



DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
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IN REPLY REFER TO:
JAG/CNLSC NOTE 5040.2
Code 002/Ser 017
NOV 17 2011

JAG/CNLSC NOTICE 5040.2

From: Judge Advocate General
Commander, Naval Legal Service Command

Subj: FY2012 COMMAND MANAGERS' INTERNAL CONTROL ASSESSMENTS

Ref: (a) JAG/CNLSC Instruction 5040.1A
(b) SECNAVINST 5200.35E
(c) SECNAV M-5200.35
(d) OPNAVINST 5000.52B
(e) OPNAVINST 5200.25D

Encl: (1) Judge Advocate General Managers' Internal Control
Assessment Schedule for Fiscal Year 2012
(2) Naval Legal Service Command Managers' Internal
Control Assessment Schedule for Fiscal Year 2012

1. Purpose. To promulgate details for execution of the Judge Advocate General (JAG) and Commander, Naval Legal Service Command (CNLSC) Managers' Internal Control (MIC) assessments for Fiscal Year 2012 per references (a) through (e). This notice establishes responsibilities and actions required for implementation of internal controls and command assessments of JAG and CNLSC headquarters and subordinate components. It also provides for identification of weaknesses and accomplishments reportable in the Department of the Navy's annual Statement of Assurance to Congress.

2. Action

a. JAG Inspector General (IG) is responsible for:

(1) Providing yearly guidance on JAG and CNLSC MIC Programs and assistance in implementing such programs per references (a) through (e). Topics selected for review are based on the JAG's and Commander's priorities, information on command strengths and weaknesses obtained through investigations, assessments, and inspections, and analysis of trends in matters of discipline, integrity, efficiency, and readiness.

(2) Providing assistance to subordinate component MIC Program Coordinators.

(3) Providing a list of mandatory MIC vulnerability internal control assessments to be completed by Naval Legal Service Command (NLSC) commanding officers (COs) and Assistant Judge Advocates General (AJAGs) within the Office of the Judge Advocate General (OJAG).

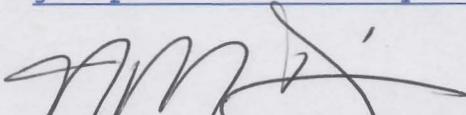
(4) Providing a schedule of vulnerable area assessments to each NLSC CO and AJAG.

b. OJAG and CNLSC headquarters and subordinate command personnel are responsible for ensuring resources under their purview are used efficiently and effectively and that programs and operations are discharged with integrity and in compliance with applicable laws and regulations, as set forth in references (b) through (e).

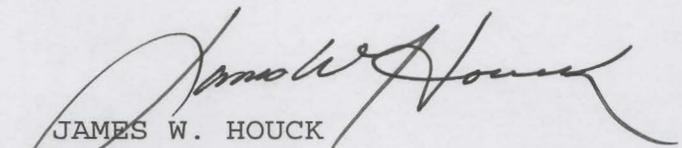
(1) AJAGs and COs will report the results of internal control assessments to the JAG MIC Coordinator (JAG-002). A checklist will be provided by JAG-002 to AJAGs and COs 30 days prior to each assessment period listed in enclosures (1) and (2) for conducting and documenting mandatory MIC assessments.

(2) Headquarters and subordinate MIC Coordinators will complete Navy Knowledge Online training course, Managers' Internal Control Program Training (OASN-MCPT-1V2), per reference (c). A copy of the MIC training certificate shall be provided to JAG-002 upon completion of this training.

c. If assistance is required, please contact the JAG MIC Coordinator, Mr. Joseph Scranton, at (202) 685-5192 or by email: joseph.scranton@navy.mil.



NANETTE M. DeRENZI
Rear Admiral, JAGC, U.S. Navy
Commander, Naval Legal Service
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JAMES W. HOUCK
Vice Admiral, JAGC, U.S. Navy
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Distribution:

Electronic only, via Navy Directives website,
<http://doni.daps.dla.mil>; and the OJAG website,
<http://www.jag.navy.mil>.

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OFFICE OF THE JUDGE ADVOCATE GENERAL MANAGERS' INTERNAL CONTROL ASSESSMENTS FISCAL YEAR 2012			
TYPE OF ASSESSMENT	ESTIMATED COMPLETION	ASSESSABLE UNIT	RESPONSIBLE UNITS
MIC Self-Assessment	Dec 2011	Government Purchase Card Program	AJAGS/DIVISION DIRECTORS
MIC Self-Assessment	Jan 2012	Government Travel Card Program	AJAGS/DIVISION DIRECTORS
MIC Self-Assessment	Feb 2012	Information Assurance	AJAGS/DIVISION DIRECTORS
MIC Self-Assessment	Mar 2012	Material Accountability	AJAGS/DIVISION DIRECTORS
MIC Self-Assessment	Apr 2012	Contracting Process	AJAG 06/CODE 64
MIC Prior FY 11 Self-Assessment	May 2012	Courts-Martial Case Tracking and Management within JAG	AJAGS 01/02/06
MIC Self-Assessment	Jun 2012	Safety and Occupational Health Program (SOH)	AJAGS/DIVISION DIRECTORS

Enclosure (1)

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NAVAL LEGAL SERVICE COMMAND MANAGERS' INTERNAL CONTROL ASSESSMENTS FISCAL YEAR 2012			
TYPE OF ASSESSMENT	ESTIMATED COMPLETION	ASSESSABLE UNIT	RESPONSIBLE UNITS
MIC Self-Assessment	Dec 2011	Government Purchase Card Program	ALL NLSC UNITS
MIC Self-Assessment	Jan 2012	Government Travel Card Program	ALL NLSC UNITS
MIC Self-Assessment	Feb 2012	Information Assurance	ALL NLSC UNITS
MIC Self-Assessment	Mar 2012	Material Accountability	ALL NLSC UNITS
MIC Self-Assessment	Apr 2012	Contracting Process	ALL NLSC UNITS
MIC Self-Assessment	May 2012	Courthouse Security	RLSO (Primary) NLSO (Support)
MIC Self-Assessment	Jun 2012	Safety and Occupational Health Program (SOH)	ALL NLSC UNITS

Enclosure (2)