



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

MCIEAST-MCB CAMLEJO 5040.5

G-1

21 FEB 2013

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 5040.5

From: Commanding General

To: Distribution List

Subj: ADMINISTRATIVE ASSISTANCE UNIT (AAU) STANDING OPERATING PROCEDURES

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

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

Report Required: I. Administrative Assistance Unit Corrective Action Report (Report Control Symbol MCIEAST-MCB CAMLEJ-5040-01)  
II. Unit Inspections- Commanding General's Inspection Program (Report Control Symbol EXEMPT)

1. Situation. The Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) 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, Defense Travel System, and all associated field management procedures related to the administration of pay and allowances.

2. Cancellation. MCIEASTO 5040.5.

3. Mission. To establish policy, guidance, and procedures governing the MCIEAST-MCB CAMLEJ AAU, per references (a) through (c), in order to provide training, interpret regulations, and measure the effectiveness of a unit's personnel administrative readiness through analysis and standardized procedures, and to make recommendations for improvement.

4. 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 staff the education and instruction regarding Marine Corps policies and procedures that affect administration and 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.

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

21 FEB 2013

(2) Concept of Operations. The AAU's area of responsibility includes all MCIEAST-MCB CAMLEJ PACs, along with tenant and subordinate commands. Additionally, other outside agencies co-located aboard MCIEAST-MCB CAMLEJ, and II Marine Expeditionary Force (II MEF) units not aboard MCIEAST-MCB CAMLEJ, may be supported as the schedule allows, and if funding is provided.

b. Subordinate Element Missions. The AAU augments and conducts formal inspections, per references (a) through (c). The AAU also conducts assistance 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.

#### 5. 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-MCB CAMLEJ Assistant Chief of Staff (AC/S), G-1 (Attn: Manpower Officer).

b. Operational Support. Operational and maintenance-type housekeeping support, to include government vehicles, shall be provided by MCIEAST-MCB CAMLEJ.

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

(2) Order-Issuing Authority. The AC/S, G-1 and AAU officer-in-charge are authorized to issue temporary additional 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 AC/S, 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.

c. Reports Required. Refer to promulgation page.

21 FEB 2013

6. Command and Signal

a. Command. This Order is applicable to MCIEAST-MCB CAMLEJ, its subordinate commands, and all tenant commands, via coordination and concurrence by the Commanding General (CG), II MEF.

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



D. L. THACKER, JR.  
Deputy Commander

DISTRIBUTION: A/B/C

21 FEB 2013

Concept of Analysis of the AAU

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

a. CGIP. The CGIP shall be conducted on all MCIEAST-MCB CAMLEJ, II MEF, 2d Marine Logistics Group (2d MLG), and Training and Education Command (TECOM) (Local units) every two years as scheduled by the appropriate CIG office. The AAU will augment the CGI team to conduct the formal inspection of those administrative tabs assigned.

b. Mandatory Assistance Visit. A mandatory assistance visit shall be conducted on all MCIEAST-MCB CAMLEJ Installations and those supported commands as directed by the CG. The PACs shall 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 shall 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 Assistance Visit. A voluntary assistance visit will be conducted on all commands that are supported by MCIEAST-MCB CAMLEJ IPAC/PACs, but do not fall directly under the cognizance of MCIEAST-MCB CAMLEJ; 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 checklist.

2. Objectives. The primary objective 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 recommend 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;

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;

21 FEB 2013

g. Assisting in the development of workshops to resolve trend errors and mispayments;

h. Identifying system and procedural errors to the appropriate agencies, and recommend corrective action when appropriate;

i. Maintaining a website on the MCIEAST-MCB CAMLEJ 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 for the Administrative Reporting Unit Codes in order to identify inconsistencies.

3. Conduct of Assistance Visits. The AAU shall 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 shall be scheduled for an assistance visit based on the frequency discussed in paragraph 1b of this enclosure.

b. Commanders of IPACs/PACs and supported units shall receive a confirmation e-mail prior to the scheduled date for the assistance visit. The confirmation e-mail shall verify the date of the assistance visit and request the unit ensure all key personnel are available during the visit. It also requests the command provide the AAU with access to all documents, files, or records as may be required for the purpose of conducting the visit. Each command shall also be contacted telephonically the week prior to the visit to ensure all final coordination is complete.

