



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON STUTTGART  
UNIT 30401  
APO AE 09107-0401

15 AUG 2012

IMSG-ZA

MEMORANDUM FOR USAG Stuttgart Directorates/Staff

SUBJECT: USAG Stuttgart Command Policy #42 - Managers' Internal Control Program (MICP)

1. REFERENCES.

- a. AR 11-2, Managers' Internal Control Program
- b. Memorandum, HQ, IMCOM, 05 April 12, subject: Policy Memorandum 11-2-1 – Managers' Internal Control Program (MICP)
- c. Task IMCOM-E TA1215007780, 29 May 12, subject: Managers' Internal Control Program (MICP) Training and Submission of Internal Control Evaluation Plan

2. PURPOSE. To designate USAG Stuttgart key MICP positions and provide further guidance for executing MICP.

3. APPLICABILITY. This memorandum applies USAG Stuttgart Directorates/Staff Civilian Employees and Service Members.

4. POLICY.

a. USAG Stuttgart Key MICP Positions.

(1) Internal Control Administrator (ICA). An ICA is appointed by the Assessable Unit Manager and will administer the MICP within USAG Stuttgart. The ICA will provide Managers with the Internal Control Evaluation Plan (ICEP) and further instructions on training, the DA Form 11-2, completing checklists and supporting documentation requirements.

(2) Managers. Directors are assigned to Functional Areas by virtue of position. Each Manager will designate an evaluator to conduct evaluations in accordance with AR 11-2 and the appropriate functional area checklist. Managers will not sign the DA Form 11-2, but will sign a memorandum validating the completeness and correctness of the DA Form 11-2 to include supporting documentation IAW AR 11-2, para 2-10a.

(3) Evaluators. Evaluators are designated by Managers to evaluate functional areas and to provide a completed DA Form 11-2 with supporting documentation within required timelines. Evaluators will prepare the DA Form 11-2, ensure the checklist and supporting documentation are attached, and sign a memorandum validating the completeness and correctness of the DA Form 11-2.

b. Training.

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(1) Key MICP personnel will complete initial training within 14 days of assumption of duties by completing the mandated DA MICP computer based training (CBT). Refresher training is completed annually for the ICA and every two years for the Managers and Evaluators.

(2) All other USAG Stuttgart employees will have MICP awareness training annually. This training may be accomplished through:

- (a) In-house training sessions offered by the ICA.
- (b) Reviewing interactive MICP training slides and desk side briefing.

5. PROCEDURES.

a. Ensure designated ICA appointment orders are on file and a copy forwarded to the IMCOM-E POC as required.

b. For all key MICP training, certificates are kept on file and a copy forwarded to the IMCOM-E POC as required.

c. For accountability of employee MICP awareness, the ICA will track training attendance information and forward to the IMCOM-E POC as required.

d. All key MICP personnel will ensure an explicit statement of responsibility is included in the either the "Major Performance Objectives" in Part IV of the DA Form 67-9-1 (Officer Evaluation Report Support Form) for Service Members; or "Major Performance Objectives/Individual Performance Standards" in Part IV of DA Form 7222-1 (Senior System Civilian Evaluation Report Support Form) for Civilians. RM Manpower will provide the verbiage for this statement.

6. PROPONENT. Resource Management Manpower is the proponent for this policy. The POC is Tina Manns at DSN 431-2117 or [tina.manns.civ@mail.mil](mailto:tina.manns.civ@mail.mil).

  
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