



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

MCIEASTO 5040.5  
G-1

21 NOV 2011

MARINE CORPS INSTALLATIONS EAST ORDER 5040.5

From: Commanding General  
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS EAST (MCIEAST) ADMINISTRATIVE  
ASSISTANCE UNIT (AAU) STANDING OPERATING PROCEDURES (SOP)

Ref: (a) MCO 5040.6H  
(b) NAVMC Directive 5040.6H  
(c) MCIEASTO 5040.1A

Encl: (1) Concept of Analysis of the AAU  
(2) MCIEAST Administrative Assistance Unit Discrepancy Notice

Report Required: Admin Assist Unit Corrective Action Report  
(Report Control Symbol MCIEAST-5040.5-1),  
par. 3d(3)(a)

1. Situation. The MCIEAST AAU was established to provide commanders a tool to evaluate the effectiveness and efficiency of the Installation Personnel Administration Centers (IPACs), Personnel Administration Centers (PACs), Marine Corps Total Force System (MCTFS), Defense Travel System (DTS), and all associated field management procedures related to the administration of pay and allowances.

2. Mission. To establish policy, guidance, and procedures governing the MCIEAST Administrative Assistance Program, in accordance with references (a) through (c), in order to provide training, interpret regulations, and measure the effectiveness of a unit's personnel administrative readiness through analysis, standardized procedures, and to make recommendations for improvement.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Administrative Assistance Program is intended to ensure proper personnel administrative support is provided to all Marines. This is accomplished by providing commanders, and their staffs, the education and instruction regarding Marine Corps policies and procedures that affect administration and

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

21 NOV 2011

pay related management procedures. Additionally, the AAU recommends such actions as may be necessary for developing, revising, and implementing future changes to the administrative field. The AAU's emphasis will be equally distributed between education and analysis requirements.

(2) Concept of Operations. The AAU's Area of Responsibility (AOR) includes all MCIEAST PACs along with their supported units. Additionally, other outside agencies co-located aboard MCIEAST Installations, and II Marine Expeditionary Force (MEF) units not aboard MCIEAST Installations, may be supported as the schedule allows, and if funding is provided.

b. Subordinate Element Missions. The AAU augments and conducts formal inspections, in accordance with references (a) through (c). The AAU also conducts assist visits to ensure compliance with applicable laws and regulations, analyzes and measures the effectiveness of a unit's financial reporting, ensures procedural compliance mandated by higher authorities, provides training, detects fraud, waste, and abuse cases, and makes recommendations for corrective actions. The AAU also assists in preparing training workshops, and interprets pay related instructions and procedural changes generated by higher headquarters (HHQ). Refer to enclosure (1) for the specific concept of analysis of the AAU.

#### 4. Administration and Logistics

a. Operational Control. The AAU is staffed according to Unit Identification Code: M02213. Address requests for changes of personnel, recommendations pertaining to the organization structure, and correspondence regarding AAU procedures to MCIEAST Assistant Chief of Staff, G-1 (Attention: Manpower Officer).

b. Operational Support. Operational and maintenance-type housekeeping support, to include government vehicles, will be provided by Marine Corps Base Camp Lejeune.

(1) Funding. MCIEAST G-1 will fund travel costs for the AAU for all assist visit trips to commands that fall under the MCIEAST area of operations. MCIEAST Command Inspector General (CIG) will fund travel costs for the AAU for all Commanding General's Inspection Programs (CGIP) trips. All other trips will be funded by the command that requests the assist visit. Funding for Navy Marine Corps Intranet (NMCI) seats, garrison/plant property, and government vehicles will be provided by MCIEAST G-1. Budgeting and funding instructions, as required, will be issued by MCIEAST G-1.

(2) Order-Issuing Authority. The MCIEAST G-1 and AAU officer-in-charge (OIC) are authorized to issue temporary additional

21 NOV 2011

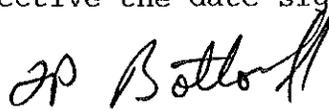
duty travel orders to all AAU personnel for travel necessary in the performance of their regular duties.

