

## INTERNAL CONTROL SYSTEM TEST

**1. Command/Department:**

**2. Work Process/Assessable Unit Title:**

**3. Process is linked to what command strategic goal or objective? **Ensure to use NSTC 2015 Strategic Themes/Goals****

**Theme/Goal 1: Enable the Total Workforce** - NSTC will develop a diverse workforce and will improve the capability of this workforce by promoting a culture that values the professional and personal development of its employees. NSTC will ensure its workforce possesses the skills and abilities needed to meet its current and future mission requirements while optimizing operational costs and efficiency.

**Theme/Goal 2: Enhance Production Management** - NSTC will enable linkages between all production partners, both internal and external, to drive sound decisions. Collecting and analyzing accurate, timely, and comprehensive information throughout the production cycle, NSTC will meet Officer and Enlisted production requirements, in quantity and quality.

**Theme/Goal 3: Employ Innovative, Effective Learning Interventions** - NSTC will identify the best learning strategies and training techniques to impart the desired Knowledge, Skills, and Abilities (KSAs). NSTC will consistently apply innovative, cost-effective learning concepts to stimulate Sailors, enhance Fleet readiness, and optimize operational performance.

**Theme/Goal 4: Ensure Learning Verification** - NSTC will identify and verify that all Sailors possess the right KSAs for assignment upon completion of accession training. NSTC will develop and capture metrics that allow us to quantitatively assess how well the organization is imparting desired KSAs to our Sailors. NSTC will combine these metrics with qualitative indicators from the Fleet and other downstream partners to understand the readiness levels of our Sailors. All feedback will be shared throughout NSTC and with our downstream partners to revise our training, as needed, and to maximize learning effectiveness throughout the pipeline.

**4. Does the process include Privacy Act Information?      Yes      No.** If yes, the Operational Risk Management (ORM) Assessment, NETC 5200/2 Form, should include Protected Personal Information (PPI) as a process risk (hazard).

**5. Identify key metrics used to measure performance. Annotate the flowchart to show their location(s).** (Normally a work process will have two to three key metrics, internal controls, which show the level of progress towards achieving intended results.)

**INTERNAL CONTROL SYSTEM TEST**

(cont. of 5. Identify key metrics used to measure performance. Annotate the flowchart to show their location(s).)

**6. Test the key metrics. Are they reliable indicators?** (If no, explain remedies in paragraph 9 below.)

**7. Way(s) internal controls tested:** (Perform and check one or more blocks.)

- Performed a physical inspection or walk-through of the process.
- Reviewed documents.
- Interviewed cognizant managers.
- Evaluated data.

<b>INTERNAL CONTROL SYSTEM TEST</b>		
<b>8. Test Results</b>	<b>YES</b>	<b>NO</b>
a. Does the flowchart accurately reflect the process?	[ ]	[ ]
b. Is the process producing intended results?	[ ]	[ ]
c. Are protections against fraud, waste, abuse, and mismanagement practices adequate?	[ ]	[ ]
d. Are laws and regulations followed?	[ ]	[ ]
e. Is the process effective, efficient, and economical?	[ ]	[ ]
f. Has an Operational Risk Management (ORM) Assessment been performed? (Refer to OPNAVINST 3500.39B, encl (1).)	[ ]	[ ]
(1) If YES, attach a completed NETC 5200/2. If NO, explain why in paragraph 9 below.		
<b>8. Test Results (continued)</b>	<b>YES</b>	<b>NO</b>
(2) For the ORM Assessment, what is the overall Risk Assessment Code (RAC)? (check one)		
1 = Critical [ ]		
2 = Serious [ ]		
3 = Moderate [ ]		
4 = Minor [ ]		
5 = Negligible [ ]		
g. Are the internal controls acceptable for reducing risks?	[ ]	[ ]
<b>9. For any "NO" response above, indicate below if any action is planned and expected completion date.</b>		

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**10. Does this process warrant reporting to higher authority as a material weakness? YES NO**  
(If yes, briefly discuss why.)

**11. Attested to by: \_\_\_\_\_ Date: \_\_\_\_\_**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**(Additional signature blocks are provided to permit signatures in subsequent years.)**