



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
250 LEXINGTON BLVD SUITE 102
CORPUS CHRISTI TX 78419-5041

CNATRANOTE 5200
3 Aug 18

Canc: Jul 19

CNATRANOTE 5200
N1
3 Aug 18

CNATRA NOTICE 5200

Subj: CNATRA MANAGER'S INTERNAL CONTROL PLAN

Ref: (a) SECNAVINST 5200.35F, Department of the Navy (DON) Managers' Internal Control (MIC) Program
(b) SECNAV M-5200.35, Department of the Navy Managers' Internal Control (DON MIC) Manual
(c) COMNAVAIRFORNOTE 5200, Commander, Naval Air Force Pacific(CNAP) MANAGER'S INTERNAL CONTROL PLAN (MICP)
(d) SECNAV M-5210.1, Department of the Navy (DON) Records Management Manual

Encl: (1) Assessment Schedule
(2) Assessable Units

1. Purpose. To publish the Chief of Naval Air Training (CNATRA) Manager's Internal Control (MIC) Plan for reporting period ending 30 June 2019. References (a) through (c) provide guidance for individual responsibilities.

2. Cancellation. This notice will remain in effect for one year or until incorporated into the next edition of reference (c), whichever occurs first.

3. Background.

a. Per references (a) through (c), CNATRA maintains the MIC Program to assess the implementation of a system of Internal Control (IC) to provide reliable and timely information and reasonable assurance that programs achieve their intended results, resources are used consistent with applicable laws and regulations, and assets are protected from fraud, waste, abuse, and mismanagement. The CNATRA MICP will establish IC policy which outlines guidance for commands listed in enclosures (2) to meet the intent of the statutory requirements described in reference (a). The MICP is updated annually by the CNATRA MIC Coordinator.

b. The MIC Senior Official is CNATRA. The MIC Senior Official (MICSO) reports to CNAP. The CNATRA Statement of Assurance (SOA) will be signed by the MICSO.

c. Allison Oser, Admin Officer, N01A, is appointed as the CNATRA MIC Coordinator (MICC). Ms. Oser reports to the MICSO. Designation of the MICC responsibilities is assigned

by appointment letter signed by the MICSO. The responsibilities are to be fulfilled as a collateral duty function.

d. James Pitcock, Total Force Manpower, N1, is appointed as the CNATRA Alternate MIC Coordinator (AMICC). Mr. Pitcock reports to MICC. Designation of AMICC responsibilities is assigned by appointment letter signed by the CNATRA MICSO. The responsibilities are to be fulfilled as a collateral duty function.

e. ICs (synonymous with management controls) are terms used to describe the tools managers use to ensure compliance with laws, regulations, and policies; promote operational economy and efficiently safeguarding resources and to ensure accurate and reliable information.

f. ICs apply to all programs, functions, and organizational elements. IC are sound management practices used to support the effectiveness and integrity of all processes and provide continual feedback to management for controlling risk.

g. The Department of the Navy Naval Inspector General (DON IG) and external audit organizations including the Naval Audit Service (NAVAUDSVC), Department of Defense Inspector General (DOD IG), and the Government Accountability Office (GAO) are assigned responsibility for reviewing the implementation and maintenance in conjunction with inspections and audits.

h. The GAO has established a set of standards for IC that include: control environment, risk assessment, control activities, information and communication and monitoring.

i. CNATRA is required to submit an annual MIC SOA to CNAP for the reporting period 1 July 2018 and ending 30 June 2019. The SOA will be used as a feeder report for the DON's 2018 SOA as required by the Federal Managers' Integrity Act (FMFIA) and the DON's MIC policy.

j. CNATRA will sign the annual SOA for each MIC reporting period and submit to CNAP by suspense date.

(1) Enclosure (1) is the Assessment Schedule for MIC Year (MY) 2018-2019.

(2) Enclosure (2) is the CNATRA Assessable Unit List which includes major assessable units and Sub-Assessable units. This list should be reviewed by the assessable unit managers on an annual basis for accuracy additions and required deletions. The MICP should maintain a complete listing of all Assessable and Subassessable units but this plan whould include, only those AUs and SubAus being reviewed in the current MIC Year.

4. Policy

a. It is DoN policy that commands establish MIC programs to evaluate and report on the

effectiveness of Internal Controls (IC) throughout their organizations and make corrections when necessary. Commands shall use organizational assessments, evaluations, and other contributing information (performance metrics, external audits and inspections, etc.) as forms of monitoring ICs.

b. The MICP is not a one-time internal control evaluation, but rather an ongoing process. Each level of management will continually evaluate, document, and test its controls using risk assessments and the internal control evaluation process. All levels of management will monitor and improve the effectiveness of internal controls for their program on a continuous basis. The MICP should be viewed as a management tool used in achieving increased economy and efficiency throughout CNATRA in the interest of improving operations.

c. In addition to the Department of the Navy MIC program, the Department of the Navy Risk and Opportunity Assessment (ROA) is a Secretary of the Navy (SECNAV) directed annual data call led by the Naval Inspector General (NAVINSGEN) in which the Navy and Marine Corps activities identify high-level vulnerabilities that represent significant challenges to senior naval leadership.

(1) The purpose of the annual Department of the Navy ROA is to guide the development of the Annual Oversight Plan (AOP). Leadership can consider including risks identified through the ROA as part of their internally-identified MIC risk assessment.

(2) Risks from the ROA and command or activity-identified risk, can then be assessed to aid in identifying control deficiencies. While the ROA and MIC program serve different purposes, they should be viewed as complementary processes that both involve risk identification and assessment.

5. Action

a. Assessable Unit Managers and designated points of contact who are assigned tasks within reference (b) will follow the schedule that is set forth in enclosure (1) and utilize the data collection forms found in reference (c) and on the CNAP MIC Program SharePoint site. All designated MICs will adhere to the following program requirements:

(1) The designated CNATRA Primary and Alternate MIC program coordinators are responsible for the administration and coordination of the MIC Program and its reporting requirements. Per references (c) and (d), the MICC will:

(a) Ensure that the MIC Program and its reporting requirements are completed in a timely manner and are communicated throughout the organization.

(b) Support assessable unit managers as needed.

(c) Complete MIC Program Training - Catalog Code: OASN-MCPT-1.3 via Navy E-learning (NEL) within 30 calendar days of appointment and every three years thereafter per references (a) and (b).

(d) Complete MIC Program Training for Managers - Catalog Code: OASN-MCPTM-1.3 via Navy E-learning (NEL) within 30 calendar days of appointment and annually thereafter as refresher training.

(e) Complete all required MICP reports per reporting deadlines contained in enclosure (1).

(f) Provide detailed guidance on the concept, objectives, policies, responsibilities, and procedures for the MICP to various levels of management and their designated MICP coordinators, alternates, and competency MICP points of contact.

(g) Prepare the CNATRA MICP Plan, which includes an inventory of assessable units (AUs). Review and update the inventory of AUs annually. New MICC and alternates will use the MIC plan to learn the specific approach and vision of the MIC program within an organization. MIC plans are required documentation for all subordinate commands per reference (b), must be updated annually, and are to be retained for five years or longer if required by specific regulation (E.G. documentation required to support annual Department of the Navy Financial Statement audits).

(h) Review and consolidate the results of quality spot checks and draft the CNATRA SOA based on the MICP 12-month reporting period (beginning 1 July and ending 30 June).

(i) Submit the SOA to CNAP when required.

(j) Follow-up on all CNATRA MICP material weaknesses reported and evaluate actions taken by management to correct these deficiencies.

(k) Monitor compliance with instructions and directives.

(l) Maintain MICP files and documentation at a central location in accordance with reference (e). The DON documentation requirements for the Internal Control over Financial Reporting (ICOFR), Internal Control over Non-Financial Operations (ICONO), and if applicable, Internal Control over Financial Systems (ICOFS), and Internal Controls of Acquisition Fund Program (nonfinancial operations) and Over Financial Reporting include:

1. Inventory of assessable units
2. MIC Plan

3. Risk Assessment Documentation

4. Internal Control Assessments

5. Corrective Action Documentation for Reportable Conditions and Material Weaknesses

- b. Consider the results and findings of audits, organizational inspections, material weaknesses, and corrective actions in conducting assessments.
- c. Consider and capture risks, opportunities, and best practices for inclusion of the annual ROA.
- d. Consider and capture significant internal control related accomplishments and actions taken that strengthened the organization's internal control program for inclusion in the annual Statement of Assurance.
- e. When complete, the MICC will upload the annual SOA to the CNAP MICP Portal for consolidation by CNAP.

6. Records Management. Records created as a result of this notice, regardless of media and format, must be managed per SECNAV-M 5210.1 of January 2012.

7. Point of Contact. For questions or information regarding the CNATRA MIC Program, contact the CNATRA MICC, Ms. Allison Oser, commercial: (361) 961-2186 or email: Allison.oser@navy.mil.

S. B. STARKEY
Chief of Staff

Distribution:
CNATRA Website
CNATRA SharePoint

Assessment Schedule
for
MIC Period Ending 30 June 2019

Phase and Task	Date Due
1. Introduction	
- Identify/Update MIC POC	1 Jul 18
2. Training	
-Complete INavy and CNAP specific Training	(On expiration of Prior Trng)
3. Administration	
- Verify/Update AU 3 Year Plan- (CNAP Sharepoint)	31 July 2018
- Submit MIC Plan 5200 Instruction or Notice to CNAP	1 Aug 2018
- All Directorates SubAu Assessments complete	04 Jan 2019
4. Reporting	
- Commander's Statement of Assurance (SOA) to CNAP	31 Jan 2019
5. End of Year Audit Support	
Provide MICP SOA/Checklist Supporting Documentation to CNAP	Apr-May 2019

CNATRA
ASSESSABLE UNITS

Legal (00D)

Personally Identifiable Information (PII)

JAG (00J)

JAGMAN Investigation Retention/Disposition
JAGMAN Investigations - Litigation Reports
Complaints of Wrong Under Article 138 and Article 1150
NJP Appeal and Review

PAO (00P)

Distinguished Visitors
Internal Information

Reserves (OOR)

Inactive Duty Training and Order Writing
Navy Reserve Order Writing System (NROWS)
Reserve Personnel Navy (RPN)
Selection Boards

Admin (N-1)

Performance Management
Defense Travel System (DTS)

Operations (N-3)

Annual Flight Hour Requirement for Contract/Budget
Monthly Flight Hour Execution Management
Quarterly Flight Hour Requirement for Contract/Budget
NATRACOM Training Aircraft Resource Requirements Analysis
NATRACOM IP Resource Requirement Analysis
NATRACOM Training Device Requirement Analysis
NATRACOM RPF Management
POM Student Flight Hours and Requirements for OPNAV
Integrated Production Plan (IPP)
Pilot Pipeline Selection Process
Develop Aircraft Requirements for Program Objectives Memorandum (POM)
Training Device Management
Aircraft Readiness

Contracts (N-4)

Contract Cost & Price Analysis

Quality Assurance/Production Control

Contract Property Administration

Aircraft Readiness

IT (N-6)

Enterprise Operations (N61) - Daily Client Service Operations and Contracted Services.

Enterprise IA (N62) - Oversees Information Assurance Programs, Configuration Management and Compliance Reporting

Enterprise Systems and Data Management (N63) - Operations of Servers, Data Centers, Capacity Management and Software Engineering.

Information Security Program

Finance (N-8)

Government Commercial Purchase Card

Funds Management and Control

Purchase Card Process

Timekeeping Function

DTS/Travel Card Process

Other Mandated

Sexual Assault Prevention and Response (SAPR)