

APPENDIX L
G8

STAFF ELEMENT: G8
SUB-FUNCTION: Internal Controls
REFERENCES: AR 11-2; USFK Pam 11-1

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. Each Assessable Unit Manager (AUM) has designated an internal control coordinator in writing (YA-2, GS-9, KGS-9 or above) and provided a copy of the appointment to HQ EUSA G8 (USFK Pam 11-1, para 1-4c(2)). (5 points)	_____	_____	_____
2. The command Internal control coordinator attended annual training presented by HQ EUSA G8; and presented and documented effective, annual training to his/her supported activities' AUMs, subordinate Assessable Unit internal control coordinators, and functional managers (USFK Pam 11-1, para 1-4d(2)). (10 points)	_____	_____	_____
3. Internal Control responsibilities are explicitly stated in support forms of personnel in AUM, functional manager and Internal Control Coordinator positions. Confirm compliance with this requirement in the annual assurance statement (USFK Pam 11-1, para 1-4c(8)(c); and AR 11-2, para 2-10). (10 points)	_____	_____	_____
4. The command maintains an internal control continuity book – including the Assessable Units' Internal Control Evaluation Plans (ICEPs); internal control training records; relevant audits and inspection results; and at least the past two years' signed DA Forms 11-2-R and annual assurance feeder statements (USFK Pam 11-1, para 1-4d(6)). (10 points)	_____	_____	_____
5. Each Assessable Unit maintains and implements an effective Internal Control Evaluation Plan (ICEP). The ICEP describes what and how key management controls will be evaluated. AUMs, Internal Control Coordinators and Functional Managers have access to the ICEP, past evaluation results and annual assurance feeder statements, and relevant audit/inspection results (USFK Pam 11-1, para 1-4c(5) and 1-4d(5) and AR 11-2, para 1-14b). (5 points)	_____	_____	_____
6. Internal control evaluations have been conducted in accordance with the activity's ICEP, AR 11-2 and USFK Pam 11-1; and documentation is retained on file for at least two years (USFK Pam 11-1, para 1-4c(7). Scope of evaluations - documented on signed memorandum and/or DA Forms 11-2-R – shall include: a. Mission essential tasks (USFK Pam 11-1, para 2-1) (10 points) .	_____	_____	_____
b. High-risk, collateral responsibilities (USFK Pam 11-1, para 2-2) (5 points) .	_____	_____	_____

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<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
c. Relevant Internal Controls over Financial Reporting (ICOFR) focus areas (USFK Pam 11-1, para 2-3) (5 points) .	_____	_____	_____
7. Internal control evaluation documentation is supported by an audit trail that adheres to Government Accountability Office, AR 11-2 and USFK Pam 11-1 standards, and indicates: who conducted the evaluations, date of evaluations, what key controls were evaluated, what methods were used during evaluations, what management control weaknesses were identified (USFK Pam 11-1, para 1-4e(1)). (15 points)	_____	_____	_____
8. The AUM has reported material weaknesses in internal controls through the chain of command – along with corrective actions taken and planned to correct the material weaknesses in a timely manner. Progress is tracked and reported at least quarterly – and in annual assurance statements – to reflect the status of the issue, and corrective actions – until the weaknesses are properly validated as closed by an external activity. Documentation is retained by the Internal Control Coordinator and relevant Functional Managers for at least two years after proper material weakness closure. (USFK Pam 11-1, para 1-4c(8)(b)). (10 points) .	_____	_____	_____
9. Each AUM has signed an annual assurance statement – and accompanying DA Forms 11-2-R – to include a cover memo, narrative on the basis for reasonable assurance, internal control accomplishments description, and material weaknesses – on or before the established annual suspense date (USFK Pam 11-1, para 1-4c(8), and annual command instructions). (10 points) .	_____	_____	_____
10. All locally developed / alternative evaluation methods have been submitted to HQ EUSA ACoS, G8 (EARM-DM) for approval and integrated in the unit's Internal Control Evaluation Plan (USFK Pam 11-1, para 2-1e(4)(a)). (5 points) .	_____	_____	_____

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APPENDIX L
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STAFF ELEMENT: G8
SUB-FUNCTION: Budget

INSPECTION ITEM AND REFERENCE COMPLY NON-COMPLY N/A
Point system range from 1 – 5;
with 5 being the maximum received.

Fund Controls (6 points)

1. References: DFAS Regulation 37-1, DODFMR, DFAS Regulation 37-100-**, AR 11-2, AR 34-47, AR 37-49, Eighth U.S. Army RM Budget Execution Guidance (BEG) and other locally published guidance/policy that may be applicable to this checklist.

- a. Incoming/Outgoing Obligation Targets (OTs) are properly prepared and on file? (1.5 points) ___ ___ ___
- b. Is there a fund control system in place to track fund distribution to subordinate organizations? (1.5 points) ___ ___ ___
- c. OT's processed by the MSC's for subordinate organizations match Eighth U.S. Army OT's distribution by Annual Funding Target, Allowance, and Sub Activity Group (SAG)? (1.5 points) ___ ___ ___
- d. Are published Standing Operating Procedures (SOPs) on file? (1.5 points) ___ ___ ___

Document Controls (18 points)

- a. Is there a log for cost transfers? (2.0 points) ___ ___ ___
- b. Are cost transfers input properly into RMT? (2.0 points) ___ ___ ___
- c. Is there a log for incoming/outgoing Military Interdepartmental Purchase Requests (MIPRs)? (2.0 points) ___ ___ ___
- d. Have MIPR earnings been applied in a timely manner? (2.0 points) ___ ___ ___
- e. Are unused funds returned in a timely manner, instead of waiting until YEC (i.e. MIPRs are closed promptly)? (2.0 points) ___ ___ ___
- f. Are controls in place reference creation/clearance of Miscellaneous Obligation Documents (MODs)? (2.0 points) ___ ___ ___
- g. Is each MOD supported by appropriate backup? (2.0 points) ___ ___ ___
- h. Are the MODs deobligated or removed within 30 days after input from Standard Finance System (STANFINS)? (2.0 points) ___ ___ ___
- i. What procedures are in place to ensure that each service contract requirement annually is approved by CG EUSA or DCG EUSA before being certified by RM Office. (2.0 points) ___ ___ ___

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RMT (18 points)

- a. Are commitments input in RMT in a timely manner?
(2.0 points) ___ ___ ___

- b. Is there a system in place to identify and monitor Reimbursable and Direct funding through RMT? (2.0 points) ___ ___ ___

- c. Are management controls in place to ensure that funds are available prior to fund certification for travel orders, local purchase requests, etc., and prior to processing supply requisitions via SARSS/ULLS? (2.0 points) ___ ___ ___

- d. What procedures are in place to monitor abnormal procedures in RMT? Are the Enterprise reports being looked at daily and corrected through RMT? (2.0 points) ___ ___ ___

- e. Is the Block Report being checked daily to ensure interface with STANFINS? (2.0 points) ___ ___ ___

- f. Are users who originate APCs and Customer numbers for FY09 and beyond notifying their Command Analyst to approve in the RMT system in a timely manner? (2.0 points) ___ ___ ___

- g. Is there a procedure in place for reviewing the "What's New" announcements in RMT. (2.0 points) ___ ___ ___

- h. What procedures are used to establish new users in RMT with the proper system profile? Who's the ASN Admin and who determines user roles? (2.0 points) ___ ___ ___

- i. What procedures are used to ensure that users who leave the unit are permanently removed as an active user in RMT? (2.0 points) ___ ___ ___

PMOPs (10 points)

- a. Are the MSCs executing their AFP at PMOP detail (by APPN, AMS6, and MDEP?) (2.5 points) ___ ___ ___

- b. Are the PMOP lines of detail in balance with the designated AFP? (2.5 points) ___ ___ ___

- c. Did the MSC provide a Monthly Deviation Report explaining variances of +/- 5% of actual vs planned to Eighth U.S. Army RM, Program and Budget Division, Budget Execution Branch when requested by G8? (2.5 points) ___ ___ ___

- d. Is the MSC maintaining copies of the Monthly Deviation Report(s)? (2.5 points) ___ ___ ___

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UFRs (Unfinanced Requirements) (10 points)

- a. Does MSC have valid UFR(s) that can be executed in the current FY? (2.5 points) ___ ___ ___
- b. Are the UFRs loaded in Eighth Army Command Operating Budget (EACOBS)? (2.5 points) ___ ___ ___
- c. If the UFR was funded, were the funds executed for the purpose of the UFR? (2.5 points) ___ ___ ___
- d. Did the MSC return any excess/unused UFR funds to Eighth U.S. Army RM? (2.5 points) ___ ___ ___

Publishing Guidance (10 points)

- a. Did the MSC publish Budget Execution Guidance to subordinate units? Is the guidance on file? Is the guidance current? (2.0 points) ___ ___ ___
- b. Did the MSC publish Year-End Close Guidance for their subordinate units? (2.0 points) ___ ___ ___
- c. Did the MSC receive any Limitations Funds .0012/.0017 (Official Representation Funds respectively)? (2.0 points) ___ ___ ___
- d. If so, are management controls in place to ensure compliance with applicable regulation? (Reference AR 37-47) (2.0 points) ___ ___ ___
- e. Are Fund Certification memos current and on file for each individual that has certification authority? (2.0 points) ___ ___ ___

Budget Execution/Formulation (10 points)

- a. Did the MSC notify Eighth U.S. Army RM, Program and Budget Div, Budget Execution Branch of the over-obligation? (2.0 points) ___ ___ ___
- b. Are written procedures in place to take corrective actions if over-obligation occurs? (2.0 points) ___ ___ ___
- c. Are management controls in place to ensure that all year-end cutoff dates and milestones are met IAW DFAS 37-1, and Eighth U.S. Army YEC Guidance? (2.0 points) ___ ___ ___
- d. Did the MSC conduct periodic reviews with subordinate units (at least quarterly) to review and analyze budget execution? (2.0 points) ___ ___ ___
- e. Is EACOBS (Eighth U.S. Army Command Operating Budget System) fully operational? (2.0 points) ___ ___ ___

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Joint Review (18 points)

- a. Are Monthly Reconciliation of Supply Document Registers (SPBS and ULLS), along with RMT obligation reports, conducted; and are they on file? (3.0 points) ___ ___ ___

- b. Are Non-Stock Fund Orders and Payable reports from 175th CPA reviewed and reconciled three times a year IAW DFAS 37-1 current and prior years? (3.0 points) ___ ___ ___

- c. Is RMT Joint Review functionality being used to accomplish the Joint Review. (3.0 points) ___ ___ ___

- d. Are required deobligations, adjustments, or correction identified during the review documented and processed within 10 working days of their identification by the responsible person? (3.0 points) ___ ___ ___

- e. Did the MSC maintain a copy of the last NSFOP reconciliation report? (3.0 points) ___ ___ ___

- f. Was MSC's Joint Review performed within 120 days of scheduled CIP Inspection? (3.0 points) ___ ___ ___

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ACofS, G-8 - 8th Army		
CIP DATE: _____	ORGANIZATION: _____	Implemented on 1 Nov 2009
GOVERNMENT TRAVEL CARD		
<p>THIS CHECKLIST WILL BE GIVEN TO THE ACTIVITY PROGRAM COORDINATOR. Ensure that the following items are on hand prior to CIP: All appointment orders, records of training, list of accounts and individual account folders. Be prepared to access files and run queries. Continuity Book needs to be on hand.</p>		
POC/PHONE NUMBER: _____		

	Yes	No	Remarks
<u>Applications</u>			
1. Does the APC ensure that the travel card applications are accurate and complete with appropriate blocks initialed rather than checked? (5 points)			
<u>Statement of Understanding</u>			
2. Does the APC ensure that the Statement of Understanding is accurate and complete, that is initialed and signed by the cardholder/(APC/Supervisor) and retained on file? (5 points)			
<u>Training</u>			
3. Are cardholders provided initial training on proper use of the travel charge card at issuance and refresher training at least biennially thereafter? (5 points)			
4. Are APCs fully trained to perform their tasks, to include proficiency in the use of the CCM and its various reports, in order to effectively manage the program and monitor card use? (5 points)			
5. Are current commanders and managers, trained on the use of the GTC and are they knowledgeable and understand the command policy? (5 points)			
<u>Program Management Reports</u>			
6. Are all accounts (standard/restricted) tvl and ATM limits set at perspective DA or MACOM amounts? (10 points)			
7. Are measures in place to keep the listing of cardholders up-to-date? (i.e., accounts of departed cardholders transferred or canceled, newly arrived cardholders picked up) (10 points)			
8. Does the APC use Citi report exception reports to detect inappropriate/unauthorized ATM cash withdrawals and incidents of non-sufficient funds (NSF) checks? (i.e., withdrawals not associated with official travel, or in excess of amounts required for official travel) Does the APC notify the cardholder's supervisor/commander, in a timely manner, of suspected inappropriate/unauthorized ATM cash withdrawals and NSF checks, and retain documentation of that notification? (10 points)			
9. Is a monthly 10% review of all active cards usage being reviewed to detect inappropriate/unauthorized retail charges? (i.e., charges not related to official travel) Does the APC notify the cardholder's supervisor/commander of suspected misuse and retain documentation of the notification? (10 points)			
10. Is the monthly delinquency report reviewed to identify 30/60/90 days delinquent cardholders? Has action been taken to notify the CDR cardholder/supervisor? (10 Points)			

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Government Travel Card Checklist (Cont) as of 1 Nov 2009			
11. Does the APC adjust cash/credit limits to meet mission requirements and reduce them to normal limits when the requirement no longer exists? (5 Points)			
<u>Other</u>			
12. Are restricted accounts deactivated? (10 points)			
13. Are Travel Card Holders utilizing split disbursement? (10 points)			
Anything below 70% is unsat			
Inspector's Signature/Date:			

INSPECTOR SIGNATURE / DATE _____

**APPENDIX L
G8**

STAFF ELEMENT: G8

ACofS, G-8 - 8th Army		
CIP DATE: _____	ORGANIZATION: _____	Implemented on 1 Nov 2009
<u>DTS CHECK LIST</u>		
<p><i>THIS CHECKLIST WILL BE GIVEN TO THE ACTIVITY PROGRAM COORDINATOR. Ensure that the following items are on hand prior to CIP: DD FORM 577's. Be prepared to access files and run queries.</i></p>		
POC/PHONE NUMBER: _____		

	Yes	No	Remarks
1. Are certifying officers and accountable officials appointed in writing by an official in the organization who has authority to appoint certifying officers and accountable officials? DoDFMR Volume 5, Chapter 33 (5 points)			
2. Are certifying officers and accountable officials duly appointed prior to receiving special permissions and access in the DTS? DoDFMR Volume 5, Chapter 33; ABRDTS; DTA Users Manual, Chapter 3.3 (5 points)			
3. Do certifying officers and departmental accountable officials complete certifying officer and accountable official training prior to receiving special permissions and access in DTS? DoDFMR Volume 5, Chapter 33 (5 points)			
4. Does FDTA maintain a file of appointment documents for authorizing officials appointed as certifying officers for travel claims? DoDFMR, Volume 9, Chapter 2. (5 points)			
5. Does FDTA forward a letter signed by the installation or activity commander/director to the appropriate disbursing office(s) stating that all authorizing officials acting as certifying officers for travel claims have been appointed and delegated in writing and indicating where copies of the records are maintained? DoDFMR, Volume 9, Chapter 2. (5 points)			
6. Is refresher training provided for certifying officers and accountable officials so that they maintain an understanding of appropriate laws and policies? DoDFMR, Volume 9, Chapter 2. (5 points)			
7. Are appointments for certifying officers and accountable officials revoked in writing when they no longer hold the position of certifying officer or accountable official for the organization (for example, when they are preparing to leave the organization)? DoDFMR Volume 5, Chapter 33 and Volume 9, Chapter 2 (5 Points)			

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DTS CHECK LIST Continued (1 NOV 2009)			
8. Are DTS permissions and access appropriate for the role of the user in DTS? ABRDTS; DTA Users Manual, Chapter 3.3 (5 points)			
9. When certifying officer and accountable official appointments are revoked, are DTS permissions and access reduced to the minimum level needed to support normal travel requirements? ABRDTS, DoDFMR, Volume 9, Chapter 2 (5 points)			
10. Are persons who serve in defense travel administration (DTA) precluded from also serving as approval authorities (authorizing official, certifying officer, authorizing official/certifying officer (AO/CO), or selfauthorizing official) unless an exception is granted in writing by the Army Command (ACOM), Army Service Component Command (ASCC), or Direct Reporting Unit (DRU) headquarters? GOA Internal Control Management & Evaluation Tool; ABRDTS (5 points)			
11. Do personnel in the organization who control funds practice sound funds control and accounting practices and ensure that the DTS budget (checkbook) is reconciled against actual appropriated funds to prevent Antideficiency Act violations? DoDFMR Volume 9, Chapter 2 (5 points)			
12. In the DTS traveler profile, are the Advance Authorization and Mandatory Use of GOVCC fields (Government Charge Card) populated based on requirements in the Travel and Transportation Reform Act of 1998 and Army policy? DoDFMR Volume 9, Ch 3. (5 points)			
13. Does the organization/site (normally defense travel administration) run DTS reports at least monthly to verify that vouchers are completed within the required timeline to settle open travel authorizations? DoDFMR, Volume 9, Chapter 2; ABRDTS (5 points)			
14. Are appointments to Non-DTS Entry Agent (NDEA) restricted to uniformed members and DoD employees? DoDFMR Volume 9, Chapter 2 (5 points)			
15. Are travel vouchers signed by an NDEA only as an exception—in cases where the traveler does not have reasonable access to DTS to sign their own voucher (“unconnected travelers”)? DoDFMR Volume 9, Chapter 2, ABRDTS (5 points)			
16. If an NDEA signs a DTS travel voucher for a disconnected traveler (using the T-ENTERED stamp), are required receipts and a DD Form 1351.2 signed by the traveler electronically attached to the voucher? DoDFMR, Volume 9, Chapter 2 (5 points)			

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DTS CHECK LIST Continued (1 NOV 2009)			
17. Are travel arrangements for commercial transportation, rental cars (if authorized), and commercial lodging arranged through an available commercial travel office (CTO) or inhouse travel arranger in accordance with JFTR/JTR, Appendix O, T4020-B3, B4? (5 points)			
18. Are GSA <i>contract city pair flights</i> used unless there is a qualifying exception, as described in JFTR/JTR Appendix O? JFTR/JTR Appendix O, T4060-B1b; ABRDTS (5 points)			
19. Are receipts for lodging, and other individual official travel expenses of \$75 or more, including airline receipts charged to the individually billed account , electronically attached to the travel voucher? JFTR/JTR Appendix O, T4050-B2; DoDFMR Volume 9, Chapter 2. (5 points)			
20. Do travelers use split disbursement to settle expenses incurred with the Government travel charge card? DoDFMR Volume 9, Chapter 3; ABRDTS (5 points)			
Anything below 70% is unsat			
Inspector's Signature/Date:			

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