

Attachment 1**Schedule of Key Actions
FY 2009 Internal Control Program**

Action	Responsible Organization	Due Date
Issue Internal Control Program Guidance	PFM	10/8/2008
Issues OMB A-123, Appendix A, Test Plan	PFM	10/8/2008
Issue Guidance on Departmental Functional Reviews (Property, Acquisition, Information Technology, etc.)	Various PMB Offices	TBD
Submit FY 2009 Component Inventory and Priorities Plan	Bureaus/Offices	1/16/2009
Concur or Provide Guidance on Bureau Plans.	PFM	2/2/2009
Provide to PFM Appendix A Status of Key Milestones (send to: A123@ios.doi.gov)	Bureaus/Offices	End of Each month
Complete Entity-Level Evaluations	Bureaus/Offices	2/27/2009
Conduct Mid-year ICAF Progress Meeting With Bureaus/Offices, OIG, ICAF Work Group Members and Complete All Current FY Financial and Required IT Financial System Reviews	Bureaus/Offices	5/4-15/09
Submit Corrective Action Plans for Identified FMFIA Material Weaknesses or Noncompliance Issues	Bureaus/Offices, PAM, OCIO, PFM,	7/31/2009
Submit Appendix A Assurance Statement on Financial Reporting as of June 30, 2009.	Bureaus/Offices	30 days after identification
Submit CIO Consolidated Mid-Year Assurance Statement	Bureaus/Offices	8/14/2009
Complete All Current FY Financial Reviews, ICRs, and DFRs	OCIO	8/14/2009
Provide IT Assurance Statement to OCIO and PFM	Bureaus/Offices	8/31/2009
Submit Current FY FMFIA Assurance Statement to AS/PMB and PFM	Bureaus/Offices	9/15/2009
Submit Consolidated OCIO Assurance Statement to PFM	Bureaus/Offices	9/30/2009
Conduct Year-End ICAF Issue Resolution Meeting	OCIO	9/30/2009
	Bureaus/Offices, PAM, OCIO, PFM,	10/5-16/09

RISK ANALYSIS

1 Bureau	2 Component				4 Preparer	
	3 Assessable Unit				5 Preparer's Phone #	
6 Control #	7 Inherent Risk	8 Assertion	9 Inherent Risk Rating	10 Internal Control Currently In Place	11 Preliminary Control Risk	12 Internal Control Test Method to Be Used
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Instructions for Risk Analysis Form

Cell #	Item	Instructions
1	Bureau	Enter the name of the Bureau of Office.
2	Component	Enter the name of the component in the component inventory.
3	Assessable Unit	Enter the name of the assessable unit being assessed for inherent risk.
4	Preparer	Enter name of the person completing the Risk Analysis Form.
5	Preparer's Phone #	Enter the preparer's phone number.
6	Control #	Enter the identification number which is associated with the risk. This number is identified in the process flowchart and will carry forward to the Control Assessment Form.
7	Inherent Risk	Describe the identified inherent risk.
8	Assertion	Enter the financial or system assertion, if applicable.
9	Inherent Risk Rating	Enter the inherent risk rating: high risk, moderate risk, or low risk.
10	Internal Control Currently In Place	Describe the control that is currently in place if one exists. Control should carry over to the Control Assessment Form. Note the design and operation of the control.
11	Preliminary Control Risk	Enter a level of preliminary control risk: High (not effective), Moderate, or Low (effective).
12	Internal Control Test Method to Be Used	Select an internal control test method for testing the control effectiveness.

Footer Instructions: Replace "Entity Name" with entity chosen for Item #1 and replace "Account Line" with Component chosen under item #2.

Note: These instructions serve as a quick reference to assist you in filling out the Risk Analysis Form. Refer to the FY 2008 Guidance for the Preparation of the Statement of Assurance for more detailed guidance.

Instructions for Control Assessment Form

Cell #	Item	Instructions
1	Bureau	This is automatically copied over from the Risk Analysis Form.
2	Component	This is automatically copied over from the Risk Analysis Form.
3	Assessable Unit	This is automatically copied over from the Risk Analysis Form.
4	Preparer	Enter name of the person completing the Control Assessment Form.
5	Preparer's Phone #	Enter the preparer's phone number.
6	Control #	This is automatically copied over from the Risk Analysis Form.
7	Risk	This is automatically copied over from the Risk Analysis Form.
8	Internal Control Currently In Place	This is automatically copied over from the Risk Analysis Form.
9	Control Objective	Enter the objective of the control. The objective is what the control is supposed to do related to mitigating the associated inherent risk.
10	Description of Control Design and Test	Enter a description of the design of the control and type of test conducted on the control (e.g. Does the design of the control accomplish the objectives of the control?)
11	Was Control Design Effective?	Enter yes or no.
12	Description of Control Application Test	Enter a description of the application or operation of the control and describe the test performed on the control (e.g. Is the control performed as it is designed to be applied?).
13	Was Control Application Effective?	Enter yes or no.
14	New Control Risk Level	Based on the test results, enter the current control risk rating: high, mederate, or low.
15	Test Results	Enter the test results:
16	Material Weakness or Significant Deficiency?	Enter the type of deficiency, if any, that management determines will report.

Footer Instructions: Replace "Entity Name" with entity chosen for Item #1 and replace "Account Line" with the Component chosen under item #2.

Note: These instructions serve as a quick reference to assist you in filling out the Control Assessment Form. Refer to the FY 2009 Guidance for the Preparation of the Statement of Assurance for more detailed guidance.

CONTROL TEST PLAN

1	Bureau	0	4	Preparer	
2	Component		5	Preparer's Phone #	
3	Assessable Unit and Business Process		6	Related Account Line	
7	Control #				
8	Risk				
9	Assertion				
10	Internal Control Currently In Place				
11	Control Type				
12	Control Frequency				
13	Testing Period				
14	Test Method				
15	Population and Sample Size				
16	Criteria for Effectiveness/ Tolerance Rate				
17	Location of Documentation				
18	Test Description				
19	Test Strategy				
20	Test Results				
21	Tester's Signature & Date	signature			date
22	Manager's Signature of Acceptance & Date	signature			date

Instructions for Test Plan Form

Cell #	Item	Instructions
1	Bureau	Enter the name of the Bureau or Office.
2	Componet	Enter the name of the component in the component inventory.
3	Assessable Unit and Key Process	Enter the name of the assessable unit and the key process within the unit that is being tested.
4	Preparer	Enter name of the person completing the Test Plan Form.
5	Preparer's Phone #	Enter the preparer's phone number.
6	Related Account Line	If applicable to the testing, cite the name of the account line (Accounts Receivable, Environmental Liabilities, etc) to which the control is related. This will be applicable in financial reporting controls and some IT controls only - NOT for program reviews.
7	Control #	Identification number which is associated with a risk and related key control and should be identified in the Risk Analysis and Control Assessment Forms, taken from the flowchart and narrative.
8	Risk	Describe the inherent risk that the control is intended to mitigate.
9	Assertion	Identify the Assertion that is associated with the control. Financial assertions are: Completeness, Obligations, Rights, Valuation, Occurance, Existence, Reporting and Presentation. IT assertions are: Completeness, Accuracy, Validity, and Restricted Access. This is not applicable for Program reviews.
10	Internal Control Currently In Place	Identify the control that is currently in place if one exists. Control should be as shown on the Control Assessment Form. Note design and operation of control.
11	Control Type	Specify whether the control is a manual control or an automated control (within a system).
12	Control Frequency	How often the control is performed (e.g. Continuous, Daily, Weekly, Bi-weekly, Monthly, Quarterly, Annually).
13	Testing Period	The timeframe when the test samples are being reviewed (1 year's worth, 1 week's worth, 1 day's worth/ 4th work day, 2nd quarter). Samples should be current and taken from the most recent reporting period.
14	Test Method	State the test method to be used: Interview, Observation, Inspection, or Reperformance.
15	Population and Sample Size	A population is the number of times the control is performed in a given time period. It is the entire group we are interested in, from which to draw conclusions. State the population size and the sample size.
16	Criteria for Effectiveness/ Tolerance Rate	State the tolerance rate: How many exceptions are acceptable for the test to still be successful. Provide the decision basis for establishing your tolerance rate. The tolerance rate is the maximum rate of deviations from the prescribed control allowable by management. Exceeding the tolerance level will identify a control deficiency.
17	Test Description	Describe how the test plan will be performed, where it will be performed and who will be performing the testing. For financial reporting control testing, testers may not be the same personnel who perform the control.
18	Test Strategy	Describe how the test is intended to validate that the control effectively mitigates identified risk as designed and operated, meets its control objective, and provides sufficient evidence to support management's assertion of effectiveness.
19	Test Results	State the sample size and the number of exceptions found within the sample.
20	Tester's Signature & Date	The tester signs after completing the testing.
21	Manager's Signature of Acceptance & Date	The testor should obtain the signature of the process manager with date, to indicate acceptance of the test test results.

Attachment 4**Risk Categories and Factors for Components/Assessable Units**

Definition: Inherent risks are conditions that could prevent an organization from meeting its objectives
Inherent risk is the risk to an entity in the absence of any actions management might take to alter either the risk's likelihood or impact.

RISK CATEGORIES/RISK FACTORS

Program Specific Risk -the risk that mission goals and objectives will not be achieved, or performance will be adversely affected, due to the inability of the organization to achieve its specific goals.

Degree of decentralization

Changes in the operating environment

Significant new or changed programs or operations

Significant new or change process or policy

Obsolescence

Lack of organizational efficiency

Product failure

Business interruption

Ineffective strategic alliances

Failure to identify control deficiencies

Failure to implement effective corrective actions timely

Inherent risk of errors or irregularities due to fraud, considering opportunity and incentives for fraud

Known deficiencies/audit finding/NFR

Acquisition/Financial Assistance

Inadequate acquisition integration

Lengthy contracting process/improper contract administration- pre and post-award

There is no early, active and/or ongoing involvement between acquisition and stakeholders

Stakeholders do not clearly communicate their needs or work together to identify solutions

There is little evidence of advance acquisition planning.

No processes in place for the prior review of interagency transactions by contracting officers to ensure compliance with applicable guidelines and assure that interagency action is the best procurement strategy.

Requiring and receiving agencies' roles and responsibilities are not clearly articulated and understood related to the award and administration of interagency transactions.

The acquisition community does not participate or is not included early enough in the requirements definition and planning process to provide well informed business guidance to project managers regarding market research, requirements definition, competition, small business programs and contract type as a means of mitigating risk.

Personnel responsible for contract management have skills and knowledge gaps that inhibit their ability to properly oversee the types of contracts used

There are no processes in place for monitoring whether contracts meet cost, schedule, performance and quality requirements.

The component/agency does not assign clear roles and responsibilities for oversight of contracts, grants, and agreements.

Procedures are not established for determining proper selection of award instruments (grant/cooperative)
Risk that recipients of Federal funds are not maintaining adequate records to permit audit or review
Cooperative agreements do not explicitly state Federal programmatic involvement which includes the nature,
Oversight and review procedures are not established to ensure compliance with the OMB guidance.

Asset Management- risk that mission goals and objectives will not be impacted, due to inadequate
Obsolescence

Insufficient or untimely repairs and maintenance

Failure to periodically reassess recoverability of assets and liabilities valuation

Lack of legal title to recorded assets - should not be recorded

Existence of assets not accounted for

Under- or over-reporting assets (existence)

Valuation is under or over asset's true value

Lack of safeguards for assets - unprotected from unauthorized use or disposition

Lack of accountability for assets

Lack of legal title to assets

Lack of tracking of end-service date.

