



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

IN REPLY REFER TO:
7280

RFL-F8

MAR 02 2000

From: Head, Finance Liaison & 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: **ADMINISTRATIVE PROCEDURES FOR PAYMENTS MADE THROUGH THE
INTEGRATED AUTOMATED TRAVEL SYSTEM (IATS)**

Ref: (a) DoDFMR Volume 5, Chapter 2.

1. The Naval Audit Service (NAS) recently performed an audit of feeder systems into the Standard Accounting, Budgeting, and Reporting System (SABRS). The IATS system used by Marine Disbursing and Finance Offices was one of the systems reviewed during the audit. The NAS audit report pointed out concerns as to the proper separation of duties in the IATS process, as well as the possibility of fraud that could be committed during the process. The need for stringent internal controls in the IATS process is imperative. Effective immediately all personnel authorized to certify transactions in IATS must be assigned in writing as a Disbursing Agent in accordance with the reference. Additionally, it is recommended they be a Staff Non-Commissioned Officer, Commissioned Officer or civilian equivalent. Personnel assigned these duties must have valid agent papers in effect prior to being allowed to certify transactions. Upon transfer to another command, such personnel must have their assignment as a disbursing agent terminated in writing. The authority to certify transactions in the IATS system will be specifically authorized by the Disbursing or Finance Officer and must be done in conjunction with the issuance of Disbursing Agent authority.

2. By 11 March 2000, all Disbursing and Finance Officers are hereby directed to ensure the following:

- a. All personnel authorized access to the IATS system must change their current password.
- b. Only personnel with certifying authority may input or change electronic funds transfer (EFT) data that has been downloaded from the Marine Corps Total Force System (MCTFS).
- c. The Disbursing/Finance Officer or his/her designated representative must verify daily, all EFT data other than that downloaded from MCTFS. This will be done by reviewing option (K) "List Changed EFT Accounts" of the IATS utility menu to ensure that only authorized personnel have made changes to EFT data. Upon verification, a printed copy of the listing will be signed, dated, and retained by the Disbursing/Finance Officer for a period of two years from the signature date. These documents are subject to review by internal and external auditing agencies. Upon reaching the two-year retention requirement, these documents may be recycled.

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3. Disbursing/Finance Officers will advise this Headquarters in writing upon implementation/ completion of these instructions.

4. My point of contact on this issue is LtCol William P. Mizerak at DSN 224-4981/4982.



H. E. LEEMAN
By direction