



## UNITED STATES TRANSPORTATION COMMAND

508 SCOTT DRIVE  
SCOTT AIR FORCE BASE, ILLINOIS 62225-5357

24 June 2014

**MEMORANDUM FOR USTRANSCOM J STAFF AND COMMAND SUPPORT  
GROUP CHIEFS  
COMMANDER, JECC**

**FROM: TCCC**

**SUBJECT: USTRANSCOM Managers' Internal Control Program (MICP) Policy**

- 1. The Federal Managers' Financial Integrity Act (FMFIA) requires USTRANSCOM to submit an annual Statement of Assurance (SOA) to the Secretary of Defense which provides an explicit level of assurance over the command's operational, financial reporting, and financial system internal controls. The USTRANSCOM SOA is certified after receipt of the Directors, Command Support Group, and the JECC SOAs demonstrating accountability for internal controls over the processes and resources under our jurisdiction, at all levels.**
- 2. I require each of you to ensure programs operate as intended, areas needing improvement are identified and reported, and timely corrective action is taken. The MICP promotes these goals through periodic evaluation of key controls and full disclosure of the shortcomings we detect.**
- 3. While assessments from outside agencies are an important part of our MICP, we use a risk-based, self-reporting framework, relying upon internal stakeholders' understanding, documentation, and assessment of their assigned functional areas. This allows those who are most familiar with their functional areas to proactively assess and report, through their chain of command, upon their organization's highest risks identified for each mission-essential function. This approach allows the command to address these risks before the mission is adversely impacted.**
- 4. The Program Analysis and Financial Management Directorate (TCJ8) will assist with the design, implementation, and testing of management internal controls, in addition to SOA reporting as required across USTRANSCOM. For assistance please contact Mr. James McGinley, TCJ8 Director, or have your staff contact the TCJ8 MICP POC, Ms Danielle Hurley, at 618-229-6668.**

A handwritten signature in black ink, appearing to read "P. Selva", is positioned above the typed name.

**PAUL J. SELVA**  
General, USAF  
Commander