



THE JOINT STAFF
WASHINGTON, DC

Reply Zip Code:
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22 January 2014

MEMORANDUM FOR DIRECTORS OF THE JOINT STAFF DIRECTORATES

SUBJECT: Managers' Internal Control Program

1. Fiscal year (FY) 2013 sequestration actions, civilian furloughs, and a Department-wide shutdown at the beginning of FY 2014 required us to develop and implement additional fiscal and personnel management initiatives to ensure we continued to meet Joint Staff mission objectives. We can expect to see continued downward pressure on the Department of Defense (DoD) budget through 2019. As leaders we must ensure our people continually evaluate and improve processes to safeguard resources. The Managers' Internal Control Program (MICP) is a mandated program within the Joint Staff that can help in this regard.
2. The MICP was established by the Federal Managers' Financial Integrity Act of 1982 and enacted to ensure efficient management of government resources. It requires Federal Agencies to establish internal controls (ICs) to provide a reasonable assurance that obligations and costs are in compliance with applicable laws; funds, property, and other assets are safeguarded against waste, loss, misappropriation, and mismanagement; revenues and expenditures are properly recorded and accounted for; and programs are efficiently carried out according to applicable laws and management policies. An annual Statement of Assurance (SOA) is submitted by Federal Agencies to the President and Congress attesting to the effectiveness of their MICPs. The DoD SOA is based on input from its components, including the Joint Staff.
3. The culmination of the Joint Staff 2014 assessment cycle will be an SOA that I will submit to the Secretary of Defense by 3 September. As we commence this assessment, I request you fully support the program by ensuring all applicable operations, programs, and administrative processes are identified as assessable units (AUs). The AUs will be assessed for their effectiveness by AU Managers (AUMs), those you designate as being the most familiar with the functions of the AU. In the past, all AUs were assessed every year. This year directorates will have the opportunity to assess the risk of each AU and place it on a 1-, 2-, or 3-year review cycle.
4. The Joint Staff MICP Coordinator is Mr. Mark Timme, Office of the Comptroller, 757-203-5436. He and Mr. Gary Herman, 703-697-2071, are prepared to provide orientation briefings to deputy directors and division chiefs in the Pentagon and Hampton Roads. Once you have identified your directorate points of contact and AUMs, the MICP coordinators will train and conduct assistance visits to ensure thorough assessments are completed and quality directorate SOA inputs are submitted.


DAVID L. GOLDFEIN, Lt Gen, USAF
Director, Joint Staff