

CHAPTER 6

OFFICE OF ASSESSMENT AND COMPLIANCE (Q)

6000 CHIEF

MISSION: Acts as principal advisor to the Commander to provide an independent appraisal of operations and the effectiveness of internal controls. Oversees and manages the Internal Review, Audit Liaison, Investigation, Situation Reporting, and Compliance Programs.

RESPONSIBILITIES:

1. Conducts periodic internal reviews to determine whether standards of internal control are met.
2. Responds to requests for review from the DRMS Commander and DLA elements.
3. Conducts reviews of potential problem areas to identify weaknesses and recommends solutions.
4. Prepares and conducts audit programs, summarizes findings, prepares reports, and discusses results with management.
5. Reviews corrective action taken on findings included in internal review inspection or audit reports.
6. Serves as the DRMS Command point of contact for all outside inspections and audits, including General Accounting Office (GAO), Inspector General (IG), and Congressional Audits.
7. Reviews GAO, IG and Congressional Audits to determine applicability within DRMS and disseminates information with recommendations as appropriate.
8. Establishes policies and procedures for the Internal Management Control (IMC) Program.
9. Acts as program manager for ensuring all managers assess their programs, policies, and procedures in accordance with the IMC Program. Maintains for the Command all risk assessments and assessable units for each management segment.
10. Facilitates DRMS management in preparing the Commander's Annual Statement of Assurance.
11. Oversees and maintains the DRMS Compliance Assistance Program for all DRMS activities worldwide. Conducts Compliance Assistance Visits (CAVs) and Special Focus Visits (SFVs), and oversees the DRMS Self-Assessment and Self-Validation Programs. Conducts reviews of potential problem areas and analyzes trends in compliance programs to identify areas of vulnerability. Initiates or recommends corrective action and monitors corrective action implementation and effectiveness .

12. Compiles and distributes Situation Reports (SITREPs).
13. Coordinates Environmental Quality Assurance Inspections and Reports accomplished by State and Federal Agencies at all DRMS activities. Teams with applicable DRMS offices to resolve deficiencies.
14. Reviews Financial Liability Investigation of Property Loss (FLIPL) incident reports to identify systemic and/or non-compliance issues and to determine if further investigative actions are necessary. Conducts investigations or coordinates with other law enforcement agencies as required.
15. Serves as a point of contact for DRMS for reporting security and criminal incidents. Reports security and criminal incidents, except those under the purview of General Counsel, to DLA via the Command Security Automated Control System (COSACS).
16. Conducts investigations of criminal offenses and violations of DoD/DLA/DRMS/DLIS rules and regulations involving activity assets or personnel. Coordinates and refers criminal investigations to other law-enforcement agencies as necessary. Monitors investigative progress of cases referred and upon completion, provides Commander with an investigative summary or a report of investigation.
17. Conducts investigations into allegations of improper activity or matters identified by DoD Hotline complaints or other sources.
18. Compiles and maintains data from local and worldwide reports of investigation and crime prevention surveys for presentation as criminal trend analysis and property loss statistics. Recommends means to correct deficiencies and to prevent future losses.
19. Serves as DRMS point of contact for law-enforcement community at international, national, state and local levels. Provides training, insight, and assistance to investigative agencies dealing with problems and situations inherent to DRMS and DLIS.
20. Testifies in judicial and administrative proceedings.