



**UNITED STATES MARINE CORPS**

MARINE CORPS AIR STATION  
BOX 99100  
YUMA, ARIZONA 85369-9100

Canc: Jun 03

StaBul 5200.1

3FE

26 JUL 2007

STATION BULLETIN 5200.1

From: Commanding Officer  
To: Distribution List

Subj: INTERNAL MANAGEMENT CONTROL EVALUATION

Ref: (a) StaO 5200.24C

Encl: (1) IMCP Coordinator Appointment Letter  
(2) Departmental Listing of Assessable Units  
(3) Self-Review Steps

1. Purpose. To publish Internal Management Control (IMC) evaluation requirements for August 2002.

2. Background. Per the reference, Commanders and managers are responsible for ensuring that resources under their purview are used efficiently, and that programs and operations are conducted with integrity and in compliance with applicable laws and regulations. The Internal Management Control Program (IMCP) is one tool to assist Commanders and managers in the discharge of this duty. Other tools available to Commanders and managers are command inspections, evaluations, audits and investigations.

3. Information. To prepare this command for the annual IMC evaluation and reporting requirement during August 2002, all departments need to ensure their Assessable Unit (AU) inventory is reviewed and updated. Additionally, departments and sections must ensure a documented examination of each of their AU's has been conducted within the last five years to ensure adequate control techniques exist and that these controls are achieving their intended objectives. This year's report shall cover all internal/external reviews conducted on AU's during the period of 9/1/98 through 8/31/02.

4. Action. Commanding Officer of Headquarters and Headquarters Squadron, MAWTS-1, and all Department Heads:

a. Ensure you have provided the Business Performance Office (BPO) with an appointment letter (enclosure (1)) designating an IMCP Coordinator for your command and/or department.

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b. Enclosure (2) provides a listing of the AU's previously reported by your department for the reporting period 9/1/97 through 8/31/01. Please review and validate the AU listing, and forward any necessary modifications to the BPO.

c. **If any AU under your cognizance has not been inspected/reviewed in the last five years, one of the following must be completed by 31 August 2002 to maintain compliance for the 2002 report:**

(1) Conduct an internal inspection/review using the five Self-Review Steps outlined in enclosure (3). An electronic copy of these worksheets will be provided upon request.

(2) Arrange for an external organization to conduct an inspection/review.

(3) Contact the BPO for assistance.

5. Applicability. Commanding Officer of Headquarters and Headquarters Squadron, MAWTS-1, and all Department Heads.

6. The BPO point of contact is Nancy Espinoza at 269-6786.

  
J. J. COONEY

DISTRIBUTION: A plus MAWTS-1

**IMCP COORDINATOR APPOINTMENT LETTER**

From: Branch/Division/Department Head (as appropriate)  
To: (Individual appointed)  
Via: (Chain of Command)

Subj: INTERNAL MANAGEMENT CONTROL PROGRAM (IMCP) COORDINATOR  
APPOINTMENT LETTER

Ref: (a) ABO 5200.1C  
(b) MCO 5200.24C

1. Per reference (a), you are hereby appointed as the coordinator for the Internal Management Control Program within the (identify the Branch/Division/Department and/or Command (as appropriate)).
2. You will be guided in your duties by the provisions of references (a) and (b) and will be the point of contact for all matters relative to the Internal Management Control Program within the (identify the appropriate Branch/Division/Department).
3. This appointment is terminated upon transfer or reassignment to another billet.

SIGNATURE

Copy to:  
Business Performance Office/Comptroller

<h1>Departmental Listing of Assessable Units</h1>
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<b>DEPARTMENT</b>	<b>DESCRIPTION OF AU</b>	<b>RISK ELEMENTS</b>	<b>EXTERNAL REVIEW DATE</b>	<b>INTERNAL REVIEW DATE</b>
ADJUTANT	11J-065 PRIVACY ACT	Program Mgmt	12/7/99	
	15C-270 CLASSIFIED MATERIAL/SECURITY	Security		7/21/99
	15D-000 PERSONNEL SECURITY	Program Mgmt		7/21/99

