

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

IN REPLY REFER TO: 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

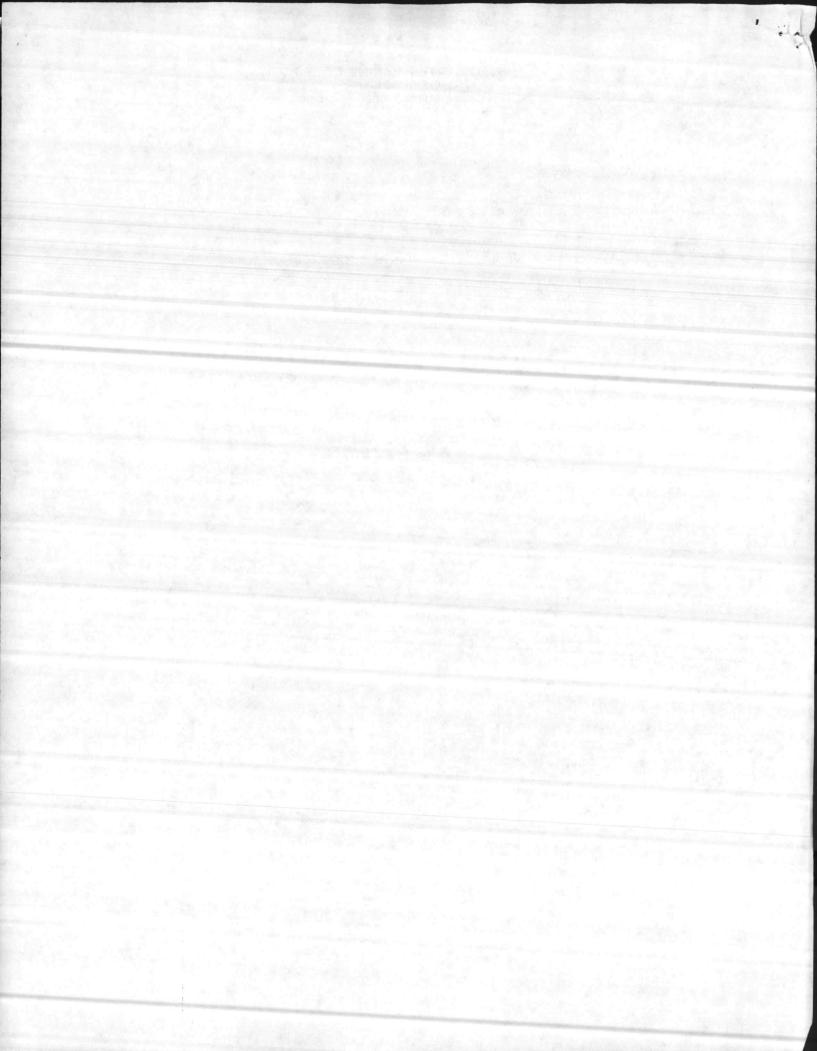
Review)

Subj: REPORT ON THE RESULTS OF MANAGEMENT CONTROL REVIEW

Ref: (a) BO 7000.4A

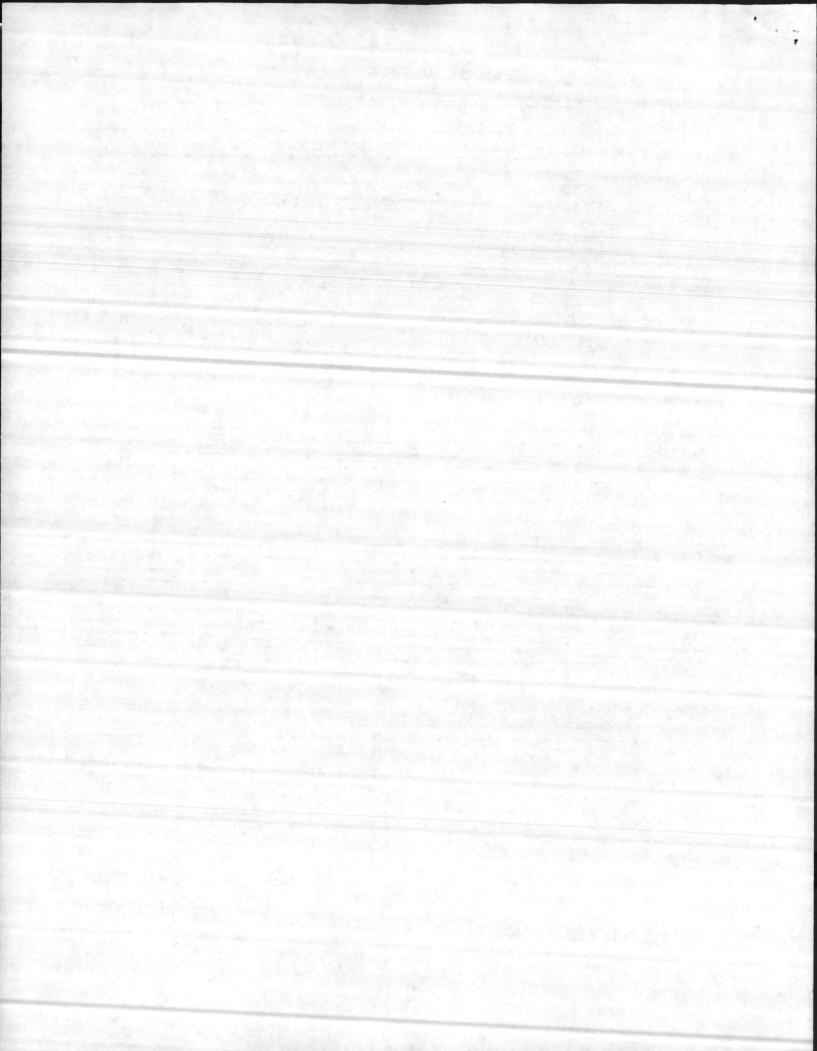
Encl: (1) Management Control Review of Range Safety

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



## REPORT OF MANAGEMENT CONTROL REVIEW

Function Training/Education	A Section of A Section Control of the Control of th
Subfunction Range Safety	
General Staff Office Assistant Chief of Staff, Tra	aining and Operations
Division/Branch Training Facilities	Phone 451-3065/3066
Statement of Subfunction Purpose: To provide safety ranges. In addition, to monitor all live fire and	requirements for live fire
utilized properly and safely	
	22
Number of personnel assigned to perform subfunction:	
Supervisor Grade: Lieutenant Colonel MOS/Joh	Series: 0302
Employee Grade Range: LCpl-MGySgt MOS/Joh	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
3.	
4.	
5.	
Impact of subfunction on other areas of the command:	Inspect and control all
areas of responsibility concerning training areas	and live life safety
	19 2 350
Previous Audits/Reviews: None	
Command Evaluation Program (CEPs) (Inspecting Offices checklist):	provide blank copy of
1. Number of CEPs conducted over last 12 months:	

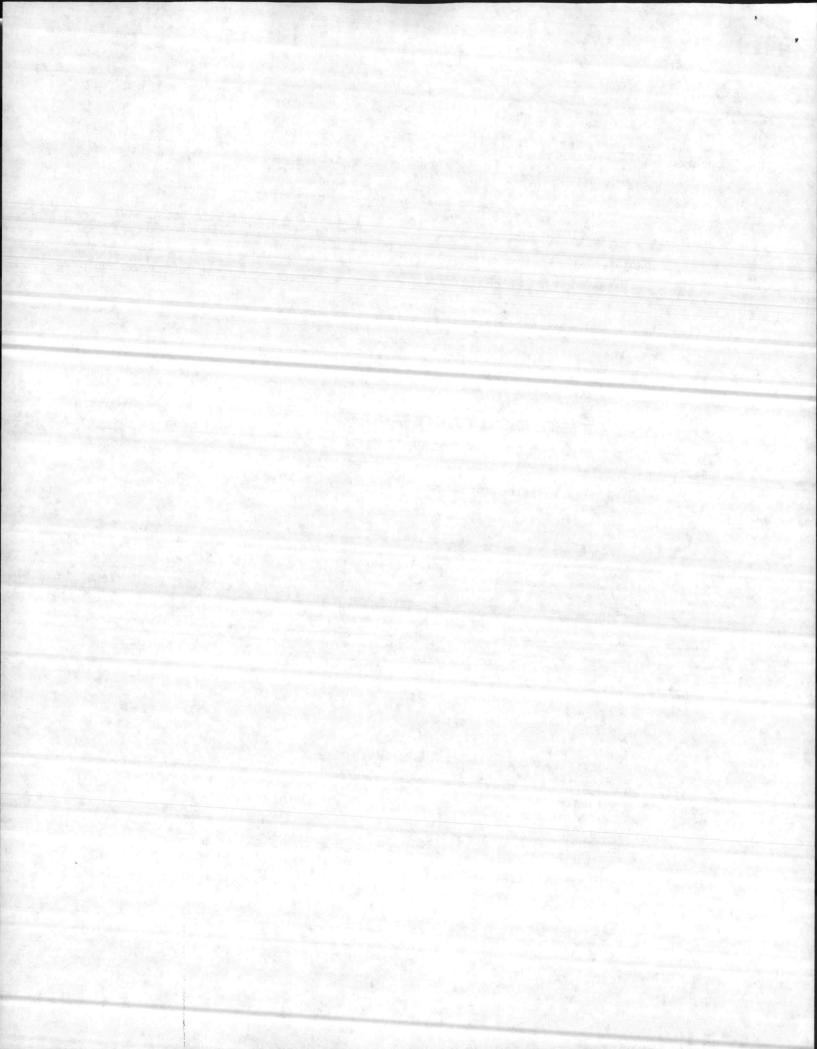


# ANALYZING THE CONTROL ENVIRONMENT

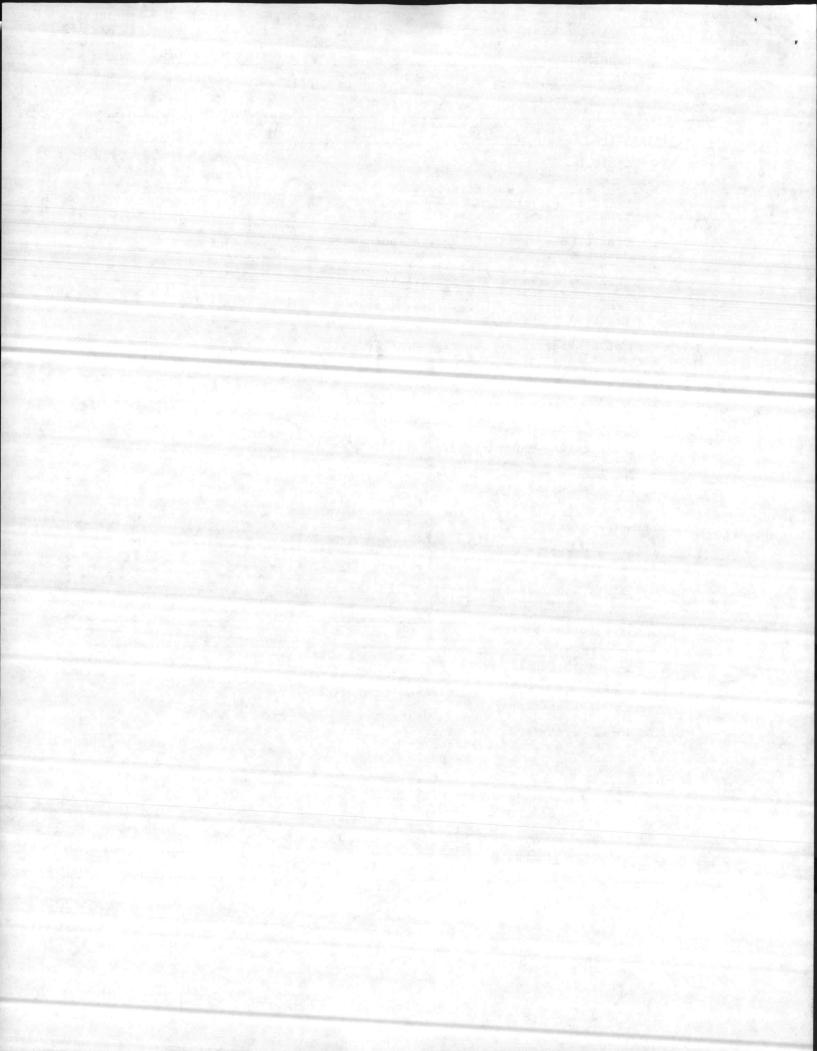
1. <u>Introduction</u>. The control environment is comprised of all aspects of management control. In analyzing the control environment, the reviewer should use the contents of paragraph 5 to complete the questionnaire provided below. Completed questionnaires should be forwarded as part of the Management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

# Analyzing the Control Environment

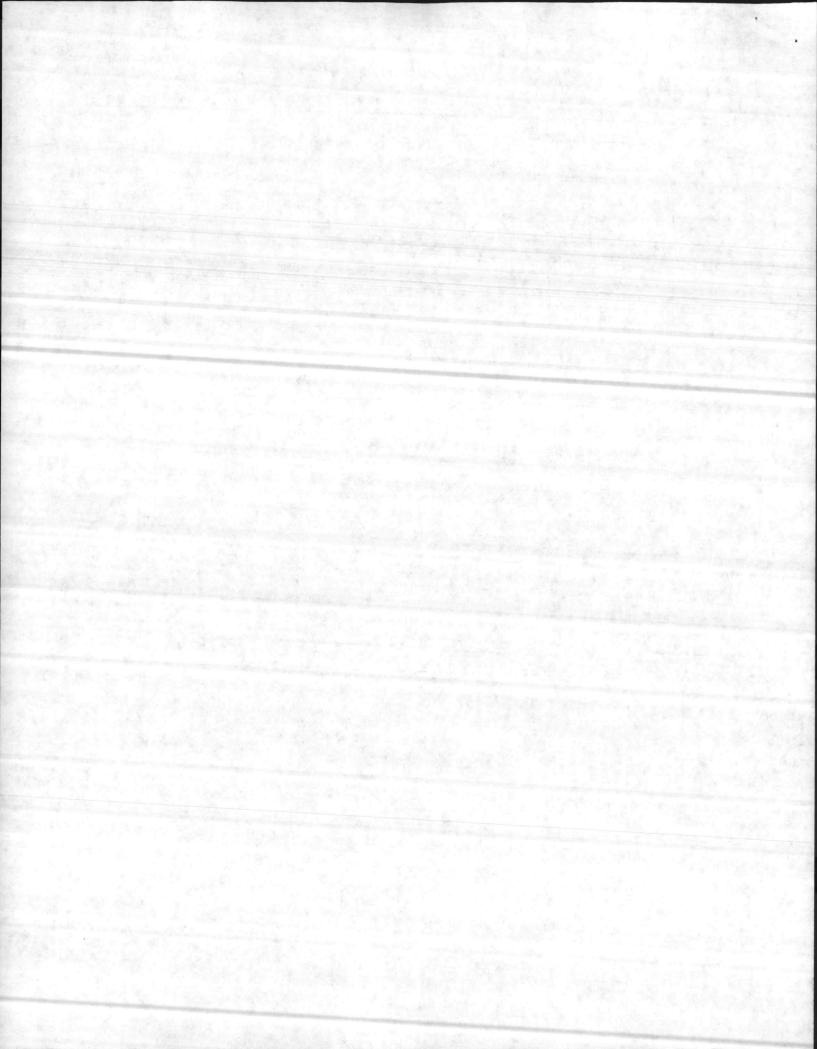
Analyzing the Control Environ	YES :	NO	: IF 1	NO	COMMENT
QUESTIONS	:		:		
ACTOR: ORGANIZATIONAL STRUCTURE					
There current?	: X :				
1. Is the organizational chart current?	: :				
2. Does the organizational structure help rather	: :				
2. Does the organizational structure?	: X :		in van		
than hinder work period	:				
3. Does the organizational structure provide for	: ,, :				
3. Does the organizational science	: X				
proper amounts of supervision					
4. Does the organizational structure support a	:				
4. Does the organizational Structure	: X		7		
4. Does the organization on trols?	: 100	:	:		
erructure	,				
Overall is the organizational structure	: X	:	:		19.00
satisfactory?	:	1			
			:		
FACTOR: POLICIES/PROCEDURES	1 15 365	•	:		
	: X		:		
1. Are policies and procedures			:		
1. Are policies and in writing? a. Current and in writing? authority?	:	:			
b. Consistent With Strand?	: X	•			
<ul><li>b. Consistent with stounderstand?</li><li>c. Simple and easy to understand?</li><li>d. Revised and updated as necessary?</li></ul>	: X	•			
d. Revised and updated as head	:	:			
2. Do policies and procedures help rather than	:				
2. Do policies and procedures	: X	•			
hinder work periormander			. 92		
3. Do policies and procedures support a system					
3. Do policies and procession	: X		100		
of internal controls.	:	•	- :		
Overall, are the policies and procedures	: x				
Overall, are the policies	: A	÷	-		
satisfactory?		:			
		:	:		
FACTOR: PERSONNEL					
1. Do personnel practices include:	: X				多水器 一种
a. A code of conduct?	: X				
a. A code of conduct? b. Provisions for conflict of interest	· v				
	: X	19			
c: Accurate and up-to-date position					
descriptions?	: X		:		
descriptions?  d. Accurate and up-to-date performance	: X		:		
d. Accurate and up-to-	. ^		:		
e. Periodic performance appraisal of all			:		
e. Periodic periodication	: X		:		
employees?  f. A reward system based on performance? -					
f. A reward system based on personal to g. Sufficient training opportunities to g. Sufficient training opportunities to					
	· v	:			
on new policies and procedures?	: X	:			
Of Des Dollers					



	QUESTIONS	: YES	: NO	: IF NOCOMMENT
2. Do	personnel practices support a system of nternal controls?			
	ll, are the personnel practices factory?		:	
30123.		:	:	:
	DELEGATION	:		
a b	oes delegation of authority  Exist in writing?  Clearly delinate duties and responsibilities?  Prevent overlapping, duplication, and	Х	: X	: Delegation is inter :only :
d	conflict of duties and responsibilities?  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?	х		
2. D	oes delegation of authority support a ystem of internal controls?	X		
	ll, is the delegation of authority factory?	AMPRICA CLASS		
58115	ractory.		:	
FACTOR:	BUDGETING		:	
1. 1	s there a long-range planning process?	X		
	s the budget system integrated with the lanning process?	. X		
3. I	s the accounting system integrated with the budget system?	: : X	:	
	oes the approved budget become the operating lan?	X		
5. A	re plans and budgets effectively communicated hroughout the organization?	: : x		
Overa satis	ill, is the budgeting and planning process	: : X		
FACTOR:	COMMUNICATION			
	oo performers receive feedback as a result of supervisory monitoring?	: : X		
п	no formal or informal mechanism exist for management to get suggestions or other information from line personnel?	X	:	
3. I	oo formal or informal mechanisms exist for sharing information across work units?	: X	:	
4. 1	Does the communication among staff support a system of internal controls?	X		
	all, is the communication within the vity satisfactory?	: · X	:	



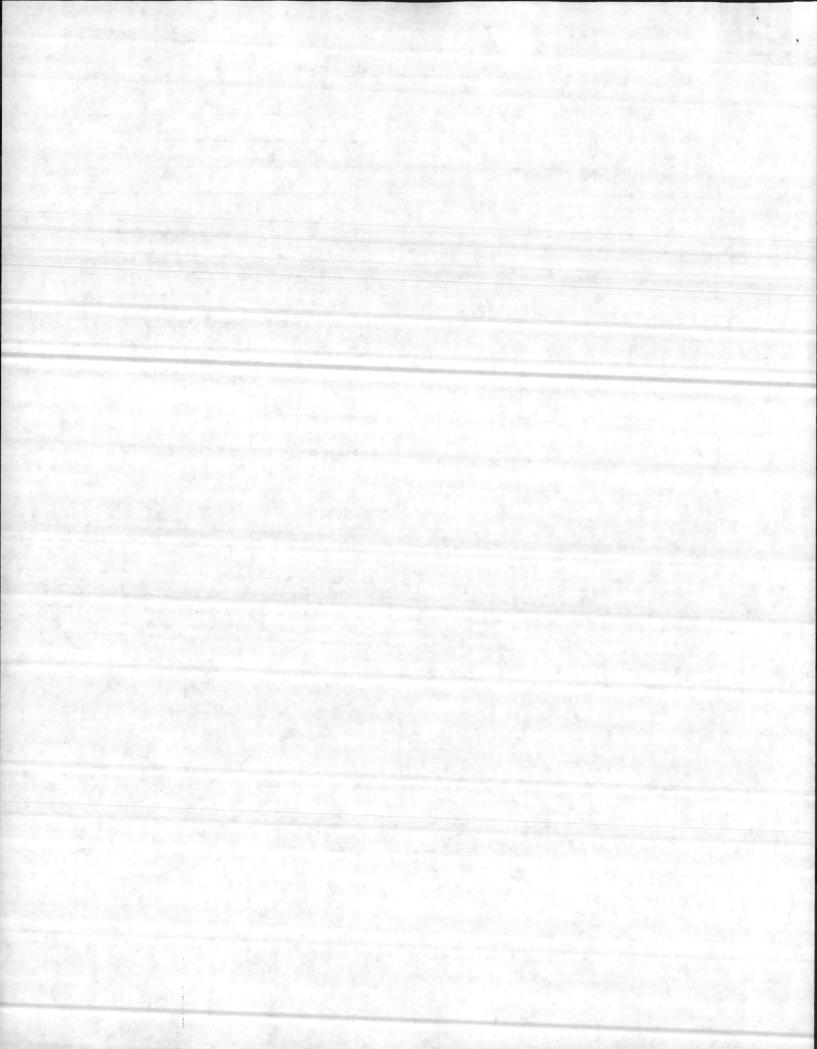
QUESTIONS	: Y	S	NO	: IF	NO	.COMMENT
CTOR: APD CONSIDERATIONS				:		
ACTOR: APD CONSIDERATE				•		
<ol> <li>Are data safeguarded to prevent unauthorized access, improper changes or loss?</li> </ol>				:	NA	
	:			:		
2. Do appropriate controls exist to detect			:	:		
unauthorized use of the system?			:			
<ol> <li>Are there procedures in place to ensure that data entered are: authorized/approved,</li> </ol>				•		
complete, accurate, and timely?						
in place to ensure that			:	:		
data outputs are: .complete, accurate, and	:					
timely?	• , 6		:	:		
5. Are the personnel aware of the control risks				:		
in ADP systems:	:		:	:	2.08	
Overall, are ADP systems satisfactory ?			:			
Overall, are no. 17	:		•	-		
				:		
FACTOR: REPORTING			:	:		
1. Are reports timely, accurate, useful, and	:	X				
distributed to appropriate users.	• •					
2. Do progress or performance reports show						
<ol> <li>Do progress or performance report comparisons with planned performance, budget allowances, and/or past performance?</li> </ol>	:	X	:	:		
	:		:			
3. Are reports made in accordance with pre-	•	x	:	:		
scribed directives?	•		:	:		
4. Are personnel required to report only on		X	:	:		
those matters within their concests			:	:		
5. Are reports made on the internal control		X				
system?			•	:	12 - 1	
Overall, is the reporting process	•	х				
satisfactory?		V	•	•		ALCOHOLD TO



### LIST OF SUBFUNCTIONS AND EVENT CYCLES

Function: Training/Education	
Subfunction	Event Cycles
Range Control	1. Schedules all airspace for aircraft 2. Sends out live firing notice to civilia 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 dro
Safety NCO	One SSgt is appointed as a Training Facilities representative. He works directly with base safety in resolving and correctibase safety hazards.
Prepared by: HCharles	Date: 18Aug 86

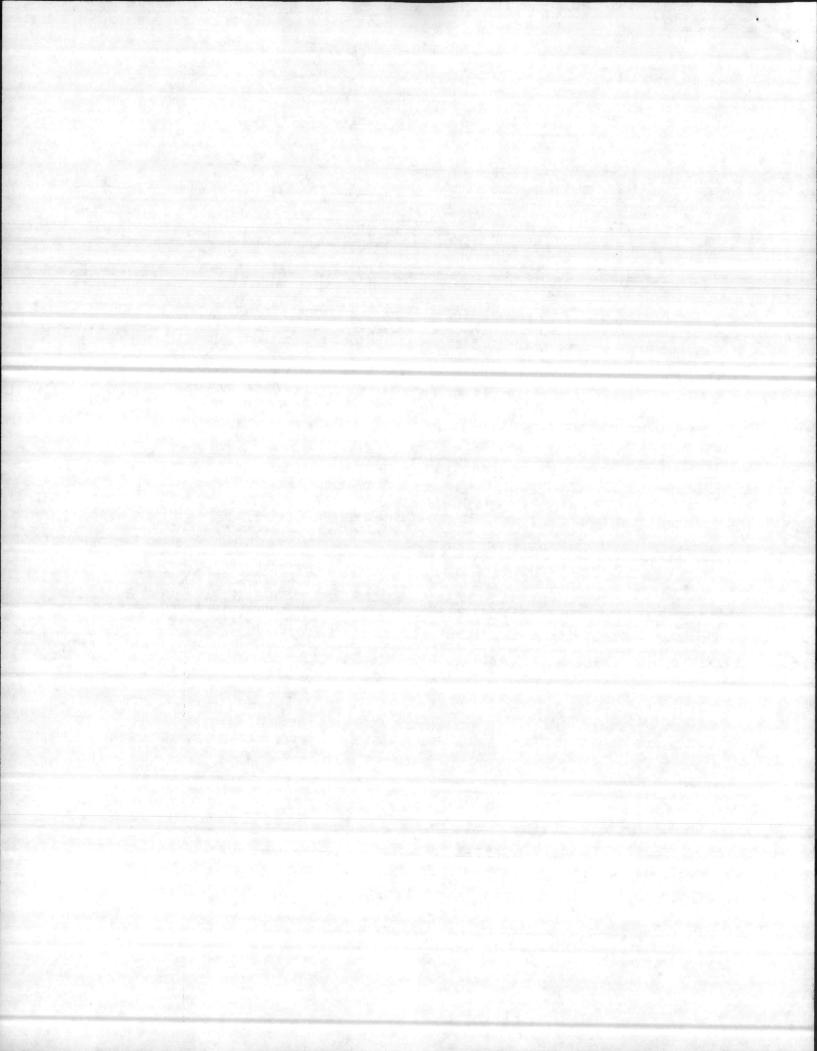
ENCLOSURE (2)



### -SAMPLE-

# MANAGEMENT CONTROL OBJECTIVES AND TECHNIQUES

Subfunction: R	ange Safety			
Harrison of the same of the sa			Control Techniques	: Working : Papers : Number
Event (vele :	Risk*	Control Objectives	Alternate training ar	eas
Identify Range requirements	same training	Request 14 days for resolution of problems	required	BO P11102.1
Ensure range boundaries(fans) do not overlay within another	Overlooking :	Process all range requirements by computer	All requirements are reviewed by CO of Range Control	MCO 3570.12
units area	:		in a daily for	, i
Range inspector checks ranges daily	each range :	To obtain complete range safety by contact with units	Checks ranges daily for safety violations	:N/A :
	. cac	traffic is aware of	Helicopters "sweep" areas for safety prior to unit live firing	BO P11102.
Range operation	s Oversight of	To ensure complete	Receives firing notic	e: Has
by Range Con-	: operations	: Sale Langes, crain	from Range Control. map boards to mark al	
trol Duty Off.	while con- ducting live fire	ing areas and air- space	areas/airspace being utilized. Record all radio communications	
.Safety NCO	None	: To ensure safety On Base	for safety purpose Attends Base Safety meetings responsible	: : :N/A
		: Oli Dase	for shop safety	



### LISTING OF MAJOR DEFICIENCIES AND CORRECTIVE ACTIONS

Def	j	2	en	CY
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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

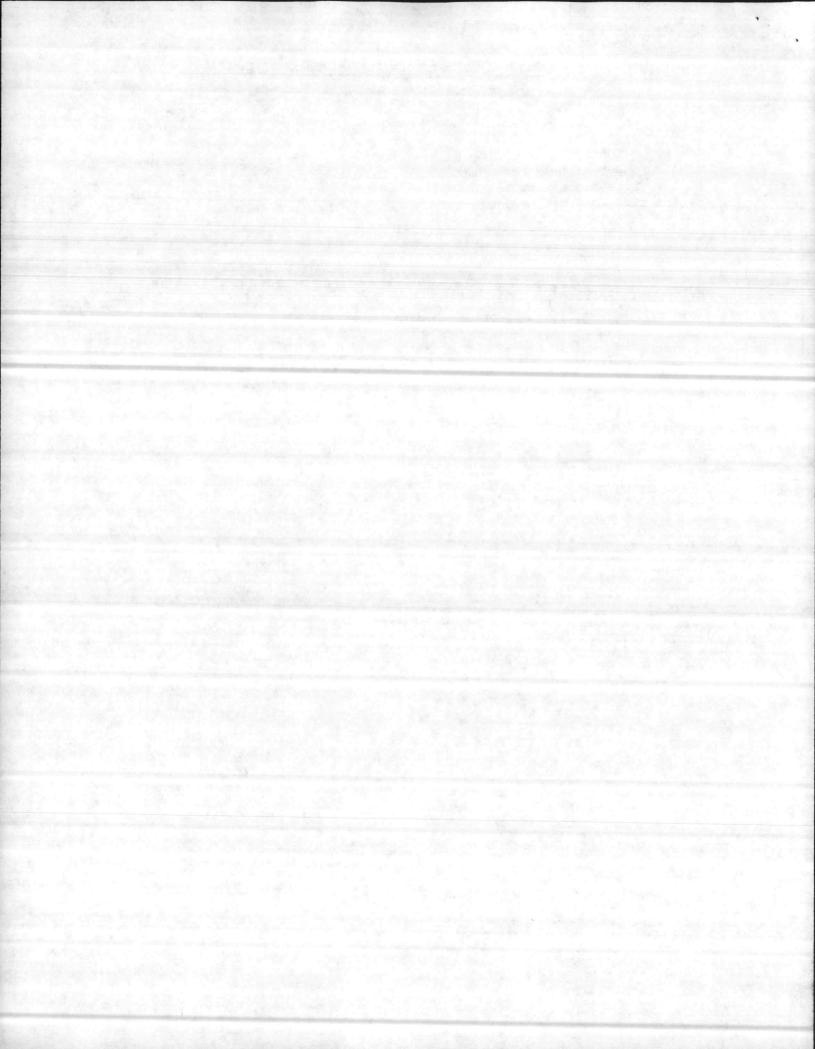
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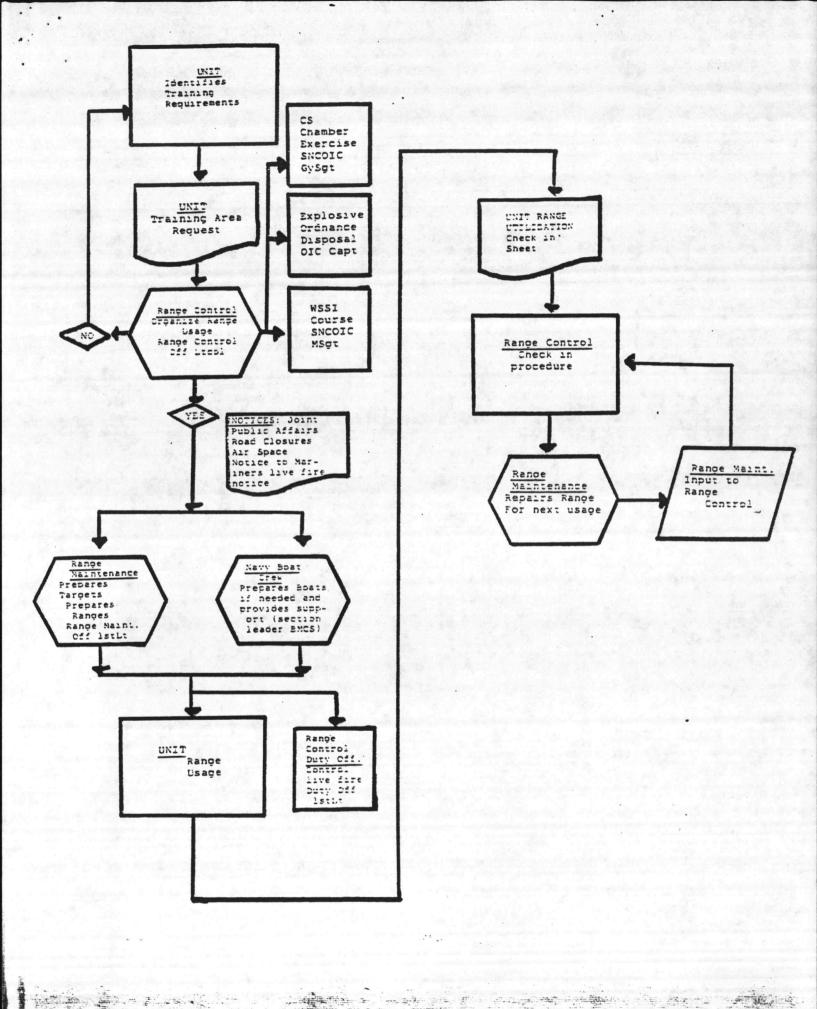
#### Corrective Action.

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

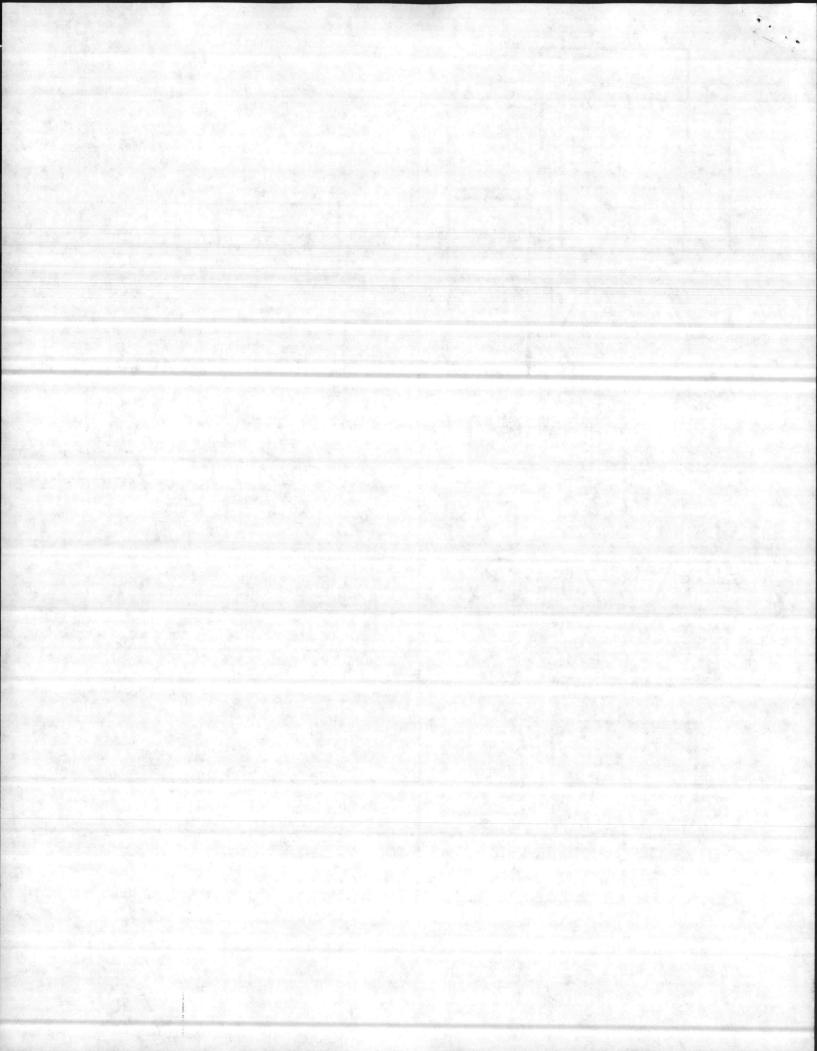
Deficiency.

Corrective Action.





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

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)

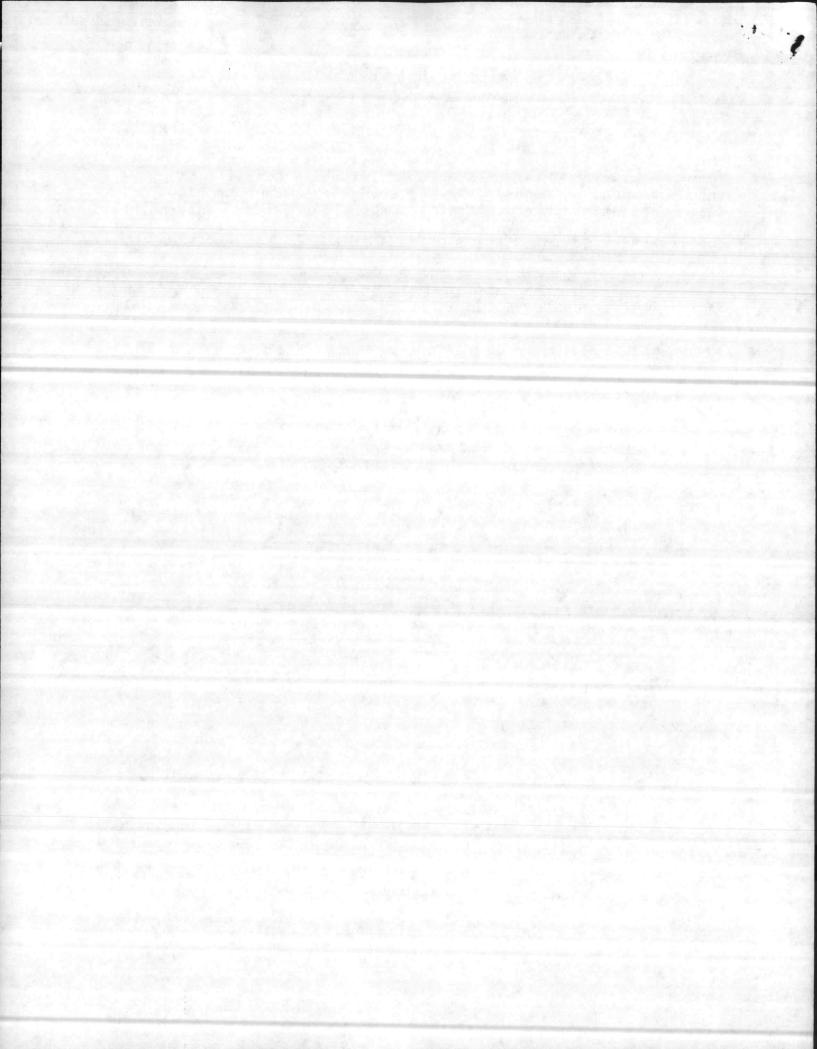
Subj: REPORT ON THE RESULTS OF MANAGEMENT CONTROL REVIEW

Ref: (a) BO 7000.4A

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

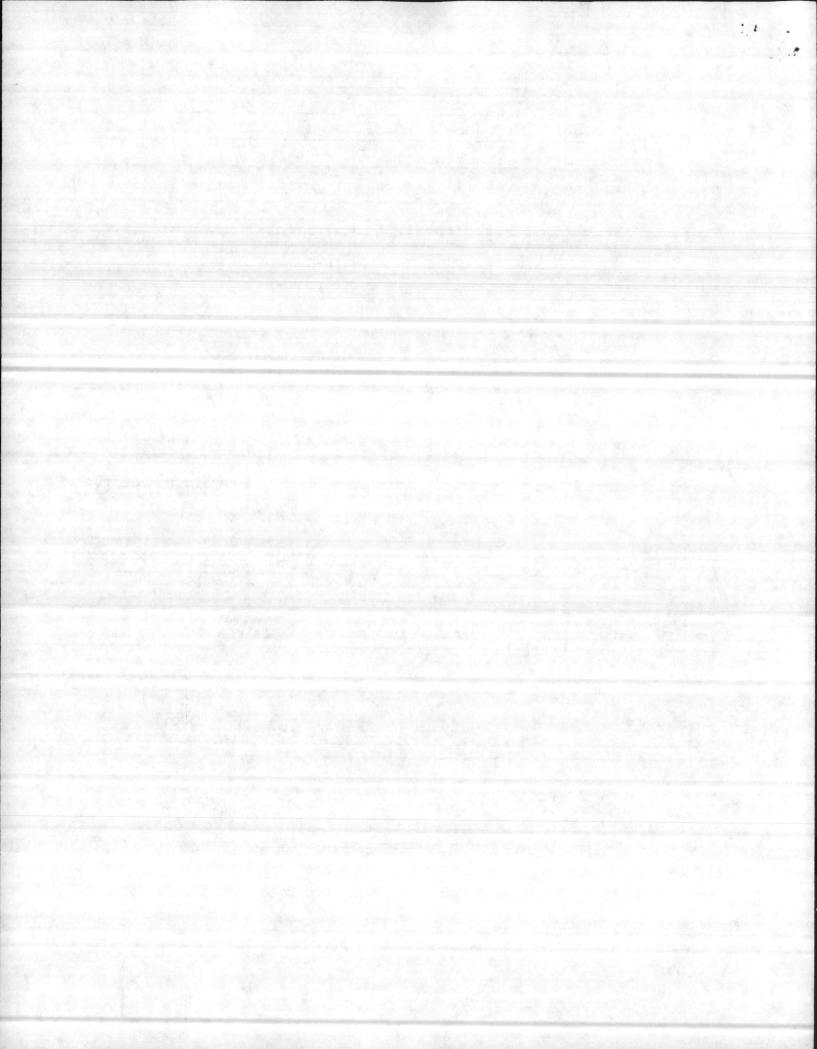
1. In accordance with the reference, a management control review was conducted on the Explosive Ordnance Disposal Branch. Results of the review are provided as the enclosure.

F. CHARLES



## REPORT OF MANAGEMENT CONTROL REVIEW

Function Range Control		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Subfunction Explosive Or	dnance Disposa	al	
General Staff Office Assis			g and Operations
Division/Branch Training			Phone 451-0558/0382
Statement of Subfunction Pur o neutralize hazards a	pose: The DOD n	nission is to p	rovide the capabil
niielia   circlimetances	are nevono the	DOLINGT CADADT	II CIES OF OCHET
pecialities and presen	t a threat to	operations, in	stallations,
ersonnel or material.			- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1
Number of personnel assigned	to perform subfu	nction: 5	
		MOS/Job Series:	2305
Supervisor Grade: 0-3			
Employee Grade Range: $E-5$	thru E-8	MOS/Job Series:	2336
References applicable to sub	function:		
25.71	MCO 8010.11	OPNAVIN	ST 5510.1G
MCO 35/1.2E MCO 8027.1C	BO 8027	SECNAVI	NST 5212.5B
3. MCO 4790.2B	BO 5510.6E	EOD B 0	-1-60-1
4. MCO 5215.1F	NAVMC 1017 VM-4400-124	1	
5. MCO 8011.4F	VM-4400-12-		
Report Requirements			
Title		Recipi	ent Frequency
1. Weekly Operations R	eport	Range Con	trol Weekly trol Semi-Annual
<ol> <li>Command Chronology</li> <li>Classified Files In</li> </ol>	ventory	BCFII/Securi	ty Mar Semi-Annua
4. JNACC Report	ventory	JNACC	Annual
5.			
Impact of subfunction on oth	ner areas of the c	command: Require	s support for
ransportation storage	of explosive	s, communicatio	ns, logistics,
ffice and working space	es.	10 10 10 10	
Previous Audits/Reviews:	NONE	the second section of the second	
Command Evaluation Program	(CEPs) (Inspecting	Offices provide b	clank copy of
checklist):			
1. Number of CEPs conducted	d over last 12 mor	nths: 0	
<ol> <li>Working papers page number</li> </ol>	ber(s):		

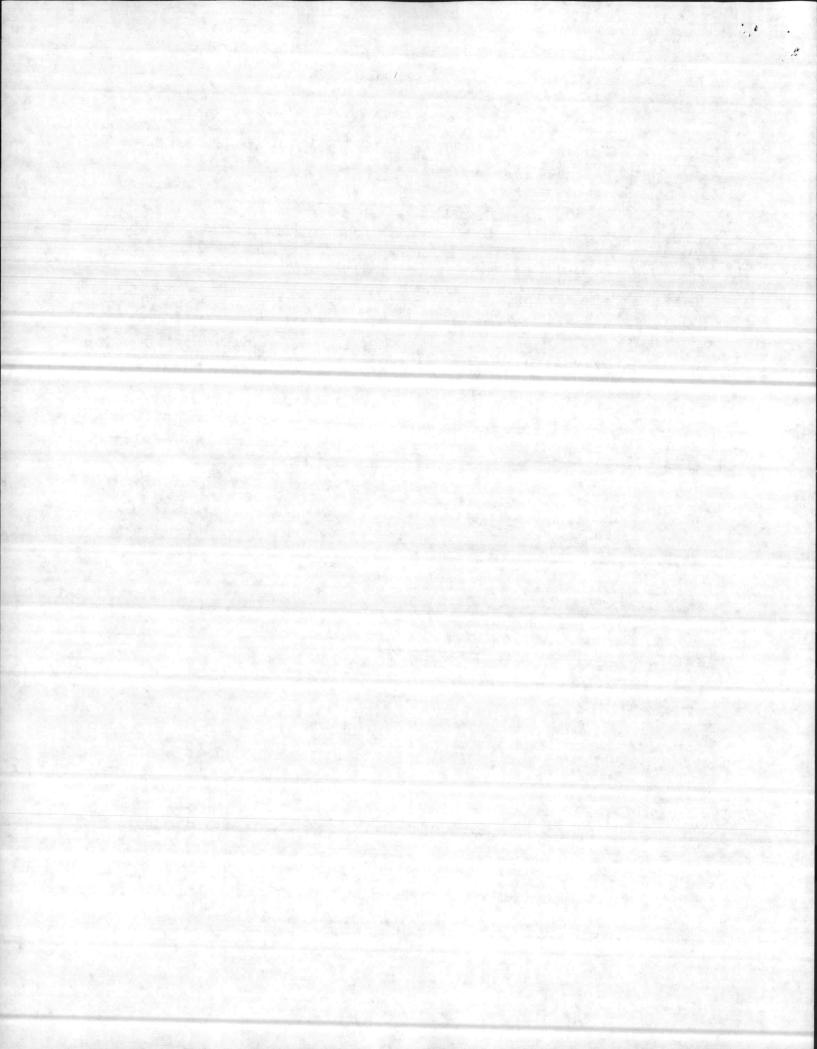


# ANALYZING THE CONTROL ENVIRONMENT

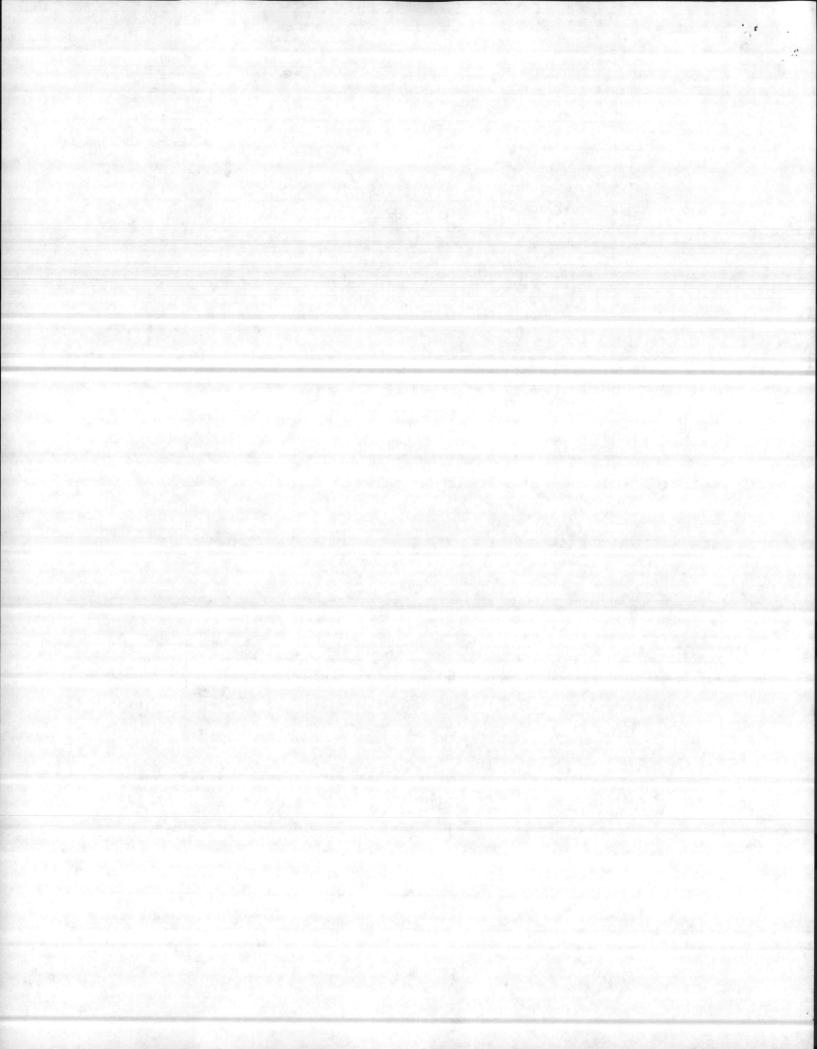
1. <u>Introduction</u>. The control environment is comprised of all aspects of management control. In analyzing the control environment, the reviewer should use the contents of paragraph 5 to complete the questionnaire provided below. Completed questionnaires should be forwarded as part of the Management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

# Analyzing the Control Environment

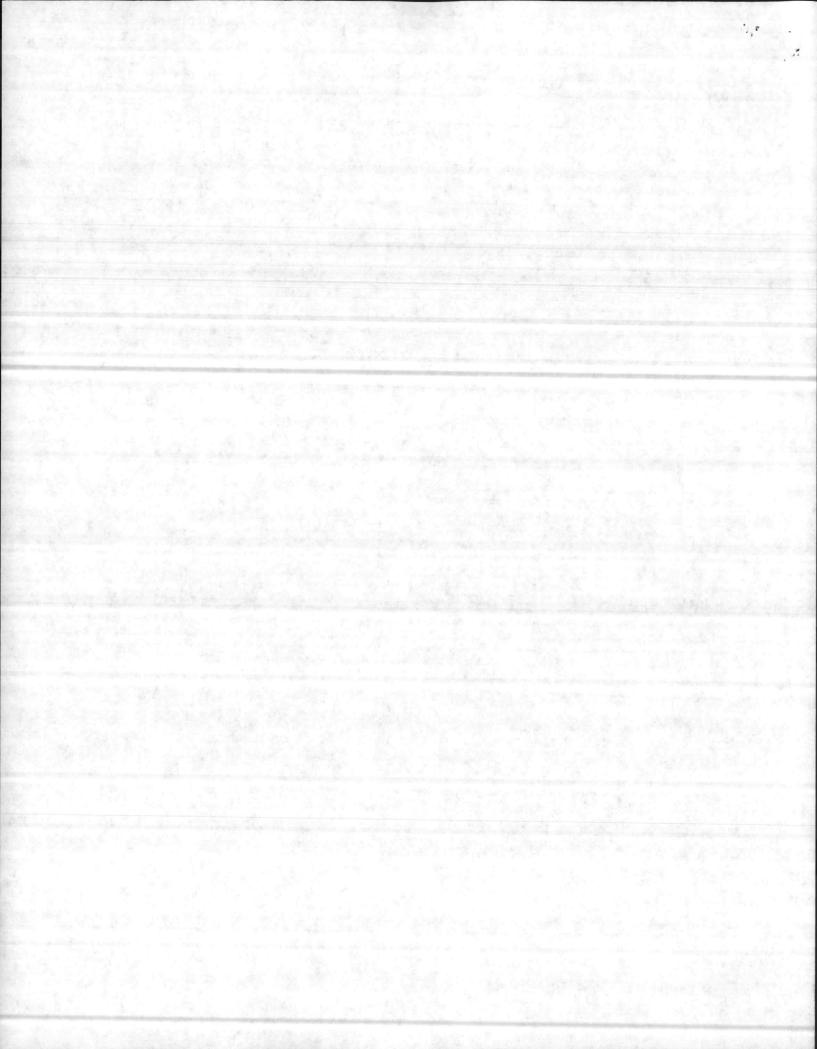
Analyzing the Control Environm	ent		
Andly	YES :	NO :	IF NOCOMMENT
QUESTIONS :			
ACTOR: ORGANIZATIONAL STRUCTURE			
ACTOR: ORGANIZATION	X	-	
and organizational chart culture			:Manpower level does
1. Is the organizational structure help rather : 2. Does the organizational structure help rather :		. x	meet operational re-
2. Does the organizational screen			meet operation
		Post.	quirements
3. Does the organizational structure provide for :	X	:	
3. Does the organizational proper amounts of supervision?	٨	:	·
		:	
4. Does the organizational structure support a	X	:	
everem of internet		:	
system of structure :		100	
Overall 15 the Organia	X	:	
satisfactory?			
FACTOR: POLICIES/PROCEDURES		:	
1. Are policies and procedures	. X	:	
1. Are policies and in writing? a. Current and in writing? attraction authority?	: X	:	
a. Current and in writing: b. Consistent with statutory authority? b. consistent oasy to understand?	: X		
b. Consistent with statutery  c. Simple and easy to understand?  c. Simple and updated as necessary?	: X		
Payised and update	1		
2. Do policies and procedures help rather than	: X		
2. Do policies and procedures	. ^		
hinder work port		:	
3. Do policies and procedures support a system	: X	:	
of internal controls?	: "	:	
of Internal comments	:	:	
Overail, are the policies and procedures	: X	•	
satisfactory?	•	:	
. Ha <del>ndard Barang Handard Handard</del>			
FACTOR: PERSONNEL		:	
practices include:	: X	:	
a. A code of conduct?	:	:	
a. A code of conduct? b. provisions for conflict of interest	: X	:	
disclosures?	:		
c: Accurate and up-to-oate post	: X		
descriptions?	٠		
d Accurate and up-to-	: X		
standards?  e. Periodic performance appraisal of all	: X	a de la companie de l	
e. Periodic periormance app	: X	:	
employees?  f. A reward system based on performance?  f. A reward system based opportunities to	: X		
f. A reward system based on periods to g. Sufficient training opportunities to g. Sufficient training and update employees		:	•
g. Sufficient training opportunities to sufficient training opportunities to sufficient training opportunities to sufficient and update employees improve competency and procedures?	: X	:	
improve competency and approvedures? on new policies and procedures?	7.	:	- 12개 : 10 10 10 10 10 10 10 10 10 10 10 10 10
On her pro-			



