



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

MCIEAST-MCB CAMLEJO 5040.5B  
G-1

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

From: Commanding General  
To: Distribution List

Subj: ADMINISTRATIVE ASSISTANCE UNIT (AAU) STANDING OPERATING PROCEDURES

Ref: (a) MCO 5040.6J  
(b) MCIEAST-MCB CAMLEJO 5040.1B

Encl: (1) Concept of Analysis of the AAU

Report Required: I. 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 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. MCIEAST-MCBO 5040.5A.

3. Mission

a. To establish policy, guidance, and procedures governing the MCIEAST-MCB CAMLEJ AAU, per references (a) and (b), 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.

b. Summary of Revision. This Order has been revised to align with current processes and due to the regionalization of the PACs.

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.

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(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. 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. Tasks. The AAU augments and conducts formal inspections, per references (a) and (b). 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 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: M67001. 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 Marine Corps Enterprise Network (MCEN) 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 MCEN seat requirements for notebook/laptop computers, desktop personal computers, printers, server configurations, and copy machines.

c. Reports Required. Refer to promulgation page.

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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.



E. J. ADAMS  
Chief of Staff

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Concept of Analysis of the AAU

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

a. CGIP. The CGIP shall be conducted on all MCIEAST, II MEF, 2d Marine Division (2d MarDiv), 2d Marine Logistics Group (2d MLG), U.S Marine Corps Forces, Special Operations Command (MARSOC), 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 Visits. The AAU will complete a mandatory assistance visit in conjunction with the Command Inspection programs supported. This assistance visit will be completed using the current Marine Corps Administrative Analysis Team (MCAAT) checklist during the period of the directed command inspection. Additionally, copies of the assist visits reports involving the MCAAT checklist will be provided to the RPAC Operations officer to allow for assistance to the commands in correcting deficiencies. These will also be used to notify the RPAC Operations officer of the deficiencies created by the RPAC that are identified during the visits at the commands.

c. Voluntary Assistance Visit. A voluntary assistance visit will be conducted on all commands that are supported by the MCIEAST RPAC 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 either or both the pay and personnel related Functional Area (FA) checklists and the MCAAT checklist.

d. Regional Personnel Administration Center (RPAC) Assistance Visit. Assistance visits for the RPAC will be conducted on a quarterly basis. The specific functional area(s) to be reviewed will be coordinated between the AAU and RPAC Operations officer. These visits will be conducted through the use of the current MCAAT checklist and will include one or two areas, as determined by the RPAC Director, each quarter. Additionally, the RPAC Operations officer will be provided pay and personnel reports from the unit reviews when there is corrective action required by the RPAC and for trend analysis to improve processes internal to the RPAC.

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 RPAC. 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 the RPAC 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

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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;

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

h. 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 example electronic turnover binders for the personnel administration functional areas and the MCAAT supported unit checklist;

i. Periodically publishing a newsletter which focuses on educating administrators within the RPAC and their supported units;

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. Designated Personnel of the supported units or RPAC, as applicable, 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 that are not resident in the official military personnel file (OMPF) and are 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 include 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.

b. A Teams folder will be created for each unit prior to the visit and updated throughout the period of the visit. This is used to allow document sharing, posting of completed Marine Corps Total Force System reports, worksheets containing the results of a remote reviews, and current reference materials.

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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 their 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 RPAC and supported units.

a. RPAC. When directed, the AAU shall conduct CGIs on the RPAC under the cognizance of MCIEAST.

(1) These inspections may be conducted with, but are not limited to, the use of the following FA checklists: 1050, 1400.32, 1900.16, 4600, and 4650.

(2) 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 MarDiv, 2d MLG, MARSOC, 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: 1050, 1400.32, 1900.16, 4600, and 4650.

(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 completed checklist and comprehensive report will be generated and forwarded to the CIG's Operations Officer within the prescribed timeline.