

UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

Canc: Sep 2026

ASBul 5200

CR

27 Aug 25

AIR STATION BULLETIN 5200

From: Commanding Officer, Marine Corps Air Station Beaufort, SC

To: Distribution List

Subj: FISCAL YEAR 2026 RISK MANAGEMENT AND INTERNAL CONTROL PROGRAM

Ref: (a) SECNAVINST 5200.35G

(b) MCO 5200.24E

(c) MCIEAST-MCB CAMLEJO 5200.1A
(d) MICRR APP, User Access Manual

Encl: (1) RMICP Primary AUM Appointment Letter Template

(2) RMICP Alternate AUM Appointment Letter Template

(3) MICRR Application, How to request access and roles within MICRR

- 1. <u>Purpose</u>. Marine Corps Air Station (MCAS) Beaufort, SC is required to submit an annual certification statement to Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) to report on the level of assurance related to the effectiveness and efficiency of Internal Controls over Operations, Internal Controls over Financial Systems, and Internal Controls over Financial Reporting. This bulletin provides revised Risk Management and Internal Control Program (RMICP) guidance in accordance with the statutory requirements set forth in the references.
- 2. Cancellation. ASBul 5200, 7 November 2024

3. Background

- a. Headquarters and Headquarters Squadron (H&HS) and Special Staff Department Heads (DHs) at all levels shall establish, maintain, and continuously monitor an active RMICP, which evaluates and reports on the effectiveness of internal controls throughout the organization to provide reasonable assurance that processes are operating effectively, efficiently, and in compliance with applicable laws and regulations to safeguard against fraud, waste, and mismanagement.
- b. Internal controls are the first line of defense in safeguarding personnel, assets, and preventing and detecting errors and fraud. All Department of Defense employees, both military and civilian, are responsible for safeguarding federal assets and complying with relevant laws and regulations. Commanders are ultimately responsible for implementing effective internal controls across the organization and ensuring controls are frequently monitored. Monitoring and testing of internal controls are not one-time events, rather they are a series of actions and activities that occur throughout an organization's ongoing operations. Proactive monitoring and self-reporting of identified deficiencies and material weaknesses will enable the organization to remediate any issues internally. This will aid in mitigating threats to the organization's image that may arise from external audit findings, inspections, and site visits.

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4. Action

a. Commander's Intent and Concept of Operations

- (1) Commander's Intent. To ensure the H&HS and Special Staff DHs provide a level of assurance over the effectiveness and efficiency of control activities under their supervision and direction to include internal controls over financial and non-financial business processes and financial systems. The purpose of executing an effective RMICP is to ensure the accountability and effectiveness of all programs and operations by establishing internal controls, identifying deficiencies (i.e., Control Deficiencies (CDs), Significant Deficiencies (SDs), and Material Weaknesses (MWs)), assessing risks, testing controls, and developing and tracking Corrective Action Plans (CAPs) as reported on the annual RMICP Certification Statement. Accordingly, organizations should utilize internal assessments, external audits, inspections, investigations, and direct testing as forms of monitoring and evaluating the effectiveness of internal controls.
- (2) <u>Concept of Operations</u>. Leaders at all levels will report on the effectiveness of internal controls associated with assigned missions, tasks, and chartered responsibilities via a certification statement, which provides the basis for the Marine Corps' Annual Statement of Assurance submission to the Department of the Navy.

b. Tasks. H&HS and Special Staff DHs shall:

- (1) Designated RMICP's Assessable Unit Managers (AUMs) to be appointed in writing as Primary and Alternate RMICP's AUMs by MCAS Beaufort Commanding Officer. See enclosures (1) and (2).
- (2) Ensure RMICP AUMs complete the required training resident within the Managers' Internal Control Remediation and Reporting (MICRR) application, upload their appointment letters to the MICRR, and complete refresher training on an annual basis.
- (3) Ensure AUMs follow the RMICP Annual Plan, per the MICRR platform, accessible at https://apps.mcboss.usmc.mil.
- (4) Ensure AUMs assist in conducting risk assessments and control tests within the MICRR application.
- (5) Ensure AUMs develop organization goals and process flow charts and narratives.
- (6) Ensure AUMs develop risk and control profiles for each aligned function within their Program Assessable Unit (PRAU) by conducting risk assessments and control tests utilizing the MICRR application.

c. Coordinating Instructions

(1) H&HS and Special Staff DHs:

(a) Newly appointed RMIC's should request access for the program of record at https://apps.mcboss.usmc.mil/. Refer to encl:(3) for instructions on obtaining access.

- (b) Ensure all PRAU functions are aligned to existing global functions resident within the MICRR application.
- (c) Conduct risk assessments and control tests on aligned global functions within the MICRR application.
- (d) Identify and classify internal control deficiencies based on evaluations, assessments, inspections, and audits, and record them in the MICRR application for inclusion in the annual certification statement, as necessary.
- (e) Submit RMICP accomplishments through the MICRR application by analyzing submissions within the PRAU to determine which accomplishments should be reported in the certification statement. These accomplishments should be focused on improvements to existing or newly identified internal controls. Provide no more than two RMICP Accomplishments for the reporting period.
- $\mbox{\ensuremath{\mbox{(f)}}}$ Summarize reportable MWs and SDs utilizing the MICRR application.
- (g) Ensure CAPs are developed, monitored, and completed within the MICRR application to address deficiencies within the organization.
- (h) Maintain all RMICP related documentation (i.e., process flow charts and narratives, associated risk matrices, control objectives, control activities, appointment memorandums, RMICP training certificates, and certification statements) for the organization.
- (i) Submit a signed RMICP Certification Statement, from each organization or unit, utilizing the MICRR application. Certification Statements should be generated through the MICRR application, externally routed for signature, and uploaded to the MICRR application for submission.

(2) Training

- (a) RMICP Coordinators/Alternates and AUMs at all organizational levels must complete initial RMICP training within 30 days of appointment by completing the respective Coordinator or Manager training resident within the MICRR application.
- (b) After initial training, annual refresher training must be completed to stay abreast of changes and remain current with RMICP reporting requirements. Additionally, RMICP Coordinators/Alternates and AUMs will provide training to stakeholders/process owners and subject matter experts, as required.
- (3) Remediation Process. H&HS and Special Staff DHs are responsible for ensuring effective actions are taken in a timely manner to remediate all deficiencies, Notification of Findings and Recommendations, and MWs, SDs, and CDs identified by internal or external assessments and audits. The MCAS Beaufort's RMICP Coordinator and Alternate will centrally manage and monitor the correction of deficiencies reported through the RMICP, financial audits, inspections, and site visits at the enterprise level. The RMICP Coordinator will analyze each deficiency to identify the underlying weaknesses and associated stakeholders/process owners. Once the analysis is complete, CAPs will be prepared, implemented, and monitored within the MICRR application

until completed by the stakeholder/process owner. All organizations are encouraged to request assistance from the MCAS Beaufort's RMICP Coordinator as needed. The remediation process is an integral part of leadership responsibility and accountability and must be considered a priority at all levels. The progress for all CAPs must be assessed on a quarterly basis, at a minimum, and reported to higher headquarters through the MICRR application. Leadership must also ensure CAPs are consistent with laws, regulations, and policies.

- (4) <u>Timeline</u>. The RMICP cycle begins 1 July and ends 30 June of each year, however, there are several key deliverables listed below that must be adhered to:
- (a) **31 October 2025** AUMs shall have at the very least, initiated all risk assessments and controls tests, if applicable, for all functions that align to their respective PRAUs. This includes assigning risk assessment/control test performers/approvers for all assessable functions within the PRAU.
- (b) $15\ January\ 2026$ AUMs shall finalize completion of all risk assessments and control tests for the 2025 RMICP cycle via the MICRR application.
- (c) **2 February 2026** AUMs shall submit one organizational RMICP Certification Statement, utilizing the MICRR application, to the MCAS Beaufort's RMICP Coordinator. Please note that RMICP certification statement follows a top-down approach and cannot be initiated or delegated until they have been delegated in the MICRR by the immediate senior command in the MICRR hierarchy.
- (d) ${\bf Quarterly}$ AUMs shall update the status of completion for all active CAPs within the MICRR application.
- (e) As required AUMs shall submit appointment letters, when applicable (newly appointed), to the installation's RMICP Coordinator. Additionally, appointment letters will be uploaded individually to the MICRR.
- (f) As required AUMs shall report completion of training, when applicable (newly appointed), to the installation's RMICP Coordinator.
 - **Dates and timelines above are subject to change depending on higher headquarters requirements.

d. Resources and Application

- (1) The MICRR application is the central repository for all certification statement submissions, risk assessments, control tests, CAPs, annual plans, and training. The installation's RMICP Coordinator is the focal point for all RMICP guidance and other RMICP related assistance.
- (2) This bulletin is subject to change as new information may be disseminated from higher headquarters.
- (3) The point of contact in this matter is the Installation's RMIC Program Coordinator Juan M. Mata, email: juan.m.mata@usmc.mil, phone: (843) 228-6395.

- (3) The point of contact in this matter is the Installation's RMIC Program Coordinator Juan M. Mata, email: juan.m.mata@usmc.mil, phone:(843) 228-6395.
- 5. Applicability. This bulletin is applicable to H&HS and Special Staff Departments within the MCAS Beaufort.
- 6. Cancellation Contingency. This Bulletin is cancelled September 2026 or when modified or incorporated into an Air Station Order.

DISTRIBUTION: A



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION BEAUFORT, SOUTH CAROLINA 29904-5001 ASBul 5200 CR 27 Aug 25

IN REPLY REFER TO 7000 CR

From: Commanding Officer, Marine Corps Air Station Beaufort, SC

To: Name:

Subj: APPOINTMENT AS RISK MANAGEMENT AND INTERNAL CONTROL PROGRAM PRIMARY

ASSESSABLE UNIT MANAGER FOR [DEPARTMENT NAME]

Ref: (a) OMB Circular A-123

(b) SECNAVINST 5200.35G

(c) MCO 5200.24E

(d) FMFIA of 1982

- 1. In accordance with the references, each Command and Special Staff Department under Marine Corps Air Station Beaufort, SC, shall appoint a Risk Management and Internal Control Program (RMICP) Primary Assessable Unit Manager (AUM) for the administration and coordination of the RMICP to align with the reporting requirements of the Federal Managers' Financial Integrity Act of 1982 (FMFIA).
- 2. Effective immediately, you are hereby appointed as the RMICP Primary AUM coordinator for [Department Name]. This responsibility includes oversight of RMICP efforts throughout [Department Name]. You will be guided in the performance of your duties by the provisions in the references. Detailed guidance about RMICP processes and annual submission requirements and templates are documented in the annually published RMICP guidance.
- 3. As the [Department Name] RMICP Primary AUM, you are to facilitate the implementation of an effective governance process to establish and maintain compliance with noted policy, United States Marine Corps RMICP guidance, and [Department Name] guidance. Your responsibilities will include:
- a. Provide compliance oversight and guidance that adheres to applicable laws, regulations, and administrative policies.
- b. Develop and sustain a comprehensive internal control environment that supports effective and efficient auditable business processes and procedures.
- c. Meet all RMICP reporting and supporting documentation requirements, in accordance with the references and annual guidance.
- d. Prepare the [Department Name] annual RMICP certification statement for the FMFIA processes, in accordance with the references.
- e. Maintain an effective tracking and monitoring system to ensure acceptable performance and prompt correction of identified deficiencies.
- f. Complete applicable RMICP training within 30 calendar days of this appointment and a refresher course annually.
- g. Notify the organization of RMICP training opportunities and ensure all key personnel satisfy and maintain all training requirements.

Subj: APPOINTMENT AS RISK MANAGEMENT AND INTERNAL CONTROL PROGRAM PRIMARY 27 Aug 25
ASSESSABLE UNIT MANAGER FOR [DEPARTMENT NAME]

- h. Report assurance and track all Corrective Action Plans in a constant effort to expedite prompt resolution of material weaknesses, significant deficiencies, or control deficiencies identified during any assessment or audit to the Commander.
- i. Maintain a list of all functions within the Program Assessable Units (PRAUs), PRAU managers, assessable functions, and all related documentation.
- 4. This appointment is valid until rescinded.
- 5. The point of contact in this matter is the Installation's RMIC Program Coordinator Juan M. Mata, email: juan.m.mata@usmc.mil, phone: (843) 228-6395.

T. J. FELTER

ACKNOWLEDGEMENT

By my signature, I acknowledge my appointment as the [Department Name] RMICP Primary AUM. I have read and understand my duties, responsibilities, and accountability, as described in paragraph 3, subsections (a) through (i). I further understand and acknowledge that this appointment will remain in effect until revoked in writing by you or your successor, or until I am transferred, separated for any reason, or retired from federal service.

[Appointee Name]

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UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION BEAUFORT, SOUTH CAROLINA 29904-5001

IN REPLY REFER TO 7000 CR

From: Commanding Officer, Marine Corps Air Station Beaufort, SC

To: Name:

Subj: APPOINTMENT AS RISK MANAGEMENT AND INTERNAL CONTROL PROGRAM ALTERNATE

ASSESSABLE UNIT MANAGER FOR [DEPARTMENT NAME]

Ref: (a) OMB Circular A-123

(b) SECNAVINST 5200.35G

(c) MCO 5200.24E

(d) FMFIA of 1982

- 1. In accordance with the references, each Command and Special Staff Department under Marine Corps Air Station Beaufort, SC, shall appoint a Risk Management and Internal Control Program (RMICP) Alternate Assessable Unit Manager (AUM) for the administration and coordination of the RMICP to align with the reporting requirements of the Federal Managers' Financial Integrity Act of 1982 (FMFIA).
- 2. Effective immediately, you are hereby appointed as the RMICP Alternate AUM coordinator for [Department Name]. This responsibility includes oversight of RMICP efforts throughout [Department Name]. You will be guided in the performance of your duties by the provisions in the references. Detailed guidance about RMICP processes and annual submission requirements and templates are documented in the annually published RMICP guidance.
- 3. As the [Department Name] RMICP Alternate AUM, you are to facilitate the implementation of an effective governance process to establish and maintain compliance with noted policy, United States Marine Corps RMICP guidance, and [Department Name] guidance. Your responsibilities will include:
- a. Provide compliance oversight and guidance that adheres to applicable laws, regulations, and administrative policies.
- b. Develop and sustain a comprehensive internal control environment that supports effective and efficient auditable business processes and procedures.
- c. Meet all RMICP reporting and supporting documentation requirements, in accordance with the references and annual guidance.
- d. Prepare the [Department Name] annual RMICP certification statement for the FMFIA processes, in accordance with the references.
- e. Maintain an effective tracking and monitoring system to ensure acceptable performance and prompt correction of identified deficiencies.
- f. Complete applicable RMICP training within 30 calendar days of this appointment and a refresher course annually.
- g. Notify the organization of RMICP training opportunities and ensure all key personnel satisfy and maintain all training requirements.

Subj: APPOINTMENT AS RISK MANAGEMENT AND INTERNAL CONTROL PROGRAM ALTERNATE ASSESSABLE UNIT MANAGER FOR [DEPARTMENT NAME]

- h. Report assurance and track all Corrective Action Plans in a constant effort to expedite prompt resolution of material weaknesses, significant deficiencies, or control deficiencies identified during any assessment or audit to the Commander.
- i. Maintain a list of all functions within the Program Assessable Units (PRAUs), PRAU managers, assessable functions, and all related documentation.
- 4. This appointment is valid until rescinded.
- 5. The point of contact in this matter is the Installation's RMIC Program Coordinator Juan M. Mata, email: juan.m.mata@usmc.mil, phone:(843) 228-6395.

T. J. FELTER

ACKNOWLEDGEMENT

By my signature, I acknowledge my appointment as the [Department Name] RMICP Alternate AUM. I have read and understand my duties, responsibilities, and accountability, as described in paragraph 3, subsections (a) through (i). I further understand and acknowledge that this appointment will remain in effect until revoked in writing by you or your successor, or until I am transferred, separated for any reason, or retired from federal service.

2

[Appointee Name]

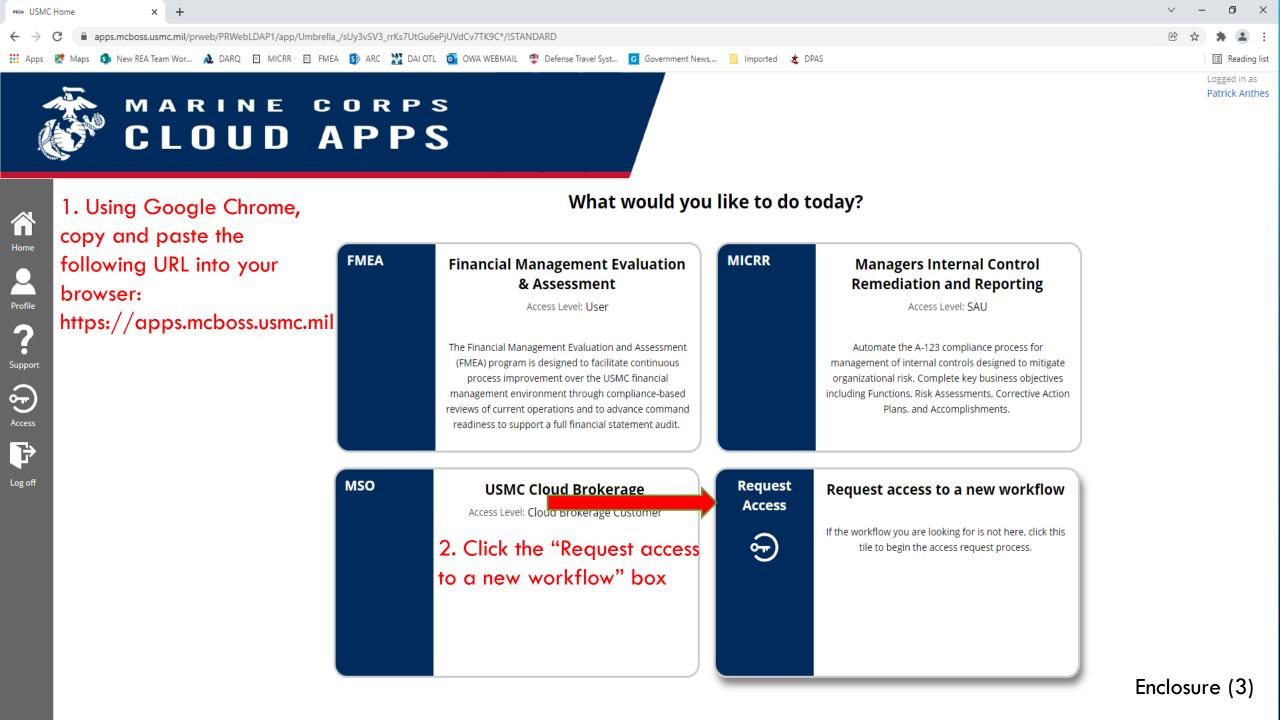
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MANAGERS' INTERNAL CONTROL REMEDIATION AND REPORTING (MICRR) APPLICATION

"HOW TO REQUEST ACCESS AND ROLES WITHIN MICRR"









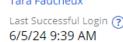












Actions ~

MARINE CORPS CLOUD APPS

Access Request NEW



Which application would you like to access?

Need a Guided Tour?

Review the application information below. Then, click on the row of the application you'd like to select and click the Continue button.

	Application	Acronym	Description
0	Appointment & Authorization	A&A	Maintain a record of appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents and/or liability of public records and funds.
0	Financial Management Evaluation & Assessment	FMEA	The Financial Management Evaluation and Assessment (FMEA) program is designed to facilitate continuous process improvement over the USMC financial management environment through compliance-based reviews of current operations and to advance command readiness to support a full financial statement audit.
•	Managers Internal Control Remediation and Reporting 3. Click the "MICRR" bub	MICRR ble	The Managers Internal Control Reporting and Remediation (MICRR) application was created to automate the A-123 compliance process for management of internal controls designed to mitigate organizational risk. The application will track the progress of work done to complete key business objectives including: • Functions – identification of key business processes with known risks and identified internal controls • Risk Assessments – processes for the evaluation of the internal controls for a given function to assess their effectiveness within an organization • Corrective Action Plans – processes for taking corrective action in cases where internal controls have been shown to be inadequate • Accomplishments - records of significant achievements in creation or management of internal controls The work recorded in the application will culminate into the annual Certification Statement, significantly reducing the time and resources spent on compiling the document. Finally, the organizational structure and detailed work audit trails enable clear visibility between the various levels of commands.

Enclosure (3)























Actions ~



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MARINE CORPS CLOUD APPS

Tara Faucheux Last Successful Login (?) 6/5/24 9:39 AM

Access Request NEW

1. Select Workflow

2. Confirm Request

Need a Guided Tour?

Review the information below and ensure that a new Access Request needs to be created. If a new Access Request is necessary, click the **Submit** button. If this Access Request is not necessary, click Cancel Request.

Current Managers Internal Control Remediation and Reporting Access						
Organization Level	Organization	Role				
AU	MCB Lejeune M67001	RMIC Coordinator				
SAU	MCIEAST M67358	RMIC Coordinator				

Access Request Frequently Asked Questions

How do I change my organization within MICRR?

How do I get added to a new organization?

How do I get added as an RMIC Coordinator or Manager if I already have access?

When should I submit an Access Request?

Cancel Request

Enclosure (3)











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Access Request (ACCESS-11248)

1. MICRR Access Reason

2. Select Organization

3. Select Role

Why do you require access to MICRR? *

I require access as the Primary AUM within "Your Organization" to facilitate the RMIC Program.

6. Add the access justification to the "Why do you need access to this workflow?"

Actions ~

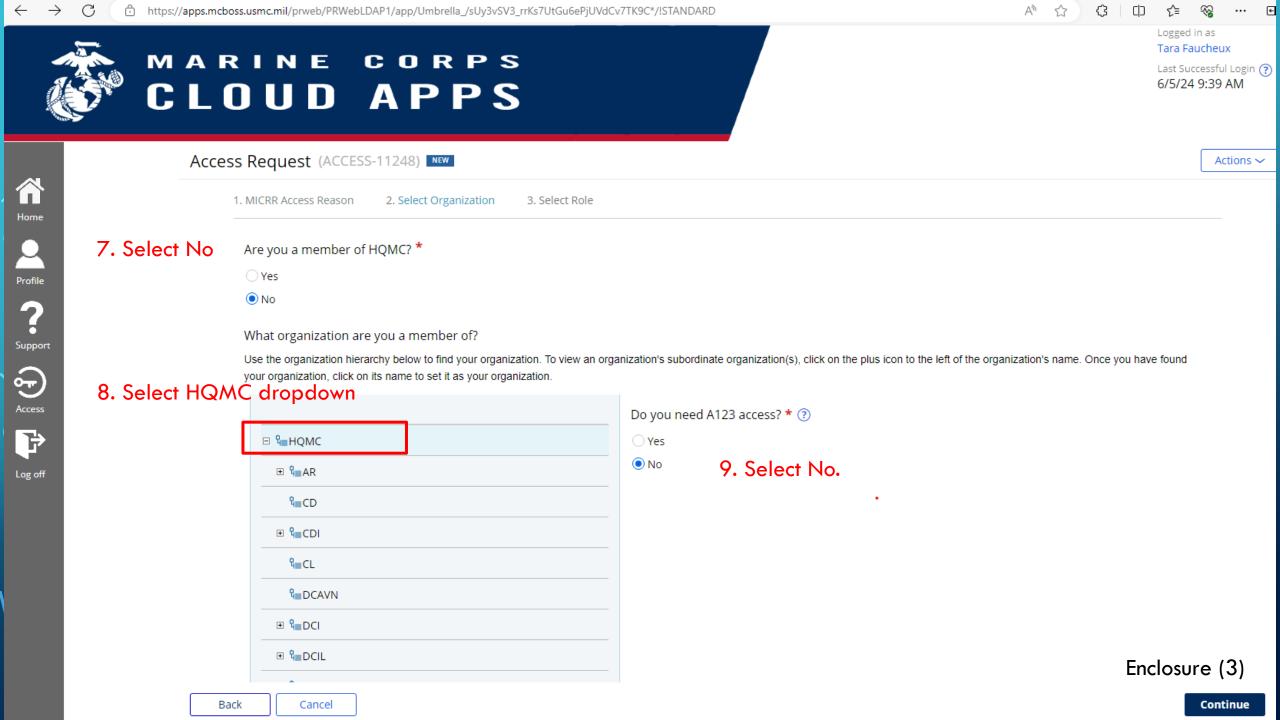








Enclosure (3)



Logged in as



MARINE CORPS CLOUD APPS

Tara Faucheux

Last Successful Login ? 6/5/24 9:39 AM

Access Request (ACCESS-11248)



■ ¶ MARFORSOC					
⊞ %■Marine Corps Logistics Command					
⊞ %■MCICOM					
⊞ ¶MCRC					
⊞ % MCSC					
⊕ 9≡MFC					
9. MFEAF					
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⊕ 9≡MFR					
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9 SD					
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■ ^Q ■SECNAV					

9. Scroll down and select **MCICOM**

Enclosure (3)

Back

Cancel

Continue









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MARINE CORPS CLOUD APPS

Access Request (ACCESS-11248)

Actions ~











□ 9■MCICOM 4■MBW M67029 **1** MCICOM HQ G1 ¶MCICOM HQ G3/5 **%**■MCICOM HQ G4 ¶MCICOM HQ G6 **1** MCICOM HQ G7 **4**■MCICOM HQ G8 **%**■MCICOM HQ GF ■ ¶MCIEAST M67358 ⊞ % MCINCR MC Base Quantico M40005 ⊞ Ч

■ MCIPAC M67436 □ MCIWEST M67428 ⊕ Ч

■ MCRC

10. Select MCIEAST M67358

Enclosure (3)

Back

Cancel

Continue

MARINE CORPS CLOUD APPS

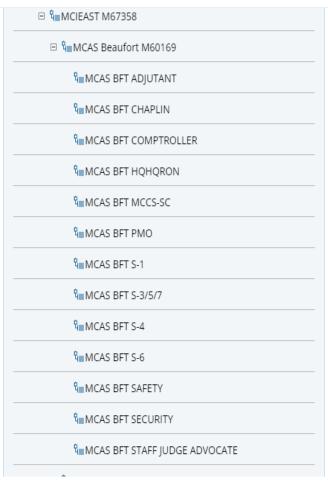
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Last Successful Login 🕐 10/8/24 2:26 PM

Actions ~

Access Request (ACCESS-11906) NEW





11. MCAS Beaufort M60169

12. Select the MCAS Beaufort department that applies to you.

Enclosure (3)

Continue

Back

Cancel



1. MICRR Access Reason

2. Select Organization

Select Role

Are you a member of the RMIC Branch within HQMC, PR, RFD? *

○ Yes

No

What organization are you a member of?

Use the organization hierarchy below to find your organization. To view an organization's subordinate organization(s), click on the plus icon to the left of the organization's name. Once you have found your organization, click on its name to set it as your organization.



You are viewing details about **MCAS BFT COMPTROLLER**. Click "Continue" if this is the organization to which you would like to be added.

Org Name

MCAS BFT COMPTROLLER

Reports To (Parent Org)

MCAS Beaufort M60169

Reporting Level

Below AU

Org Path

/USMC/HQMC/MCICOM/MCIEAST/Beaufort/COMP

Enclosure (3)

Continue

MARINE CORPS CLOUD APPS





14. Select your role 1 role that best applies to you: General User for SME functions

Actions ~

1. MICRR Access Reason

2. Select Organization

3. Select Role

Manager

Primary RMIC or RMIC Coordinator for the coordinator roles

Do you have a role in MCB Lejeune G-8? *

Review the description of each role below. Then, indicate whether you've been appointed to one of these roles. Please note that the majority of users will fall into the General User category.

Select	Role	Description		
0	General User	Individuals completing MICRR work. Most people will fall into this category.		
0	SAO or Action Officer	The person who is signing this organization's Certification Statement.	AA aara aa aa i'a shaa aa la aa aa lhaa shaa aa aha Al IAA A	
0	Manager	The Assessable Unit Manager (AUM) for this organization.	Manager is the role usually use by the main AUM f the department"	
0	Primary RMIC Coordinator	The person who is leading RMIC efforts and Certification Statement compilation for this organization.		
0	RMIC Coordinator	The person who is assisting the Primary RMIC Coordinator in RMIC efforts and Certification Statement compilation for this organization.		







Enclosure (3)

Cancel



MARINE CORPS CLOUD APPS

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ACCESS-11248 PENDING-APPROVAL

Details

Tara Faucheux

Application

Managers Internal Control Remediation and Reporting

Access Level

Below AU

I require access as the Primary AUM within "Your Organization" to facilitate the RMIC Program.

Organization

MCB Lejeune G-8

Role

RMIC Coordinator

16. This is confirmation your request has been submitted. You will be notified via email once your access request has been approved.