QUESTIONS	ILS	NO	· IF N	DCOM	MEN
2. Do personnel practices support a system of	The Line				
internal controls?					
internal controls:	X		the said		
Overall, are the personnel practices			:	77 N T	
satisfactory?	X	:	:		
		:	:		- 9 30
CTOR: DELEGATION :			:		
			:		
1. Does delegation of authority		:	:		
a. Exist in writing?	X	:	: 1		
b. Clearly delinate duties and responsibili-		:	:		
ties?	X		: 100		
c. Prevent overlapping, duplication, and :	X		Print and		
conflict of duties and responsibilities?	Α .		:		
d. Grant sufficient authority to officials :	v		:		
to carry out their responsibilities?	X				
e. Divide responsibility so that no single					
official controls all phases of a	X	Province.			
critical transaction?					
2. Does delegation of authority support a	X				
system of internal controls?					
Overall is the delegation of authority		1000	:		
Overeit, is the octogetion of detinate,	X		:		
satisfactory?					
CTOR: BUDGETING					
C.O. DODODIII		:			
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	:	:		
성인 경기 등 경기 위한 경기 등 경기 등 경기 등 경기 등 경기 등 경기 등 시간 기계 등 기계		:			
4 Does the approved budget become the operating					
plan?	X		e lastrus		
5. Are plans and budgets effectively communicated					
throughout the organization?	X		:		
		:	<del>:</del>		
Overall, is the budgeting and planning process					
satisfactory?	:	:	:		
CTOR: COMMUNICATION			:		
CION. COMMONICATION		:			
1. Do performers receive feedback as a result of	:	:	:		
supervisory monitoring?	: X	:	:		
	:	:	:		
2. Do formal or informal mechanism exist for	:	:	: 1		
management to get suggestions or other	: v	:	:		
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		:		

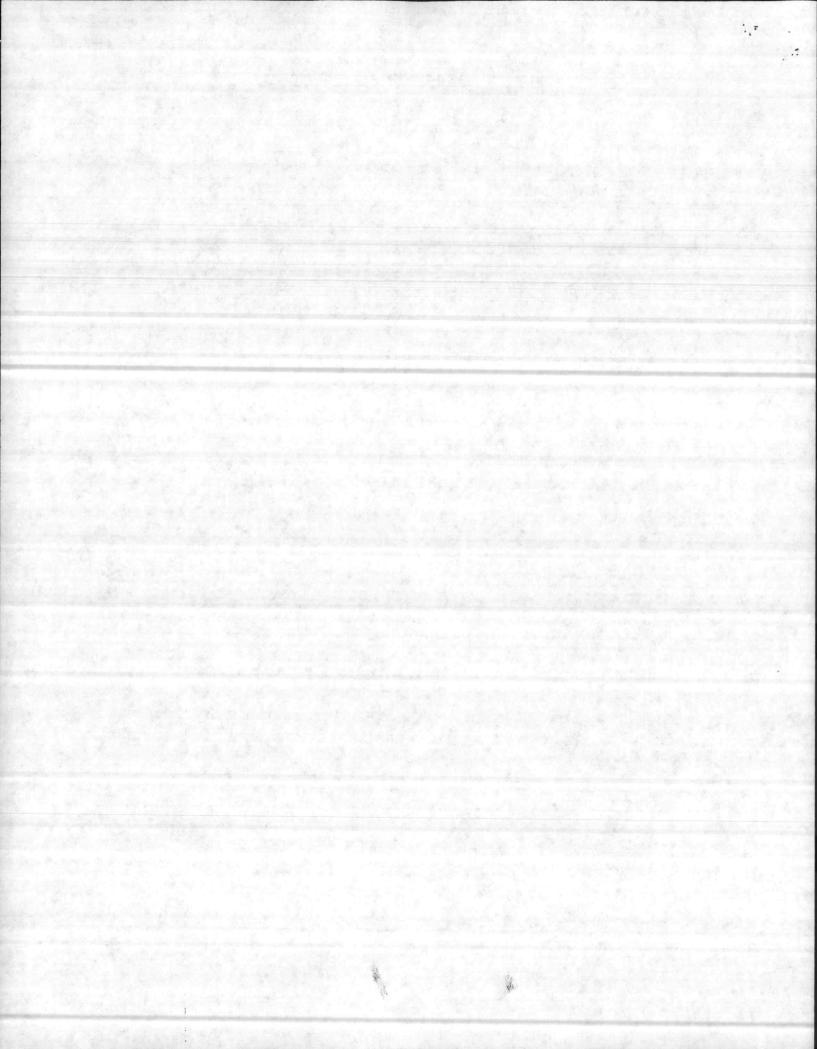


	: YES : NO : IF NOCOMMENT
QUESTIONS	
FACTOR: APD CONSIDERATIONS	
1. Are data safeguarded to prevent unauthorized access, improper changes or loss?	
2. Do appropriate controls exist to detect unauthorized use of the system?	N/A
3. Are there procedures in place to ensure that data entered are: authorized/approved, complete, accurate, and timely?	
<ol> <li>Are there procedures in place to ensure that data outputs are: .complete, accurate, and</li> </ol>	
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
<ol> <li>Do progress or performance reports show comparisons with planned performance, budget allowances, and/or past performance?</li> </ol>	X :
3. Are reports made in accordance with pre- scribed directives?	X
4. Are personnel required to report only on those matters within their control?	: X Personnel are required to report on all as-
5. Are reports made on the internal control system?	X pects of the operation
Overall, is the reporting process satisfactory?	: x : :



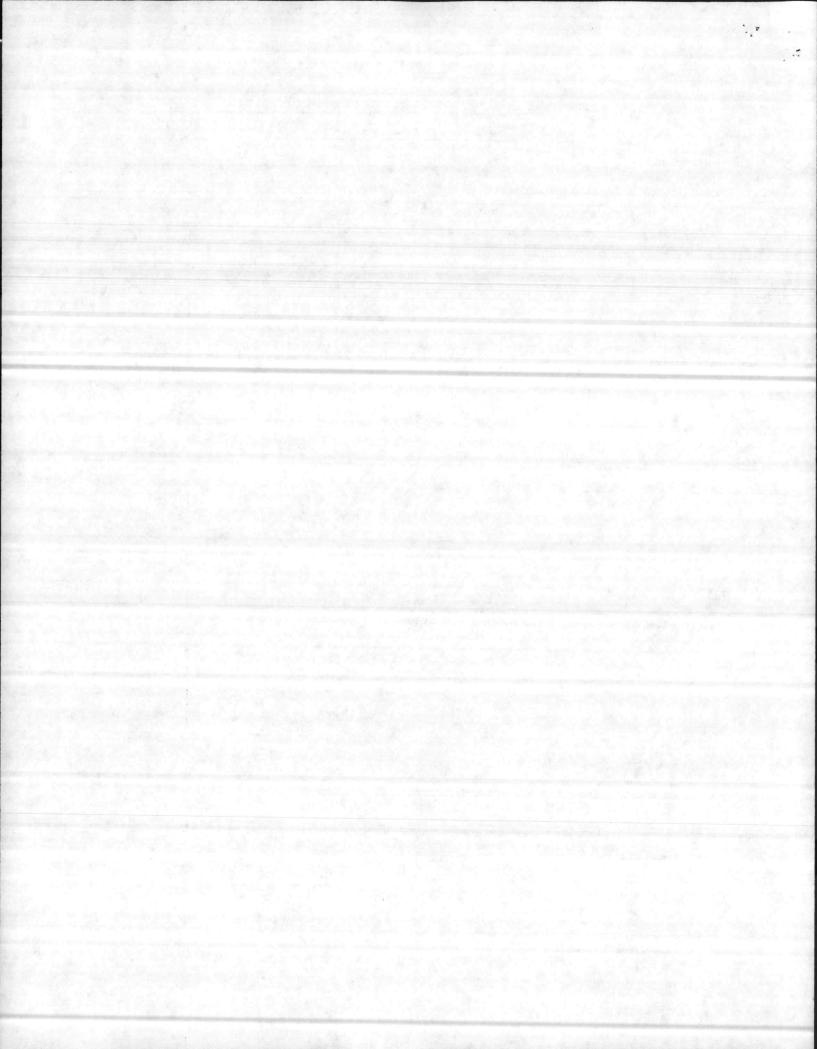
## LIST OF SUBFUNCTIONS AND EVENT CYCLES

Ounction: Explosive Ordnance Disposal						
Subfunction	: Event Cycles :					
perations	Notification Schedual/Respond					
	:Liasion :Evaluation :Perform					



### LIST OF SUBFUNCTIONS AND EVENT CYCLES

vision/Section: Explosive Ordnance Disposal					
nction:					
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: 147 fe with	Date: MAY 211				



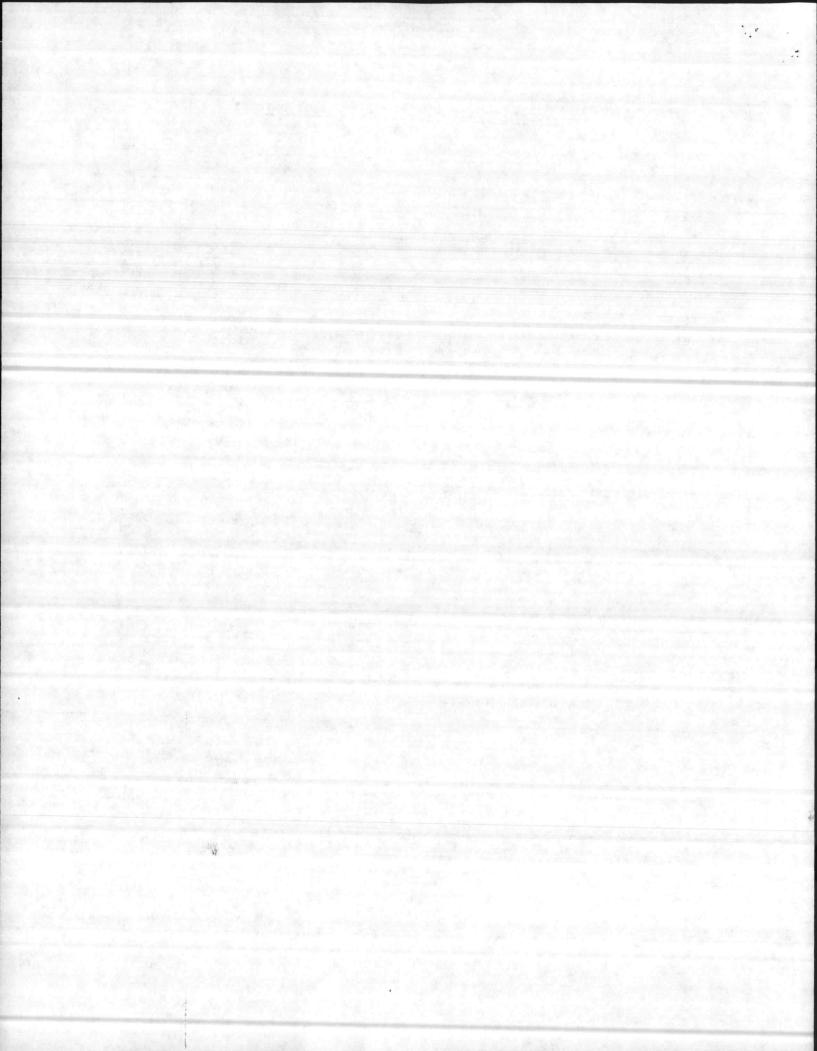
### -SAMPLE-

# MANAGEMENT CONTROL OBJECTIVES AND TECHNIQUES

Subfunction:			27.8.24.8.26	
				Working
			and the second s	Papers
and the second s	and the second second second	: Control Objectives	: Control Techniques	Number
Event Cycle	Risk-	: Control objects		Section 1
		Ensure vehicles	check vehicles dail	У
	Personnel	are safe and	and perform weekly	:
-mational/	may drive	are sale and	PM.	:
faty check	w/o proper	operable at all		• * * * * * * * * * * * * * * * * * * *
arety check	:safety	:times.		
	equipment.	The Manual Control of the Control of	was log and mainta	in
aily vehicle	Personnel	Ensure personnel	Keep log and mainta trip tickets and	
dispatch	may drive	are trained and		
	.w/o proper	:vehicle properly	master log.	:
	training or	dispatched.		:
	authorizati	ón		:
1:-1-	Improper	Ensure cleanline	ess Operators will c	rean
aily vehicle	vehicle	of vehicles.	: vehicles after u.	se.
leaning			: Vehicles will be	
	cleaning wi	:	washed thoroughly	Y:
	lower life		once a week and	:
	of vehicle		: waxed once a mon	th.
	and increas		:	
	maintenance	e :		
	needs.			-
		Ensure vehicles	:Perform preventiv	e:
Weekly vehicle	W/o proper		to: maintenance weekl	у:
Preventive	PM, vehicle	are maintained	- : and as needed.	
Maintenance	life will		i i	
(PM)	become un-	sary operationa	· :	
	safe and u	n-and safety pro-		
	reliable.	blems.	:	
Weekly cleaning	Improper	-: Ensure vehicle	s : Venicles will be	ahlv
	cleaning	: are clean.	be washing thorou	13,121
	will lower		once a week and w	vareu
	life of ve	hicle.	once a month.	1 1000
	1116 01 10	1/	MA.	Y 2 1 198
		1 11	Date:	
	115	tere the		OLDES
Prepared by:	TACIO	00000	Date:	86052
Reviewed by:	MGYSGT	· Uma		
Kenjemen pl.				

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# 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.

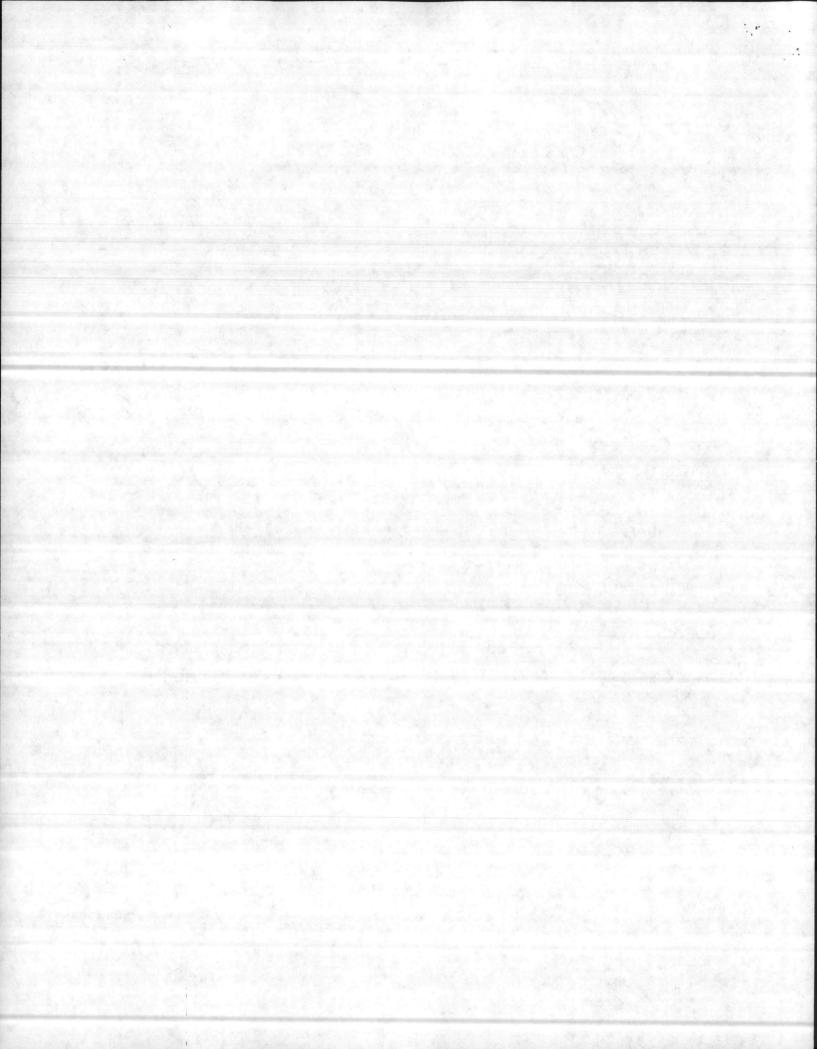
Carry two spare tires per vehicle.

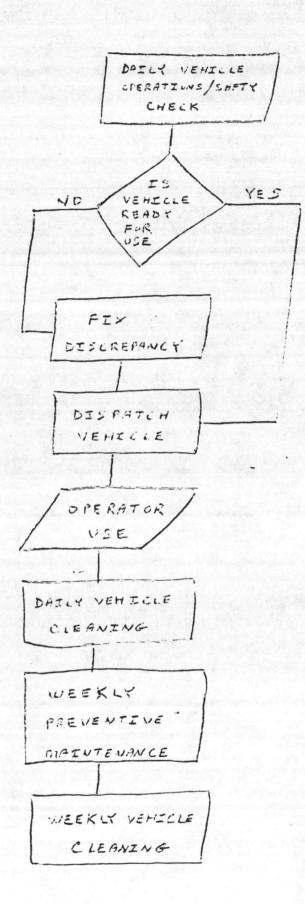
#### Deficiency.

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.

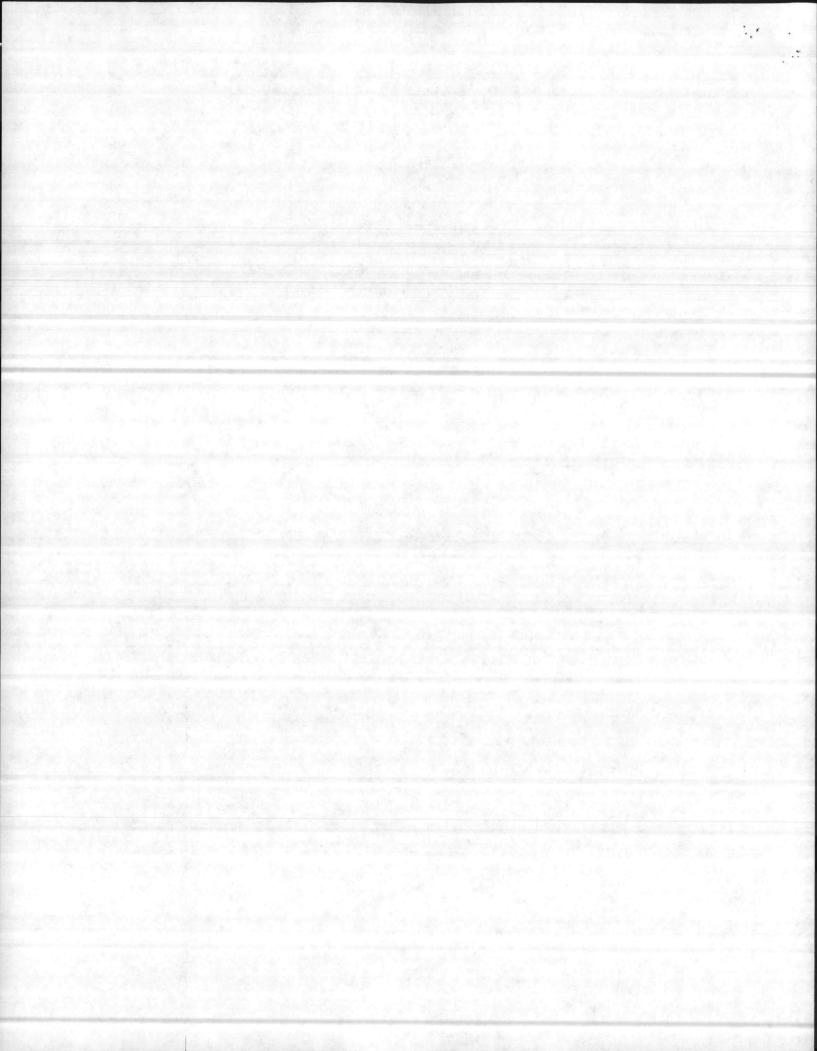
Obtain authorization to use M1008 vehicles for the MCB Explosive Ordnance Disposal Team.





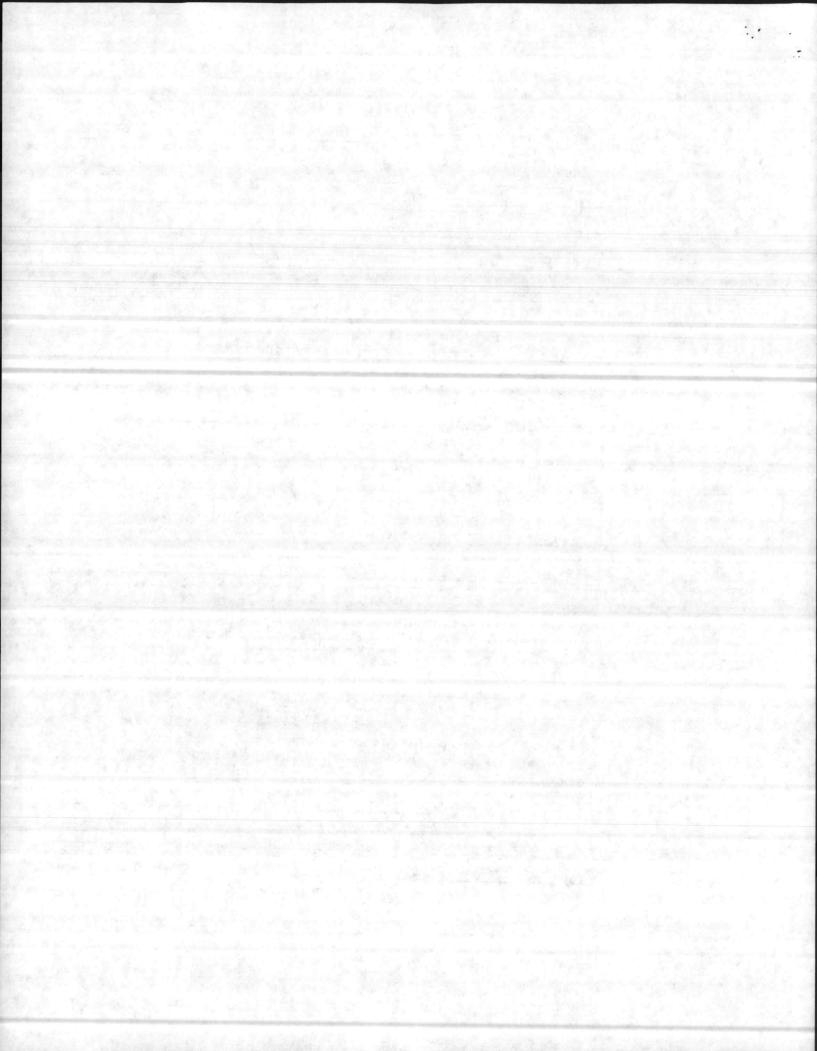
· · · ·

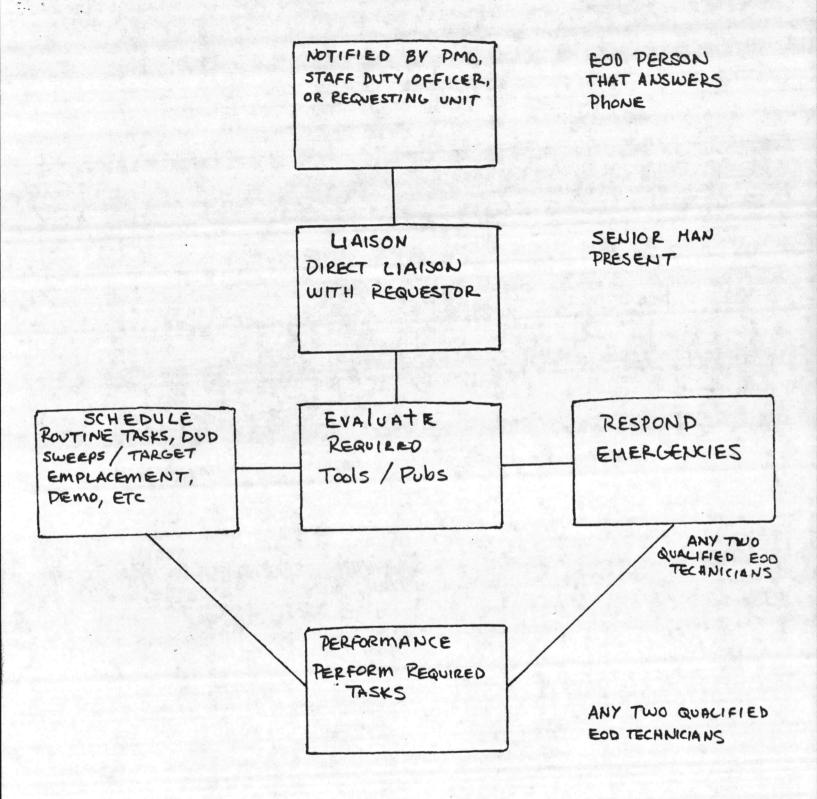
. . . .

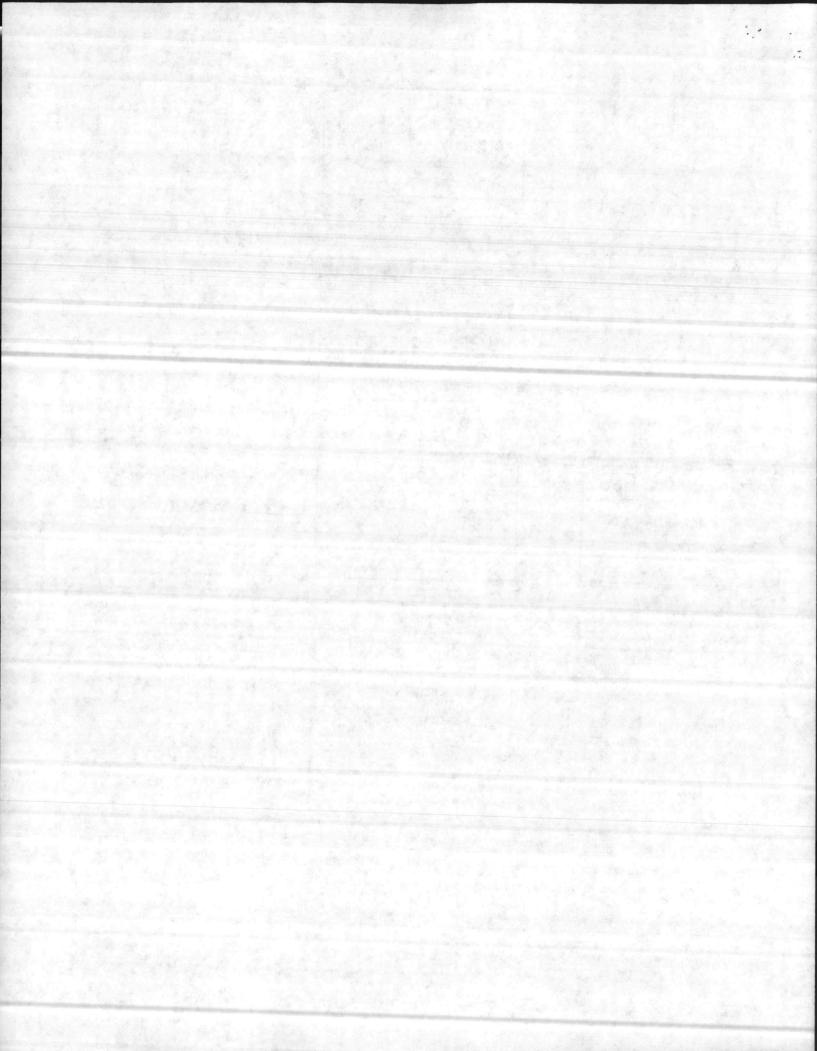


## MANAGEMENT CONTROL OBJECTIVES AND TECHNIQUES

Function: _	Explosive Ordnance Disposal
Subfunction:	Operations
e de la companya de l	: Working : Papers : Papers : Number : Number : Risk : Control Objectives : Control Techniques : Number :
Event Cvcl	Risk : Concrol objects
Notification	improper des- identification contact to assure cription of of work to be person/unit to assure desired performed.
Schedule/Re spond	- : Conflicts : Assure smooth : Coordinate directly of rge : transition during with person requesting scheduling routine ops; insure assistance. during fastest/safest routine ops: response in emer+ possible gency loss of life/ property in emergency
Liaison	Ill-pre- To determine As in steps 102 pared re- type of response coordinate directly sponse; emergency or with personnel requesting possible routine assistance to determine loss of life property in emergency:
Evaluation	Loss of Insure proper Coordinate all info life/prop-:tools/publication with available team erty due to to properly per-members to insure erroneous form safe pro-insure proper pubs/response cedure (RSP) tools for response







### LIST OF SUBFUNCTIONS AND EVENT CYCLES

General Staff Office: AC/S, Training and Operations

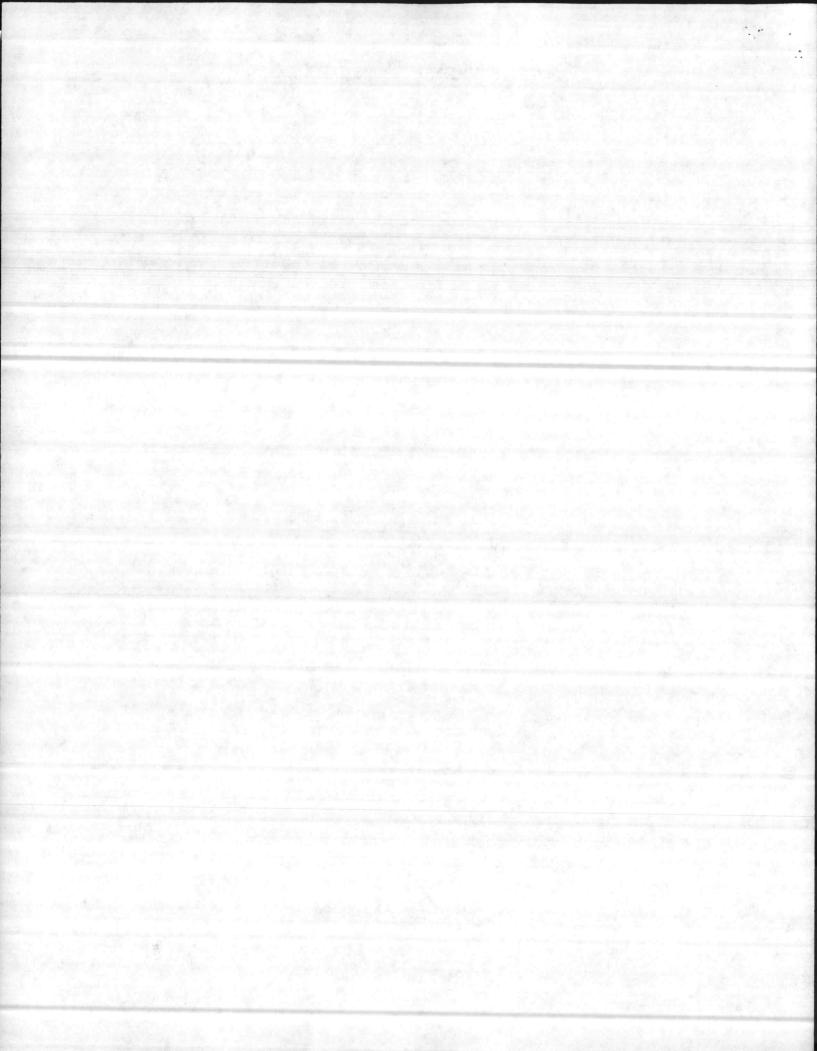
Division/Section: Range Control

Function: Explosive Ordnance Disposal

Subfunction	Event Cycles
CONTRACTOR OF THE PROPERTY OF	
Admin	Morning report
	Files
	: Directives
	Reports
그는 사용화가 없었다면 그는 것 같아. 그 사람들이 가는 것 같아 있다면 하고 있었다면 다 했다.	보이지는 그렇게 하게 되는 없다. 기사 이 회사의 보이라면서 얼마 되었다. 그는 아이는 그렇게 된다면 없는 것이다.

Date: MAY 2 1 1986

Date: 860721



## MANAGEMENT CONTROL OBJECTIVES AND TECHNIQUES

General Staff Office: AC/S, Training and Operations

Division/Branch: Training Facilities Branch

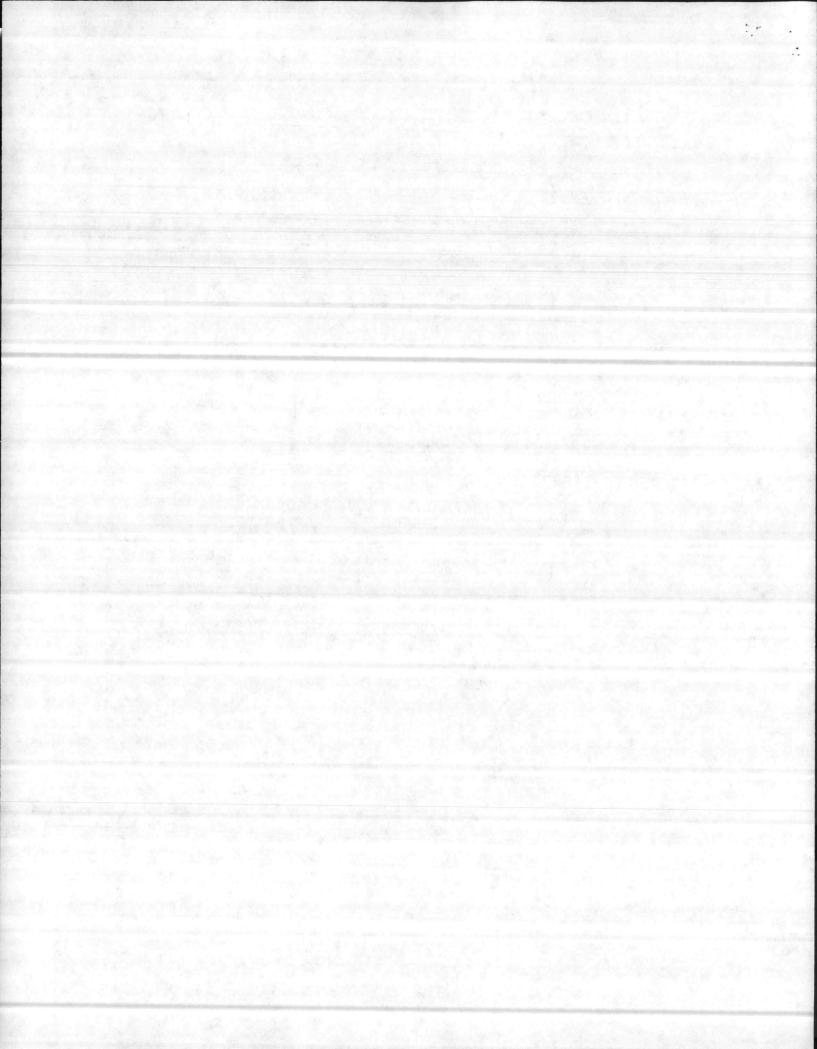
Function: Explosive Ordnance Disposal

Subfunction: Administration

and the second s		Control Objectives	: : Control Techniques	: Working : Papers : Number
Event (vcle	Inaccurate personnel strength report.	Accurate Rpt	Senior enlisted man calls in change as they occur.	: : : : : : :
Files	Poor/no record of	Accurate filing system in com- pliance with current directive	in proper maintena of files system e.and monitor close	ly.
Directives	: Inaccurate	Insure compliant with current directives.	e Educate personnel in proper main- tenance of direc- tives and monitor closely.	
Reports	:Failure of required reporting.	Insure required reports are sub mitted in a timely and accurate manner.	Constructed report require charts and assigned individua reports to specifi personnel. : : : : : : : : : : : : : : : : : : :	: 1:

Prepared by:

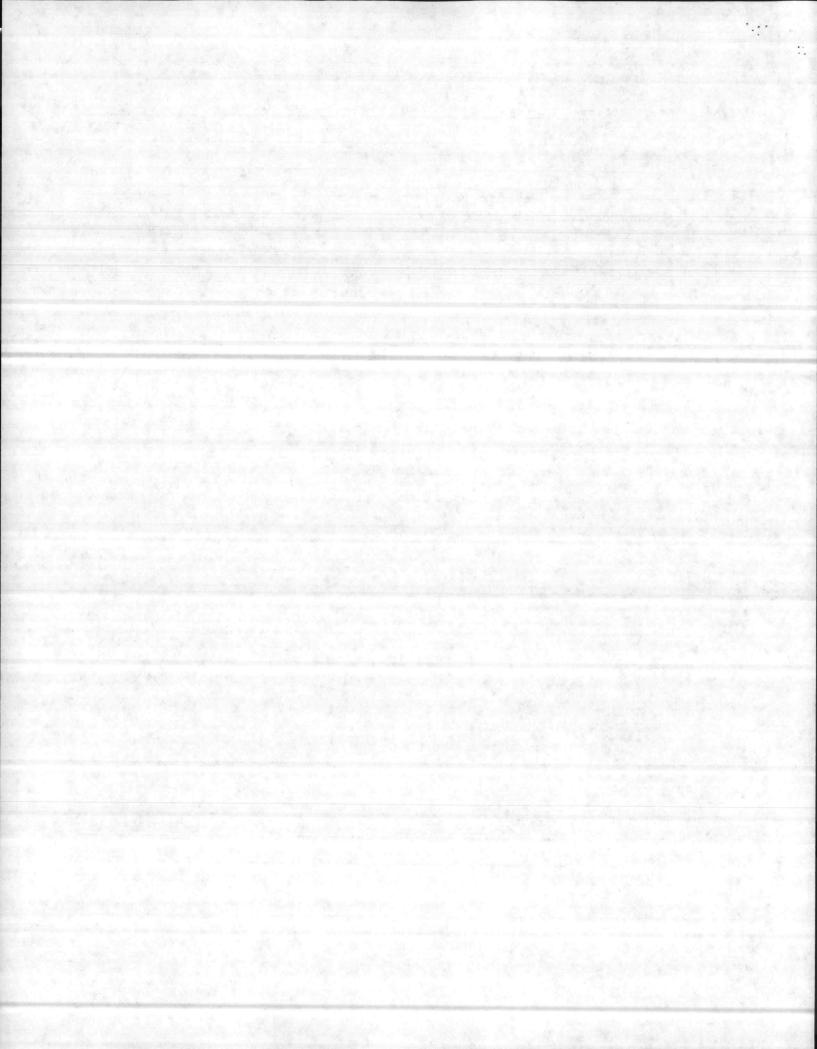
Date: MAY 2 1 1986



### LIST OF SUBFUNCTIONS AND EVENT CYCLES

General Staff Office: AC/S, Tra  Division/Section: Range Control  Function: Explosive Ordnance	
Subfunction	: Event Cycles
Supply	Receipt Accounting Inventory Procurement Maintenance/Inspection

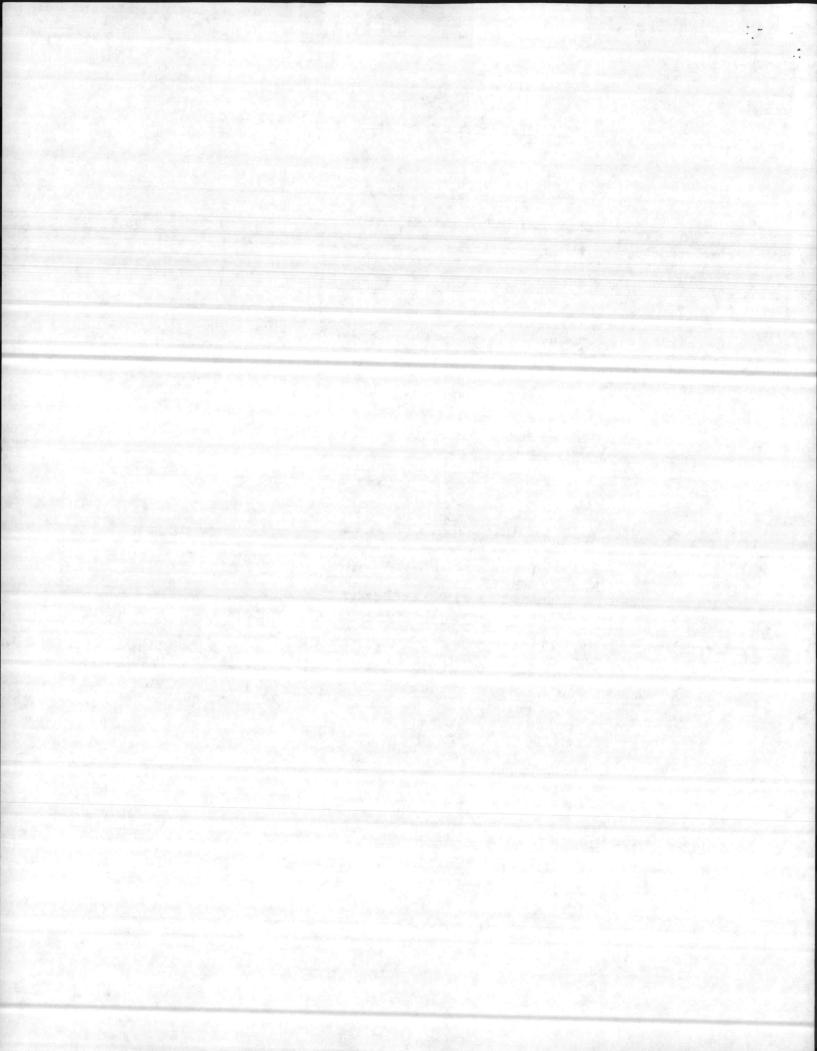
Date: MAY 2 1 1986
Date: 860521



# MANAGEMENT CONTROL OBJECTIVES AND TECHNIQUES

bfunction: _	Supply	Working
	: : : : : : : : : : : : : : : : : : :	Papers
Event (vcle Receipt	Components :To have a complete Do a thorough :missing from stocklist or : inventory upon :the tool set extret of the set receipt.	
Accounting	No info or Ensure proper Upon receipt of improper info is placed CMR, check info to be sure it is placed on CMR.	
Inventory/ Inspection	Missing or : Insures that all insure proper inventories/ inspections are components complete and inspections are performed when or shelf : that all components with a inspection dateshelf life or has expired. inspection date : are inspected/ : replaced.	
	t Receiving : To receive the Research items are wrong item correct item and use proper advice codes.  vicable item: servicability.  vicable item: servicability.	: :
Maintenanc Inspection	e/Discovering : insure all series : and inspections	

THELESUFE



### LISTING OF MAJOR DEFICIENCIES AND CORRECTIVE ACTIONS



Inspection of protective clothing.

### Corrective Action.

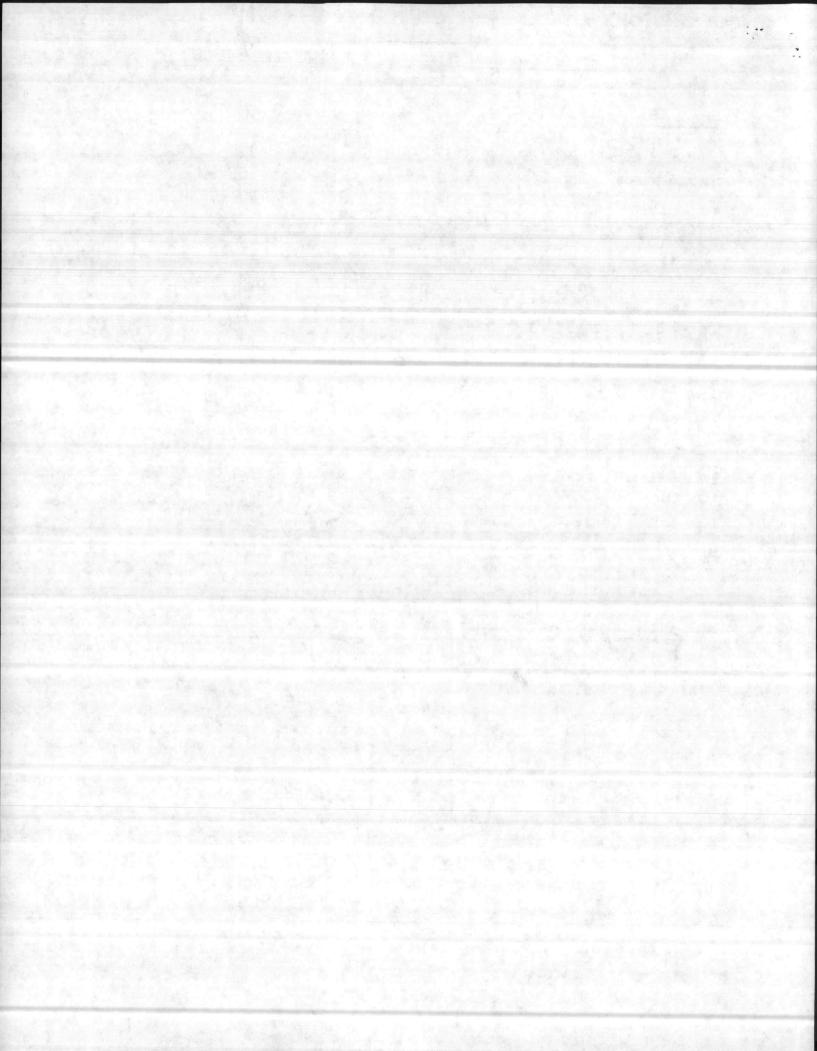
Protective clothing should be inspected/tested in accordance with current directives.

#### 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



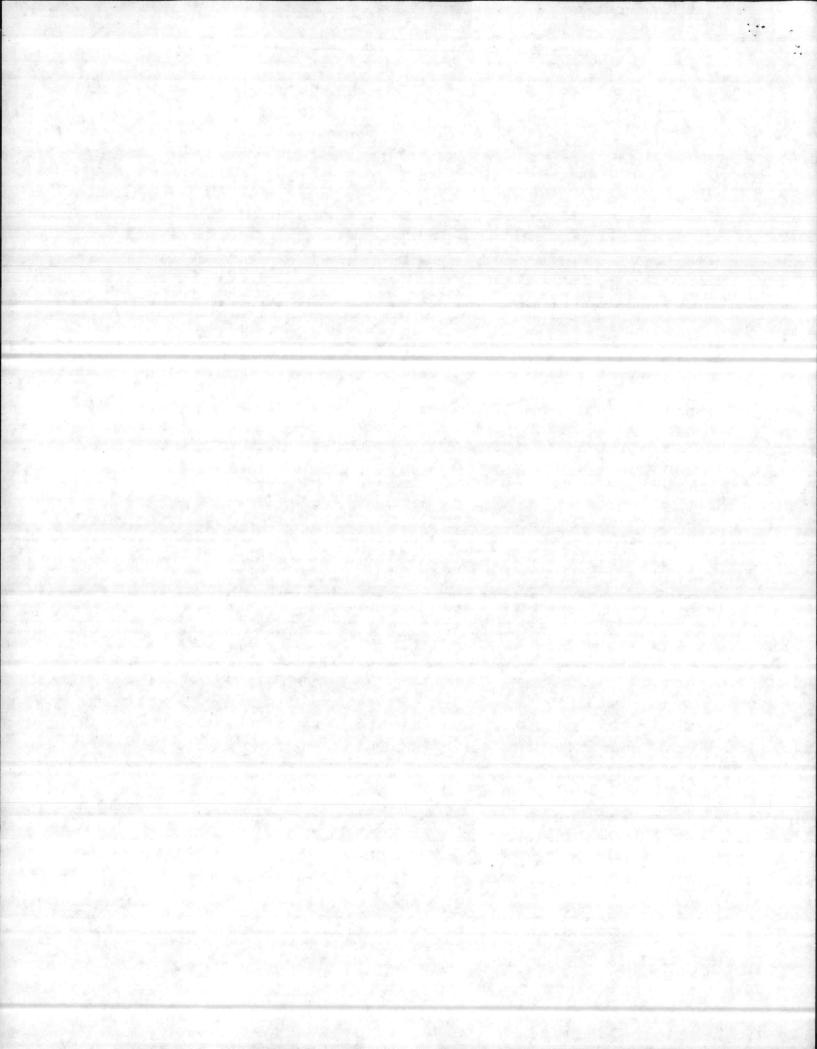
Receiving items that have an expired shelf life or inspection test date.

### Corrective Action.

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

#### Deficiency.

### Corrective Action.

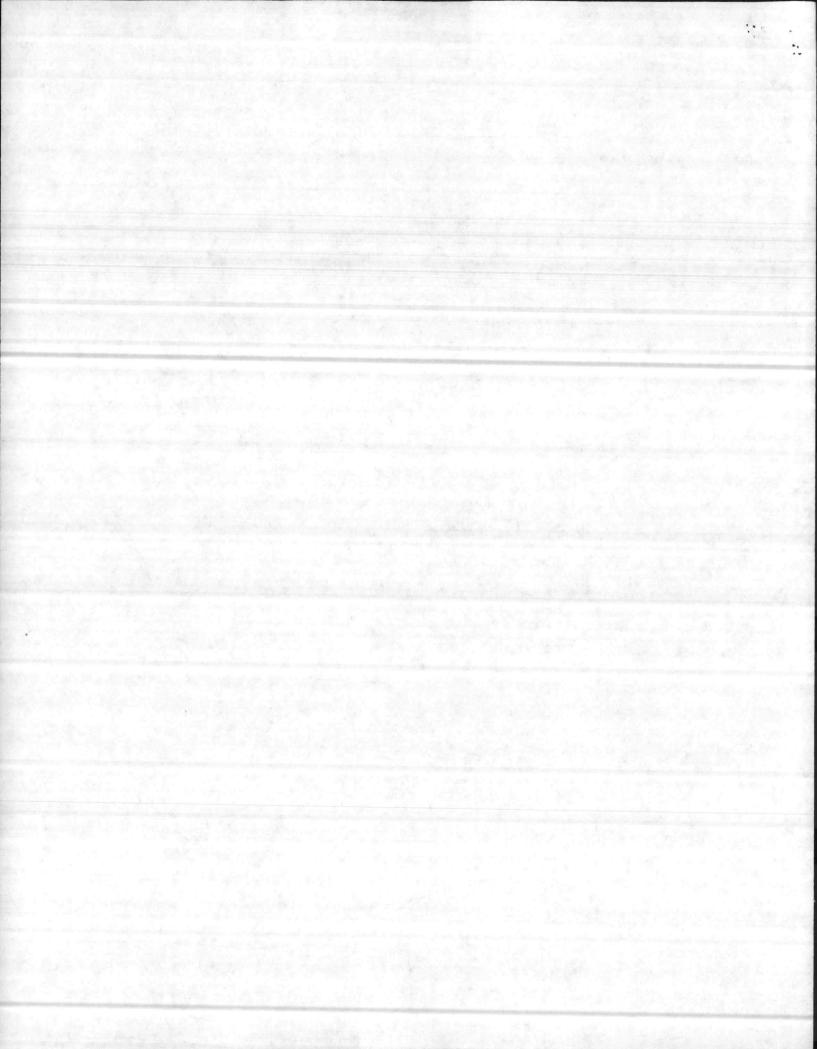


RELEIPT FROM PROPER SUPPLY CHANNEL PLACE ITEM UNIT CMR PRÉ PORM INVENTORIZS REQUIRED ORDER MATERIAL THAT ARE

REQUIRED

PERFORM MAINTENANCE

ARRANGE TO HAVE INSPECTION 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:

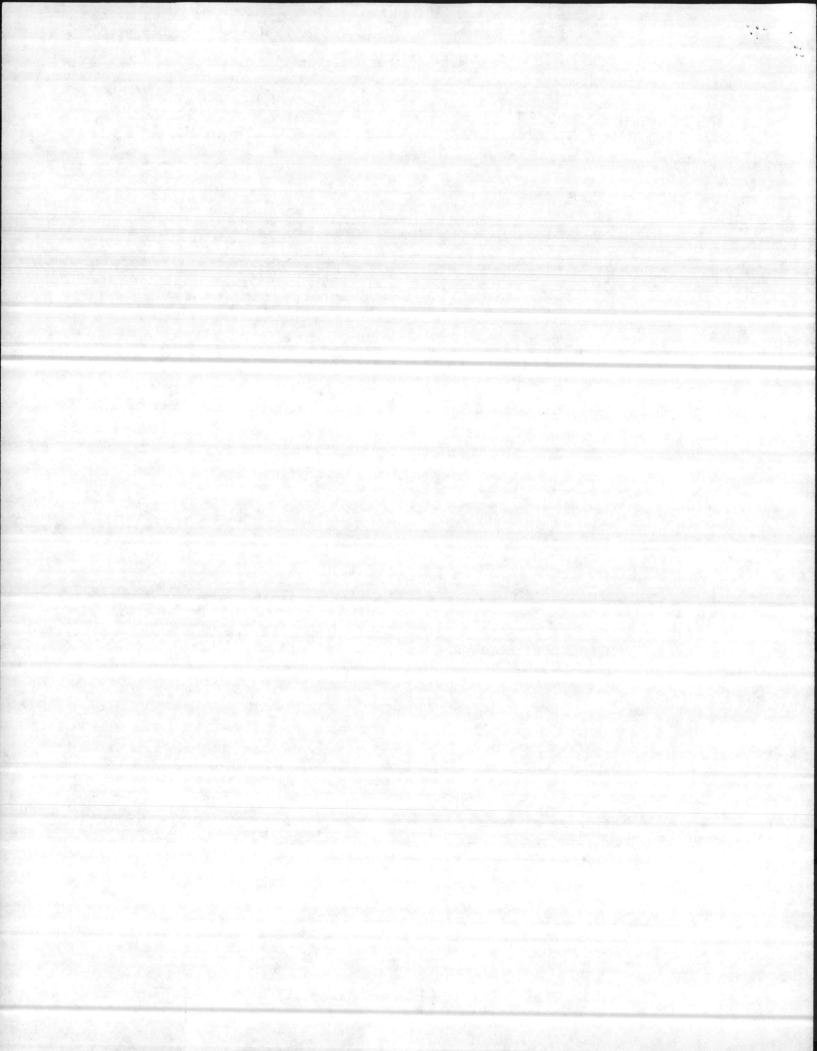
Date:

MAY 2 1 1986

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86057

ENCLOSURE (2)



# MANAGEMENT CONTROL OBJECTIVES AND TECHNIQUES

General Staff Office: AC/S, Training and Operations

Division/Branch: Range Control

Function: Explosive Ordnance Disposal

Subfunction: Classified Files

	: Risk- :	Control Objectives	: Control Techniques	Working Papers Number
	Being held:	Ensure received documents are complete.	Inventory documents upon receipt and inotify sender of incomplete document:	s.
Accounting Filing Inventory	<pre>plete !Mismarked :classifica- !tion,docu- !ment date !Improper !filing. :Discovering !missing.los</pre>	Record accurate classification and document dates. Ensure proper filing. Ensure all docutments are accounted for.	:Contact publishing authority to obtain correct information :Limit the number of clerks. :Conduct semi-annual inventories.	
Destruction	uments.	:: g:Destroy super	Record document to be destroyed, burn document, forward burn report to CFU:	

Prepared by:

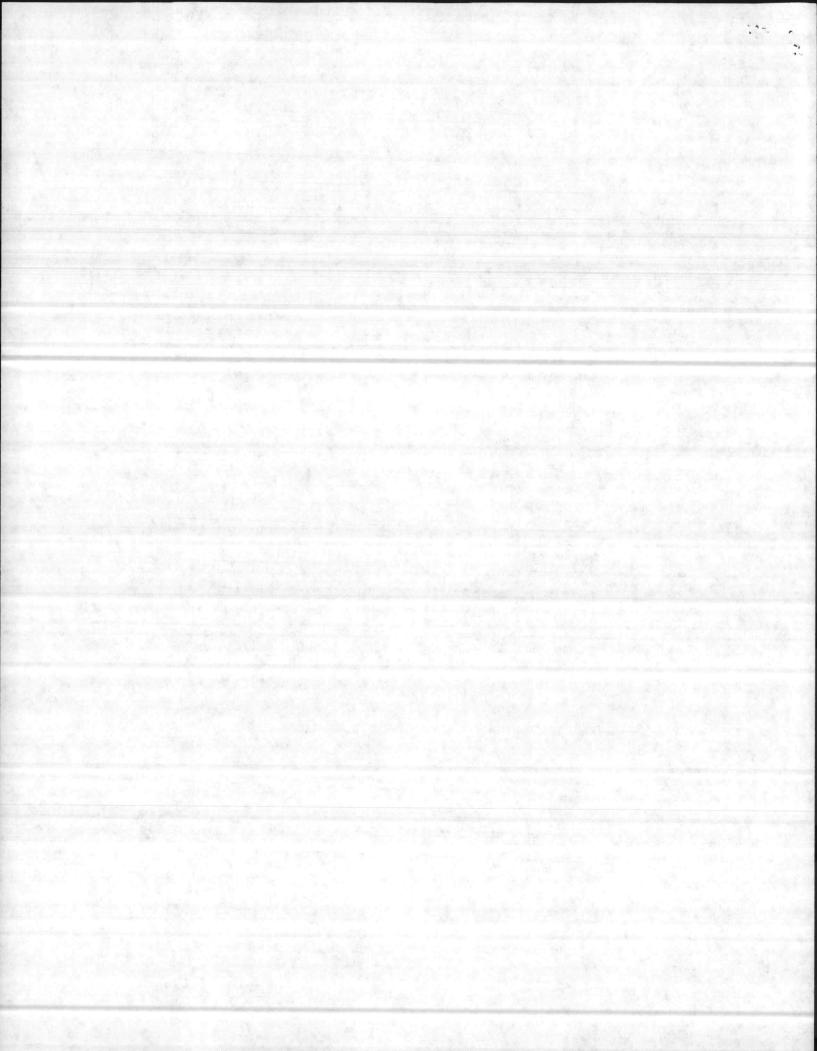
parraued by:

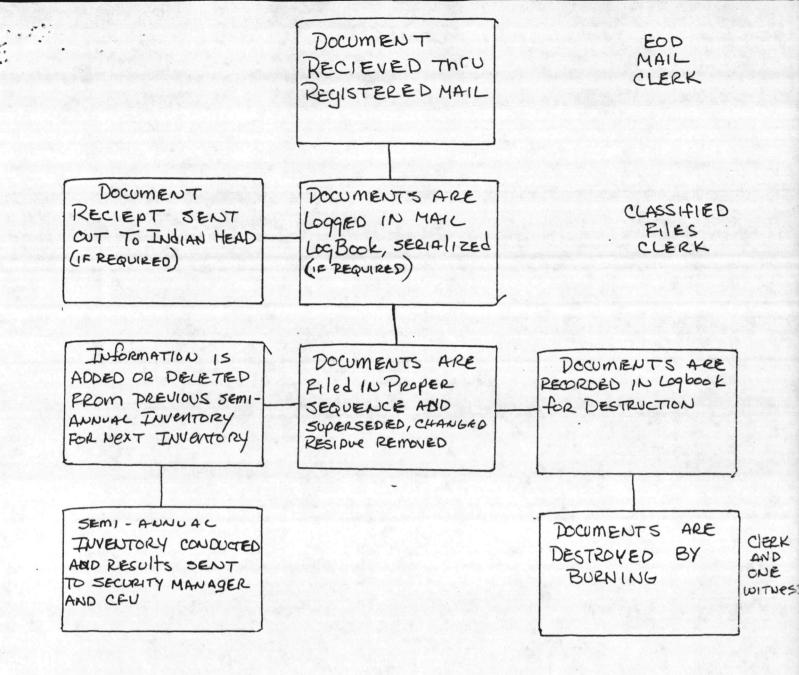
MG45GI

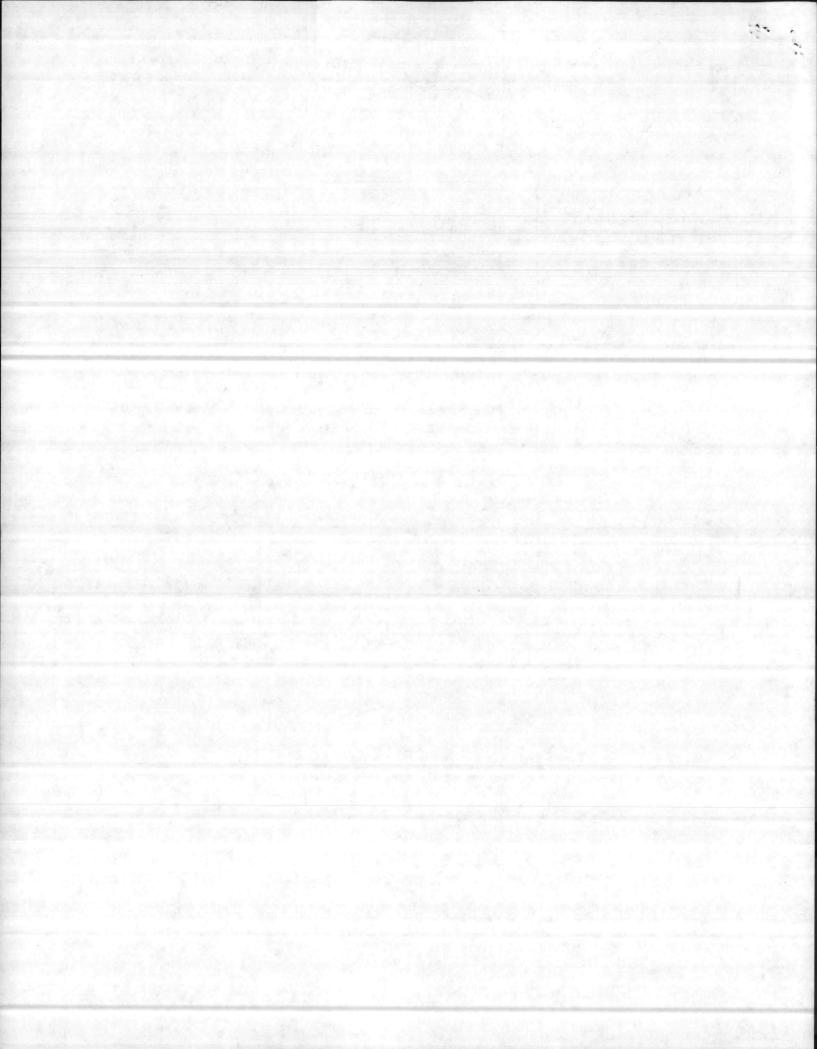
Date: MAY 2 1 1986

Date: 86052

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## UNITED STATES MARINE CORPS MARINE CORPS BASE

CAMP LEJEUNE, NORTH CAROLINA 28542-5001

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

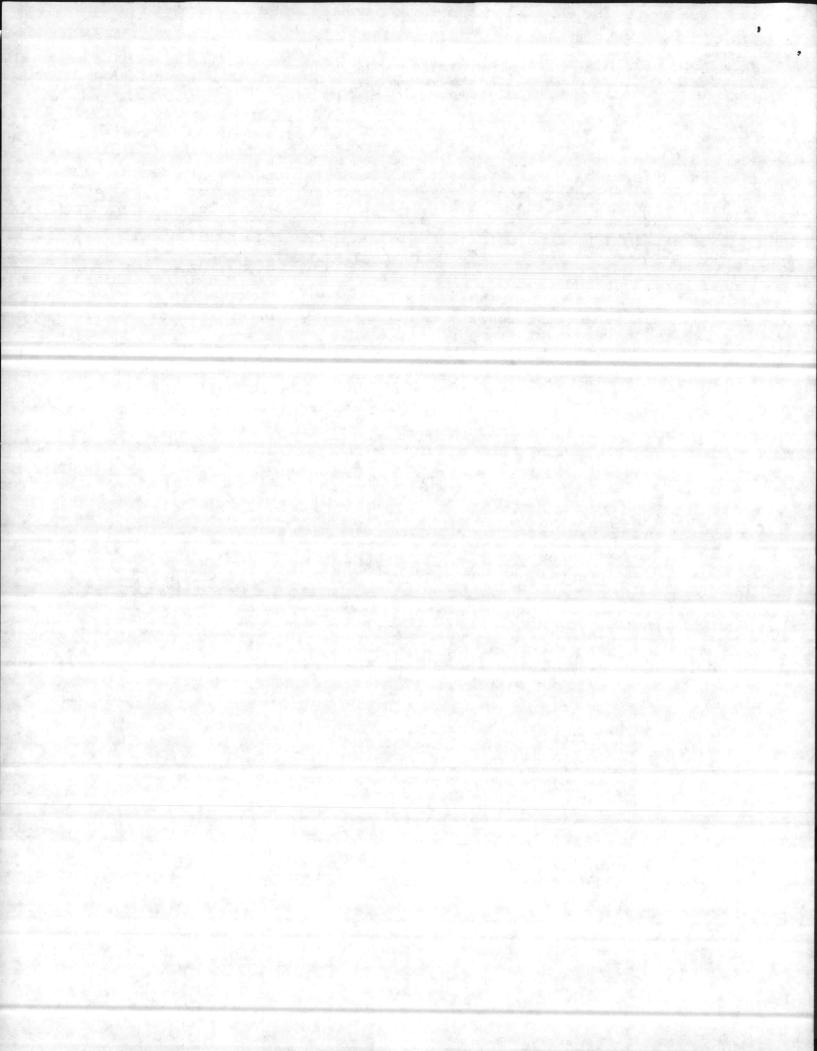
Ref: (a) BO 7000.4A

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.

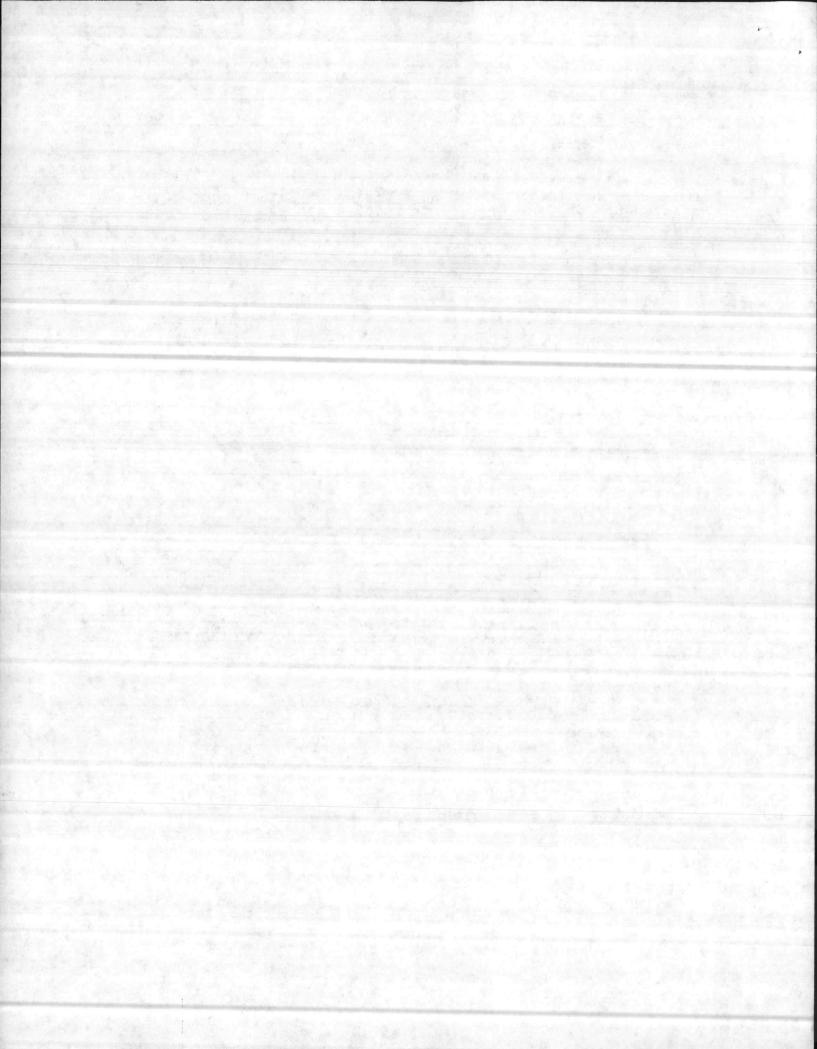
F. CHARLES

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 451-3065/3	060
Statement of Subfunction Purpose: <u>Supervision</u> 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-10MOS/Job Series: See enclosure	<u>_</u>
References applicable to subfunction:	
1. BO P11102.1K	_
2. MCO 3570 1A	-
3. See enclosure (1) 4. BO 11102.2	-
5. BO 11102.2	
Report Requirements	
Title Recipient Frequency	
1	
2.	
3.	Marie
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.	<u></u>
	_
Previous Audits/Reviews: Plant Account Feb 1986	_
	_
	No. of
Command Evaluation Program (CEPs) (Inspecting Offices provide blank copy of checklist):	
Number of CEPs conducted over last 12 months: 0     Working papers page number(s):	

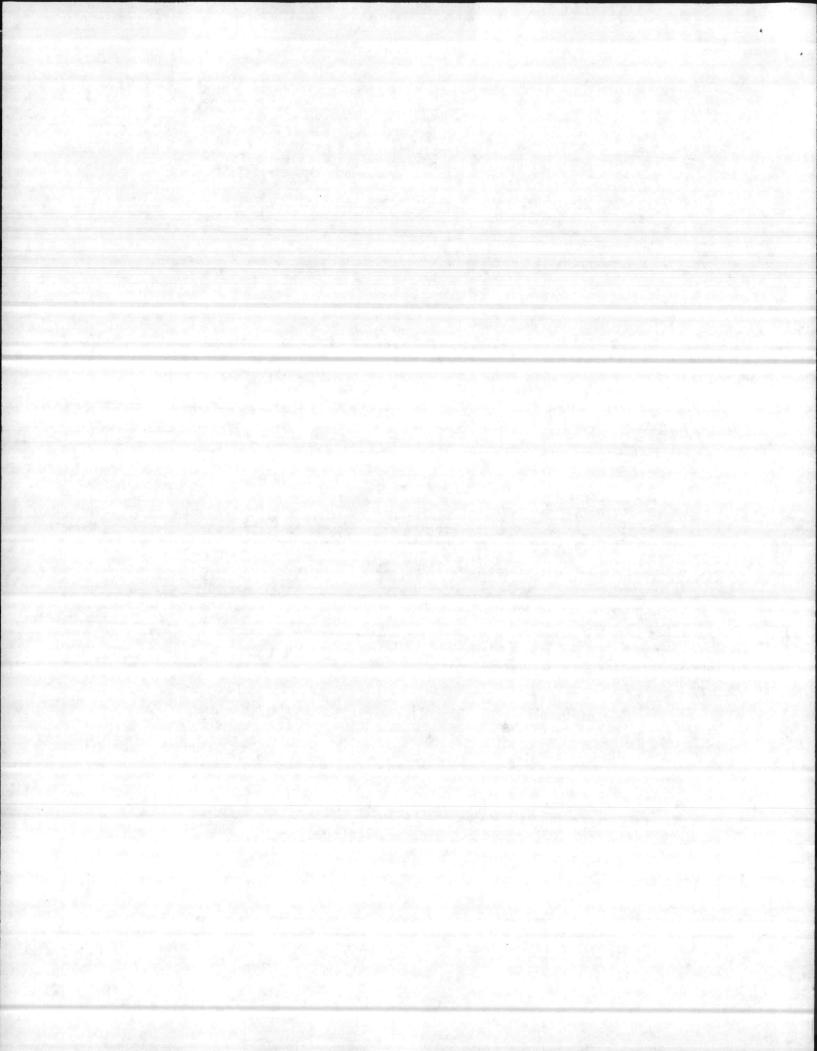


### ANALYZING THE CONTROL ENVIRONMENT

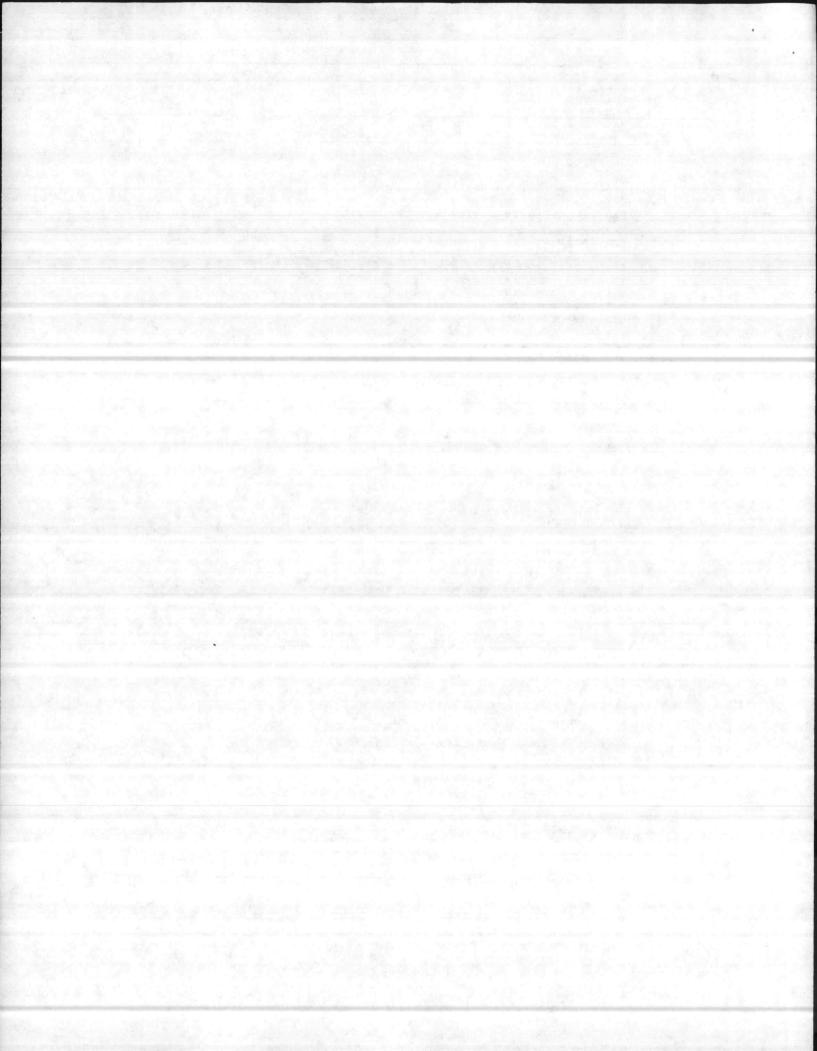
1. Introduction. The control environment is comprised of all aspects of management control. In analyzing the control environment, the reviewer should use the contents of paragraph 5 to complete the questionnaire provided below. Completed questionnaires should be forwarded as part of the Management Control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

## Analyzing the Control Environment

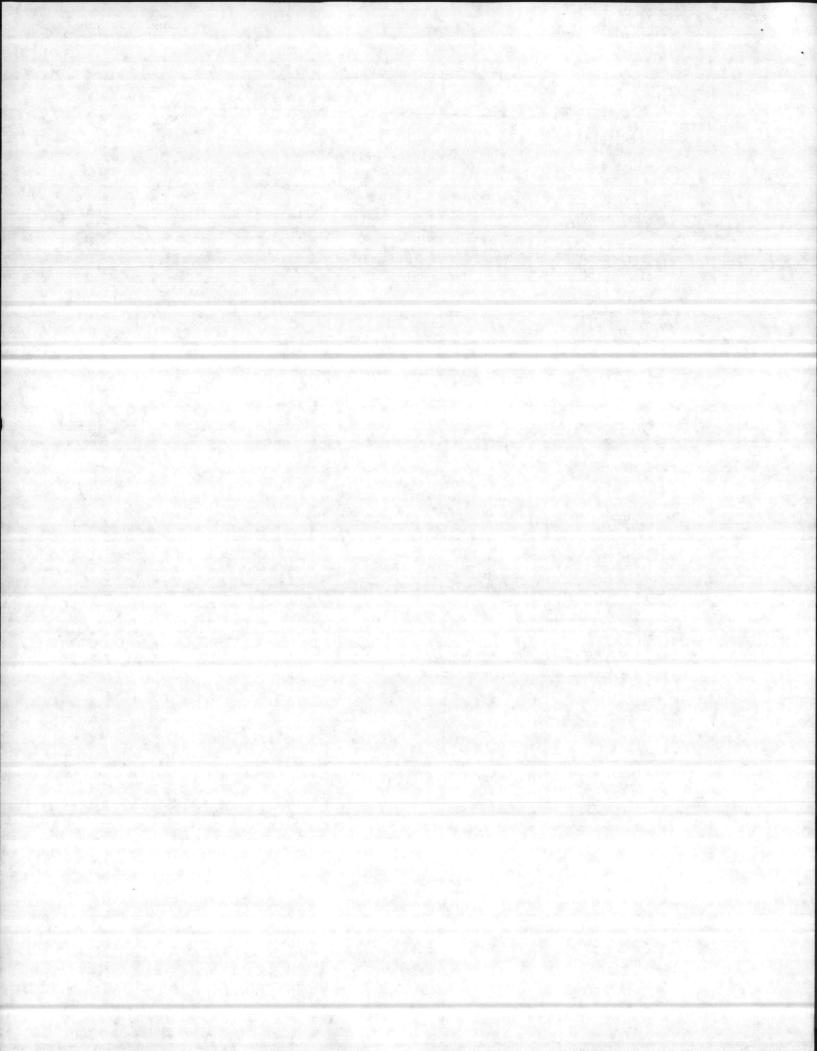
Analyzing the Control Environ	TE NO COMMEN
	YES : NO : IF NO COMMEN
QUESTIONS	
ACTOR: ORGANIZATIONAL STRUCTURE :	
ACTOR: ORGANIZATION	X : :
1. Is the organizational chart current?	
1. Is the organization and help rather :	X : :
2. Does the organizational structure help rather :	
than hinder work heriot men	
3. Does the organizational structure provide for	X :
3. Does the organizational Strock	
proper amounts of supervision	X
4. Does the organizational structure support a	^ :
4. Does the organizational controls?	
system of internal	
Overall is the organizational structure	X : :
Overall is the organization	: 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
satisfactory?	: : :
FACTOR: POLICIES/PROCEDURES	: : : : : : : : : : : : : : : : : : : :
FACTOR: FORTON	
1. Are policies and procedures	: X : :
1. Are policies and in writing? a. Current and in writing?	: X :
b. Consistent with an understand?	: X
<ul> <li>b. Consistent with Statutes</li> <li>c. Simple and easy to understand?</li> <li>d. Revised and updated as necessary?</li> </ul>	: X : :
d. Revised and updated a	: x : :
2. Do policies and procedures help rather than	i A
2. Do policies and processing hinder work performance?	
hinder work periorment	. x : :
3. Do policies and procedures support a system	
of internal controls?	: : :
Overall, are the policies and procedures	
satisfactory?	
[14] <del></del>	
FACTOR: PERSONNEL	
inclose:	
1. Do personnel practices include:	: X : :
a. A code of conduct? b. Provisions for conflict of interest	: X : :
provisions for confile	: x : :
disclosures?  c. Accurate and up-to-date position	: ^ : :
c. Accurate and up-to-out	X :
descriptions?  d. Accurate and up-to-date performance	
d. Accurate and up-to standards?	: X :
e. Periodic performance appraisal of all	Successful and residence and analysis are a
employees?	X : :
employees?  f. A reward system based on performance? -	x
f. A reward system Dased on the state of the system of the	
on new policies and procedures?	
Oil live F	



QUESTIONS	YES	: NO	: IF NOCOMMENT	
<ol><li>Do personnel practices support a system of internal controls?</li></ol>	Х			
Overall, are the personnel practices satisfactory?	X			
Satisfactory.		:		
ACTOR: DELEGATION				
<ol> <li>Does delegation of authority</li> <li>a. Exist in writing?</li> <li>b. Clearly delinate duties and responsibili-</li> </ol>			: :Delegation is :nal only	inter
ties?  c. Prevent overlapping, duplication, and	X	:		
conflict of duties and responsibilities?	х			
d. Grant sufficient authority to officials to carry out their responsibilities?	χ.		me la ser disputation o production and the first opinion	
e. Divide responsibility so that no single official controls all phases of a critical transaction?	^		and the second second	
<ol> <li>Does delegation of authority support a system of internal controls?</li> </ol>	Х	:		
Overall, is the delegation of authority satisfactory?		:	:	
		:		
ACTOR: BUDGETING				
1. Is there a long-range planning process?	: X			
<ol><li>Is the budget system integrated with the planning process?</li></ol>	: X		<u>;</u> :	
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			200
FACTOR: COMMUNICATION		:		
<ol> <li>Do performers receive feedback as a result of supervisory monitoring?</li> </ol>	: X			
<ol> <li>Do formal or informal mechanism exist for management to get suggestions or other information from line personnel?</li> </ol>	: X			
<ol><li>Do formal or informal mechanisms exist for sharing information across work units?</li></ol>	: X	:		
4. Does the communication among staff support a . system of internal controls?	: X			
Overall, is the communication within the	: X	:	:	

