

<p align="center">SUMMARY OF MAJOR CHANGES TO DOD 7000.14-R, VOLUME 6B, CHAPTER 3 “OVERVIEW AND OTHER ACCOMPANYING INFORMATION”</p> <p align="center">Substantive revisions are denoted by a ★ preceding the section, paragraph, table, or figure that includes the revision</p>		
PARA	EXPLANATION OF CHANGE/REVISION	PURPOSE
030204	<p>Revised Chapter 3 to refer to Chapter 11, paragraph 110202 of this volume for the specific required narrative statement on the Department’s reporting of National Defense property plant and equipment in the Required Supplementary Stewardship Information section.</p>	<p>The revision was made to ensure consistent narrative disclosures in the Overview section and the Required Supplementary Stewardship Information section.</p>

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CHAPTER 3

OVERVIEW AND OTHER ACCOMPANYING INFORMATION0301 INTRODUCTION

030101. The Overview of the reporting entity is the first part of the annual audited financial statement and is intended to reflect the standards prescribed in the Statement of Federal Financial Accounting Standards Number 15, "Management's Discussion and Analysis." The Overview is an important vehicle for communicating managers' insights about the reporting entity; increasing the understandability and usefulness of the audited financial statements; and providing understandable and accessible information about the entity and its operations, service levels, successes, and challenges. The Overview also should address significant events, conditions, risks, uncertainties, trends and contingencies that may affect future operations.

030102. For many readers (e.g., nonaccountants), the Overview serves as the only opportunity to make the technical presentations lucid and useful. For many high-level decision makers, it must convey substantive information and conclusions when time does not permit those individuals to make an in-depth analysis of the technical information. The Overview must give readers a clear and concise description of the reporting entity and its mission, an understanding of its activities, program and financial performance, systems, controls, legal compliance, financial position, and financial condition. In addition, it should tell the reader how well that mission is being accomplished and what, if anything, needs to be done to improve either program performance or financial performance. The Overview should be a collaborative effort of the financial management offices and the program offices.

030103. To accomplish this purpose, the Overview must be more than simply a summary of the information contained in the Principal Statements. The preparer of the Overview must consider and select performance measures and data relevant to the reporting entity's mission and activities; analyze the data and discern what they disclose about the entity's accomplishments or lack thereof; determine whether and why the results might vary from prior years, established standards or similar entities' results; display this information in creative ways; and write succinct, candid narratives. Moreover, in preparing the Overview, the preparer must consider not only program performance, but also financial performance and the relationship of program performance to the reporting entities financial condition and results. The preparer must develop and retain adequate documentation supporting the financial, statistical, and other information presented in this Overview section.

030104. The Overview should incorporate the strategic initiatives of the Department of Defense (DoD) as provided in the Secretary's "Annual Report to the President and the Congress." The presentation should relate to the general goals and objectives for the agency's major functions; the resources, systems, and processes that are critical to achieving these goals; how the general goals and objectives will be achieved; and a description of key external factors that could affect achievement of these general goals.

030105. At a minimum, the Overview should contain sections that address the entity's mission and organizational structure; performance goals, objectives, and results; financial statements; and systems, controls and legal compliance. Because the Overview must be concise if it is to be useful, management must select the most important matters to discuss. This means that some issues that are material to the financial statements, notes, and other sections of the audited financial statements may not be discussed in the Overview.

030106. The Overview should deal with the "vital few" matters, i.e., the most important matters that will probably affect the judgments and decisions of those who rely on the audited financial statements as a source of information. Matters to be discussed and analyzed are those that may: lead to significant actions or proposals by top management; be significant to the managing, budgeting, and oversight functions of the Congress and the Administration; or significantly affect the judgment of citizens about the efficiency and effectiveness of their federal government.

030107. The Overview should identify critical areas in need of financial and management improvement, and address corrective actions. Actions needed, taken, or planned may be discussed within the sections outlined in section 0302 of this chapter, or in a separate section of the Overview.

030108. The Overview should include a narrative discussion and analysis of the financial condition of the reporting entity. This discussion should present information based on the results of an analytical review of relevant financial and performance data of the programs, activities and funds that make up the reporting entity.

0302 ORGANIZATION AND PRESENTATION OF THE OVERVIEW

The following is a recommended way to organize and present the Overview.

030201. Message from the Component Head. Include a message from the Component head or designated individual that discusses, at a high level, the organization's mission, performance results, and financial condition. An additional message from the entity financial manager or comptroller is an option.

030202. Description of the Reporting Entity. This section should:

A. Name the reporting entity in a clear manner that leaves no doubt as to whether the reporting entity is an entire organization or an activity or group of activities within an organization. Identify the commercial functions and the revolving, trust, and other fund accounts covered by the financial statement.

B. State the mission and major goals of the reporting entity, including reference to the entity's legislative mandate, if appropriate.

C. Identify the type and provide information on the numbers of individuals and/or groups served by or benefiting from the entity's major program(s).