Lack of updated guidance

Lack of upkeep of deferred maintenance.

Assets deteriorate due to lack of maintenance

Outdated guidance for the maintenance of large structures

Staff/budget diverted from asset management to other activities

Maintenance on infrastructure deferred

Budget- risk that mission goals and objectives will not be achieved, or performance impacted, due to a

Poor budgeting and planning

Funds not allocated to accomplish mission

Insufficient funds to accomplish mission

Insufficient tools to monitor program's budget

Program managers do not provide supporting details for budgets

Cost estimates used to prepare project budget requests are inaccurate

Efficiency Risk- the risk that mission goals will not be achieved, or performance will be negatively impacted by mis-use or mis-management of resources or other inefficiencies.

Organization does not routinely identify opportunities for improvement

Opportunities for improvement are not routinely funded and implemented

Organization culture

The organization's business process documentation is sufficiently detailed so that a new employee can understand his/her specific roles and responsibilities

Compliance Risk- the risk that mission goals will not be achieved, or performance will be impacted, due to a failure to comply with laws, regulations, policies, and procedures.

Not complying with applicable laws and regulations or accounting standards
Not addressing OSHA considerations
Risk of adverse outcomes of actual and potential litigation
Work culture and ethic (entity culture/tone at the top)
Managers do not understand their organizations requirements for complying with applicable laws, regulations, and policies
Policies, Directives and Standards, handbooks, and guidance are not useful and are not easy to understand
Business processes are not adequately documented or well understood by staff and management
Environmental Impact- risk that mission goals and objectives will not be achieved, or performance will be impacted, because environmental impacts are not properly identified, managed, or remediated.
Owned or managed resources (e.g., land, water) are contaminated
Hazard risks (e.g. chemical, machinery, etc.)
Adverse risk to natural environment (fish, wildlife, land, etc.)
Lack of protocol for responding to contamination (e.g. oil spill)
Employees do not use standard protocols for responding to inquiries from external parties (e.g.,
Hazardous materials are lost or stolen
Owned or managed resources (e.g., land, water) are contaminated.
Finance Risk- the risk that mission goals will not be achieved, or performance will be impacted, as a result of management decisions made using inaccurate, unreliable, and/or untimely financial information; improper accounting and procurement practices, misstatements of financial information; late or improper payments, misappropriation of funds; waste, fraud, and abuse, or ineffective or untimely cash collection practices.
Inadequate financial reports produced for program use
Financial reports not timely
Incomplete transactions/information
Timeliness and completeness of sending financial information for payment (i.e. packing slips, receiving report, etc.)
Incorrect or lack of evaluation
Collections and receipts are inaccurate or not received in a timely manner
Improper or overpayments are not prevented or detected
Financial fraud, waste, or abuse occurs and/or is not detected
Managerial decision-making is based on information that is inaccurate, incomplete, or not recorded in a timely manner
Human Capital Management Risk- the risk that mission goals will not be achieved, or performance will be impacted, as a result of the inability to effectively identify, hire, train, promote, and retain qualified personnel, or the inability to release unqualified personnel.
Changes to people/process owners

Workload stress
Inadequate leadership development
Inadequate recognition/retention/compensation policies
Low level of knowledge/expertise of personnel/process owners
Ineffective and untimely recruitment
Lack of sufficient resources
Restructurings or budget cutbacks, which may include downsizing and changes in supervision and segregation of duties
New personnel or significant personnel changes
Inadequate employee health and safety
Inadequate or insufficient training
Inherent risk of errors or irregularities due to fraud, considering opportunity and incentives for fraud
Employees are not held accountable for their conduct
Difficulty addressing the loss of organizational knowledge due to the retirement of skilled employees
Difficulty retaining skilled and knowledgeable employees
Information Technology/Records Management- the risk that mission goals will not be achieved, or performance will be impacted, as a result of system failures impacting the organization's ability to capture/record, process, transfer, or safeguard electronic information, lack of effective management and data archiving practices, as well as the organization's ability to communicate.
Large number of systems and interfaces
New or revamped information systems
New technology
Abuse of privacy information
Failure of security systems
Deficient product development and life cycle management
Dependence on technology (e.g. timely back-up and recovery processes)
Limited access/availability of IT
Lack of capability to meet user needs
System(s) not reliable
System not including all transactions (completeness)
System not producing accurate information (accuracy)
System data that is not valid (validity)
System that does not have restricted user access
Obsolescence
Inherent risk of errors or irregularities due to fraud, considering opportunity and incentives for fraud
Data is reported inconsistently
Employees can not locate or obtain information critical to performing their duties
Classified (i.e., confidential, secret, or top secret) information is lost or disclosed to unauthorized individuals
Sensitive employee information is lost or disclosed to unauthorized individuals

Software or systems do not operate as intended

Critical electronic data is not protected

Hardware malfunctions or fails

Electronic data is accessed by unauthorized users

Safety and Security Risk- the risk that mission goals will not be achieved, or performance will be impacted, because the physical safety of employees or the security of assets is compromised.

Unauthorized individuals access facilities and/or property

There is an event that causes failure of an asset (failure of a structure, machine, infrastructure, etc.)

Information related to workplace safety is not collected or analyzed

Employees do not comply with safety requirements

Other Risks:

External Risks

Political

Draws adverse media or regulator attention

Irregular capital markets

Terrorism

Adverse weather

Disasters

Social risks - trends, values, consumer psychology

Natural disaster or Fire

Customer dissatisfaction

Customer Service

Customer input is not solicited or received on a regular basis

Information is not provided to customers in a timely manner, or the information provided is not accurate

Managers and staff do not build positive relationships with their customers

Customer costs are increased without justification

Other

Other applicable risks (not mentioned above) that could adversely affect the bureau's ability to meet objectives

Statement of Assurance
As of September 30, 20xx
(Unqualified)

Memorandum

To: Assistant Secretary - Policy, Management and Budget
Attention: Director, Office of Financial Management

Through: Assistant Secretary

From: Bureau/Office Head

Subject: FY 20xx Annual Assurance Statement on Internal Control

The [bureau/office] management is responsible for establishing and maintaining effective internal control and financial management systems that meet the objectives of the Federal Managers' Financial Integrity Act (FMFIA). The [bureau/office] conducted its assessment of the effectiveness of internal control over the effectiveness and efficiency of operations and compliance with applicable laws and regulations in accordance with OMB Circular A-123, *Management's Responsibility for Internal Control*, dated December 21, 2004. The objectives of this assessment were to ensure that:

- Programs achieve their intended results;
- Resources are used consistent with agency mission;
- Resources are protected from waste, fraud, and mismanagement;
- Laws and regulations are followed; and
- Reliable and timely information is maintained, reported, and used for decision-making.

In performing this assessment, the [bureau/office] relied on the knowledge and experience management has gained from the daily operation of its programs and systems of accounting and administrative controls, and information obtained from sources such as internal control assessments, OIG and GAO audits, program evaluations and studies, audits of financial statements, and performance plans and reports. The following specific internal control assessments conducted by the bureau, and audits and/or reviews conducted by the OIG and/or GAO were relied upon to support the conclusions expressed herein.

Results

<u>Assessment / Audit</u> (List or attach list)	<u>Date Completed</u>	<u>(Material Weakness or Best Practice)</u>
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Based on the results of the evaluation, the [bureau/office] provides reasonable assurance that its internal control over the effectiveness and efficiency of operations and

compliance with applicable laws and regulations, to include FMFIA, as of September 30, 20xx was operating effectively and no material weaknesses were found in the design or operation of the internal controls.

In addition, the [bureau/office] conducted its assessment of the effectiveness of internal control over financial reporting, which includes safeguarding of assets and compliance with applicable laws and regulations, in accordance with the requirements of Appendix A of OMB Circular A-123 and the CFO Council's Implementation Guide dated July 31, 2005, as implemented by the Department. The assessment focused on the specific financial reports and the related financial statement line items identified by the Department as material to the consolidated Department of the Interior financial reports. These reports and related line items are listed in the attached [bureau – attach the list of line items assigned to your bureau]. Based on the results of this assessment, the [bureau/office] provides reasonable assurance that its internal control over the financial reports and related line items listed in the attached Appendix 1 were suitably designed and operating effectively as of June 30, 20xx, and no material weaknesses were found in the design or operation of the internal control over financial reporting. Further, subsequent testing through September 30, 20xx did not identify any reportable changes in key financial reporting internal controls.

I also conclude that the [bureau/office's] information technology systems generally comply with the requirements of the Federal Information Security Management Act (FISMA), and Appendix III of OMB Circular A-130, *Management of Federal Information Resources*.

Further, I conclude that the [bureau/office] substantially complies with the three components of the Federal Financial Management Improvement Act (FFMIA): Financial system requirements, Federal accounting standards, and the U.S. Standard General Ledger at the transaction level.

Attachment(s)

Statement of Assurance
As of September 30, 20xx
(Qualified)

Memorandum

To: Assistant Secretary - Policy, Management and Budget
Attention: Director, Office of Financial Management

Through: Assistant Secretary

From: Bureau/Office Director

Subject: FY 20xx Annual Assurance Statement on Internal Control

The [bureau/office] management is responsible for establishing and maintaining effective internal control and financial management systems that meet the objectives of the Federal Managers' Financial Integrity Act (FMFIA). The [bureau/office] is able to provide a qualified statement of assurance that the internal controls and financial management systems meet the objectives of FMFIA, with the exception of [number] material weakness(es) and [number] non-conformance(s). The details of the exception(s) are provided in Exhibit [xx].

The [bureau/office] conducted its assessment of the effectiveness of internal control over the effectiveness and efficiency of operations and compliance with applicable laws and regulations in accordance with OMB Circular A-123, *Management's Responsibility for Internal Control*, dated December 21, 2004. The objectives of this assessment were to ensure that:

- Programs achieve their intended results;
- Resources are used consistent with agency mission;
- Resources are protected from waste, fraud, and mismanagement;
- Laws and regulations are followed; and
- Reliable and timely information is maintained, reported, and used for decision-making.

In performing this assessment, the [bureau/office] relied on the knowledge and experience management has gained from the daily operation of its programs and systems of accounting and administrative controls, and information obtained from sources such as internal control assessments, OIG and GAO audits, program evaluations and studies, audits of financial statements, and performance plans and reports. The following specific internal control assessments conducted by the bureau, and audits and/or reviews conducted by the OIG and/or GAO were relied upon to support the conclusions expressed herein.

Results

Assessment / Audit **Date Completed** **(Material Weakness or Best Practice)**
(List or attach list)

Based on the results of the evaluation, the [bureau/office] identified [number] material weakness(es) in its control over the effectiveness and efficiency of operations and compliance with applicable laws and regulations, to include FMFIA, as of September 30, 20xx. Other than the exceptions noted in Exhibit [xx], the internal controls were operating effectively and no other material weaknesses were found in the design or operation of the internal controls.

In addition, the [bureau/office] conducted its assessment of the effectiveness of internal control over financial reporting, which includes safeguarding of assets and compliance with applicable laws and regulations, in accordance with the requirements of Appendix A of OMB Circular A-123 and the CFO Council's Implementation Guide dated July 31, 2005, as implemented by the Department. The assessment focused on the specific financial reports and the related financial statement line items identified by the Department as material to the consolidated Department of the Interior financial reports. These reports and related line items are listed in the attached [bureau – attach the list of line items assigned to your bureau]. Based on the results of this assessment, the [bureau/office] provided reasonable assurance that its internal control over for the financial reports and related line items listed in Appendix 1 were suitably designed and operating effectively as of June 30, 20xx, and no material weaknesses were found in the design or operation of the internal control over financial reporting. However, subsequent testing through September 30, 20xx identified a material weakness (es) in the internal controls over _____ as noted in Exhibit XX. As a result, the bureau is only able to provide a qualified statement of assurance for its internal control over financial reporting.

The corrective action reports for material weaknesses and/or accounting system non-conformances identified in the FY 20xx assessment, or carried over from the prior fiscal year, are attached. These reports identify the nature of the weakness or non-conformance, its cause and effect, appropriate interim milestones in the corrective action plan, progress to date, metrics used to measure progress and insure correction, the funds set aside to correct the weakness, and the individuals, including field officials, accountable for the timely completion of stated corrective actions. (If any material weakness corrective action plan targeted for completion in FY 20xx was not completed as planned, please report the reasons for the slippage and a summary of what actions remain.) The existence of these material weaknesses or accounting system non-conformances does/does not prevent the [bureau/office] from providing reasonable assurance on the effectiveness of its internal control taken as a whole.

I also conclude that the [bureau/office's] information technology systems generally comply/do not generally comply with the requirements of the Federal Information Security Management Act (FISMA, and Appendix III of OMB Circular A-130, *Management of Federal Information Resources*.

Further, I conclude that the [bureau/office] substantially complies/does not substantially comply with the three components of the Federal Financial Management Improvement Act (FFMIA): Financial system requirements, Federal accounting standards, and the U.S. Standard General Ledger at the transaction level.

Attachments

DIVISION OF FISH AND WILDLIFE MANAGEMENT AND HABITAT RESTORATION: Branch of Invasive Species (BIS)

**Preparer's Name: Quincy Pence
(703) 358-1796**

**Manager's Name: Craig Martin
(703) 358-**

Aquatic invasive species are nonnative plants and animals that threaten the diversity or abundance of native aquatic species, the ecological stability of infested waters, or the commercial, agricultural, and recreational activities dependent on those waters. These nonnative introductions are second only to habitat alteration as a factor in the decline of native aquatic species in North America. New introductions and the spread of already established invasive species have the potential to add to these declines and hinder efforts to restore already depleted and listed native species.

The impacts caused by the introduction and spread of aquatic invasive species are among the primary reasons for the decline of native populations and their habitats. It is estimated that more than 50,000 non-indigenous species have invaded the United States and their ecological damages and control costs total more than \$137 billion per year. One of the most serious ecological costs of biological invading species is the endangerment? of native species caused by non-native species. Approximately 50% of the species listed as threatened or endangered are due to predation, parasitism, habitat alteration, and competition from biological invaders. The pathways used by invasive species to move to new locations are not always obvious. Many problematic species, diseases and parasites have been transferred to new locations as undetected and unintentional hitchhikers. Because the non-native species are not readily detected in aquatic environments, their impacts to native species are not immediately known.

The Branch of Invasive Species through the Aquatic Invasive Species (AIS) Program contributes to maintaining sustainable native populations and recovering threatened and endangered populations by preventing the introduction and spread of aquatic invasive species, monitoring habitats to determine the distribution of invasive species, rapidly responding to new invasions, and controlling established invaders. The Aquatic Invasive Species Program is committed to the implementation of the Nonindigenous Aquatic Nuisance Prevention and Control Act of 1990 (as amended by the National Invasive Species Act of 1996) and the Injurious Wildlife Provisions of the Lacey Act.

The Branch of Invasive Species is comprised of three program areas that serve to maintain the integrity of the AIS Program's effectiveness to conduct their mission:

**State Plans/ National Invasive Species Act (NISA) Implementation
Prevention
Control Management**

The interaction of these three areas represents the key processes that support the Branch of Invasive Species mission.

State Plans/NISA

Key Process 1: Regional AIS coordinators and leadership work with partners to identify highest priority AIS needs consistent with BIS objectives and enter data into the Fisheries Operational Needs System (FONS)

Decision: Are FONS projects consistent with national/regional AIS needs, and are they reviewed, ranked, and approved for funding in order to support the highest priorities of the Program?

1.1 Risk: Projects may not be consistent with overall goals of BIS.

1.1.1 Control: National Fisheries Strategic Plan implementation (PART 1.2)

1.2 Risk: Funded projects may be redundant of those conducted by other entities

1.2.1 Control: BIS funded projects are designed to complement, rather than duplicate, the roles of State, Tribal, private, and other Federal invasive species management efforts (PART 1.3)

Key Process 2: BIS implements and meets mandates under the National Invasive Species Act (NISA) by funding the implementation of State, Interstate/Tribal Aquatic Nuisance Species (ANS) Management Plans that have been approved by the ANS Task Force.

The ANS Task Force is an intergovernmental organization consisting of 10 federal agency representatives and 13 Ex-officio members, and is co-chaired by the U.S. Fish and Wildlife Service and National Oceanic and Atmospheric Administration. The task force coordinates governmental efforts dealing with AIS in the U.S. with those of the private sector and other North American interests via regional panels and issue specific committees and work groups.

Decision: Does BIS effectively meet NISA mandates?

2.1 Risk: NISA mandates are not effectively met.

2.1.1 Control: National Fisheries Strategic Plan implementation (PART 1.2)

2.1.2 Control: ANS Task Force management and oversight.

2.1.3 Control: NISA is promulgated to fulfill its responsibility to meet statutory requirements (PART 2.RG1)

2.2 Risk: Funding does not support management plans approved by the ANS Task Force

2.2.1 Control: Targeted Program allocation guidance and tracking (PART 1.5)

2.2.2 Control: ANS Task Force management and oversight

2.2.3 Control: Fisheries Information System reporting (PART 3.1, 3.2)

Key Process 3: BIS provides resources and support to the six Regional Panels of the ANS Task Force.

Decision: Is BIS providing appropriate resources and support to the ANS Task Force?

3.1 Risk: Resources and support not adequate to support ANS Task Force

3.1.1 Control: National Fisheries Strategic Plan implementation (PART 1.2)

3.1.2 Control: Targeted Program allocation guidance and tracking (PART 1.5)

Key Process 4: BIS provides administrative and operational functions of the ANS Task Force

Decision: Does BIS provide appropriate administrative and operational capacity to the ANS Task Force?

4.1 Risk: ANS Task Force is not receive appropriate support from BIS

4.1.1 Control: National Fisheries Strategic Plan implementation (PART 1.2)

4.1.2 Control: ANS Task Force management and oversight

Key Process 5: BIS implements prevention and control activities of NISA through the Fisheries and Aquatic Resource Conservation Program in the Service Regions.

Decision: Is BIS implementing prevention and control activities through the Regions?

5.1 Risk: Implementation of prevention and control activities are not taking place through the Regions.

5.1.1 Control: National Fisheries Strategic Plan implementation (PART 1.2)

5.1.2 Control: ANS Task Force management and oversight

5.1.3 Control: Fisheries Information System reporting (PART 3.1, 3.2)

Prevention

Key Process 1: Regional AIS coordinators and leadership work with partners to identify highest priority AIS needs consistent with BIS objectives and enter data into the Fisheries Operational Needs System (FONS)

Decision: Are FONS projects consistent with national/regional AIS needs, and are they reviewed, ranked, and approved for funding in order to support the highest priorities of the Program?

1.1 Risk: Projects may not be consistent with overall goals of BIS.

1.1.1 Control: National Fisheries Strategic Plan implementation (PART 1.2)

1.2 Risk: Funded projects may be redundant of those conducted by other entities

1.2.1 Control: BIS funded projects are designed to complement, rather than duplicate, the roles of State, Tribal, private, and other Federal invasive species management efforts (PART 1.3)

Key Process 2: BIS implements activities to prevent the introduction, spread, and establishment of aquatic invasive species.

Decision: Is BIS preventing the introduction, spread and establishment of aquatic invasive species?

2.1 Risk: BIS is not preventing the introduction spread and establishment of aquatic invasive species.

2.1.2 Control: National Fisheries Strategic Plan implementation (PART 1.2)

2.1.3 Control: ANS Task Force management and oversight

2.1.4 Control: Fisheries Information System reporting (PART 3.1, 3.2)

Key Process 3: BIS evaluates species for possible addition to the list of injurious wildlife under the Lacey Act.

Decision: Does BIS evaluate species under the Lacey Act?

3.1 Risk: Lacey Act responsibilities are not being met.

3.1.1 Control: National Fisheries Strategic Plan implementation (PART 1.2)

3.1.2 Control: Lacey Act is promulgated to fulfill its responsibility to meet statutory requirements (PART 2.RG1)

Key Process 4: BIS conducts detection and monitoring surveys for AIS.

Decision: Does BIS conduct and monitor surveys for AIS?

4.1 Risk: BIS does not conduct or monitor surveys for AIS

4.1.1 Control: National Fisheries Strategic Plan implementation (PART 1.2)

4.1.2 Control: Fisheries Information System reporting (PART 3.1, 3.2)

Key Process 5: BIS implements social marketing campaigns that provide opportunities to change the behaviors of the target audiences.

Decision: Does BIS implement effective social marketing campaigns?

5.1 Risk: BIS does not implement effective social marketing campaigns

5.1.1 Control: National Fisheries Strategic Plan implementation (PART 1.2)

5.1.2 Control: ANS Task Force management and oversight

5.1.3 Control: Fisheries Information System reporting (PART 3.1, 3.2)

Control Management

Key Process 1: Regional AIS coordinators and leadership work with partners to identify highest priority AIS needs consistent with BIS objectives and enter data into the Fisheries Operational Needs System (FONS)

Decision: Are FONS projects consistent with national/regional AIS needs, and are they reviewed, ranked, and approved for funding in order to support the highest priorities of the Program?

1.1 Risk: Projects may not be consistent with overall goals of BIS.

1.1.1 Control: National Fisheries Strategic Plan implementation (PART 1.2)

1.2 Risk: Funded projects may be redundant of those conducted by other entities

1.2.1 Control: BIS funded projects are designed to complement, rather than duplicate, the roles of State, Tribal, private, and other Federal invasive species management efforts (PART 1.3)

Key Process 2: In conjunction with the ANS Task Force and multiple states, industry, and federal partners, BIS leads the development and implementation of plans to control and manage established aquatic invasive species.

Decision: Does BIS lead the development and implementation of AIS management plans

2.1 Risk: BIS does not lead implementation of AIS management plans

2.1.1 Control: National Fisheries Strategic Plan implementation (PART 1.2)

2.1.2 Control: ANS Task Force management and oversight

2.1.3 Control: Fisheries Information System reporting (PART 3.1, 3.2)

Key Process 3: BIS leads implementation of National and other species management plans.

Decision: Does BIS lead implementation of National and other species management plans?