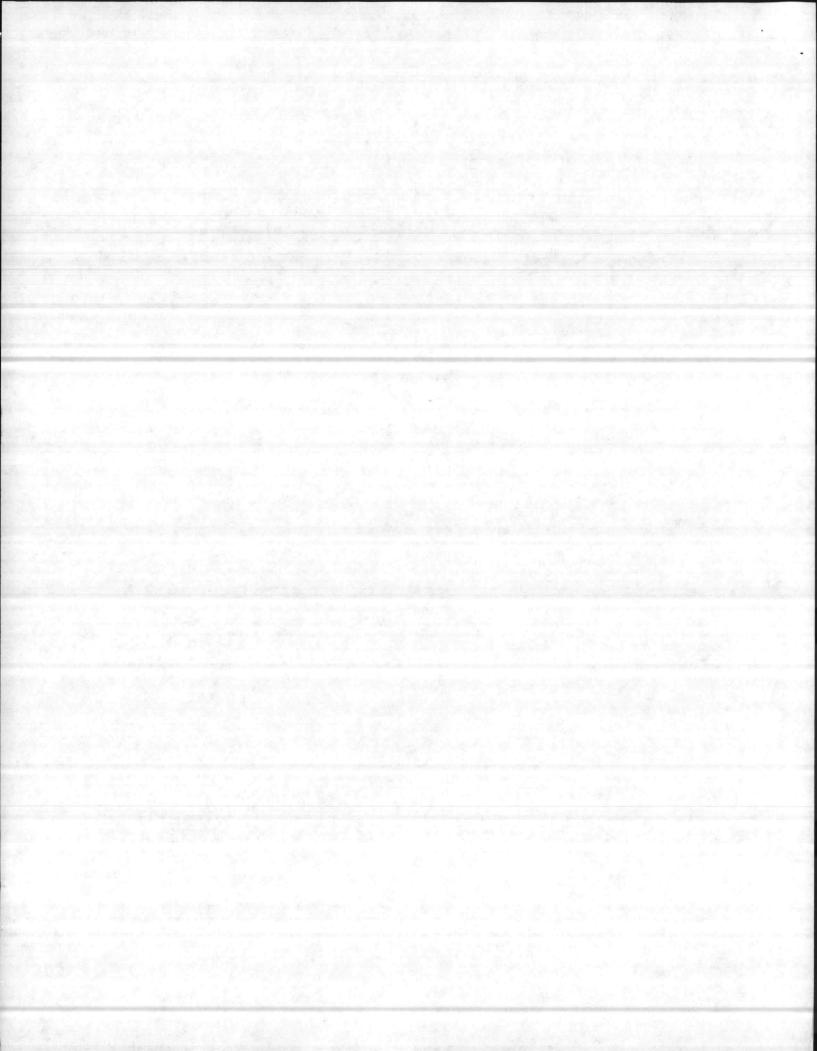


QUESTIONS	: YE	-				
	•			:		
CTOR: APD CONSIDERATIONS	:	:				
CIOR. M. C	: X					
1: Are data safeguarded to prevent unauthorized						
access, improper changes or loss?	•	:				
		.6		: N/	Δ	
2. Do appropriate controls exist to detect	:			: "	1	
unauthorized use of the system?	1604			1		
	:					
3. Are there procedures in place to ensure that	: X	:		:		
3. Are there procedures in placed approved.	:					
data entered are: authorized/approved,	:		The latest	:		
complete, accurate, and timely?				: .		
land to prouve that	: )	X	100	:		
4. Are there procedures in place to ensure that				:		
data outputs are: .complete, accurate, and				:		
timely?			7			
		,		1		
5. Are the personnel aware of the control risks		X				
in ADP systems?			•			
	:		:			
Overall, are ADP systems satisfactory ?			:	:		
			:	*:	1	
Overall, are as						
Overall, are no. 190	:	Ties.	:	:		
	i		:			
ACTOR: REPORTING			:	:		
ACTOR: REPORTING		X	:	:		
ACTOR: REPORTING		X	:	:		
ACTOR: REPORTING		x	:	:		
ACTOR: REPORTING  1. Are reports timely, accurate, useful, and distributed to appropriate users?		X X		:		
ACTOR: REPORTING  1. Are reports timely, accurate, useful, and distributed to appropriate users?				:		
ACTOR: REPORTING  1. Are reports timely, accurate, useful, and distributed to appropriate users?  2. Do progress or performance reports show planned performance, budget				:		
ACTOR: REPORTING  1. Are reports timely, accurate, useful, and distributed to appropriate users?  2. Do progress or performance reports show planned performance, budget				:		
ACTOR: REPORTING  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?		X		:		
ACTOR: REPORTING  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?				:		
ACTOR: REPORTING  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 pre-		X		:		
ACTOR: REPORTING  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?		x x		:		
ACTOR: REPORTING  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?		X		:		
ACTOR: REPORTING  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?		x x		:		
ACTOR: REPORTING  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?		x x		:		
ACTOR: REPORTING  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?		x x		:		
ACTOR: REPORTING  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		x x		:		
ACTOR: REPORTING  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		x x		:		
ACTOR: REPORTING  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?		x x		:		



#### LIST OF SUBFUNCTIONS AND EVENT CYCLES

Division/Section: Traning Facilities					
unction:	Training/Edu	cation			
			100		
Subfunctio	n	E	vent Cy:	iles	
Training Facilit	ies Management	See Flow	Chart	(enclosure	(3))
		:			
		:			
		4.5			
				4	
					e Paración



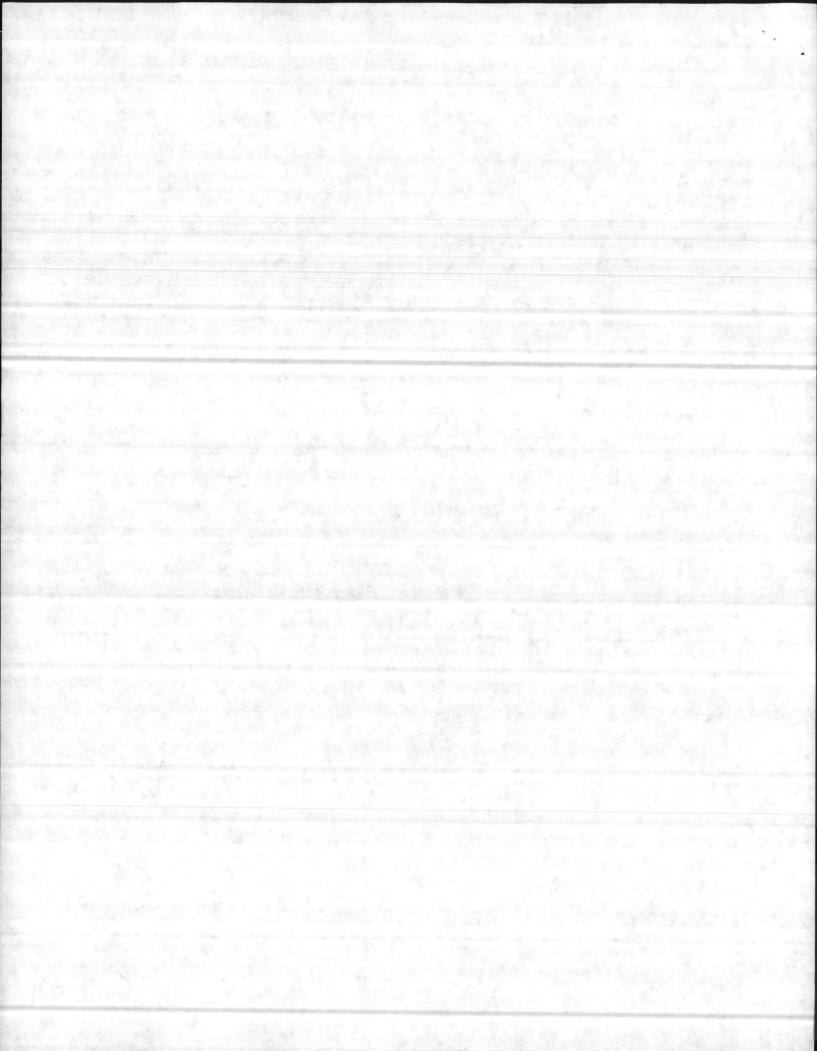
### LISTING OF MAJOR DEFICIENCIES AND CORRECTIVE ACTIONS

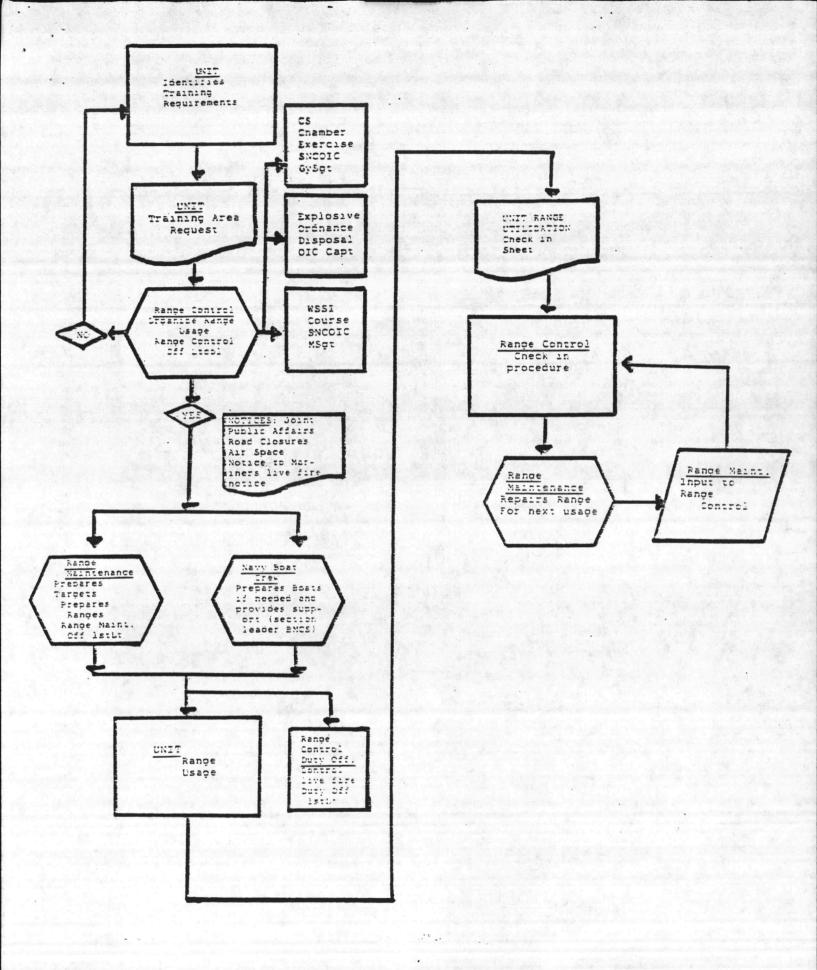
<u>Deficiency</u>. Due to the type of work involved individuals at training Facilities should all be permanent personnel. The turnover rate for Staff, Officers and troops is so great that there is no continuity.

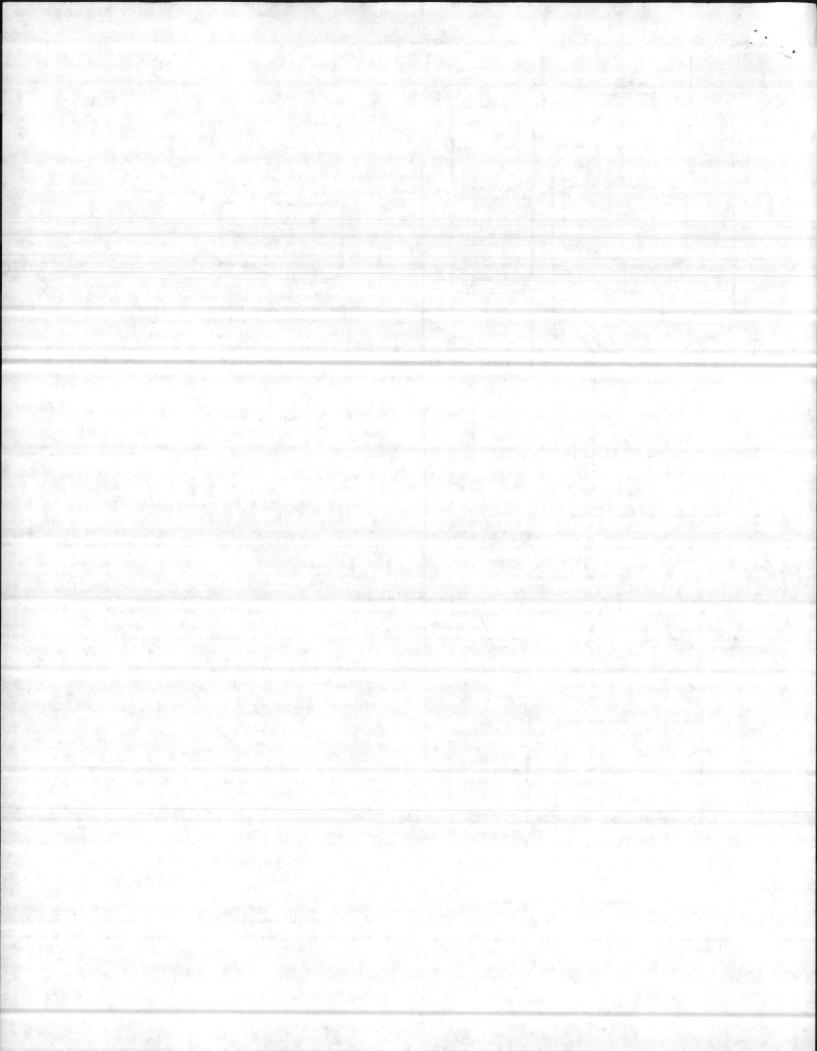
Corrective Action. Provide Permanent Personel or provide civilians in key billets where continuity could be formed.

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.









#### UNITED STATES MARINE CORPS MARINE CORPS BASE

CAMP LEJEUNE, NORTH CAROLINA 28542-5001

N REPLY REFER TO: TRNG/OPS 20 Aug 86

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

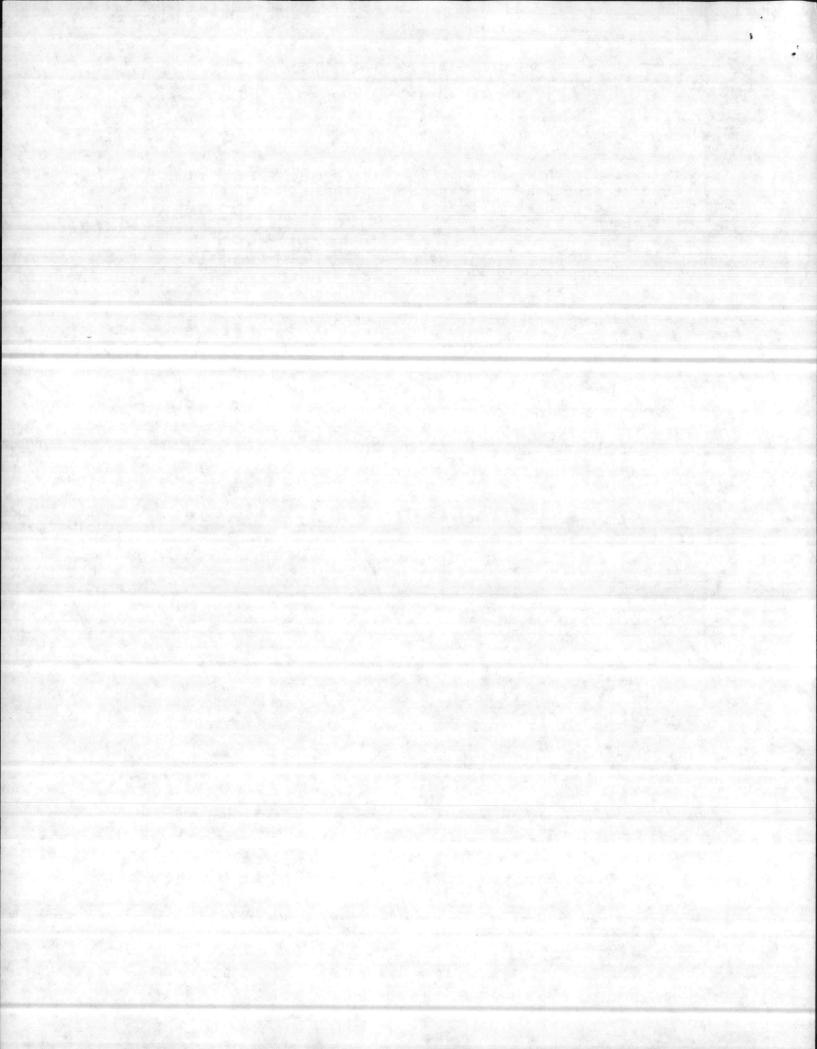
Review)

REPORT ON THE RESULTS OF MANAGEMENT CONTROL REVIEW Subj:

Ref: (a) BO 7000.4A

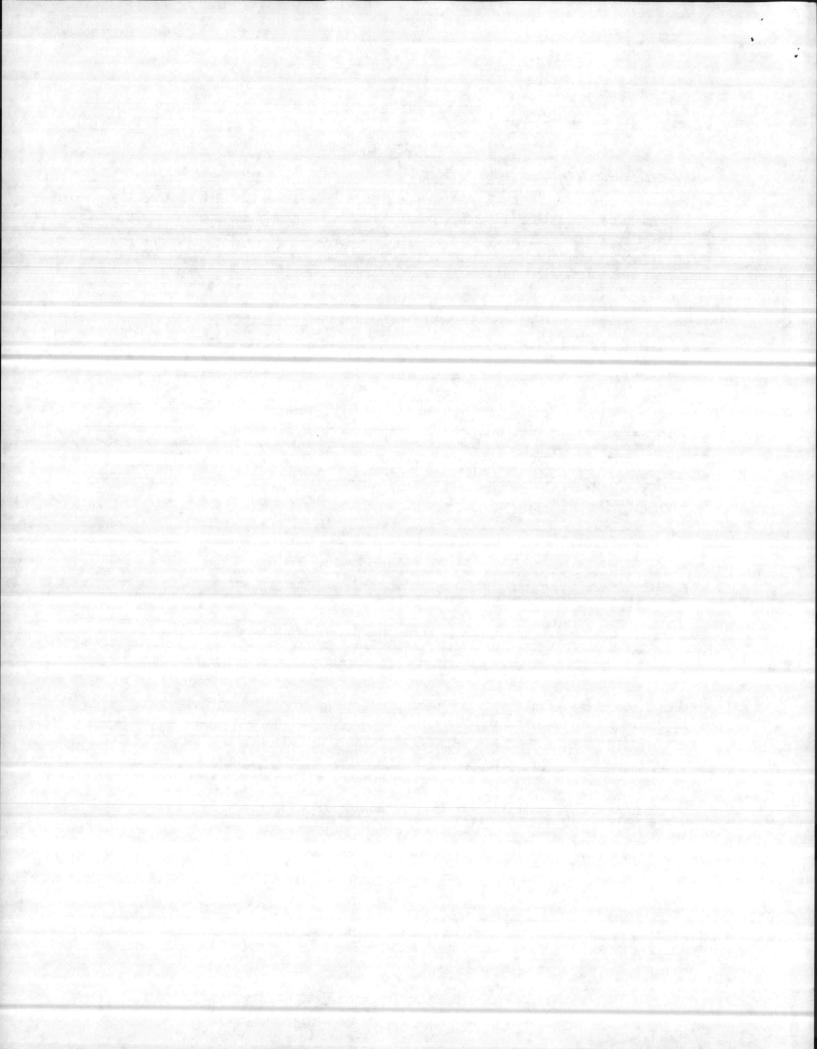
Encl: (1) Management Control Review of Navy Boat Crew

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.



### REPORT OF MANAGEMENT CONTROL REVIEW

eneral Staff Office AC/S. Training and Oper ivision/Branch Training/USN  tatement of Subfunction Purpose: The Navy Bo to support training involving the navigable 35. MCB. Camp Lejeune. Routine support incompated back-up support training involving the support incompated back-up support training involving the support incompated back-up support training involving the support incompated back-up support training and Oper	oat crew is or	Phone 451-5046 ganized, staffed and equip
eneral Staff Office AC/S. Training and Oper ivision/Branch Training/USN  tatement of Subfunction Purpose: The Navy Bo o support training involving the navigable g, MCB, Camp Lejeune. Routine support inconstal Waterway: safety boat back-up support waters of MCB Camp Lejeune: escort or quid	oat crew is or	ganized, staffed and equip
tatement of Subfunction Purpose: The Navy Boo support training involving the navigable g. MCB. Camp Lejeune. Routine support incoastal Waterway: safety boat back-up supportators of MCB. Camp Lejeune: escort or quid	oat crew is or	ganized, staffed and equip
o support training involving the navigable g. MCB. Camp Lejeune. Routine support inco oastal Waterway: safety boat back-up suppo aters of MCB. Camp Lejeune: escort or quid	waters withi	ganized, staffed and equip
and transport services via LCM-8 across th	ort for para-d de boat servic	ange quard boats in the Interpose into or near navigable
umber of personnel assigned to perform subfu		es: BMCS
upervisor Grade: BMCS (E-8)	MOS/Job Serie	
mployee Grade Range: E-1 thru E-6	MOS/Job Serie	es: SN/EN
NAVEDIRA 10121-F BM3&2		
Title None	Re	cipient Prequency
mpact of subfunction on other areas of the c	command: None	
Previous Audits/Reviews: PMS verifications  Command Evaluation Program (CEPs) (Inspecting		
checklist):  1. Number of CEPs conducted over last 12 mor  2. Working papers page number(s):	03	

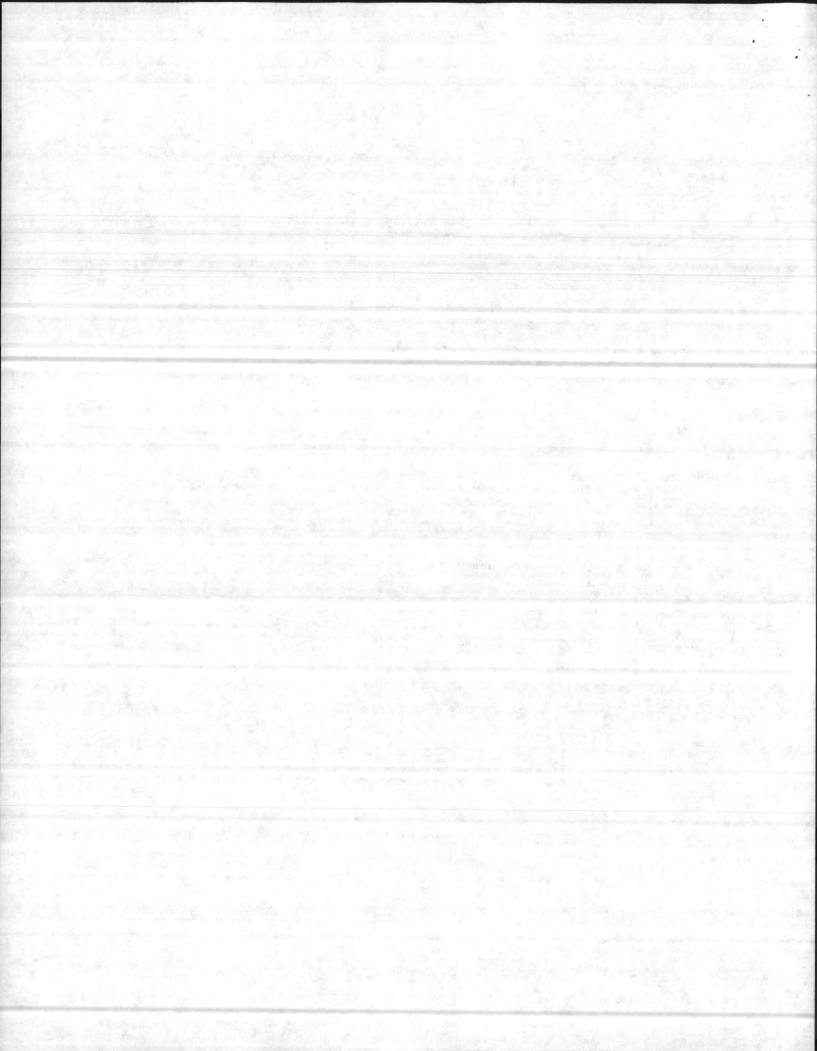


# ANALYZING THE CONTROL ENVIRONMENT

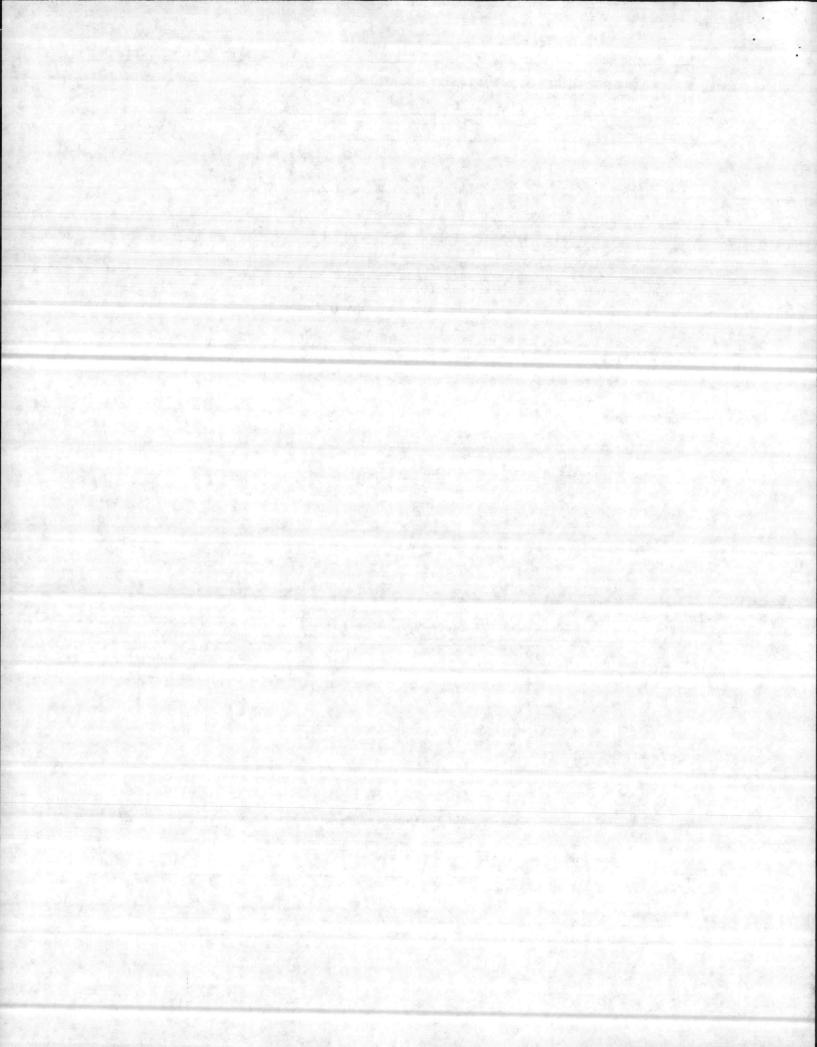
1. <u>Introduction</u>. The control environment is comprised of all aspects of management control. In analyzing the control environment, the reviewer should use the contents of paragraph 5 to complete the questionnaire provided below. Completed questionnaires should be forwarded as part of the Management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

# Analyzing the Control Environment

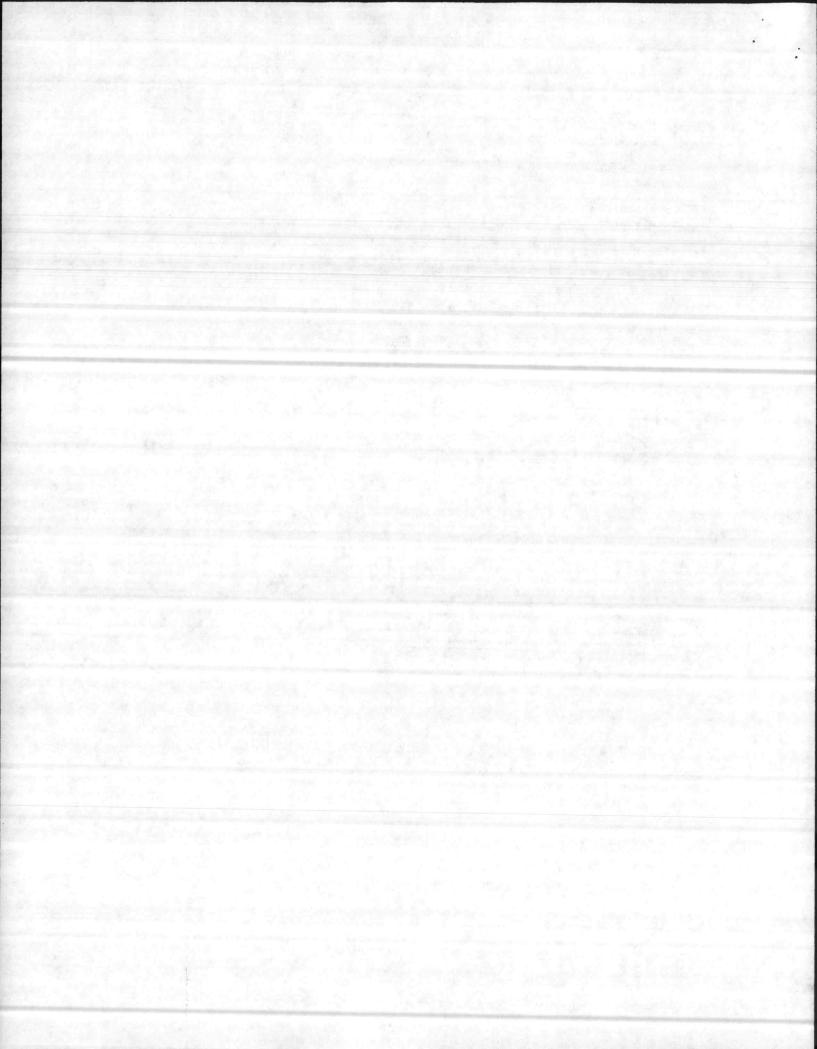
Analyzing the Control Environ		: IF NOCOMMENT
OUESTIONS :	YES : NO	
BRO		
ACTOR: ORGANIZATIONAL STRUCTURE		* 2 - 1962 - 196
ACTOR: ORGANIZATION	x :	a : Latapa e a la la la estada de la estada d
1. Is the organizational chart current?		
1. Is the organization		
2. Does the organizational structure help rather :	x :	The complete of the contract of the
than hinder work performance?		: The water and the second
than nimber were	100000000000000000000000000000000000000	
3. Does the organizational structure provide for	X :	
3. Does the organization? proper amounts of supervision?		:
proper amounts of		
4. Does the organizational structure support a	. X :	
4. Does the organization on trois?		
system of litternal		
Overall is the organizational structure	. x	
Overall is the organization		* B * * * * * * * * * * * * * * * * * *
satisfactory?		
TOTAL ABROCEDURES		
FACTOR: POLICIES/PROCEDURES	13.62	
1. Are policies and procedures	. x :	
a. Current and in writing?	: X :	
	: X :	garanta da
<ul> <li>c. Simple and easy to understand.</li> <li>d. Revised and updated as necessary?</li> </ul>	: A :	
d. Revised and updated		
2. Do policies and procedures help rather than	: X :	
2. Do policies and process?	: A :	
hinder work performance?		
3. Do policies and procedures support a system		
3. Do policies and procession	: X :	
of internal controls.	:	
Overall, are the policies and procedures	: , :	
Overall, are the policies and pro-	: X :	
satisfactory?	1: 2	
FACTOR: PERSONNEL		
	: , :	
1. Do personnel practices include:	: X :	
a. A code of conduct? b. Provisions for conflict of interest		
h Provisions for Confiler	: X :	
	:	
disclosures:  c. Accurate and up-to-date position	: X :	
	: :	
Accurate and up-to-sale period	: X :	
standards?	: :	
e Periodic performance appliated.	: X :	agranded the State of the State
employees?	: X	
employees?  f. A reward system based on performance? -	. : "	
f. A reward system based on purchase to g. Sufficient training opportunities to	:	
	. :-X	
on new policies and procedures?	-	: :
BB 2 - 2 U 보니 C CU 나라면 없는 나면 다른 사람들은 하는 그 아니라 하는 것이 없는 사람들이 다른 사람들이 없다. 사람들이 다른 사람들이 없다.		The Table 1 and 1



QUESTIONS	: YES : NO : IF NO COMMEN
internal controls?	: X : :
Overall, are the personnel practices	X
satisfactory?	
ACTOR: DELEGATION	Participant of the second
<ol> <li>Does delegation of authority</li> <li>a. Exist in writing?</li> </ol>	: X : :
<ul> <li>b. Clearly delinate duties and responsibili-</li> </ul>	: x
c. Prevent overlapping, duplication, and	:
conflict of duties and responsibilities? d. Grant sufficient authority to officials	: X : :
to carry out their responsibilities?	: X : :
critical transaction?	: x : :
2. Does delegation of authority support a	
system of internal controls?	: X : :
Overall, is the delegation of authority	: X : :
satisfactory?	in izalisa za
ACTOR: BUDGETING	
1. Is there a long-range planning process?	: X
2. Is the budget system integrated with the planning process?	X
<ol><li>Is the accounting system integrated with the budget system?</li></ol>	: 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?	: : : : : : : : : : : : : : : : : : :
FACTOR: COMMUNICATION	
<ol> <li>Do performers receive feedback as a result of supervisory monitoring?</li> </ol>	X
<ol> <li>Do formal or informal mechanism exist for management to get suggestions or other</li> </ol>	i, i i
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?	х
[2018년 - 1878년 - 1878년 1878년 1878년 1878년 1878년 1878년 - 1878년 1878년 - 1878년 - 1878년 - 1878년 - 1878년 - 1878년 - 1	



		: YES : NO	: IF NOCOMMENT
	QUESTIONS	: - :	:
-	APD CONSIDERATIONS		
CTOR:	APD CORSIDERMI		: NA
	Are data safeguarded to prevent unauthorized		
1.	access, improper changes or loss?		
200	Do appropriate controls exist to detect		
2.	unauthorized use of the system.		
	Are there procedures in place to ensure that		
3.	data entered are: authorized/approved,	: :	
	data entered are: actionized timely?	: :	
	complete, accurate, and timely?		•
	Are there procedures in place to ensure that	: :	
4.	data outputs are: .complete, accurate, and	: :	•
	data outputs are	:	
	timely?		
	Are the personnel aware of the control risks		
5.	Are the personner basic	:	
	in ADP systems?	: :	
	erall, are ADP systems satisfactory ?		NA
Ove	erall, are not try		
	R: REPORTING		
ACTO			
,	Are reports timely, accurate, useful, and		. NA
1.	distributed to appropriate users?		
2.	Do progress or performance reports show		
۷.			:
	allowances, and/or past performance?		
3.	Are reports made in accordance with pre-		
٠.	scribed directives?		
. 4.	Are personnel required to report only on	7.4	
	those matters within their control?		:
5	. Are reports made on the internal control		
-	. system?		:
	[일본] [ [ [ [ [ [ [ [ [ [ [ [ [ [ [ [ [ [ [		
0	verall, is the reporting process		: NA
	atisfactory?	Market Control of the Control	



### LIST OF SUBFUNCTIONS AND EVENT CYCLES

General Staff Office: Assistant Ch	Mef of Staff Training and Costations	
Division/Section: Range Control/US	Nevy	
Function: Navy Boat Crew		
Susfunction	Event Cycles	
Providing crafts for support	: :Scheduling :Manning of positions	

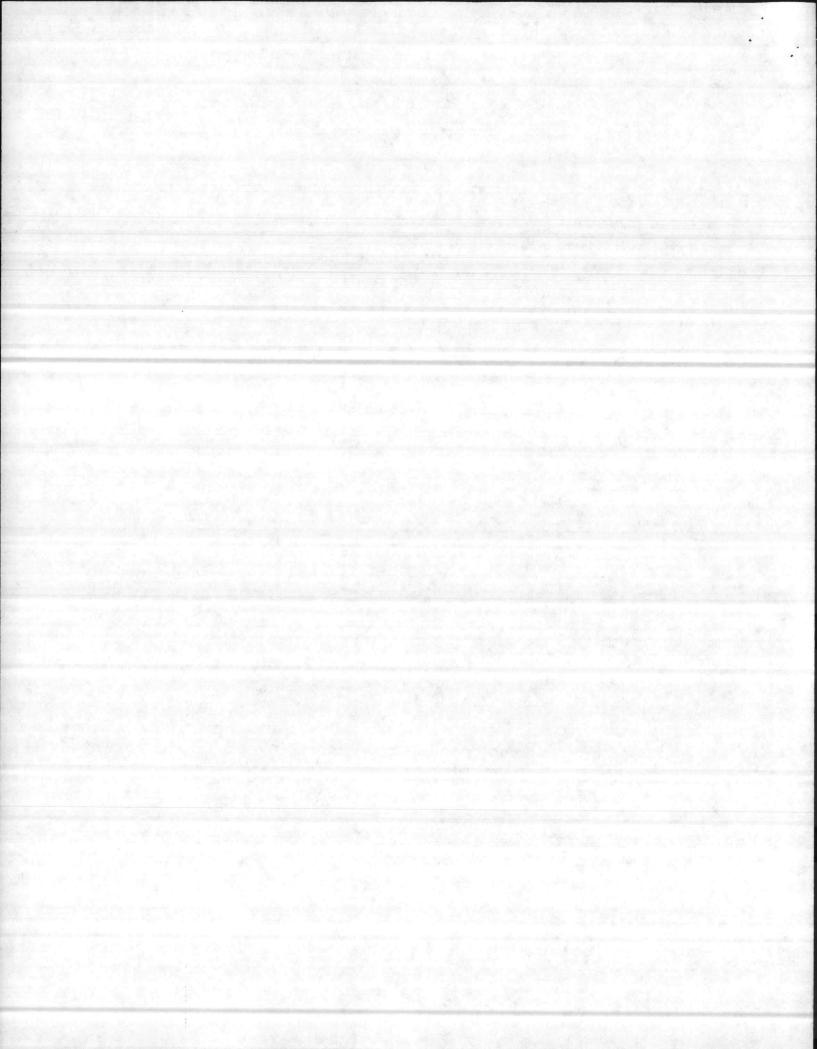
Prepared by:

Sec. 4112 - ---

Desc: 19 Aug 86

Dere: 20 Aug 86

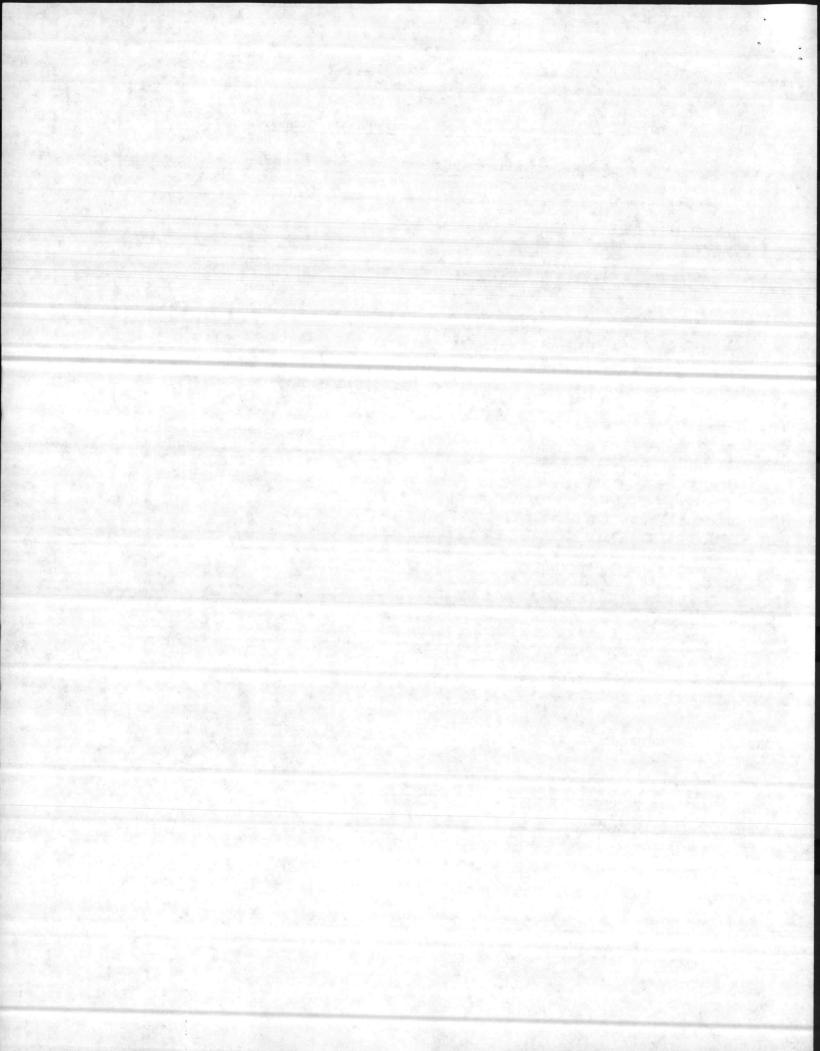
ENGLOSURE 12



### -SAMPLE-

# MANAGEMENT CONTROL OBJECTIVES AND TECHNIQUES

vision/Branch		Y		
inction: Na	vy Boat Crew	· · · · · · · · · · · · · · · · · · ·		
ubfunction:		AND THE RESERVE OF THE PARTY OF	and the second	
				: Working
				: Papers
Event Cycle	Risk-	Control Objectives	Control Techniques	:
EVENT COLO	The Royal Control of the Control	sufficient man-	written procedures	: 1-4
anpower/	Insufficient			10000
afts for	manpower.	power.	Maintain sufficier	ıt -
	:Inoperative	PMS OF Crafts on	manpower to suppor	ŧ '
os	crafts due	a regular basis.	operations.	4: Charles # 10
	to break-		operacions.	:
	네 마니를 하다가 되었다며 하나 아들이 하는 사람들이 사용하는 것이 없다면 되었다.		in a seed main	:
	downs		Enginemen and main	** *
	· An and other		tenance personnel	
	(1)		take pride in	
			keeping crafts up	
		:		:
	Cancella-	: Communication	:Written procedure	s;
ctual mann.	ing Cancella-	: Communication		100
	s: tion of ops	between prsnl		
o support		responsible for		
perations	Getting to	ops.		
And the second	positions	:		:
	late	: Get to positions		
		on time		. 107
	Weather con-			
	ditions.	: Mother nature	:	
	Unforeseen	Be prepared.		
	tragedy.	: pe brebarea.		
	tragedy.			:
		기계 시간들은 지상으로 하고 있다.		
			Date:	
Prepared by:				



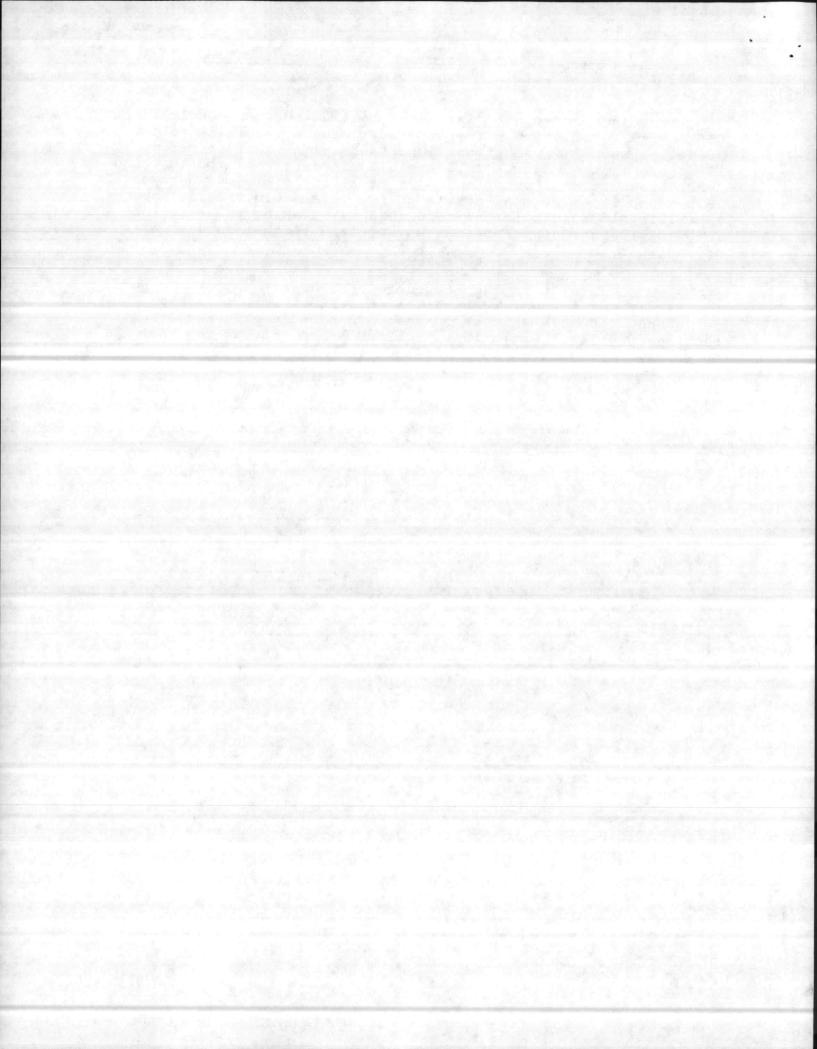
### LISTING OF MAJOR DEFICIENCIES AND CORRECTIVE ACTIONS

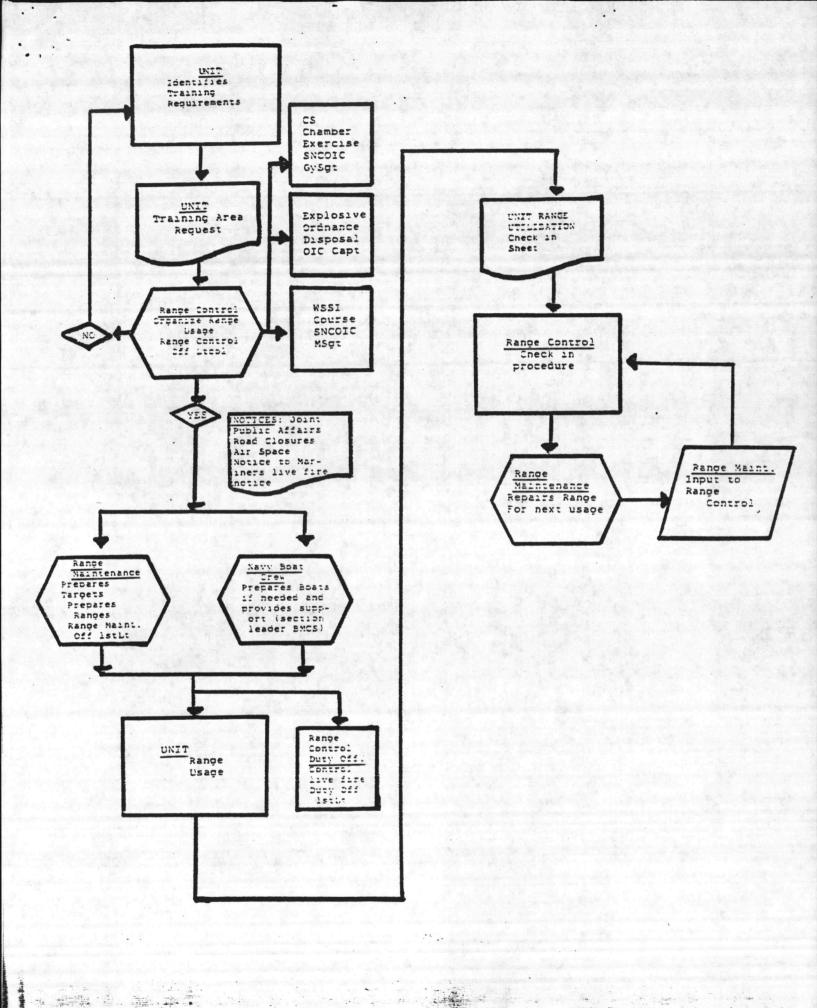
Deficiency. As a shore duty facility, billets for personnel are not considered a necessity. The Navy boat crew's inability to get needed personnel is of utmost importance. The loss of personnel is double that of gain. This explains in part, the shortage and need for additional personnel. If at all possible, 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.

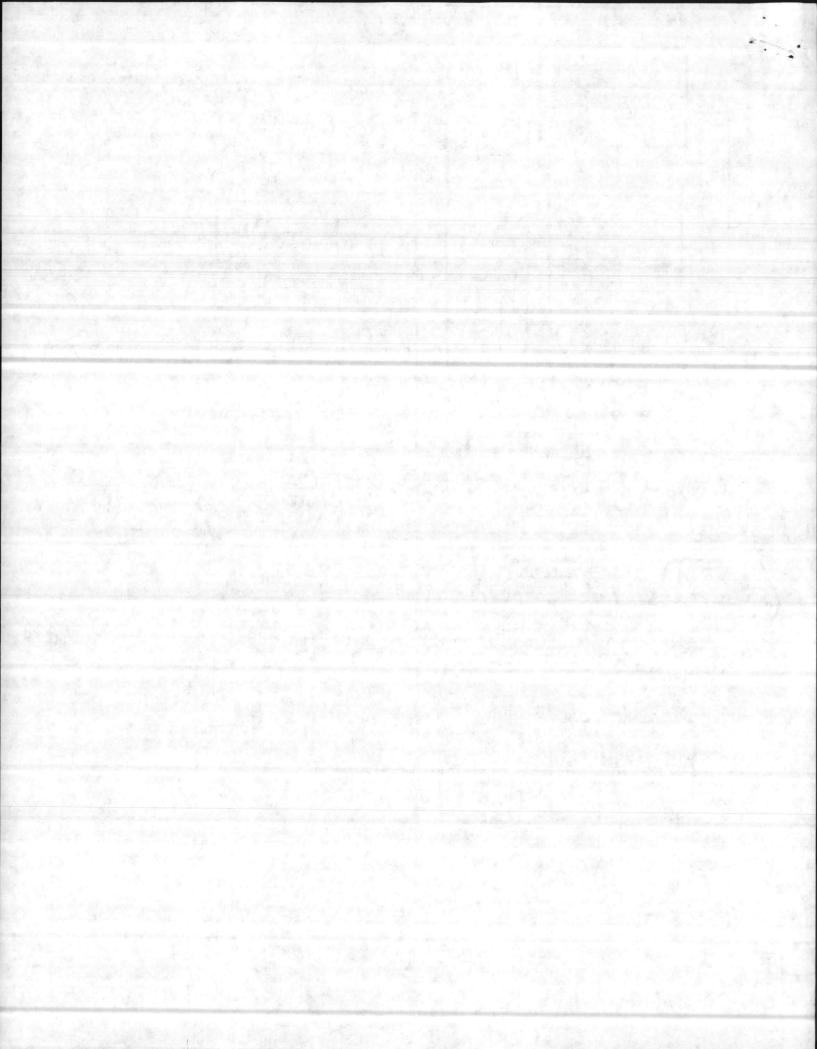
Corrective Action. It is the Navy detailer who is responsible for the manning of any naval installation. If it were possible, gains should double that of losses. This would alleviate the shortage problem. Until this problem can be solved, the boat crew will be unable to meet all requirements.

Deficiency.

Corrective Action.









