

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



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

MARINA

**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 Marina program at this activity's:

Programs:

Events:

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

1.	<p>Are all Marina operations meeting the 20% profit standard as a percentage of total revenue?</p> <p>Reference: CNICINST 1710.3, 2502 (a)(5) (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>
2.	<p>Are all Marina operations meeting the 25% cash flow (activity net income before depreciation) standard of total revenue?</p> <p>Reference: CNICINST 1710.3, 2502 (a)(5) (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 the Marina operation achieve a minimum break-even point for food departments?</p> <p>Reference: CNICINST 1710.3, 2502 (b) (2)</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 Marina fees and charges established at no less than 75% of prices at comparable off-base facilities?</p> <p>Reference: CNICINST 1710.3, 2502 (a) (5) (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>

5.	<p>Is the Marina certified by the State in the Clean Marina Initiative Program?</p> <p>Reference: CNICINST 1710.3, para 1503</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>Are all contracts or agreements documented and on file for Marina patrons mooring, storing, boating, participating in voluntary sailing instruction, or renting equipment from MWR Marina? Space designations are clearly marked and match current usage and reservations.</p> <p>Reference: CNICINST 1710.3, para 1508 (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>
7.	<p>Are all contracts collected at the time of the agreement for same day services such as rentals? Are storing and mooring contracts collected every 30 calendar days? When accounts are not settled within a specified time frame, is a designated late fee charged?</p> <p>Reference: CNICINST 1710.3, para 213 (b) CNIC N922 Rental Space and Storage Agreement</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 incidents of personal injury or property damage, which may result in an admiralty claim reported and documented?</p> <p>Reference: CNICINST 1710.3, para 1508 (c)(2)</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>Are on-site safety assessments completed at least every four (4) years?</p> <p>Reference: CNICINST 5890.1, para 604 (b)</p>	<p>YES <input type="checkbox"/></p> <p>NR</p>	<p>NO <input type="checkbox"/></p> <p>N/A</p>

	<u>Comments:</u>	<input type="checkbox"/>	<input type="checkbox"/>
10.	<p>Do all patrons who are mooring or storing vessels and trailers provide and maintain third party commercial liability insurance for the entire term of their Boat Mooring and Storage Agreement/Contract?</p> <p>Reference: CNICINST 1710.3, para 1508 (b) CNIC N922 Rental Space and Storage Agreement</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 MWR Marina manager have documentation that sailing instructors who administer sailing training have a valid instructor certification from a nationally recognized organization such as the USNSA, ASA, U.S. Coast Guard and/or U.S. Coast Guard Auxiliary?</p> <p>Reference: CNICINST 1710.3, para 1509</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>Disposal of excess, unserviceable and/or abandoned boats and property is completed with proper documentation on file.</p> <p>Reference: CNICINST 1710.3, 306</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>Do patrons renting MWR boats receive applicable qualification and safety training? Documentation of training/qualification is kept on file.</p> <p>Reference: CNICINST 1710.3 1513 (d) (4)</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>

	<u>Comments:</u>		
Notes:			

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*