

**COMMANDER NAVY INSTALLATIONS COMMAND (CNIC)
MANAGEMENT and ASSISTANCE TEAM (N9G)**



**Local
Internal Control Questionnaire (ICQ)
FY17**

OUTDOOR RECREATION

5720 INTEGRITY DRIVE
MILLINGTON TN 38055-6520

REVISED OCTOBER 2016

REVIEW COVER SHEET

HOST COMMAND: _____

DATES OF REVIEW: _____

REVIEW CONDUCTED BY: _____

Business Office POC

Name _____

Email: _____

Phone: _____

Region Internal Review Officer

Name _____

Email: _____

Phone: _____

Briefly describe the Outdoor Recreation program at the activity:

Programs:

Events:

Services Offered (include those provided by contract and/or concessionaire):

1.	<p>Is a rental agreement used to control/account for rental equipment custody?</p> <p>Reference: CNICINST 1710.3, para 1702a.(8) CNICINST 5890.1, 508 (b)</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
2.	<p>Does the rental agreement include a hold harmless statement which addresses renter misuse of equipment resulting in a claim against the government?</p> <p>Reference: CNICINST 5890.1, para 508.c.2 Community Recreation Standards 5.1.33</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
3.	<p>Does the rental agreement include a plain language statement of responsibility and accountability to return all rental gear/equipment in the same clean condition, save normal wear and tear, and is signed and dated by the authorized user and kept on file?</p> <p>Reference: CNICINST 1710.3, para 1702.a.8 Community Recreation Standards 5.1.33 CNICINST 5890.1, para508.c.3 (</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

4.	<p>Are rental fees and charges approved by the Commanding Officer and at least 25% below commercial charges for similar outdoor recreation outings/rentals in the area? A community cost comparison of similar services/rentals is conducted annually to ensure value and price point.</p> <p>Reference:</p> <p>CNICINST 1710.3, para 1704d. Community Recreation Standards section 5.1.1</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
5.	<p>Are Leader-to-Participant ratios adhered to for each specific activity/outing?</p> <p>Reference:</p> <p>CNICINST 1710.3, para 1702b.(5)</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
6.	<p>Is an approved Risk Management Plan, Safety plan and Emergency SOP in place?</p> <p>Reference:</p> <p>CNICINST 1710.3, para 1709c.(10) Community Recreation Standards section 5.1.37</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

7.	<p>Are all staff/volunteers conducting skills and instruction and guiding outings operating within current training and certification requirements for each specific activity?</p> <p>Reference: CNICINST 1710.3, para 1707, 1708, 1709, and 1712 Community Recreation Standards, section 1.3.21 Community Recreation Desk Guide, Program Certifications section CNICINST 5890.1, para 704</p> <p><u>Comments:</u></p>	YES <input type="checkbox"/> NR <input type="checkbox"/>	NO <input type="checkbox"/> N/A <input type="checkbox"/>
8.	<p>Does the Outdoor Recreation Program adhere to guidelines for high risk activities?</p> <p>Reference: CNICINST 5890.1 para 704</p> <p><u>Comments:</u></p>	YES <input type="checkbox"/> NR <input type="checkbox"/>	NO <input type="checkbox"/> N/A <input type="checkbox"/>
9.	<p>Are installations' Recreation and Off-duty Safety (RODS) program managers consulted and does MWR ensure compliance when purchasing RODS equipment for Outdoor Recreation?</p> <p>Reference: OPNAVINST 5100.25C, para 6.b.2</p> <p><u>Comments:</u></p>	YES <input type="checkbox"/> NR <input type="checkbox"/>	NO <input type="checkbox"/> N/A <input type="checkbox"/>

10.	<p>Are incidents of personal injury or property damage, which may result in liability claims reported and documented?</p> <p>Reference:</p> <p>CNICINST 5890.1, para 301</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
11.	<p>Do contracted instructors adhere to the insurance requirements and guidelines for leading and instructing Outdoor Recreation programs?</p> <p>Reference:</p> <p>CNICINST 1710.3, para 1705a. CNICINST 5890.1, chapter 8</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
12.	<p>Where applicable, are required prerequisites for rental gear/equipment checked and verified? (i.e. kayaks, SCUBA)</p> <p>Reference:</p> <p>Community Recreation Standards section 5.1.37 CNICINST 5890.1, para 508</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

13.	<p>Does all Outdoor Recreation UFM funding execution adhere to APF execution regulations?</p> <p>Reference: Implementation of Uniform Funding Management (UFM) of Morale, Welfare and Recreation,” of 12 October 04</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
<p>Notes:</p>			

ADDITIONAL REQUIREMENTS

COMPLETE THE FOLLOWING ICQs, as applicable

<input type="checkbox"/> <i>HUMAN RESOURCES ICQ*</i>	<input type="checkbox"/>	<input type="checkbox"/> <i>N/A</i>	<input type="checkbox"/> <i>NR</i>
<input type="checkbox"/> <i>FINANCE ICQ</i>			
<i>Financials*</i>	<input type="checkbox"/>	<input type="checkbox"/> <i>N/A</i>	<input type="checkbox"/> <i>NR</i>
<i>Cash and Cash Handling</i>	<input type="checkbox"/>	<input type="checkbox"/> <i>N/A</i>	<input type="checkbox"/> <i>NR</i>
<i>Sales</i>	<input type="checkbox"/>	<input type="checkbox"/> <i>N/A</i>	<input type="checkbox"/> <i>NR</i>
<i>Account Receivable</i>	<input type="checkbox"/>	<input type="checkbox"/> <i>N/A</i>	<input type="checkbox"/> <i>NR</i>
<i>Accounts Payable*</i>	<input type="checkbox"/>	<input type="checkbox"/> <i>N/A</i>	<input type="checkbox"/> <i>NR</i>
<i>Inventories and Fixed Assets</i>	<input type="checkbox"/>	<input type="checkbox"/> <i>N/A</i>	<input type="checkbox"/> <i>NR</i>
<input type="checkbox"/> <i>PROCUREMENT ICQ</i>			
<i>Purchasing</i>	<input type="checkbox"/>	<input type="checkbox"/> <i>N/A</i>	<input type="checkbox"/> <i>NR</i>
<i>NAF Purchase Card*</i>	<input type="checkbox"/>	<input type="checkbox"/> <i>N/A</i>	<input type="checkbox"/> <i>NR</i>
<i>Receiving</i>	<input type="checkbox"/>	<input type="checkbox"/> <i>N/A</i>	<input type="checkbox"/> <i>NR</i>

NOTES:

****Records may be kept at by Regional Business Office***