



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

**FEB 23 2016**

## Memorandum

To: Heads of Bureaus and Offices  
Director, Interior Business Center

Through: Olivia B. Ferriter *Olivia B. Ferriter*  
Deputy Assistant Secretary – Budget, Finance, Performance and Acquisition

From: Debra E. Sonderman, Director *Debra E. Sonderman*  
Office of Acquisition and Property Management

Subject: Fiscal Year (FY) 2016 Internal Control Review Guidance for  
Acquisition, Financial Assistance and Asset Management  
**Responses Due: February 29, 2016; April 1, 2016; and September 2, 2016**

This memorandum transmits the Department of the Interior's (DOI) functional internal control guidance for acquisition, financial assistance, and asset management for FY 2016. The guidance includes specific instructions for each functional area, and activities and timeframes necessary to comply with the requirements of the Federal Managers' Financial Integrity Act (FMFIA) and OMB Circular A-123, *Management's Responsibility for Internal Control*.

Please submit completed internal control reviews and the annual Assurance Statement for these functional areas to the Director, Office of Acquisition and Property Management (PAM), no later than September 2, 2016. The Assurance Statement must be coordinated with your bureau/office Internal Control Coordinator. Bureaus are required to submit one Assurance Statement that covers the acquisition, financial assistance, and asset management functional areas using the attached "FY16 Assurance Statement Template." The Assurance Statement should be signed by the Bureau Deputy Director.

We have created a Google Drive folder for each bureau to upload required documents. Please see the following chart for actions needed by February 29; April 1; and September 2, 2016.

Please note the following deadlines.

<b>Date</b>	<b>Document</b>	<b>Functional Areas</b>
February 29, 2016	Provide name and contact information for a primary and secondary point of contact who will be responsible for uploading the required document to Casey_Meng@ios.doi.gov.	Acquisition, Financial Assistance, and Asset Management
April 1, 2016	Submit documents listed in the attached guidance.	Acquisition, Financial Assistance, and Asset Management
September 2, 2016	Submit annual Assurance Statement and supporting documentation.	Acquisition, Financial Assistance, and Asset Management

We look forward to your continued cooperation and assistance in fulfilling DOI's internal control responsibilities this fiscal year. If you have questions or would like to discuss the requirements set forth in this memorandum, please contact Debra Sonderman, Director, PAM, at (202) 513-7554, or via e-mail at [Debra\\_Sonderman@ios.doi.gov](mailto:Debra_Sonderman@ios.doi.gov).

Attachments:

- 1- December 15, 2015 Financial Management Memorandum 2016-007 (VI.A), *Guidance for Fiscal Year 2016 Internal Control Program*
- 2- FY16 Assurance Statement Template
- 3- Acquisition Internal Control Guidance
- 4- Financial Assistance Internal Control Guidance
- 5- Asset Management Internal Control Guidance

cc: Director, Office of Financial Management  
(Attention: Branch of Internal Control and Audit Follow-up)  
Bureau/Office Internal Control Coordinators  
Acquisition Managers' Partnership  
Asset Management Partnership/Team  
Property Management Partnership  
Financial Assistance Management Partnership  
Office of the Chief Information Officer