

OIT #0984-86

Date: 17 November 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]

Acting Director of Information Technology

SUBJECT: Federal Managers' Financial Integrity Act

REFERENCE:

[Redacted]

Internal Accounting and Administrative Control Systems

1. As required by the reference, I have made an assessment of the operation of the internal accounting and administrative controls for all activities for which I am responsible.

2. In making that assessment, I have given full consideration, as required by paragraph e(1)(a) of the reference, to the substance of findings of internal management reviews, staff reporting, audit or inspection reports received during the year, and of reported preliminary findings of significance from reviews, audits, or inspections of process. Particular attention has been given to any findings relating to:

a. alleged waste, loss, unauthorized use, or misappropriation resources; and,

b. activities or proposed activities perceived to raise possible question of compliance with law, Executive Order, or regulation or that may otherwise appear improper.

3. None of the findings resulted in identification of a control weakness of sufficient materiality to warrant reporting as a material weakness in internal accounting and administrative controls.

4. Based upon the foregoing, I make the following certification:

"To the best of my knowledge, the activities taken place during FY 1986 within my Office have been appropriately approved and carried out in accordance with law and Agency regulations. Obligations are valid and are supported in accordance with Agency regulations. Expenditures have been properly approved. Due care has been exercised to protect resources from misuse and misappropriation. Activities have been managed in an efficient and effective manner. Internal accounting and administrative controls are operational and effective."

Acknowledged:

[Redacted]

~~CONFIDENTIAL~~

OIT/TRIS

DDA 86-1885 LOGGED
7 November 1986

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Information Services
Director of Information Technology
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training and Education

25X1 FROM:

[Redacted]

Executive Assistant to the DDA

SUBJECT: Federal Managers' Financial Integrity Act

25X1 REFERENCE:

[Redacted]

25X1 1. The DDA is required to submit a report to the Executive Director by 20 November 1986 assuring that the controls specified in [Redacted] are managed efficiently and effectively. Therefore, please sign the attached form acknowledging your Office's internal accounting and administrative controls for FY 1986 and return to me by 15 November 1986.

2. If there are any exceptions, they should be incorporated in the statement together with an explanation of proposed corrective action.

25X1 Attachment

[Redacted]

ADMINISTRATIVE - INTERNAL USE ONLY

OIT STAFF SUMMARY

SUBJECT: Federal Managers' Financial Integrity Act					
PURPOSE OF ACTION: Signature of Office Director ensuring compliance to the Federal Managers' Financial Integrity Act of 1982					
ACTION OFFICER: [Redacted]					
REFERENCES: (1) [Redacted] (2) OIT 0870-86 Subj: Certification of FY 86 Obligations (10 OCT 86)					
RESOURCE PACKAGE & COSTS: 					
THIS PAPER IS FOR YOUR:					
COMPONENT/ OFFICER	INFORMATION/ COMMENT	CONCURRENCE	APPROVAL/ SIGNATURE	INITIALS	DATE
AD/OIT			X	<i>[Signature]</i>	11/17/86
[Redacted]					
DESCRIPTION: Management Division recommends that this memorandum be signed. I called [Redacted] to inquire if it could wait until D/OIT's return, but it must be signed and in the DDA's office by 8:30 Monday morning. To the best of our knowledge, OIT is in compliance with all statements set forth in the memorandum and there are no outstanding inspections or reviews that would cause exception to these statements. This memorandum is distributed yearly by the DDA to all Office Directors for certifying compliance with the Federal Managers' Financial Integrity Act. Memoranda are also signed by the DCI, DDCI, EXDIR, DDs, and heads of all independent offices. This memorandum is similar to the yearly memorandum signed by D/OIT that certifies fiscal year obligations; however, it goes beyond financial activities and resources to apply to the acquisition and use of personal services, property, and contractual services required for the execution of program activities throughout the year. <i>14 Nov 86</i> <div style="text-align:right;">DATE</div>					

STAT
STAT

STAT

STAT

STAT