5. Composition of the Administrative Assistance Visit

a. The administrative assistance visit shall be conducted in one phase. This includes a comprehensive review of the command's internal control procedures to determine whether procedures are administered in compliance with applicable regulations. A detailed review of standardized reports used to determine the accuracy of personnel pay and entitlement reporting shall be completed. 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 checklist."

b. Discrepancy notices (DNs) as denoted using enclosure (2), shall 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 working days. The AAU shall then verify the accuracy of the corrective action indicated on the returned DN.

21 FEB 2013

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 shall augment the MCIEAST-MCB CAMLEJ CIG'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 shall conduct CGIs on the PACs under the cognizance of MCIEAST-MCB CAMLEJ.

(1) These inspections may be conducted with, but are not limited to, the use of the following Functional Area (FA) checklists: 062, 066, 070, 075, 080, 121, 123, and 992.

(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 shall be generated and presented during an out-brief with command personnel.

b. Supported Units. When directed, the AAU will assist MCIEAST-MCB CAMLEJ, II MEF, 2d MLG, and TECOM CIG offices in the conduct of CGIP inspections on the supported units that fall under the cognizance of their respective commands.

(1) These inspections may be conducted with, but are not limited to, the utilization of the following FA checklists: 062, 066, 070, 075, 080, 121, 123, and 992.

(2) The AAU shall take part in the formal in-brief given to each command by members of the respective 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-MCB CAMLEJ 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 MCIEAST-MCB CAMLEJ.

Reporting Requirement: MCIEAST-MCB CAMLEJ-5040.5-01

## MCIEAST-MCB CAMLEJ ADMINISTRATIVE ASSISTANCE UNIT DISCREPANCY NOTICE

### PRIVACY ACT STATEMENT

Information contained on this form is maintained under the Systems of Records Notice M01070-6 Marine Corps Official Military Personnel Files (March 17, 2008, 73 FR 14234). **AUTHORITY:** 10 U.S.C. 5041, Headquarters, Marine Corps; 42 U.S.C. 10606 as implemented by DoD Instruction 1030.1, Victim and Witness Assistance procedures; and E.O. 9397 (SSN). **PRINCIPLE:** Active Duty and Corps Inactive Ready Reserve (IRR); members who are enlisted, appointed, or in a commissioned status. **PURPOSE:** To assist officials and employees of the U.S. Marine Corps in the management, supervision, and administration of Marine Corps personnel (officer and enlisted), and the operations of related personnel affairs and functions. **ROUTINE USE:** Disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records and information contained therein may be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a (b)(3). **DISCLOSURE:** Mandatory for computer matching.

NAME	EDPDI	GRADE	DATE	RUC/DOV
------	-------	-------	------	---------

1. The below noted discrepancies were detected during the on-site evaluation of the above named member's service record/master military pay account. The Commanding Officer is required to verify the discrepancies and take such action as necessary to effect properly substantiated corrections or adjustments to the member's service record and or master military pay account. Subsequent to completion or corrective action the Commanding Officer will complete and return this form to the originating office within 30 days from the date of issuance.

2. If the Marine has been transferred, forward this form and/or other correspondence requesting corrective action, to the member's next duty station and furnish AAU a copy of the letter of transmittal.

ERROR CODE	ERROR DESCRIPTION

**ADJUSTMENTS OF ALL DISCREPANCIES/ERRORS NOTED HEREIN HAVE BEEN MADE AND RECORDS CORRECTED ACCORDINGLY. CORRECTIVE ACTION ACCOMPLISHED BY:**

**ADMINISTRATIVE OFFICE:**

UNIT DIARY # \_\_\_\_\_ DATE # \_\_\_\_\_ UNIT DIARY # \_\_\_\_\_ DATE # \_\_\_\_\_

MPO # \_\_\_\_\_ DATE # \_\_\_\_\_ FORWARDED TO DISBURSING OFFICE ON \_\_\_\_\_

**DISBURSING/FINANCE OFFICE:**

PR/DIARY/DOV # \_\_\_\_\_ DATE # \_\_\_\_\_ PR/DIARY/DOV # \_\_\_\_\_ DATE # \_\_\_\_\_

**ADDITIONAL COMMENTS ADMIN/DISBURSING:**

OFFICER IN CHARGE  
 ADMINISTRATIVE ASSISTANCE UNIT  
 MCIEAST-MCB CAMLEJ, CAMP LEJEUNE, NC 28542

FROM:

EXAMINER:

CO/PERSO/DO SIGNATURE: