



DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
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Canc: 31 Sep 2019

JAG/CNLSCNOTE 5040.2

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Subj: MANAGERS' INTERNAL CONTROL PROGRAM

Ref: (a) SECNAVINST 5200.35F
(b) SECNAV M-5200.35 of June 2008
(c) OPNAVINST 5200.25E
(d) Department of Navy Managers' Internal Control Program Evaluation Checklist of
28 Apr 14
(e) JAG/CNLSCINST 5040.1B

Encl: (1) OJAG MIC Plan for Fiscal Year (FY) 2019
(2) NLSC MIC Plan for FY 2019
(3) Inventory of Assessable Units
(4) Office of the Judge Advocate General MIC Assessment Schedule for FY 2019
(5) Naval Legal Service Command MIC Assessment Schedule for FY 2019

1. Purpose. To promulgate instructions and update Office of the Judge Advocate General (OJAG) and Naval Legal Service Command (NLSC) responsibilities for the execution of the Judge Advocate General (JAG) and Commander, Naval Legal Service Command (CNLSC) Managers' Internal Control (MIC) programs for Fiscal Year 2019.

2. Background

a. Internal controls (ICs) are the organizational structures, policies, and procedures that help commanders achieve results and safeguard the integrity of their programs. Per references (a) through (c), ICs are intended to provide leaders with reasonable assurance that their organizations:

- (1) Conduct effective and efficient operations;
- (2) Provide reliable financial reporting; and
- (3) Comply with applicable laws and regulations.

b. References (a) and (b) require the JAG to establish a formal program to implement, monitor, and improve the effectiveness of ICs across OJAG. Reference (c) directs CNLSC to do the same across NLSC. In order to fulfill these mandates, OJAG and NLSC are required to develop a MIC plan that outlines their approach to sustaining an effective and efficient IC program and allows stakeholders to gain a thorough understanding of their organizational MICP responsibilities. The OJAG and NLSC MIC Plans are contained in enclosures (1) and (2).

c. OJAG and NLSC are also required to designate assessable units (AUs) across the breadth of their organizations. An AU can be any organization, function, program, or subdivision within a particular command that aids in the accomplishment of the overarching mission and can be evaluated by management and IC procedures. Aligning AUs to an organizational chart and process flows are common practices to ensure oversight of the entire enterprise. The AUs for OJAG and NLSC are contained in enclosure (3).

d. The MIC program is not intended to be a stand-alone program or duplicate existing control efforts within an organization. Implementation of the program should complement and build upon existing efforts such as continuous process improvement, Lean Six Sigma, command inspection programs, and operational risk management. All of these programs provide leadership with a means to assess program integrity and control effectiveness throughout the organization, and their results contribute directly to the annual certification statement for the Department of the Navy.

3. Action. The continuous monitoring of IC through the MIC program, along with other related assessment and inspection programs, provide the basis for JAG and CNLSC to submit their annual risk assessments and MICP reports to the Secretary of the Navy (SECNAV) and Chief of Naval Operations (CNO). To meet these program and reporting requirements, designated OJAG and NLSC personnel are charged with the following responsibilities:

a. JAG. The JAG is to:

(1) Appoint, in writing, an OJAG MICP Coordinator and Alternate responsible for the administration and coordination of the MIC program and its reporting requirements;

(2) Fulfill all other responsibilities of a Major Assessable Unit Head as outlined in reference (a).

b. CNLSC. The CNLSC is to:

(1) Appoint, in writing, a NLSC MICP Coordinator and Alternate responsible for the administration and coordination of the MICP program and its reporting requirements;

(2) Fulfill all other responsibilities of a CNO assessable unit as outlined in reference (c).

c. Assistant Judge Advocates General (AJAGs) and RLSO / DSO / Victims' Legal Counsel (VLC) / Chiefs of Staff (CoS). AJAGs and CoS shall:

(1) Ensure that MICP procedures are implemented and operating within their areas of authority;

(2) Ensure that officials at all levels are aware of their MICP responsibilities and are accountable for the success of MICP practices within their areas of authority.

d. OJAG/CNLSC Inspector General (002/001IG). The OJAG/CNLSC Inspector General shall oversee the OJAG/NLSC MIC program.

e. OJAG/CNLSC MICP Coordinator. The OJAG/CNLSC MIC Coordinator and Alternate shall satisfy all program responsibilities outlined in enclosure (1) of reference (a). In addition, the OJAG/CNLSC MICP Coordinator and Alternate shall:

(1) Ensure all AUs execute, at minimum, the OJAG/NLSC MICP assessments in accordance with the schedules contained in enclosures (4) and (5).

(2) Serve as the primary OJAG/NLSC point of contact for SECNAV and CNO MIC program administrators.

f. Assessable Unit Managers (NLSC Commanding Officers, OJAG Division Directors, VLC Chief of Staff, OJAG Special Assistants, and Director, JAG Consolidated Administrative Business Office). Assessable Unit Managers shall:

(1) Fulfill the responsibilities of an Assessable Unit Manager as outlined in reference (a) and enclosures (1) and (2).

(2) Execute, at minimum, the OJAG/NLSC MIC Assessments in accordance with the schedules contained in enclosures (4) and (5). Upload completed assessments to the OJAG/NLSC Inspector General SharePoint portal, in the MICP folder (NLSC commands should utilize their respective "Article 6 Dashboard" location; OJAG should utilize the "NLSC IG Documents" section of the IG Homepage).

(3) Complete the "Managers' Internal Control Program Manager" course on Navy eLearning.

g. NLSC Commanding Officers. In addition to the responsibilities set forth in paragraph 3(f), NLSC Commanding Officers shall:


(1) Appoint, in writing, a command MICP coordinator and alternate responsible for the administration and coordination of the MICP program and its reporting requirements within their command.

(2) Ensure the command MICP coordinator and alternate complete the "Managers Internal Control Program Training" course on Navy eLearning.

(3) Provide the OJAG/NLSC MICP Coordinator with copies of the command MICP coordinator and alternate designation letters and training certificates, via SharePoint as set forth in paragraph 3(f).

4. Points of Contact. Primary coordinator is Mr. Thomas Dick-Peddie at (202) 685-5284 or thomas.j.dickpeddie@navy.mil; alternate is CAPT Jeffrey C. Casler, JAGC, USN at (202) 685-5192 or jeffrey.casler@navy.mil.

5. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.


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Releasability and Distribution:

This instruction is cleared for public release and is available electronically only, via Navy Judge Advocate General's Corps public website, <http://www.jag.navy.mil>.