# Departmental Listing of Assessable Units

DEPARTMENT	DESCRIPTION OF AU	RISK ELEMENTS	EXTERNAL REVIEW DATE	INTERNAL REVIEW DATE
BSD	03B-000 MAJ SYSTEM/EQUIP/SUP PROCURE	Program Mgmt		6/1/01
	03C-000 MIN SYSTEM/EQUIP/SUP PROCURE	Financial		6/1/01
	03D-000 OTHER PROCUREMENT	Program Mgmt	6/29/01	
	03D-000 OTHER PROCUREMENT	Program Mgmt		8/17/98
	03D-000 OTHER PROCUREMENT	Financial	7/1/01	
	04A-000 CONTRACT ADMIN & MGMT	Program Mgmt		8/17/98
	04B-000 RECEIPT, VERIFICATION & QA	Financial	9/20/00	8/17/98
	04C-000 OTHER ADMIN & MGMT	Program Mgmt		6/1/01
	06E-591 GARRISON MOBILE EQUIP, MAINT.	Financial	5/1/98	
	06E-591 GARRISON MOBILE EQUIP, MAINT.	Program Mgmt	8/4/99	7/21/99
	06E-591 GARRISON MOBILE EQUIP, MAINT.	Program Mgmt	12/15/00	
	06K-000 COLLATERAL EQUIPMENT MAINT	Program Mgmt		8/1/98
	07A-835 SUPPLY ADMIN & MGMT (AVIATIO	Program Mgmt	8/1/00	8/14/98
	07B-000 SUPPLY ACQ., RECEIPT & ISSUE	Program Mgmt	7/1/00	6/1/01
	07C-000 STORAGE, WAREHOUSING, & INV	Program Mgmt	7/1/00	6/30/01
	07D-000 OTHER SUPPLY OPS	Program Mgmt		8/19/98
	07D-800 TRAFFIC MANAGEMENT	Program Mgmt	9/12/00	
	08A-000 PROPERTY ADMIN & MGMT	Financial	1/1/00	
	08A-000 PROPERTY ADMIN & MGMT	Program Mgmt		6/30/01
	08A-000 PROPERTY ADMIN & MGMT	Program Mgmt	6/13/01	
	08A-760 MAINT & OPER OF FACILITIES	Program Mgmt	12/7/99	
	08A-770 FACILITIES PLAN & PROG	Program Mgmt	12/7/99	
	08B-763 LAND & NATURAL RES MGMT	Program Mgmt	3/1/98	
	08C-561 BLDGS, STRUCTURES & UTIL MGM	Program Mgmt	8/4/99	

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## Departmental Listing of Assessable Units

<b>DEPARTMENT</b>	<b>DESCRIPTION OF AU</b>	<b>RISK ELEMENTS</b>	<b>EXTERNAL REVIEW DATE</b>	<b>INTERNAL REVIEW DATE</b>
BSD	08C-762 ENERGY CONSERVATION	Program Mgmt	12/7/99	
	08D-000 EQUIPMENT MGMT	Program Mgmt		8/17/98
	08E-000 PILFERABLE EQUIP/TOOLS/OTHER	Program Mgmt		8/1/01
	08G-000 PROPERTY DISPOSAL	Program Mgmt	6/1/01	8/17/98
	13X-780 FAMILY HOUSING	Program Mgmt	8/4/99	
	15A-000 TRANSPORTATION/TAD	Program Mgmt	8/17/98	
	15G-000 HAZARDOUS WASTE DISPOSAL	Program Mgmt	11/15/99	
	15G-000 HAZARDOUS WASTE DISPOSAL	Program Mgmt	2/23/99	4/16/01
	4E-000-FACILITIES DESIGN & SUPPORT CO	Program Mgmt		8/16/99
	6M-000-ORGANIC EQUIP MAINT & REPAIR	Program Mgmt		8/16/99

Enclosure (2)

# Departmental Listing of Assessable Units

DEPARTMENT	DESCRIPTION OF AU	RISK ELEMENTS	EXTERNAL REVIEW DATE	INTERNAL REVIEW DATE
CDE (IT)	03D-000 OTHER PROCUREMENT	Financial		7/21/99
	03D-000 OTHER PROCUREMENT	Financial		5/21/01
	06H-000 OTHER EQUIPMENT MAINT. & REP	Financial	6/1/98	
	06H-000 OTHER EQUIPMENT MAINT. & REP	Program Mgmt		8/1/01
	09A-000 COMM & INTEL ADMIN & MGMT	Program Mgmt	11/1/97	8/1/01
	09B-000 COMM CTR OPS	Program Mgmt	9/1/98	8/1/01
	09C-000 RADIO COMM	Program Mgmt	5/1/98	8/1/01
	09D-000 TEL OPS & USAGE	Financial	6/21/01	8/1/01
	09D-000-TELEPHONE OPERATIONS AND US	Program Mgmt		7/1/99
	09E-000 COMM AND/OR /INTELLIGENCE SE	Program Mgmt	9/1/98	8/1/01
	10A-405 INFO SYSTEMS MGMT	Program Mgmt	11/14/00	8/1/01
	10B-000 INFO TECH HARDWARE	Program Mgmt	12/2/98	8/1/01
	10C-000 INFO TECH SOFTWARE	Program Mgmt	6/3/99	8/1/01
	10D-000 INFO TECH OPS	Program Mgmt	6/3/99	8/1/01
	10E-000 INFO TECH SECURITY & CONTROL	Program Mgmt	6/3/99	8/1/01
	10F-OTHER INFORMATION TECHNOLOGY	Program Mgmt		8/1/01
	13C-470 AUDIO/VISUAL/TRNG & AUDIOVIS	Program Mgmt	2/29/00	6/21/99

## Departmental Listing of Assessable Units

<b>DEPARTMENT</b>	<b>DESCRIPTION OF AU</b>	<b>RISK ELEMENTS</b>	<b>EXTERNAL REVIEW DATE</b>	<b>INTERNAL REVIEW DATE</b>
CHAPLAIN				
	03D-000 OTHER PROCUREMENT (GOVT PU	Financial	8/1/01	
	13R-520 RELIGIOUS	Financial	7/12/00	
	13R-520 RELIGIOUS	Financial	5/11/01	
	13R-520 RELIGIOUS	Financial	6/15/01	
	13R-RELIGIOUS SERVICES	Program Mgmt	7/31/99	

# Departmental Listing of Assessable Units

DEPARTMENT	DESCRIPTION OF AU	RISK ELEMENTS	EXTERNAL REVIEW DATE	INTERNAL REVIEW DATE
COMPTROLLER				
	03D-000 OTHER PROCUREMENT	Financial		6/1/01
	12A-490 FINANCIAL RES ADMIN & MGMT/F	Program Mgmt	2/1/98	
	12A-490 FINANCIAL RES ADMIN & MGMT/F	Financial	6/29/01	7/21/99
	12B-000 ACCOUNTING POLICY & PROCEDU	Program Mgmt	9/1/98	6/30/01
	12B-000 ACCOUNTING POLICY & PROCEDU	Program Mgmt		8/31/01
	12C-000 BUDGET FORMULATION & EXECU	Program Mgmt	2/1/98	
	12C-000-BUDGET FORMULATION AND EXE	Program Mgmt	4/13/99	
	12D-000 DISBURSING/FINANCE	Program Mgmt	11/9/00	7/21/99
	12D-000 DISBURSING/FINANCE	Financial	6/6/01	
	12D-000 DISBURSING/FINANCE	Program Mgmt	6/11/01	
	12E-000 CIVILIAN TIME, ATTENDANCE, LE	Program Mgmt		8/31/01
	12E-000 CIVILIAN TIME, ATTENDANCE, LE	Program Mgmt		8/31/01
	12E-000-CIVILIAN, TIME AND ATTENDANC	Program Mgmt		7/21/99
	12G-000 MILITARY PAYROLL	Financial	6/6/01	
	12G-000 MILITARY PAYROLL	Program Mgmt	6/11/01	
	12G-000 MILITARY PAYROLL	Program Mgmt	11/9/00	7/21/99
	12J-000 AUDIT COORDINATION/FOLLOWUP	Program Mgmt		8/31/01
	12K-000 DESIGN & DEVELOP OF FINANCIA	Program Mgmt	7/1/01	
	13A-000 SUPPORT SERVICES ADMIN & MG	Program Mgmt	5/1/01	8/15/01
	13A-000 SUPPORT SERVICES ADMIN & MG	Program Mgmt	4/1/01	8/1/01
	13K-000 INSPECTION/INTERNAL REVIEW/A	Program Mgmt	5/1/01	
	13K-000 INSPECTION/INTERNAL REVIEW/A	Program Mgmt	4/1/01	7/31/99
	13Y-000 TAD ORDERS/LIQUIDATION	Financial	11/9/00	8/10/01
	15E-480 PHYSICAL SECURITY & COMB TER	Program Mgmt	12/18/00	

# Departmental Listing of Assessable Units

<b>DEPARTMENT</b>	<b>DESCRIPTION OF AU</b>	<b>RISK ELEMENTS</b>	<b>EXTERNAL REVIEW DATE</b>	<b>INTERNAL REVIEW DATE</b>
CP&L				
	03D-000-OTHER PROCUREMENT	Financial	4/1/01	
	12J-000 AUDIT COORDINATION/FOLLOWUP	Program Mgmt	2/1/98	
	13A-000 SUPPORT SERVICES ADMIN & MG	Program Mgmt		9/1/98
	13W-920 CA PROG	Program Mgmt	7/12/00	

## Departmental Listing of Assessable Units

<b>DEPARTMENT</b>	<b>DESCRIPTION OF AU</b>	<b>RISK ELEMENTS</b>	<b>EXTERNAL REVIEW DATE</b>	<b>INTERNAL REVIEW DATE</b>
DOSS (SAFETY)				
	03D-000 OTHER PROCUREMENT	Financial	4/1/01	
	11I-000 PERSONNEL SAFETY	Program Mgmt	6/3/99	7/21/99
	13B-062 ADMIN SUPPORT/GENERAL ADMIN	Program Mgmt	11/1/97	
	13S-130 SAFETY (GROUND)	Program Mgmt	4/1/01	
	13S-130 SAFETY (GROUND)	Program Mgmt	4/1/01	7/21/99

# Departmental Listing of Assessable Units

<b>DEPARTMENT</b>	<b>DESCRIPTION OF AU</b>	<b>RISK ELEMENTS</b>	<b>EXTERNAL REVIEW DATE</b>	<b>INTERNAL REVIEW DATE</b>
ENVIRONMENTAL				
	03D-000 OTHER PROCUREMENT	Financial	3/1/01	
	03D-000 OTHER PROCUREMENT	Financial	3/1/01	
	03D-000 OTHER PROCUREMENT	Financial	3/1/01	
	08B-763 LAND & NATURAL RES MGMT	Program Mgmt	11/3/00	
	08B-763 LAND & NATURAL RES MGMT	Program Mgmt	6/21/01	
	08B-764 ENVIRONMENTAL PROG	Program Mgmt	7/12/00	
	08G-000 PROPERTY DISPOSAL	Program Mgmt	5/1/98	2/9/99

# Departmental Listing of Assessable Units

DEPARTMENT	DESCRIPTION OF AU	RISK ELEMENTS	EXTERNAL REVIEW DATE	INTERNAL REVIEW DATE
FACILITIES MGMT				
	03D-000 OTHER PROCUREMENT	Financial	4/1/01	
	03D-000 OTHER PROCUREMENT	Financial	6/1/01	
	03D-000 OTHER PROCUREMENT	Financial	7/1/01	
	03D-000 OTHER PROCUREMENT	Financial	6/1/01	
	03D-000 OTHER PROCUREMENT	Program Mgmt	6/29/01	
	03D-000 OTHER PROCUREMENT	Financial	10/1/00	
	03D-000 OTHER PROCUREMENT	Financial	6/1/01	
	06A-000 MANUFACTURING, MAINT & REPA	Program Mgmt	1/1/99	8/16/99
	08A-000 PROPERTY ADMIN & MGMT	Program Mgmt	6/13/01	
	08A-760 MAINT & OPER OF FACILITIES	Program Mgmt	12/7/99	
	08A-770 FACILITIES PLAN & PROG	Program Mgmt	12/7/99	
	08B-763 LAND & NATURAL RES MGMT	Program Mgmt	3/1/98	
	08C-561 BLDGS, STRUCTURES & UTIL MGM	Program Mgmt	8/4/99	
	08C-762 ENERGY CONSERVATION	Program Mgmt	12/7/99	
	08E-000 PILFERABLE EQUIP/TOOLS/OTHER	Program Mgmt		8/1/01
	13X-780 FAMILY HOUSING	Program Mgmt	8/4/99	
	4E-000-FACILITIES DESIGN & SUPPORT CO	Program Mgmt		8/16/99
	6M-000-ORGANIC EQUIP MAINT & REPAIR	Program Mgmt		8/16/99
	8E-000-PILFERABLE EQUIPMENT, TOOLS &	Program Mgmt		8/16/99

# Departmental Listing of Assessable Units

<b>DEPARTMENT</b>	<b>DESCRIPTION OF AU</b>	<b>RISK ELEMENTS</b>	<b>EXTERNAL REVIEW DATE</b>	<b>INTERNAL REVIEW DATE</b>
H&HS	03D-000 OTHER PROCUREMENT	Financial	3/1/01	
	11A-070 PERS & ORG ADMIN & MGMT/PERS	Program Mgmt	4/5/01	
	11A-120 PERSONAL AFFAIRS	Program Mgmt	11/14/00	
	11A-340 PHYSICAL FITNESS	Program Mgmt	11/14/00	
	11A-350 WT CONTROL/MILITARY APPEARA	Program Mgmt	11/14/00	
	11C-040 CAREER PLANNING, EDUCATION	Program Mgmt	4/5/01	
	11C-190 EQUAL OPPORTUNITY PROG	Program Mgmt	3/9/99	
	11C-320 DRILL	Program Mgmt	6/3/99	
	11C-380 UNIT TRAINING MGMT	Program Mgmt	11/14/00	
	11C-381 WATER SAFETY/SURVIVAL PROG	Program Mgmt	7/12/00	
	11C-382 BATTLE SKILLS TRAINING	Program Mgmt	2/29/00	
	11C-383 LEADERSHIP TRAINING	Program Mgmt	2/29/00	
	11C-384 TROOP INFO PROG	Program Mgmt	2/29/00	
	11C-385 PME	Program Mgmt	11/14/00	
	11C-390 MCI PROG	Program Mgmt	11/14/00	
	11C-410 EDUCATION PROG	Program Mgmt	11/14/00	
	11E-063 PERS RECORDS & REPORTS/PERF E	Program Mgmt	4/5/01	
	11E-071 MILITARY AWARDS	Program Mgmt	3/9/99	
	11G-000 PERSONNEL AFFAIRS	Program Mgmt	4/5/01	8/1/99
	11G-020 REQUST MAST	Program Mgmt	3/9/99	
	11G-210 ABSENTEE VOTING PROG	Program Mgmt	3/9/99	
	11J-290 OFFICER UNIFORM INSP	Program Mgmt	3/9/99	
	11J-300 SNCO UNIFORM INSP	Program Mgmt	6/3/99	
	11J-310 PERSONNEL INSP	Program Mgmt	3/1/98	
	13B-062 ADMIN SUPPORT/GENERAL ADMIN	Program Mgmt	4/5/01	
	13U-200 SUBSTANCE ABUSE	Program Mgmt	5/25/99	

# Departmental Listing of Assessable Units

DEPARTMENT	DESCRIPTION OF AU	RISK ELEMENTS	EXTERNAL REVIEW DATE	INTERNAL REVIEW DATE
MCCS	03D-000 OTHER PROCUREMENT	Financial	4/1/01	
	03D-000 OTHER PROCUREMENT	Financial	3/1/01	
	07C-000 STORAGE, WAREHOUSING, & INV	Program Mgmt		6/1/01
	11C-040 CAREER PLANNING, EDUCATION	Program Mgmt	3/1/98	
	12A-490 FINANCIAL RES ADMIN & MGMT/F	Financial	4/1/98	2/1/99
	13E-000 CLUBS	Program Mgmt	3/1/98	8/1/01
	13E-000-CLUBS	Financial		8/31/99
	13G-000 EXCHANGES	Program Mgmt		5/1/01
	13G-000 EXCHANGES	Program Mgmt		7/1/01
	13G-000 EXCHANGES	Financial	4/30/99	8/1/01
	13H-960 FAMILY SERVICES/FAMILY PROG	Program Mgmt	4/1/01	8/15/99
	13M-000 LIBRARY	Program Mgmt	3/1/98	9/1/00
	13M-000-LIBRARY	Program Mgmt		11/30/98
	13T-000 SPECIAL SERVICES	Program Mgmt	3/1/98	8/31/99
	13U-200 SUBSTANCE ABUSE	Program Mgmt	5/1/01	
	15F-000 CHILD DEVELOPMENT CENTER	Program Mgmt	6/1/01	8/1/01
	15F-000 CHILD DEVELOPMENT CENTER	Program Mgmt		8/1/01
	15F-000 CHILD DEVELOPMENT CENTER	Program Mgmt	2/1/98	
	15F-000 CHILD DEVELOPMENT CENTER	Financial	2/1/98	

# Departmental Listing of Assessable Units

<b>DEPARTMENT</b>	<b>DESCRIPTION OF AU</b>	<b>RISK ELEMENTS</b>	<b>EXTERNAL REVIEW DATE</b>	<b>INTERNAL REVIEW DATE</b>
PAO	03D-000 OTHER PROCUREMENT	Financial	2/1/01	
	13Q-150 PUBLIC AFFAIRS	Program Mgmt	9/12/00	7/21/99
	13Q-460 HISTORICAL PROG	Program Mgmt	9/12/00	

# Departmental Listing of Assessable Units

<b>DEPARTMENT</b>	<b>DESCRIPTION OF AU</b>	<b>RISK ELEMENTS</b>	<b>EXTERNAL REVIEW DATE</b>	<b>INTERNAL REVIEW DATE</b>
RANGE MGMT				
	03D-000 OTHER PROCUREMENT	Financial	6/1/01	
	06I-000 MATLS, PARTS, SUP & TOOLS MAIN	Program Mgmt	1/28/00	
	08B-763 LAND & NATURAL RES MGMT	Program Mgmt	11/3/00	
	08E-000 PILFERABLE EQUIP/TOOLS/OTHER	Program Mgmt		8/1/01
	08E-000 PILFERABLE EQUIP/TOOLS/OTHER	Program Mgmt		8/1/01
	12E-000 CIVILIAN TIME, ATTENDANCE, LE	Program Mgmt		8/1/01
	13I-910 ARFF	Program Mgmt		8/17/98
	15G-810 EOD TECHNICAL EVAL	Program Mgmt	9/12/00	

## Departmental Listing of Assessable Units

<b>DEPARTMENT</b>	<b>DESCRIPTION OF AU</b>	<b>RISK ELEMENTS</b>	<b>EXTERNAL REVIEW DATE</b>	<b>INTERNAL REVIEW DATE</b>
S-1, STATION				
	03D-000 OTHER PROCUREMENT	Financial	4/1/01	
	08H-000 OTHER PROPERTY MGMT	Program Mgmt		6/30/01
	11A-070 PERS & ORG ADMIN & MGMT/PERS	Program Mgmt	4/11/01	6/21/99
	11A-310 PERSONNEL INSPECTION	Program Mgmt	9/12/00	
	13A-000 SUPPORT SERVICES ADMIN & MG	Program Mgmt	4/11/01	
	13B-062 ADMIN SUPPORT/GENERAL ADMIN	Program Mgmt	4/11/01	
	13K-316 FWA OVERSIGHT AND HOTLINE	Program Mgmt	9/12/00	
	13N-100 MAIL/POSTAL AFFAIRS	Program Mgmt	4/11/01	
	13Y-000 TAD ORDERS/LIQUIDATION	Program Mgmt		7/21/99
	15C-270 CLASSIFIED MATERIAL/SECURITY	Program Mgmt	12/7/99	

Departmental Listing of Assessable Units
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DEPARTMENT	DESCRIPTION OF AU	RISK ELEMENTS	EXTERNAL REVIEW DATE	INTERNAL REVIEW DATE
S-3, STATION				
	03D-000 OTHER PROCUREMENT	Financial	4/1/01	
	03D-000 OTHER PROCUREMENT	Financial	4/1/01	
	03D-000 OTHER PROCUREMENT	Financial	5/1/01	
	06D-000 AIRCRAFT MAINT. & REPAIR	Program Mgmt		8/1/98
	08H-000 OTHER PROPERTY MGMT	Program Mgmt	2/1/98	8/17/99
	09G-000 OTHER COMM AND/OR INTELLIGE	Program Mgmt	2/1/98	
	11C-040 CAREER PLANNING, EDUCATION	Program Mgmt	3/1/98	7/21/99
	13I FIRE PROTECTION	Program Mgmt		7/21/99
	13I-765 FIRE PROTECTION	Program Mgmt	12/1/97	8/31/99
	13I-910 ARFF	Program Mgmt	12/7/99	
	13S-870 SAFETY (AVIATION)	Program Mgmt	9/12/00	
	15B-835 AVIATION SUPPLY	Program Mgmt	9/12/00	7/31/99
	15B-850 AIRCREW TRAINING	Program Mgmt	9/12/00	
	15B-875 NATOPS	Program Mgmt	9/12/00	
	15B-880 AVIATION FACILITIES	Program Mgmt	6/12/01	
	15B-880 AVIATION FACILITIES	Program Mgmt	4/25/01	
	9G-Other Communications and/or Intelligence	Security		5/11/98
	9G-Other Communications and/or Intelligence	Program Mgmt		7/21/99

# Departmental Listing of Assessable Units

DEPARTMENT	DESCRIPTION OF AU	RISK ELEMENTS	EXTERNAL REVIEW DATE	INTERNAL REVIEW DATE
S-4, STATION				
	03D-000 OTHER PROCUREMENT	Financial	4/1/01	
	03D-000 OTHER PROCUREMENT	Financial	5/1/01	
	03D-000 OTHER PROCUREMENT	Financial	6/1/01	8/1/98
	06A-000 MANUFACTURING, MAINT & REPA	Program Mgmt		6/26/01
	06G-000 WEAPONS MAINT. & REPAIR	Safety	4/10/01	6/20/01
	06G-000 WEAPONS MAINT. & REPAIR	Program Mgmt	4/12/01	5/1/01
	08C-561 BLDGS, STRUCTURES & UTIL MGM	Program Mgmt	7/19/01	8/16/99
	13J-700 FOOD SERVICE/MESS HALL	Financial	8/1/01	6/25/01
	13J-700 FOOD SERVICE/MESS HALL	Program Mgmt	12/7/99	
	13J-700 FOOD SERVICE/MESS HALL	Program Mgmt	8/4/01	
	13W-430 INTERIOR GUARD	Program Mgmt	8/4/99	
	13X-680 BOQ/MWR LODGE/BILLETING FUN	Program Mgmt	8/4/99	
	13X-680 BOQ/MWR LODGE/BILLETING FUN	Financial		2/1/01
	13X-680 BOQ/MWR LODGE/BILLETING FUN	Program Mgmt	9/11/01	7/21/99
	13X-680 BOQ/MWR LODGE/BILLETING FUN	Financial	6/13/01	12/1/00
	13X-680 BOQ/MWR LODGE/BILLETING FUN	Financial		7/31/99
	13X-680 BOQ/MWR LODGE/BILLETING FUN	Financial		7/1/01
	13X-680 BOQ/MWR LODGE/BILLETING FUN	Program Mgmt	5/27/99	8/1/01
	13X-680 BOQ/MWR LODGE/BILLETING FUN	Financial		8/1/01
	13X-680 BOQ/MWR LODGE/BILLETING FUN	Financial		7/1/01
	13X-680 BOQ/MWR LODGE/BILLETING FUN	Financial		8/1/01
	13X-680 BOQ/MWR LODGE/BILLETING FUN	Financial		8/1/01

