



DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
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WASHINGTON NAVY YARD DC 20374-5066

Canc: 30 Sep 2020

JAG/CNLSCNOTE 5040.2

JAG/CNLSC NOTICE 5040.2

Subj: MANAGERS' INTERNAL CONTROL PROGRAM

Ref: (a) SECNAVINST 5200.35G
(b) OPNAVINST 5200.25E
(c) OPNAVINST 5450.189D
(d) JAG/CNLSCINST 5040.1B

Encl: (1) OJAG MIC Plan for Fiscal Year (FY) 2020
(2) NLSC MIC Plan for FY 2020
(3) Inventory of Assessable Units
(4) Office of the Judge Advocate General MIC Assessment Schedule for FY 2020
(5) Naval Legal Service Command MIC Assessment Schedule for FY 2020

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 2020.

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) and (b), 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 MIC Program (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 MICP 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 MICP, 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 MICP 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:

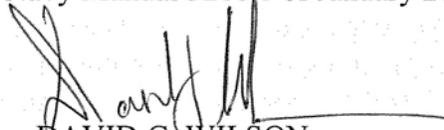
(1) Appoint, in writing, a command MICP coordinator and alternate responsible for the administration and coordination of the MICP and its reporting requirements within their command.

(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 Mark Holley, JAGC, USN at (202) 685-5192 or mark.holley@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.



DAVID G. WILSON
Assistant Judge Advocate General
(Operations and Management)

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>.

Judge Advocate General Managers' Internal Control (MIC) Plan

This plan is updated annually.

Last Update: September 2018

MICP Senior Official: (This person will sign the organization's certification statement)

- John G. Hannink, Vice Admiral, Judge Advocate General, United States Navy
- The Judge Advocate General reports to the Secretary of the Navy
- VADM Hannink is the MIC Senior Officer in his role as the JAG of the Navy. In keeping with 10 USC 5148, the JAG is appointed by the President, by and with the advice and consent of the Senate, based on a recommendation by a board of officers that, insofar as practicable, is subject to the procedures applicable to selection boards convened under chapter 36 of Title 10. The Judge Advocate General typically serves for three years.

MICP Coordinator:

- Thomas Dick-Peddie, Deputy Inspector General, OJAG Office of the Inspector General.
- Responsibility is assigned by the Judge Advocate General. For MIC responsibilities, Mr. Dick-Peddie reports to JAG.

Alternate MIC Coordinator:

- Mark Holley, Captain, Judge Advocate General's Corps, United States Navy, OJAG Inspector General.
- For MICP responsibilities, the Alternate MICP Coordinator reports to JAG and works with the Primary MICP Coordinator.

Overview of the Managers' Internal Control Program (MICP) within the Organization:

The MICP is a tool that OJAG military and civilian managers use to safeguard JAG programs and monitor the effective and efficient use of JAG assets and resources. The Office of the Judge Advocate General is one of 18 Major Assessable Units within the Department of the Navy (DON) that is required to report on Internal Controls to SECNAV and provide reasonable assurance of the following: effective and efficient use of resources to support operations; reliable and timely financial accountability and reporting; and compliance with applicable laws and regulations.

Control Environment**Mission**

The Navy Judge Advocate General's Corps provides solutions, from a military perspective, to legal issues involving military operations, organization, and personnel, wherever and whenever we are needed, with primary focus on military justice, operational law and command advice, and support to Sailors and their families.

JAG Strategic Plan 2025

http://www.jag.navy.mil/documents/StrategicPlan_June_2016.pdf

Organization Structure

- The OJAG organizational structure and division chart can be found at:
<http://www.jag.navy.mil/organization.htm>
- Key areas of authority and responsibility of the JAG are defined by statute in 10 U.S.C. 5148. Those duties assigned to JAG by SECNAV are contained in SECNAVINST 5430.27D. To execute these duties, the JAG has arranged the organization along functional and operational lines of support as outlined in the OJAG Standard Organizational Manual (JAG/CNLSCINST 5400.1C).

Enclosure (1)

- Funding for OJAG is through the Budget Submitting Office – 12 (DON/AA), through OJAG (Code 64), to the Assistant Judge Advocates General.
- The IC reporting chain within the organization starts with the Assessable Unit Managers representing the immediate subordinate organizations within the OJAG Codes through the OJAG MIC/Alternate MIC Coordinators to the JAG.

Risk Assessment

- OJAG assesses risks associated with accomplishing its mission, administering programs, and performing administrative functions by maintaining continual oversight of organizational operations and high-visibility activities. Moreover, OJAG MICP and Inspector General (IG) personnel monitor lessons-learned from operations within the organization and from higher authorities. Specific analytical processes to assess risk include Article 6 / command inspections, continuous process improvement initiatives, Lean Six Sigma projects, the operational risk management program, and the implementation of directives from DON and Department of Defense (DoD) authorities. These programs provide leadership with a means to assess program integrity and control mission effectiveness throughout the organization, and these results contribute directly to the annual SECNAV certification statement.

Control Activities

- Control activities are identified through internal leadership assessments and the results of Article 6 command and legal office inspections, continuous process improvement initiatives, Lean Six Sigma projects, and the operational risk management program. In addition, OJAG relies on external assessments of business practices from higher DoN and DoD authorities to evaluate the effectiveness of operations as well as control activities. By incorporating these control activities into the MICP, the organization and leadership are able to employ and continuously update the control activities to meet the identified risks.
- Key controls to be tested are based on the aforementioned risk assessments; as appropriate, test plans are implemented (considering the nature, extent and timing of the execution of the controls tests).

- The test method for Article 6 inspections consists of inquiry, observation, inspection, and re-performance. Random sampling is done for most inspection areas, for an amount deemed adequate by the Subject Matter Expert / Temporary Assistant Inspector General. Test results are then summarized / analyzed for the written inspection report. Interviews are conducted to reconcile the command's internal controls against enterprise expectations.

Information and Communications

- OJAG communicates information related to internal control up and down the chain of command through various methods. The main method is through the publication and distribution of an OJAG notice regarding the MICP on the JAG website and via email to immediate subordinate organization heads. Moreover, instructions and training opportunities related to the MICP are sent via email to applicable personnel in the MIC reporting chain. Finally, the OJAG IG conveys information through regular telephonic and face-to-face meetings with OJAG division directors.

Monitoring

Control Activities

- The monitoring of control activities is conducted in accordance with an annual OJAG notice that mandates internal control assessments on a monthly basis during the course of a fiscal year. The checklists are taken directly from the DON MICP Evaluation Checklist of 28 April 2014 and are supplemented by checklists contained in various OJAG instructions and directives. The particular subject areas for internal assessment in a given fiscal year are based on specific high-risk areas identified by SECNAV and CNO MICP representatives as well as the OJAG IG incorporating feedback from Article 6 inspections.
- External assessments of OJAG control activities are conducted by DON IG assist visits and evaluations.
- There are twelve OJAG internal control assessments scheduled for Fiscal Year 2020.

Accomplishments

- MIC program accomplishments are tracked by the OJAG MICP Coordinator based on a review of reports from immediate subordinate assessable units and external evaluators. These include reports, lessons-learned, and feedback from internal assessment checklists and Article 6 / command inspections. Particularly noteworthy accomplishments will be highlighted to the JAG, disseminated as best-practices via OJAG/NLSC IG SharePoint with all other MIC personnel throughout OJAG, and included in a report to SECNAV as required by annual guidance.

Corrective Action Plans

- The need for corrective action is tracked by the OJAG MICP Coordinator based on a review of internal assessments, reports from immediate subordinate assessable units and external evaluators. These include reports, lessons-learned, and feedback from IG inspections. Progress with corrective action plans will be monitored, at minimum, on a monthly basis by the MICP Coordinator and OJAG IG. Particularly noteworthy corrective action requirements will be highlighted to the JAG and included in a report to SECNAV as required by annual guidance.

