

INTERNAL CONTROL SYSTEM TEST			
1. Command/Department:			
2. Work Process/Assessable Unit Title:			
3. Process is linked to what NSTC domain strategic goal	<p>Lines of Effort/Goal 1: <u>Build Basic Skills</u> Produce physically fit warfighters proficient at basic damage control, firefighting, watch standing, navigation, and seamanship.</p> <p>Lines of Effort/Goal 2: <u>Prepare for the Future</u> Understand current and emerging Fleet requirements to produce Sailors ready to deploy.</p> <p>Lines of Effort/Goal 3: <u>Instill Core Attributes</u> Build the foundation of our Sailors' professional identity by instilling integrity, accountability, initiative, and toughness.</p> <p>Lines of Effort/Goal 4: <u>Promote Citizenship</u> Instill values of citizenship, service to the nation, personal responsibility, and a Sense of accomplishment.</p> <p>Guiding Principles/Goal 5: <u>Ensure Effective Curricula</u> Ensure the effectiveness and relevance of accession training curricula continuously monitor internal activities/programs, eliminating, modifying, or shifting, as appropriate, to attain desired training outcomes.</p> <p>Guiding Principles/Goal 6: <u>Build a Standards Based Organization</u> Continuously employ standards for character and professional competencies. Students will demonstrate required standards before progressing to the next phase of training. Measure and strive to enhance Fleet readiness.</p> <p>Guiding Principles/Goal 7: <u>Improve Production Management</u> Utilize technology and process refinement to improve accessions training operations. Seek to improve data accuracy, increase data velocity, lessen duplication, and reduce administrative costs and waste.</p> <p>Guiding Principles/Goal 8: <u>Enhance Collaboration and Partnership</u> Engage internal and external partners to facilitate better knowledge transfer, integration of best practices, and improved use of resources.</p> <p>Guiding Principles/Goal 9: <u>Promote Stewardship</u> Actively manage, allocate, and monitor our resources to ensure that they are effectively and appropriately utilized to serve the Navy and our nation.</p>		
4. Does the process include Privacy Act Information?	<table style="margin-left: auto; margin-right: 0;"> <tr> <td style="padding: 0 10px;">Yes</td> <td style="padding: 0 10px;">No</td> </tr> </table>	Yes	No
Yes	No		
<p>If yes, the Operational Risk Management (ORM) Assessment, shall include Personally Identifiable Information (PII) as a process risk (hazard).</p>			
5. Identify key metrics used to measure performance. Annotate the flowchart to show their location(s).	<p>(Normally a work process will have two to three key metrics, internal controls, which show the level of progress towards achieving intended results.)</p>		

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<p>6. Test the key metrics. Are they reliable indicators? (If no, explain remedies in Item 9 below.)</p>	Yes	No
<p>7. Way(s) internal controls tested: (Perform and check one or more blocks.)</p> <ul style="list-style-type: none"> Performed a physical inspection or walk-through of the process. Reviewed documents. Interviewed cognizant managers. Evaluated data. 		
<p>8. Test Results</p> <p>a. Does the flowchart accurately reflect the process?</p> <p>b. Is the process producing intended results?</p> <p>c. Are protections against fraud, waste, abuse, and Mismanagement practices adequate?</p> <p>d. Are laws and regulations followed?</p> <p>e. Is the process effective, efficient, and economical?</p> <p>f. Has an Operational Risk Management (ORM) Assessment been performed for each assessable unit process?</p> <p>(1) If "YES", attach a completed ORM assessment. If "NO", explain why in Item 9 below.</p> <p>(2) For the ORM Assessment, what is the overall Risk Assessment Code (RAC)? (check one)</p> <ul style="list-style-type: none"> 1 = Critical 2 = Serious 3 = Moderate 4 = Minor 5 = Negligible <p>g. Are the internal controls acceptable for reducing risks?</p>	Yes	No