# Departmental Listing of Assessable Units

DEPARTMENT	DESCRIPTION OF AU	RISK ELEMENTS	EXTERNAL REVIEW DATE	INTERNAL REVIEW DATE
S4/ SUPPLY	03B-000 MAJ SYSTEM/EQUIP/SUP PROCURE	Program Mgmt		6/1/01
	03C-000 MIN SYSTEM/EQUIP/SUP PROCURE	Financial		6/1/01
	03D-000 OTHER PROCUREMENT	Financial	12/1/00	
	03D-000 OTHER PROCUREMENT	Program Mgmt		8/17/98
	03D-000 OTHER PROCUREMENT	Financial	5/1/01	
	04A-000 CONTRACT ADMIN & MGMT	Program Mgmt		8/17/98
	04B-000 RECEIPT, VERIFICATION & QA	Financial	9/20/00	8/17/98
	04C-000 OTHER ADMIN & MGMT	Program Mgmt		6/1/01
	06K-000 COLLATERAL EQUIPMENT MAINT	Program Mgmt		8/1/98
	07A-835 SUPPLY ADMIN & MGMT (AVIATIO	Program Mgmt	8/1/00	8/14/98
	07B-000 SUPPLY ACQ., RECEIPT & ISSUE	Program Mgmt	7/1/00	6/1/01
	07C-000 STORAGE, WAREHOUSING, & INV	Program Mgmt	7/1/00	6/30/01
	07D-000 OTHER SUPPLY OPS	Program Mgmt		8/19/98
	07D-800 TRAFFIC MANAGEMENT	Program Mgmt	9/12/00	
	08A-000 PROPERTY ADMIN & MGMT	Program Mgmt	6/21/01	8/16/99
	08A-000 PROPERTY ADMIN & MGMT	Program Mgmt	2/1/00	
	08A-000 PROPERTY ADMIN & MGMT	Program Mgmt		6/30/01
	08A-000 PROPERTY ADMIN & MGMT	Financial	1/1/00	
	08D-000 EQUIPMENT MGMT	Program Mgmt		8/17/98
	08E-000 PILFERABLE EQUIP/TOOLS/OTHER	Program Mgmt		8/17/98
	08G-000 PROPERTY DISPOSAL	Program Mgmt	6/1/01	8/17/98
	15A-000 TRANSPORTATION/TAD	Program Mgmt	8/17/98	

# Departmental Listing of Assessable Units

<b>DEPARTMENT</b>	<b>DESCRIPTION OF AU</b>	<b>RISK ELEMENTS</b>	<b>EXTERNAL REVIEW DATE</b>	<b>INTERNAL REVIEW DATE</b>
SJA	13L-090 LEGAL 03D-000 OTHER PROCUREMENT	Program Mgmt FINANCIAL		7/21/99





<b>IDENTIFYING THE EVENT CYCLE</b>	
Assessable Unit (AU)	Organization/Activity
<b>STEP 3: DESCRIBE THE EVENT CYCLE.</b> <span style="float: right;"><i>(How do I do the job?)</i></span>	
Purpose/Instructions: The purpose of this step is to: (1) List the steps and the related controls used to accomplish the AU, including inputs, processes and outputs. If steps are already identified in department flowcharts, instructions, orders, SOP's, desktop procedures, simply identify the source. (2) Brainstorm/ list the risks associated with the assessable unit. These risks can usually be described in terms of what can go wrong.	

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<b>TESTING THE CONTROLS</b>	
Assessable Unit (AU)	Organization/Activity
<b>STEP 4: TESTING THE CONTROLS</b>	
<p>Purpose/Instructions: This step tests the controls presently in effect using sample testing, observations and interviews. Testing must be fully documented by identifying:</p> <ul style="list-style-type: none"><li>(1) The transactions, documents, reports, etc. that were tested.</li><li>(2) Steps and actions observed.</li><li>(3) Personnel interviewed and their AU responsibilities</li></ul> <p>Provide a statement to explain whether controls were adequate, weak, nonexistent or excessive. Weak, nonexistent or excessive controls are weaknesses requiring corrective action.</p>	

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<b>RESULTS OF THE ICR</b>	
Assessable Unit (AU)	Organization/Activity
<b>STEP 5: SCOPE OF THE ICR AND RESULTS OF THE TESTING</b>	
Purpose/Instructions: This step identifies the scope (what was evaluated) of the ICR; identifies material weaknesses detected in the ICR; and documents plans for corrective actions.	
Scope of the ICR:	
Material Weaknesses:	
Plans for Corrective Actions: (Include an estimated completion date for each corrective action or the actual date action was completed. If a particular corrective action is outside your area of responsibility, identify the individual, division or organization that has the responsibility for the weakness)	
ICR Conducted By	Date
ICR Approved By	Date