



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS COMMAND
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:

5200.1A

G8/REA

FEB 12 2015

MARINE CORPS INSTALLATIONS COMMAND ORDER 5200.1A

From: Commander
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS COMMAND (MCICOM) MANAGERS' INTERNAL CONTROL PROGRAM (MICP) ORDER

Ref: (a) MCO 5200.24D, "Marine Corps Managers' Internal Control (MCMIC) Program," 19 Mar 2008
(b) OMB Circular A-123, Revised, "Management's Responsibility for Internal Control," 21 Dec 2004
(c) United States Government Accountability Office, "Standards for Internal Control in the Federal Government," Sep 2013
(d) Office of Management and Budget, "Federal Managers Financial Integrity Act (FMFIA) of 1982," 8 Sep 1982
(e) DODI 5010.40, "Managers' Internal Control (MIC) Program Procedures," 30 May 2013
(f) SECNAVINST 5200.35F, "Department of the Navy Managers' Internal Control Manual," 21 Jul 2014
(g) MCICOMO 7500.1, "Marine Corps Installations Command (MCICOM) Audit Assurance Preparations," 28 December 2012
(h) MCO 5400.54, "Marine Corps Installations Command Roles and Responsibilities," 19 April 2013
(i) SECNAV M-5210.1, "Department of the Navy Records Management Manual," Jan 2012
(j) Memorandum of Agreement between COMMCICOM and CG TECOM dated 17 Jun 2014

Encl: (1) MCICOM Certification Statement Guidance
(2) MCICOM MICP Build Process
(3) DoD Internal Control Reporting Categories
(4) USMC Installation Business Model
(5) MCICOM MICP Matrix
(6) MCICOM Definition of Terms

1. Situation

a. Per reference (a) the Commandant of the Marine Corps (CMC) is required to submit an annual Statement of Assurance (SoA) to the Secretary of the Navy on behalf of all Marine Corps operations. This statement is intended to identify material weaknesses, reportable conditions, and corrective action plans that put Marine Corps operations, equipment and facility accountability, resources or public perception at risk. In support of this requirement, the CMC receives annual statements of assurance from Headquarters U.S. Marine Corps Departments and subordinate commands. As such, Marine Corps Installations Command (MCICOM) will prepare and submit an annual SoA.

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

b. This Order establishes the Managers' Internal Control Program (MICP) policy for MCICOM.

2. Cancellation. MCICOMO 5200.1.

3. Mission. MCICOM will execute a continuous and comprehensive MICP in order to ensure command resources are managed effectively, efficiently and in compliance with applicable laws, orders and policies.

4. Execution

a. Commander's Intent

(1) MCICOM will establish and maintain effective Internal Control (IC) and management processes in order to carry out mission requirements. Consequently, MCICOM knows what it is supposed to do (mission), who is responsible for doing it (accountability), how to properly do it (regulations and procedures), and whether it is being done as required (compliance). The MICP should directly support and be integrated within everything the Marine Corps does; it should ensure we know what we have, how we are using it, and who is responsible for it.

(2) Additionally, MCICOM requires an IC program that provides value and assurance to the Commander at each level of command, maximizes the use of existing management assessments and minimizes the creation of separate processes. To achieve this, the MCICOM MICP will be structured to leverage processes, goals and objectives covered in existing Marine Corps programs. The MICP will be specifically integrated and coordinated to support Command Inspector General (IG) checklists, Financial Improvement and Audit Readiness (FIAR) guidance, real property accountability, general equipment accountability, MCICOM goals and objectives, readiness reporting categories, CMC priorities, Common Output Levels of Service (COLS), environmental compliance evaluations (ECE), asset evaluations and other business practices that directly support daily operations. The MCICOM MICP program will be standardized, sustainable and applicable across all installation functions (enclosure (4)).

(3) Effective ICs provide reasonable assurance that weakness in business operations can be prevented or detected early enough to mitigate and prevent adverse impact on MCICOM. To reinforce accountability, commanders, staff and program managers at all levels of MCICOM are responsible for ensuring that resources under their purview are managed efficiently and effectively, and (a) programs and operations operate with integrity and accountability; (b) programs and operations comply with applicable laws and regulations; and, (c) the potential for fraud, waste, mismanagement and negative public opinion is minimized.

(4) The annual MICP program assessment concludes with a certification statement that demonstrates reasonable assurance on the effectiveness of MCICOM IC to the CMC.

b. Concept of Operations

(1) Per reference (a), the Deputy Commandant, Programs and Resources (DC, P&R) is responsible to the CMC for coordination of the USMC MICP. DC,

P&R releases annual guidance regarding the completion of this program (enclosure (1)).

(2) The MCICOM Assistant Chief of Staff, G-8 (AC/S, G-8), whose directorate is functionally aligned with DC, P&R, will coordinate the MCICOM MICP and will likewise release annual guidance covering specific and unique requirements of the annual submission. This Order will act as the foundational document governing the program. The annual guidance will clarify requirements for annual submissions.

(3) The MICP requires the active involvement of MCICOM Directorates, Region Commanding Generals, and their respective commands and staffs. MCICOM Directorates and subordinate commands will designate, in writing, an Internal Control Coordinator (ICC) to serve as a liaison and point of contact (POC) for this program. The Command ICC will coordinate with functional managers in the execution of their responsibilities, i.e. analyze risks, evaluate existing controls, determine if there are any new weaknesses and implement corrective actions.

(4) MCICOM Headquarters (HQ) will establish a command Senior Assessment Team (SAT) to assist in advising Commander, Marine Corps Installations Command (COMMCICOM) regarding the execution of the Command's MICP. AC/S, G-8 will chair the SAT and will convene meetings as needed. Membership will include all AC/S within the HQ. The functions of the MCICOM SAT will mirror those of the USMC SAT.

(5) Each command will conduct an annual IC assessment utilizing the guidance in this Order and guidance contained in the references. The annual ICs' assessment consists of four MICP assessing and reporting elements and encompasses Internal Controls Over Operations (ICOO), Internal Controls Over Financial Reporting (ICOFR), Internal Controls Over Financial Systems (ICOFS) and Internal Controls Over Acquisition Functions (ICOAF). The USMC is required to submit a consolidated SoA that includes ICOO, ICOFR, and ICOFS. MCICOM is required to submit a certification statement for ICs for ICOO. HQMC P&R will centrally manage the requirements for the ICOFR and ICOFS. The Department of the Navy (DON) MICP Coordinator will centrally manage DON's requirement for ICOAF. All are critical in supporting Marine Corps Clean Audit Efforts.

(a) Internal Controls Over Operations (ICOO). The ICOO process uses a bottom-up method through which the MCICOM Headquarters Directorates and Commanding Generals from each MCICOM Region must annually submit to COMMCICOM a certification statement on the effectiveness of ICs over all functions, programs, and operations under their authority. Compliance is achieved when command elements cooperate fully with their respective AC/S, G-8 (Comptroller) to properly identify, document and test ICs. As an ongoing responsibility of commanders at all levels, material weaknesses and reportable conditions must be identified, reported, and corrective actions monitored until resolved. Instructions for completing annual certification statements and supporting templates are provided in this Order and via an annual bulletin released by the MCICOM AC/S, G-8.

1. This process must include risk assessments, the identification of ICs, and IC testing. Leverage any existing management assessments, evaluations, continuous process-improvement project results, established "best practices," and recent audit findings, if applicable.

Recent audit findings must not be the primary support of an Assessable Unit's (AU) evaluation of ICs and must only be used to further substantiate management's conclusions. The concept of materiality is not primarily financial. Qualitative factors such as impact on mission success or failure, health and safety, and threat to image must be considered.

2. Any items identified at the region/base/station level that can be corrected at those levels without the assistance from higher headquarters (HHQ) do not need to be reported on this Statement to MCICOM.

(6) Upon completion of the annual ICOC assessment, each command will prepare and submit their annual certification statement via the chain of command. Installations will complete and submit their annual certification statement to the respective regional commanding general. In turn, the regional commanding generals will submit an annual certification statement to COMMCICOM. MCICOM HQ Directorates and Special Staff will also submit their annual certification statement directly to COMMCICOM (AC/S, G-8) for consolidation. Upon completion and review of all subordinate documentation, COMMCICOM will submit the MCICOM certification statement to DC, P&R.

(a) Marine Barracks Washington (MBW) will submit its annual certification statement directly to COMMCICOM.

(b) Commanding General, Training and Education Command (CG, TECOM) will submit an installation specific certification statement to Commander MCICOM that consolidates input from the TECOM commanded installations.

(7) Under the guidelines of this Order, MCICOM is a Major Assessable Unit (MAU) within the Marine Corps. The Regions will be an AU to MCICOM and the Installations will be an AU to the Regions. The installation functions will operate by executing Assessable Functions (AF) (see enclosure (2)).

(a) Commands subordinate to MCICOM, are AU's to MCICOM (Marine Corps Installations East (MCIEAST), Marine Corps Installations West (MCIWEST), Marine Corps Installations Pacific (MCIPAC), Marine Corps Installations National Capital Region (MCINCR) and Marine Barracks Washington).

1. Regional Commanders will serve as the Assessable Unit Manager (AUM) and will sign the Annual Certification Statement to COMMCICOM.

(b) Installations subordinate to a MCICOM Region are known as AUs to that respective Regional Command.

2. Installation Commanders will serve as the AUM and will sign the Annual Certification Statement to their respective Region. This responsibility may not be further delegated.

(8) AFs will be standard throughout the Command and will be controlled and approved by the MCICOM MICP coordinator. Each AF will be logically tied to the following: Marine Corps Program Code (MCPC), MCICOM COLS installation portfolios and functions, Department of Defense (DoD) IC reporting categories, IG checklist, MCICOM organizational goals and objectives, readiness reporting area, Marine Corps Order and Joint Capability Areas/Marine Corps Capability Areas (JCA/MCCA). Linking the MICP AFs to existing requirements will tie the MICP to daily operations.

(a) Each AF belongs within a defined COLS installation function. The installation functions have been aligned to the 23 DoD IC reporting categories provided in enclosure (3); made up of the 17 IC operational reporting categories (ICOO) and six end-to-end business process reporting categories (ICOFR/ICOFS), as identified in reference (b).

1. Material weaknesses and accomplishments are reported within one of the 17 ICOO DoD IC reporting categories.

2. Each of the 17 ICOO DoD IC reporting categories have been assigned a HQMC Core Functional Manager lead role, based upon the installation function, responsible for providing guidance and higher level oversight for the applicable category. MCICOM HQ has assigned corresponding portfolio management responsibilities to the MCICOM Directorates for each installation function in order to mirror the HQMC managers.

(b) The AFs are aligned to one or more of the 123 Inspector General (IG) Functional Area (FA) checklists.

(c) Enclosure (2) depicts the MICP structure for MCICOM and enclosure (5) defines the alignment of assessable functions with COLS installation portfolios and functions, IC reporting categories and IG functional areas.

c. Tasks

(1) CG MCIEAST, CG MCIWEST, CG MCIPAC, CG MCINCR, CO MBW, MCICOM HQ Directorates and Special Staff Sections:

(a) Develop, maintain, and evaluate ICs over the functions, programs, and operations under your authority.

(b) Ensure programs and functions operate optimally and resources are used efficiently and effectively in accordance with the command's mission.

(c) Ensure ICs are in place, operating effectively, efficiently and in compliance with applicable laws and regulations.

(d) Appoint a Command ICC (primary and alternate) and provide contact information to the MCICOM AC/S, G-8 MICP coordinator.

(e) Submit your command's annual certification statement to COMMCICOM for ICOO by established deadlines.

(f) As directed by HHQ, provide support for ICOFR, ICOFS and ICOAF reporting requirements.

(g) Ensure that timely and effective actions are taken to remediate all deficiencies. Develop, execute, track, and report on corrective action plans (CAP) to mitigate any new or systemic weakness until resolved. CAPs should note deficiencies, modification to control, assigned responsibility to modify control, milestone date for completion and follow-up test work to ensure completion.

(h) Maintain records created as a part of the annual MICP process for six years and three months in accordance with reference (c).

Continuously monitor and assess the effectiveness of ICs for a results oriented management.

(i) Assign appropriate personnel responsibilities for each AF. Ensure that military and civilian personnel responsible for the MICP are identified and the respective fitness report or performance appraisal system reflects IC responsibilities, accomplishments, deficiencies and corrective actions undertaken and completed.

(2) MCICOM AC/S, G-8

(a) Take responsibility for the effective implementation of MCICOM MICP, ensure compliance with USMC policy and coordinate with DC, P&R as required.

(b) Receive annual certification statements from subordinate commands and HQ MCICOM Directorates. Analyze submissions and prepare a decision brief.

(c) Upon approval of content by COMMCICOM, prepare the annual Commander's certification statement and results of IC submissions to HQMC, DC, P&R.

(d) Approve/disapprove AF modifications and additions requested by MCICOM HQ elements and subordinate commands.

(e) Track corrective actions taken to monitor prompt resolution of control deficiencies, reportable conditions, or material weaknesses. Report status of progress made to correct deficiencies to HQMC P&R.

(f) Ensure MICP training is provided.

d. Coordinating Instructions

(1) Annual guidance and formats for submission will be provided via an annual command bulletin and/or Marine Corps Action Tracking System (MCATS). Annual statements are normally due to MCICOM HQ around the April timeframe of each year.

(2) The reporting period for the MICP runs from 15 May to 30 April each year for USMC organizations. Reporting requirements through several layers of Command require earlier submissions from subordinate units in order to meet established deadlines. These deadlines will be published in the annual command bulletin.

(3) The MCICOM AC/S, G-8 Resource Evaluation and Analysis (RE&A) Branch provides direct oversight of the MICP.

(4) In order to maintain functional alignment, the command ICC will be located within the respective command's RE&A office. Organizations and activities without a comptroller office should appoint a coordinator who understands the MICP Program and can provide training to managers responsible for the IC program and its reporting requirements.

(5) Per the references, appointees must complete Department of the Navy Managers' Internal Control (DON MIC) Program Training for coordinators.

All ICCs and Alternate ICCs shall complete the MICP training and shall take refresher training every three years. Commanding generals, commanding officers, managers, and those responsible for AFs are highly encouraged to take the training. Training can be found online through Navy e-Learning and Navy Knowledge Online (course number: OASN-MCPT-1.3) at the following website:

<https://wwwa.nko.navy.mil/>

(6) Continuous Process Improvement (CPI) Green Belt (GB) training is available from HQMC P&R and encouraged for all MICP Coordinators, Alternates, and Resource Evaluation and Analysis (REA) Officers. The intent of the training is to equip MICP Coordinators and Alternates and REA Officers with a set of analytical and process improvement tools that can be used to reduce risk, develop corrective action plans (CAPs), develop ICs, and improve the overall effectiveness of an organization's MICP. Upon completion of the CPI GB, training course participants can obtain a CPI Certification by completing two events.

(7) Sample certification statements and required supporting documentation are described in references (c) and (d).

(8) Beginning in Fiscal Year (FY) 16, AU's will be required to submit an MICP 5-Year Evaluation Plan to MCICOM every two years. It is acknowledged that the MICP does not attempt to evaluate ICs for every requirement, recognizing that the cost of ICs must not exceed the benefit derived. This evaluation plan is a systematic examination of key ICs based on actual testing to ensure that evaluations are conducted at least once every five years.

(9) MCICOM will convene a SAT to assist in reviewing the submissions and providing a recommendation of items to be included in MCICOM's certification statement submitted to HQMC, DC, P&R.

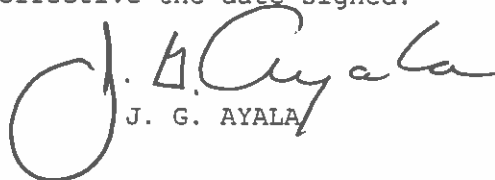
5. Administration and Logistics

a. MCICOM AC/S, G-8 will publish annual guidance and timelines for submission of all certification statements.

6. Command and Signal

a. Command. This Order is applicable to all organizations within MCICOM. The MICP is a command responsibility; this Order does not apply to installations commanded by Training and Education Command.

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


J. G. AYALA

DISTRIBUTION: C

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CG TECOM

Managers' Internal Control Program (MICP) Certification Statement
Guidance

1. Certification Statement Submission Details

a. Per MCICOM Order 5200.1A, all Assessable Unit Managers (AUMs) are required to submit their respective MICP Certification Statement, as required by the Federal Managers' Financial Integrity Act (FMFIA) of 1982, to COMMCICOM.

b. The certification statement indicates the Commander's assessment of internal controls in effect during the 12-month period. The statement must indicate whether those controls provided reasonable assurance that:

- (1) Programs achieved their intended goals and objectives;
- (2) Use of resources was consistent with the Marine Corps mission;
- (3) Programs and resources were protected from waste, fraud, and abuse;
- (4) Laws and regulations were followed;
- (5) Reliable and timely information was obtained, maintained, reported and used to support decision-making; and
- (6) Revenues and expenditures applicable to agency operations were properly recorded and accounted for to permit the preparation of accounts and reliable financial and statistical reports and to maintain accountability over the assets.

c. The Commander/Principal of each unit or organization identified as an Assessable Unit (AU) must sign the certification statement. Certification signature authority cannot be further delegated.

d. The certification statement must be one consolidated / integrated response for your command.

(1) List no more than 6 accomplishments for your region, incorporating input from all your assessable units (installations).

(2) Prioritize by listing your top accomplishment first.

(3) Consolidate all your assessable units' (installations) Material Weaknesses (MW), Reportable Conditions (RC) and Items-to-be-revisited (IR), both uncorrected and corrected. Only include those items your region determines should be reported to COMMCICOM. Normally these items require assistance and support from higher headquarters to solve and correct. There is no limit on reportable items. Material Weaknesses and Reportable Conditions identified during audits (GAO, DoDIG, NAS, etc.) must be included.

e. COMMCICOM relies on your certification statements to provide the basis for the Marine Corps Installations Command Statement of Assurance to the Commandant of the Marine Corps. The signed certification statement includes all activities across your entire span of control, not just financial activities. Leaders at all levels are encouraged to focus on controls associated with their assigned mission(s), tasks, and chartered responsibilities.

f. Each AU certification statement package must contain the following:

g. Addressees must submit their internal control certification statement via the Marine Corps Action Tracking System (MCATS) in accordance with the date established in the published annual bulletin. The response must include the certification statement, accomplishments, MW, RC, IR reported, and corrective action plans.

2. Certification Statement Templates. The following templates are provided to assist with the format and sections required for your Certification Statement. These templates represent a different reporting format from those used during previous cycles and a coordinated effort to standardize and include DoD IC Reporting Categories as part of audit readiness preparedness. Corrective Action Plans (CAPs) are a critical component of this program. Commanders and Principals are responsible for ensuring that timely and effective actions are taken to remediate all deficiencies identified.

Enclosure (1) to Certification Statement: Accomplishments

Describe the organization's most significant accomplishments or achievements and actions taken by the Command during the reporting cycle. Highlight areas where your organization became more effective or efficient in operations, improved fiscal stewardship, or complied with applicable laws and regulations. Provide details on accomplishments achieved in the execution of the MICP since your previous Certification Statement. Each significant accomplishment must be identified with one of the 17 ICDO functional categories identified in DoDI 5010.40. Significance shall be determined according to the Commander/Principal. An accomplishment must tie to an assessable unit (organization) and/or to a functional area(s). The write up should explain the "before" and "after" story of how internal controls were strengthened or implemented to become an accomplishment. Accomplishments should be associated with an organizations goals and objectives.

Questions that can help identify good accomplishments include:

What was the impact to your organization?

Were there problem areas that required CAPs that produced positive results for your activity?

Does the accomplishment provide a best practice that should be adopted by MCICOM or the Marine Corps?

Did your actions result in effective and efficient operations to the organization?

Was there a measureable outcome produced as a result of strengthening or implementing an internal control?

the benefits or implications to your organization and / or possibly to the USMC as a result of this accomplishment. Quantify as much as possible the benefits (cost reduction and avoidance) derived from implementing the control(s).

4. Functional Category (Internal Control Reporting Category): Mark the appropriate functional category (Per DoDI 5010.40 - 17 Operations Reporting Categories) E.g. Security.

5. Point of Contact: Name, position, organization, telephone number, email.

6. Approver: Name, position, organization, telephone number, email.

[Provide point of contact information for supervisor approving accomplishment.]

Note: Always spell out all acronyms when used the first time.

Functional Category			
a. Communications		b. Intelligence	
c. Security	X	d. Comptroller and Resource Management	
e. Contract Administration		f. Force Readiness	
g. Information Technology		h. Acquisition	
i. Manufacturing, Maintenance, and Repair		j. Other	
k. Personnel and Organizational Management		l. Procurement	
m. Property Management		n. Research, Development, Test, and Evaluation	
o. Security Assistance		p. Supply Operations	
q. Support Services			
Notes (if applicable)			
Point of Contact			
Kevin J. White, Security Manager, Security Programs and Information Management Branch, at kevin.white@hqmc.mil , (703) 614-3609			
Approver			
Mahatha M. Oliver, Jr., Head, Security Programs and Information Management Branch, at mahatha@usmc.mil , (703) 614-3609			

Example summary/list below
(Actually submitted to DON in USMC FY 2014 Statement)

Summary of Material Weaknesses (MW) and Reportable Conditions (RC) for
Internal Controls over Operations (ICOO)

<u>Uncorrected Deficiencies Identified During the Period Fiscal Year 2014</u>		
<u>Title</u>	<u>Deficiency Type</u>	<u>Targeted Correction date</u>
1. Radioactive Material (RAM) Control Program	RC	1 st Qtr. FY 2015

Uncorrected Deficiencies Identified During Prior Periods

<u>Title</u>	<u>Deficiency Type</u>	<u>Year First Reported</u>
1. Controls and oversight for USMC Fuel Tank	MW	FY 2013
2. Offline Requisitions (See Enclosure (3) for Corrective Action Plan (CAP))	MW	FY 2009

Corrected Deficiencies Identified During Current and Prior Periods

<u>Title</u>	<u>Deficiency Type</u>	<u>Year First Reported</u>
1. Global Combat Support System Marine Corps (GCSS-MC) Roles and responsibilities	RC	FY 2012
2. Compliance with Statutory Requirements for "Undefinitized Contract Actions" (UCA)	MW	FY 2013
3. 24/7 Sexual Assault-related Help-Line Telephone Numbers	RC	FY 2013
4. Loss of Government Equipment/Assets	RC	FY 2013

Types of Deficiencies:
MW = Material Weakness
RC = Reportable Condition

Deficiencies Template/Format: Corrective Action Plan (CAP)
Must use when submitting statement

Title of Deficiency (Limit to 100 characters)			
Description of Deficiency (Limit to 5,000 characters)			
Functional Category (Mark "X" in applicable functional category)			
a. Communications		b. Intelligence	
c. Security		d. Comptroller and Resource Management	
e. Contract Administration		f. Force Readiness	
g. Information Technology		h. Acquisition	
i. Manufacturing, Maintenance, and Repair		j. Other	
k. Personnel and Organizational Management		l. Procurement	
m. Property Management		n. Research, Development, Test, and Evaluation	
o. Security Assistance		p. Supply Operations	
q. Support Services			
Notes (if applicable)			
Deficiency Type (Mark "X" in applicable deficiency type)			
a. Material Weakness (MW)		b. Reportable Condition (RC)	
Justification (Mark "X" in applicable justification(s))			
a. Threat to Image		b. Threat to Mission	
c. Threat to Resources			
Notes (if applicable)			
Organization (Insert "Organization Name")			
Senior Accountability Official (Insert "Full Name, Title, email, and Phone Number")			
Year Identified (Insert "Fiscal Year")			
Original Targeted Correction Date (Insert "Quarter, Fiscal Year")			
Targeted Correction Date in Last Year's Report (Insert "Quarter, Fiscal Year")			

a. Title	
b. Date (Quarter, Fiscal Year)	
c. Status (Completed, In Progress, or Planned)	
d. Completion Percentage	
e. Detailed Comments	
Point of Contact (Insert "Full Name, Title, email, and Phone Number")	

Note: Always spell out all acronyms when used the first time.

Description

1. **Title of Deficiency:** E.g. Radioactive Material (RAM) Control Program
2. **Description of Deficiency:** Provide a detailed description of the deficiency and the impact to the organization and/or to the U.S. Marine Corps.
3. **Functional Category (Internal Control Reporting Category):** Mark the appropriate functional category (Per DoDI 5010.40 - 17 Operations Reporting Categories) E.g. Supply Operations.
4. **Deficiency Type:** Mark if a Material Weakness (MW), Reportable Condition (RC).
5. **Justification:** Indicate if the deficiency is a "Threat to Image", "Threat to Resources", or "Threat to Mission" or any combination of these.
6. **Organization - Major Assessable Unit (MAU):** E.g. Marine Corps Forces Reserve (MARFORRES).
7. **Senior Accountability Official:** Identify the name and title of the senior official responsible to fix the deficiency. A senior official is the highest level of leadership that is accountable for resolution of the control deficiency. Provide name, title, phone number and email.
8. **Year identified:** Insert fiscal year, e.g. FY 2010
9. **Original Target Correction Date:** (if identified previously) Provide Quarter and Fiscal Year of the targeted correction date first reported. E.g. 1st Qtr, FY 2015.

Example of a CAP
(Actually submitted to DON in the USMC FY 2014 Statement)

Organization: U.S. Marine Corps

(1 of 1)

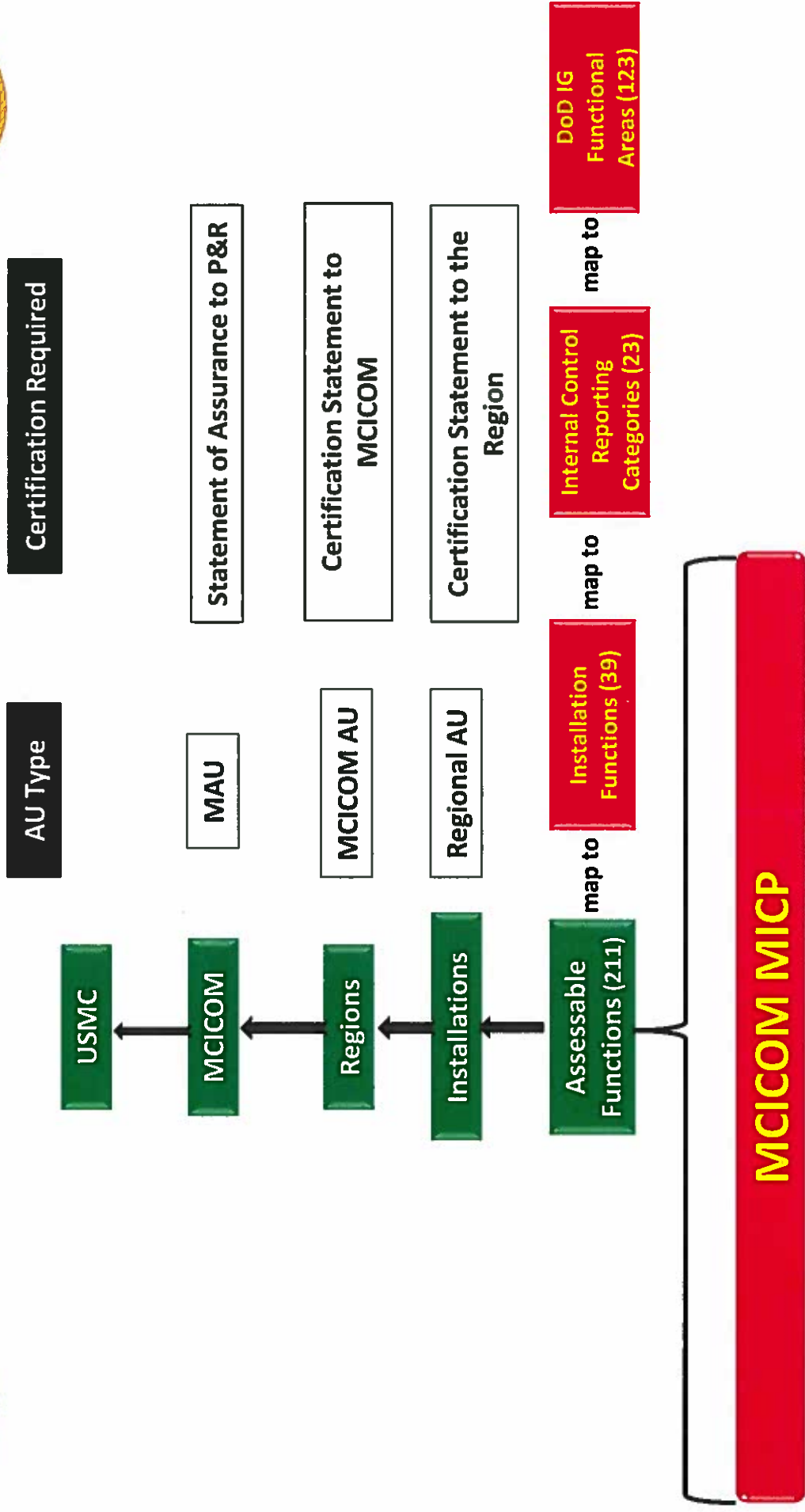
Title of Deficiency			
Radioactive Material (RAM) Control Program			
Description of Deficiency			
<p>Radioactive materials are heavily regulated both from within and without the DoD. Failure to properly control the inventory of and prevent damage to these materials is tremendously important both legally and fiscally. Dispersion of the Force means that most reserve units are not aboard military installations. This precludes the availability of base supported RAM collection and disposal. In addition, the Defense Reutilization and Marketing Office (DRMOs) will not accept RAM.</p> <p>Accumulation of unwanted RAM has been a problem for years. Most of the controls on RAM are from a much high lever. Federal laws, DoD policy, Department of the Navy (Navy Radiological Affair Support Office, (RASO)) and HQMC all contribute to the complexity associated with the shipment and disposal of RAM. In addition, the disposal of RAM is extremely expensive. Special contract carriers must be utilized at great cost to ship RAM to a disposal location.</p> <p>This problem has been on going. In an effort to alleviate some of the backlog in the transfer of unwanted RAM, the Safety Directorate, in concert with MARFORRES Facilities, is trying to identify a small facility where unwanted RAM can be gathered, evaluated and subsequent dispositional determination made.</p>			
Functional Category (Mark "X" in applicable functional category)			
a. Communications		b. Intelligence	
c. Security		d. Comptroller and Resource Management	
e. Contract Administration		f. Force Readiness	
g. Information Technology		h. Acquisition	
i. Manufacturing, Maintenance, and Repair		j. Other	
k. Personnel and Organizational Management		l. Procurement	
m. Property Management		n. Research, Development, Test, and Evaluation	
o. Security Assistance		p. Supply Operations	X
q. Support Services			
Notes (if applicable)			
Deficiency Type (Mark "X" in applicable deficiency type)			

Milestone (2)	
a. Title	Contract for recertification
b. Date (Quarter, Fiscal Year)	4 th Qtr, FY 2014
c. Status (Completed, In Progress, or Planned)	Planned
d. Completion Percentage	
e. Detailed Comments	<ul style="list-style-type: none"> Contract for recertification of Beta Scout liquid scintillation counts in preparation for testing.
Milestone (3)	
a. Title	Advertise availability of receiving location
b. Date (Quarter, Fiscal Year)	2 nd Qtr, FY 2015
c. Status (Completed, In Progress, or Planned)	Planned
d. Completion Percentage	
e. Detailed Comments	<ul style="list-style-type: none"> Advertise availability of receiving location to all commands and begin coordinating shipment of unwanted RAM Coordinate with Navy RASO for pickup of unwanted RAM Re-evaluate program of efficiency/efficacy.
Point of Contact	
Jeffrey J. Peters, Director of Safety, MARFORRES, at Jeffrey@hqmc.mil , (504) 697-8158	

Note: This document as well as all templates listed above are available at our SharePoint site: [FY 2015 MICP Guidance](#).



MCICOM MICP Build Process





DoD IC Reporting Categories

Operations Functional Categories

1. Communications
2. Intelligence
3. Security
4. Comptroller and Resource Management
5. Contract Administration
6. Force Readiness
7. Information Technology
8. Acquisition
9. Manufacturing, Maintenance, and Repair
10. Other (Primarily Transportation)
11. Personnel and Organizational Management
12. Procurement
13. Property Management
14. Research, Development, Test and Evaluation

15. Security Assistance
16. Supply Operations
17. Support Services

Financial Reporting/Systems End to End Business Processes

1. Budget-to-Report
2. Hire-to-Retire
3. Order-to-Cash
4. Procure-to-Pay
5. Acquire-to-Retire
6. Plan-to-Stock

Reference: DoD Instruction 5010.40, 30 May 2013

UNCLASSIFIED

1. DoDI 5010.40 Definitions of IC over Operations (ICOO) Reporting Categories

a. Communications. Communication requires a sender, a message, and an intended recipient, although the receiver need not be present or aware of the sender's intent to communicate at the time of communication; thus communication can occur across vast distances in time and space.

b. Intelligence. The plans, operations, systems, and management activities for accomplishing the collection, analysis, processing and dissemination of intelligence in order to provide guidance and direction to commanders in support of their decisions.

c. Security. The plans, operations, systems, and management activities for safeguarding classified resources (not peripheral assets and support functions covered by other reporting categories). Also covers the DoD programs for protection of classified information.

d. Comptroller and Resource Management. The budget process, finance and accounting, cost analysis, productivity and management improvement, and the general allocation and continuing evaluation of available resources to accomplish mission objectives. Includes pay and allowances for all DoD personnel and all financial management areas not covered by other reporting categories.

e. Contract Administration. The fulfillment of contractual requirements including performance and delivery, quality control and testing to meet specifications, performance acceptance, billing and payment controls,

justification for contractual amendments, and actions to protect the best interests of the Government.

f. Force Readiness. The operational readiness capability of combat and combat support (both Active and Reserve) forces which provide the necessary flexibility to deter potential foes and rapidly respond to a broad spectrum of global threats.

g. Information Technology. Any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. IT includes computers, ancillary equipment, software, firmware and similar services and related resources whether performed by in-house, contractor, other intra-agency or intergovernmental agency resources or personnel.

h. Acquisition. Applies to all acquisitions, including major acquisitions and items designated as major systems, subject to the procedures of the Defense Acquisition Board, the Military Services Acquisition Review Councils, or the Selected Acquisition Reporting System. Requires the use of an acquisition assessment template when conducting IC reviews and reporting of IC material weaknesses. The purpose of the acquisition template is to assist in the:

- (1) Determination of risks related to proper implementation;
- (2) Evaluation of existing controls and monitoring activities;
- (3) Consideration of corresponding standards and success factors;
- (4) Determination of new material weaknesses.

i. Manufacturing, Maintenance, and Repair. The management and operation of in-house and contractor-operated facilities performing maintenance and repair or installation of modifications to materiel, equipment, and supplies. Includes depot and arsenal-type facilities as well as intermediate and unit levels of military organizations.

j. Other. All functional responsibilities not represented by any other functional category, including management and use of land, sea, and air transportation for movement of personnel, materiel, supplies, and equipment using military and civilian sources.

k. Personnel and Organizational Management. Authorizations, recruitment, training, assignment, use, development, and management of military and civilian DoD personnel. Also includes the operations of headquarters' organizations. Contract personnel are not covered by this category.

l. Procurement. The decisions to purchase items and services with certain actions to award and amend contracts (e.g., contractual provisions, type of contract, invitation to bid, independent government cost estimate, technical specifications, evaluation and selection process, pricing, and reporting).

m. Property Management. Construction, rehabilitation, modernization, expansion, improvement, management, and control over real property (both

military and civil works construction), to include installed equipment and personal property. Also covers disposal actions for all materiel, equipment, and supplies including the Defense Reutilization and Marketing System.

n. Research, Development, Test, and Evaluation. The basic project definition, approval, and transition from basic research through development, test, and evaluation and all DoD and contractor operations involved in accomplishing the project work, excluding the support functions covered in separate reporting categories such as Procurement and Contract Administration.

o. Security Assistance. Management of DoD Foreign Military Sales, Grant Aid, and International Military Education and Training Programs.

p. Supply Operations. The supply operations at the wholesale (depot and inventory control point) level from the initial determination of material requirements through receipt, storage, issue reporting, and inventory control (excluding the procurement of materials and supplies). Covers all supply operations at retail (customer) level, including the accountability and control for supplies and equipment of all commodities in the supply accounts of all units and organizations (excluding the procurement of material, equipment, and supplies).

q. Support Services. All support service functions financed from appropriated funds not covered by the other reporting categories such as health care, veterinary care, and legal and public affairs services. All non-appropriated fund activities are also covered by this category.

2. Reporting Categories Crosswalk. The charts below provide a crosswalk from DoD Reporting Categories to G-Staff Functional Relationship and Category Leads or Process Owners for IC00.



Reporting Categories Cross Walk

Internal Controls over Operations

Slide 1 of 3

Reporting Category Functional Category	G-Staff Functional Relationship	Category Lead
1. Communications	6	Command, Control, Communications, & Computers (C4)
2. Intelligence	2/6	Intelligence Division (INTEL) Command, Control, Communications, & Computers (C4)
3. Security	2/3/6	Intelligence Division (INTEL) Plans, Policies and Operations (PP&O) Command, Control, Communications, & Computers (C4)
4. Comptroller and Resource Management	8	Programs and Resources (P&R)
5. Contract Administration	4	Installations and Logistics (I&L) Marine Corps Systems Command (MARCORSYSCOM)
6. Force Readiness	3/5/7	Plans, Policies and Operations (PP&O)
7. Information Technology	6	Command, Control, Communications, & Computers (C4)
8. Acquisition	4	Installations and Logistics (I&L) Marine Corps Systems Command (MARCORSYSCOM)

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Reporting Categories Cross Walk

Internal Controls over Operations

Slide 2 of 3

Reporting Category Functional Category	G-Staff Functional Relationship	Category Lead
9. Manufacturing, Maintenance, and Repair	3/4	Installations and Logistics (I&L) Aviation (AVN) Marine Corps Logistics Command (MARCORLOGCOM)
10. *Other		As Applicable
11. Personnel and Organizational Management	1	Manpower and Reserve Affairs (M&RA)
12. Procurement	4	Installations and Logistics (I&L) Marine Corps Systems Command (MARCORSYSCOM)
13. Property Management	4	Installations and Logistics (I&L)

* Other: All functional responsibilities not represented by any other functional category, including management and use of land, sea, and air transportation for movement of personnel, materiel, supplies, and equipment using military and civilian sources, etc.

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Reporting Categories Cross Walk

Internal Controls over Operations

Slide 3 of 3

Reporting Category Functional Category	G-Staff Functional Relationship	Category Lead
14. Research, Development, Test, and Evaluation	N/A	Marine Corps Systems Command (MARCORSYSCOM)
15. Security Assistance	3/5/7	Plans, Policies and Operations (PP&O)
16. Supply Operations	3/4	Installations and Logistics (I&L) Aviation (AVN)
17. Support Services	Special Staff	Health Services (HS) Public Affairs Office (PAO) Staff Judge Advocate (SJA) Chaplain of the Marine Corps (REL) Etc...

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3. DoDI 5010.40 Definitions of IC for Financial Reporting and Financial Systems Reporting Categories (End-to-End Business Processes)

a. Budget-to-Report. Encompasses the business functions necessary to plan, formulate, create, execute, and report on the budget and business activities of the entity. It includes updates to the general ledger. It also includes all activities associated with generating and managing the internal and external financial reporting requirements of the entity, including pre- and post-closing entries related to adjustments, reconciliations, consolidations, eliminations, etc.

b. Hire-to-Retire. Encompasses the business functions necessary to plan for, hire, develop, assign, sustain, and separate personnel in the DoD and Office of the Secretary of Defense component.

c. Order-to-Cash. Encompasses the business functions necessary to accept and process customer orders for services or inventory. This includes managing customers, accepting orders, prioritizing and fulfilling orders, distribution, managing receivables, and managing cash collections.

d. Procure-to-Pay. Encompasses the business functions necessary to obtain goods and services. This includes requirements identification, sourcing, contract management, purchasing, payment management, and receipt and debt management.

e. Acquire-to-Retire. Encompasses the business functions necessary to obtain, manage, and dispose of accountable and reportable property (capitalized and non-capitalized assets) through their entire life cycle. It includes functions such as requirements identification, sourcing, contract management, purchasing, payment management, general property, plant and equipment management, and retirement.

f. Plan-to-Stock. Encompasses the business functions necessary to plan, procure, produce, inventory, and stock materials used both in operations and maintenance as well as for sale.

4. Reporting Categories Crosswalk. The charts below provide a crosswalk from DoD Reporting Categories to HQMC Category Leads and Category Leads for ICOFR/ICOFS.



Reporting Categories Cross Walk

Internal Controls over **Financial Reporting** and **Systems**
Slide 1 of 2

Category	Reporting Categories End-to-End Business Processes (FIAR)	Business Processes Functional Areas	Process Owner(s) Category Lead(s)
1	Budget-to-Report	Budgetary Funding	P&R
		FBWT, Cash & Equivalents	P&R
		Financial Reporting	P&R
2	Hire-to-Retire	Military Pay – Active Duty	M&RA
		Military Pay – Reserve Duty	M&RA
		Civilian Pay	M&RA
		Travel – Temporarily Assigned Duty	M&RA
		Travel – Permanent Changes of Station	M&RA
3	Order-to-Cash	Revenue and Collections ¹	I&L

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Reporting Categories Cross Walk

Internal Controls over **Financial Reporting** and **Systems**

Slide 2 of 2

Category	Reporting Categories End-to-End Business Processes (FIAR)	Business Processes Functional Areas	Process Owner(s) Category Lead(s)
4	Procure to Pay	Procurement – Contracts	I&L/MCSC
		Procurement – GCPC	I&L
		Procurement – Reimbursable Work Orders (Grantor)	I&L
		Transportation – Things	I&L
		Transportation – People	I&L
		MILSTRIP	I&L
		Miscellaneous Payments	I&L
5	Acquire to Retire	Military Equipment	I&L
		General Equipment	I&L
		Real Property	I&L
		Environmental Liabilities	I&L
6	Plan to Stock	Inventory	I&L
		Operating Materials & Supplies ^{2,3} (Appropriated Procurement Account) (Ammunition)	I&L MCSC

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USMC Installation Business Model



Community Support	Command Support			Training Support
7 COMMON OUTPUT LEVELS OF SERVICE (COLS) INSTALLATION PORTFOLIOS				
Marine, Family, & Community Support	Installation Facility Support	Installation Protection	Command & Staff Support	Installation Information Technology Services Management
39 COMMON OUTPUT LEVELS OF SERVICE (COLS) INSTALLATION FUNCTIONS				
Family Team Bldg	Facilities Asset Management Engineering Svcs	Emergency Management Emergency Management Critical Infrastructure Emergency Dispatch	Public Safety & Occupational Health	Installation Information Technology Infrastructure
Semper Fit & Community Support	Facilities Services Roads, Grounds Refuse, Custodial	Law Enforcement Law Enforcement Antiterrorism	Legal Support Command Legal Advice Legal Services	Installation Information Services Voice Services Data Services Video Services
Behavioral Health	Facilities Investment FSRM Maintain Utility Plant	Fire & Emergency Services Fire/Emergency Services Installation CBRNE Protection	Command Support	Installation Information Technology Support
Tuition Assistance	Environmental Management Compliance Conservation Restoration	Physical Security	Religious Support Worship Services	Installation Information Technology Support Services
Personal & Professional Development	Housing		Business Practices	
Unit Personal & Family Readiness	Utilities Operations		Financial Resources Disbursements Financial Reporting	
Family Care	Energy		Personnel Support Civilian Manpower Military Manpower	
			Public Affairs	
				Garrison Transportation and Management
				Supply Services
				Procurement Services Procure Materials Administer Contracts
				Food Services Mess Hall Ops Field Rations
				Fuel Services
				Aviation Operations Support Runway/Equip Fuel/Ordnance
				Government & External Affairs
				Installations Training Support Operate, Maintain Control EOD Support
				Installations Operations Support