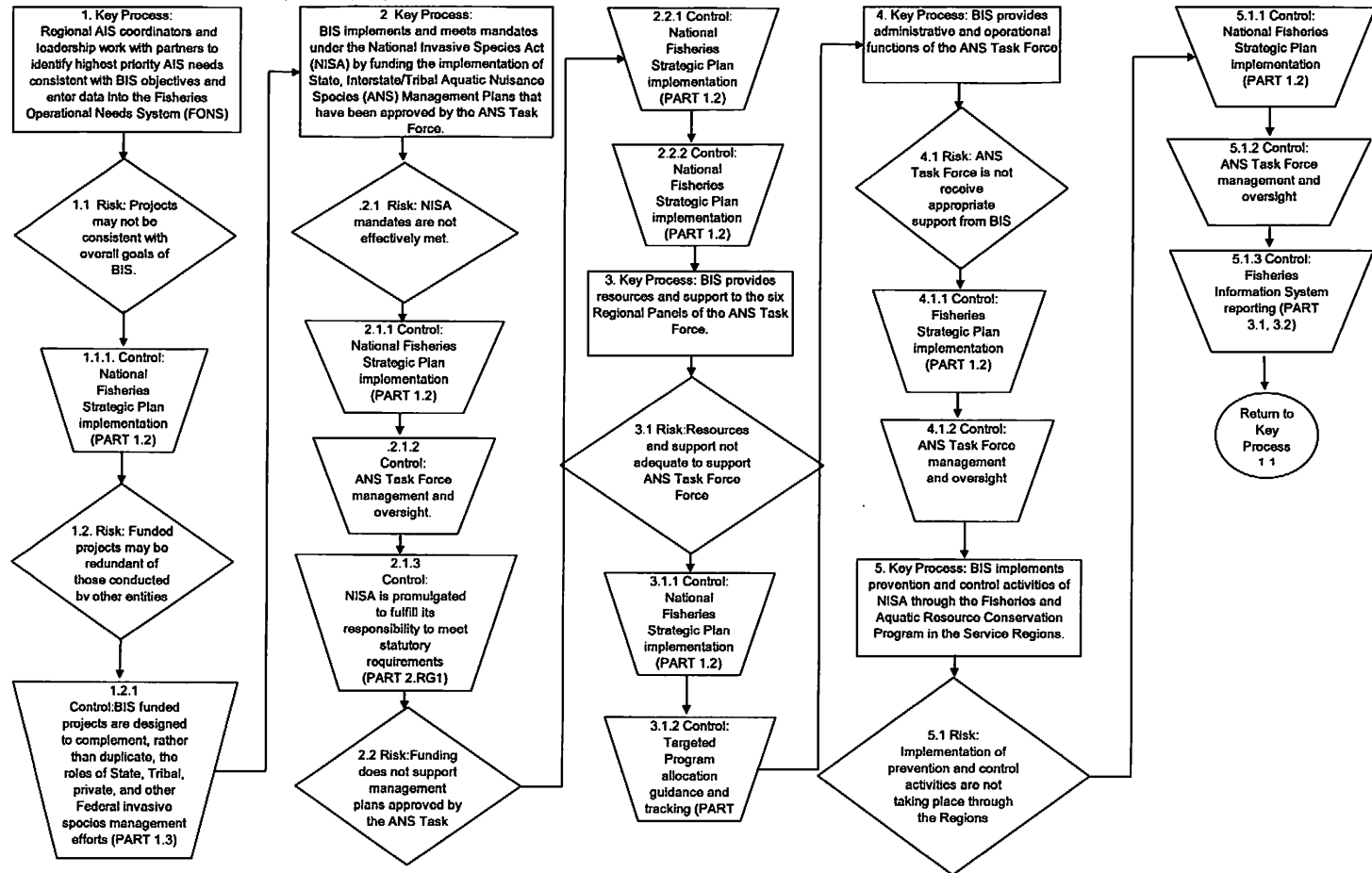
3.1 Risk: BIS does not lead implementation of species management plans.

3.1.1 Control: National Fisheries Strategic Plan implementation (PART 1.2)

3.1.2 Control: ANS Task Force management and oversight

3.1.3 Control: Fisheries Information System reporting (PART 3.1, 3.2)

Key Process 1: State Plans/ National Invasive Species Act (NISA) Implementation



RISK ANALYSIS

1 Bureau	USFWS		2 Component		Branch of Invasive Species	4 Preparer	Quincy Pence
		3 Assessable Unit		State Plans/NISA		5 Preparer's Phone #	703-358-1796
6 Control #	7 Inherent Risk	8 Assertion	9 Inherent Risk Rating	10 Internal Control Currently In Place	11 Preliminary Control Risk	12 Internal Control Test Method to Be Used	
1.1.1	Projects may not be consistent with overall goals of BIS.		low	The Fisheries Program Vision for the Future (March 2004), the National Fisheries Program Strategic Plan FY 2004-2008 (January 2006), and FWS Regional Strategic Plans direct BIS activities to ensure criteria for projects meet prescribed performance goals and objectives consistently. Projects are reviewed in the Fisheries Information System when selecting projects for funding and reviewing accomplishments (PART 1.1, 1.2, 3.1, 3.2)	low	reperformance	
1.1.2	Funded projects may be redundant of those conducted by other entities.		low	Injurious wildlife provisions of the Lacey Act of 1900 (18 U.S.C. 42) demonstrate that the Program is the sole authority to regulate wildlife species determined to be injurious. (PART 1.3)	low	reperformance	
1.2.1	NISA mandates are not effectively met.		moderate	The Fisheries Program Vision for the Future and the National Fisheries Program Strategic Plan FY 2004-2008 (January 2006) direct the mission and goals of the Program, of which NISA mandates are promulgated and supported through performance measures that are reported in the Fisheries Information System (PART 1.1, 1.2, 2.RG1) The ANS Task Force coordinates activities through regional panels to ensure NISA mandated activities are being met effectively.	low	reperformance	

RISK ANALYSIS

1 Bureau	USFWS	2 Component		Branch of Invasive Species	4 Preparer	Quincy Pence
		3 Assessable Unit		State Plans/NISA	5 Preparer's Phone #	703-358-1796
6 Control #	7 Inherent Risk	8 Assertion	9 Inherent Risk Rating	10 Internal Control Currently In Place	11 Preliminary Control Risk	12 Internal Control Test Method to Be Used
1.2.2	Funding does not support management plans approved by the ANS Task.		low	The annual AIS Allocation Memorandum provides guidance to the Regional AIS coordinators targetting funding to management plans as identified in performance goals and objectives stated in the National Fisheries Program Strategic Plan. The ANS Task Force coordinates activities through regional panels to ensure funding supports approved management plans. The Fisheries Information System requires reporting of all funded activities and performance.	low	reperformance
1.3.1	Resources and support not adequate to support ANS Task Force Force.		low	The National Fisheries Program Strategic Plan FY 2004-2008 (January 2006) directs the mission and goals of the Program, of which activities conducted by the ANS Task Force are outlined in performance measures. The annual AIS Allocation Memorandum provides guidance to the Regional AIS coordinators targetting funding to support ANS Task Force activities as identified in performance goals and objectives stated in the National Fisheries Program Strategic Plan.	low	reperformance

RISK ANALYSIS

1 Bureau	2 Component USFWS		3 Assessable Unit		4 Preparer	703-358-1796
6 Control #	7 Inherent Risk	8 Assertion	9 Inherent Risk Rating	10 Internal Control Currently In Place	11 Preliminary Control Risk	12 Internal Control Test Method to Be Used
1.4.1	ANS Task Force does not receive appropriate support from BIS.		low	The National Fisheries Program Strategic Plan FY 2004-2008 (January 2006) directs the mission and goals of the Program, of which activities conducted by the ANS Task Force are outlined in performance measures. The ANS Task Force coordinates activities through regional panels to ensure appropriate support is being carried out through BIS.		reperformance
1.5.1	Implementation of prevention and control activities are not taking place through the Regions.		low	The annual AIS Allocation Memorandum provides guidance to the Regional AIS coordinators targetting funding to management plans as identified in performance goals and objectives stated in the National Fisheries Program Strategic Plan. The ANS Task Force coordinates activities through regional panels to ensure funding supports approved management plans. The Fisheries Information System requires reporting of all funded activities and performance.	low	reperformance

**CONTROL
ASSESSMENT**

1 Bureau	USFWS		2 Component	Branch of Invasive Species		4 Preparer		Quincy Pence		
			3 Assessable Unit	State Plans/NIS		5 Preparer's Phone #		703-358-1796		
6 Control #	7 Risk	8 Internal Control Currently In Place	9 Control Objective	10 Description of Control Design and Test	11 Was Control Design Effective?	12 Description of Control Application Test	13 Was Control Application Effective?	14 New Control Risk Level	15 Test Results	16 Mat'l Weakness or Sig Deficiency?
1.1.1	Projects may not be consistent with overall goals of BIS.	The Fisheries Program Vision for the Future (March 2004), the National Fisheries Program Strategic Plan FY 2004-2008 (January 2006), and FWS Regional Strategic Plans direct BIS activities to ensure criteria for projects meet prescribed performance goals and objectives consistently. Projects are reviewed in the Fisheries Information System when selecting projects for funding and reviewing accomplishments (PART 1.1, 1.2, 3.1, 3.2)	Ensure all projects are consistent with overall goals of BIS.	Strategic Plan implementation, Fisheries Information System review and management	yes	Control performed and designed	yes	low	9 Regions, no exceptions	No
1.1.2	Funded projects may be redundant of those conducted by other entities.	Injurious wildlife provisions of the Lacey Act of 1900 (18 U.S.C. 42) demonstrate that the Program is the sole authority to regulate wildlife species determined to be injurious. (PART 1.3)	Ensure funded projects are not redundant	Promulgation of the Lacey Act demonstrates the Program is the sole authority for the types of projects funded by BIS.	yes	Control performed and designed	yes	low	9 Regions, no exceptions	No

**CONTROL
ASSESSMENT**

1 Bureau	USFWS		2 Component	Branch of Invasive Species		4 Preparer		Quincy Pence		
			3 Assessable Unit	State Plans/NIS		5 Preparer's Phone #		703-358-1796		
6	7	8	9	10	11	12	13	14	15	16
Control #	Risk	Internal Control Currently In Place	Control Objective	Description of Control Design and Test	Was Control Design Effective?	Description of Control Application Test	Was Control Application Effective?	New Control Risk Level	Test Results	Mat'l Weakness or Sig Deficiency?
1.2.1	NISA mandates are not effectively met.	The Fisheries Program Vision for the Future and the National Fisheries Program Strategic Plan FY 2004-2008 (January 2006) direct the mission and goals of the Program, of which NISA mandates are promulgated and supported through performance measures that are reported in the Fisheries Information System (PART 1.1, 1.2, 2.RG1) The ANS Task Force coordinates activities through regional panels to ensure NISA mandated activities are being met effectively.	Ensure NISA mandates are effectively met.	Strategic Plan implementation, ANS Task Force management and oversight	yes	Control performed and designed	yes	low	9 Regions, no exceptions	

CONTROL ASSESSMENT

1 Bureau		USFWS			2 Component	Branch of Invasive Species		4 Preparer			Quincy Pence	
					3 Assessable Unit	State Plans/NIS		5 Preparer's Phone #			703-358-1796	
6	7	8	9	10	11	12	13	14	15	16		
Control #	Risk	Internal Control Currently In Place	Control Objective	Description of Control Design and Test	Was Control Design Effective?	Description of Control Application Test	Was Control Application Effective?	New Control Risk Level	Test Results	Mat'l Weakness or Sig Deficiency?		
1.2.2	Funding does not support management plans approved by the ANS Task.	The annual AIS Allocation Memorandum provides guidance to the Regional AIS coordinators targetting funding to management plans as identified in performance goals and objectives stated in the National Fisheries Program Strategic Plan. The ANS Task Force coordinates activities through regional panels to ensure funding supports approved management plans. The Fisheries Information System requires reporting of all funded activities and performance.	Ensure funding supports management plans approved by the ANS Task Force	Targeted program allocation guidance and tracking, ANS Task Force oversight and management, Fisheries Information System review and mangement		Control performed and designed	yes	low	9 Regions, no exceptions	No		
1.3.1	Resources and support not adequate to support ANS Task Force Force.	The National Fisheries Program Strategic Plan FY 2004-2008 (January 2006) directs the mission and goals of the Program, of which activities conducted by the ANS Task Force are outlined in performance measures. The annual AIS Allocation Memorandum provides guidance to the Regional AIS coordinators targetting funding to support ANS Task Force activities as identified in performance goals and objectives stated in the National Fisheries Program Strategic Plan.	Ensure resources and support are adequate to support the ANS Task Force	National Fisheries Strategic Plan implementation, Targeted Program allocation guidance and tracking	yes	Control performed and designed	yes	low	9 Regions, no exceptions	No		

CONTROL ASSESSMENT

1 Bureau	USFWS		2 Component	Branch of Invasive Species		4 Preparer		Quincy Pence		
			3 Assessable Unit	State Plans/NIS		5 Preparer's Phone #		703-358-1796		
6	7	8	9	10	11	12	13	14	15	16
Control #	Risk	Internal Control Currently In Place	Control Objective	Description of Control Design and Test	Was Control Design Effective?	Description of Control Application Test	Was Control Application Effective?	New Control Risk Level	Test Results	Mat'l Weakness or Sig Deficiency?
1.4.1	ANS Task Force does not receive appropriate support from BIS.	The National Fisheries Program Strategic Plan FY 2004-2008 (January 2006) directs the mission and goals of the Program, of which activities conducted by the ANS Task Force are outlined in performance measures. The ANS Task Force coordinates activities through regional panels to ensure appropriate support is being carried out through BIS.	Ensure appropriate BIS support of the ANS Task Force	National Fisheries Strategic Plan implementation, ANS Task Force management and oversight	yes	Control performed and designed	yes	low	9 Regions, no exceptions	No
1.5.1	Implementation of prevention and control activities are not taking place through the Regions.	The annual AIS Allocation Memorandum provides guidance to the Regional AIS coordinators targeting funding to management plans as identified in performance goals and objectives stated in the National Fisheries Program Strategic Plan. The ANS Task Force coordinates activities through regional panels to ensure funding supports approved management plans. The Fisheries Information System requires reporting of all funded activities and performance.	Ensure prevention and control activities taking place through the Regions	National Fisheries Strategic Plan implementation, ANS Task Force management and oversight, Fisheries Information System reporting	yes	Control performed and designed	yes	low	9 Regions, no exceptions	No
0	-	-								
0	-	-								
0	-	-								
0	-	-								

CONTROL ASSESSMENT

1 Bureau	USFWS		2 Component	Branch of Invasive Species		4 Preparer		Quincy Pence		
			3 Assessable Unit	State Plans/NIS		5 Preparer's Phone #		703-358-1796		
6	7	8	9	10	11	12	13	14	15	16
Control #	Risk	Internal Control Currently In Place	Control Objective	Description of Control Design and Test	Was Control Design Effective?	Description of Control Application Test	Was Control Application Effective?	New Control Risk Level	Test Results	Mat'l Weakness or Sig Deficiency?
0	-	-								

CONTROL TEST PLAN

1	Burueau	USFWS	4	Preparer	Quincy Pence
2	Component	Branch of Invasive Species	5	Preparer's Phone #	703-358-1796
3	Assessable Unit and Business Process	State Plans/NISA	6	Related Account Line	
7	Control #	1.1.1			
8	Risk	Projects may not be consistent with overall goals of BIS.			
9	Assertion				
10	Internal Control Currently In Place	The Fisheries Program Vision for the Future (March 2004), the National Fisheries Program Strategic Plan FY 2004-2008 (January 2006), and FWS Regional Strategic Plans direct BIS activities in order to ensure criteria for projects meet prescribed performance goals and objectives consistently. Projects are reviewed in the Fisheries Information System when selecting prjects for funding and reviewing accomplishments (PART 1.1, 1.2, 3.1, 3.2)			
11	Control Type	manual			
12	Control Frequency	continuously			
13	Testing Period	Most recent reporting period			
14	Test Method	reperformance			
15	Population and Sample Size	9 Regions			
16	Criteria for Effectiveness/ Tolerance Rate	Zero Tolerance			
17	Location of Documentation	Branch of Invasive Species, Fisheries Information System			
18	Test Description	A review of all project proposals and accomplishment reporting by BIS staff ensuring consistent goals and objectives laid out in strategic plan documents.			
19	Test Strategy	The test validates BIS is implementing projects consistent with the overall goals outlined in our strategic plans.			
20	Test Results	9 Regions, no exceptions			
21	Tester's Signature & Date	signature		date	
22	Manager's Signature of Acceptance & Date	signature		date	

CONTROL TEST PLAN

1	Bureau	USFWS	4	Preparer	Quincy Pence
2	Component	Branch of Invasive Species	5	Preparer's Phone #	703-358-1796
3	Assessable Unit and Business Process	State Plans/NISA	6	Related Account Line	
7	Control #	1.1.2			
8	Risk	Funded projects may be redundant of those conducted by other entities			
9	Assertion				
10	Internal Control Currently In Place	Injurious wildlife provisions of the Lacey Act of 1900 (18 U.S.C. 42) demonstrate that the Program is the sole authority to regulate wildlife species determined to be injurious. (PART 1.3)			
11	Control Type	manual			
12	Control Frequency	continuously			
13	Testing Period	Most recent reporting period			
14	Test Method	reperformance			
15	Population and Sample Size	9 Regions			
16	Criteria for Effectiveness/ Tolerance Rate	Zero Tolerance			
17	Location of Documentation	Branch of Invasive Species, Fisheries Information System			
18	Test Description	A review of all project proposals and accomplishment reporting by BIS staff ensuring Lacey Act provisions are met and are not redundant of those conducted by other entities			
19	Test Strategy	The test validates that BIS funded projects are conducted under the provisions of the Lacey Act and not redundant.			
20	Test Results	9 Regions, no exceptions			
21	Tester's Signature & Date	signature		date	
22	Manager's Signature of Acceptance & Date	signature		date	

CONTROL TEST PLAN

1	Bureau	USFWS	4	Preparer	Quincy Pence
2	Component	Branch of Invasive Species	5	Preparer's Phone #	703-358-1796
3	Assessable Unit and Business Process	State Plans/NISA	6	Related Account Line	
7	Control #	1.2.1			
8	Risk	NISA mandates are not effectively met.			
9	Assertion				
10	Internal Control Currently In Place	The Fisheries Program Vision for the Future and the National Fisheries Program Strategic Plan FY 2004-2008 (January 2006) direct the mission and goals of the Program, of which NISA mandates are promulgated and supported through performance measures that are reported in the Fisheries Information System (PART 1.1, 1.2, 2.RG1) The ANS Task Force coordinates activities through regional panels to ensure NISA mandated activities are being met effectively.			
11	Control Type	manual			
12	Control Frequency	continuously			
13	Testing Period	Most recent reporting period			
14	Test Method	reperformance			
15	Population and Sample Size	9 Regions			
16	Criteria for Effectiveness/ Tolerance Rate	Zero Tolerance			
17	Location of Documentation	Branch of Invasive Species, Fisheries Information System			
18	Test Description	Strategic Plan documents outline the performance measure requirements for BIS and are reported and reviewed annually in the Fisheries Information System. The ANS Task Force works with BIS to ensure mandates are met through close coordination, management and oversight on a continuous basis			
19	Test Strategy	This test validates BIS is following the goals and objectives outlined in strategic planning documents and reported through the Fisheries Information System ensuring NISA mandates are met. The ANS Task Force works closely with BIS in a management and oversight capacity to ensure mandates are met.			
20	Test Results	9 Regions, no exceptions			
21	Tester's Signature & Date	signature		date	
22	Manager's Signature of Acceptance & Date	signature		date	

CONTROL TEST PLAN

1	Bureau	USFWS	4	Preparer	Quincy Pence
2	Component	Branch of Invasive Species	5	Preparer's Phone #	703-358-1796
3	Assessable Unit and Business Process	State Plans/NISA	6	Related Account Line	
7	Control #	1.2.2			
8	Risk	Funding does not support management plans approved by the ANS Task Force			
9	Assertion				
10	Internal Control Currently In Place	The annual AIS Allocation Memorandum provides guidance to the Regional AIS coordinators targetting funding to management plans as identified in performance goals and objectives stated in the National Fisheries Program Strategic Plan. The ANS Task Force coordinates activities through regional panels to ensure funding supports approved management plans. The Fisheries Information System requires reporting of all funded activities and performance.			
11	Control Type	manual			
12	Control Frequency	continuously			
13	Testing Period	Most recent reporting period			
14	Test Method	reperformance			
15	Population and Sample Size	9 Regions			
16	Criteria for Effectiveness/ Tolerance Rate	Zero Tolerance			
17	Location of Documentation	Branch of Invasive Species, Fisheries Information System			
18	Test Description	Funding allocations direct what management plans will be worked on. The ANS Task Force approves those management plans to be worked on through close coordination, management, and oversight.			
19	Test Strategy	This test validates that funding does support management plans approved by the ANS Task Force			
20	Test Results	9 Regions, no exceptions			
21	Tester's Signature & Date	signature		date	
22	Manager's Signature of Acceptance & Date	signature		date	

CONTROL TEST PLAN

1	Bureau	USFWS	4	Preparer	Quincy Pence
2	Component	Branch of Invasive Species	5	Preparer's Phone #	703-358-1796
3	Assessable Unit and Business Process	State Plans/NISA	6	Related Account Line	
7	Control #	1.3.1			
8	Risk	Resources and support not adequate to support ANS Task Force			
9	Assertion				
10	Internal Control Currently In Place	The National Fisheries Program Strategic Plan FY 2004-2008 (January 2006) directs the mission and goals of the Program, of which activities conducted by the ANS Task Force are outlined in performance measures. The annual AIS Allocation Memorandum provides guidance to the Regional AIS coordinators targetting funding to support ANS Task Force activities as identified in performance goals and objectives stated in the National Fisheries Program Strategic Plan.			
11	Control Type	manual			
12	Control Frequency	continuously			
13	Testing Period	Most recent reporting period			
14	Test Method	reperformance			
15	Population and Sample Size	9 Regions			
16	Criteria for Effectiveness/ Tolerance Rate	Zero Tolerance			
17	Location of Documentation	Branch of Invasive Species, Fisheries Information System			
18	Test Description	Strategic Plan documents outline the activities conducted by the ANS Task Force. Funding allocations direct resources and support for those activities outlined in the Strategic Plan. The ANS Task Force works with BIS to ensure these activities are being adequately supported and resources available through management and oversight.			
19	Test Strategy	This test validates that mechanisms are in place to ensure the ANS Task Force has adequate amount of resources and support from BIS			
20	Test Results	9 Regions, no exceptions			
21	Tester's Signature & Date	signature		date	
22	Manager's Signature of Acceptance & Date	signature		date	