D. Provide indicators of the size of the major program(s), e.g., dollars expended, population served, and the numbers of military and civilian personnel employed in carrying out the major program(s).

E. Describe the manner in which the reporting entity is organized to provide the major program(s), including information related to the geographic locations of the organization (e.g., numbers of local, district, state, and regional offices).

030203. Performance Goals, Objectives, and Results. This section should:

A. Express the entity's program and financial results in terms of relevant measures that disclose the extent to which its programs are achieving their intended objectives. The entity's financial results should be summarized in a manner that would illustrate significant indicators of its financial operations for the reporting period and changes in financial condition during the period.

B. Strive to develop and report objective measures that, to the extent possible, provide information about the cost effectiveness of programs. Measuring costs is an integral part of measuring the efficiency and effectiveness of programs. Efficiency is measured by relating outputs (the quantity of services provided) to inputs (the cost incurred to provide the services). Effectiveness is measured by the outcome or the degree to which a predetermined objective is met, and it is commonly combined with the cost information to show "cost effectiveness."

C. Report measures of program and financial performance that are consistent with information on major goals and objectives from the entity's strategic plan and to the programs featured in the Statement of Net Cost. To be useful, performance measures should: be clearly set forth, be objective and quantifiable, be meaningful and relevant, relate to measures developed in the entity's strategic planning processes, and present the outputs and outcomes of the program, not just the inputs or processes of the program.

D. Include both positive and negative results (if warranted), reflect historical and future trends (if possible), illustrate with charts and graphs (whenever possible) for easy identification of trends, explain the significance of the trends, provide comparison of actual results to goals or benchmarks, show variations from goals and plans and provide other explanatory information that would help readers understand the significance of the measures, results, and any variations from the goals or plans.

E. Include an explanation of what needs to be done and what is planned to be done to improve financial program performance, to further enhance the usefulness of the information.

F. Relate the performance measures presented in the Overview to the programs' purpose and goals, be consistent with measures previously included in budget documents and published in the Secretary's "Annual Report to the President and the Congress," Appendix I, and the programs presented in the Statement of Net Cost. The measures in the

Overview should be limited to the entity's most significant program and financial measures. Additional measures should be presented as "Other Accompanying Information." Management has broad discretion in the manner in which performance information is displayed. Among the options available to management is a statement format similar to the Statement of Program Performance Measures illustrated in "Statements of Federal Financial Accounting Concepts No. 2." Management's display of performance information should include sufficient explanatory information that should help the readers understand the significance of the measures, the results, and any deviations from goals or plans.

030204. Financial Condition. This section should:

A. Include the following language, verbatim, for all DoD reporting entities.

The financial statements have been prepared to report the financial position and results of operations for the entity, pursuant to the requirements of the Title 31, United States Code, Section 3515(b).

While the statements have been prepared from the books and records of the entity, in accordance with the formats prescribed by the Office of Management and Budget, the statements are in addition to the financial reports used to monitor and control budgetary resources which are prepared from the same books and records.

To the extent possible, the financial statements have been prepared in accordance with federal accounting standards. At times, the Department is unable to implement all elements of the standards due to financial management systems limitations. The Department continues to implement system improvements to address these limitations. There are other instances when the Department's application of the accounting standards is different from the auditor's application of the standards. In those situations, the Department has reviewed the intent of the standard and applied it in a manner that management believes fulfills that intent.

The statements should be read with the realization that they are for a component of the United States Government, a sovereign entity. One implication of this is that the liabilities cannot be liquidated without legislation that provides resources to do so.

★ B. Include the provision, verbatim, as described in Chapter 11, paragraph 110202 of this volume if the DoD reporting entity has National Defense property, plant and equipment (PP&E) Stewardship information to report.

C. Describe significant variations from prior year financial statements or other relevant DoD planning documents, to the extent it is relevant and important to the reporting entity.

030205. Systems, Controls, and Legal Compliance. The systems and controls discussed in this section are those that support reporting on financial and operating performance

as well as compliance with applicable laws. This section should tell the reader whether internal controls (accounting and administrative) are adequate to ensure that:

A. Transactions are executed in accordance with budgetary and financial laws and other requirements, consistent with the purposes authorized, and are recorded in accordance with federal accounting standards.

B. Assets are properly acquired and used, safeguarded to deter theft, accidental loss or unauthorized disposition, and fraud.

C. Performance measurement information is adequately supported.

0303 OTHER ACCOMPANYING INFORMATION

This section of the audited financial statements follows the Required Supplemental Information Section of the statements. This section should contain, when appropriate, supplemental financial and management information that supports information presented in the Overview or which otherwise would enhance an understanding of the financial condition and operations of the reporting entity. At a minimum, this information should include a detailed list of appropriations, funds, and accounts included in the financial statements. Additional performance information not provided in the Overview, as well as Foreign Military Sales activity, could also be reported as “Other Accompanying Information.”