



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS COMMAND
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MARINE CORPS INSTALLATIONS COMMAND POLICY LETTER 7-16

From: Commander
To: Distribution List

Subj: MCICOM AUDIT PREPARATION POLICY - CLASS III, TYPE 5 INTERIM
RELOCATABLE FACILITIES (IRF) ASSET ACCOUNTABILITY AND AUDIT ASSERTION
RESPONSIBILITIES

Ref: (a) DODI 4165.56: Relocatable Buildings dtd 7 Jan 2013
(b) MCO 11000.12: Real Property Facilities Manual, Facilities
Planning and Programming dtd 8 Sep 2014

1. Purpose. To clarify policy regarding audit preparation of Interim Relocatable Facilities (IRF) asset records.
2. Background. In accordance with the references, IRF asset records are classified as either Real Property (RP) or Garrison Property (GP), depending on the type of procurement funding used. IRFs procured with Military Construction (MILCON) funding are designated as Class II, RP; audit-ready Class II asset records will be maintained in the Internet Naval Facilities Asset Data Store (iNFADS) Accountable Property System of Record (APSR). IRFs not procured with MILCON funding are designated as Class III, Type 5 assets, and considered GP; audit-ready Class III, Type 5 asset records will be maintained in the Defense Property Accountability System (DPAS), the APSR for GP. Audit-ready IRF asset records not maintained in either the iNFADS or DPAS APSRs place Marine Corps audit readiness at risk.
3. Policy. Marine Corps Installations Command (MCICOM) Installation Commanders will ensure that Class III, Type 5 IRF assets are recorded as GP in the DPAS APSR. Commanders will assert to the rights and obligations, existence and completeness, valuation, and the presentation and disclosure of all Class III, Type 5 IRF asset records for which they are accountable.
4. Implementation. The audit preparation of Class III, Type 5 IRF asset records will occur in three (3) phases:
 - a. Phase 1: Asset identification. No later than (NLT) 3 October 2016, MCICOM G-4 will provide Regions and Installations with a list of Class III Type 5 IRF asset records requiring entry into DPAS.
 - b. Phase 2: Record preparation. NLT 13 January 2017, MCICOM Regional Commands and Installations will ensure all asset records for Class III Type 5 IRFs procured prior to 1 October 2016 are audit ready. Priority will be on preparing capitalized IRF asset records. Key Supporting Documentation (KSD) will be attached to asset records to the extent these are available and sufficient. In the event KSDs are insufficient to support audit, a standard Memorandum for Record (MFR) provided by MCICOM Headquarters, will be attached to each Class III Type 5 IRF asset record. Fair Market Value (FMV) worksheets in lieu of missing KSDs will not be required for Class III Type 5 IRFs procured prior to 1 October 2016.

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c. Phase 3: Audit Readiness Review of IRF Asset Records. Upon completion of Phases 1 and 2 above, MCICOM HQ will review all Class III Type 5 IRF Capital asset records to ensure that these are audit ready. This MCICOM HQ review of IRF asset records will be completed NLT 7 April 2017.

d. FY17 and Later Procurements of Class III, Type 5 IRFs. Class III Type 5 IRF assets procured on or after 1 October, 2016 will be treated as Garrison Property (GP). Class III Type 5 IRF asset records will be maintained in the DPAS APSR, like all other GP assets, to include KSDs. Region and Installation commanders will ensure that valuation of all Class III Type 5 IRF assets procured FY17 and after includes a review of total ancillary costs to prevent capitalized assets being inadvertently recorded as minor property.

4. Cancellation. This policy will remain in effect until amended, rescinded, or superseded by Marine Corps policy.

5. Applicability. This policy applies to both MCICOM and Training and Education Command (TECOM) commanded installations.



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By direction

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