United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240

In Reply Refer To:
FWS/AMBS/DBHC/004416

Memorandum

To: Director, Office of Financial Management

Through: Assistant to the Assistant Secretary for Fish and Wildlife and Parks AUG 30 2001

From: FOR Acting Deputy Director AUG 29 2001

Subject: Management Control Assessment of Bird Habitat Conservation

A review of controls was conducted for the Bird Habitat Conservation (North American Wetlands Conservation Act) component during January-July 2001 in the Washington Office. The current Fiscal Year budget is $72 million and 19 FTEs. The review included an automated questionnaire covering the NAWCA grants process which is performed only in the Washington Office.

The automated assessment questionnaire was administered to ten staff within the Washington Office and ten were completed. The attached overall results exceed the Department minimum standards in each of the integrity measures: (1) Organizational Control and Environment; (2) Risk Management; (3) Program Effectiveness; (4) Regulatory Compliance; (5) Management Information; (6) Resource Stewardship; and (7) Audit Resolution.

The review focused on controls over the following risks:
(1) Program performance reviews not systematically conducted;
(2) Project monitoring site visits not systematically conducted;
(3) Division of labor between the Division of Contracting and General Services and the Division of Bird Habitat Conservation is unclear, inefficient, and often duplicative; and
(4) Intra-agency inconsistency in interpretation and application of laws and regulations.

Tests conducted during the evaluation were sufficient to provide reasonable assurance of detecting any significant control weaknesses. Testing methods used for this assessment were: questionnaire, interviews, observation, and document analysis. The attached Control Review Report describes the weaknesses found and the planned corrective actions to be undertaken and completed by December 2002.

Attachments
- Control Review Report
- Spider Diagram
- DOI Integrity Measure Summary

CONTROL REVIEW REPORT

Bureau: U.S. Fish and Wildlife Service **Component:** Bird Habitat Conservation (NAWCA)

Responsible Official: Assistant Director-Migratory Birds & State Programs **Date:** August 7, 2001

NO.	IDENTIFIED CONTROL WEAKNESSES of the Division of Bird Habitat Conservation (North American Wetlands Conservation Act)	TYPE		NO.	PLANNED CORRECTIVE ACTION (PCA) (Assigned to/Certifying Offical)	PLANNED COMPLE-TION DATE
		S	C			
1	The status of program effectiveness is not known because program evaluations are not systematically conducted.	✔		1	A programmatic evaluation will be conducted; A procedure & plan for future evaluations will be developed and implemented (DBHC Program Analyst/ DBHC Division Chief).	2/02
2	The status of habitat acquired, enhanced or restored is not known because on-site monitoring and evaluation of projects are not systematically conducted.	✔		2	A systematic project monitoring and evaluation site-visit procedure and plan will be developed and implemented (DBHC Program Analyst/DBHC Division Chief).	6/02
3	Lack of Service policy or guidelines promotes inefficient division of labor between DCGS and DBHC which results in gaps in grants administration responsibilities.	✔		3	Procedures clarifying the division of labor between DCGS and DBHC will be developed for proposal to DCGS (DBHC Deputy Chief/Division Chief).	8/02
4	Intra-agency inconsistency in interpretation & application of laws and regulations may result in poor customer service and intra-agency conflicts.	✔		4	A NAWCA domestic grants administration policy will be developed and following rule-making procedures, will be published in the Federal Register (DBHC Deputy Chief/Division Chief).	12/02

1. **Indicate the type of weakness by checking the appropriate column.**
   S = A weakness in system design, i.e., necessary controls are lacking.
   C = A weakness in complying with established controls.
2. **Indicate whether a control weakness is a material weakness by inserting (MW) after the weakness.**
3. **Indicate position of person "Assigned to" complete each planned corrective action (PCA).**
4. **Indicate "Certifying Official" for each PCA; must be at least one level higher than person completing the action.**

BIRD HABITAT CONSERVATION

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	DOI Integrity Measure	BHC INTEGRITY MEASURE
Organizational Control and Environment	2.5	2.9
Risk Management	2.5	3.3
Program Effectiveness	2.5	3.2
Regulatory Compliance	2.5	3.2
Management Information	2.5	2.9
Resource Stewardship	2.5	3.1
Audit Resolution	2.5	3.4