

S E C T I O N 3
Addendum C - REPORTING REQUIREMENTS

1. FISMA

- a. What: Annual reporting defined in OMB memorandum (2005: M-05-15)
- b. Who: OMB M-05-15
 - section A – no reporting
 - section B – Agency CIO (delegated to CSD, OCIO)
 - section C – IG
 - section D – Privacy Officer
- c. When: Annually at the end of the fiscal year (2005: October 7, 2005)
- d. How: Using the OMB Guidance and Excel template, completed and transmitted (hard copy and electronic). Tools used to gather inputs for section B include DEAR, Command Center C&A module, DOI CIRC, Department policy, online training reports, and data calls using various office automation tools include Word and Excel.

2. OMB A-130 Appendix III

- a. What: No extra reporting requirements.
- b. Who: N/A
- c. When: N/A
- d. How: N/A

5. ITMRA/CCA

- a. What: No extra agency reports required.
- b. Who: N/A
- c. When: N/A
- d. How: N/A

6. OMB A-11

- a. What:
 - 1) Report on resources for financial management activities (Exhibit 52).
 - 2) Submit a Report on Information Technology to OMB (Exhibit 53).
 - 3) Submit an Exhibit 300 for each major IT system. Any information technology system reported as a major system in Exhibit 53 (Parts 1, 2, 3, and 4) must also be reported on Exhibit 300.
- b. Who:
 - 1)
 - 2)
 - 3)
- c. When: 1)

- 2)
- 3) 2005: August 30, 2005 [?]

- d. How: 1)
2)
3)

7. FMFIA

- a. What: Statement that the agency's systems of internal accounting and administrative control fully comply with requirements
- b. Who: Department Secretary
- c. When: Annually, September 30
- d. How: The Assistant Secretaries provide a statement to PMB for each Bureau

8. A-123

- a. What: Assurance statement of internal control along with a report on identified material weaknesses and corrective actions.
 - 1) Bureaus/Offices submit material weakness corrective action progress and OIG and GAO audit recommendation implementation status reports
- b. Who: Department Secretary
 - 1) Bureau/Office management director and/or Assistant Secretary if appropriate.
- c. When: Appendix A is due to OMB June 30
September 30 weaknesses are updated
 - 1) monthly for audited financial statement material weakness and noncompliance issues
 - 1) Quarterly (January, April, July, and September) for non financial statement weaknesses
- d. How: The assurance statement is submitted in PAR
 - 1) Bureaus/Offices submit quarterly status reports to PFM

9. A-127

- a. What: No specific reporting requirements.
- b. Who: N/A
- c. When: N/A
- d. How: N/A

10. FFMIA

- a. What: Report to the Congress regarding implementation of FFMIA
 - b. Who: (a) Agency Director
(b) Inspector General
(c) Comptroller General
 - c. When: (a) Annually, by March 311
(b) [?]
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(c) Annually, by October 1

d. How: [?]