MICP Training

- MICP training for MICP Coordinators, assessable unit managers, and immediate subordinate organization commanders is made available via Navy e-Learning (NeL) at <https://learning.nel.navy.mil/>. The training entitled “Managers Internal Control Program Training” is mandatory for the OJAG MICP Coordinator, Alternate, and immediate subordinate MICP coordinators. After initial completion, refresher training is required to be completed every three years.
- Training requirements are tracked and monitored by the OJAG MICP Coordinator, who maintains copies of all NeL training completion certificates for immediate subordinate MICP coordinators.

Reporting Requirements

- Internal reviews are required to be performed by assessable units on a monthly basis, and completed checklists are due to the OJAG MICP Coordinator by the first of the month. Completed assessments should be uploaded 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).
- DoN MIC checklists (editable) are available for use at:
<https://portal.secnav.navy.mil/orgs/JAG/NLSCIG/NLSC%20IG%20Documents/Forms/AllItems.aspx>
- In addition, assessable units are required to submit Statement of Assurance feedback to the OJAG MICP Coordinator on an annual basis in keeping with directions and requirements promulgated by the SECNAV MICP representatives.
- All assessable unit managers are required to maintain up to date records with their training certificates, completed internal checklists, and corrective actions plans (if any) that are subject to inspection by the OJAG IG during any Article 6 or command assessment.
- OJAG assessable unit managers shall ensure that their responsibilities for MICP coordination are accomplished, per codes delineated in enclosure (4) and the OJAG Collateral Duties list.

Naval Legal Service Command Managers' Internal Control (MIC) Plan

This plan is updated annually.

Last Update: September 2018

MICP Senior Official: (This person will sign the organization's certification statement)

- Darse E. Crandall, Jr., Rear Admiral, Judge Advocate General's Corps, United States Navy
- Commander, Naval Legal Service Command reports to the Chief of Naval Operations.
- RADM Crandall is the MICP Senior Officer in his role as the Commander, Naval Legal Service Command (CNLSC).
- As the Deputy Judge Advocate General of the Navy, RADM Crandall is assigned additional duty to the Chief of Naval Operations as Commander, Naval Legal Service Command. In keeping with 10 USC 5149, the Deputy Judge Advocate General is appointed by the President, by and with the advice and consent of the Senate, based on a recommendation by a board of officers that, insofar as practicable, is subject to the procedures applicable to selection boards convened under chapter 36 of title 10. The Deputy Judge Advocate General typically serves for three years.

MICP Coordinator:

- Thomas Dick-Peddie, Deputy Inspector General, NLSC Office of the Inspector General.
- Responsibility is assigned by the CNLSC. For MICP responsibilities, Mr. Dick-Peddie reports to the CNLSC.

Alternate MICP Coordinator:

- Mark Holley, Captain, Judge Advocate General's Corps, United States Navy, NLSC Inspector General.
- For MICP responsibilities, the Alternate MICP Coordinator reports to the CNLSC and works with the Primary MICP Coordinator.
- The MICP duties are a part-time responsibility of the Alternate MICP Coordinator.

Overview of the Managers' Internal Control Program within the Organization:

The MICP is a tool that NLSC commanders use to safeguard programs and monitor the effective and efficient use of NLSC assets and resources. CNLSC is required to report on Internal Controls to the CNO and provide reasonable assurance of the following: effective and efficient use of resources to support operations; reliable and timely financial accountability and reporting; and compliance with applicable laws and regulations.

Control Environment

Mission

NLSC was established to provide legal services world-wide to support fleet and shore command readiness and the effective operation of the military justice system, and to perform such other functions or tasks as may be directed by the CNO.

JAG Strategic Plan 2025

http://www.jag.navy.mil/documents/StrategicPlan_June_2016.pdf

Organization Structure

- The NLSC organizational structure and division structure can be found in Appendix A of the NLSC Manual.
(http://www.jag.navy.mil/library/instructions/5800_1G_NLSC_Manual.pdf)

- Key areas of authority and responsibility of CNLSC are found in OPNAVINST 5450.189D.
- Funding for NLSC is through Budget Submitting Office – 11 (Field Support Activity), OJAG (Code 64), to the Commanding Officers of NLSC Commands.
- The IC reporting chain within the organization starts with the command MIC coordinators representing the immediate subordinate organizations within NLSC through the NLSC MIC Coordinator and Alternate Coordinator to the CNLSC.