### UNITED STATES MARINE CORPS

MARINE CORPS BASE CAMP LEJEUNE, NORTH CAROLINA 28542-5001

TOOO REFER TO: TRNG/OPS 20 Aug 86 17 Sep 86

Assistant Chief of Staff, Training and Operations From: Commanding General, Marine Corps Base, Camp Lejeune To:

Assistant Chief of Staff, Comptroller (Attn: Internal Review) Via:

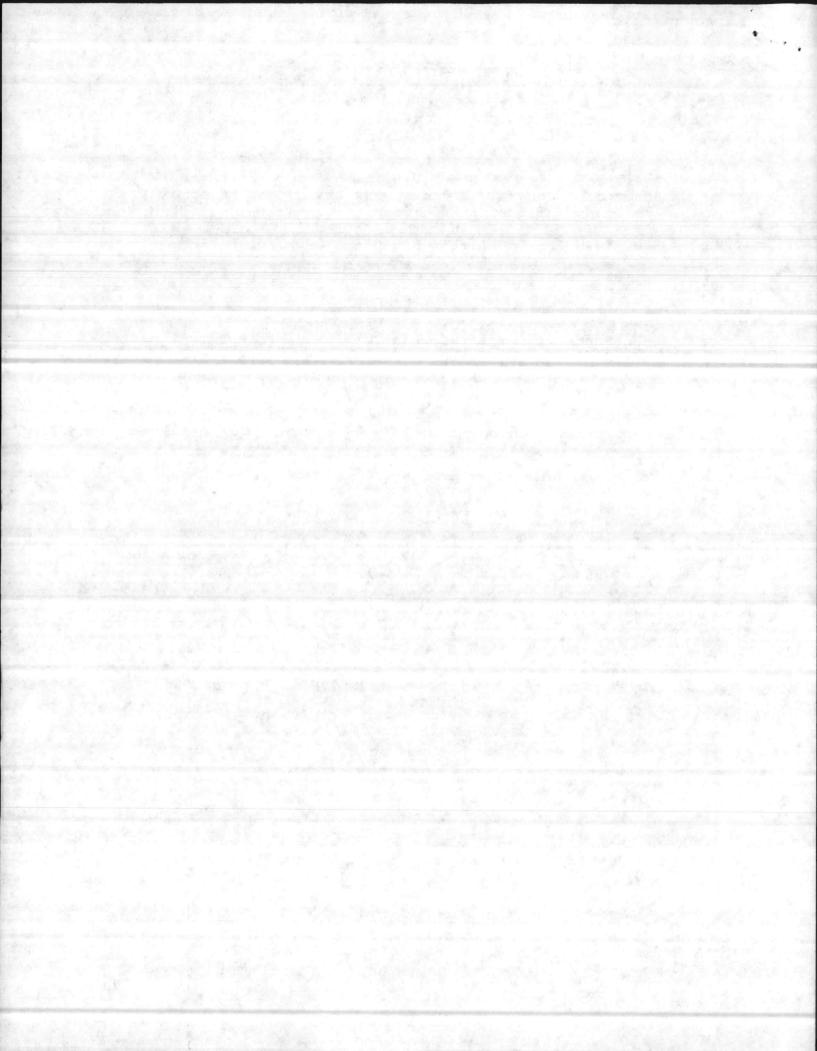
REPORT ON THE RESULTS OF MANAGEMENT CONTROL REVIEW Subj:

Ref: (a) BO 7000.4A

Encl: (1) Management Control Review of CS Chamber

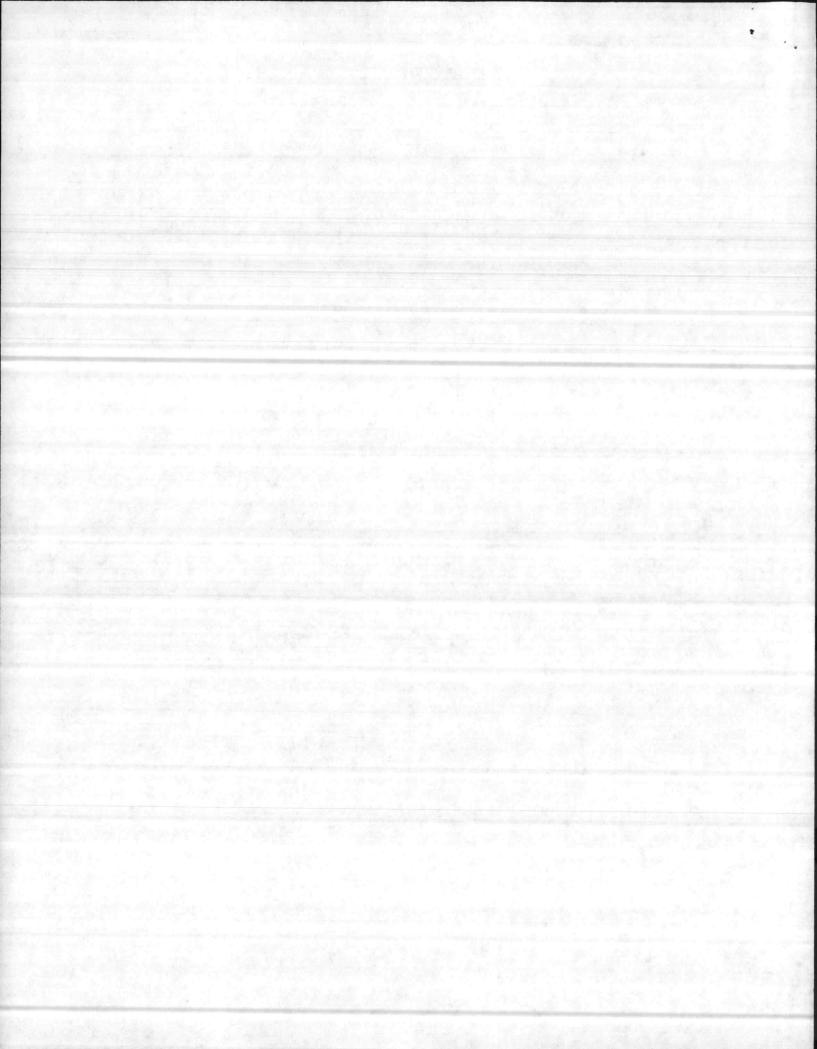
1. In accordance with the reference, a management control review was conducted on the CS Chamber. Results of the review are provided as the enclosure.

By direction



#### REPORT OF MANAGEMENT CONTROL REVIEW

Function NBC Traini	ng			ALC: N		
Subfunction Range C						
General Staff Office A	ssistant	Chief,	Training	and O	peration	ons
Division/Branch Range		that is a referen	96-13			451-3518/1928
Statement of Subfunction survival technique	s in nuc	lear blo	Todical a	and che	emicai	environment.
To provide tenant briefing to ROTC.	commands MCJROTC,I	aboard Police I	Camp Leje Department	and	Reserve	es.
Number of personnel ass	igned to pe	rform sub	function: _	5		
Supervisor Grade:	E-7 ·		MOS/Job	Series:	571	1
Employee Grade Range:	SGT/CPL		MOS/Job	Series	571	1 .
References applicable to	subfuncti	on:				
. FMFM 11-1			1102.1K	April 1		
FM-3-87		FM 2	21-48			Plant of the
FM-3-5						
FM-3-9	Management of the					
Report Requirements						
Title				Reci	pient	Frequency
2.			-			
	W-187					
					2	
Impact of subfunction o	n other are	as of the	command:	Provi	ae com	bat readines:
	A STATE OF THE STA					
9 7 10 2						
					30.4	
	. N/A					
Previous Audits/Reviews						
	•		ar per per debugan	10-1601		
Command Evaluation Prog checklist):	ram (CEPs)	(Inspecta	ng Offices	bionige	blank c	copy of
<ol> <li>Number of CEPs cond</li> <li>Working papers page</li> </ol>	ucted over number(s):	last 12 m	onths:	0		

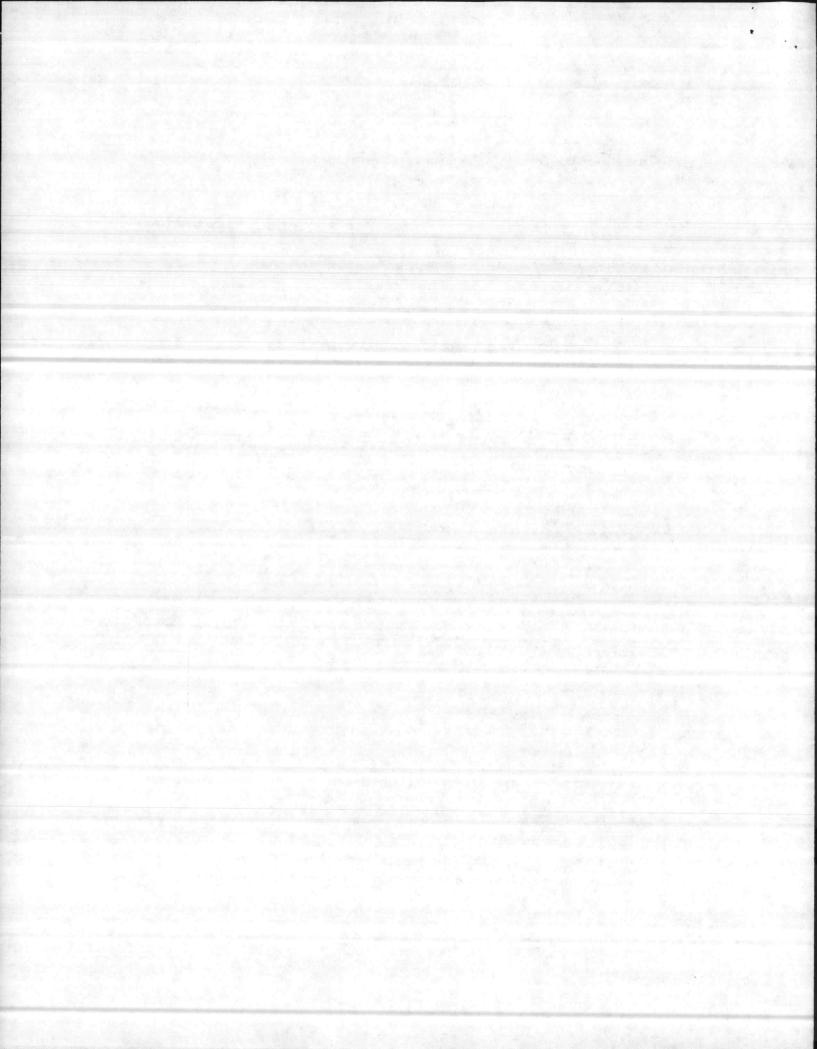


# ANALYZING THE CONTROL ENVIRONMENT

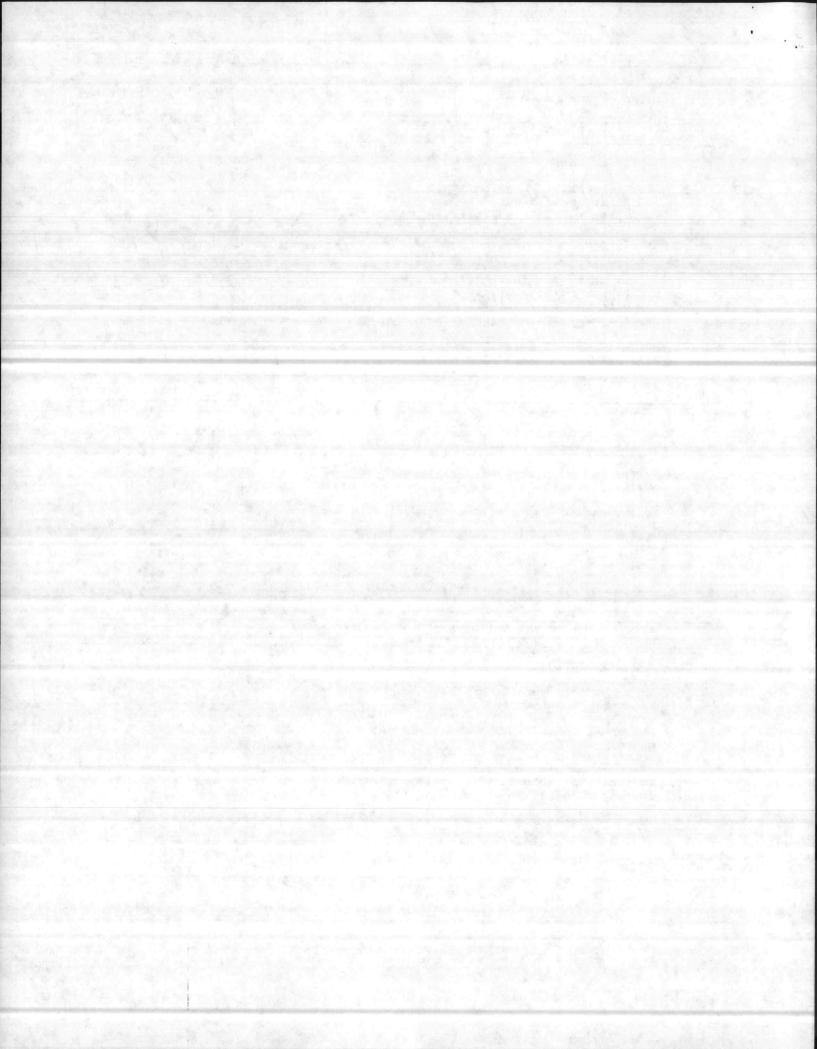
1. <u>Introduction</u>. The control environment is comprised of all aspects of management control. In analyzing the control environment, the reviewer should use the contents of paragraph 5 to complete the questionnaire provided below. Completed questionnaires should be forwarded as part of the Management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

# Analyzing the Control Environment

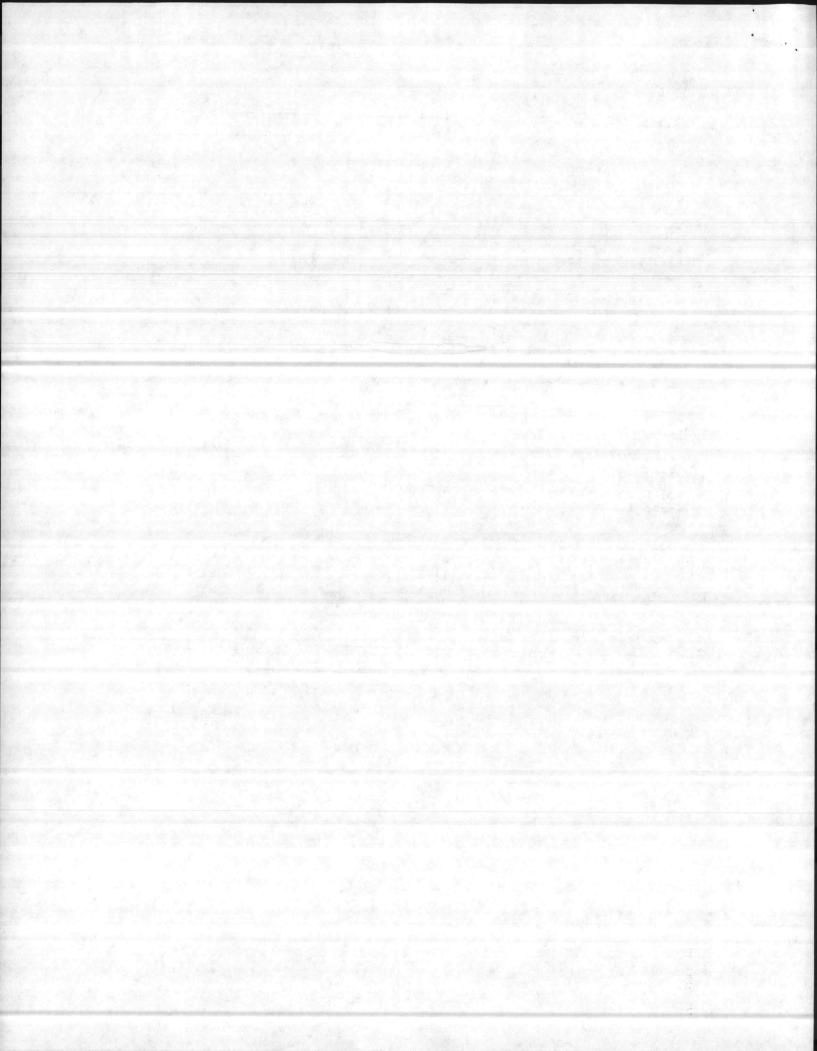
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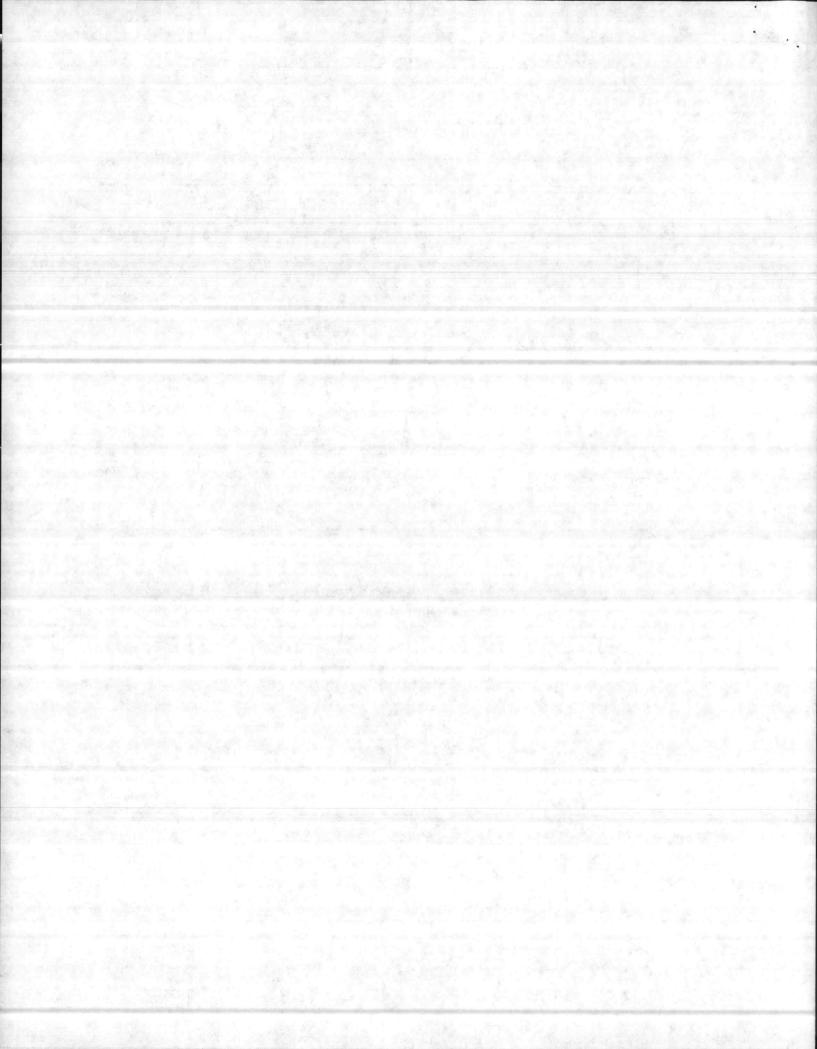
QUESTIONS	: YES	NO : IF	NOCOMMEN
2. Do personnel practices support a system of internal controls?	: : x		
	:		
Overall, are the personnel practices satisfactory?	V	100	
SBLISTBLUTY.	:	:	
ACTOR: DELEGATION		126 43	
<ol> <li>Does delegation of authority</li> <li>a. Exist in writing?</li> </ol>	: x		
b. Clearly delinate duties and responsibili-	: x		
c. Prevent overlapping, duplication, and			
conflict of duties and responsibilities? d. Grant sufficient authority to officials	: X		
d. Grant Sufficient authority to officials	: X	4-6-2-	
to carry out their responsibilities?  e. Divide responsibility so that no single	: ^		
official controls all phases of a	: x		
critical transaction?	100000		
2. Does delegation of authority support a			
system of internal controls?		14.7	
Overall, is the delegation of authority	: x	185	
satisfactory?	• 10 NO 10 NO	-35	
ACTOR: BUDGETING			
1. Is there a long-range planning process?	. x		
<ol><li>Is the budget system integrated with the planning process?</li></ol>	х		
3. Is the accounting system integrated with the budget system?	х		
4. Does the approved budget become the operating plan?	Х		
5. Are plans and budgets effectively communicated throughout the organization?	X		
Overall, is the budgeting and planning process satisfactory?	: : X		
FACTOR: COMMUNICATION		: :	
		: :	
<ol> <li>Do performers receive feedback as a result of supervisory monitoring?</li> </ol>	: 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		10.18	
<ol><li>Do formal or informal mechanisms exist for sharing information across work units?</li></ol>	: X	: :	
4. Does the communication among staff support a .	:		
system of internal controls?	: X		
Overall, is the communication within the	:	: :	



		: YES	: NO	: IF NO	COMMENT
QUESTION	NS .	:	:	:	
ACTOR: APD CONSIDERAT	PIONS	:			
ACTOR: APD COMBIDE		•	•	Entire	section
	arded to prevent unauthorized	:	:	· NA	
1: Are data saregue	arded to provide the service of loss?	:	:	: NA	
access, imprope:	changes or loss?	:	:	:	
			:	:	
2. Do appropriate	controls exist to detect				
Z. Do appropriated us	e of the system?				
	dures in place to ensure that				
3. Are there proce	bules in proved approved.	:	:		
יייי החדמדמה	a: Autilor Taged,		:		
complete, accur	ate, and timely?			· Commenter the	
		44 97 50		•	
. Are there proce	dures in place to ensure that				
4. Are there proce	e: .complete, accurate, and			- Marian Maria	
data butputs o.		:			
timely?		:	:	•	
	of the control risks	:	:	•	
5. Are the personn	el aware of the control risks	:	:	:	
in ADP systems?			:		
			:		1
Overall are ADP Sy	stems satisfactory ?				
Overall,	The state of the s	- <del>:</del>	:	:	
The state of the s		B. F. Fig.	:	:	
FACTOR: REPORTING			:	Entire	sectio
				: NA	
are reports til	mely, accurate, useful, and				
1. Ale reported TO	appropriate users?	••			
	performance reports show	:	:	•	
2. Do progress of	beriormance, budget	:	:		
comparisons W1	th planned performance, budget	:	:		
allowances, an	d/or past performance?	:	:		
		:	:	:	
3. Are reports ma	de in accordance with pre-		:	:	
scribed direct	ives?		134		
	required to report only on				
4. Are personnel	within their control?				
			:	•	
	the internal control	:	:		
5. Are reports ma	ade on the internal control		:	:	
			:		
. system?					
. system?			:		
Overall, is the re	eporting process				



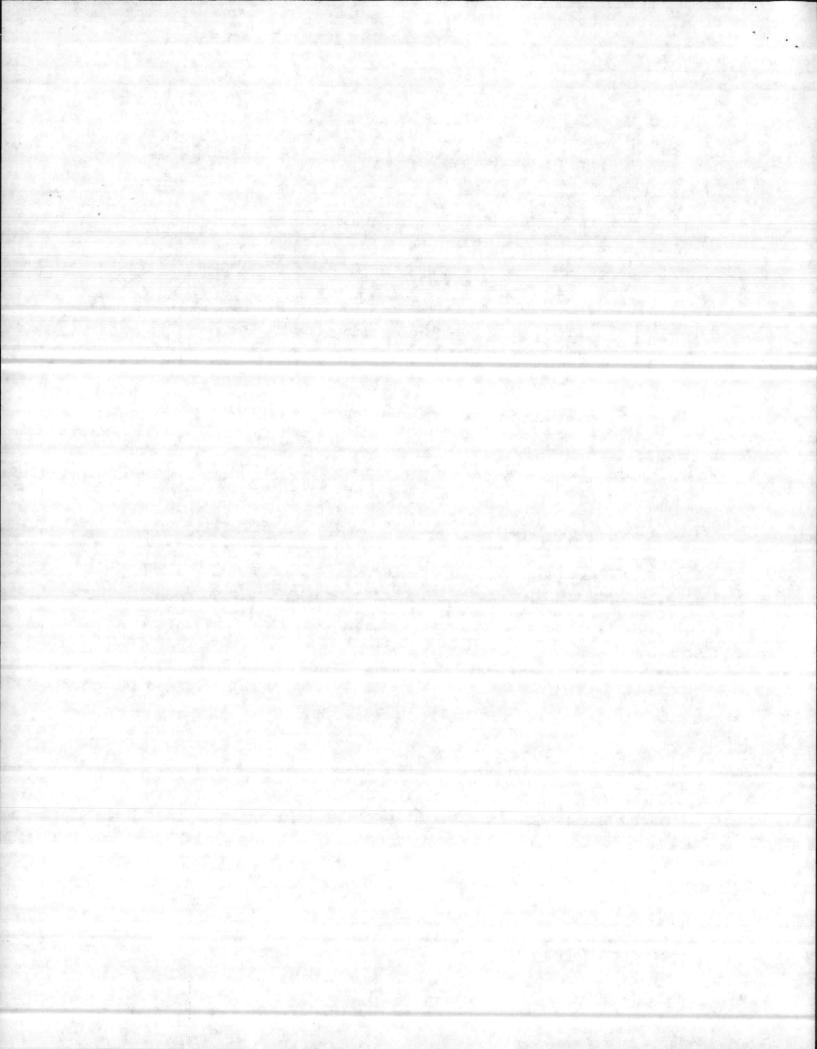
General Staff Office	e: ASSITANT	chief of S	tair. Training and	o Operation
Division/Section:	NBC Training	q		
Function: NBC 7	Praining .			20
Subi unc t	2 00		Event Cycles	
Operations		1.	Notifications	and the second
		2.	Scheduling	
		3.	Liaison	
		4.	E <b>V</b> aluation	

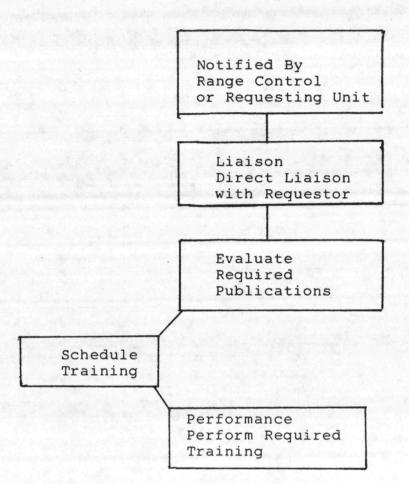


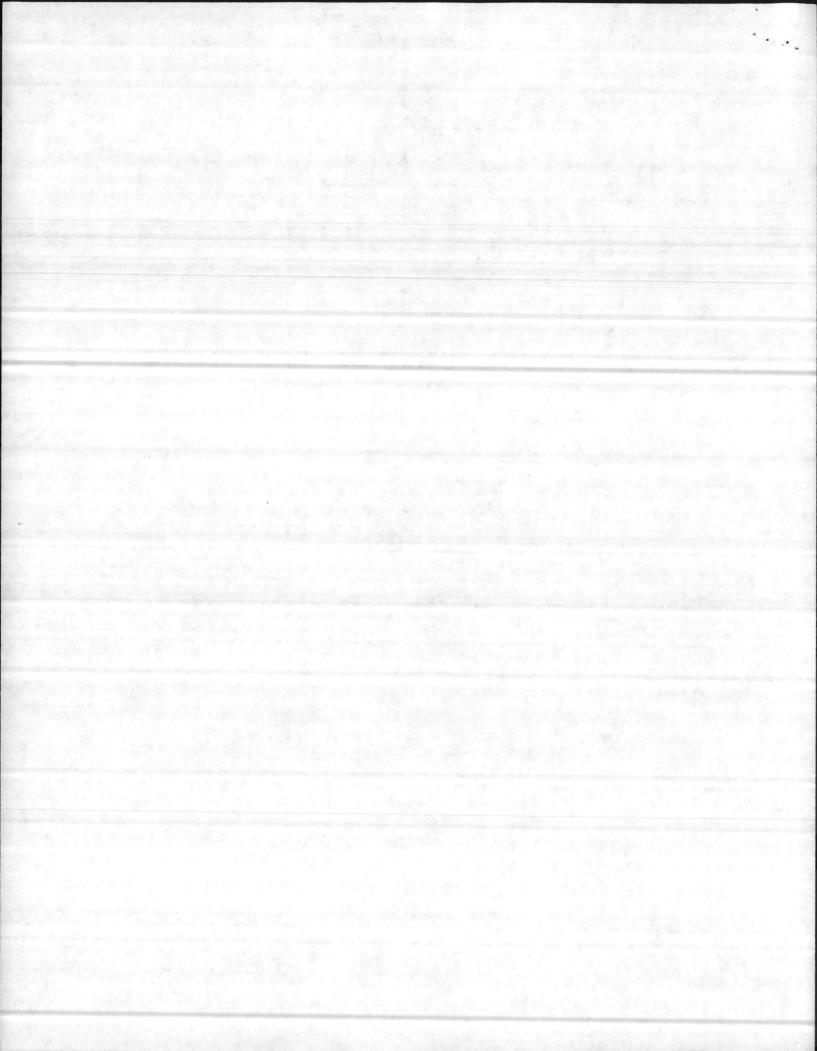
#### -SAMPLE-

# MANAGEMENT CONTROL OBJECTIVES AND TECHNIQUES

o vision/Branch:	NBC Trai	ning	Contract to the second	
Function: NBC	Training			A Company August
Subfunction:				
		A CONTRACTOR	: : Control Techniques	: WOTKING : Papers : Number
tining :	improper de-	training of be	Contact requesting person/unit to assure proper training requrements.	BOP 11107.1
Z. DCIICO	Conflicts of Range Scheduling.	: Assure efficient use : of training ranges : at all times.	Coordinate directly with unit requesting training.	
3. Liaison	: :Ill-prepared :presentation :of training.	To determine type of class.	: As in steps 1 & 2 coordinate directly with requesting unit.	BOP IIIOZ.
4. Eualuation	Erroneous information taught to students.	Insure proper publications on hand to teach.	- Coordinate all current information to all instructors.	t 60 11102
	<u> </u>	1		3609/6







# 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 trainingc. RAD safety course
- d. NBC conferences

#### Corrective Action.

Base personnel (5711) to attend subject courses

