



UNITED STATES MARINE CORPS
2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
POSTAL SERVICE CENTER BOX 8050
CHERRY POINT NC 28533-0050

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Policy Letter 04-13

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

Subj: 2D MARINE AIRCRAFT WING (2D MAW) FINANCIAL SYSTEMS ACCESS
POLICY

Ref: (a) DODD 5200.28
(b) SECNAVINST 5239
(c) MCO P5510.14
(d) MCO 5271.1
(e) IRM-5239-08A

1. Situation. To manage the Commanding General's Operations and Maintenance, Marine Corps (O&M,MC) appropriated funds efficiently and effectively, each command must have the appropriate access to the official financial accounting and reporting systems. Per the references, management oversight and internal controls must be established to safeguard access to the systems and mitigate fraud, waste, and abuse for the resources allocated to 2d MAW.

2. Mission. To explain the systematic processes to obtain access to the Standard Accounting, Budgeting and Reporting System (SABRS), SABRS Management Analysis Reporting System (SMARTS), and the Electronic Document Access (EDA) system. In addition, to provide systems oversight through establishing a Terminal Area Security Officer (TASO) at each Group O&M,MC fiscal office to ensure 2d MAW meets current and future financial accountability requirements.

3. Execution

a. Commanders Intent. To ensure all command fiscal personnel have access to the appropriate financial accounting systems to justify, validate, and monitor all transactions generated by the command.

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b. Concept of Operations

(1) Management of O&M,MC appropriated funds requires access to SABRS, SMARTS, and EDA to ensure funding is correctly allocated and tracked. Access to the systems will enable Commanders to prioritize, eliminate inefficiencies, and maintain a high degree of accountability for the funds allocated to their command.

(2) A TASO will be established at each Group O&M,MC fiscal office to provide financial systems oversight and ensure access levels are controlled and monitored to mitigate misuse and inappropriate access to the systems.

(3) Each Group TASO will maintain access request documentation for each financial system while maintaining information and personal security.

(4) Financial systems access:

(a) SABRS

1. SABRS is the official accounting system for the Marine Corps and designed to meet fiduciary standards established by the general accounting office, office of management and budget, United States Treasury Department, and Department of Defense (DOD).

2. All 2d MAW O&M,MC fiscal personnel must submit a DD form 2875 System Authorization Access Request (SAAR) and Information Assurance (IA) awareness certificate to their Group TASO for access.

(b) SMARTS

1. SMARTS is a web based interfacing system for SABRS. The site is a report-generating program for producing onscreen or printed reports by extracting data from the official accounting system.

2. All 2d MAW O&M,MC fiscal personnel must submit a DD form 2875 SAAR, IA certificate, and an access worksheet to their Group TASO for access.

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(c) EDA

1. EDA is an online document access system designed to provide acquisition related information for all DOD entities.

2. All 2d MAW O&M,MC fiscal personnel must self register online at <http://eda.ogden.disa.mil/> and submit a DD form 2875 SAAR and IA certificate to their Group TASO for access.

c. Tasks

(1) Assistant Chief of Staff Comptroller

(a) Appoint a 2d MAW financial systems TASO and alternate TASO within the comptroller office to manage and validate access requests for the financial systems.

(b) Retain command financial system access requests (either electronic or hard copy) for the current and five previous fiscal years.

(c) Provide quarterly Accessor Identification (ACID) validations with each Group TASO to mitigate any errors and/or provide corrective action.

(d) Coordinate with SABRS help desk to ensure all 2d MAW financial system access requests are received and processed in a timely manner.

(2) Group Headquarters

(a) Each Group headquarters will appoint a financial systems TASO and alternate TASO (Noncommissioned Officer or above) within the O&M,MC fiscal section to ensure all commands within the unit have and maintain proper access to the required financial systems.

(b) Review and submit all financial access request forms to the 2d MAW comptroller office. Retain documentation (either electronic or hard copy) for the current and five previous fiscal years.

(c) Validate ACID's quarterly with the 2d MAW comptroller to ensure all users are still active and required.

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4. Administration. Point of contact for this Policy Letter is the 2d MAW Resource Evaluation and Analysis Officer at 252-466-2142/DSN 582-2142.

5. Command and Signal

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

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



P. D. BUCK
By direction

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