MICOM MICP MATRIX

Assessible Function (AF)	COLS Installation Portfolio	COLS Installation Function	DOD Internal Controls Reporting Category	DOD IG Functional Areas	Staff Functional Lead	Responsibility	Metrics	Primary Directives
Audit Compliance	Command and Staff Support	Financial Resources	Comptroller & Resource Management	490	G8	DOD-wide effort to improve financial processes, controls and information.	Number of findings corrected; IG Findings/Inspection Checklist 490	Financial Improvement and Audit readiness (FIAR) Guidance
Real Estate & Land Management	Installation Facility Support	Facilities Asset Management	Property Management	770	GF	Certify real estate and land holdings are properly managed and documentation and records are maintained for purchase, lease, and sale of assets.	IG Findings/Inspection Checklist 770	P11000.12C
Real Property Accountability	Installation Facility Support	Facilities Asset Management	Property Management	770	GF	Certify Real Property is managed and accounted for and information is updated as needed.	IG Findings/Inspection Checklist 770	P11000.12C
Garrison Property Management	Installation Logistics Support	Supply Services	Supply Operations	561, 591, 753, 754	G4	Oversee all GP operations to ensure compliance with laws and directives.	IG Findings/Inspection Checklists 561, 591, 753, 754	P10150.1, P4400.150E, 8300.1D, P10150.1, P4790.2C
Garrison Mobile Equipment Management	Installation Logistics Support	Garrison Transportation and Management	Supply Operations	591	G4	Oversee all GME operations to ensure compliance with laws and directives.	IG Findings/Inspection Checklist 591	P11240
Customer Satisfaction	Command and Staff Support	Business Practices	Comptroller & Resource Management	490	G1	A measure of how products or services meet or surpass customer expectation. Metric: Customer satisfaction surveys, ICE, Food Surveys, etc	Survey results; IG Findings/Inspection Checklist 490	MCO 5220.12
MOU/MOA/ISSA	Command and Staff Support	Business Practices	Comptroller & Resource Management	490	G1	Agreements which promote interservice and intragovernmental support between DOD and non-DOD activities.	Currency of agreements; IG Findings/Inspection Checklist 490	MCO 4000.48; DOD 4000.19
Continuous Process Improvement (CPI) Implementation	Command and Staff Support	Business Practices	Comptroller & Resource Management	490	G8	Actions which increase the effectiveness and efficiency of operations in order to achieve greater warfighting capability, combat readiness, and quality of life for Marines and their families.	Number of CPI initiatives implemented during a FY; Savings and Efficiency	MCO 5220.12
Marine Corps Policy & Directives Review	Command and Staff Support	Command Support	Personnel and Organizational Management	060, 061	G1	Preparation, approval, and maintenance of Marine Corps directives.	Currency of agreements	MCO 5215.1K
Records Maintenance & Management	Command and Staff Support	Command Support	Personnel and Organizational Management	061	G1	Management, administration, maintenance, and preservation of Marine Corps command records.	IG Findings/Inspection Checklist 061	NAVMC Directive 5210.11E
Military Personnel/Service Records	Command and Staff Support	Personnel Support	Personnel and Organizational Management	040, 045, 066, 120, 121, 123, 290, 300, 310, 320, 325, 340, 350, 360, 370, 380, 996, 385.	G1	Maintenance of official military personnel files (OMPF).	IG Findings/Inspection Checklist 070	MCO P1070.12K

MCICOM MICP MATRIX

Assessable Function (AF)	COLS Installation Portfolio	COLS Installation Function	DoD Internal Controls Reporting Category	DoD IG Functional Areas	Staff Functional Lead	Responsibility	Metrics	Primary Directives
Management of Privacy Act Statement	Command and Staff Support	Personnel Support	Personnel and Organizational Management	065, 090, 091	G1	Collection, safeguarding, maintenance, use, access, amendment, and dissemination of personal information in systems of record. Metric: Accurate administration of Privacy Act information.	IG Findings/Inspection Checklists 065, 090, 091	MCO P5211.2B
Automated Inspection Reporting System (AIRS) Management	Command and Staff Support	Command Support	Personnel and Organizational Management	001	IG	Regulations/questions/techniques to assist in the evaluation & analysis of mission performance. :	IG Findings/Inspection Checklist 001	MARADMIN 422/10
Combined Federal Campaign	Command and Staff Support	Command Support	Personnel and Organizational Management	062	G1	Workplace collection of monetary contributions for eligible non-profit organizations that provide health and human service benefits worldwide.	IG Findings/Inspection Checklist 062	Title 5, Part 950, Code of Federal Regulations; Office of Personnel Guidelines
Special/unique missions (Mounted Color Guard, Bands, and other special programs)	Command and Staff Support	Command Support	Personnel and Organizational Management	170, 420	G1	Command-specific missions/functions unique among Marine Corps installations.	Number of engagements; IG Findings/Inspection Checklists 170, 420	MCO P5060.20. Drill & Ceremonies Manual; MCO P5000.18b, USMC Band Manual
Marine Corps Ball Fundraising	Command and Staff Support	Command Support	Personnel and Organizational Management	062	G1	Fiscal policy for financing official Marine Corps Ball ceremonies and social events.	IG Findings/Inspection Checklist 062	MCO 7040.11A, Birthday Ball Funding
Postal Operations	Command and Staff Support	Command Support	Personnel and Organizational Management	100	G1	Processing and delivery of personal and official mail.	IG Findings/Inspection Checklist 100	MCO 5110.6C
Congressional Inquiries and Hotline	Command and Staff Support	Command Support	Personnel and Organizational Management	090, 091	IG	Correspondence from members of Congress / phone calls made to established hotline numbers regarding alleged improprieties in Marine Corps activities/ operations.	Timeliness of Response; Number of close-outs; IG Findings/Inspection Checklists 090, 091	MCO 5216.20, Congressional Inquiries, MCO 5320.8, Hotline
Fraud Waste and Abuse Reporting Program	Command and Staff Support	Command Support	Personnel and Organizational Management	316	IG	Improprieties, theft, or misuse of government resources or conflicts of interest.	IG Findings/Inspection Checklist 316	MCO 7510.5A
Voter Registration Program	Command and Staff Support	Command Support	Personnel and Organizational Management	210	G1	Assistance to Marines, family members, and other personnel in the exercise of voting rights.	IG Findings/Inspection Checklist 210	MCO 1742.1A
Military Awards Program	Command and Staff Support	Personnel Support	Personnel and Organizational Management	071	G1	Administration of awards for Marines & Marine Corps organizations.	Number of Accomplishments; IG Findings/Inspection Checklist 071	MCO 1650.19J
Individual Augmentation (IA) - Personnel Sourcing	Command and Staff Support	Personnel Support	Personnel and Organizational Management	010	G1	Administration and personnel management of individual Mobilization Augmentees.	IG Findings/Inspection Checklist 010	MCO 1001.6Z

MCICOM MICP MATRIX

Assessible Function (AF)	COLS Installation Portfolio	COLS Installation Function	DOD Internal Controls Reporting Category	DOD IG Functional Areas	Staff Functional Lead	Responsibility	Metrics	Primary Directives
Public Affairs	Command and Staff Support	Public Affairs	Support Services	150	PAO	Coordination with appropriate agencies prior to contacting & releasing information that might result in favorable or unfavorable public reaction.	IG Findings/Inspection Checklist 150	MCO 5720.77
Local Community Support	Command and Staff Support	Public Affairs	Support Services	150	PAO	Relationships with local communities as a means to keeping internal and external publics informed on issues that may affect them.	IG Findings/Inspection Checklist 150	MCO 5720.77
Budget Formulation	Command and Staff Support	Financial Resources	Comptroller & Resource Management	490	G8	Identification of operational requirements, the cost of those requirements, justification & prioritization of resource requirements, and prioritization of unfunded requirements. Metric: % of requirements supported by cost-benefit analysis/business case analysis	Timeliness and accuracy of submission; IG Findings/Inspection Checklist 490	MCO 7300.21A; DOD Financial Management Regulations
Budget Authorizations	Command and Staff Support	Financial Resources	Comptroller & Resource Management	490	G8	Funding authority received to support operational requirements.	IG Findings/Inspection Checklist 490; % of requirements funded	MCO 7300.21A; DOD Financial Management Regulations
Budget Execution	Command and Staff Support	Financial Resources	Comptroller & Resource Management	490	G8	Process of monitoring, adjusting, and reporting on the utilization of approved funding resources.	IG Findings/Inspection Checklist 490; Plan vs Actual...% \$ variance	MCO 7300.21A; DOD Financial Management Regulations
Financial Transactions	Command and Staff Support	Financial Resources	Comptroller & Resource Management	490	G8	Recordation of amounts in budgetary & fiduciary accounting systems.	IG Findings/Inspection Checklist 490; % errors in account entries during FY	MCO 7300.21A; DOD Financial Management Regulations
Resource Evaluation & Analysis (REA)	Command and Staff Support	Financial Resources	Comptroller & Resource Management	490	G8	Analysis of resource utilization to effectively & efficiently ensure adequate controls are in place for collecting, processing, recording, and reporting accurate financial data needed to manage resources.	Efficiencies Identified	MCO 7540.2E; MCO 7300.21A
Government Commercial Purchase Card (GCPC)	Command and Staff Support	Financial Resources	Comptroller & Resource Management	490	G8	Credit card authorized for use in making and/or paying for the purchase of supplies and services.	IG Findings/Inspection Checklist 490	MCO 7042.6C
Government Travel Charge Card (GTCC)	Command and Staff Support	Financial Resources	Comptroller & Resource Management	490, 992	G8	Credit card authorized for use by government travelers to pay for all official travel expenses while on approved travel.	IG Findings/Inspection Checklist 490	MCO 4600.40A
Defense Travel System (DTS)	Command and Staff Support	Financial Resources	Comptroller & Resource Management	075	G8	A fully integrated, automated, end-to-end travel management system that enables DOD travelers to create authorizations (travel orders), prepare reservations, receive approval, generate travel vouchers, and receive reimbursement for approved travel expenses.	IG Findings/Inspection Checklist 075	MCO 4650.39

MCICOM MICP MATRIX

Assessible Function (AF)	COLS Installation Portfolio	COLS Installation Function	DOD Internal Controls Reporting Category	DOD IG Functional Areas	Staff Functional Lead	Responsibility	Metrics	Primary Directives
Accounting	Command and Staff Support	Financial Resources	Comptroller & Resource Management	490	G8	Recording financial transactions, keeping financial records, performing internal audits, and reporting & analyzing financial transactions. Systematic process of identifying, recording, measuring, classifying, verifying, summarizing, interpreting, and communicating financial information.	# of ULOs, # of Negative ULOs; # of Problem Disposing; IG Findings/Inspection Checklist 490	MCO 7300.22A; DOD Financial Management Regulations
Conference Costs	Command and Staff Support	Financial Resources	Comptroller & Resource Management	490	G8	Expenses related to travel, training, and site costs of DOD conferences.	IG Findings/Inspection Checklist 490	MCO 7300.22A; DOD Guidance
Timekeeping	Command and Staff Support	Financial Resources	Comptroller & Resource Management	490	G8	Payroll time & attendance functions to ensure the presence and/or absence of employees are accurately recorded and reported for computing pay, leave, and allowances.	IG Findings/Inspection Checklist 490	SECNAVINST 7000.11C; DOD Financial Management Regulations
Overtime/Compensation Time	Command and Staff Support	Financial Resources	Comptroller & Resource Management	490	G8	Receipt of pay for work beyond normal working hours or time off in lieu of overtime pay.	IG Findings/Inspection Checklist 490	MCO 12620.2; DOD Financial Management Regulations
Freedom of Information Act (FOIA)	Command and Staff Support	Command Support	Personnel and Organizational Management	090, 091	G1	Documents guidance on conducting official business in an open manner to provide the public with a maximum amount of accurate and timely information on government activities. Merit: Compliance with FOIA requests.	IG Findings/Inspection Checklists 090, 091	DOD FOIA Handbook; SECNAVINST 5720.42F
Staff Judge Advocate (Military Officers)	Command and Staff Support	Legal Support	Support Services	091	SJA	Legal advice and support to commanders on military personnel issues, laws of war, and courts-martial prosecution & defense.	IG Findings/Inspection Checklist 091	JAGMAN 5800
Legal Administration (Civilian Counsel)	Command and Staff Support	Legal Support	Support Services	090	SJA	Non-criminal legal assistance to USMC Commanders.	IG Findings/Inspection Checklist 090	JAGMAN 5800
Brig and Detention Centers (for those installations with brig or detention facilities only)	Command and Staff Support	Legal Support	Support Services	440, 950, 955	SJA	Certify that the precepts of MCO 1640.3F (and other local instructions) regarding services, transfers, etc are being followed appropriately.	IG Findings/Inspection Checklists 440, 950, 955	MCO 1640.3F
Personally identifiable Information (PII)	Command and Staff Support	Personnel Support	Personnel and Organizational Management	070	G1	Information or characteristics that may be used to distinguish or trace an individual's identity.	IG Findings/Inspection Checklist 070; number of reportable instances	MCO 1553.38
Federal Employee's Compensation Act (FECA) Program	Command and Staff Support	Financial Resources	Comptroller & Resource Management	054	G8	Provides compensation to federal employees who sustain disability due to a work-related injury or illness.	IG Findings/Inspection Checklist 054	MCI 12810.1
EEO Program	Command and Staff Support	Personnel Support	Personnel and Organizational Management	051, 190	G1	EEO policies, procedures, responsibilities, and standards by which all personnel will be treated.	IG Findings/Inspection Checklists 051, 190	MCO P5354.1d
Civilian Awards Program	Command and Staff Support	Personnel Support	Personnel and Organizational Management	054	G1	Recognition of civilian employees for their achievements and accomplishments.	IG Findings/Inspection Checklist 054	MCO 12451.3B; MCO 12451.2C

MCICOM MSCP MATRIX

Assessible Function (AF)	COLS Installation Portfolio	COLS Installation Function	DOD Internal Controls Reporting Category	DOD IG Functional Areas	Staff Functional Lead	Responsibility	Metrics	Primary Directives
Civilian Personnel Administration	Command and Staff Support	Personnel Support	Personnel and Organizational Management	054, 052, 063, 385, 460	G1	Maintenance of materials & documents to support the chronology of events in a civilian-Marine's career.	IG Findings/Inspection Checklist 054	OPM
Military Personnel Administration	Command and Staff Support	Personnel Support	Personnel and Organizational Management	070, 460	G1	Maintenance of materials & documents to support the chronology of events in a Marine's career.	IG Findings/Inspection Checklist 070	MCO P1070.12K
Labor and Management Relations	Command and Staff Support	Personnel Support	Personnel and Organizational Management	054	G1	Process for managing unionized employment.	IG Findings/Inspection Checklist 054	MCO 12711.1
Civilian Pay	Command and Staff Support	Financial Resources	Comptroller & Resource Management	070	G8	Process for computing payments for DOD civilian employees.	IG Findings/Inspection Checklist 070	MCO 7300.21a
Religious Ministries	Command and Staff Support	Religious Support	Support Services	520	Chaplain	Religious programs which support free exercise of religion.	IG Findings/Inspection Checklist 520	MCO 1730.6E
Pastoral Care	Command and Staff Support	Religious Support	Support Services	520	Chaplain	Religious support and advice provided to marines, civilian-Marines, and their families.	IG Findings/Inspection Checklist 520	MCO 1730.6E
Command Advisory Service	Command and Staff Support	Religious Support	Support Services	520	Chaplain	Advice provided to commanders on religious ministries within the command.	IG Findings/Inspection Checklist 520	MCO 1730.6E
Religious Offering Fund	Command and Staff Support	Religious Support	Support Services	520	Chaplain	Nonappropriated fund monetary resource to serve the needs of contributors beyond the limits of the Command Religious Program (CRP).	IG Findings/Inspection Checklist 520	MCO 7010.17A
Command Religious Program (CRP)	Command and Staff Support	Religious Support	Support Services	520	Chaplain	Appropriated funds designated to support command religious ministries.	IG Findings/Inspection Checklist 520	MCO 7010.17A
Visual Information and Combat Camera Support (VICCS)	Command and Staff Support	Public Affairs	Support Services	140	G3/5/7	Marine Corps COMCAMP acquires and exploits still and motion imagery in support of combat, information operations, humanitarian, special force, recon, engineering, legal and public affairs and other operations involving the Military Services.	Review of personnel levels, training, support requests and adequacy of services	3104.1
Animal Control	Command and Staff Support	Public Safety and Occupational Health	Support Services	130	Safety	Animal control including pets, stray animals, animals that may be native to the area.	IG Findings/Inspection Checklist 130; number of incidents	5530.14, P1100022
Asbestos Safety Program	Command and Staff Support	Public Safety and Occupational Health	Support Services	130	Safety	Asbestos program	IG Findings/Inspection Checklist 130	5100.29
Crane and Weight Handling Equipment (WHE) Safety Program	Command and Staff Support	Public Safety and Occupational Health	Support Services	130	Safety	Program execution and management	IG Findings/Inspection Checklist 130	5100.29, P8020.10, 11262.2
Hearing Conservation Program	Command and Staff Support	Public Safety and Occupational Health	Support Services	130, 500	Safety	Hearing protection	IG Findings/Inspection Checklist 130, 500; number of incidents	6260.1
Heat Injury Prevention Program	Command and Staff Support	Public Safety and Occupational Health	Support Services	130, 500	Safety	Heat injury protection	IG Findings/Inspection Checklist 130, 500; number of incidents	6200.1
Japanese MLC/IIA Safety	Command and Staff Support	Public Safety and Occupational Health	Support Services	130, 470	Safety	Labor contracts and indirect hire agreement program for Japanese nationals working on MCAS	IG Findings/Inspection Checklist 130, 470	Local directives

MCICOM MICP MATRIX

Assessible Function (AF)	COLS Installation Portfolio	COLS Installation Function	DOD Internal Controls Reporting Category	DOD IG Functional Areas	Staff Functional Lead	Responsibility	Metrics	Primary Directives
Motor Vehicle and Traffic Safety	Command and Staff Support	Public Safety and Occupational Health	Support Services	130	Safety	Base motor vehicle and traffic safety program	IG Findings/Inspection Checklist 130; number of incidents	5100.19, 5110.9
Occupational Safety and Health Program	Command and Staff Support	Public Safety and Occupational Health	Support Services	130	Safety	OSHA compliance	IG Findings/Inspection Checklist 130; number of incidents	NAVMC 5100.8, mco 5100.29
Spill Prevention & Responses	Command and Staff Support	Public Safety and Occupational Health	Support Services	130	Safety	Hazardous spill prevention and response	IG Findings/Inspection Checklist 130; number of incidents	11000.11
Water Safety and Survival Program	Command and Staff Support	Public Safety and Occupational Health	Support Services	130, 381	Safety	Water safety and survival	IG Findings/Inspection Checklist 130, 381; incidents	1500.52
Combat Camera	Command and Staff Support	Public Affairs	Support Services	140	G3/5/7	Certify that the precepts of MCO 3104.1B (and other local instructions) regarding the usage of Combat Camera programs are being followed appropriately.	IG Findings/Inspection Checklist 140	MCO 3104.1B
Conservation/Endangered Species/Wildlife Management	Installation Facility Support	Environmental Management	Support Services	764	GF	Ensure installation conservation/endangered species/wildlife items identified are protected and information is reported as required.	# Installation reportable incidents; IG Findings/Inspection Checklist 764; # issues reported from local & state	PS090.2A
Environmental Program Compliance and Management - A&E/Ordnance	Installation Facility Support	Environmental Management	Support Services	755, 764, 810	GF	Certify that the program is in compliance with laws and directives, equipment is stored, used, and disposed/discarded properly, training conducted, and issues or mishaps are reported and mitigated as required.	# Installation reportable incidents; IG Findings/Inspection Checklist 755, 764 and 810	P4790.2C, P440.3150E, 5530.14A, 3571.2G
Environmental Program Compliance and Management - Air	Installation Facility Support	Environmental Management	Support Services	764	GF	Certify that the program is in compliance with laws and directives, equipment is stored, used, and disposed/discarded properly, training conducted, and issues or mishaps are reported and mitigated as required.	# Installation reportable incidents; IG Findings/Inspection Checklist 764; # issues reported from local & state and federal inspections	PS090.2A
Environmental Program Compliance and Management - Asbestos	Installation Facility Support	Environmental Management	Support Services	764	GF	Certify that the program is in compliance with laws and directives, equipment is stored, used, and disposed/discarded properly, training conducted, and issues or mishaps are reported and mitigated as required.	# Installation reportable incidents; IG Findings/Inspection Checklist 764; # issues reported from local & state and federal inspections	PS090.2A
Environmental Program Compliance and Management - Hazardous Materials	Installation Facility Support	Environmental Management	Support Services	764	GF	Certify that the program is in compliance with laws and directives, equipment is stored, used, and disposed/discarded properly, training conducted, and issues or mishaps are reported and mitigated as required.	# Installation reportable incidents; IG Findings/Inspection Checklist 764; # issues reported from local & state and federal inspections	PS090.2A

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Assessible Function (AF)	COLS Installation Portfolio	COLS Installation Function	DoD Internal Controls Reporting Category	DoD IG Functional Areas	Staff Functional Lead	Responsibility	Metrics	Primary Directives
Environmental Program Compliance and Management - Natural Resources	Installation Facility Support	Environmental Management	Support Services	763, 764	GF	Certify that the program is in compliance with laws and directives, equipment is stored, used, and disposed/discarded properly, training conducted, and issues or mishaps are reported and mitigated as required.	# Installation reportable incidents; IG Findings/Inspection Checklist; 763 and 764; # issues reported from local & state and federal inspections	PS090.2A
Environmental Program Compliance and Management - Pollution	Installation Facility Support	Environmental Management	Support Services	764	GF	Certify that the program is in compliance with laws and directives, equipment is stored, used, and disposed/discarded properly, training conducted, and issues or mishaps are reported and mitigated as required.	# Installation reportable incidents; IG Findings/Inspection Checklist; 764; # issues reported from local & state and federal inspections	PS090.2A
Environmental Program Compliance and Management - Recycling	Installation Facility Support	Environmental Management	Support Services	764	GF	Certify that the program is in compliance with laws and directives, equipment is stored, used, and disposed/discarded properly, training conducted, and issues or mishaps are reported and mitigated as required.	# Installation reportable incidents; IG Findings/Inspection Checklist; 764; # issues reported from local & state and federal inspections	PS090.2A
Environmental Program Compliance and Management - Storm water	Installation Facility Support	Environmental Management	Support Services	764	GF	Certify that the program is in compliance with laws and directives, equipment is stored, used, and disposed/discarded properly, training conducted, and issues or mishaps are reported and mitigated as required.	# Installation reportable incidents; IG Findings/Inspection Checklist; 764; # issues reported from local & state and federal inspections	PS090.2A
Environmental Program Compliance and Management - Water	Installation Facility Support	Environmental Management	Support Services	764	GF	Certify that the program is in compliance with laws and directives, equipment is stored, used, and disposed/discarded properly, training conducted, and issues or mishaps are reported and mitigated as required.	# Installation reportable incidents; IG Findings/Inspection Checklist; 764; # issues reported from local & state and federal inspections	PS090.2A
Environmental Program Compliance and Management - Water and Sewage	Installation Facility Support	Environmental Management	Support Services	764	GF	Certify that the program is in compliance with laws and directives, equipment is stored, used, and disposed/discarded properly, training conducted, and issues or mishaps are reported and mitigated as required.	# Installation reportable incidents; IG Findings/Inspection Checklist; 764; # issues reported from local & state and federal inspections	PS090.2A

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Assessible Function (AF)	COLS Installation Portfolio	COLS Installation Function	DoD Internal Controls Reporting Category	DoD IG Functional Areas	Staff Functional Lead	Responsibility	Metrics	Primary Directives
Environmental Program Compliance and Management - Fuel and Fuel Storage	Installation Facility Support	Environmental Management	Support Services	764	GF	Certify that the program is in compliance with laws and directives, equipment is stored, used, and disposed/discarded properly, training conducted, and issues or mishaps are reported and mitigated as required.	# installation reportable incidents, IG Findings/Inspection Checklist 764; # issues reported from local & state and federal inspections	PS090.2A
Facility Energy and Utilities Management	Installation Facility Support	Utilities Operations	Property Management	761, 762	GF	Oversees energy and utility consumption, cost savings measures, processes payments, and respond to issues as they arise.	# savings programs initiated, IG Findings/Inspection Checklists 761 and 762	P11000.9C
Facility Maintenance and Repair (Routine/Planned)	Installation Facility Support	Facilities Services	Property Management	760	GF	Certify that routine and planned maintenance occurs as required and issues are reported as identified.	% completed on time, IG Findings/Inspection Checklist 760	P11000.7C
Facility Maintenance and Repair (Unplanned)	Installation Facility Support	Facilities Services	Property Management	760	GF	Ensure information is collected via a reporting process; repairs are prioritized, scheduled and made; and significant maintenance is planned using identified process	Number of issues/issues by type, Avg repair time, IG Findings/Inspection Checklist 760	P11000.7C
Facility Support Services Management (Custodial, Pest, Grounds)	Installation Facility Support	Facilities Services	Property Management	760	GF	Attest that facility support services are being completed in compliance with directives, are within scope of applicable contracts, and issues are identified and resolved in accordance with established policies.	IG Findings/Inspection Checklist 760	P11000.7C
Bachelor Housing Management	Installation Facility Support	Housing	Property Management	680	GF	Certify Bachelor Housing program is managed in accordance with directives, properties are maintained as needed, issues are resolved in a timely manner, and schedules for routine/planned activities are available.	IG Findings/Inspection Checklist 680; Customer satisfaction	P11000.22
Family Housing Management	Installation Facility Support	Housing	Property Management	780	GF	Certify Family Housing program is managed in accordance with directives, properties are maintained as needed, issues are resolved in a timely manner, and schedules for routine/planned activities are available.	IG Findings/Inspection Checklist 780; customer satisfaction	P11000.22
Transient/Temporary Housing Management	Installation Facility Support	Housing	Property Management	670	GF	Certify Bachelor Housing program is managed in accordance with directives, funds are collected as applicable, properties are maintained as needed, issues are resolved in a timely manner, and schedules for routine/planned activities are available.	IG Findings/Inspection Checklist 670; customer satisfaction	P11000.22
Encroachment Management	Installation Facility Support	Facilities Asset Management	Property Management	770	GF	Oversee encroachment management program/partnership to ensure human activities or decisions do not impair or potentially impair current or future operational capability of an installation complex or may have an adverse effect on nearby communities.	# encroachment issues identified	11011.22B

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Assessible Function (AF)	COTS Installation Portfolio	COTS Installation Function	DoD Internal Controls Reporting Category	DoD IG Functional Areas	Staff Functional Lead	Responsibility	Metrics	Primary Directives
Facility Management (Sustainment, Restoration, Modernization, Utilization)	Installation Facility Support	Facilities Investment	Property Management	770	GF	Oversee management of existing and planned facilities to ensure program(s) are operating in accordance with funding, policy and procedure.	Planned versus actual \$s, IG Findings/Inspection Checklist 760	P11000.7C
Facility Planning & Engineering	Installation Facility Support	Facilities Asset Management	Property Management	770	GF	Ensure facilities are planned and executed with appropriate engineering, GIS, and other applicable studies/surveys, and appropriate costing is identified prior to execution	Planned versus actual \$s, IG Findings/Inspection Checklist 770	P11000.12C
MILCON Planning, Execution and Management	Installation Facility Support	Facilities Asset Management	Property Management	770	GF	Validate MILCON is planned and executed in conjunction with coordination of MAVFAC and contractors (as applicable)	Planned versus actual \$s, IG Findings/Inspection Checklist 770	P11000.12C
Public Private Venture Management	Installation Facility Support	Facilities Asset Management	Property Management	770	GF	Oversee management of PPV facilities to ensure program is operating in accordance with funding, contract regulation, policy and procedure.		P11000.22
C4 Waivers and Approvals Management	Installation Information Technology Services Management	Information Technology Logistics & Services Support	Information Technology	405	G6	Waiver requirements are properly approved and submitted to contracting with IT orders that require a waiver.	Number of C4 orders that are submitted with waiver requests; IG Findings/Inspection Checklist 405	MCO 5400.52 and MARADMINT 375-11
Certification and Accreditation (C&A)	Installation Information Technology Services Management	Information Technology Logistics & Services Support	Information Technology	405, 270, 470, 481, 940	G6	For activities with systems or applications that are subject to DoD IA requirements for C&A per the DIACAP program	IG Findings/Inspection Checklists 405, 270, 470, 481, 940	MCO 5239.2, DoDINST 8510.01 series
Circuit Management	Installation Information Technology Services Management	Data Services	Information Technology	405	G6	Management of SIPRNet, NIPRNet, communications and other network circuits, both commercial and government owned, as applicable	IG Findings/Inspection Checklist 405	MCO 5400.52
Cyber Security	Installation Information Technology Services Management	Cyber Security	Information Technology	405, 470, 481	G6	Establishment and operation of a Cyber Security Program	IG Findings/Inspection Checklists 405, 470, 481	MCO 5239.2
Data access and security	Installation Information Technology Services Management	Cyber Security	Information Technology	405, 470, 940	G6	Database management, availability and security of data.	IG Findings/Inspection Checklists 405, 470, 940	MCO 5271.1A
Disaster Recovery and IT Continuity of Operations Planning (COOP)	Installation Information Technology Services Management	Information Technology Logistics & Services Support	Information Technology	940, 942	G6	IA Related. Plan exists and is exercised annually	Annual plan exercise reports and lessons learned; IG Findings/Inspection Checklists 940, 942	MCO 5239.2
eBusiness Applications Administration	Installation Information Technology Services Management	Information Technology Logistics & Services Support	Information Technology	405	G6	Management of COTS and build applications in support of eBusiness	IG Findings/Inspection Checklist 405	MCO 1700.30

