

COMMANDER NAVY INSTALLATIONS COMMAND (CNIC)  
MANAGEMENT AND ASSISTANCE TEAM (N9G)



Local  
Internal Control Questionnaire (ICQ)  
FY17

AUTO SKILLS

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 Auto Skills operation:

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

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1.	<p>Has the REGCOM/Installation CO approved the services offered and subsequent fees and charges assessed to program participants for service charges, registration fees, equipment fees and user fees?</p> <p>Reference: CNICINST 1710.3, para 1801.d.2 and 1804b.</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 Auto Skills fees and charges established at no less than 75% of prices at comparable off-base facilities?</p> <p>Reference: CNICINST 1710.3, para 250.a (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>
3.	<p>Is Cost of Goods Sold (COGS) for Auto Skills resale merchandise maintained at 75% or less and do authorized consumable resale functions comply with instructions (i.e. MWR is prohibited from selling tires, batteries or automotive sound systems)?</p> <p>Reference: CNICINST 1710.3, para 2502a.(5) OPNAVINST 1700.7E, para 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>
4.	<p>Are installations' Recreation and Off-duty Safety (RODS) program managers consulted and does MWR ensure compliance when purchasing RODS equipment such as automotive lifts?</p> <p>Reference: OPNAVINST 5100.25C para 6.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>

5.	<p>Are all user agreements and hold harmless agreements documented for Auto Skills patrons repairing vehicles, storing vehicles or using repair bays, or renting automotive repair equipment from MWR?</p> <p>Reference: CNIC N922 Boat Mooring and Storage Agreement (Navy MWR Headquarters G2 website – accessible via N94 Operation of Morale, Welfare and Recreation.</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 agreements collected at the time of usage for same day services? Are storage 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</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 incidents of personal injury or property damage, which may result in liability claims reported and documented?</p> <p>Reference: CNICINST 5890.1, para 301b(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>
8.	<p>Are on-site safety assessments completed at least semi-annually?</p> <p>Reference: CNICINST 1710.3, para 1807</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 patrons who are 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: CNIC N922 Boat Mooring and Storage Agreement (Navy MWR Headquarters G2 website – accessible via N94 Operation of Morale, Welfare and Recreation.</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>Does MWR Recreation Director or Manager have documentation that automotive skills staff members have periodic training inclusive of first aid or CPR, hazardous material (HAZMAT), customer service, SOPs, goals and objectives, cash handling, health and safety procedures, fire prevention, emergency procedures and automotive skills?</p> <p>Reference: CNICINST 1710.3, para 1803</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>Are all patrons and staff provided with Personal Protective Equipment (PPE) as specified by Occupational Safety and Health (OSH) guidelines?</p> <p>Reference: CNICINST 1710.3, para 1807a.</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>Is proper documentation on file if patrons are not present within the automotive skills facility when services are being performed?</p> <p>Reference:</p>	<p>YES <input type="checkbox"/></p> <p>NR</p>	<p>NO <input type="checkbox"/></p> <p>N/A</p>

	CNICINST 1710.3, para 1801d(1)  <u>Comments:</u>	<input type="checkbox"/>	<input type="checkbox"/>
13.	<p>Are patrons provided qualification training by qualified MWR staff members, trained in their area of expertise, on how to safely operate power tools and equipment, hydraulic lifts, welding equipment, and spray painting equipment. Documentation is on file.</p> <p>Reference: CNICINST 1710.3, para 1807a.</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>
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***