

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



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

**NAVY CAT "C" MOVIES**

**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 Navy CAT “C” Movie program at this activity’s:

Programs:

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Events:

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

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1.	<p>Shipping and tracking of movie prints include \$100 insurance per print, maintenance of a shipping log that includes: movie title, print number, date received, date returned, and tracking information.</p> <p>Reference: CNICINST 1710.3, para 1430. Navy Cat C Movie Standards, section 5.1.5, 5.1.4</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>Movie Program Complies with standards movie pricing.</p> <p>Reference: Navy CAT C Movie Standards, section 3.1.4</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>All preshow materials are in DCP format utilizing the movie automation system.</p> <p>Reference: Navy CAT C Movie Standards, section 3.1.10 &amp; 3.1.13</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>
4.	<p>Concession offerings (cold drinks, candy, popcorn) are consistent with program standards.</p> <p>Reference: Navy CAT C Movie Standards, section 3.2</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>

5.	<p>COG is below 25% CONUS, 30% OCONUS?</p> <p>Reference: Navy CAT C Movie Standards, section 3.2.14</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>Movie Program has a minimum of 15% net profit (includes depreciation) for prior year.</p> <p>Reference: Navy CAT C Movie Standards, section 3.3.1</p> <p>Reference:</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 held by Regional Business Office***