



UNITED STATES MARINE CORPS
U.S. MARINE CORPS AIR STATION
YUMA, ARIZONA 85369-5001

StaO 5200.24B
3FE
18 Aug 93

STATION ORDER 5200.24B

From: Commanding Officer
To: Distribution List

Subj: INTERNAL MANAGEMENT CONTROL PROGRAM

Ref: (a) ABO 5200.1A

Encl: (1) Assessable Unit Control Numbers and Ratings
(2) Highly Vulnerable Areas Requiring Classification as Assessable Units

1. Purpose. To prescribe policies, procedures, and reporting requirements for the Internal Management Control Program (IMCP).

2. Cancellation. StaO 5200.24A.

3. Summary of Changes. Action addressees are required to use reference (a) as the basic guidance for the management control program.

4. Policy. Internal management controls will be established and maintained over all station programs, functions, and resources.

5. Action

a. Comptroller. Coordinate the IMCP at MCAS Yuma.

b. Commanding Officers of Headquarters and Headquarters Squadron, Station Operations and Maintenance Squadron, and all Department Heads will comply with the requirements of the Internal Management Control Program.

(1) Appoint an individual in writing to be the program coordinator for your organization. Appointment letters will be sent to the Comptroller by 30 August and updated as required for personnel turnover.

(2) Prepare and publish your schedule for conducting the internal control reviews in accordance with the below guidelines and enclosure (1). Schedules will be sent along with your appointment letter to the Comptroller by 30 August.

(a) For those areas in the enclosures that are rated "HIGH" (H) vulnerability, schedule one half of the reviews to be completed no later than August 1994. Schedule the remaining reviews to be completed no later than August 1995.

18 Aug 93

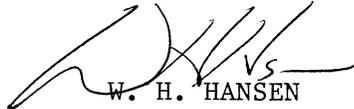
(b) For those areas rated as "MEDIUM" (M) or "LOW" (L) vulnerability; schedule one third of the reviews to be completed no later than August 1994, two thirds of the reviews to be completed no later than August 1995, and the remaining third of the reviews to be completed no later than August 1996.

(c) Deviations from the above time frames for review completion will be coordinated with the Comptroller (RED or NAF Specialist).

(3) Take appropriate action to ensure that you are on distribution for reference (a).

c. Station Inspector. Comply with guidance contained in paragraph 5d of reference (a).

d. Action Addressees. Establish controls to ensure that all officer fitness reports, managerial and supervisory personnel performance appraisals contain pertinent comments regarding the individuals performance as related to the IMCP.



W. H. HANSEN

Distribution: A plus MAWTS-1

18 Aug 93

MARINE CORPS AIR STATION, YUMA
ASSESSABLE UNIT CONTROL NUMBERS AND RATINGS
AS OF 1 SEPTEMBER 1992 (1)

<u>DEPT CODE</u>	<u>DEPARTMENT</u>	<u>AU CODE</u>	<u>FUNCTIONAL CATEGORY CODE</u>	<u>AU TITLE</u>	<u>RATING</u>
A	Adjutant	A00		<u>Adjutant:</u>	
		A01	11	Adjutant Office	M
		A02	11	Post Office	M
		A03	11	CMCC (Intelligence)	H
B	S-1	B00		<u>S-1 Office:</u>	
		B01	11	Manpower/(Orders)	H
		B02	11	Substance Abuse	H
		B03	11	Central ID Card Sec.	H
		B04	13	Family Service Center	M
		B05		Child Care Center:	
		B05a	13	Child Develop Center	H
		B05b	13	Family Child Care	H
B06	13	16th St. Comm. Center	M		
C	Comptroller	C00		<u>Comptroller:</u>	
		C01	12	Budget Division	H
		C02		Finance Division	
		C02a	12	Admin Branch	H
		C02b	12	Travel Branch	H
		C02c	12	Military Pay Branch	H
		C03	12	Accounting Division	H
		C04	12	Payroll Division	H
		C05	12	Resource Eval. Div.	M
D	Management Assistance Office	D00		<u>Mgmt. Assist. Officer:</u>	
		D01	13	Mgmt. Assist. Office	M
		D02	12	Comml. Activ. Program	H
		D03	12	DRIS/ER Program	H
E	S-4	E00		<u>S-4 Officer:</u>	
		E01	13	Station Armory	H
		E02		Billeting Fund:	
		E02a	13	Custodial Function	H
		E02b	13	Inventory Function	H
		E02c	13	Accounting Function	H
		E02d	13	Operations (Desk)	M
		E02e	13	Administration	M
		E03	13	Station Weapons	H
		E04	13	Transient Billeting	H
E05	13	Food Service-Admin.	M		
E06	13	Food Service-Fiscal	H		

Enclosure (1)

18 Aug 93

<u>DEPT CODE</u>	<u>DEPARTMENT</u>	<u>AU CODE</u>	<u>FUNCTIONAL CATEGORY CODE</u>	<u>AU TITLE</u>	<u>RATING</u>
E	S-4 (Cont.)	E00		<u>S-4 Officer (Cont.)</u>	
		E07		Motor Transport Officer:	
		E07a	13	Budget (Labor/Maint)	H
		E07b	13	Mileage Reports	H
		E07c	13	Class B Assignment	H
		E07d	13	Credit Cards	H
		E07e	13	SRO Flow	H
		E07f	13	PEB	H
		E07g	13	Requisitions/Layet.	H
		E07h	13	Property Control	H
		E07i	13	Tool Control	H
F	Facilities	F00		<u>Fac. Mgmt. Officer:</u>	
		F01	13	Fac. Mgmt. Office	M
		F02	13	Administration Office	M
		F03		Housing Division	
		F03a	13	Self Help Warehouse	H
		F03b	13	Budget Section	H
		F04	13	Engineering Division	H
		F05	13	Management/Ops Div.	H
		F06	13	Maint./Util. Division	H
		F07	13	Fac. Support Contr.	H
H	Supply	H00		<u>Supply Department:</u>	
		H01	7	Supply Office	H
		H02		Mgmt. Planning Div.:	
		H02a	7	Resource Mgmt.	H
		H02b	7	Inventory Adjust.	H
		H03		Supply Support Div.:	
		H03a	7	Customer Service	H
		H03b	7	Stock Control	H
		H03c	7	Receipt Control	H
		H04		Material Mgmt. Div.:	
		H04a	7	Storage Branch	H
		H04b	7	Servmart	H
		H04c	7	Fuel Farm	H
		H04d	7	Personal Property	H
		H04e	7	Freight/Air Frgt.	H
		H04f	7	Passenger Travel	H
		H05		Marine Corps Prop:	
		H05a	8	Subsistence	H
		H05b	8	Author. Custodian	H
		H05c	8	Plant Account	H
		H06	3	Purch. Unit	H

Enclosure (1)

18 Aug 93

<u>DEPT CODE</u>	<u>DEPARTMENT</u>	<u>AU CODE</u>	<u>FUNCTIONAL CATEGORY CODE</u>	<u>AU TITLE</u>	<u>RATING</u>
I	Communications	I00		<u>Commun. Data & Elec.:</u>	
		I01	9	Tele. Commun. Center	H
		I02	9	Telephone Branch	H
		I03	10	Automated Serv. Center	H
		I04	9	Ground Maint. Division	H
J	Safety	J00		<u>Ground Safety:</u>	
		J01	13	Safety/Occup. Health	M
		J02	13	Driver/Motorcycle Ed.	L
K	Ministry	K00		<u>Command Chaplain:</u>	
		K01	13	Chaplain Office/Admin.	L
		K02	13	Rel. Offering Fund	H
L	CO H&HS	L00		<u>CO H&HS</u>	
		L01	11	Admin. Office	H
M	Military Police	M00		<u>Provost Marshal:</u>	
		M01	13	Operations Division	H
		M02	13	Pass/Registration Div.	H
		M03	13	Criminal Invest. Div.	H
		M04	14	Flt-Line Sec. Prog.	H
		M05	13	Structural Fire Div.	H
N	CO SOMS	N00		<u>Station Ops and Maint.:</u>	
		N01	11	CMD/Admin. Offices	H
		N02	13	Air Traffic Cont.(ATC)	H
		N03	13	Flight Support Branch	L
		N04	13	VAL	M
		N05	13	Material Control Br.	H
		N06	13	Weather Service	L
		N07	13	Crash, Fire & Rescue	L
		N08	13	Fleet Services Branch	M
		N09	13	Explo. Ord. Div. (EOD)	H
		N10		Search & Rescue	
		N10a	13	S & R Branch	L
		N10b	13	Maint./Mat. Control	H
N10c	13	Quality Assur. Branch	H		
N11	13	Inter. Maint. Acty.	H		
P	Public Affairs	P01	13	<u>Public Affairs Officer</u>	M
R	Training	R00		<u>Training Department:</u>	
		R01		Administration:	
		R01a	13	Fiscal Records	H
		R01b	13	Supply Records	H

Enclosure (1)

18 Aug 93

DEPT CODE	DEPARTMENT	AU CODE	FUNCTIONAL CATEGORY CODE	AU TITLE	RATING	
R	Training (Cont.)	R00		<u>Training Officer (Cont.):</u>		
		R02		TAVSC:		
		R02a	13		Maint. Equipment	H
		R02b	13		AV Repair	H
		R02c	13		AV Library	H
		R02d	13		Photo./Customer Serv.	L
		R02e	13		Photo./Tech.	L
		R02f	13		Prevent./Op. Maint.	L
		R02g	13		Studio Photography	L
		R02h	13		TV Broadcast	L
		R02i	13		Op./Admin. Equipment	M
		R02j	13		Illus./Cust. Service	L
		R02k	13		Illus./Production	L
		R02l	13		ITV Productions	L
		R03	13		Marksmanship Training	M
		R04			Military Training Div.:	
		R04a	13		Records	L
		R04b	13		Prep. For Ceremony	L
		R04c	13		Administration	L
		R04d	13		Inspection	L
R05	13		Education Division	M		
R06			NBC Training Division:			
R06a	13		Equipment	L		
R06b	13		Records	L		
S	Morale, Welfare & Recreation (MWR)	S00		<u>MWR:</u>		
		S01	13	Retail Branch	H	
		S02	13	Food/Hospitality Br.	H	
		S03	13	Services Branch	H	
		S04	13	Recreation Branch	H	
		S05	13	Accounting/Support Br.	H	
		S06	13	Media Branch	M	
		S07	13	Marketing Branch	H	
T	Law Center	T00		<u>Law Center:</u>		
		T01	13	Supply Ops.	M	
		T02	7	Property Management	M	
		T03	8	Personnel Management	L	
		T04	12	Resource Management	M	
V	Range Management	V00		<u>Range Management:</u>		
		V01	6	Range Maintenance	H	
		V02	15	Explosive Ordinance	H	

Enclosure (1)

18 Aug 93

<u>DEPT</u> <u>CODE</u>	<u>DEPARTMENT</u>	<u>AU</u> <u>CODE</u>	<u>FUNCTIONAL</u> <u>CATEGORY</u> <u>CODE</u>	<u>AU TITLE</u>	<u>RATING</u>
W	Environmental	W00		<u>Environmental Dept.:</u>	
		W01	15	Administration	H
		W02	15	Compliance	H
		W03	15	IR/UST	H
		W04	15	Natural Resources	H
		W05	15	Recycling	H

INTERNAL MANAGEMENT CONTROL PROGRAM
LIST OF MARINE CORPS HIGHLY VULNERABLE AREAS
FOR FY1993-1997 CYCLE

1. Commandant of the Marine Corps letter (5200/1993, FDR-30/rjc) dated 9 November 1992, provided the following listing and guidance. The subject areas contained in the listing have been identified as highly vulnerable Marine Corps wide. An internal control review (ICR) will be performed by managers who have cognizance over the below areas. A report will be made of any identified material weaknesses. Reviews of the below areas will be scheduled per paragraph 5 of this order.

2. A description of those assessable units rated as "high" follows.

<u>FUNCTIONAL CATEGORY/ ASSESSABLE UNIT</u>	<u>SOURCE</u>
Procurement of Major Systems and Equipment	NAVCOMPT and Marine Corps
BPA and Imprest Fund Purchases	Input from within Marine Corps
Contract Advisory and Assistance Services	Deputy Secretary of Defense
High Tech Electronic Equipment Contracts	SECNAV in regards to "turn-key" buys.
Undefinitized Contracts	Secretary of the Navy: Potential for cost to not be held down prior to a contracts's definitization.
Contract Pricing	SECNAV mandate
Depot Level Program Requirements Formulation and Execution	SECNAV and Marine Corps
Materials, Equipment, Parts, Supplies, and Tools	Marine Corps
Administration and Management of Supply Operations	SECNAV
Requirements Determination	Assistant Secretary of the Navy
Storage, Warehousing and Inventory	Marine Corps
Land (Class I) and Natural/ Environmental Resources	SECNAV

Enclosure (2)

StaO 5200.24B

18 Aug 93

<u>FUNCTIONAL CATEGORY/ ASSESSABLE UNIT</u>	<u>SOURCE</u>
Pilferable equipment, Tools and other Property (including Items subject to abuse or misuse)	Marine Corps
Telephone Operations and Telephone Usage	Marine Corps
Security and Control	SECNAV
ADP Systems Development	SECNAV
Accounting Policies and Procedures	Marine Corps
Disbursing/Finance	Marine Corps - Inherent risks associated with cash and negotiable instruments.
Civilian Payroll	Marine Corps - Accounting and reporting requirements have undergone recent dynamic changes.
Military Payroll	Marine Corps
Debt Management	Marine Corps
Cash and Pilferable Items	CMC White Letter 6-91 of 13 Nov 91
Clubs	Marine Corps
Exchanges	Marine Corps
Billeting Funds	Critical function of providing transient bachelor quarters is rated highly vulnerable because of the commercial nature of the business and lack of trained personnel (source not provided).
TAD/Orders/Liquidation	Marine Corps
Child Development Center	Marine Corps - Potential for abuse complaints.
Substance Abuse/ Controlled Substances	Marine Corps - Includes effect substance abuse has on individual readiness and morale.
Enclosure (2)	

18 Jul 93

FUNCTIONAL CATEGORY/
ASSESSABLE UNITSOURCETransportation/Traffic
Management Operations

Marine Corps

Hazardous Waste Disposal

SECNAV

Industrial Fund Fixed Assets

SECNAV

Enclosure (2)

