

NATIONAL WEATHER SERVICE INSTRUCTION 1-605
October 28, 2003

Administration and Management
External Inquiries/Internal Audits, NWSPD 1-6

MANAGEMENT CONTROL REVIEWS

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>.

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SUMMARY OF REVISIONS:

<u>Signed by Steve Gallagher for</u>	<u>10/14/03</u>
Irwin T. David	Date
Chief Financial Officer/Chief Administrative Officer	

Management Control Reviews

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1. Purpose. This instruction describes the National Weather Service (NWS) management control review MCR responsibilities and procedures.

2. Background

a. Internal controls are used to minimize operational problems and improve accountability.

b. The Office of Management and Budget (OMB), Executive Office of the President, Office of Federal Financial Management issued revised OMB Circular No. A-123 on July 21, 1995. This circular describes policies associated with requirements of the Federal Managers' Financial Integrity Act of 1982. Copies of the circular may be obtained on the OMB Web site at: <http://www.whitehouse.gov/omb/circulars/a123/a123.html#top>

c. Department of Commerce (DOC) procedures and information may be obtained from Chapter 7, Internal Control Reviews (Appendix A), of the DOC Internal Control Handbook. Additional information contained in the General Accounting Office (GAO), Standard for Internal Control in the Federal Government (GAO/AIMD-00-21.3.1), may be obtained through the GAO Web site under "other publications" at: <http://www.gao.gov/>.

3. MCR Nominations. Management Controls Reviews are conducted once per fiscal year. The Office of the Chief Financial Officer (CFO) calls for candidates from offices/regions in August,

for the MCR for the upcoming fiscal year. Offices/regions are provided with a nomination form (Appendix B) which are due back to CFO3 the 3rd week in September.

4. Selection of MCR Nomination. The Office of the CFO will review all nominations and select one to submit to NOAA for consideration.

5. Conducting the MCR. Once selected, the office/region MCR team will begin conducting the MCR with guidance from Chapter 7, Internal Control Reviews, of the DOC Internal Control Handbook.

6. Reporting Completion of the MCR. When review of all event cycles is completed, the MCR team will write a report of the findings, following the format provided in Chapter 7 of the DOC Internal Control Handbook. The office/regional director and the MCR team will then sign the report and forward it to CFO3 for submission to NOAA. The final report is due to the Management and Organization Division of the Office of the CFO (CFO3) **NLT July 31 of the fiscal reporting year.**

7. Roles and Responsibilities

a. The Assistant Administrator for Weather Services has overall responsibility for management control review activities.

b. The Office of the Chief Financial Officer provides NWS policy, guidance and coordination on management control review activities.

APPENDIX B

FY ____ PROPOSED MANAGEMENT CONTROL REVIEW

Operating Unit:

Name of MCR:

Assessable Unit(s) Involved:

Detailed Description of 3 Required Event Cycles to be Reviewed:

Event Cycle 1:

Event Cycle 2:

Event Cycle 3:

Number of Staff (FTE) in Review Area:

Budget for Review Area:

Start Date:

Completion Date:

Reason(s) for Proposed Review:

Contact Person:

Phone No.: