



UNITED STATES MARINE CORPS
2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
POSTAL SERVICE CENTER BOX 8050
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IN REPLY REFER TO:
7000
CG

SEP 13 2012

Policy Letter 08-12

From: Commanding General, 2d Marine Aircraft Wing
To: Distribution List

Subj: MARINE CORPS CONTINUOUS AUDITABILITY PROCESS

Ref: (a) Chief Financial Officers Act (1990)
(b) Government Management Reform Act (1994)
(c) DOD Financial Improvement Audit Readiness (FIAR)
(d) OSD FMO Memo March 15, 2012; Retaining Documentation
to support current and future DON Audit Requirements
(e) Wgo 7000.5E 2D MAW Financial SOP

1. Situation. The Commanding General's Inspection Program has recently identified significant weaknesses in our ability to validate financial transactions through timely and appropriate supporting documentation. This weakness undermines the MAW's ability to establish accountability and improve financial management in support of the warfighter and creates the perception the MAW is not properly managing its financial resources. The lack of appropriate supporting documentation presents great risk to the Department of Defense's ongoing audit effort and must be addressed in order to achieve a favorable financial audit in Fiscal Year 2013 and beyond.

2. Mission. Implement a continuous financial review to ensure we meet current and future auditability expectations. This review will consist of cradle-to-grave supporting documentation for each Standard Document Number (SDN) chosen and will be graded against the HQMC audit standards. Commanders must ensure all elements of their organization have internal controls and record keeping in place to validate all financial transactions executed by their command. Audit ready financial information will help Commanders prioritize, eliminate inefficiencies, and maintain a high degree of excellence with fewer resources.

3. Execution.

a. Commanders Intent. Comply with HHQ's directives and audit procedures regarding the retention of supporting documentation for all financial transactions.

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b. Task.

(1) AC/S Comptroller

(a) Prepare a monthly auditable list with fifteen SDN's per MAG with 5 of those SDN's coming from the MALS. Ten SDN's per unit for MACG-28 and MWHS-2. All documents will be distributed to all MAGs, MACG-28 and MWHS-2 on the first Monday of each month.

(b) Post on the Comptroller/REA SharePoint site the proper elements for each type of SDN package (i.e. Contract, Fuel, DSSC, AVDLR, Flight Equip, etc...).

(c) Grade and track unit progress.

(d) Provide assistance to units as needed.

(2) MAGs/MACG-28/MWHS-2

(a) Prepare and assemble appropriate audit packages for the selected SDN's.

(b) Packages will be scanned or manually provided to the Comptroller NLT the first Thursday of each month.

(c) Maintain copies (either electronically or hard copy) of submissions for the current and five previous FY's to ensure auditable records are available.

(d) Maintain a copy of this policy on file.

c. 2d MAW Grading Matrix.

(1) Grading Process: Reemphasizes the commander's and fund manager's responsibility to ensure all financial transactions are properly recorded and supporting documentation is retained. The Matrix will provide the CG with a continuous evaluation of 2d MAW's ability to comply with the Secretary of Defense Audit policy.

(a) PASS: All financial supporting documentation is provided and a systematic vetting process to ensure internal controls and appropriate validation is being applied (i.e. signatures, dates, waivers, etc...).

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(b) FAIL: More than 1 SDN missing any supporting documentation. More than 1 SDN missing any appropriate validation elements, such as signatures, dates, waivers, etc, and or a combination of both.

4. Administrative. Point of contact for this policy letter is the 2d MAW REA Officer.

5. Command.

a. Command. This Policy Letter is applicable to all 2d MAW units.

b. Signal. This Policy Letter is effective on the date signed.


G. M. WALTERS

DISTRIBUTION: All