Risk Assessment

- NLSC assesses risks associated with accomplishing its mission, administering programs, and performing administrative functions by maintaining continual oversight of organizational operations and high-visibility activities. Moreover, NLSC MICP and IG personnel monitor lessons-learned from operations within the organization and from higher authorities. Specific analytical processes to assess risk include Article 6 / command inspections, continuous process improvement initiatives, Lean Six Sigma projects, the operational risk management program, and the implementation of directives from DoN and DoD authorities. These programs provide leadership with a means to assess program integrity and control mission effectiveness throughout the organization, and their results contribute directly to the annual CNO certification statement to SECNAV.

Control Activities

- Control activities are identified through the results of internal assessments, Article 6 command and legal office inspections, continuous process improvement initiatives, Lean Six Sigma projects, the operational risk management program, and DON control directives and checklists. In addition, NLSC relies on external assessments of business practices from higher DON and DoD authorities to evaluate the effectiveness of operations as well as control activities. By incorporating these control activities into the MIC program, the organization and leadership are able to employ and continuously update the control activities to meet the identified risks.

- Key controls to be tested are based on the aforementioned risk assessments; as appropriate, test plans are implemented (considering the nature, extent and timing of the execution of the controls tests). The test method for Article 6 inspections consists of inquiry, observation, inspection, and reporting. Random sampling is done for most inspection areas, for an amount deemed adequate by the Subject Matter Expert / Temporary Assistant Inspector General. Test results are then summarized / analyzed for the written inspection report. Interviews are conducted to reconcile the command's internal controls against enterprise expectations.

Information and Communications

- NLSC communicates information related to internal control up and down the chain of command through various methods. The main method is through the publication and distribution of a NLSC notice regarding the MIC program on the JAG website and via email to assessable unit managers. Moreover, instructions and training opportunities related to the MICP are sent via email to applicable personnel in the MIC reporting chain. Finally, the NLSC IG conveys information through telephonic and face-to-face meetings with NLSC Chiefs of Staff and Commanding Officers.

Monitoring

Control Activities

- The monitoring of control activities is conducted in accordance with an annual NLSC notice that mandates internal control assessments on a monthly basis during the course of a fiscal year. The checklists are taken directly from the DON MICP Evaluation Checklist of 28 April 2014 and are supplemented by checklists contained in various OJAG and NLSC instructions and directives. The particular subject areas for internal assessment in a given fiscal year are based on specific high-risk areas identified by SECNAV and CNO MICP representatives as well as the NLSC IG incorporating feedback from Article 6 inspections.

- External assessments of NLSC control activities are conducted by DON IG assist visits and evaluations.
- There are twelve NLSC internal control assessments scheduled for Fiscal Year 2020.

Accomplishments

- MIC program accomplishments are tracked by the NLSC MICP Coordinator based on a review of reports from immediate subordinate assessable units and external evaluators. These include reports, lessons-learned, and feedback from internal assessment checklists and Article 6 / command inspections. Particularly noteworthy accomplishments will be highlighted to CNLSC, disseminated as best-practices via OJAG/NLSC IG SharePoint with all other MICP personnel throughout NLSC, and included in a report to the CNO and SECNAV as required by annual guidance.

Corrective Action Plans

- The need for corrective action is tracked by the NLSC MICP Coordinator based on a review of reports from immediate subordinate assessable units and external evaluators. These include reports, lessons-learned, and feedback from IG inspections. Progress on corrective action plans will be monitored, at minimum, on a quarterly basis by the NLSC MICP Coordinator and IG. Particularly noteworthy corrective action requirements will be highlighted to CNLSC and included in a report to the CNO and SECNAV as required by annual guidance.

