

SI-2: Finance & Accounting Directorate. Financial Management Programs. Organization's have effective key management controls in place that clearly demonstrate official guidance is being followed, and proper fiscal integrity and stewardship is being maintained.						As of: February 2012		
Criteria	Criteria Guidelines	References	Required Documents	Applicability				Mandatory Comments
				CoE	School/College	TR NCOA	RC	

<p>Criterion 1: Management of Government Travel Card Program. The organization Agency Program Coordinator has instituted and documented key controls to ensure that official guidance is being followed and fiscal integrity and stewardship is being maintained.</p>	<p>Review organization's program/procedures using checklist at Annex A.</p> <p>Provide explanations and additional detail as necessary to highlight program strengths and/or weaknesses.</p>	<p>a. DODFMR, Vol. 9, Ch 3. b. DFAS-IN Reg 37-1, Ch 10. c. TRADOC Reg 37-3.</p>	<p>Organization's documented policies, procedures, and command guidance.</p>	X	X	X		<p>G-8 assessment will be based on checklist results.</p>
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<p>Criterion 2: Management of Government Purchase Card Program. The organization Billing Official has instituted and documented key controls to ensure that official guidance is being followed and fiscal integrity and stewardship is being maintained pertaining to cardholder transactions, statements, and prompt payment.</p>	<p>Review organization's program/procedures using checklist at Annex B.</p> <p>Provide explanations and additional detail as necessary to highlight program strengths and/or weaknesses.</p>	<p>a. DFAS-IN Reg 37-1, Ch 9.</p>	<p>Organization's documented policies, procedures, and command guidance.</p> <p>Cardholder and Billing Official Statements.</p>	X	X	X		<p>G-8 assessment will be based on checklist results.</p>
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<p>Criterion 3: Management of Defense Travel System (DTS). The organization Defense Travel Administrator has instituted and documented key controls to ensure that official guidance is being followed and fiscal integrity and stewardship is being maintained.</p>	<p>Review organization's program/procedures using checklist at Annex C.</p> <p>Provide explanations and additional detail as necessary to highlight program strengths and/or weaknesses.</p>	<p>a. DODFMR, Vol. 9, Ch 2. b. DTS Document Processing Manual. c. HQDA Business Rules for DTS. d. TRADOC Reg 37-2. e. TRADOC DCG Memorandum, DTS Policy Emphasis for Certifying Officers, Accountable Officials, and Non-DTS Entry Agents (8 Nov 11).</p>	<p>Organization's documented policies, procedures, and command guidance.</p> <p>DTS routing lists and appointments.</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>G-8 assessment will be based on checklist results.</p>
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