(3) Equipment. Equipment for the AAU is prescribed by the table of equipment for MCIEAST G-1. The AAU will be provided garrison/plant property and automated data processing equipment (ADPE) as necessary to complete their assigned mission. The support of ADPE will include NMCI seat requirements for notebook/laptop computers, desktop personal computers, printers, server configurations, and copy machines.

5. Command and Signal

a. Command. This Order is applicable to MCIEAST and all supported units, via coordination and concurrence by the Commanding General, II MEF.

b. Signal. This Order is effective the date signed.



F. P. BOTTORFF  
Chief of Staff

DISTRIBUTION: A

21 NOV 2011

Concept of Analysis of the AAU

1. Administrative Assistance Program. The MCIEAST Administrative Assistance Program consists of three separate systems:

a. Commanding General's Inspection Program (CGIP).

The CGIP will be conducted on all MCIEAST Command's every two years as scheduled by the MCIEAST Command Inspector General's (CIG) office. The AAU will augment the CGI team to conduct the formal inspection of those administrative tabs assigned.

b. Mandatory Assist Visit. A mandatory assistance visit will be conducted on all MCIEAST Commands and those directed by the Commanding General at supporting commands. The PACs will be visited biannually on the off years from their scheduled Marine Corps Administrative Analysis Team (MCAAT) examinations, and the supported units will be visited biannually. These visits will be conducted utilizing the MCAAT and CGIP checklist, as appropriate. An IPAC/PAC is considered to be an organization which has consolidated above the traditional battalion/squadron level. A supported unit is an organization supported by an IPAC/PAC.

c. Voluntary Assist Visit. A voluntary assistance visit will be conducted on all commands that are supported by MCIEAST IPAC/PACs, but do not fall directly under the cognizance of MCIEAST; the objective is to conduct a voluntary assistance visit to each supported unit on a biannual basis. These visits will be conducted through the use of the MCAAT, PAC, or supported unit checklist.

2. Objectives. The primary objective of the Administrative Assistance Program is to provide each Commander with a detailed evaluation of the accuracy and efficiency of pay and personnel reporting procedures resident within their units and IPACs/PACs. The secondary objective is to provide guidance and instruction of the Marine Corps policies and procedures which affect pay and allowances, and to recommended improvements in personnel administration processes. The AAU will accomplish these objectives by:

a. providing clarification on Marine Corps and HHQ pay related administrative publications;

b. conducting thorough evaluations of PACs and analyzing the data to create best practice solutions and/or recommendations for improvements through HHQ;

c. developing, reviewing, validating, and proposing future changes to processes and procedures for the administrative field;

21 NOV 2011

- d. requesting pay and allowance entitlement determinations and regulatory interpretations from applicable agencies, as required;
- e. isolating problem areas, recommending appropriate corrective actions, and providing instruction and training in proper procedures;
- f. apprising the chain of command of significant deficiencies, discrepancies, and problem trends;
- g. assisting in the development of workshops to resolve trend errors and mispayments;
- h. identifying system and procedural errors to the appropriate agencies, and recommending corrective action when appropriate;
- i. maintaining a website on the MCIEAST SharePoint Portal which provides administrators with checklists, classes, links to pay and personnel sites, common errors, and electronic turnover binders for the functional areas of the MCAAT supported unit checklist;
- j. publishing a quarterly newsletter which focuses on educating administrators within the IPACs, and their supported units;
- k. extracting and working Information Management Reports (IMRs) for the Administrative Reporting Unit Codes in order to identify inconsistencies.

3. Conduct of Assistance Visits. The AAU will perform assistance visits to analyze all correspondence, vouchers, accounts, records, files, and documents that may affect pay and allowances.

4. Assistance Visit Scheduling and Confirmation

a. Each administrative unit will be scheduled for an assistance visit based on the frequency discussed in paragraph 1.b. above.

b. Commanders of IPACs/PACs and supported units will receive a confirmation e-mail at least 30 days prior to the scheduled date for the assistance visit. The confirmation e-mail will verify the date of the assistance visit and request that the unit ensure all key personnel are available during the visit. It will also request the command provide the AAU with access to all documents, files, or records as may be required for the purpose of conducting the visit.

5. Composition of the Administrative Assistance Visit. The Administrative Assistance visit will be conducted in two phases:

a. Internal Controls Phase. This phase of the administrative assistance visit is a comprehensive review of the command's internal

21 NOV 2011

control procedures. This phase will determine whether procedures are administered, in compliance with applicable regulations. An up-to-date checklist is available on the AAU website, located at <https://intranet.mcieast.usmc.mil/C2/C13/ADMINISTRATIVE%20ASSISTANCE%20LIAI/default.aspx>. Use the section labeled "MCAAT checklists."

b. Entitlements Phase. This phase of the visit consists of a detailed review of IMRs to determine the accuracy of personnel reporting.

c. During both phases of the analysis, a discrepancy notice (DN) as denoted in enclosure (2), will be generated when an erroneous payment has occurred or will possibly occur to a Marine. Commanders are required to take corrective action on discrepancies and return the DN, with corrective action annotated, to the AAU within 30 days. The AAU will then verify the accuracy of the corrective action indicated on the returned DN.

d. The results of both phases of the assistance visit will be combined to determine the areas of concern for each command.

#### 6. Results of Analysis and Report

a. Report. Upon completion of the assistance visit, the AAU will prepare a report discussing the areas of concern and recommendations for corrective action resulting from the visit.

b. Out-Brief. AAU representatives will conduct an out brief of the assistance visit results with the commander or his/her designated representative.

7. CGIP. The AAU will augment the MCIEAST CGI's office in the conduct of the CGIP. This program will be conducted in two distinct phases which include inspection of the IPACs and supported units.

a. IPAC. When directed, the AAU will conduct CGIs on the PACs that fall under the cognizance of MCIEAST.

(1) These inspections may be conducted with, but are not limited to, the use of the following tabs from the Automated Inspection Reporting System (AIRS) checklist: 061, 062, 066, 070, 080, 121, and 123.

(2) Upon commencement of each inspection, an in brief will be given to the leadership within the respective IPAC/PAC.

(3) Upon completion of each inspection, a comprehensive report will be generated and presented during an out brief with command personnel.

21 NOV 2011

b. Supported Units. When directed, the AAU will assist the MCIEAST CIG's office in the conduct of CGIP inspections on the supported units that fall under the cognizance of MCIEAST.

(1) These inspections may be conducted with, but are not limited to, the utilization of the following tabs from the AIRS checklist: 061, 062, 063, 066, 070, 071, 080, 120, 121, and 123.

(2) The AAU will take part in the formal in brief given to each command by members of the MCIEAST CIG's office.

(3) Upon completion of each inspection, a comprehensive report will be generated and forwarded to the CIG's Operations Officer within the prescribed timeline.

#### 8. Workshops and Training Visits

a. Workshops. Each MCIEAST PAC is required to conduct an annual workshop in order to further educate administrators within the IPAC/PAC and the supported units. The AAU is responsible for assisting the IPACs/PACs in scheduling and preparing these workshops when requested.

b. Training Visits. Contingent upon the AAU's schedule, requests for additional training visits will be considered. A training visit consists of targeted periods of instruction, checklists review, and a written evaluation report to the appropriate commander. Requesting units will provide the AAU OIC the specific details of their request, and are responsible for providing adequate funding for the AAU to perform the visit if the command is outside commuting distance of Marine Corps Base Camp Lejeune.

9. AAU Website. The AAU will maintain an up-to-date website, providing administrators at a minimum with current checklists, most common errors, and links to pay/personnel sites useful to their mission.