MICP Training

- MICP training for MICP Coordinators, assessable unit managers, and immediate subordinate organization commanders is made available via Navy e-Learning (NeL) at <https://learning.nel.navy.mil/>. The training entitled “Managers Internal Control Program Training” is mandatory for the NLSC MICP Coordinator, Alternate, and immediate subordinate command MICP coordinators. After initial completion, refresher training is required to be completed every three years.
- Training requirements are tracked and monitored by the NLSC MICP coordinator, who maintains copies of all NeL training completion certificates for immediate subordinate command MICP coordinators.

Reporting Requirements

- Internal reviews are required to be performed by assessable units on a monthly basis, and completed checklists are due to the NLSC MICP Coordinator by the first of the month. Completed assessments should be uploaded 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).
- DoN MICP checklists (editable) are available for use at:
<https://portal.secnav.navy.mil/orgs/JAG/NLSCIG/NLSC%20IG%20Documents/Forms/AllItems.aspx>
- In addition, assessable units are required to submit Statement of Assurance feedback to the NLSC MICP Coordinator on an annual basis in keeping with directions and requirements that are promulgated by the CNO MICP representatives.
- All immediate subordinate organizations and assessable units are required to maintain up to date records with their training certificates, completed internal checklists, and corrective actions plans (if any) that are subject to inspection by the NLSC IG during any Article 6 or command assessment.

Inventory of Assessable Units

Assessable Unit (AU)	AU Manager
1. Region Legal Service Office (All)	Commanding Officer
2. Defense Service Office (All)	Commanding Officer
3. Naval Justice School	Commanding Officer
4. Victims Legal Counsel Program	Chief of Staff
5. Divisions/Codes under primary supervisory responsibility of AJAG (Civil Law)	Division Directors
6. Divisions/Codes under the primary supervisory responsibility of the AJAG (Military Justice)	Division Directors
7. Divisions/Codes under the primary supervisory responsibility of the AJAG (Chief Judge, Department of the Navy)	Division Directors
8. Divisions/Codes under the primary supervisory responsibility of the AJAG (Operations and Management)	Division Directors
9. Special Assistants to JAG and NLSC	Special Assistants
10. JAG Consolidated Administrative Business Office (JCAB)	Director
Military and Collateral Duty Programs	Collateral Duty SMEs

OJAG MICP Assessment Schedule for Fiscal Year 2020

Internal Control Evaluation	Assessable Unit	Due Date
MIC Program & Coordination	MICP	1 OCT 2019
Executive Program – Mentorship	Mentorship Program	1 NOV 2019
Time and Attendance Reporting	Code 64	1 DEC 2019
Equal Employment Opportunities	EEO Program	1 JAN 2020
Operational Security	Security Manager	1 FEB 2020
IT Equipment Inventory Control	Code 67	1 MAR 2020
Executive Program – Sponsor Program	Sponsorship Program	1 APR 2020
Acquisition & Contracts	Code 64	1 MAY 2020
General Administration	Code 60	1 JUN 2020
Sexual Assault Prevention & Response	Sexual Assault Prevention & Response Program	1 JUL 2020
Information Assurance	Code 67	1 AUG 2020
Legal Assistance	Code 16	1 SEP 2020

NLSC MICP Assessment Schedule for Fiscal Year 2020

Internal Control Evaluation	Assessable Unit	Due Date
MIC Program & Coordination	ALL	1 OCT 2019
Executive Program – Mentorship	ALL	1 NOV 2019
Time and Attendance Reporting	ALL	1 DEC 2019
Equal Employment Opportunities	ALL	1 JAN 2020
Operational Security	ALL	1 FEB 2020
Executive Program – Suicide Prevention	ALL	1 MAR 2020
Executive Program – Sponsor Program	ALL	1 APR 2020
Security Inspection – Emergency Action Plan	ALL	1 MAY 2020
General Administration	ALL	1 JUN 2020
Sexual Assault Prevention & Response	ALL	1 JUL 2020
Information Assurance	ALL	1 AUG 2020
Facilities	ALL	1 SEP 2020