Internal Control System Test and Operational Risk Management Assessment

1. **Work Process/Assessable Unit:**

2. **Way(s) tested**? [ ] Performed a physical inspection or walk through of the process.
   [ ] Reviewed documents.
   [ ] Interviewed cognizant managers.
   [ ] Evaluated data.

3. **Test results**

	YES	NO
a. Does the flowchart reflect the process?	[ ]	[ ]
b. Is the process producing intended results?	[ ]	[ ]
c. Are protections against fraud, waste, abuse, and mismanagement practices adequate?	[ ]	[ ]
d. Are laws and regulations followed?	[ ]	[ ]
e. Is the process effective, efficient, and economical?	[ ]	[ ]
f. Has an Operational Risk Management (ORM) Assessment been performed? (**Refer to OPNAVINST 3500.39A, encl. (1)**)	[ ]	[ ]

   (1) If **YES**, attach a **completed CNET Form 5200/26.**
   If **NO**, explain why in **paragraph 4** below.

   (2) For the ORM Assessment, what is the overall Risk Assessment Code (RAC) (check one):

1 - Critical	[ ]
2 - Serious	[ ]
3 - Moderate	[ ]
4 - Minor	[ ]
5 - Negligible	[ ]

   g. Are the internal controls acceptable for reducing risks? **YES** [ ] **NO** [ ]

4. **For any "NO" response above, indicate if any action is planned and expected completion date.**

5. **Does this process warrant reporting to higher authority as a material weakness?** **YES** [ ] **NO** [ ]

6. **Attested to by:** _____ **Date:** _____

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EMAIL TO: