



**UNITED STATES MARINE CORPS**  
**MARINE CORPS NATIONAL CAPITAL REGION COMMAND**  
**QUANTICO, VIRGINIA 22134-5109**

IN REPLY REFER TO  
7000

21 AUG 2003

From: Commanding General, Marine Corps National Capital Region  
Command

To: Distribution List

Subj: MARINE CORPS NATIONAL CAPITAL REGION COMMAND COMPTROLLER  
IMPLEMENTATION PLAN

Ref: (a) MARADMIN 548/02  
(b) SECNAVINST 7000.27

Encl: (1) MCNCRC Comptroller Funds Flow Chart  
(2) Personnel Structure of the MCNCRC Comptroller  
Division, and each Fund Administrator  
(3) MCNCRC Comptroller Reporting Seniors and Reviewing  
Officers  
(4) Plan of Action & Milestones

1. Purpose. The purpose of this letter is to provide implementing instructions and guidance for establishment of the Marine Corps National Capital Region Command (MCNCRC) Comptroller Division.

2. Background. Based on the authority established by reference (a), regionalizing and consolidating certain like functions from Administration and Resource Management Division, HQMC (AR); Headquarters Battalion, Headquarters, U.S. Marine Corps, Henderson Hall (HH); and Marine Corps Base, Quantico (MCBQ) will be accomplished, along with the stand-up of a new regional Anti-Terrorism/Force Protection (AT/FP) capability. Accordingly, the MCNCRC Comptroller is hereby activated to provide financial management services to the Commanding General (CG), MCNCRC.

3. Mission. Effective 1 October 2003, the MCNCRC Comptroller will support all fiscal requirements for the MCNCRC, to include budget formulation/execution, managerial accounting, Program Objective Memorandum (POM) submissions, serving as Activity Program Coordinator (APC) for the Government Travel Card Program (GTCP), performing inspections of the Government Charge Card

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Program (GCCP), contractual oversight, and other associated fiscal responsibilities.

4. Commander's Intent. The MCNCRC Comptroller organization will be established and staffed to ensure the provisions of reference (b) are met. During the transition to the regional MCNCRC organization, the MCNCRC Comptroller will provide fiscal oversight, as necessary, to ensure HH and AR FY 2003 closeout requirements are met. The over-arching goal is to ensure there is no degradation in customer service that is being provided to any serviced organizations.

5. Function. The CG, MCNCRC will receive funding from CMC (P&R) via an Operating Budget (OPBUD) and will hold 31 USC 1517 (Anti-Deficiency Act) responsibilities that, among other things, prohibit obligations from exceeding authorizations within any appropriation line. Enclosure (1) depicts MCNCRC Fund Flow Structure. The MCNCRC Comptroller will further allocate resources to four Fund Administrators (FAs): HH, AR, and the MCNCRC AC/S G-3 for regional Combat Visual Information Center (CVIC) functions, and AT/FP. The MCNCRC Comptroller will also provide centralized civilian payroll support to all FAs.

6. The MCNCRC Comptroller functional area includes the following management activities:

a. Budget Formulation/Execution. All fiscal requirements levied by Program and Resource Management Division (P&R) or any other internal/external agency will be coordinated through the MCNCRC Comptroller down to each MCNCRC Fund Administrator. Fiscal requirements include, but are not limited to, formulation of budgets, coordinating POM submissions, mid-year review, addressing unfunded requirements, and performing validations of unliquidated obligations (ULOs) and unmatched disbursement (UMDs).

b. Inspection and Validation of Resources. The MCNCRC Comptroller, Managerial Accounting Office will provide quarterly inspections and oversight of FAs' programs to identify any material weakness within the programs regarding proper obligation of funds, acquiring contractual services, GTCP, GCCP, overall accuracy of accounts, and compliance with statutory and administrative guidelines governing the use of federal funds.

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c. Civilian Payroll. AR and HH civilian payroll will be consolidated to achieve structural efficiency. HH and AR civilian payroll functions shall be consolidated under the MCNCRC Comptroller. AR shall transfer a supply/budget analyst to the MCNCRC Comptroller's Office to assume the civilian payroll and Customer Service Representative (CSR) functions for the Standard Labor Data Collection and Distribution Application (SLDCDA) and Defense Civilian Pay System (DCPS) for HH, AR, and AT/FP personnel.

(1) Each FA will assign a Time and Attendance (T/A) Keepers within their sections/departments to input civilian exception work hours into the SLDCDA system. All input is consolidated at the Comptroller level and processed through DCPS.

d. Joint Force Headquarters and Regional Contingency Support. The MCNCRC Comptroller will support the CG, MCNCRC in exercising his authority as the Commander, Marine Corps Service Component of the Joint Force Headquarters-National Capital Region (JFHQ-NCR). This will include, but not be limited to providing subject matter expertise to the joint planning process, planning financial support for Marine Corps forces assigned or attached to the JFHQ-NCR, and facilitating operational cost and reporting.

7. Billets. Administration and Resource Management Fiscal Office personnel will transfer to the MCNCRC Comptroller's Office except for two Budget Analyst positions, which will continue to support AR. Enclosure (2) is the personnel structure of the MCNCRC Comptroller Division, and each Fund Administrator.

a. The MCNCRC Civilian Management Resources Review Board (CMRRB) granted a grade increase and use of one of MCNCRC AR's billets to create a GS-13 Deputy Comptroller position to expedite and assist with FY03 closeout for AR, HH, and CVIC. One additional billet is still required for the MCNCRC Comptroller structure to stand up the MCNCRC Comptroller Managerial Accounting Section in accordance with the SECNAV 7000.27 instruction.

b. HH will retain its civilian payroll billet and transition that position to assist in managing the HH supply account or other duties to be determined. The description for this redefined position will be written and submitted to the MCNCRC AC/S, G-1 for evaluation.

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8. Fund Administrator Responsibilities. Each FA's Commanding Officer or Director shall exercise program management authority of their respective accounts. Once resources are allocated to FAs, funding will not cross Fund Administrator lines without approval of the CG, MCNCRC. Budget Analysts within each FA will be responsible for identifying/justifying budget requirements (funded/unfunded) and POM initiatives that will be sent to the MCNCRC Comptroller for consolidation. Budget Analysts will also be responsible for executing funds allocated, requesting realignment of funds, and providing necessary financial oversight/control for daily operations.

a. HH will keep the designated Department of Defense Activity Address Code (DoDAAC) of M67353, and all prior year reports will be converted to FA status under MCNCRC M67895 by DFAS-KC before FY2004.

b. MCNCRC Administration and Resource Management will keep its DoDAAC of M00080 and FA status. Prior year reports will be converted to report under MCNCRC M67895 for fiscal oversight.

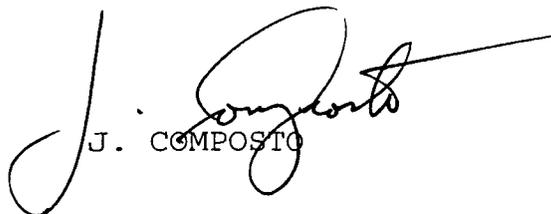
c. The MCNCRC AC/S G-3 CVIC function has a designated DoDAAC of M98405.

d. MCNCRC Comptroller will be the FA for AT/FP, and provide all fiscal requirements.

9. Enclosure (3) identifies performance evaluation responsibilities within the MCNCRC Comptroller Division and FA structure.

10. Plan of Action & Milestones. Enclosure (4) lists specific actions to be taken to implement and fully operationalize the MCNCRC Comptroller division.

11. Point of Contact. The MCNCRC point of contact is Ms. S. Blanding at (703) 614-1970.

  
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MCNCRC Comptroller Funds Flow Chart

MCNCRC  
Comptroller  
1517 Authority  
M67895

Fund Administrators

MCNCRC Henderson Hall M67353	MCNCRC AR M00080	MCNCRC AC/S, G-3 HQMC CVIC M98405	MCNCRC AT/FP M67895
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P&R will provide funding authority to the MCNCRC Comptroller Division. The MCNCRC Comptroller will allocate resources to down to each FA under their respective DoDAACs. Individual Budget Analysts will further administer funding down to Work Center accounts, and provide administrative oversight of fund accounts.

Enclosure (1)

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Personnel structure of the MCNCRC Comptroller  
Division, and each Fund Administrator

Line#	New Line#	MCNCRC Comptroller Division	Grade	Series
0021		Comptroller	GS-14	0501
0027		Deputy Comptroller	GS-13	0501
0071		Budget/Fiscal Analyst	GS-12	0501
0072		Budget/Fiscal Analyst	GS-12	0501
	New	Budget/Fiscal Analyst	GS-12	0501
	0029	Admin Asst (OA)	GS-07	0303

Notes:

Line numbers come from AR Fiscal Office AR-3 structure

Line# 0027 was increased to a GS-13 to support a Deputy  
Comptroller position

Request one new line number for MAO office

Line#	New Line#	MCNCRC Henderson Hall	Grade	Series
0031		Supervisory Budget Analyst	GS-13	0501
0032		Budget/Acctg chief	SSgt	3451
0033		Budget/Fiscal Analyst	GS-11	0501
0034		Budget/Fiscal Analyst	GS-09	0501
0035		Budget/Fiscal Analyst	Cp1	3451

Line 0031 Position Description (PD) is being rewritten to  
reflect FA vice OpBud responsibility. Once classified official  
title/series/grade will be updated.

Line#	New Line#	MCNCRC Administration And Resource Management	Grade	Series
0073		Budget/Fiscal Analyst	GS-12	0501
0023		Management Analyst	GS-12	0343

Line#	New Line#	MCNCRC AC/S G-3 CVIC	Grade	Series
0659	Upgrade	Budget/Fiscal Analyst	GS-06	0501
	New	Budget/Fiscal Analyst	GS-11	0501

Note: Request a grade increase for the GS-06 position to GS-7  
in Combat Visual Information Center, and an addition billet to  
support increased fiscal requirements.

Enclosure (2)

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MCNCRC Comptroller Reporting Seniors and Reviewing  
Officers

<b>MCNCRC Comptroller/Fund Administrators First and Second Line Supervisors for Civilian Personnel</b>		
<u>Civilian/Section</u>	<u>First Line Supervisor</u>	<u>Second Line Supervisor</u>
<b>Civilians within MCNCRC Comptroller</b>		
Comptroller	CG, MCNCRC	ACMC
Deputy Comptroller	Comptroller	CG, MCNCRC
Budget Analysts (2)	Comptroller	CG, MCNCRC
Administrative Asst	Comptroller	CG, MCNCRC
<b>Civilians at MCNCRC Henderson Hall</b>		
Supervisory Budget Analyst	XO, Henderson Hall	CO, Henderson Hall
SSgt, Budget/Acctg Chief	Budget Analyst	CO, Henderson Hall
Budget/Fiscal Analyst (2)	Budget Analyst	CO, Henderson Hall
Cpl, Budget/Fiscal Analyst	Budget Analyst	CO, Henderson Hall
<b>Civilians within MCNCRC Administration and Resource Management Div.</b>		
Budget Analysts (2)	DepDirector, AR	Director, AR
<b>Civilians within MCNCRC CVIS and AT/FP.</b>		
Budget Analysts (2)	Director, MCNCRC CVIC	AC/S, G-3, MCNCRC

Enclosure (3)

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PLAN OF ACTION & MILESTONES

The following actions shall be taken by the action officer(s) identified to implement and fully operationalize the regional CVIC.

Action	AO	Due Date
1) Ensure Org Codes under Table 30 are assigned to denote departments.	HRO	22 Sep
2) Prepare and distribute organizational realignment letter to affected employees.		30 days prior to 5 Oct
3) Prepare RPA's on all affected civilian employees transferring to MCNCRC. Pen and ink PDs to reflect MCNCRC.		22 Sep
4) Create new T/O for MCNCRC.	MANPOWER	1 Oct
5) Ensure LOA is submitted to P&R for OSD budget cycle.		29 Aug
6) Develop new accounting structure for payroll and FAs.	COMPTROLLER	5 Oct
7) Notify P&R MCNCRC Comptroller stand-up on 1 Oct.		30 Aug
8) Write PD's for Comptroller/MAO.		1 Oct
9) Prepare message to DFAS-KC for prior year conversion of H/H fiscal records.	RFL/RFO	30 Aug
10) Issue MCNCRC OPBUD.		1 Oct

Enclosure (4)