CONTROL TEST PLAN

1	Bureau	USFWS	4	Preparer	Quincy Pence
2	Component	Branch of Invasive Species	5	Preparer's Phone #	703-358-1796
3	Assessable Unit and Business Process	State Plans/NISA	6	Related Account Line	
7	Control #	1.4.1			
8	Risk	ANS Task Force does not receive appropriate support from BIS			
9	Assertion				
10	Internal Control Currently In Place	The National Fisheries Program Strategic Plan FY 2004-2008 (January 2006) directs the mission and goals of the Program, of which activities conducted by the ANS Task Force are outlined in performance measures. The ANS Task Force coordinates activities through regional panels to ensure appropriate support is being carried out through BIS.			
11	Control Type	manual			
12	Control Frequency	continuously			
13	Testing Period	Most recent reporting period			
14	Test Method	reperformance			
15	Population and Sample Size	9 Regions			
16	Criteria for Effectiveness/ Tolerance Rate	Zero Tolerance			
17	Location of Documentation	Branch of Invasive Species, Fisheries Information System			
18	Test Description	Strategic Plan documents outline the activities conducted by the ANS Task Force. Funding allocations direct resources and support for those activities outlined in the Strategic Plan. The ANS Task Force works with BIS to ensure these activities are being adequately supported and resources available through management and oversight.			
19	Test Strategy	This test validates that mechanisms are in place to ensure the ANS Task Force has adequate amount of resources and support from BIS			
20	Test Results	9 Regions, no exceptions			
21	Tester's Signature & Date	signature		date	
22	Manager's Signature of Acceptance & Date	signature		date	

CONTROL TEST PLAN

1	Burueau	USFWS	4	Preparer	Quincy Pence
2	Component	Branch of Invasive Species	5	Preparer's Phone #	703-358-1796
3	Assessable Unit and Business Process	State Plans/NISA	6	Related Account Line	
7	Control #	1.5.1			
8	Risk	Implementation of prevention and control activities are not taking place through the Regions.			
9	Assertion				
10	Internal Control Currently In Place	The annual AIS Allocation Memorandum provides guidance to the Regional AIS coordinators targetting funding to management plans as identified in performance goals and objectives stated in the National Fisheries Program Strategic Plan. The ANS Task Force coordinates activities through regional panels to ensure funding supports approved management plans. The Fisheries Information System requires reporting of all funded activities and performance.			
11	Control Type	manual			
12	Control Frequency	continuously			
13	Testing Period	Most recent reporting period			
14	Test Method	reperformance			
15	Population and Sample Size	9 Regions			
16	Criteria for Effectiveness/ Tolerance Rate	Zero Tolarence			
17	Location of Documentation	Branch of Invasive Species, Fisheries Information System			
18	Test Description	Funding allocations are directed to ensure the implementation and control activities in the Regions. The ANS Task Force approves works in close coordination with the Regions through management and oversight. The Fishereis Information System requires funded prevention and control activities are reported and reviewed by BIS staff.			
19	Test Strategy	This test ensures that Regions are implementing prevention and control activities through funding allocations, ANS Task Force oversight, and Fisheries Information System reporting and review by BIS staff.			
20	Test Results	9 Regions, no exceptions			
21	Tester's Signature & Date	signature		date	
22	Manager's Signature of Acceptance & Date	signature		date	

Bureau of Indian Affairs

Consolidated Balance Sheet

Assets, Loans and Interest Receivables, Net
Assets, General Plant, Property and Equipment, Net
Assets, Other
Intragovernmental Liabilities, Advances and Deferred Revenue
Intragovernmental Liabilities, Other Liabilities
Federal Employee and Veteran Benefits
Environmental and Disposal Liabilities
Other, Other Liabilities

Statement of Net Cost

Intragovernmental Costs
Public Costs

Statement of Budgetary Resources

Budgetary Resources: Unobligated Balance, beginning of Fiscal Year
Budgetary Resources: Recoveries of Prior Year Unpaid Obligations
Budgetary Resources: Budget Authority: Appropriation
Status of Budgetary Resources: Obligations Incurred: Direct
Status of Budgetary Resources: Unobligated Balance Available: Apportioned
Status of Budgetary Resources: Unobligated balance not Available
Obligated Balance: Obligated balance, net, Unpaid obligations brought forward ,
beginning of FY
Obligated Balance: Obligated Balance, Net, Less Uncollected customer payments
from Federal sources brought forward beginning of FY
Obligated Balance: Obligated Balance, Obligations incurred, net
Obligated Balance: Less: Gross Outlays
Obligated Balance: Less: Recoveries of prior year unpaid obligations, actual
Obligated Balance, net, end of period-by component: Unpaid obligations
Obligated Balance, net, end of period-by component: Less: Uncollected
Customer payments from Federal sources
Net Outlays: Gross Outlays

Bureau of Land Management

Consolidated Balance Sheet

Intragovernmental Assets: Investment, Net
Inventory and Related Property, Net
Intragovernmental Liabilities: Accounts Payable
Intragovernmental Liabilities: Debt
Intragovernmental Liabilities: Other: Other Liabilities
Accounts Payable
Federal Employee and Veterans Benefit
Other: Advances and Deferred Revenue
Other: Other Liabilities

Statement of Net Cost

Intragovernmental Costs
Public Costs
Public Earned Revenue

Statement of Budgetary Resources

Budgetary Resources: Unobligated Balance, beginning of FY
Budgetary Resources: Recoveries of Prior Year Unpaid Obligations
Budgetary Resources: Budget Authority: Appropriation
Budgetary Resources: Budget Authority: Earned, Collected
Status of Budgetary Resources: Obligations Incurred: Direct
Status of Budgetary Resources: Obligations Incurred: Reimbursable
Status of Budgetary Resources: Unobligated balance available: Apportioned
Obligated Balance: Obligated balance, net: unpaid obligations brought forward,
beginning of FY
Obligated Balance: Obligations incurred, net
Obligated Balance: Less: Recoveries of prior year unpaid obligations, actual
Obligated Balance, net, end of period-by component: Unpaid obligations
Net Outlays: Gross Outlays
Net Outlays: Less: Offsetting Collections
Net Outlays: Less: Distributed Offsetting receipts

Bureau of Reclamation

Consolidated Balance Sheet

Intragovernmental Assets: Fund Balance With Treasury
Intragovernmental Assets: Accounts and Interest Receivable
Intragovernmental Assets: Loans and Interest Receivable, Net
Loans and Interest Receivable, Net
General Property, Plant and Equipment, Net
Other Assets
Intragovernmental Liabilities: Other, Resources Payable to Treasury
Intragovernmental Liabilities: Other, Other Liabilities
Accounts Payable
Federal Employee and Veteran Benefits
Environmental and Disposal Liabilities
Other: Advances and Deferred Revenue

Statement of Net Cost

Intragovernmental Costs
Public Costs
Intragovernmental Earned Revenue
Public Earned Revenue

Statement of Budgetary Resources

Budgetary Resources: Unobligated balance, beginning of Fiscal Year
Budgetary Resources: Recoveries of Prior Year Obligations
Budgetary Resources: Budget Authority: Spending authority from offsetting collections:
Collected
Budgetary Resources: Budget Authority: Change in Unfilled Customer Orders, Advance
Received
Budgetary Resources: Nonexpenditure transfers, net, anticipated and actual
Status of Budgetary Resources: Obligations incurred: Reimbursable
Status of Budgetary Resources: Unobligated Balance available: Apportioned
Obligated Balance: Obligated Balance, net: Unpaid obligations, brought forward,
beginning of FY
Obligated Balance: Obligated Balance, net: Obligations Incurred, net
Obligated Balance: Less: Gross Outlays
Obligated Balance: Less: Recoveries of prior year unpaid obligations, actual
Obligated Balance, net, end of period – by component: Unpaid Obligations
Obligated Balance, net, end of period – by component: Less: Uncollected customer
payments from Federal sources
Net Outlays: Gross outlays
Net Outlays: Less: Offsetting collections
Net Outlays: Less: Distributed Offsetting receipts

Mineral Management Service

Consolidated Balance Sheet

Intragovernmental Assets: Investments, Net
Intragovernmental Assets: Accounts and Interest Receivable, Net
Accounts and Interest Receivable, Net
Intragovernmental Liabilities: Custodial Liability
Other: Contingent Liabilities
Other: Payments Due to States
Other: Other Liabilities

Statement of Net Cost

Public Costs
Public Earned Revenue

Statement of Budgetary Resources

Budgetary Resources: Budgetary Authority: Appropriation
Budgetary Resources: Budget Authority: Spending Authority form Offsetting
Collections: Earned, Collected
Status of Budgetary Resources: Obligations Incurred: Direct
Status of Budgetary Resources: Obligations Incurred: Reimbursable
Status of Budgetary Resources: Unobligated Balance available: Apportioned
Status of Budgetary Resources: Unobligated Balance not Available
Obligated Balance: Obligations incurred, Net
Obligated Balance: Less: Gross outlays
Net Outlays: Gross Outlays
Net Outlays: Less: Offsetting Collections
Net Outlays: Less: Distributed Offsetting Receipts

National Park Service

Consolidated Balance Sheet

Intragovernmental Assets: Fund Balance with Treasury
Intragovernmental Liabilities: Other, Other Liabilities
Accounts Payable
Federal Employee and Veteran Benefits
Environmental and Disposal Liabilities
Other: Other Liabilities

Statement of Net Cost

Intragovernmental Costs
Public Costs
Public Earned Revenue

Statement of Budgetary Resources

Budgetary Resources: Unobligated balance, beginning of Fiscal Year
Budgetary Resources: Budget Authority: Appropriation
Status of Budgetary Resources: Obligations Incurred: Direct
Status of Budgetary Resources: Unobligated balance available: apportioned
Status of Budgetary Resources: Unobligated balance not available
Obligated Balance: Obligated balance, net: Unpaid obligations, brought forward,
beginning of FY
Obligated Balance: Obligated balance, net: Less Uncollected customer payments
from Federal sources brought forward beginning of FY
Obligated Balance: Obligations incurred, net
Obligated Balance: Less: Gross outlays
Obligated balance, net, end of period-by component: Unpaid obligations
Obligated balance, net, end of period-by component: Less: Uncollected customer
payments from Federal sources
Net Outlays: Gross outlays
Net Outlays: Less: Distributed Offsetting receipts

**Significant Line Items by Bureau
FY 2009 Assessment (FY 2007 FS Data)**

Attachment 9

Office of Surface Mining

Consolidated Balance Sheet

Intragovernmental Assets: Investments, Net

Statement of Budgetary Resources

Budgetary Resources: Recoveries of Prior Year Unpaid Obligations

Budgetary Resources: Budget Authority: Appropriation

Status of Budgetary Resources: Unobligated balance not available

Obligated Balance: Obligated balance, net: Unpaid obligations, brought forward,
beginning of FY

Obligated Balance: Less: Gross Outlays

Obligated Balance: Less: Recoveries of prior year unpaid obligations, actual

Obligated Balance, net, end of period - by component: Unpaid obligations

Fish and Wildlife Service

Consolidated Balance Sheet

Intragovernmental Assets: Fund Balance with Treasury
Intragovernmental Assets: Investments, Net
Intragovernmental Assets: Accounts and Interest Receivable
General Property, Plant and Equipment, Net
Intragovernmental Liabilities: Accounts Payable
Accounts Payable
Environmental and Disposal Liabilities
Other: Other Liabilities