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Assessible Function (AF)	COLS Installation Portfolio	COLS Installation Function	DoD Internal Controls Reporting Category	DoD IG Functional Areas	Staff Functional Lead	Responsibility	Metrics	Primary Directives
Emergency Action Plan (EAP)	Installation Information Technology Services Management	Information Technology Logistics & Services Support	Information Technology	940, 942	G6	Comprehensive plan exists and is exercised at different levels annually	Annual plan exercise reports and lessons learned; IG Findings/Inspection Checklists 940, 942	MCO 5239.2
Encrypted Communications Management	Installation Information Technology Services Management	Cyber Security	Information Technology	630	G6	Special use encryption hardware management.	IG Findings/Inspection Checklist 630	MCO 2040.8
Federal Information Systems Management Act (FISMA) Compliance and Training	Installation Information Technology Services Management	Information Technology Logistics & Services Support	Information Technology	405	G6	FISMA compliance is documented through required reporting	IG Findings/Inspection Checklist 405	MCO 5239.2
Ground Electronic Maintenance	Installation Information Technology Services Management	Data Services	Information Technology	630	G6	Program of maintenance and repair for ground electronic equipment such as radios, terminals and other communications hardware	Training data, repair history data, hardware issues data	MCO 3500.6A
Information Assurance (IA)	Installation Information Technology Services Management	Cyber Security	Information Technology	405, 470, 481	G6	DoD program that details all actions that are required for maintaining the availability and confidentiality of information including hw and sw inventory and control, support agreements	Selected IA controls data	MCO 5239.2
IT Configuration and Change Management	Installation Information Technology Services Management	Information Technology Logistics & Services Support	Information Technology	405	G6	Maintenance of current configuration data and process for making changes in the configuration of hardware/software.	IG Findings/Inspection Checklist 405	MCO 3093.1C
Marine Corps Information Technology Service Center (ITSC)	Installation Information Technology Services Management	Information Technology Logistics & Services Support	Information Technology	405	G6	IT Help Desk operations and management.	Trouble ticket data, IG Findings/Inspection Checklist 405	MCO 5400.52, MARADMIN 340/12
Message Center Management	Installation Information Technology Services Management	Data Services	Information Technology	630, 405	G6	Management of the Defense Message System	IG Findings/Inspection Checklists 630, 405	MCO 3093.1C, MARADMIN 088/08
Network Operations and Management	Installation Information Technology Services Management	Cyber Security	Information Technology	405	G6	NOC performance, Network Security, Network Abuse monitoring	IG Findings/Inspection Checklist 405	MCO 1510.37C
Server Management	Installation Information Technology Services Management	Data Services	Information Technology	405	G6	Data, Web, Email, SharePoint and other server management	IG Findings/Inspection Checklist 405	MCO 2020.1
System/Network User Account Management	Installation Information Technology Services Management	Information Technology Logistics & Services Support	Information Technology	405, 270	G6	Access normally managed with SAAR's, all actions that manage user access, removal of user access and management of level of access.	IG Findings/Inspection Checklists 405, 270	MCO 5239.2

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Assessable Function (AF)	CO's Installation Portfolio	CO's Installation Function	DOD Internal Controls Reporting Category	DOD IG Functional Areas	Staff Functional Lead	Responsibility	Metrics	Primary Directives
Wireless Services Management	Installation Information Technology Services Management	Cyber Security	Information Technology	405	G6	Wireless network configuration, security and availability management	IG Findings/Inspection Checklist 405	MCO 5239.2
Vulnerability Management	Installation Information Technology Services Management	Cyber Security	Information Technology	405, 470, 481	G6	Overall vulnerability program management including periodic scans, penetration testing and other related and periodic vulnerability testing. IA related. Add IAVA	IG Findings/Inspection Checklists 405, 470, 481	MCO 5239.2
Website Administration	Installation Information Technology Services Management	Data Services	Information Technology	405	G6	Ensure website design and content is in accordance with USMC/DON/DOD directives.	IG Findings/Inspection Checklist 405	MCO 5400.52
Certification Authority Workstation (CAW)	Installation Information Technology Services Management	Information Technology Logistics & Services Support	Information Technology	405, 630	G6	The CAW program performs all the certificate management functions necessary to create, distribute, and manage the X.509 Certificates on organizational and individual FORTIEZZA Cards.	IG Findings/Inspection Checklists 405, 630	MCO 5239.2
IT Training	Installation Information Technology Services Management	Information Technology Logistics & Services Support	Information Technology	405	G6	Training program for users, administrators and technicians.	IG Findings/Inspection Checklist 405	MCO 4000.XX
IT Acquisition and Planning	Installation Information Technology Services Management	Information Technology Logistics & Services Support	Information Technology	405	G6	Process of planning for and procuring IT hardware, software and services	IG Findings/Inspection Checklist 405	MCO 4000.XX
Customer Support - Communications	Installation Information Technology Services Management	Voice Services	Information Technology	630	G6	Communications (Telephone) Help Desk operations and management	Help Desk trouble call and resolution data. IG Findings/Inspection Checklist 630	MCO P2066.1
Communications System Management	Installation Information Technology Services Management	Voice Services	Information Technology	630, 940	G6	Implementation and management of the Enterprise Land Mobile Radio program.	IG Findings/Inspection Checklists 630, 940	MCO 3093.1C
Telecommunications Management System (TMS)	Installation Information Technology Services Management	Voice Services	Information Technology	405, 630	G6	Used by base Communications Dept to manage base telecommunications	IG Findings/Inspection Checklists 405, 630	MCO P2066.1
Classified Material Management	Installation Information Technology Services Management	Cyber Security	Information Technology	270, 470, 481, 280	G6	Classified material control	IG Findings/Inspection Checklists 270, 470, 481	SECNAV M-5210.1, MCO 5521.3, P5510.18
Fire Dept Training	Installation Protection	Fire & Emergency Services	Support Services	765, 930	G3/5/7	Certify that the precepts of MCO 11000.11 (and other local instructions) regarding Fire and Emergency training are being conducted appropriately.	IG Findings/Inspection Checklists 765, 930	MCO 11000.11

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Assessible Function (AF)	COLS Installation Portfolio	COLS Installation Function	DoD Internal Controls Reporting Category	DoD IG Functional Areas	Staff Functional Lead	Responsibility	Metrics	Primary Directives
Police Dept Training	Installation Protection	Law Enforcement	Security	765, 930	GS/5/7	Certify that the precepts of MCO 11000.11 (and other local instructions) regarding Fire and Emergency training are being conducted appropriately.	IG Findings/Inspection Checklists 765, 930	MCO 11000.11
Bloodborne Pathogens Program	Installation Protection	Emergency Management	Support Services	130, 500, 764	GS/5/7	Program for safety of personnel who are exposed to bloodborn pathogens in the performance of their duties	Number of incidents; IG Findings/Inspection Checklists 130, 500, 764	5100.8F
Dispatcher Operations	Installation Protection	Emergency Management	Support Services	130, 450, 470, 630, 765, 940, 941	GS/5/7	Fire, rescue and police dispatch operations	IG Findings/Inspection Checklists 130, 450, 470, 630, 765, 940, 941	MARADMIN 502/12, P11000.11
Fire Dept Operations	Installation Protection	Fire & Emergency Services	Support Services	130, 765, 940, 941	GS/5/7	Overarching program for installation fire department operations	IG Findings/Inspection Checklists 130, 765, 940, 941	11000.11,
Emergency Medical Services Program	Installation Protection	Fire & Emergency Services	Support Services	130, 765, 940, 941	GS/5/7	Installation EMS Program	IG Findings/Inspection Checklists 130, 765, 940, 941	11000.11, 3440.9
Emergency Operations Fire Services	Installation Protection	Fire & Emergency Services	Support Services	130, 765, 940, 941	GS/5/7	Installation fire operations, inspections, maintenance and education	IG Findings/Inspection Checklists 130, 765, 940, 941	11000.11, 3440.9
Access Control	Installation Protection	Law Enforcement	Security	050, 067, 470	GS/5/7	Management of all forms of access control - key, cipher, card, security systems or other forms of access control	IG Findings/Inspection Checklists 050, 067, 470	PS530.14
Anti-Terrorism	Installation Protection	Law Enforcement	Security	470, 480, 481, 940, 941	GS/5/7	Overall program. Acquisition and deployment of Antiterrorism Force Protection teams and gear, training of population and drills as appropriate.	IG Findings/Inspection Checklists 470, 480, 481, 940, 941	3302.1, 5530.14
Auxiliary Security Force (ASF)	Installation Protection	Law Enforcement	Security	130, 470, 940, 941	GS/5/7	Local resident security reaction teams, also Security Alert Force, that react to security incidents when called upon on the installation.	IG Findings/Inspection Checklists 130, 470, 940, 941	3302.1, 5530.14, 5510.7
Chemical Biological Radiological Nuclear Explosive (CBRNE)	Installation Protection	Emergency Management	Support Services	130, 930	GS/5/7	Overarching program for protection from CBRNE threats	IG Findings/Inspection Checklists 130, 930	3440.8, 5104.3
Criminal Investigations	Installation Protection	Law Enforcement	Security	450, 470, 955	GS/5/7	Base criminal investigations	IG Findings/Inspection Checklists 450, 470, 955	5580.2b, 5500.18
Japanese Security Guard Section	Installation Protection	Law Enforcement	Security Assistance	130, 470	GS/5/7	Support from Japanese Security Guards	IG Findings/Inspection Checklists 130, 470	8011.5, local directives
Police Operations	Installation Protection	Law Enforcement	Security	130, 470, 450	GS/5/7	The Mission of the MCB Provost Marshal's Office (PMO) is to provide law enforcement, investigative, and security services as directed by the Commanding General	IG Findings/Inspection Checklists 130, 470, 450	5580.2b, 5500.18
Military Working Dog (MWD) Program	Installation Protection	Law Enforcement	Security	130, 470, 450	GS/5/7	Managed by the PMO	IG Findings/Inspection Checklists 130, 470, 450	10570.1, 5580.2
Pass & Identification	Installation Protection	Law Enforcement	Security	130, 470, 480	GS/5/7	Includes program for all base details, visitor passes, CAC support, vehicle registration, weapons registration, agent privilege card issuance	IG Findings/Inspection Checklists 130, 470, 480	5512.11

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Assessible Function (AF)	COLS Installation Portfolio	COLS Installation Function	DOD Internal Controls Reporting Category	DOD IG Functional Areas	Staff Functional Lead	Responsibility	Metrics	Primary Directives
Personal Protective Equipment (PPE) Program	Installation Protection	Fire & Emergency Services	Support Services	130, 450, 765	GS/5/7	Fire and rescue protective equipment program	IG Findings/Inspection Checklists 130, 450, 765	5100.298
Physical Security Program	Installation Protection	Law Enforcement	Security	130, 470	GS/5/7	Base physical security and periodic physical security surveys	IG Findings/Inspection Checklists 130, 470	5530.14
Respiratory Protection Program	Installation Protection	Fire & Emergency Services	Support Services	130, 500	GS/5/7	Respiratory protection program management	# of incidents; IG Findings/Inspection Checklists 130, 500	5100.29
Restricted Area Intrusion Detection System Access	Installation Protection	Law Enforcement	Security	130, 470	GS/5/7	Security of access to restricted areas	# of incidents; IG Findings/Inspection Checklists 130, 470	5530.14, 5239.29
EOD Training (for those installations with EOD units)	Installation Protection	Emergency Management	Support Services	810	GS/5/7	Certify that the precepts of MCO 3571.2G (and other local instructions) regarding EOD training are being followed appropriately.	# of incidents occurring that reflect incompletion of required training; IG Findings/Inspection Checklist 810	MCO 3571.2G
Accident and Mishap investigations and report findings	Installation Protection	Emergency Management	Support Services	061, 130	GS/5/7	Program for investigating and reporting any form of accident or mishap	IG Findings/Inspection Checklists 061, 130; number of mishaps	5100.29, 5102.1
Critical Infrastructure Protection (CIP)	Installation Protection	Emergency Management	Support Services	130, 470, 940, 941	GS/5/7	CIP is mission assurance: the identification, assessment and assurance of cyber and physical assets essential to the mobilization, deployment and sustainment of U.S. military operations.	IG Findings/Inspection Checklists 130, 470, 940, 941	3302.1, 3501.36, 5530.14, 3440.8
Disaster Preparedness	Installation Protection	Emergency Management	Support Services	130, 470, 940, 941	GS/5/7	Preparedness to meet a wide range of potential disasters based on the geographic location of the facility and identified risks	IG Findings/Inspection Checklists 130, 470, 940, 941	3440.9
Emergency Action Plan	Installation Protection	Emergency Management	Support Services	130, 470, 940	GS/5/7	All bases and commands have a EAP - plans should be integrated and exercised on a periodic basis	IG Findings/Inspection Checklists 130, 470, 940	2281.1
Information and Personnel Security	Installation Protection	Law Enforcement	Security	270	GS/5/7	Program for security of information including personnel security clearances	IG Findings/Inspection Checklist 270	PS510.18
Intelligence and Counter Intelligence (OPSEC) Program	Installation Protection	Emergency Management	Support Services	470, 481, 240	GS/5/7	Mission assurance - intel and CI applied to base and unit security	IG Findings/Inspection Checklists 470, 481	3070.2, 3800.2
Lock-Out/Tag-Out Program	Installation Protection	Emergency Management	Support Services	481	GS/5/7	Operations security program for all military and civilians	IG Findings/Inspection Checklists 481	3070.2
Food Service Management	Installation Logistics Support	Food Services	Supply Operations	130	GS/5/7	Management of locked or tagged out electrical devices for maintenance	IG Findings/Inspection Checklist 130; number of incidents	5100.29
Contract Management	Installation Logistics Support	Food Services	Supply Operations	753	G4	Oversee Food Service program in accordance with policies and procedures, to include budgeting, availability, ordering, distribution, disposal, and inspections.	IG Findings/Inspection Checklist 753	10110.14M
					G4	Verify the entire contract management process is completed within published regulation and policy to include acquisition planning, solicitation, initial award, modification processing, order fulfillment, funding obligation, quality assurance, contract compliance, vendor payment and contract close out.	IG Findings/Inspection Checklist 753	USMC CMPG: FAR, DFAR

