

**COMMANDER NAVY INSTALLATIONS COMMAND (CNIC)
MANAGEMENT and ASSISTANCE TEAM (N9G)**



**Local
Internal Control Questionnaire (ICQ)
FY17**

FACILITIES

5720 INTEGRITY DRIVE
MILLINGTON TN 38055-6520

REVISED OCTOBER 2016

REVIEW COVER SHEET

HOST COMMAND: _____

DATE OF REVIEW: _____

REVIEW CONDUCTED BY: _____

Business Office POC

Name _____

Email: _____

Phone: _____

Region Internal Review Officer

Name_____

Email: _____

Phone: _____

Briefly describe the Facilities program at this activity:

Programs:

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Services Offered (include those provided by contract and/or concessionaire):

OPERATIONS			
1.	<p>Do the files include documentation that APF was requested and certified as not available by the Regional/Installation CO/XO/ED if NAF was used for Sustainment Restoration Modernization (SRM)?</p> <p>Reference: DoDI 1015.15, para E4.T1.9.10.</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
2.	<p>Has a supplies and services contract been used to install built-in equipment (e.g. bowling equipment, theater equipment, HVAC equipment, etc.) or other construction material with an award amount greater than \$2,000.00?</p> <p>Note:</p> <p>a. Equipment purchases cannot include the installation of the equipment, if the order/contract total exceeds \$2,000 and the definition of the equipment satisfies the definition of “built-in” equipment.</p> <p>b. For Non-Appropriated Fund (NAF) built-in equipment installation projects, the limit is the same as either minor construction (new) or repair (replacement), as applicable. If Equipment (built-in) purchases include the installation, they total contract cost for these contracts cannot exceed \$2,000.</p> <p>Reference: OPNAVINST 11010.20H, Appendix C</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
3.	<p>Has the Minor construction approval threshold for a single project including all labor (self-help, work crew or by contract) been exceeded?</p> <p>Note: Minor Construction projects are Construction Projects less than \$750K</p> <p>a. < \$200K may be approved by Regional/Local Authority</p> <p>b. > \$200K <\$750K must be approved by CNIC-N9</p> <p>Reference: OPNAVINST 11010.20H Appendix C</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

OPERATIONS			
	Comments:		
4.	<p>Has a Repair project been done that exceeds the approval thresholds as noted below:</p> <p>a. < \$500K may be approved by Regional/Local Authority</p> <p>b. > \$500K < \$750K must be approved by CNIC-N9 and reported to the MWR/NEX Board of Directors</p> <p>c. > \$750K must be approved by the MWR/NEX Board of Directors</p> <p>Reference: OPNAVINST 11010.20H Appendix C</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
5.	<p>Has a Major Construction Project exceed the approval thresholds?</p> <p>Note:</p> <p>a. Major Construction is a construction project greater than \$750K and must be approved by MWR/NEX Board of Directors and OSD (P&R).</p> <p>b. Look for split purchases to avoid approval threshold.</p> <p>c. Projects without the required Approval Authority are NAF ADA violations.</p> <p>Reference: OPNAVINST 11010.20H Appendix C</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
6.	Has NAF been used for minor or major construction of CAT A facilities without appropriate documentation?	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>

OPERATIONS			
	<p>Note: NAF is not allowed to be spent on construction of CAT A facility and is a NAF ADA violation if used on NGIS or MWR and/or certain CAT B facilities such as all CDC/SAC or OCONUS Youth Centers and Fields/Courts. Waivers for OCONUS Youth and NGIS may be granted by the Secretary of the Navy. All waivers for Category A, NGIS and CDC/SAC construction projects and all NGIS/OCONUS Youth projects for which the construction cost exceeds \$750K all waivers must be submitted to OUSD (P&R) for approval.</p> <p>Reference: DoDI 1015.15, Enclosure 4, E4.T1.8, 9.9, 9.10, 9.15 and Enclosure 5.</p> <p>Comments:</p>	NR <input type="checkbox"/>	N/A <input type="checkbox"/>
7.	<p>Have all project constructed with self-help or work crews properly allocated labor to the total project amount?</p> <p>Reference: CNICINST 7043.1, Appendix C, 4</p> <p>Comments:</p>	YES <input type="checkbox"/> NR <input type="checkbox"/>	NO <input type="checkbox"/> N/A <input type="checkbox"/>
Notes:			

VEHICLES			
1.	<p>INVENTORY: Does BSVEMIS Vehicle Inventory Listing agree with actual vehicles on site?</p> <p>Reference: CNICINST 1710.3</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
2.	<p>FUEL DATA COLLECTION: Is site entering Fuel and Mileage data into the BSVEMIS system or sending data to CNIC Vehicle Program for input, for FAST reporting?</p> <p>Reference: NAVFAC P-300</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
3.	<p>MINIMUM MILEAGE/USAGE STANDARDS: Is site reviewing annual vehicle usage insuring they meet minimum vehicle usage standards established in DOD 4500.36-R, Table C3.T1?</p> <p>Note: A justification to keep vehicles not meeting standards shall be submitted to CNIC Vehicle Program or reassigning vehicle tasks to increase usage, or retiring the vehicle shall be considered.</p> <p>Reference: DoD 4500.36-R, Table C3.T1</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
Notes:			