes No

2. Deployed Per-Diem

a. Is deployed per-diem checked via Unit Diary for those Marines in a members traveling together status (limited or no reimbursement), Temporary Additional Duty or embarked on ship away from the designated deployment location? Reference: MCO P3000.15B, par 3000.1, MCTFSPRIUM, par 91003

Yes No

b. Are members of the Unit Deployment Program (UDP) who perform concurrent TAD under separate TAD orders being placed on "locality" per-diem and is deployed per-diem checked? Review for possible check ages of HDP, Imminent Danger Pay, Career Sea Time/Pay, Tax exclusion, Flight Deck Duty Pay, etc. while on concurrent TAD. Reference: MCTIM, par 80512 and ACTS Manual, par 4402.7a (3) (m)

Yes No

c. Are members of the UDP on advance or rear parties, including Legal Holds being placed on "locality" per-diem vice deployed per-diem? Reference: MCO P3000.15B, MCTIM and par 80512

Yes No

d. Is the unit keeping members of the UDP, in a Legal Holds status, at the UDP location in excess of 180 days (including time with main body) without CMC approval? Reference: MCO P3000.15B, par 1009.2 and MCTIM, par 80511

Yes No

e. Procedures are in place to ensure Marines participating in the UDP are not checked deployed per-diem while in a travel status to a different location in support of the UDP? Reference: MCO P3000.15B

Yes No

DEPLOYMENTS / EXERCISES/ACTIVE DUTY SPECIAL WORKS/ANNUAL TRAINING

3. Active Duty Special Works/Annual Training

a. Is the unit validating the member's active duty period prior to reporting TTC 801 000 (COMPL ACDUTRA) entry that generates the initial In Progress Payment? Reference: MCTFSPRIUM, par 110301

Yes No

b. Is the unit reporting at least one In Progress Payment per active duty periods of 12 to 30 days in duration? Reference: MCTFSPRIUM, par 110301

Yes No

c. Are source documents, to include how field ration checkages for the Active Duty Staff will be collected, being maintained to support payments related to Active Duty Special Work and Annual Training in the unit's correspondence files? Reference: MCTFSPRIUM, par 10300.4c

Yes No

d. Are Marines in an Essential Unit Messing/field duty/sea duty/members traveling together with no or limited reimbursement status being checked field rations? Reference: PAAN 80-01 and SECNAVINST 7220.66C

Yes No

e. Is the unit crediting BAH-II, to single Marines during annual training when government quarters are not assigned at the PDS (AT site)? Reference: DODFMR chap 57

Yes No

f. Is the unit crediting BAH-II, to single Marines during ADSW periods for 139 days or less, when government quarters are not assigned at the PDS? Reference: DODFMR chap 57, 26, and MCTFSPRIUM par 80201.11

Yes No

g. Is the unit crediting BAH-I, to single Marines during ADSW periods of 140 days or more, when government quarters are not assigned at the PDS? Reference: DODFMR chap 57, 26, and MCTFSPRIUM par 80201.11

Yes No

h. Is the unit reporting the final TTC 801 000 (COMPL ACDUTRA) entry and any Basic Allowance for Subsistence entitlements upon receipt of the completed travel claim? Reference: MCTFSPRIUM, par 110301

Yes No

i. Is the unit crediting Lump-Sum-Leave (LSL) (TTC 400 001) via Unit Diary for Reservists who perform 30 days of active duty? Reference: MCTFSPRIUM, par 70107

Yes No

DEPLOYMENTS / EXERCISES/ACTIVE DUTY SPECIAL WORKS/ANNUAL TRAINING

4. Personnel Tempo

a. Are procedures in place to ensure Personnel Tempo information is reported into MCTFS?
Reference: MCTFSPRIUM, par 91001.1

Yes No

b. Are procedures in place to ensure leave taken while deployed does not count towards accumulated deployed time for high deployment per-diem? Reference: MARADMIN 556-00

Yes No

c. Are Marines who are deployed more than 400 days of the preceding 730 days receiving the high deployment per-diem payment of \$100.00 per day beginning on the 401st day? Reference: MARADMIN 556-00 and MCO P3000.15B, par 3004

Yes No

d. Are procedures in place to ensure orders writing activities forward Personnel Tempo information to the appropriate reporting activity prior to the commencement of travel? Reference: MARADMIN 556-00

Yes No

e. Are procedures in place to ensure Personnel Tempo information is reported on Marines Reservist who are performing active duty that is not at the Marine's training site and is at least 100 miles from the Marine's residence or is a lesser distance that requires at least 3 hours of travel via ground transportation? Reference: MARADMIN 556-00

Yes No

f. Are procedures in place to ensure Personnel Tempo information on other service personnel is reported via Unit Diary and a copy forwarded to the member's appropriate administrative office?
Reference: MARADMIN 556-00 and MCTFSPRIUM, par 91001.2

Yes No

4. Have written Internal Control Procedures been established for the Deployment, Exercise, Active Duty Special Works, Annual Training Section and include In Progress Payment and audit procedures, billet responsibilities, document flow within the office, and the relationship with other organizations and services? Reference: MCTFSPRIUM, par 10300.2 and MCTFSAPSM, par 110103.B