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Assessible Function (Af)	COLS Installation Portfolio	COLS Installation Function	DoD Internal Controls Reporting Category	DoD IG Functional Areas	Staff Functional Lead	Responsibility	Metrics	Primary Directives
Equipment Disposition (AA&E/Ordnance Supply)	Installation Logistics Support	Supply Services	Supply Operations	753	G4	Ensure equipment disposition is conducted in compliance with rules, regulation, and directives.	IG Findings/Inspection Checklist 753	P4400.150E, 8300.1D, P10150.1,
Equipment Disposition (IT)	Installation Logistics Support	Supply Services	Supply Operations	753, 405	G4	Ensure equipment disposition is conducted in compliance with rules, regulation, and directives.	IG Findings/Inspection Checklists 753, 405	P4400.150E, 8300.1D, P10150.1, 4500.11E
Equipment Disposition (non-IT)	Installation Logistics Support	Supply Services	Supply Operations	753	G4	Ensure equipment disposition is conducted in compliance with rules, regulation, and directives.	IG Findings/Inspection Checklist 753	P4400.150E, 8300.1D, P10150.1
Equipment Maintenance and Repair (AA&E/Ordnance Supply)	Installation Logistics Support	Supply Services	Manufacturing, Maintenance, & Repair	753, 754	G4	Ensure information is collected via a reporting process; repairs are prioritized, scheduled and made; and significant maintenance is planned using identified process	IG Findings/Inspection Checklists 753, 754	P4400.150E, 8300.1D, P10150.1, P4790.2C, P4790.2C
Equipment Maintenance and Repair (IT)	Installation Logistics Support	Supply Services	Manufacturing, Maintenance, & Repair	753, 754, 405	G4	Ensure information is collected via a reporting process; repairs are prioritized, scheduled and made; and significant maintenance is planned using identified process	IG Findings/Inspection Checklists 753, 754	P4400.150E, 8300.1D, P10150.1, P4790.2C, P4790.2C
Equipment Maintenance and Repair (non-IT)	Installation Logistics Support	Supply Services	Manufacturing, Maintenance, & Repair	753, 754	G4	Ensure information is collected via a reporting process; repairs are prioritized, scheduled and made; and significant maintenance is planned using identified process	IG Findings/Inspection Checklists 753, 754	P4400.150E, 8300.1D, P10150.1, P4790.2C, P4790.2C
Inventory and Spare Control (AA&E/Ordnance)	Installation Logistics Support	Supply Services	Supply Operations	753, 754, 810	G4	Attest that inventory and spares are accounted for, inventoried, orders fulfilled, and inventory is managed for established accountability metrics in compliance with IT systems, laws and directives.	IG Findings/Inspection Checklist 753, 754, 810	P4400.150E, 8300.1D, P10150.1, P4790.2C, 3571.26
Inventory and Spare Control (Food Service)	Installation Logistics Support	Food Services	Supply Operations	753, 754	G4	Attest that inventory and spares are accounted for, inventoried, orders fulfilled, and inventory is managed for established accountability metrics in compliance with IT systems, laws and directives.	IG Findings/Inspection Checklists 753, 754	P4400.150E, 8300.1D, P10150.1, P4790.2C, P4400.150E,
Inventory and Spare Control (IT)	Installation Logistics Support	Supply Services	Supply Operations	753, 754, 405, 561	G4	Attest that inventory and spares are accounted for, inventoried, orders fulfilled, and inventory is managed for established accountability metrics in compliance with IT systems, laws and directives.	IG Findings/Inspection Checklists 753, 754, 405, 561	8300.1D, P10150.1, P4790.2C, 4500.11E, P10150.1,
Inventory and Spare Control (non-IT)	Installation Logistics Support	Supply Services	Supply Operations	753, 754, 561	G4	Attest that inventory and spares are accounted for, inventoried, orders fulfilled, and inventory is managed for established accountability metrics in compliance with IT systems, laws and directives.	Inventory accuracy; result of nonplanned inspections; spare accountability; IG Findings/Inspection Checklists 753, 754, 561	P4400.150E, 8300.1D, P10150.1, P4790.2C, P10150.1,

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Assessable Function (AF)	COLS Installation Portfolio	COLS Installation Function	DOD Internal Controls Reporting Category	DOD IG Functional Areas	Staff Functional Lead	Responsibility	Metrics	Primary Directives
Logistics/ freight Management	Installation Logistics Support	Garrison Transportation and Management	Supply Operations	753, 754, 561	G4	Verify the document processing and reporting of supply purchases are kept in accordance with policy and directives to include initial requisition document processing, freight forwarding, bill of lading, shipping and receiving, and receipting.	% of emergent requests; IG Findings/Inspection Checklists 753, 754, 561	P4400.150E, 8300.1D, P10150.1, P4790.2C, P10150.1
Personal Property Management	Installation Logistics Support	Supply Services	Supply Operations	561	G4	Oversee Personal Property Management operations to ensure compliance with laws and directives.	IG Findings/Inspection Checklist 561	P4400.150E, 10150.1
Storage and Warehousing (AA&E/Ordnance Supply)	Installation Logistics Support	Supply Services	Supply Operations	753, 754, 561, 810	G4	Certify that items are stored and inventoried in accordance with published internal and external regulation and policy to prevent spoilage, damage, and waste.	IG Findings/Inspection Checklists 753, 754, 561, 810	P4400.150E, 8300.1D, P10150.1, P4790.2C, P10150.1, 3571.26
Storage and Warehousing Management (IT)	Installation Logistics Support	Supply Services	Supply Operations	753, 754, 561, 405	G4	Certify that items are stored and inventoried in accordance with published internal and external regulation and policy to prevent spoilage, damage, and waste.	IG Findings/Inspection Checklists 753, 754, 561, 405	P4400.150E, 8300.1D, P10150.1, P4790.2C, P10150.1, 4500.11E
Storage and Warehousing Management (non- IT)	Installation Logistics Support	Supply Services	Supply Operations	753, 754, 561	G4	Certify that items are stored and inventoried in accordance with published internal and external regulation and policy to prevent spoilage, damage, and waste.	IG Findings/Inspection Checklists 753, 754, 561	P4400.150E, 8300.1D, P10150.1, P4790.2C, P10150.1
Storage and Warehousing (Food Service)	Installation Logistics Support	Food Services	Supply Operations	753, 754, 561	G4	Certify that items are stored and inventoried in accordance with published internal and external regulation and policy to prevent spoilage, damage, and waste.	IG Findings/Inspection Checklists 753, 754, 561	P4400.150E, 8300.1D, P10150.1, P4790.2C, P10150.1
Supply Administration/Management	Installation Logistics Support	Supply Services	Supply Operations	753, 754, 561	G4	Ensure adequate supply/spares are available for use, planning process identifies future needs, supplies are stored, and rules and regulation are followed for supply compliance.	IG Findings/Inspection Checklists 753, 754, 561	P4400.150E, 8300.1D, P10150.1, P4790.2C, P10150.1
Equipment Disposition (Vehicle)	Installation Logistics Support	Garrison Transportation and Management	Supply Operations	753, 591	G4	Ensure equipment disposition is conducted in compliance with rules, regulation, and directives.	IG Findings/Inspection Checklists 753, 591	P4400.150E, 8300.1D, P10150.1, P11740
Equipment Maintenance and Repair (Vehicle)	Installation Logistics Support	Garrison Transportation and Management	Supply Operations	753, 754, 591	G4	Ensure information is collected via a reporting process; repairs are prioritized, scheduled and made; and significant maintenance is planned using identified process	IG Findings/Inspection Checklists 753, 754, 591	P4400.150E, 8300.1D, P10150.1, P4790.2C, P11240
Fuel Management (Vehicle)	Installation Logistics Support	Garrison Transportation and Management	Supply Operations	131	G4	Oversee program in accordance with policies and procedures, to include budgeting, ordering, distribution, and disposal.	IG Findings/Inspection Checklist 131	ML-HDBK-844A(S),

MCICOM MICP MATRIX

Assessable Function (AF)	COLS Installation Portfolio	COLS Installation Function	DOD Internal Controls Reporting Category	DOD IG Functional Areas	Staff Functional Lead	Responsibility	Metrics	Primary Directives
Inventory and Spare Control (Vehicle)	Installation Logistics Support	Garrison Transportation and Management	Supply Operations	753, 754, 561, 591	G4	Attest that inventory and spares are accounted for, inventoried, orders fulfilled, and inventory is managed for established accountability metrics in compliance with laws and directives.	IG Findings/Inspection Checklists 753, 754, 561, 591	P4400.150E, 8300.1D, P10150.1, P4790.2C, P10150.1, P11240
Motor Transportation Management	Installation Logistics Support	Garrison Transportation and Management	Supply Operations	591	G4	Oversee all Motor Transportation Management operations to ensure compliance with laws and directives.	IG Findings/Inspection Checklist 591	P11240
Transportation (A&E/Ordinance)	Installation Logistics Support	Garrison Transportation and Management	Supply Operations	591, 800	G4	Verify and validate items being transported are compliance with directives both with transportation regulation and items being transported.	IG Findings/Inspection Checklists 591, 800	P11240, DTR 4500.9R, DoD 4500.9R
Transportation (General)	Installation Logistics Support	Garrison Transportation and Management	Supply Operations	591	G4	Verify and validate items being transported are compliance with directives both with transportation regulation and items being transported.	IG Findings/Inspection Checklist 591	P11240
Alcohol & Substance Abuse Prevention and Control	Marine, Family, and Community Support	Behavioral Health	Support Services	200	MCCS	The Marine Corps Substance Abuse Program enhances the readiness of the Corps in all aspects of substance use/abuse/misuse and addiction. Trained professionals provide education, prevention and treatment to active duty Marines and Sailors. Employing evidence based practices within the military community. Equip Marines/Sailors to meet an era of persistent conflict as well as the challenges of day-to-day life in the 21st Century; especially during transition periods associated with mission, life and career events.	1) Compliance with USMC directives, orders, and instructions; 2) IG Findings/Inspection Checklist 200; 3) Number of reportable instances	MCO P1700.24B
Behavioral Health Program	Marine, Family, and Community Support	Behavioral Health	Support Services	972, 963, 994	MCCS	Prevent behavioral health problems and provide quality counseling and intervention services for those who need assistance. Ensure services are offered as early as possible, in an effort to decrease the amount of time that Marines and families struggle with symptoms and associated consequences. Includes: Family Advocacy, Prevention & General Counseling, Parent Support Program, Sexual Assault Prevention & Response, Substance Abuse Prevention, Suicide Prevention, and Victim Advocate.	1) Compliance with USMC directives, orders, and instructions; 2) IG Inspection Checklists 972, 963, 994; 3) Number of reportable instances	MCO P1700.24B

MCICOM MIP MATRIX

Assessible Function (AF)	COLS Installation Portfolio	COLS Installation Function	DOD Internal Controls Reporting Category	DOD IG Functional Areas	Staff Functional Lead	Responsibility	Metrics	Primary Directives
Counseling Services	Marine, Family, and Community Support	Behavioral Health	Support Services	972	MCCS	The Counseling Services Program provides a number of services to Marines and their families for self-improvement. Marine and Family Services counselors are highly-qualified licensed clinicians who are trained to assist individuals and families with a variety of emotional challenges. One component of the program is prevention and education. Individuals can also take advantage of individual, couple and family counseling, as well as a variety of workshops and classes. The other component is domestic violence assistance. Individuals can access 24-hour domestic violence assistance and sexual assault services and victim advocacy. Counseling Services are also to provide command consultation and briefs as needed	1) Compliance with USMC directives, orders, and instructions; 2) IG Findings/Inspection Checklist 972; 3) Number of reportable instances	MCO P1700.24B
Drug-Free Workplace Program (DFWP)	Marine, Family, and Community Support	Behavioral Health	Support Services	500	MCCS	Executive Order 12564 established the goal of achieving a Drug-Free Federal Workplace and made it a condition of employment for all Federal Employees to refrain from using illegal drugs on or off duty. The DFWP is a drug testing program that is balanced between providing assistance to employees who are using drugs illegally while making it clear that illegal drug use will not be tolerated.	1) Compliance with USMC directives, orders, and instructions; 2) IG Findings/Inspection Checklist 500; 3) Number of reportable instances	MCO P1700.24B
Suicide Awareness Programs	Marine, Family, and Community Support	Behavioral Health	Support Services	994	MCCS	This program fulfills mandatory annual training regarding suicide awareness and prevention	1) Compliance with USMC directives, orders, and instructions; 2) IG Inspection Checklist 994; 3) Number of reportable instances	MCO P1700.24B MCO 1720.2
Family Care	Marine, Family, and Community Support	Family Care	Support Services	969, 961	MCCS	The Family Care branch offers Marines the help they need to keep family members physically fit, help reduce the impact of the mobile military life style on military school-age children and improve the quality of life for Marine Corps families with special needs. • Exceptional Family Member • School Liaison	1) Compliance with USMC directives, orders, and instructions; 2) Customer Satisfaction Surveys; 3) IG Findings/Inspection Checklist 969, 961	MCO 1740.13B MCO1710.30B

MCICOM M1CP MATRIX

Assessible Function (AF)	COLS Installation Portfolio	COLS Installation Function	DOD Internal Controls Reporting Category	DOD IG Functional Areas	Staff Functional Lead	Responsibility	Metrics	Primary Directives
Child Development	Marine, Family, and Community Support	Family Care	Support Services	966	MCCS	The Family Care branch offers Marines the help they need to keep family members physically fit, help reduce the impact of the mobile military life style on military school-age children and improve the quality of life for Marine Corps families with special needs. Encompasses Children, Youth and Teen Programs including Community Center, Youth Sports, Community Teen Center, Administration/Curriculum Dev., Bright Beginnings Program, Family Child Care Program, Leaps & Bounds Program, New Horizons Program, Resource & Referral Program, School Age Care & Youth Prog., Supplemental Program & Svcs, USDA Food Program.	1) Compliance with USMC directives, orders, and instructions; 2) Customer Satisfaction Surveys; 3) IG Findings/Inspection Checklist 966	MCO P1710.30E DODINST 6060.2 MCO 1710.30B
Family Team Building	Marine, Family, and Community Support	Family Team Bldg	Support Services	966	MCCS	Enhances and supports the Unit, Personal and Family Readiness Programs (UPFRP) by providing relevant and standardized family readiness training to unit Commanders, Family Readiness Command Teams, Marines, and their families; thereby, reinforcing the pillars of Marine total fitness, sustaining a constant state of personal and family readiness for a lifetime, and ultimately enhancing unit mission readiness. Provides educational resources and services to foster personal growth and enhance the readiness of Marine Corps families. Comprised of: Family Readiness, Life Skills, Lifestyle Insights Networking Knowledge & Skills (L.I.N.K.S.), Readiness and Deployment, Prevention & Relationship Enhancement Program (PREP), Chaplains Religious Enrichment & Development Operation (CREDO).	1) Compliance with USMC directives, orders, and instructions; 2) Customer Satisfaction Surveys; 3) IG Findings/Inspection Checklist 966	MCO 1754.6C
Family Advocacy Program (FAP)	Marine, Family, and Community Support	Family Team Bldg	Support Services	960	MCCS	Family Advocacy is a program designed to assist families experiencing the trauma of abuse. Counselors are trained in the dynamics of abuse in order to assist in protecting victims, as well as seeking ways to support families in need of assistance. There are many negative consequences that affect families experiencing abuse. Support resources include information on spouse and child abuse, victim advocacy, counseling for individuals, couples and children, as well as classes on stress and anger management, domestic violence, communication and conflict skills (Fair Fighting) successful parenting and financial management.	1) Compliance with USMC directives, orders, and instructions; 2) IG Findings/Inspection Checklist 960	MCO 1754.6C MCO 1754.11

MCICOM M1CP MATRIX

Assessible Function (AF)	COLS Installation Portfolio	COLS Installation Function	DOD Internal Controls Reporting Category	DOD IG Functional Areas	Staff Functional Lead	Responsibility	Metrics	Primary Directives
MCCS Executive Oversight and Direct Command Support	Marine, Family, and Community Support	MCCS Executive Oversight and Direct Command Support	Support Services	964, 965	MCCS	Provides a general overview of MCCS Financial Management Procedures.	1) Compliance with USMC directives, orders, and instructions; 2) Customer Satisfaction Surveys; 3) IG Findings/Inspection Checklists 964, 965	Retail Operations MCO 1700.30 MCO 7010.19
Professional Development	Marine, Family, and Community Support	Personal & Professional Development	Support Services	980, 040, 385	MCCS	Assist and guide service members and their families in the development and attainment of their personal and professional goals during military service and beyond. Includes Business Mgt and Skills Development, Career Enhancement Tools, Career Planning Education & Training, Career Resources, Civilian Leadership Development & Training Program, Employee Development.	1) Compliance with USMC directives, orders, and instructions; 2) IG Findings/Inspection Checklist 980	MCO 1553.1B
Personal Program (FMER, IRR, LL, PFM, RAP, RAO, TAP)	Marine, Family, and Community Support	Personal & Professional Development	Support Services	961, 040	MCCS	Assist and guide service members and their families in the development and attainment of their personal and professional goals during military service and beyond. Includes education and career services such as: transition assistance, education, Family Member Employment Assistance, and Personal Financial Management. Also includes resources such as: Information & Referral, Relocation Assistance, Library, Retired Activities.	1) Compliance with USMC directives, orders, and instructions; ; 3) IG Findings/Inspection Checklist 961	MCO 1754.4B
Semper Fit and Community Support	Marine, Family, and Community Support	Semper Fit & Community Support	Support Services	967, 340, 500, 510	MCCS	Provides commanders with a combined arms team of fitness professionals, medical experts, educators, and recreation specialists that encourage and support healthy lifestyles resulting in increased productivity, reduced medical costs, and greater combat readiness. Includes: Fitness Center, Athletics Department - CG Cup/Varsity Sports, Auto Skills Center, Boathouse and Marina, Camping Connection, Health Promotion, Recreation & Bowling Center, Information Tickets & Tours Office, Single Marine Program	1) Compliance with USMC directives, orders, and instructions; 2) Customer Satisfaction Surveys; 3) IG Findings/Inspection Checklists 967, 340, 500, 510	MCO P1700.29
Tuition Assistance	Marine, Family, and Community Support	Tuition Assistance	Support Services	968	MCCS	Financial assistance to service members who elect to pursue Off-Duty or Voluntary Education. Recruiting incentive specifically designed to encourage college students to consider the Platoon Leaders Class Program early in their collegiate career.	1) Compliance with USMC directives, orders, and instructions; 2) Customer Satisfaction Surveys; 3) IG Findings/Inspection Checklist 968	MCO 1560.33
Unit Readiness	Marine, Family, and Community Support	Unit, Personal & Family Readiness	Support Services	968, 970	MCCS	Equips the unit with knowledge and skills necessary to successfully meet challenges of military life. Includes Deployment Operations, Readiness, Information and Referral, Volunteer Management....	1) Compliance with USMC directives, orders, and instructions; ; 3) IG Findings/Inspection Checklists 968, 970	MCO 1754.9A MCO 3000.13

MCICOM MIPC MATRIX

Assessible Function (AF)	COLS Installation Portfolio	COLS Installation Function	Dod Internal Controls Reporting Category	Dod IG Functional Areas	Staff Functional Lead	Responsibility	Metrics	Primary Directives
Personal Readiness	Marine, Family, and Community Support	Unit, Personal & Family Readiness	Support Services	968	MCCS	Equips the Marine with the knowledge and skills necessary to successfully meet challenges of military life. Includes Deployment Operations, Readiness, Information and Referral, Volunteer Management....	1) Compliance with USMC directives, orders, and instructions; ; 3) IG Findings/Inspection Checklist 968	MCO 1754.9A
Family Readiness	Marine, Family, and Community Support	Unit, Personal & Family Readiness	Support Services	968	MCCS	Equips the family with the knowledge and skills necessary to successfully meet challenges of military life. Includes Deployment Operations, Readiness, Information and Referral, Volunteer Management....	1) Compliance with USMC directives, orders, and instructions; 2) Customer Satisfaction Surveys; 3) IG Findings/Inspection Checklist 968	MCO 1754.9A
Aerial Safety Cable Splicing	Installations Training and Operations Support	Aviation Operations Support	Manufacturing, Maintenance, & Repair	130, 870	G3/5/7	USMC Enlisted MOS Micro-miniature repair that includes cable splicing, specifically aerial antennae cable on an Air Stations.	IG Findings/Inspection Checklists 130, 870	1510.96A
Air Safety	Installations Training and Operations Support	Aviation Operations Support	Force Readiness	875	G3/5/7	Flight operations safety	IG Findings/Inspection Checklists 875	
Environmental Program Compliance and Management - Air Noise	Installations Training and Operations Support	Aviation Operations Support	Force Readiness	920	G3/5/7	Certify that the program is in compliance with laws and directives and issues or mishaps are reported and mitigated as required.	IG Findings/Inspection Checklists 920	
Equipment Disposition (Aircraft)	Installations Training and Operations Support	Aviation Operations Support	Force Readiness	920	G3/5/7	Ensure equipment disposition is conducted in compliance with rules, regulation, and directives.	IG Findings/Inspection Checklists 920	
Equipment Maintenance and Repair (Aircraft)	Installations Training and Operations Support	Aviation Operations Support	Force Readiness	830, 835, 840	G3/5/7	Ensure information is collected via a reporting process; repairs are prioritized, scheduled and made; and significant maintenance is planned using identified process	IG Findings/Inspection Checklists 830, 835, 840	
Fuel Management (Aviation)	Installations Training and Operations Support	Aviation Operations Support	Force Readiness	830, 835	G3/5/7	Oversee program in accordance with policies and procedures, to include budgeting, ordering, distribution, and disposal.	IG Findings/Inspection Checklists 830, 835	
Inventory and Spare Control (Aviation)	Installations Training and Operations Support	Aviation Operations Support	Force Readiness	830, 835, 840	G3/5/7	Attest that inventory and spares are accounted for, inventoried, orders fulfilled, and inventory is managed for established accountability metrics in compliance with laws and directives.	IG Findings/Inspection Checklists 830, 835, 840	
Storage and Warehousing Management (Aviation)	Installations Training and Operations Support	Aviation Operations Support	Force Readiness	830, 835, 840	G3/5/7	Certify that items are stored and inventoried in accordance with published internal and external regulation and policy to prevent spoilage, damage, and waste.	IG Findings/Inspection Checklists 830, 835, 840	
Air Traffic Control	Installations Training and Operations Support	Aviation Operations Support	Force Readiness	900	G3/5/7	Certify that the Air Station is adhering to NAVAIR 00-80T-114 NATOPS Air Traffic Control Manual and other local instructions	# of accidents at MC Air Stations caused by faulty air traffic control.	NAVAIR 00-80T-114 NATOPS Air Traffic Control Manual

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Assessible Function (AF)	COLS Installation Portfolio	COLS Installation Function	DoD Internal Controls Reporting Category	DoD IG Functional Areas	Staff Functional Lead	Responsibility	Metrics	Primary Directives
Weather Support	Installations Training and Operations Support	Aviation Operations Support	Force Readiness	890	G3/5/7	Certify that the Air Station is adhering to NAVMETOCCOMINST 3410 Series and other local instructions	# of accidents at MC Air Stations caused by weather.	NAVMETOCCOMINST 3410 Series
Aviation Safety	Installations Training and Operations Support	Aviation Operations Support	Force Readiness	870	G3/5/7	Certify that the Air Station is adhering to MCO 5100.29B and other local instructions	# of accidents at MC Air Stations	MCO 5100.29B
Aircraft Fire and Rescue	Installations Training and Operations Support	Aviation Operations Support	Force Readiness	910	G3/5/7	Certify that the Air Station Fire Dept is adhering to NAVAIR 00-80R-14 NATOPS U.S. NAVY AIRCRAFT FIREFIGHTING AND RESCUE MANUAL and MCO P5090.2A	# of call outs at MC Air Stations	NAVAIR 00-80R-14 NATOPS U.S. NAVY AIRCRAFT FIREFIGHTING AND RESCUE MANUAL and MCO P5090.2A
Air Operations	Installations Training and Operations Support	Aviation Operations Support	Force Readiness	880, 920, 850, 860	G3/5/7	Certify that the Air Station is adhering to NAVAIR 00-80T-114 NATOPS Air Traffic Control Manual and other local instructions	IG Findings/Inspection Checklists 880, 920	NAVAIR 00-80T-114 NATOPS Air Traffic Control Manual
Ordnance Handling (Air)	Installations Training and Operations Support	Aviation Operations Support	Force Readiness	755	G3/5/7	Certify that the Air Station is adhering to MCO P8020.10B and other local instructions	# of ordnance related accidents at MC Air Stations; IG Findings/Inspection Checklist 755	MCO P8020.10B
Flight Line Security	Installations Training and Operations Support	Aviation Operations Support	Force Readiness	470	G3/5/7	Certify that the Air Station is adhering to MCO 5530.14A and other local instructions	# installation reportable incidents	MCO 5530.14A
Aviation Fuels	Installations Training and Operations Support	Aviation Operations Support	Force Readiness	131	G3/5/7	Certify that the Air Station is adhering to MCO P5090.21 and other local instructions	# installation reportable incidents	MCO P5090.2A
Civilian Training	Installations Training and Operations Support	Installations Training Support	Support Services	053, 054, 980	G3/5/7	Certify that all Civilian Training programs are in compliance with laws and directives, such as EEO, Cyber, Sexual Harassment, and others.	IG Findings/Inspection Checklists 053, 054, 980	
Marine Corps Common Skills Training	Installations Training and Operations Support	Installations Training Support	Force Readiness	380	G3/5/7	Certify that the Marine Corps Common Skills program is being utilized by Marines assigned to all types of installations IAW MCO 1510.121A	IG Findings/Inspection Checklist 380	MCO 1510.121A
Japanese Police Relations Training	Installations Training and Operations Support	Installations Training Support	Security Assistance	380	G3/5/7	Certify that training of appropriate staff in the precepts of MCB/JII MEF0 1050.7A (and other local instructions) regarding relations with Japanese police are being conducted.	IG Findings/Inspection Checklist 380	MCBJ/JII MEF0 1050.7A
Unit Training	Installations Training and Operations Support	Installations Training Support	Force Readiness	970, 380, 400	G3/5/7	Certify that the Unit Training program is being utilized by Marines assigned to all types of installations IAW MCO 1553.38	IG Findings/Inspection Checklist 970	MCO 1553.38
Sexual Assault Prevention and Response Training	Installations Training and Operations Support	Installations Training Support	Support Services	963	G1	Certify that the precepts of MCO 1000.9A (and other local instructions) regarding Sexual Assault Prevention and Response programs are being followed appropriately.	# installation reportable incidents or accidents; IG Findings/Inspection Checklist 963	MCO 1000.9A

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Assessible Function (AF)	COLS Installation Portfolio	COLS Installation Function	Dod Internal Controls Reporting Category	Dod IG Functional Areas	Staff Functional Lead	Responsibility	Metrics	Primary Directives
Range Training	Installations Training and Operations Support	Installations Operations Support	Support Services	363	G3/5/7	Certify that the precepts of MCO 3570.18 (and other local instructions) regarding Range Safety are being followed appropriately.	# Installation reportable incidents or accidents; IG Findings/Inspection Checklist 363	MCO 3570.18

MCICOM Managers' Internal Control Program
Definition of Terms

1. Definition of Terms. The following terms are hereby defined and standardized to avoid confusion and different interpretation among MICP Coordinators/Alternates and leadership:

a. Accomplishment. Standalone reporting requirements that provide specific and measurable results on how the IC improve your Assessable Function.

b. Annual Certification. A digitally signed document by each Region that provides a statement of reasonable assurance that the internal controls over activities/processes meet the objectives of the organization. At MCICOM, Certification Statements are completed annually by each Region, signed by the Regional Commander and in the aggregate serve as the basis for the COMMCICOM's Certification Statement submission to higher headquarters.

c. Assessable Function (AF). Any organization, function, program or subdivision capable of being evaluated by an internal control procedure, and tied to a specific responsible manager. MCICOM maintains a list of standardized assessable functions which can be found in enclosure (5) of this order.

d. Assessable Units (AUs). Organizational units typically under the MAU found on an organization chart (i.e. Major Subordinate Commands, Divisions, Branches, G/S shops, special staff, etc.). The head of each assessable unit (CGs, Commanders, Division/Branch Heads, etc.) have responsibility and accountability for establishing and assessing internal controls.

e. Common Output Levels of Service (COLS). A system of standardized installation function and sub function definitions as well as tiered levels of service for each sub function which, when costed out using the appropriate methodologies, can be used to, among other things, assist MCICOM leadership in assessing and managing the risk of current and future funding scenarios. These are categorized into seven installation portfolios comprising 37 installation functions that together comprise the USMC Installation Business Model. These can be found in enclosure (4).

f. Core Functional Categories (Reporting Categories). The 17 Internal Controls over Operations reporting categories and 6 Internal Controls over Financial Reporting/Financial Systems end-to-end business processes are identified in DoD Instruction 5010.40, "Managers' Internal Control Program Procedures," dated 30 May 2013.

g. Core Functional Category Leads or Process Owners. The Commands, DCs, and HQMC Agencies responsible for providing guidance and higher-level oversight for the applicable Core Functional Category. Core Functional Categories responsibilities may be shared among multiple Commands, DCs or HQMC Agencies.

h. Corrective Action Plan (CAP). A milestone plan that is used to document the correction weaknesses and track progress on corrective actions of said weaknesses.

i. Financial Improvement and Audit Readiness (FIAR). Defines the key tasks, underlying detailed activities and resulting work products that all reporting entities should follow to become audit ready.

j. Functional Areas. Sub elements of the Core Functional Categories such as those covered by the Inspector General of the Marine Corps (IGMC) Functional Area (FA) checklists and other assessment checklists as well as programs, processes, and procedures that comprise whole units of effort. FAs may be further broken down into sub-functions as necessary to ensure the proper controls are in place to mitigate risk.

k. Intergovernmental Funding Agency (IGFA). The agency to be charged for goods and services furnished by the department.

l. Internal Control over Operations (ICOO). The ICOO statement of assurance must be based on the overall program and operational and administrative controls relevant to all mission essential functions throughout the MC.

m. Internal Controls over Financial Reporting (ICOFR). Process of documenting internal controls and their effectiveness as related to Financial Statement Accounts. The ICOFR component supports the current initiative to achieve a "clean" or "unqualified" independent audit opinion.

n. Joint Capability Area (JCA). Collections of like DOD capabilities functionally grouped to support capability analysis, strategy development, investment decision making, capability portfolio management, and capabilities-based force development and operational planning.

o. Major Assessable Units (MAUs). The 33 Commands, DCs and HQMC Agencies that submit a certification statement to the DC for Programs and Resources (P&R) to consolidate into the overall Commandant of the Marine Corps (CMC) SOA.

p. Material Weakness (MW). A material weakness is a reportable condition or combination of reportable conditions that is significant enough to report to the next higher level. The determination is a command judgment as to whether a weakness is material.

q. Reasonable Assurance. Refers to a satisfactory level of management confidence that internal controls are in place and operating as intended.

r. Resource Evaluation and Analysis (REA). The REA Section ensures the effective and accurate control and use of funds and other resources provided for mission accomplishment.

s. Reportable Condition (RC). A reportable condition is a control deficiency or combination of control deficiencies, that adversely affects the ability to meet mission objectives but is not deemed by the head of the component as serious enough to report as a material weakness.