UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

IN REPLY REFER TO:
7000
TRNG/OPS
20 Aug 86

From: Assistant Chief of Staff, Training and Operations
To: Commanding General, Marine Corps Base, Camp Lejeune
Via: Assistant Chief of Staff, Comptroller (Attn: Internal Review)

Subj: REPORT ON THE RESULTS OF MANAGEMENT CONTROL REVIEW

Ref: (a) BO 7000.4A

Encl: (1) Management Control Review of Range Safety

1. In accordance with the reference, a management control review was conducted on Range Safety. Results of the review are provided as the enclosure.

J. F. Charles

J. F. CHARLES
By direction

REPORT OF MANAGEMENT CONTROL REVIEW

Function: Training/Education

Subfunction: Range Safety

General Staff Office: Assistant Chief of Staff, Training and Operations

Division/Branch: Training Facilities Phone: 451-3065/3066

Statement of Subfunction Purpose: To provide safety requirements for live fire ranges. In addition, to monitor all live fire and ensure ranges are being utilized properly and safely

Number of personnel assigned to perform subfunction: 22

Supervisor Grade: Lieutenant Colonel MOS/Job Series: 0302

Employee Grade Range: LCpl-MGySgt MOS/Job Series: 0369,0811

References applicable to subfunction:

1. BO P11102.1K
2. MCO 3570.1A
3. BO 11102.2
4. See enclosure (1)
5.

Report Requirements

	Title	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

Impact of subfunction on other areas of the command: Inspect and control all areas of responsibility concerning training areas and live fire safety

Previous Audits/Reviews: None

Command Evaluation Program (CEPs) (Inspecting Offices provide blank copy of checklist):

1. Number of CEPs conducted over last 12 months:
2. Working papers page number(s):

ENCLOSURE (2)

ANALYZING THE CONTROL ENVIRONMENT

1. Introduction. The control environment is comprised of all aspects of management control. In analyzing the control environment, the reviewer should use the contents of paragraph 5 to complete the questionnaire provided below. Completed questionnaires should be forwarded as part of the Management Control Review.

Analyzing the Control Environment

QUESTIONS	YES	NO	IF NO...COMMENT
FACTOR: ORGANIZATIONAL STRUCTURE			
1. Is the organizational chart current?	X		
2. Does the organizational structure help rather than hinder work performance?	X		
3. Does the organizational structure provide for proper amounts of supervision?	X		
4. Does the organizational structure support a system of internal controls?	X		
Overall is the organizational structure satisfactory?	X		
FACTOR: POLICIES/PROCEDURES			
1. Are policies and procedures...	X		
a. Current and in writing?			
b. Consistent with statutory authority?	X		
c. Simple and easy to understand?	X		
d. Revised and updated as necessary?			
2. Do policies and procedures help rather than hinder work performance?	X		
3. Do policies and procedures support a system of internal controls?	X		
Overall, are the policies and procedures satisfactory?	X		
FACTOR: PERSONNEL			
1. Do personnel practices include:	X		
a. A code of conduct?			
b. Provisions for conflict of interest disclosures?	X		
c. Accurate and up-to-date position descriptions?	X		
d. Accurate and up-to-date performance standards?	X		
e. Periodic performance appraisal of all employees?	X		
f. A reward system based on performance?			
g. Sufficient training opportunities to improve competency and update employees on new policies and procedures?	X		

QUESTIONS	YES	NO	IF NO...COMMENT
2. Do personnel practices support a system of internal controls?	X		
Overall, are the personnel practices satisfactory?	X		
FACTOR: DELEGATION			
1. Does delegation of authority.....			
a. Exist in writing?		X	Delegation is internal only
b. Clearly delinate duties and responsibilities?	X		
c. Prevent overlapping, duplication, and conflict of duties and responsibilities?	X		
d. Grant sufficient authority to officials to carry out their responsibilities?			
e. Divide responsibility so that no single official controls all phases of a critical transaction?	X		
2. Does delegation of authority support a system of internal controls?	X		
Overall, is the delegation of authority satisfactory?	X		
FACTOR: BUDGETING			
1. Is there a long-range planning process?	X		
2. Is the budget system integrated with the planning process?	X		
3. Is the accounting system integrated with the budget system?	X		
4. Does the approved budget become the operating plan?	X		
5. Are plans and budgets effectively communicated throughout the organization?	X		
Overall, is the budgeting and planning process satisfactory?	X		
FACTOR: COMMUNICATION			
1. Do performers receive feedback as a result of supervisory monitoring?	X		
2. Do formal or informal mechanism exist for management to get suggestions or other information from line personnel?	X		
3. Do formal or informal mechanisms exist for sharing information across work units?	X		
4. Does the communication among staff support a system of internal controls?	X		
Overall, is the communication within the activity satisfactory?	X		

ENCLOSURE (2)

QUESTIONS	YES	NO	IF NO...COMMENT
FACTOR: APD CONSIDERATIONS			
1. Are data safeguarded to prevent unauthorized access, improper changes or loss?			NA
2. Do appropriate controls exist to detect unauthorized use of the system?			
3. Are there procedures in place to ensure that data entered are: authorized/approved, complete, accurate, and timely?			
4. Are there procedures in place to ensure that data outputs are: complete, accurate, and timely?			
5. Are the personnel aware of the control risks in ADP systems?			
Overall, are ADP systems satisfactory ?			
FACTOR: REPORTING			
1. Are reports timely, accurate, useful, and distributed to appropriate users?	X		
2. Do progress or performance reports show comparisons with planned performance, budget allowances, and/or past performance?	X		
3. Are reports made in accordance with prescribed directives?	X		
4. Are personnel required to report only on those matters within their control?	X		
5. Are reports made on the internal control system?	X		
Overall, is the reporting process satisfactory?	X		

LIST OF SUBFUNCTIONS AND EVENT CYCLES

General Staff Office: Assistant Chief of Staff Training and Operations

Division/Section: Training Facilities

Function: Training/Education

Subfunction	Event Cycles
Range Control	1. Schedules all airspace for aircraft 2. Sends out live firing notice to civilian/military units 3. Schedules all training areas and live fire ranges aboard Camp Lejeune
Range Inspector	Constantly checks each range/training area for safety violations and range inconsistancies
Range Control Duty Officer	Controls all live fire by radio responsible for coordinating units/aircraft moving from one location to another while live fire is being conducted
Navy Boat Crew	Provides safety boats for live fire over BT-3/N-1 and Intracoastal Waterway. In addition, they provide support for parachute operations when conducting water drops
Safety NCO	One SSgt is appointed as a Training Facilities representative. He works directly with base safety in resolving and correcting base safety hazards.

Prepared by: [signature] Date: 19 Aug 86

Reviewed by: [signature] Date: 20 Aug 86

ENCLOSURE (2)

-SAMPLE-

MANAGEMENT CONTROL OBJECTIVES AND TECHNIQUES

General Staff Office: Assistant Chief of Staff, Training and Operations

Division/Branch: Training Facilities

Function: Training and Education

Subfunction: Range Safety

Event Cycle	Risk	Control Objectives	Control Techniques	Working Papers Number
1. Identify Range requirements	Units request same training areas	Request 14 days for resolution of problems	Alternate training areas required	BO P11102.1K
2. Ensure range boundaries (fans) do not overlay within another units area	Overlooking range fans can cover fatality	Process all range requirements by computer	All requirements are reviewed by CO of Range Control	MCO 3570.1A
3. Range inspector checks ranges daily	Not being able to check each range while firing	To obtain complete range safety by contact with units in the field	Checks ranges daily for safety violations	N/A
4. Boat operations	Not being able to cover all small creeks or inlets	To ensure all water traffic is aware of live fire	Boats are used to block the Waterway and observe BT-3/N-1 impact area Helicopters "sweep" areas for safety prior to unit live firing	BO P11102.1K
5. Range operations by Range Control Duty Off.	Oversight of operations while conducting live fire	To ensure complete safe ranges, training areas and airspace	Receives firing notice from Range Control. Has map boards to mark all areas/airspace being utilized. Record all radio communications for safety purpose	BO P11102.1K
6. Safety NCO	None	To ensure safety on Base	Attends Base Safety meetings responsible for shop safety	N/A

Prepared by: _____ Date: _____

Reviewed by: _____ Date: _____

ENCLOSURE (2)

LISTING OF MAJOR DEFICIENCIES AND CORRECTIVE ACTIONS

Deficiency.

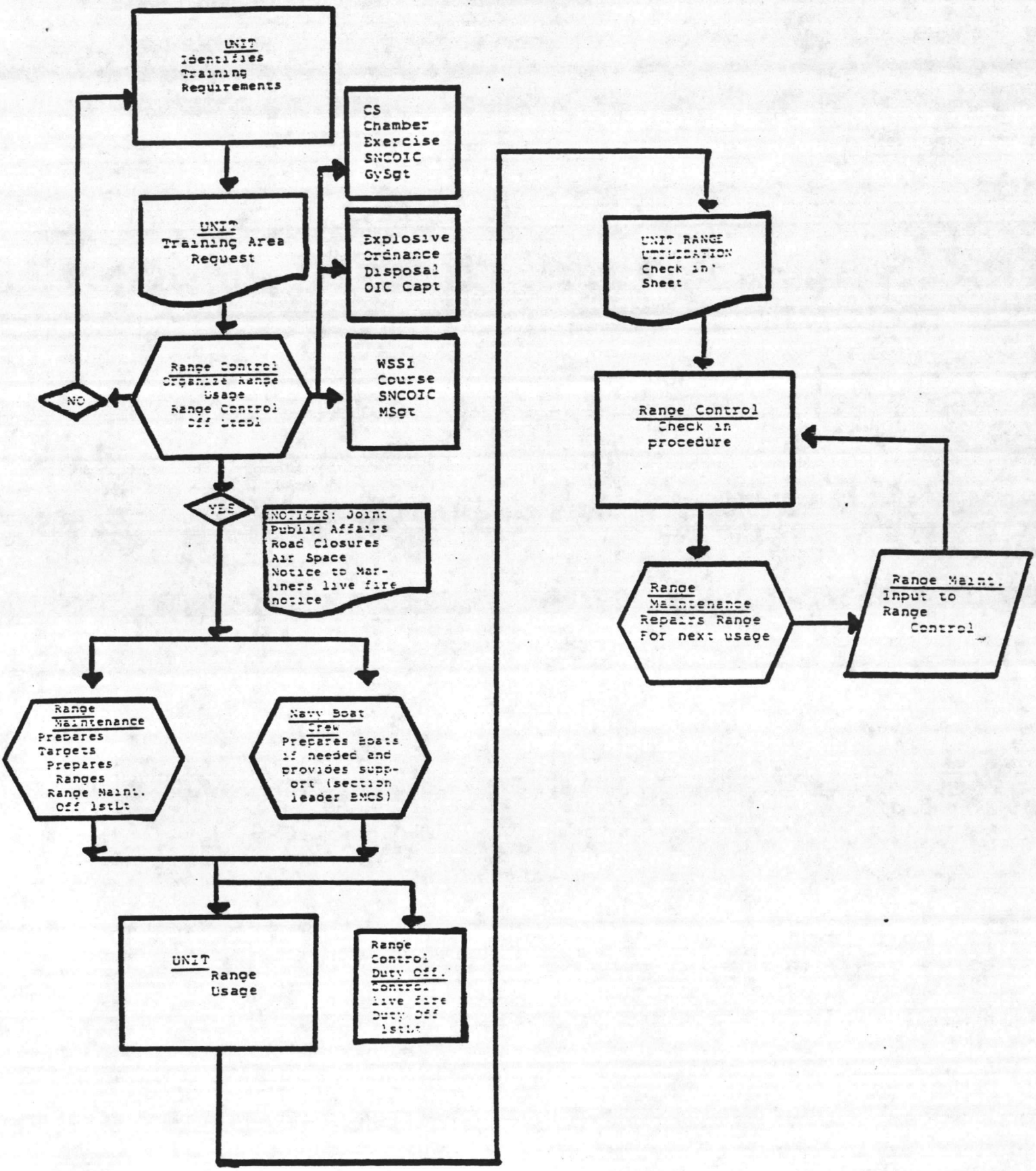
The Range Control Duty Officers are FAPed. A six month tour is too great of a turnover. Their responsibilities include the control and safety of 65 live fire ranges and 111,000 acres of training area at Camp Lejeune. By the time they get proficient in their job they are leaving

Corrective Action.

This billet should be PCS or for a minimum of one year.

Deficiency.

Corrective Action.


UNIT
Identifies
Training
Requirements
CS
Chamber
Exercise
SNCOIC
GySgt
UNIT
Training Area
Request
Explosive
Ordnance
Disposal
OIC Capt
Range Control
Organize Range
Usage
Range Control
Off Lt col
NO
WSSI
Course
SNCOIC
MSgt
YES
NOTICES: Joint
Public Affairs
Road Closures
Air Space
Notice to Mar-
iners live fire
notice
Range
Maintenance
Prepares
Targets
Prepares
Ranges
Range Maint.
Off 1stLt
Navy Boat
Crew
Prepares Boats
if needed and
provides supp-
ort (section
leader EMCS)
UNIT
Range
Usage
Range
Control
Duty Off.
Control
live fire
Duty Off
1stLt
UNIT RANGE
UTILIZATION
Check in
Sheet
Range Control
Check in
procedure
Range
Maintenance
Repairs Range
For next usage
Range Maint.
Input to
Range
Control

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

IN REPLY REFER TO:
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20 Aug 86

From: Assistant Chief of Staff, Training and Operations
To: Commanding General, Marine Corps Base, Camp Lejeune
Via: Assistant Chief of Staff, Comptroller (Attn: Internal Review)

Subj: REPORT ON THE RESULTS OF MANAGEMENT CONTROL REVIEW

Ref: (a) BO 7000.4A

Encl: (1) Management Control Review of Explosive Ordnance Disposal

1. In accordance with the reference, a management control review was conducted on the Explosive Ordnance Disposal Branch. Results of the review are provided as the enclosure.

J. F. CHARLES
By direction

REPORT OF MANAGEMENT CONTROL REVIEW

Function Range Control

Subfunction Explosive Ordnance Disposal

General Staff Office Assistant Chief of Staff, Training and Operations

Division/Branch Training Facilities Branch Phone 451-0558/0382

Statement of Subfunction Purpose: The DOD mission is to provide the capability to neutralize hazards associated with ordnance which, because of unusual circumstances, are beyond the normal capabilities of other specialities and present a threat to operations, installations, personnel or material.

Number of personnel assigned to perform subfunction: 5

Supervisor Grade: 0-3 MOS/Job Series: 2305

Employee Grade Range: E-5 thru E-8 MOS/Job Series: 2336

References applicable to subfunction:

1.	MCO 3571.2E	MCO 8010.1D	OPNAVINST 5510.1G
2.	MCO 8027.1C	BO 8027	SECNAVINST 5212.5B
3.	MCO 4790.2B	BO 5510.6E	EOD B 0-1-60-1
4.	MCO 5215.1F	NAVMC 1017	
5.	MCO 8011.4F	VM-4400-124	

Report Requirements

	Title	Recipient	Frequency
1.	Weekly Operations Report	Range Control	Weekly
2.	Command Chronology	Range Control	Semi-Annual
3.	Classified Files Inventory	BCFII/Security Mgr	Semi-Annual
4.	JNACC Report	JNACC	Annual
5.			

Impact of subfunction on other areas of the command: Requires support for transportation, storage of explosives, communications, logistics, office and working spaces.

Previous Audits/Reviews: NONE

Command Evaluation Program (CEPs) (Inspecting Offices provide blank copy of checklist):

1. Number of CEPs conducted over last 12 months: 0
2. Working papers page number(s):

ENCLOSURE (2)

ANALYZING THE CONTROL ENVIRONMENT

1. Introduction. The control environment is comprised of all aspects of management control. In analyzing the control environment, the reviewer should use the contents of paragraph 5 to complete the questionnaire provided below. Completed questionnaires should be forwarded as part of the Management Control Review.

Analyzing the Control Environment

QUESTIONS	YES	NO	IF NO...COMMENT
FACTOR: ORGANIZATIONAL STRUCTURE			
1. Is the organizational chart current?	X		
2. Does the organizational structure help rather than hinder work performance?		X	Manpower level does not meet operational requirements
3. Does the organizational structure provide for proper amounts of supervision?	X		
4. Does the organizational structure support a system of internal controls?	X		
Overall is the organizational structure satisfactory?	X		
FACTOR: POLICIES/PROCEDURES			
1. Are policies and procedures...	X		
a. Current and in writing?	X		
b. Consistent with statutory authority?	X		
c. Simple and easy to understand?	X		
d. Revised and updated as necessary?			
2. Do policies and procedures help rather than hinder work performance?	X		
3. Do policies and procedures support a system of internal controls?	X		
Overall, are the policies and procedures satisfactory?	X		
FACTOR: PERSONNEL			
1. Do personnel practices include:	X		
a. A code of conduct?	X		
b. Provisions for conflict of interest disclosures?	X		
c. Accurate and up-to-date position descriptions?	X		
d. Accurate and up-to-date performance standards?	X		
e. Periodic performance appraisal of all employees?	X		
f. A reward system based on performance?			
g. Sufficient training opportunities to improve competency and update employees on new policies and procedures?	X		

QUESTIONS	YES	NO	IF NO...COMMENT
2. Do personnel practices support a system of internal controls?	X		
Overall, are the personnel practices satisfactory?	X		
FACTOR: DELEGATION			
1. Does delegation of authority.....			
a. Exist in writing?	X		
b. Clearly delinate duties and responsibilities?	X		
c. Prevent overlapping, duplication, and conflict of duties and responsibilities?	X		
d. Grant sufficient authority to officials to carry out their responsibilities?	X		
e. Divide responsibility so that no single official controls all phases of a critical transaction?	X		
2. Does delegation of authority support a system of internal controls?	X		
Overall, is the delegation of authority satisfactory?	X		
FACTOR: BUDGETING			
1. Is there a long-range planning process?	X		
2. Is the budget system integrated with the planning process?	X		
3. Is the accounting system integrated with the budget system?	X		
4. Does the approved budget become the operating plan?	X		
5. Are plans and budgets effectively communicated throughout the organization?	X		
Overall, is the budgeting and planning process satisfactory?	X		
FACTOR: COMMUNICATION			
1. Do performers receive feedback as a result of supervisory monitoring?	X		
2. Do formal or informal mechanism exist for management to get suggestions or other information from line personnel?	X		
3. Do formal or informal mechanisms exist for sharing information across work units?	X		
4. Does the communication among staff support a system of internal controls?	X		
Overall, is the communication within the activity satisfactory?	X		

ENCLOSURE (2)

QUESTIONS	YES	NO	IF NO...COMMENT
FACTOR: APD CONSIDERATIONS			
1. Are data safeguarded to prevent unauthorized access, improper changes or loss?			
2. Do appropriate controls exist to detect unauthorized use of the system?			N/A
3. Are there procedures in place to ensure that data entered are: authorized/approved, complete, accurate, and timely?			
4. Are there procedures in place to ensure that data outputs are: complete, accurate, and timely?			
5. Are the personnel aware of the control risks in ADP systems?			
Overall, are ADP systems satisfactory ?			N/A
FACTOR: REPORTING			
1. Are reports timely, accurate, useful, and distributed to appropriate users?	X		
2. Do progress or performance reports show comparisons with planned performance, budget allowances, and/or past performance?	X		
3. Are reports made in accordance with prescribed directives?	X		
4. Are personnel required to report only on those matters within their control?		X	Personnel are required to report on all aspects of the operation
5. Are reports made on the internal control system?	X		
Overall, is the reporting process satisfactory?	X		

ENCLOSURE (2)

LIST OF SUBFUNCTIONS AND EVENT CYCLES

General Staff Office: Assistant Chief of Staff, Training and Operations

Division/Section: Range Control

Function: Explosive Ordnance Disposal

Subfunction	Event Cycles
Operations	Notification Schedual/Respond Liasion Evaluation Perform

Prepared by: MSgt Barton Date: 860521

Reviewed by: Capt Way Date: 860521

ENCLOSURE (2)

LIST OF SUBFUNCTIONS AND EVENT CYCLES

General Staff Office: AC/S, Training and Operations

Division/Section: Explosive Ordnance Disposal

Function:

Subfunction	Event Cycles
Motor Transport	Daily vehicle operational/ safety check Daily vehicle dispatch Daily vehicle cleaning Weekly vehicle preventive maintenance Weekly vehicle cleaning

Prepared by: [signature] Date: MAY 21 1986

Reviewed by: MGYSGT [signature] Date: 860521

ENCLOSURE (2)

-SAMPLE-

MANAGEMENT CONTROL OBJECTIVES AND TECHNIQUES

General Staff Office: _____

Division/Branch: _____

Function: _____

Subfunction: _____

Event Cycle	Risk	Control Objectives	Control Techniques	Working Papers Number
Daily vehicle operational/ safety check	Personnel may drive w/o proper safety equipment.	Ensure vehicles are safe and operable at all times.	Check vehicles daily and perform weekly PM.	
Daily vehicle dispatch	Personnel may drive w/o proper training or authorization	Ensure personnel are trained and vehicle properly dispatched.	Keep log and maintain trip tickets and master log.	
Daily vehicle cleaning	Improper vehicle cleaning will lower life of vehicle and increase maintenance needs.	Ensure cleanliness of vehicles.	Operators will clean vehicles after use. Vehicles will be washed thoroughly once a week and waxed once a month.	
Weekly vehicle Preventive Maintenance (PM)	W/o proper PM, vehicle life will become unsafe and unreliable.	Ensure vehicles are maintained to prevent unnecessary operational and safety problems.	Perform preventive maintenance weekly and as needed.	
Weekly cleaning	Improper cleaning will lower life of vehicle.	Ensure vehicles are clean.	Vehicles will be be washing thoroughly once a week and waxed once a month.	

Prepared by: _____ Date: MAY 21 1986

Reviewed by: MGYSGT _____ Date: 860521

LISTING OF MAJOR DEFICIENCIES AND CORRECTIVE ACTIONS

Deficiency.

Vehicles have inadequate ammount of spare tires endangering operational reliability and safety of personnel downrange.

Corrective Action.

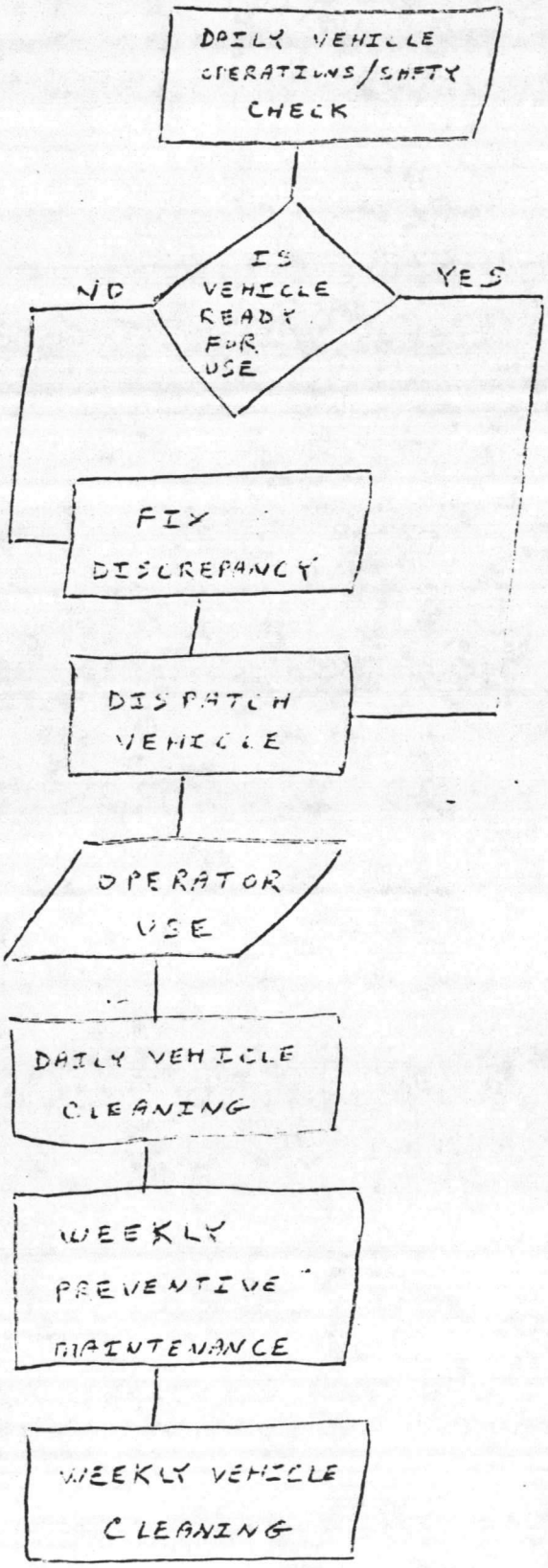
Carry two spare tires per vehicle.

Deficiency.

Vehicles are inadequate for the Explosive Ordnance Disposal mission. The distribution is placed in a low, open position. The vehicle needs higher ground clearance and a more powerful engine.

Corrective Action.

Obtain authorization to use M1008 vehicles for the MCB Explosive Ordnance Disposal Team.


DAILY VEHICLE OPERATIONS/SAFETY CHECK
IS VEHICLE READY FOR USE
NO
YES
FIX DISCREPANCY
DISPATCH VEHICLE
OPERATOR USE
DAILY VEHICLE CLEANING
WEEKLY PREVENTIVE MAINTENANCE
WEEKLY VEHICLE CLEANING

-SAMPLE-

MANAGEMENT CONTROL OBJECTIVES AND TECHNIQUES

General Staff Office: AC/S, Training and Operations

Division/Branch: Range Control

Function: Explosive Ordnance Disposal

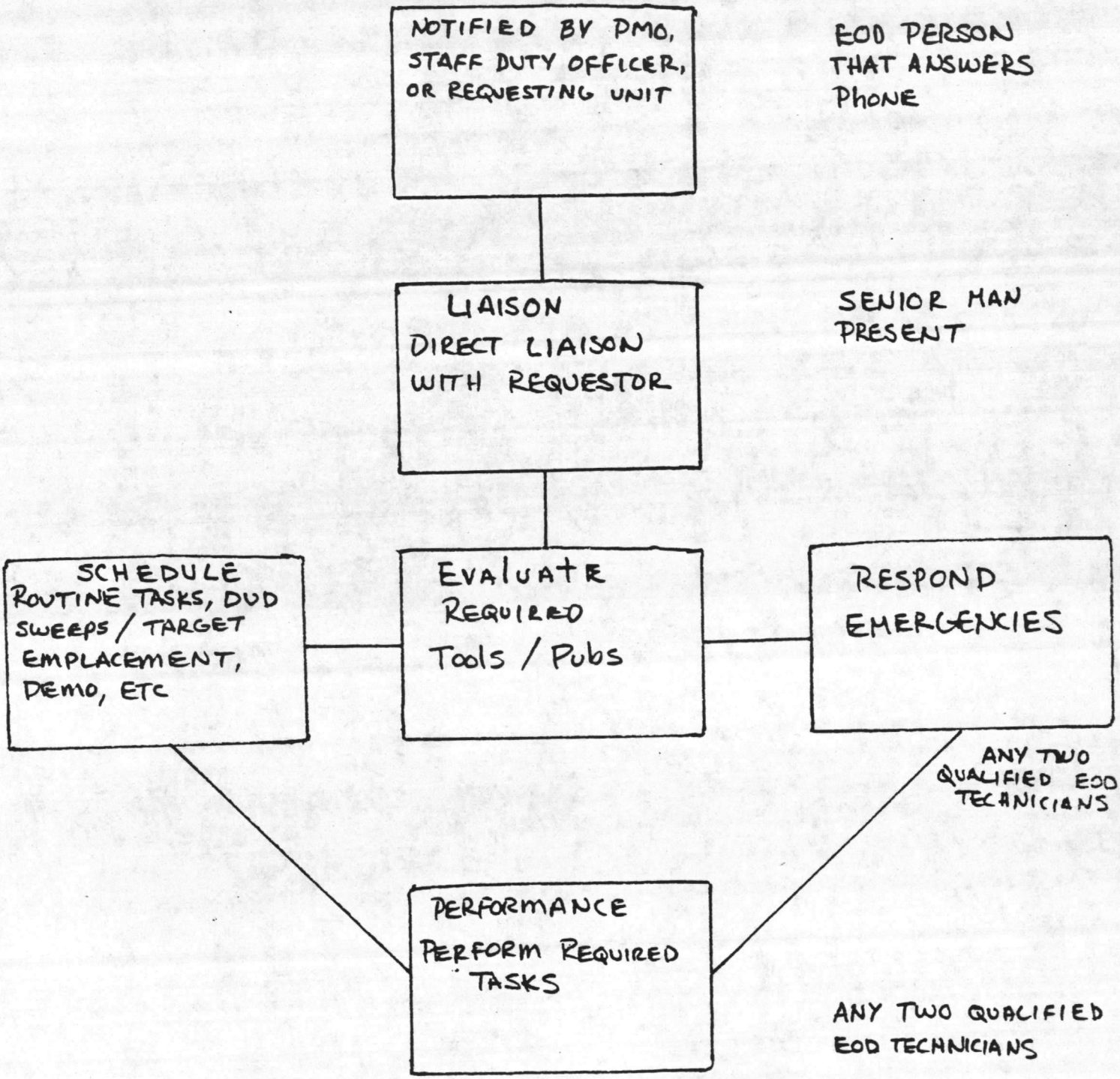
Subfunction: Operations

Event Cycle	Risk	Control Objectives	Control Techniques	Working Papers Number
1. Notification	contains improper description of desired task.	To insure proper identification of work to be performed.	Assigned personnel contact requesting person/unit to assure proper identification	
2. Schedule/Respond	Conflicts of rge scheduling during routine ops: possible loss of life/ property in emergency	Assure smooth transition during routine ops; insure fastest/safest response in emergency	Coordinate directly with person requesting assistance.	
3. Liaison	Ill-prepared response; possible loss of life property in emergency	To determine type of response emergency or routine	As in steps 1&2 coordinate directly with personnel requesting assistance to determine priority of response	
4. Evaluation	Loss of life/property due to erroneous response	Insure proper tools/publication to properly perform safe procedure (RSP)	Coordinate all info with available team members to insure insure proper pubs/ tools for response	

Prepared by: LCT [signature] Date: MAY 21 1986

Reviewed by: MGYSGT [signature] Date: 860521

ENCLOSURE (2)


NOTIFIED BY PMO, STAFF DUTY OFFICER, OR REQUESTING UNIT
EOD PERSON THAT ANSWERS PHONE
LIAISON
DIRECT LIAISON WITH REQUESTOR
SENIOR MAN PRESENT
SCHEDULE
ROUTINE TASKS, DUD SWEEPS / TARGET EMPLACEMENT, DEMO, ETC
EVALUATE
REQUIRED
Tools / Pubs
RESPOND
EMERGENCIES
ANY TWO QUALIFIED EOD TECHNICIANS
PERFORMANCE
PERFORM REQUIRED TASKS
ANY TWO QUALIFIED EOD TECHNICIANS

LIST OF SUBFUNCTIONS AND EVENT CYCLES

General Staff Office: AC/S, Training and Operations

Division/Section: Range Control

Function: Explosive Ordnance Disposal

Subfunction	Event Cycles
Admin	Morning report Files Directives Reports

Prepared by: 1Lt [signature] Date: MAY 21 1986

Reviewed by: MGySgt [signature] Date: 860521

ENCLOSURE (2)

-SAMPLE-

MANAGEMENT CONTROL OBJECTIVES AND TECHNIQUES

General Staff Office: AC/S, Training and Operations

Division/Branch: Training Facilities Branch

Function: Explosive Ordnance Disposal

Subfunction: Administration

Event Cycle	Risk	Control Objectives	Control Techniques	Working Papers Number
Morning Rpt	Inaccurate personnel strength report.	Accurate Rpt	Senior enlisted man calls in changes as they occur.	
Files	Poor/no record of past activities.	Accurate filing system in compliance with current directive	Educate personnel in proper maintenance of files system and monitor closely.	
Directives	Inaccurate directives	Insure compliance with current directives.	Educate personnel in proper maintenance of directives and monitor closely.	
Reports	Failure of required reporting.	Insure required reports are submitted in a timely and accurate manner.	Constructed reports require charts and assigned individual reports to specific personnel.	

Prepared by: LCT [signature] Date: MAY 21 1986

Reviewed by: MGYSGT [signature] Date: 860521

ENCLOSURE (2)

LIST OF SUBFUNCTIONS AND EVENT CYCLES

General Staff Office: AC/S, Training and Operations

Division/Section: Range Control

Function: Explosive Ordnance Disposal

Subfunction	Event Cycles
Supply	Receipt Accounting Inventory Procurement Maintenance/Inspection

Prepared by: [signature] Date: MAY 21 1986

Reviewed by: MGYSGT [signature] Date: 860521

ENCLOSURE (2)

-SAMPLE-

MANAGEMENT CONTROL OBJECTIVES AND TECHNIQUES

General Staff Office: AC/S, Training and Operations

Division/Branch: Range Control

Function: Explosive Ordnance Disposal

Subfunction: Supply

Event Cycle	Risk	Control Objectives	Control Techniques	Working Papers Number
Receipt	Components missing from the tool set	To have a complete stocklist or extret of the set	Do a thorough inventory upon receipt.	
Accounting	No info or improper info being placed on CMR.	Ensure proper info is placed on CMR.	Upon receipt of CMR, check info to be sure it is correct.	
Inventory/ Inspection	Missing or defective components or shelf life or inspection date has expired.	Insures that all tool sets are complete and that all components with a shelf life or inspection date are inspected/ replaced.	Insure proper inventories/ inspections are performed when required.	
Procurement	Receiving wrong item or unservicable item.	To receive the correct item and ensure its servicability.	Research items and use proper advice codes.	
Maintenance/ Inspection	Discovering a defective item.	Insure all sets and components are serviceable.	Perform maintenance and inspections when required.	

Prepared by: [signature] Date: MAY 21 1986

Reviewed by: MGYSGT [signature] Date: 860521

ENCLOSURE

LISTING OF MAJOR DEFICIENCIES AND CORRECTIVE ACTIONS

Deficiency.

Inspection of protective clothing.

Corrective Action.

Protective clothing should be inspected/tested in accordance with current directives.

Deficiency.

Calibration of radiac meters taking too long.

Corrective Action.

Two of each item are now required so that when one is being calibrated, we still have another.

LISTING OF MAJOR DEFICIENCIES AND CORRECTIVE ACTIONS

Deficiency.

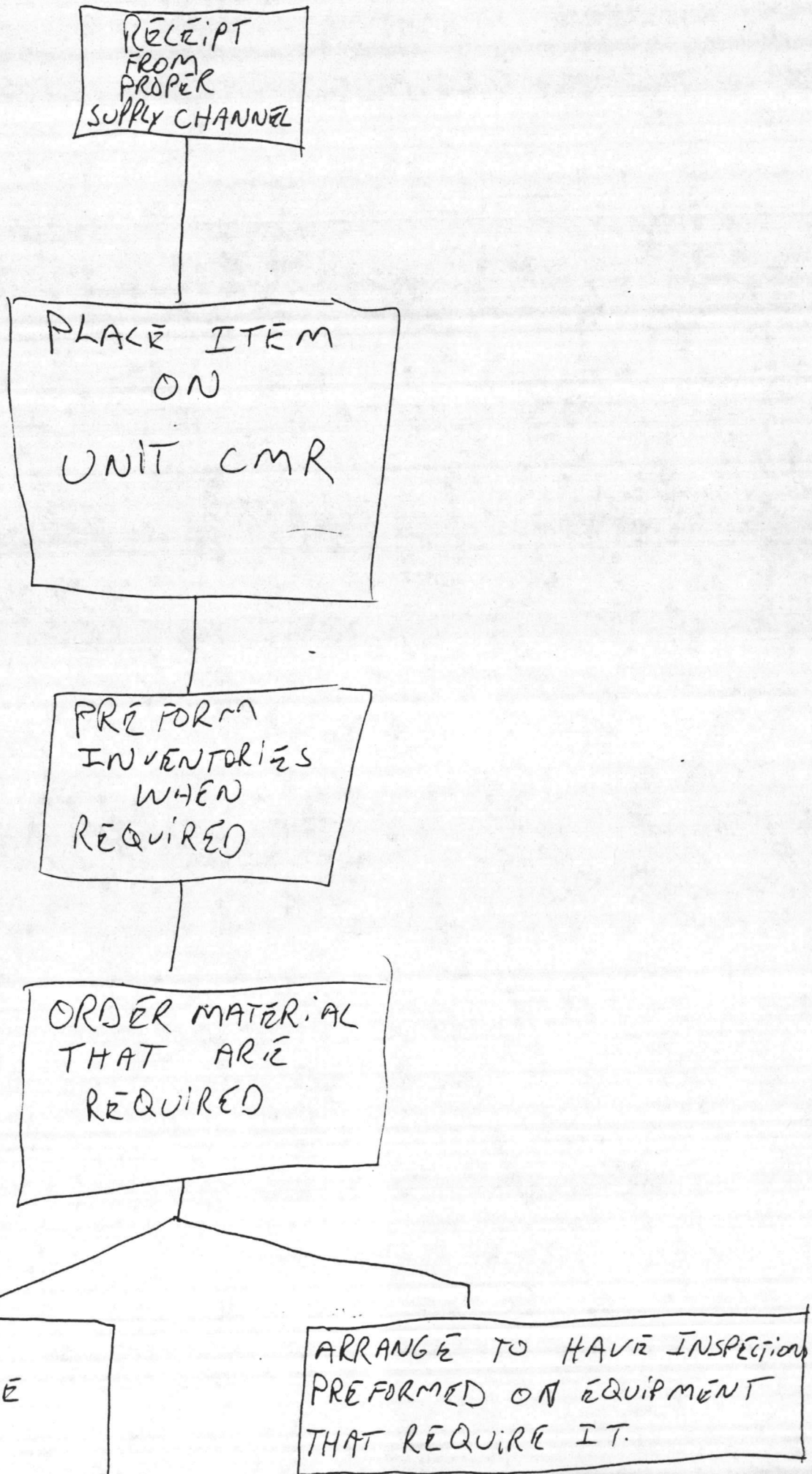
Receiving items that have an expired shelf life or inspection test date.

Corrective Action.

Use the proper advice code when ordering and refuse items that are expired or defective.

Deficiency.

Corrective Action.


RECEIPT FROM PROPER SUPPLY CHANNEL
PLACE ITEM ON UNIT CMR
PREFORM INVENTORIES WHEN REQUIRED
ORDER MATERIAL THAT ARE REQUIRED
PERFORM MAINTENANCE
ARRANGE TO HAVE INSPECTIONS PREFORMED ON EQUIPMENT THAT REQUIRE IT.

LIST OF SUBFUNCTIONS AND EVENT CYCLES

General Staff Office: AC/S, Training and Operations

Division/Section: Range Control

Function: Explosive Ordnance Disposal

Subfunction	Event Cycles
Classified Files	Receipt Accounting Filing Inventory (semi-annual) Destruction

Prepared by: [signature] Date: MAY 21 1986

Reviewed by: MGYSGT [signature] Date: 860524

ENCLOSURE (2)

BC 7000.4A
29 Mar 1985

-SAMPLE-

MANAGEMENT CONTROL OBJECTIVES AND TECHNIQUES

General Staff Office: AC/S, Training and Operations

Division/Branch: Range Control

Function: Explosive Ordnance Disposal

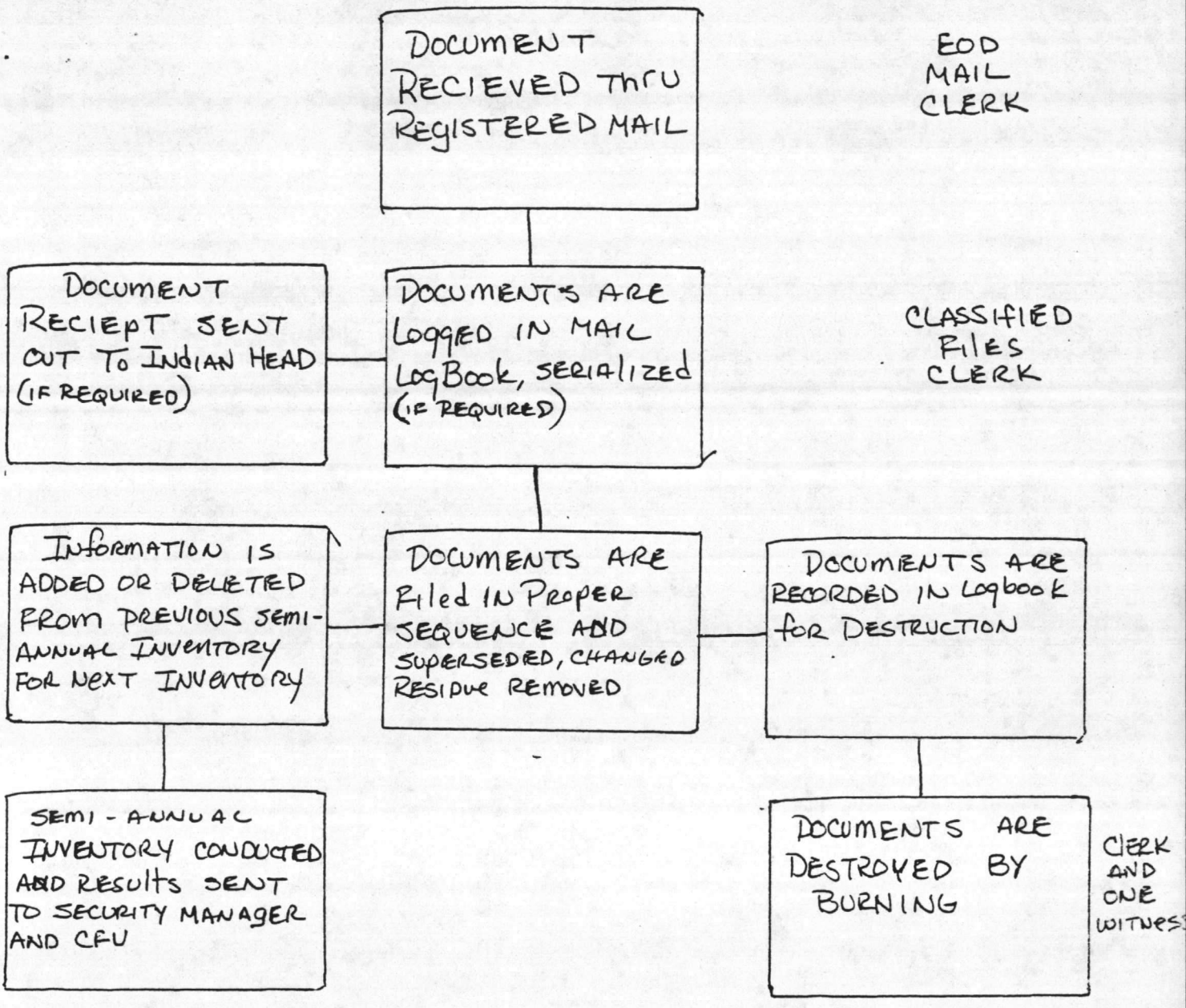
Subfunction: Classified Files

Event Cycle	Risk	Control Objectives	Control Techniques	Working Papers Number
Receipt	Being held accountable for receiving complete documents when documents rec'd were incomplete	Ensure received documents are complete.	Inventory documents upon receipt and notify sender of incomplete documents.	
Accounting	Mismarked classification, document date	Record accurate classification and document dates.	Contact publishing authority to obtain correct information.	
Filing	Improper filing.	Ensure proper filing.	Limit the number of clerks.	
Inventory	Discovering missing, lost stolen documents.	Ensure all documents are accounted for.	Conduct semi-annual inventories.	
Destruction	Destroying wrong documents/	Destroy superseded, outdated documents to purge files.	Record document to be destroyed, burn document, forward burn report to CFU.	

Prepared by: [signature] Date: MAY 21 1986

Reviewed by: MG4SGT [signature] Date: 860521

ENCLOSURE


DOCUMENT RECIEVED THRU REGISTERED MAIL
EOD MAIL CLERK
DOCUMENT RECIEPT SENT OUT TO INDIAN HEAD (IF REQUIRED)
DOCUMENTS ARE LOGGED IN MAIL LOGBOOK, SERIALIZED (IF REQUIRED)
CLASSIFIED FILES CLERK
INFORMATION IS ADDED OR DELETED FROM PREVIOUS SEMI-ANNUAL INVENTORY FOR NEXT INVENTORY
DOCUMENTS ARE FILED IN PROPER SEQUENCE AND SUPERSEDED, CHANGED RESIDUE REMOVED
DOCUMENTS ARE RECORDED IN LOGBOOK FOR DESTRUCTION
SEMI-ANNUAL INVENTORY CONDUCTED AND RESULTS SENT TO SECURITY MANAGER AND CFU
DOCUMENTS ARE DESTROYED BY BURNING
CLERK AND ONE WITNESS

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

IN REPLY REFER TO:
7000
TRNG/OPS
20 Aug 86

From: Assistant Chief of Staff, Training and Operations
To: Commanding General, Marine Corps Base, Camp Lejeune
Via: Assistant Chief of Staff, Comptroller (Attn: Internal Review)

Subj: REPORT ON THE RESULTS OF MANAGEMENT CONTROL REVIEW

Ref: (a) BO 7000.4A

Encl: (1) Management Control Review of Training Facilities Management

1. In accordance with the reference, a management control review was conducted on Training Facilities Management. Results of the review are provided as the enclosure.

J. F. Charles

J. F. CHARLES
By direction

REPORT OF MANAGEMENT CONTROL REVIEW

Function: Training/Education

Subfunction: Training Facilities Management

General Staff Office: AC/S Training and Operations

Division/Branch: Training Facilities Phone: 451-3065/3066

Statement of Subfunction Purpose: Supervision of safety operations and maintenance of Camp Lejeune training areas and live fire ranges.

Number of personnel assigned to perform subfunction: 92

Supervisor Grade: LtCol MOS/Job Series: 0302

Employee Grade Range: PFC-Capt, GS-4, WS-10 MOS/Job Series: See enclosure (1)

References applicable to subfunction:

1. BO P11102.1K
2. MCO 3570.1A
3. See enclosure (1)
4. BO 11102.2
5.

Report Requirements

	Title	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

Impact of subfunction on other areas of the command: Directly coordinate training area modifications through other commands. In addition coordinate all training areas and air space for the command.

Previous Audits/Reviews: Plant Account Feb 1986

Command Evaluation Program (CEPs) (Inspecting Offices provide blank copy of checklist):

1. Number of CEPs conducted over last 12 months: 0
2. Working papers page number(s):

ENCLOSURE (2)

ANALYZING THE CONTROL ENVIRONMENT

1. Introduction. The control environment is comprised of all aspects of management control. In analyzing the control environment, the reviewer should use the contents of paragraph 5 to complete the questionnaire provided below. Completed questionnaires should be forwarded as part of the Management Control Review.

Analyzing the Control Environment

QUESTIONS	YES	NO	IF NO...COMMENT
FACTOR: ORGANIZATIONAL STRUCTURE			
1. Is the organizational chart current?	X		
2. Does the organizational structure help rather than hinder work performance?	X		
3. Does the organizational structure provide for proper amounts of supervision?	X		
4. Does the organizational structure support a system of internal controls?	X		
Overall is the organizational structure satisfactory?	X		
FACTOR: POLICIES/PROCEDURES			
1. Are policies and procedures...	X		
a. Current and in writing?	X		
b. Consistent with statutory authority?	X		
c. Simple and easy to understand?	X		
d. Revised and updated as necessary?	X		
2. Do policies and procedures help rather than hinder work performance?	X		
3. Do policies and procedures support a system of internal controls?	X		
Overall, are the policies and procedures satisfactory?	X		
FACTOR: PERSONNEL			
1. Do personnel practices include:	X		
a. A code of conduct?	X		
b. Provisions for conflict of interest disclosures?	X		
c. Accurate and up-to-date position descriptions?	X		
d. Accurate and up-to-date performance standards?	X		
e. Periodic performance appraisal of all employees?	X		
f. A reward system based on performance?	X		
g. Sufficient training opportunities to improve competency and update employees on new policies and procedures?			

ENCLOSURE (2)

QUESTIONS	YES	NO	IF NO...COMMENT
2. Do personnel practices support a system of internal controls?	X		
Overall, are the personnel practices satisfactory?	X		
FACTOR: DELEGATION			
1. Does delegation of authority.....			
a. Exist in writing?		X	Delegation is internal only
b. Clearly delinate duties and responsibilities?	X		
c. Prevent overlapping, duplication, and conflict of duties and responsibilities?	X		
d. Grant sufficient authority to officials to carry out their responsibilities?	X		
e. Divide responsibility so that no single official controls all phases of a critical transaction?	X		
2. Does delegation of authority support a system of internal controls?	X		
Overall, is the delegation of authority satisfactory?			
FACTOR: BUDGETING			
1. Is there a long-range planning process?	X		
2. Is the budget system integrated with the planning process?	X		
3. Is the accounting system integrated with the budget system?	X		
4. Does the approved budget become the operating plan?	X		
5. Are plans and budgets effectively communicated throughout the organization?	X		
Overall, is the budgeting and planning process satisfactory?	X		
FACTOR: COMMUNICATION			
1. Do performers receive feedback as a result of supervisory monitoring?	X		
2. Do formal or informal mechanism exist for management to get suggestions or other information from line personnel?	X		
3. Do formal or informal mechanisms exist for sharing information across work units?	X		
4. Does the communication among staff support a system of internal controls?	X		
Overall, is the communication within the activity satisfactory?	X		

ENCLOSURE (2)

QUESTIONS	YES	NO	IF NO...COMMENT
FACTOR: APD CONSIDERATIONS			
1. Are data safeguarded to prevent unauthorized access, improper changes or loss?	X		
2. Do appropriate controls exist to detect unauthorized use of the system?			NA
3. Are there procedures in place to ensure that data entered are: authorized/approved, complete, accurate, and timely?	X		
4. Are there procedures in place to ensure that data outputs are: complete, accurate, and timely?	X		
5. Are the personnel aware of the control risks in ADP systems?	X		
Overall, are ADP systems satisfactory ?			
FACTOR: REPORTING			
1. Are reports timely, accurate, useful, and distributed to appropriate users?	X		
2. Do progress or performance reports show comparisons with planned performance, budget allowances, and/or past performance?	X		
3. Are reports made in accordance with prescribed directives?	X		
4. Are personnel required to report only on those matters within their control?	X		
5. Are reports made on the internal control system?	X		
Overall, is the reporting process satisfactory?	X		

LIST OF SUBFUNCTIONS AND EVENT CYCLES

General Staff Office: AC/S Training and Operations

Division/Section: Traning Facilities

Function: Training/Education

Subfunction	Event Cycles
Training Facilities Management	See Flow Chart (enclosure (3))

Prepared by: [signature] Date: 19 Aug 86

Reviewed by: [signature] Date 20 Aug 86

ENCLOSURE (2)

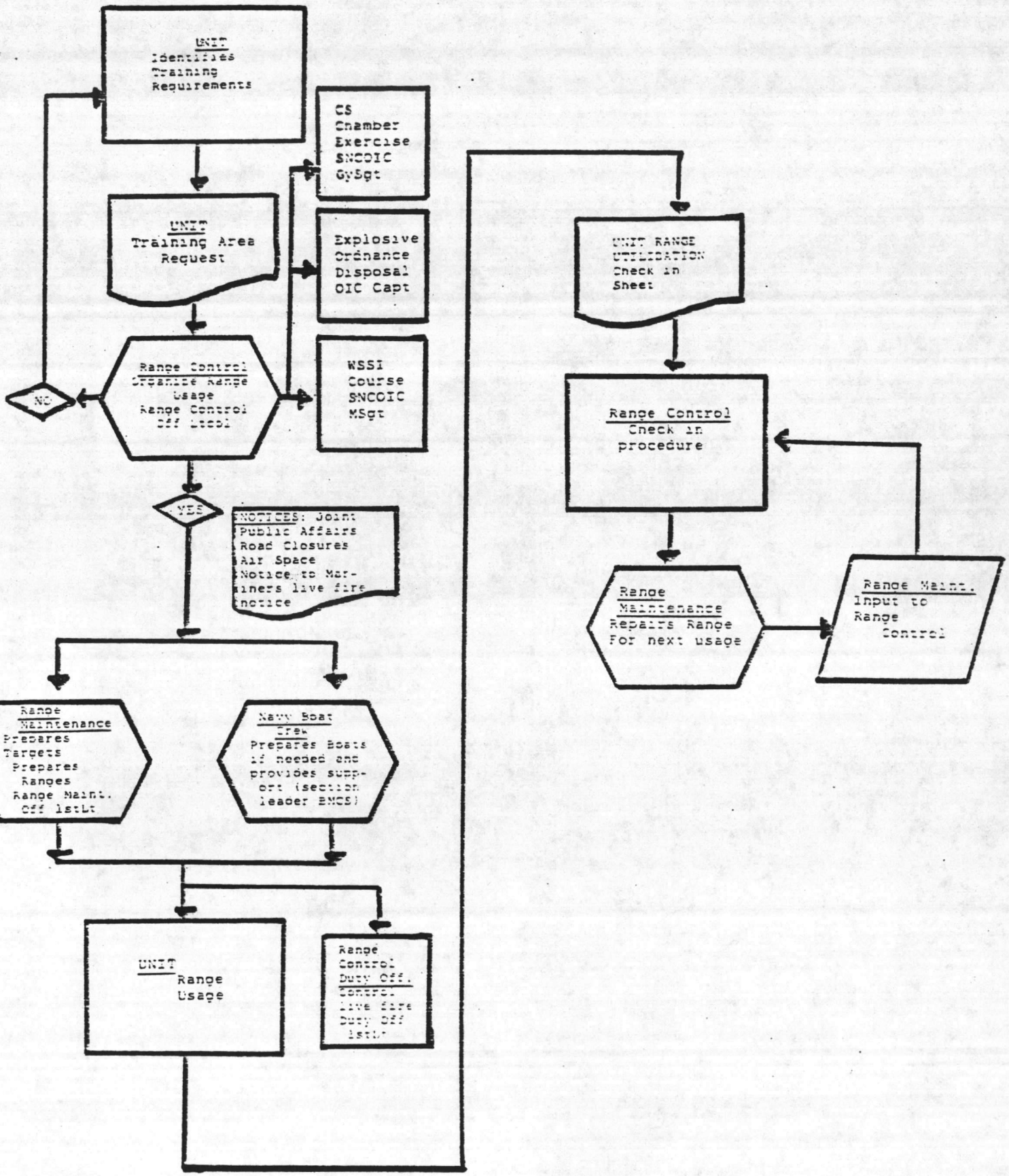
LISTING OF MAJOR DEFICIENCIES AND CORRECTIVE ACTIONS

Deficiency. Due to the type of work involved individuals at training Facilities should all be permanent personnel. The turnover rate for Staff, Officers and troops is so great that there is no continuity.

Corrective Action. Provide Permanent Personel or provide civilians in key billets where continuity could be formed.

Deficiency. All work to date is manually done. This requires many long and additional hours for processing and filing paper work.

Corrective Action. With implementation of the LUMS System many problems and manhours will be resolved.


UNIT
Identifies
Training
Requirements
CS
Chamber
Exercise
SNCOIC
GySgt
UNIT
Training Area
Request
Explosive
Ordnance
Disposal
OIC Capt
Range Control
Organize Range
Usage
Range Control
Off 1tcol
NO
WSSI
Course
SNCOIC
MSgt
YES
NOTICES: Joint
Public Affairs
Road Closures
Air Space
Notice to Mar-
iners live fire
notice
Range
Maintenance
Prepares
Targets
Prepares
Ranges
Range Maint.
Off 1stLt
Navy Boat
Crew
Prepares Boats
if needed and
provides sup-
ort (section
leader ENCS)
UNIT
Range
Usage
Range
Control
Duty Off.
Control
live fire
Duty Off
1stLt
UNIT RANGE
UTILIZATION
Check in
Sheet
Range Control
Check in
procedure
Range
Maintenance
Repairs Range
For next usage
Range Maint.
Input to
Range
Control

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

IN REPLY REFER TO:
7000
TRNG/OPS
20 Aug 86

From: Assistant Chief of Staff, Training and Operations
To: Commanding General, Marine Corps Base, Camp Lejeune
Via: Assistant Chief of Staff, Comptroller (Attn: Internal Review)

Subj: REPORT ON THE RESULTS OF MANAGEMENT CONTROL REVIEW

Ref: (a) BO 7000.4A

Encl: (1) Management Control Review of Navy Boat Crew

1. In accordance with the reference, a management control review was conducted on the Navy Boat Crew. Results of the review are provided as the enclosure.

J. F. Charles

J. F. CHARLES
By direction

REPORT OF MANAGEMENT CONTROL REVIEW

Function: Navy Boat Crew

Subfunction: Range Control

General Staff Office: AC/S, Training and Operations

Division/Branch: Training/USN Phone: 451-5046

Statement of Subfunction Purpose: The Navy Boat crew is organized, staffed and equipped to support training involving the navigable waters within the jurisdiction of the CG, MCB, Camp Lejeune. Routine support includes: Downrange guard boats in the Intra-coastal Waterway; safety boat back-up support for para-drops into or near navigable waters of MCB, Camp Lejeune; escort or guide boat service for amphibious vehicles, and; transport services via LCM-8 across the New River.

Number of personnel assigned to perform subfunction: (8)

Supervisor Grade: BMCS (E-8) MOS/Job Series: BMCS

Employee Grade Range: E-1 thru E-6 MOS/Job Series: SN/EN

References applicable to subfunction:

1. BO P11102.1 - Range Control SOP
2. NAVEDTRA 10121-F BM3&2
3.
4.
5.

Report Requirements

	Title	Recipient	Frequency
1.	None		
2.			
3.			
4.			
5.			

Impact of subfunction on other areas of the command: None

Previous Audits/Reviews: PMS verifications are performed monthly and quarterly

Command Evaluation Program (CEPs) (Inspecting Offices provide blank copy of checklist):

1. Number of CEPs conducted over last 12 months: 03
2. Working papers page number(s):

ENCLOSURE (2)

ANALYZING THE CONTROL ENVIRONMENT

1. Introduction. The control environment is comprised of all aspects of management control. In analyzing the control environment, the reviewer should use the contents of paragraph 5 to complete the questionnaire provided below. Completed questionnaires should be forwarded as part of the Management Control Review.

Analyzing the Control Environment

QUESTIONS	YES	NO	IF NO...COMMENT
FACTOR: ORGANIZATIONAL STRUCTURE			
1. Is the organizational chart current?	X		
2. Does the organizational structure help rather than hinder work performance?	X		
3. Does the organizational structure provide for proper amounts of supervision?	X		
4. Does the organizational structure support a system of internal controls?	X		
Overall is the organizational structure satisfactory?	X		
FACTOR: POLICIES/PROCEDURES			
1. Are policies and procedures...	X		
a. Current and in writing?	X		
b. Consistent with statutory authority?	X		
c. Simple and easy to understand?	X		
d. Revised and updated as necessary?			
2. Do policies and procedures help rather than hinder work performance?	X		
3. Do policies and procedures support a system of internal controls?	X		
Overall, are the policies and procedures satisfactory?	X		
FACTOR: PERSONNEL			
1. Do personnel practices include:	X		
a. A code of conduct?			
b. Provisions for conflict of interest disclosures?	X		
c. Accurate and up-to-date position descriptions?	X		
d. Accurate and up-to-date performance standards?	X		
e. Periodic performance appraisal of all employees?	X		
f. A reward system based on performance?	X		
g. Sufficient training opportunities to improve competency and update employees on new policies and procedures?	X		

QUESTIONS	YES	NO	IF NO...COMMENT
2. Do personnel practices support a system of internal controls?	X		
Overall, are the personnel practices satisfactory?	X		
FACTOR: DELEGATION			
1. Does delegation of authority.....			
a. Exist in writing?	X		
b. Clearly delinate duties and responsibilities?	X		
c. Prevent overlapping, duplication, and conflict of duties and responsibilities?	X		
d. Grant sufficient authority to officials to carry out their responsibilities?	X		
e. Divide responsibility so that no single official controls all phases of a critical transaction?	X		
2. Does delegation of authority support a system of internal controls?	X		
Overall, is the delegation of authority satisfactory?	X		
FACTOR: BUDGETING			
1. Is there a long-range planning process?	X		
2. Is the budget system integrated with the planning process?	X		
3. Is the accounting system integrated with the budget system?	X		
4. Does the approved budget become the operating plan?	X		
5. Are plans and budgets effectively communicated throughout the organization?	X		
Overall, is the budgeting and planning process satisfactory?	X		
FACTOR: COMMUNICATION			
1. Do performers receive feedback as a result of supervisory monitoring?	X		
2. Do formal or informal mechanism exist for management to get suggestions or other information from line personnel?	X		
3. Do formal or informal mechanisms exist for sharing information across work units?	X		
4. Does the communication among staff support a system of internal controls?	X		
Overall, is the communication within the activity satisfactory?	X		

ENCLOSURE (2)

QUESTIONS	YES	NO	IF NO...COMMENT
FACTOR: APD CONSIDERATIONS			NA
1. Are data safeguarded to prevent unauthorized access, improper changes or loss?			
2. Do appropriate controls exist to detect unauthorized use of the system?			
3. Are there procedures in place to ensure that data entered are: authorized/approved, complete, accurate, and timely?			
4. Are there procedures in place to ensure that data outputs are: complete, accurate, and timely?			
5. Are the personnel aware of the control risks in ADP systems?			
Overall, are ADP systems satisfactory ?			NA
FACTOR: REPORTING			NA
1. Are reports timely, accurate, useful, and distributed to appropriate users?			
2. Do progress or performance reports show comparisons with planned performance, budget allowances, and/or past performance?			
3. Are reports made in accordance with prescribed directives?			
4. Are personnel required to report only on those matters within their control?			
5. Are reports made on the internal control system?			
Overall, is the reporting process satisfactory?			NA

LIST OF SUBFUNCTIONS AND EVENT CYCLES

General Staff Office: Assistant Chief of Staff Training and Operations

Division/Section: Range Control/US Navy

Function: Navy Boat Crew

Subfunction	Event Cycles
Providing crafts for support	Scheduling Manning of positions

Prepared by: D. W. Buchanan Date: 19 Aug 86

Reviewed by: J. F. Charles Date: 20 Aug 86

ENCLOSURE (2)

-SAMPLE-

MANAGEMENT CONTROL OBJECTIVES AND TECHNIQUES

General Staff Office: Assistant Chief of Staff, Training and Operations

Division/Branch: U.S. Navy

Function: Navy Boat Crew

Subfunction:

Event Cycle	Risk	Control Objectives	Control Techniques	Working Papers Number
Manpower/crafts for ops	Insufficient manpower. Inoperative crafts due to breakdowns	Sufficient manpower. PMS of crafts on a regular basis.	Written procedures Maintain sufficient manpower to support operations. Enginemen and maintenance personnel take pride in keeping crafts up.	
Actual manning of positions to support operations	Cancellation of ops Getting to positions late Weather conditions. Unforeseen tragedy.	Communication between prsnl responsible for ops. Get to positions on time Mother nature Be prepared.	Written procedures	

Prepared by: _____ Date: _____

Reviewed by: _____ Date: _____

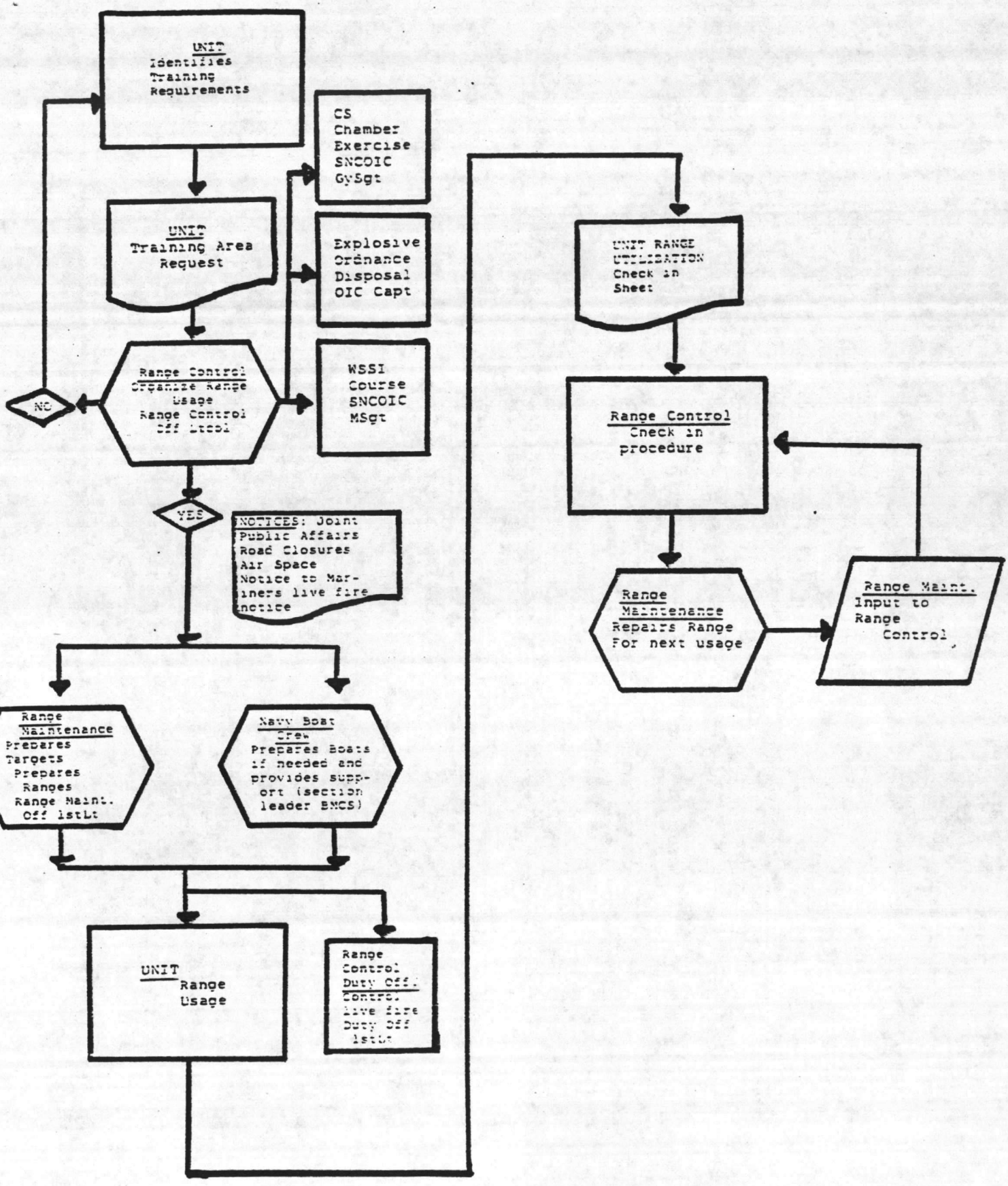
LISTING OF MAJOR DEFICIENCIES AND CORRECTIVE ACTIONS

Deficiency. As a shore duty facility, billets for personnel are not considered a necessity. The Navy boat crew's inability to get needed personnel is of utmost importance. The loss of personnel is double that of gain. This explains in part, the shortage and need for additional personnel. If at all possible, a manpower of 18 personnel is the boat crew's goal. This would provide the capability to handle larger requirements. Taking these factors into consideration, it obvious why it is difficult to meet all obligations.

Corrective Action. It is the Navy detailer who is responsible for the manning of any naval installation. If it were possible, gains should double that of losses. This would alleviate the shortage problem. Until this problem can be solved, the boat crew will be unable to meet all requirements.

Deficiency.

Corrective Action.


UNIT
Identifies
Training
Requirements
CS
Chamber
Exercise
SNCOIC
GySgt
UNIT
Training Area
Request
Explosive
Ordnance
Disposal
OIC Capt
Range Control
Organize Range
Usage
Range Control
Off Lt col
NO
WSSI
Course
SNCOIC
MSgt
YES
NOTICES: Joint
Public Affairs
Road Closures
Air Space
Notice to Mar-
iners live fire
notice
Range
Maintenance
Prepares
Targets
Prepares
Ranges
Range Maint.
Off 1stLt
Navy Boat
Crew
Prepares Boats
if needed and
provides supp-
ort (section
leader BMCS)
UNIT
Range
Usage
Range
Control
Duty Off.
Control
live fire
Duty Off
1stLt
UNIT RANGE
UTILIZATION
Check in
Sheet
Range Control
Check in
procedure
Range
Maintenance
Repairs Range
For next usage
Range Maint.
Input to
Range
Control

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

IN REPLY REFER TO:
7000
TRNG/OPS
~~20 Aug 86~~
17 Sep 86

From: Assistant Chief of Staff, Training and Operations
To: Commanding General, Marine Corps Base, Camp Lejeune
Via: Assistant Chief of Staff, Comptroller (Attn: Internal Review)

Subj: REPORT ON THE RESULTS OF MANAGEMENT CONTROL REVIEW

Ref: (a) BO 7000.4A

Encl: (1) Management Control Review of CS Chamber

1. In accordance with the reference, a management control review was conducted on the CS Chamber. Results of the review are provided as the enclosure.

J. F. Charles

J. F. CHARLES
By direction

REPORT OF MANAGEMENT CONTROL REVIEW

Function: NBC Training

Subfunction: Range Control

General Staff Office: Assistant Chief, Training and Operations

Division/Branch: Range Control Phone: 451-3518/1928

Statement of Subfunction Purpose: To provide individual Marines with survival techniques in nuclear biological and chemical environment. To provide tenant commands aboard Camp Lejeune also general briefing to ROTC, MCJROTC, Police Department and Reserves.

Number of personnel assigned to perform subfunction: 5

Supervisor Grade: E-7 MOS/Job Series: 5711

Employee Grade Range: SGT/CPL MOS/Job Series: 5711

References applicable to subfunction:

1. FMFM 11-1 BO 11102.1K
2. FM-3-87 FM 21-48
3. FM-3-5
4. FM-3-9
5.

Report Requirements

	Title	Recipient	Frequency
1.	NA		
2.			
3.			
4.			
5.			

Impact of subfunction on other areas of the command: Provide combat readiness

Previous Audits/Reviews: N/A

Command Evaluation Program (CEPs) (Inspecting Offices provide blank copy of checklist):

1. Number of CEPs conducted over last 12 months: 0
2. Working papers page number(s): 0

ENCLOSURE (2)

ANALYZING THE CONTROL ENVIRONMENT

1. Introduction. The control environment is comprised of all aspects of management control. In analyzing the control environment, the reviewer should use the contents of paragraph 5 to complete the questionnaire provided below. Completed questionnaires should be forwarded as part of the Management Control Review.

Analyzing the Control Environment

QUESTIONS	YES	NO	IF NO...COMMENT
FACTOR: ORGANIZATIONAL STRUCTURE			
1. Is the organizational chart current?	X		
2. Does the organizational structure help rather than hinder work performance?	X		
3. Does the organizational structure provide for proper amounts of supervision?	X		
4. Does the organizational structure support a system of internal controls?	X		
Overall is the organizational structure satisfactory?	X		
FACTOR: POLICIES/PROCEDURES			
1. Are policies and procedures...	X		
a. Current and in writing?	X		
b. Consistent with statutory authority?	X		
c. Simple and easy to understand?	X		
d. Revised and updated as necessary?			
2. Do policies and procedures help rather than hinder work performance?	X		
3. Do policies and procedures support a system of internal controls?	X		
Overall, are the policies and procedures satisfactory?	X		
FACTOR: PERSONNEL			
1. Do personnel practices include:	X		
a. A code of conduct?	X		
b. Provisions for conflict of interest disclosures?	X		
c. Accurate and up-to-date position descriptions?	X		
d. Accurate and up-to-date performance standards?	X		
e. Periodic performance appraisal of all employees?	X		
f. A reward system based on performance?			
g. Sufficient training opportunities to improve competency and update employees on new policies and procedures?	X		

QUESTIONS	YES	NO	IF NO...COMMENT
2. Do personnel practices support a system of internal controls?	X		
Overall, are the personnel practices satisfactory?	X		
FACTOR: DELEGATION			
1. Does delegation of authority.....	X		
a. Exist in writing?			
b. Clearly delinate duties and responsibilities?	X		
c. Prevent overlapping, duplication, and conflict of duties and responsibilities?	X		
d. Grant sufficient authority to officials to carry out their responsibilities?	X		
e. Divide responsibility so that no single official controls all phases of a critical transaction?	X		
2. Does delegation of authority support a system of internal controls?			
Overall, is the delegation of authority satisfactory?	X		
FACTOR: BUDGETING			
1. Is there a long-range planning process?	X		
2. Is the budget system integrated with the planning process?	X		
3. Is the accounting system integrated with the budget system?	X		
4. Does the approved budget become the operating plan?	X		
5. Are plans and budgets effectively communicated throughout the organization?	X		
Overall, is the budgeting and planning process satisfactory?	X		
FACTOR: COMMUNICATION			
1. Do performers receive feedback as a result of supervisory monitoring?	X		
2. Do formal or informal mechanism exist for management to get suggestions or other information from line personnel?	X		
3. Do formal or informal mechanisms exist for sharing information across work units?	X		
4. Does the communication among staff support a system of internal controls?	X		
Overall, is the communication within the activity satisfactory?	X		

ENCLOSURE (2)

QUESTIONS	YES	NO	IF NO...COMMENT
FACTOR: APD CONSIDERATIONS			Entire section
1. Are data safeguarded to prevent unauthorized access, improper changes or loss?			NA
2. Do appropriate controls exist to detect unauthorized use of the system?			
3. Are there procedures in place to ensure that data entered are: authorized/approved, complete, accurate, and timely?			
4. Are there procedures in place to ensure that data outputs are: complete, accurate, and timely?			
5. Are the personnel aware of the control risks in ADP systems?			
Overall, are ADP systems satisfactory ?			
FACTOR: REPORTING			Entire section
1. Are reports timely, accurate, useful, and distributed to appropriate users?			NA
2. Do progress or performance reports show comparisons with planned performance, budget allowances, and/or past performance?			
3. Are reports made in accordance with prescribed directives?			
4. Are personnel required to report only on those matters within their control?			
5. Are reports made on the internal control system?			
Overall, is the reporting process satisfactory?			

LIST OF SUBFUNCTIONS AND EVENT CYCLES

General Staff Office: Assitant Chief of Staff, Training and Operations

Division/Section: NBC Training

Function: NBC Training

Subfunction	Event Cycles
Operations	1. Notifications
	2. Scheduling
	3. Liaison
	4. Evaluation

Prepared by: C O Mansfield Date: 860916

Reviewed by: [signature] Date: 860917

ENCLOSURE (2)

BO 7000.4A
29 Mar 1985

-SAMPLE-

MANAGEMENT CONTROL OBJECTIVES AND TECHNIQUES

General Staff Office: Assitant Chief of Staff, Training and Operations

Division/Branch: NBC Training

Function: NBC Training

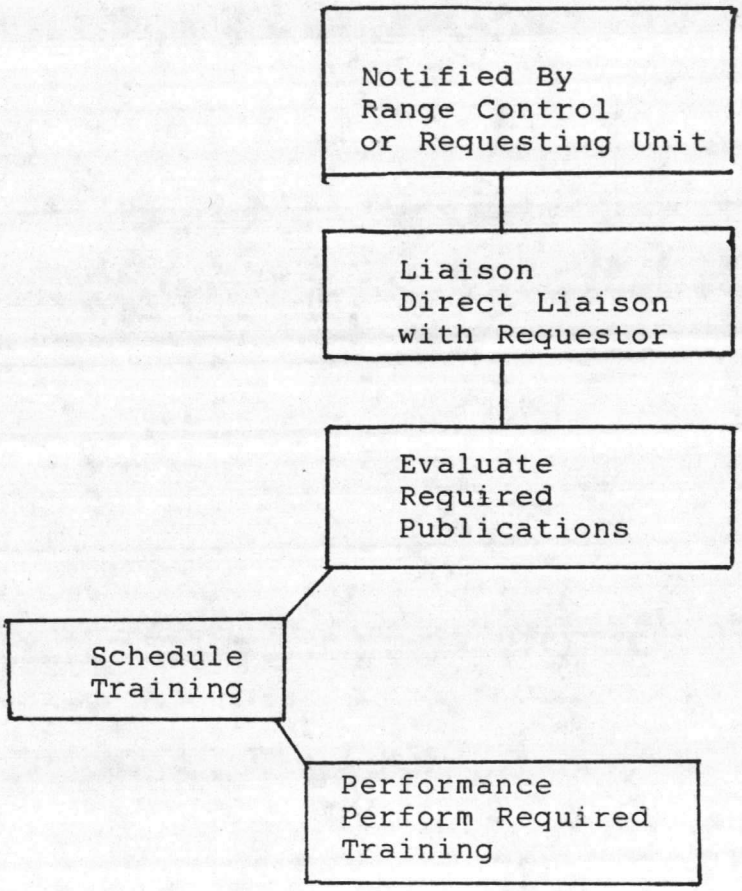
Subfunction:

Event Cycle	Risk	Control Objectives	Control Techniques	Working Papers Number
1. Notification of upcoming training.	Contains improper description of desired tasks	To insure proper identification of training of be accomplished.	Contact requesting person/unit to assure proper training requrements.	BOP 11102.1K
2. Schedule	Conflicts of Range Scheduling.	Assure efficient use of training ranges at all times.	Coordinate directly with unit requesting training.	BOP 11102.1K
3. Liaison	Ill-prepared presentation of training.	To determine type of class.	As in steps 1 & 2 coordinate directly with requesting unit.	BOP 11102.1K
4. Eualuation	Erroneous information taught to students.	Insure proper publications on hand to teach.	Coordinate all current information to all instructors.	BOP 11102.1K

Prepared by: C D Marshall Date: 860916

Reviewed by: [signature] Date: 860917

ENCLOSURE (2)


Notified By
Range Control
or Requesting Unit
Liaison
Direct Liaison
with Requestor
Evaluate
Required
Publications
Schedule
Training
Performance
Perform Required
Training

LISTING OF MAJOR DEFICIENCIES AND CORRECTIVE ACTIONS

Deficiency.

Required publication for training

Corrective Action.

List of required publications submitted for approval

Deficiency.

PME courses in NBC field permanent personnel

a. Chemical courier course
b. NET team training
c. RAD safety course
d. NBC conferences

Corrective Action.

Base personnel (5711) to attend subject courses

ENCLOSURE (2)