



UNITED STATES MARINE CORPS
HQMC (RFL) Finance and Accounting Liaison Office
KANSAS CITY, MISSOURI 64197-0520

IN REPLY REFER TO

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RFL-F8

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From: Head, Finance Section, Liaison and Technical Services Branch, Programs and Resources
Department, Headquarters, U.S. Marine Corps, Washington, D.C. 20380-1775
To: Marine Corps Disbursing and Finance Officers

Subj: MARINE CORPS FIELD SITE STANDING OPERATING PROCEDURES (SOP) FOR
THE COMPUTERIZED ACCOUNTS PAYABLE SYSTEM FOR WINDOWS
(CAPS-W)

Ref: (a) DoDIG Audit Report No. D-202-008 of 19 October 2001

1. The following policy is established in response to findings contained in the referenced audit report on CAPS-W. That report identified the need for more defined access controls, separation of duties, detailed guidance and training

2. In an effort to address these concerns, DFAS-KC has redefined the user access profiles and developed the attached Standing Operating Procedure (SOP) for Marine Corps Disbursing and Finance Offices that use CAPS-W. Three individuals are now required to create utility payments: one to input, one to compute and one to review/certify.

3. Marine Corps Disbursing and Finance field sites must maintain the separation of duties as described in the SOP and only certify those transactions input at their location. Individuals that certify transactions for payment can be held pecuniary liable for any erroneous payments. Documents supporting transactions that are certified for payment must be properly stored and maintained at the site for future audits. It is the Disbursing/Finance Officer's responsibility to review the SOP and ensure that all instructions are implemented and adhered to. Periodic reviews may be conducted by DFAS and external audit agencies.

4. My point of contact on this issue is CWO5 Mike Spahalski as DSN 465-1417.

Attachment

H. E. LEEMAN
HEAD, FINANCE SECTION
LIAISON AND TECHNICAL SERVICES BRANCH
FISCAL DIVISION