



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY INTELLIGENCE AND SECURITY COMMAND  
501<sup>ST</sup> MILITARY INTELLIGENCE BRIGADE  
UNIT 15282  
APO AP 96205-5282

IADK-Z

12 JUL 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Brigade Commander's Policy # 20 - Managers' Internal Control Program (MICP)

1. References:

- a. Army Regulation 11-2, Managers' Internal Control Program, 26 Mar 12.
- b. DoD Instruction 5010.40 – Managers' Internal Control Program Procedures, 30 May 13.
- c. 501<sup>st</sup> MI Brigade MICP Standard Operating Procedures, 1 Jun 16.

2. Purpose. To establish effective and efficient stewardship of brigade resources IAW existing laws, regulations, and policies.

3. Summary. I fully support the Manager's Internal Control Program (MICP) and expect members of the Command to do the same. Management controls are an integral part of this brigade's operation. AR 11-2 requires that this brigade have a MICP in place to provide reasonable assurance that government resources are being safeguarded against waste, loss, misuse, or misappropriation and that programs are being performed efficiently and effectively.

4. Specifics.

a. The Brigade Commander serves as the Assessable Unit Manager (AUM) for INSCOM and Senior Responsible Officer (SRO) for the brigade. The Commander certifies the results of required management control evaluations and signs the Annual Statement of Assurance. The Brigade Budget Officer serves as the Internal Control Administrator (ICA) for the brigade and performs all duties required of the position.

b. Staff Section Leaders assist the ICA in formulating the MICP within the particular section's area of expertise. They evaluate functional areas within their arena using established management control checklists or acceptable alternate methods of evaluation (as outlined in the MICP). They are responsible for maintaining completed inspection checklists with supporting documentation and forward copies of inspection results to the ICA.

c. Battalion Commanders serve as the Assessable Unit Manager (AUM) for their battalion. They immediately report any self-identified material weaknesses discovered within the unit to the appropriate brigade staff section OIC. Commanders also promote awareness of the Managers' Internal Control Program within the unit.

d. A material weakness occurs when a management control is either absent or ineffective. It warrants immediate attention on the part of unit leaders. Weaknesses can be identified through observation, self-inspection, internal inspections, or external audits /

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evaluations. Once identified, it is critical that the weakness is fully understood and a corrective action plan is quickly put into place to remedy the problem.

e. An Annual Statement of Assurance is prepared and submitted IAW Intelligence and Security Command yearly guidance, the brigade MICP SOP, AR 11-2, and other regulatory guidance. The AUM must sign all DA Forms 11-2 to record and certify results of all inspections.

5. Point of contact for this memorandum is the 501<sup>st</sup> MI Bde Resource Management Office, DSN 315-723-8330 or 315-723-4384.



DERRICK S. LEE

COL, MI

Commanding

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