



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

IN REPLY REFER TO:
7500
G-8/REA
JUN 15 2016

MARINE CORPS INSTALLATIONS COMMAND POLICY LETTER 4-16

From: Commander

To: Distribution List

Subj: MARINE CORPS INSTALLATIONS COMMAND FISCAL ASSISTANCE
VISIT (FAV) POLICY

Ref (a) Office of Management and Budget Circular A-123
(b) DoD Financial Management Regulation, Vol 1, Chap 1
(c) Marine Corps Order 5200.24D Marine Corps Managers'
Internal Control Program
(d) Marine Corps Order 7300.21B Marine Corps Financial
Management Standard Operating Procedure Manual

1. Situation. Commanders, heads of staff agencies, and managers at all levels of the Marine Corps have a fundamental responsibility to develop and maintain effective processes to ensure their resources are used efficiently and effectively to achieve desired objectives as required by references (a) through (d). Fiscal assistance visits help accomplish this goal by facilitating early detection of deviation from the standards, enhancing capability, and providing support to Regional and Installation Commands.

2. Mission. Marine Corps Installations Command (MCICOM) establish fiscal assistance visits within the G-8 Directorate in order to non-punitively assist Regional and Installation Commands in preparation for annual Marine Corps Inspector General's Functional Area Inspection.

3. Execution

a. Commander's Intent. MCICOM G-8 is responsible for establishing the procedures and schedules for conducting fiscal assistance visits.

b. Concept of Operations. The procedures and directives established at each command for fiscal assistance visits depend on the command's requirements and financial plan. The Marine Corps Inspector General's Functional Area Checklist can be used as the baseline framework for assistance visits.

Subj: MARINE CORPS INSTALLATIONS COMMAND FISCAL ASSISTANCE
VISIT (FAV) POLICY

(1) All MCICOM Regional and Installation G-8 Directorates will undergo a fiscal assistance visit on an annual basis or more frequently if necessary.

(2) An FAV should focus on but is not limited to:

(a) Ensure the accuracy of accounting transactions. Information posted should be compared with source documents and financial information contained in business feeder systems.

(b) Balance all transactions of the fund execution process (authorization, commitment, obligation, expense, and liquidation) to budget execution and/or fund control files.

(c) Ensure completion, corrective actions, and document retention by fund holders supporting tri-annual obligation reviews.

(d) Ensure compliance with standard processes for the administration of source transactions.

(e) Ensure compliance and use with implemented business feeder systems that process financial transactions.

(f) Assess technical knowledge of fund managers to properly execute assigned duties and ensuring that proper training is provided to meet shortfalls.

(g) Review budget formulation and budget execution processes and procedures related to generating an allocation and obligation phasing plan.

c. Tasks

(1) Assistant Chief of Staff, G-8

(a) Immediately commence FAVs of all Regions and Marine Corps Barracks 8th and I, in accordance with this policy.

(b) Maintain FAV results for inclusion with Managers' Internal Control Program Annual Certification Statement.

(2) Regional Commanders

(a) Immediately commence FAVs on an annual basis of all Installations, in accordance with this policy.

Subj: MARINE CORPS INSTALLATIONS COMMAND FISCAL ASSISTANCE
VISIT (FAV) POLICY

(b) Maintain FAV results for inclusion with Manager's Internal Control Program (MICP) Annual Certification Statement.

(3) Marine Corps Base Quantico and Marine Barracks Washington Commanding Officers

(a) Immediately commence FAVs on an annual basis of all Installations, in accordance with this policy.

(b) Maintain FAV results for inclusion with MICP Annual Certification Statement.

d. Coordinating Instructions

(1) Assessment of Service Level Training Installations shall be coordinated with Training and Education Command (TECOM) and Marine Corps Recruiting Command (MCRC).

(2) Upon completion of FAVs, provide recommendations to the regions and installations reviewed and follow up to ensure corrective actions have been implemented.

4. Administration and Logistics. The point of contact at HQ MCICOM is Mr. David Pearson Resource Evaluation and Analysis Branch, AC/S G-8, phone: (703) 695-7542, email: david.pearson@usmc.mil.

5. Command and Signal

a. Command. This policy is applicable to all organizations within MCICOM.

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



T. D. WEIDLEY

DISTRIBUTION: C

Copy to:
CG TECOM