



DEPARTMENT OF THE NAVY

TRAINING SQUADRON SEVEN
NAVAL AIR STATION
101 FULLER ROAD SUITE 270
MERIDIAN, MS 39309-5405

TRARONSEVENINST 7510.1H
N1
5 Mar 15

TRAINING SQUADRON SEVEN INSTRUCTION 7510.1H

From: Commanding Officer, Training Squadron SEVEN

Subj: INTERNAL REVIEW WITHIN TRAINING SQUADRON SEVEN

Ref: (a) SECNAVINST 7510.7 (Series)
(b) TRARONSEVENNOTE 1301

1. Purpose. To define internal reviews functions and assign responsibilities within Training Squadron SEVEN.
2. Cancellation. TRARONSEVENINST 7510.1G.
3. Background. Reference (a) contains the policy and guidelines for internal review in the Department of the Navy.
4. Discussion. Internal Review is the conducting of audits, reviews and evaluations of command operations. Commanding Officers have a continuing requirement to have the in-house ability to assess the overall efficiency and integrity of all command functions with particular focus on high-risk areas susceptible to waste, fraud and abuse. Although not designed to replace formal inspections, internal review is an effective year-round management tool.
5. Responsibilities. The Command Auditor delineated in reference (b) will implement the internal review function for the Commanding Officer and shall be responsible for examining management controls, practices and procedures at all levels to determine adequacy in concept and effectiveness in application. The Command Auditor shall ensure that there are provisions for financial integrity and effective use of all available squadron resources. Specifically:
 - a. Provide assistance on the performance of vulnerability assessments and management control reviews per reference (a).
 - b. Maintain liaison with the NAS Meridian Internal Review Officer.

c. Review safeguards to existing controls for material and financial accountability (e.g. supply requisitioning, physical inventory of controlled equipment).

d. Investigate areas of suspected waste, fraud and abuse when requested.

e. Follow-up audit findings and inspector general reports concerning the squadron.

f. Audit the collection and distribution of Recreation/Welfare Funds, and Officers' Mess Fund.

g. Assist the NAS Internal Review Officer in the performance of audits of NATRACOM activities, when requested.

h. Review other areas as directed.

6. Action. The Command Auditor shall maintain continuous internal review of Training Squadron SEVEN and report results to the Executive Officer when requested. The Commanding Officer shall be informed by the Executive Officer of review results.


W. B. THAMES

Distribution:

TRARONSEVENINST 5216.1X

List I, III, V (A-D, F)