Yes No

UNIT MUSTER SHEET AND DRILL ACCOUNTING

1. Unit Muster Sheet

a. Does the Unit Muster Sheets reflect only one type of Inactive Duty Training Drill, the Type, Date and total number of authorized Drill Credits for each period, the Unit's Name and Reporting Unit Code (RUC)? Reference: MCRAMM, par 3203.2a and 3203.2a(9)(1)

Yes No

b. Are personnel no longer with the unit lined out with the reason and date annotated in the "COMMENTS" column of the Unit Muster Sheet? Reference: MCRAMM, par 3203.2a(6)

Yes No

c. Are the original Unit Muster Sheets being maintained on file? Reference: MCRAMM, par 3203.2

Yes No

d. When a Marine Reservist is marked "ABSENT", does the Unit Muster Sheet reflect excused or unexcused and whether the member will be allowed to make up the absence either "with" or "without" pay? Reference: MCRAMM, par 3203.2a (7)

Yes No

e. When a Marine Reservist is marked "ABSENT" due to tardiness, is the time of arrival annotated on the Unit Muster Sheet? Reference: MCRAMM, par 3203.2a (8)

Yes No

f. Are Marine Reservists being marked as "NOT SCHEDULED" only when on active duty or when prior arrangements were made prior to the scheduled drill period? Note: Muster sheet must reflect the Rescheduled Inactive Duty Training dates in the "COMMENTS" column. Reference: MCRAMM, par 3203.2a (5)

Yes No

g. Is the individual conducting muster signing his/her payroll signature to sign each individual page of the Unit Muster Sheet? Reference: MCRAMM, par 3203.2d (4)

Yes No

h. In the absence of the Commanding Officer or the Officer-In-Charge, is the Inspector-Instructor, Site Commander, or other officers designated in writing, certifying each page of the Unit Muster Sheet? Reference: MCRAMM, par 3203.2d(5)

Yes No

i. Is the Reserve Commanding Officer or Officer-In-Charge initialing all corrections to the Unit Muster Sheet? Reference: MCRAMM, par 3203.2d(6)

Yes No

j. Are a minimum of six musters per four Inactive Duty Training, three musters per two-IDT and two musters per one IDT conducted? Reference: MCRAMM, par 3203.2d (2)

Yes No

UNIT MUSTER SHEET AND DRILL ACCOUNTING

k. Is a separate Unit Muster Sheet prepared for Marine Reservists who drill at offsite locations?
Reference: MCRAMM, par 3203.2a (9)

Yes No

l. Are requests for Rescheduled Inactive Duty Training submitted prior to the originally scheduled drill and maintained in a 30/31-day tickler for the purpose of future reporting? Reference: MCRAMM, par 3202.4a

Yes No

2. Drill Accounting

a. Are procedures in place to monitor and control the following types of Inactive Duty Training?
Reference: MCRAMM

Yes No

(1) Inactive Duty Training (IDT) – Limit 48 per fiscal year. Reference: MCRAMM, par 3202.5e

(2) Reschedule Inactive Duty Training (RIDT) - No specific limit, must be performed within the same fiscal year, must be approved prior to the normal drill weekend and not exceed 10 percent of the unit's strength. Reference: MCRAMM, par 3202.4a

(3) Equivalent Duty Period (EDP). Reference: MCRAMM, par 3202.5d

(a) Equivalent Instruction or Duty Inactive Duty Training (EIO) - Four per fiscal year allowed (paid). The combination of paid EIO and Regular IDT drills may not exceed 48 per fiscal year. Paid drills are performed within the same fiscal year and within 60 days of the missed IDT. Reference: MCRAMM, par 3202.5c and MCTFSPRIUM, chapter 11

(b) Equivalent Instruction or Duty Inactive Duty Training (EIN) - No specified limit; however, may only be performed for absences in the previous 12 months (not paid). Reference: MCRAMM, par 3202.5g and MCTFSPRIUM, chapter 11

(4) Readiness Management Period (RMP) – One per day allowed and 30 per fiscal year. Reference: MCRAMM, par 4501.4 and MCTFSPRIUM, chapter 11

(5) Additional Flight Training Period (AFTP) – Forty-eight per fiscal year without the approval of CG, 4thMAW, however, must have approval to exceed 48 [up to a maximum of 72] per fiscal year. Reference: MCRAMM, par 4502 and MCTFSPRIUM, chapter 11

(6) Additional Training Period (ATP) – Two per day or 30 per fiscal year allowed. Reference: MCRAMM, par 4500.1 and MCTFSPRIUM, chapter 11

(7) Funeral Honors Duty Allowance (FHDA) – One per day allowed. Reference: MCRAMM

b. Are Inactive Duty Training entitlements reported on Unit Diary supported by a Unit Muster Sheet?
Reference: MCTFSPRIUM, chap 11 and MCRAMM, par 3203

Yes No

UNIT MUSTER SHEET AND DRILL ACCOUNTING

3. Have written Internal Control Procedures been established for the Drill Accounting Section and include billet responsibilities, document flow within the office and the relationship with other organizations and services? Reference: MCTFSPRIUM, par 10300.2 and MCTFSAPSM, par 110103.B

Yes No
