

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



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

LIBERTY

**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 Liberty program at this activity:

Program:

Events:

Services Offered (if applicable) - Include those provided by contract and/or concessionaire:

1.	<p>Are Liberty-exclusive programs open to junior, single or unaccompanied military personnel on active duty? Note: Eligible service members may sponsor up to one guest, age 18 or older.</p> <p>Reference: CNICINST 1710.3, para 1003</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>Is Liberty funded a minimum of 85% of total operating expenditures out of appropriated funds? Note: A minimum of 85% of total operating expenditures must be APF eligible expenditures.</p> <p>Reference: CNICINST 1710.3, para 1004 DoDINST 1015.10, Encl 6, 1.b.1.a</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 all Liberty UFM funding execution adhere to APF execution regulations?</p> <p>Reference: CNICINST 1710.3, para 218 ASN (FM&C) Memo, "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>

4.	<p>Are guests charged full participation price for any programs, events or services available at no charge or at a discount to eligible service members?</p> <p>Reference: CNICINST 1710.3, para 1004.c</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 Liberty facility delivery hours offered in accordance with Liberty Program Standards at the appropriate operational COL level?</p> <p>Reference: Current FY CNIC Operations Plan Liberty Program Standards, section 3.3</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>
6.	<p>Does Liberty adhere to guidelines for high risk activities?</p> <p>Reference: CNICINST 5890.1, para 704</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>Do Liberty programs and services avoid duplication of those of other MWR activities? Note: Liberty should be partnering with other MWR activities to offer those programs and services for eligible service members.</p> <p>Reference: Liberty Program Standards, section 3.1.5</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>

8.	<p>Are alcohol and tobacco products prohibited from consumption and sale in Liberty Center spaces?</p> <p>Reference: CNICINST 1710.3, para 107 and 1005.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>
9.	<p>Do all retail and/or concession operations run out of the Liberty Center adhere to all of the rules for Category C retail and concession operations?</p> <p>Reference: CNICINST 1710.3, para 1008.a.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>
10.	<p>Do movie exhibition and viewing operations in the Liberty Center adhere to Navy Motion Picture Service regulations?</p> <p>Reference: CNICINST 1710.3, para 1404</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>Does the Liberty Center use an accountable system for equipment checkout that does not require customers to surrender their official military ID?</p> <p>Reference: DoDINST 1000.13</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>Are all regulations and requirements met when using volunteers in Liberty programs?</p> <p>Reference: Liberty Program Standards, section 5.1.19 CNICINST 1710.3, para 118 OPNAVINST 5380.1C</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*