Statement of Net Cost

Intragovernmental Costs
Public Costs

Statement of Budgetary Resources

Budgetary Resources: Unobligated balance, beginning of Fiscal Year
Budgetary Resources: Recoveries of Prior Year Unpaid Obligations
Budgetary Resources: Budget Authority: Appropriation
Budgetary Resources: Budget Authority: Spending Authority from Offsetting
Collections: Earned, Collected
Budgetary Resources: Nonexpenditure transfers, net, anticipated and actual
Status of Budgetary Resources: Obligations Incurred: Direct
Status of Budgetary Resources: Obligations Incurred: Reimbursable
Status of Budgetary Resources: Unobligated Balance available: Apportioned
Status of Budgetary Resources: Unobligated Balance not Available
Obligated Balance: Obligated balance, net: Unpaid obligations, brought forward,
beginning of FY
Obligated Balance: Obligated balance, net: Less: Uncollected customer payments
from Federal sources brought forward, beginning of FY
Obligated balance: Obligations incurred, net
Obligated balance: Less: Gross outlays
Obligated balance: Less: Recoveries of prior year unpaid obligations, actual
Obligated balance, net, end of period – by component: unpaid obligations
Net Outlays: Gross outlays
Net Outlays: Less: Offsetting collections

US Geological Survey

Consolidated Balance Sheet

Other: Other Liabilities

Statement of Net Cost

Intragovernmental Costs

Intragovernmental Earned Revenue

Public Earned Revenue

Statement of Budgetary Resources

Budgetary Resources: Budget Authority: Appropriation

Budgetary Resources: Budget Authority: Spending Authority from Offsetting
Collections: Collected

Status of Budgetary Resources, Obligations Incurred: Direct

Status of Budgetary Resources, Obligations Incurred: Reimbursable

Status of Budgetary Resources: Unobligated Balance not Available

Obligated Balance: Less: Uncollected customer payments from Federal sources
brought forward, beginning of FY

Obligated balance: Obligations incurred, net

Obligated Balance: Less: Gross Outlays

Obligated balance, net, end of period-by component: Less: Uncollected customer
payments from Federal sources

Net Outlays: Gross outlays

Net Outlays: Less: Offsetting collections

Departmental Offices

Consolidated Balance Sheet

Investments, Net
Intragovernmental Liabilities: Resources Payable to Treasury
Intragovernmental Liabilities: Advances and Deferred Revenue
Accounts Payable

Statement of Net Cost

Intragovernmental Costs
Public Costs
Intragovernmental Earned Revenue

Statement of Budgetary Resources

Budgetary Resources: Unobligated Balance, beginning of Fiscal Year
Budgetary Resources: Recoveries of prior year unpaid obligations
Budgetary Resources: Budget Authority: Appropriation
Budgetary Resources: Budget Authority: Spending Authority from Offsetting
Collections: Collected
Budgetary Resources: Budget Authority: Change in Unfilled Customer Orders:
Advance Received
Status of Budgetary Resources: Obligations Incurred: Direct
Status of Budgetary Resources: Obligations Incurred: Reimbursable
Status of Budgetary Resources: Unobligated Balance available: Apportioned
Obligated Balance: Obligated balance, net: Unpaid obligations, brought forward
beginning of FY
Obligated Balance: Obligated balance, net: Less: Uncollected customer payments
from Federal sources brought forward, beginning of FY
Obligated Balance: Obligations incurred, net
Obligated Balance: Less: Gross outlays
Obligated Balance: Less: Recoveries of prior year unpaid obligations, actual
Obligated balance, net, end of period – by component: Unpaid obligations
Obligated balance, net, end of period – by component: Less: Uncollected
customer payments from Federal sources
Net Outlays: Gross outlays
Net Outlays: Less: Offsetting collections

Business Process	Sub-process
<u>Financial Reporting</u>	
	Account Analysis and Reconciliations
	CFO Reporting
	External Financial Reporting
	SF-133 Reconciliation
<u>Funds Management</u>	Budget Formulation
	Budget Execution
<u>Revenue Management</u>	
	Miscellaneous Income
	Billings and Collections
	Services Provided
	Collect Advances
	Interagency Agreements
	Reconcile Unfilled Customer Orders
<u>Fund Balance and Investments Management</u>	
	Cash Receipts and Disbursements
	Fund Balance With Treasury Reconciliation
	Investments
<u>Financial Assistance</u>	
	Grants
	Cooperative Agreements
<u>Inventory Management</u>	
	Acquisition requests/Purchases
	Distribution Sales
	Consumption of Inventory
<u>Environmental Management</u>	
	Evaluation and Reporting of Exposure
	Calculate Liability
	Mitigation
	Prevention
<u>Custodial Collections</u>	
	Plan and Conduct Lease Sales
	Approve and Enter into Leases
	Receive Bonuses
	Maintain Long Term Bonuses
	Receive and Process Royalty Reports
	Process Royalty Reports
	Receive Royalty Payments
	Perform Matching Process
	Perform Exception Reporting
	Maintain Royalty Accounts Receivable
	Calculate Royalty Accrual
	Perform Royalty Compliance Requirements

Business Process	Sub-process
<u>Custodial Distributions</u>	
	Identify Payee
	Generate Payables
	Identify and Process Payments Exceptions
	Generate Vouchers
	Perform Pay-cycle
	Pay late payment interest
	Reconcile Change in Untransferred Revenue
<u>Human Capital Management</u>	
	Personnel
	Time and Attendance
	Processing Payroll
	Pension and Postretirement Benefits
<u>Acquisition and Payables (Procurement)</u>	
	Credit Cards
	Requisitions
	Award and Obligate
	Receive and pay invoices
	Contract Monitoring
	Contract Closeouts
<u>Credit Program Management</u>	
	Extending Credit
	Loan Servicing
	Estimate Modeling
<u>Property Management</u>	
	Stewardship and Heritage Assets
	Capital Acquisition Requests
	Manage and Maintain Capital Assets
	<ul style="list-style-type: none"> ▪ Inventory ▪ Maintenance ▪ Depreciation
	Dispose of Assets
	Leases (Operating or Capital)
<u>Information Technology (Applicable to Above Processes)</u>	
	General Control Environment
	Program Development
	Program Changes
	Access and Security
	Systems Support and Operation

U.S. Department of the Interior
 FY 2009 OMB Circular A-123, Appendix A, Implementation
 Crosswalk of Material Financial Statement Line Items to Business Processes and Sub-Processes

Financial Statement	Material Line Items*	Amount	Process Related GL Accounts	Business Process/Sub-Process											Financial Statement Assertions	P	E	R	C	V
				Revenue Management	Grant Management	Human Capital	Procurement	Real Property	Personal Property	Fund Management	Real Property	Real Property	Real Property	Real Property						
Balance Sheet	<p>ASSETS</p> <p>Intragovernmental Assets</p> <p>Fund Balance with Treasury</p> <p>General Property, Plant and Equipment, Net</p> <p>LIABILITIES</p> <p>Other Liabilities</p> <p>Net Position</p> <p>Unexpended Appropriations - Other Funds</p> <p>Cumulative Results of Operations - Unamalgamated Funds</p> <p>Cumulative Results of Operations - Other Funds</p>																			
Net Cost	<p>Resource Protection</p> <p>Costs</p> <p>Lease Earned Revenue</p> <p>Recreation</p> <p>Serving Communities</p> <p>Net Cost of Operations</p> <p>UNEXPENDED APPROPRIATIONS</p> <p>Budgetary Financing Sources</p> <p>Appropriations Received, General Funds</p> <p>Appropriations Received, Special Interest</p> <p>Appropriations Used</p> <p>CUMULATIVE RESULTS OF OPERATIONS</p> <p>Beginning Balance</p> <p>Adjustments</p> <p>Changes in Accounting Principles</p> <p>Appropriations Received, General Funds</p> <p>Budgetary Financing Sources</p> <p>Non-Exchange Revenue</p> <p>Transfers In/Out, without Reimbursement</p>																			
Budgetary Resources	<p>Budgetary Resources:</p> <p>Enclosed Balance, Beginning of Fiscal Year</p> <p>Budget Authority</p> <p>Appropriation</p> <p>Secondarily Authority from Offsetting Collections</p> <p>Paras</p> <p>Nonexpending Liabilities, Net, Anticipated and Actual</p> <p>Obligation Incurred:</p> <p>Direct</p> <p>Responsible</p> <p>Unobligated Available:</p> <p>Appropriated</p> <p>Change in Obligated Balance:</p> <p>Unobligated Balance, Net</p> <p>Less: Customer Payments and Services, Enclosed Balance, Beginning of Fiscal Year</p> <p>Less: Gross Outlays</p> <p>Obligated Balance, Net, End of Period - By Component</p> <p>Unpaid Obligations</p> <p>Less: Unincurred Customer Payments from Federal Sources</p> <p>Net Outlays</p> <p>Less: Offsetting Collections</p>																			

Notes:

- Financial statement line items presented meet or exceed the quantitative materiality threshold set by the DOI.
- Some line items are identified as "Material Line Items" for the Statement of Net Cost which DOI has identified as a material line item for District X.
- The following business processes have not been mapped to any of the financial statement line items because these business processes support the balances of all financial statement line items:

- Energy Land Councils
- Information Technology

U.S. Department of the Interior
 FY 2009 OMB Circular A-123, Appendix A Implementation
 Crosswalk of Material Financial Statement Line Items to Business Processes and Sub-Processes

Financial Statement				Business Process/Sub-Process																		
				Revenue Management			Grants Management			Financial Management			Human Capital			Procurement		Real Property		Personal Property		Funds Management
Material Line Items*	Amount	Process Related GL Accounts	P E R C V	Intergovernmental Agreements	Fee Collection	Federal Assistance	Migrations, Birds (NAWCA)	Endangered Species	Environmental and Disposal Liabilities	Hiring, Performance Management, & Termination	Time and Attendance	General	Cooperative Agreements	Change Cost Transactions	Acquisition	Construction Work in Progress (CWIP)	Acquisition	Inventory	Disposal	Fund Balance With Treasury (FBWT)	Investment Management	
Resources Used to Finance Activities:																						
Budgetary Resources Obligated:																						
Obligations Incurred	\$	4931, 4932, 4901, 4902		X	X	X	X	X	X	X	X	X	X	X	X	X					X	
Less: Spending Authority From Offsetting	\$	4158		X	X																	
Collections/Recoveries																						
Resources Used in Finance Items Not Part of the Net Cost of Operations:																						
Resources That Finance the Acquisition of Assets	\$	6600													X	X				X		
Resources in the Current Period:																						
Components Not Requiring or Generating Resources:																						
Allocation Transfers Reconciling Items	\$	4170				X	X															
Total Number of Line Items Process Impacts:		SIGNIFICANCE		26	24	27	26	21	21	22	22	20	22	22	23	23	15	15	23	9	6	

* Calculation of the material line items can be found in the supporting file entitled "DRAFT 2006.11.30 - FY07 Materiality.xls"

Risk Ratings

- **High** - The possibility of misstatement is high; the process has a significant impact on the financial statements; Historical Risk is High; or the process has high risk in 4 or more of the risk factors described above.
- **Medium** - The possibility for misstatements in the given areas of the financial statements is moderate and/or the process has a moderate level of risk across the factors described above.
- **Low** - A misstatement in this area would have a minimal impact on the financial statements and/or the process has a low to moderate level of risk across the factors described above.

Rotational Cycle

- Annual - both quantitative and qualitative are High Risk
- 2 year - [definition TBD]
- 3 year - Neither quantitative nor qualitative is High Risk, Historical Risk is Low, [other?]

**FY 2008 Checklist for Documented Review of
Service Auditor's Report on Controls Placed in Operation and Tests of Operating Effectiveness—Type II SAS 70 Report**

**Office of Financial Management
June, 2008**

Bureau/Office: _____

Service Provider: _____

Segment of Review	W/P Ref.	Comments/Conclusions	
1. Determine the extent to which the service provider's activities and processes are significant to the bureau/office in assessing internal control over financial reporting.			
2. Determine whether the report is sufficient in scope, including time period covered by the test of controls and its relation to date of our assessment and the application controls covered. If period is covered is not sufficient, additional procedures may be required: inquire of service provider about any significant changes in control environment; consider new issues and control deficiencies; etc.			
3. Obtain an understanding of controls at the service provider that are relevant to the bureau's/office's portion of the assessment.			
4. Obtain an understanding of controls that the bureau/office has over activities of the service provider.			
5. Obtain evidence that relevant controls at the service provider operate effectively, and if that is			

<p>the case, no further testing of those controls is required. If exceptions exist, additional procedures may be required (e.g., test reconciliation of output with source documents).</p>			
<p>6. Address the <i>agency control considerations</i> section of the SAS 70 report. It presents certain control considerations for customer-agencies in order to achieve all relevant control objectives.</p>			

Purpose: To document our review and evaluation of controls in place at [cross-servicing provider or service organization] as part of the Department's assessment of internal control over financial reporting. The services provided by this service provider organization are considered part of the bureau's/office's information system because [Provide explanation--they affect the following: classes of transactions in the bureau/office that are significant to financial reporting, procedures by which the bureau/office initiates, processes, or reports transactions and related, supporting accounting records, and/or bureau/office financial reporting processes.] Since this is considered part of the bureau's/office's information system, the bureau/office is considering the activities and reliability of internal controls of the service provider.

Source:

Scope: [Describe scope of evaluation: performed tests of our controls over activities of the service provider, tested controls at the service provider, and/or reviewed and evaluated the service auditor's report on controls placed in operation and tests of operating effectiveness—Type II SAS 70 reports--or a report on application of agree-upon procedures that describes tests of controls.]

Conclusion:

Prepared By: _____

Reviewed By: _____

ACTIVITIES	Due Date	12/31/08	01/31/09	02/28/09	03/30/09	04/30/09	05/31/09	06/30/09	07/31/09	8/31/2009	9/30/2009	10/31/2009
22 Submit documentation of review of SAS 70 reports.	7/31/09											
23 Prepare report on control deficiencies and determine impact on financial reporting.	7/31/09											
24 Submit Assurance Statement and supporting documentation. Send a copy of the issue log to PFM.	8/15/09											
25 Verify that key controls have no reportable changes from 6/30 through 9/30 or material weaknesses were corrected:	6/30/09-9/30/09											
26A Update business process documents.												
26B Assess design of new or revised controls.												
26C Develop and document testing approach.												
26D Evaluate testing results												

See Implementation Guide for details. Numbers in Parentheses after several activity names are references to appendix numbers in Implementation Guide.

*Bureau submission date. Date for DOI submission to OMB is TBD.

Point of Contact (Name, Phone, e-mail):

Comments:

Complete
At Least 2/3 Complete
Less than 2/3 complete but started
Incomplete, late
Not Started and Not Late
N/A - Not Applicable
<p>GPRA initiatives for goal to establish and maintain effective, risk-based internal control program:</p> <p>a. Complete planning, including business process memos, risk Anal</p> <p>b. Establish test plan & milestones for completion for testing</p> <p>c. Summarize results; draft findings & corrective actions.</p> <p>d. Report bureau/office director & Secretary's Assurance Statement</p>

***Statement of Assurance on Internal Control over Financial Reporting
As of June 30, 20xx
(Unqualified)***

Memorandum

To: Assistant Secretary - Policy, Management and Budget
Attention: Director, Office of Financial Management

Through: Assistant Secretary

From: Bureau/Office Head

Subject: FY 20xx Annual Assurance Statement on Internal Control over Financial Reporting

In accordance with your delegation of responsibilities to me, I am responsible for establishing and maintaining effective internal control over financial reporting, which includes safeguarding of assets and compliance with laws and regulations, and I have directed an evaluation of the internal control over financial reporting of [bureau/office] in effect as of June 30, 20xx. This evaluation was conducted in accordance with OMB Circular A-123, *Management's Responsibility for Internal Control*, dated December 21, 2004, and the CFO Council's Implementation Guide dated July 31, 2005, as implemented by the Department. Our evaluation focused on the specific financial reports and the related financial statement line items identified by the Department as material to the consolidated Department of the Interior financial reports. These reports and related line items are listed in the attached [bureau – attach the list of line items assigned to your bureau].

In evaluating internal control over financial reporting at [bureau/office], I directed my staff to:

- Evaluate the (bureau/office)'s control environment, risk assessment process, information and communication processes, and monitoring process;
- Identify the business processes that impact the assigned financial statement line items;
- Document the business processes and sub-processes;
- Identify the control activities and the key controls in each business process;
- Assess the design and effectiveness of the key controls to determine whether they would prevent or detect errors or misstatements in the selected financial statement line items;
- Test the key controls that are considered effectively designed and assess whether they are functioning as designed; and
- Establish Corrective Action Plans for the internal controls identified as not effective

Based on the results of this evaluation, the [bureau/office] provides reasonable assurance that the internal controls over financial reporting for the financial reports and related line items listed in Appendix 1 were suitably designed and operating effectively as of June 30, 20xx. No material weaknesses were found in the design or operation of the internal controls over financial reporting for these financial reports and related line items.

Attachment(s)

***Statement of Assurance on Internal Control over Financial Reporting
As of June 30, 20xx
(Qualified)***

Memorandum

To: Assistant Secretary - Policy, Management and Budget
Attention: Director, Office of Financial Management

Through: Assistant Secretary

From: Bureau/Office Head

Subject: FY 20xx Annual Assurance Statement on Internal Control over Financial Reporting

In accordance with your delegation of responsibilities to me, I am responsible for establishing and maintaining effective internal control over financial reporting, which includes safeguarding of assets and compliance with laws and regulations, and I have directed an evaluation of the internal control over financial reporting of [bureau/office] in effect during the year ended June 30, 20xx. This evaluation was conducted in accordance with OMB Circular A-123, *Management's Responsibility for Internal Control*, dated December 21, 2004, and the CFO Council's Implementation Guide dated July 31, 2005, as implemented by the Department. Our evaluation focused on the financial reports and the related specific financial statement line items identified by the Department as material to the consolidated Department of the Interior financial reports. These reports and related line items are listed in the attached [bureau – attach the list of line items assigned to your bureau].

In evaluating internal control over financial reporting at [bureau/office], I directed my staff to:

- Evaluate the (bureau/office)'s control environment, risk assessment process, information and communication processes, and monitoring process;
- Identify the business processes that impact the assigned financial statement line items;
- Document the business processes and subprocesses;
- Identify the key control activities and the key controls in each business process;
- Assess the design and effectiveness of the controls to determine whether they would prevent or detect errors or misstatements in the selected financial statement line items;
- Test the key controls that are considered effectively designed and assess whether they are functioning as designed; and,
- Establish Corrective Action Plans for the internal controls identified as not effective.

Based on the results of this evaluation, the [bureau/office] identified (number) material weakness(es) in its internal control over financial reporting for the financial reports and related line items listed in Appendix 1 as of June 30, 20xx. The material weakness(es) that was (were) found in the design or operation of the internal controls over financial reporting are listed in the attached Appendix 2. Other than the exceptions noted in Appendix 2, the internal controls were properly designed and operating effectively and no other material weaknesses were found in the design or operation of the internal control over financial reporting for the line items listed in Appendix 1.

Attachment(s)

Att. 19 Entity Level Controls Evaluation Tool

CONTROL ENVIRONMENT			
Integrity and Ethical Values Comments/Descriptions			
For each item, please write an example or justification explaining how the line item has been accomplished.			
1. The agency has established and uses a formal code or codes of conduct and other policies communicating appropriate ethical and moral behavioral standards and addressing acceptable operational practices and conflicts of interest.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Example or Justification:			
2. An ethical tone has been established at the top of the organization and has been communicated throughout the agency.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
3. Dealings with the public, Congress, employees, suppliers, auditors, and others are conducted on a high ethical plane.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
4. Appropriate disciplinary action is taken in response to departures from approved policies and procedures or violations of the code of conduct.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
5. Management appropriately addresses intervention or overriding internal control.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
6. Management removes temptation for unethical behavior.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Commitment to Competence Comments/Descriptions			
For each item, please write an example or justification explaining how the line item has been accomplished.			
1. Management has identified and defined the tasks required to accomplish particular jobs and fill the various positions.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
2. The agency has performed analyses of the knowledge, skills, and abilities needed to perform jobs appropriately.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
3. The agency provides training and counseling in order to help employees maintain and improve their competence for their jobs.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
4. Key senior-level employees have a demonstrated ability in general management and extensive practical experience in operating governmental or business entities.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Management's Philosophy and Operating Style Comments/Descriptions			

Att. 19 Entity Level Controls Evaluation Tool

For each item, please write an example or justification explaining how the line item has been accomplished.				
1.	Management has a positive and supportive attitude toward the functions of accounting, information management systems, personnel operations, monitoring, and internal and external audits and evaluations.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
2.	Management enthusiastically endorses the use of performance-based management.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
3.	There has not been excessive personnel turnover in key functions, such as operations and program management, accounting, or internal audit that would indicate a problem with the agency's emphasis on internal control.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
4.	Management has a positive and supportive attitude toward the functions of accounting, information management systems, personnel operations, monitoring, and internal and external audits and evaluations.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
5.	Valuable assets and information are safeguarded from unauthorized access or use.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
6.	There is frequent interaction between senior management and operating/program management, especially when operating from geographically dispersed locations.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
7.	Management has an appropriate attitude toward financial, budgetary, and operational/programmatic reporting.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Organizational Structure Comments/Descriptions				
For each item, please write an example or justification explaining how the line item has been accomplished.				
1.	The agency appropriately assigns authority and delegates responsibility to the proper personnel to deal with organizational goals and objectives.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
2.	Key areas of authority and responsibility are defined and communicated throughout the organization.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
3.	Appropriate and clear internal reporting relationships have been established.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

Att. 19 Entity Level Controls Evaluation Tool

4. Management periodically evaluates the organizational structure and makes changes as necessary in response to changing conditions.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
5. The agency has the appropriate number of employees, particularly in managerial positions.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Assignment of Authority and Responsibility Comments/Descriptions			
For each item, please write an example or justification explaining how the line item has been accomplished.			
1. The agency appropriately assigns authority and delegates responsibility to the proper personnel to deal with organizational goals and objectives.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
2. Each employee knows (1) how his or her actions interrelate to others considering the way in which authority and responsibilities are assigned, and (2) is aware of the related duties concerning internal control.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
3. The delegation of authority is appropriate in relation to the assignment of responsibility.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Human Resource Policies and Practices Comments/Descriptions			
For each item, please write an example or justification explaining how the line item has been accomplished.			
1. Policies and procedures are in place for hiring, orienting, training, evaluating, counseling, promoting, compensating, disciplining, and terminating employees.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
2. Background checks are conducted on candidates for employment.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
3. Employees are provided a proper amount of supervision.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Oversight Groups Comments/Descriptions			
For each item, please write an example or justification explaining how the line item has been accomplished.			
1. Within the agency, there are mechanisms in place to monitor and review operations and programs.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
2. The agency works closely with executive branch oversight organizations.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>