



OFFICE OF INTERNAL REVIEW

Customer Request for Internal Review Services



Request Activity:	Date of Request:	Telephone:																																																								
		Comm:																																																								
		DSN:																																																								
Point of Contact:		Request Completion Date:																																																								
Service Requested: <input type="checkbox"/> Full Scope Audit <input type="checkbox"/> Limited Scope Audit <input type="checkbox"/> Quick Reaction Audit <input type="checkbox"/> Advisory Services <input type="checkbox"/> Other																																																										
Scope of Work: (Please explain, in detail, the services you desire and the objectives you wish to be accomplished by this audit.) Use on the back or additional sheet when necessary.																																																										
Risk: Using the criteria below, identify risk low (1) to high (5).																																																										
CRITERIA		<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="border-bottom: 1px solid black; width: 10%;"></th> <th style="border-bottom: 1px solid black; width: 10%;">LOW</th> <th style="border-bottom: 1px solid black; width: 10%;">2</th> <th style="border-bottom: 1px solid black; width: 10%;">MED</th> <th style="border-bottom: 1px solid black; width: 10%;">3</th> <th style="border-bottom: 1px solid black; width: 10%;">4</th> <th style="border-bottom: 1px solid black; width: 10%;">HIGH</th> <th style="border-bottom: 1px solid black; width: 10%;">5</th> </tr> </thead> <tbody> <tr> <td>Mission/Readiness/Morale Impact</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Dollar Value Involved</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Potential for Fraud/Waste/Abuse</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Potential violation of law, policy or regulation</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">5</td> </tr> <tr> <td>History of Problems</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Potential for Adverse Publicity</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">5</td> </tr> </tbody> </table>		LOW	2	MED	3	4	HIGH	5	Mission/Readiness/Morale Impact	NA	1	2	3	4	5	5	Dollar Value Involved	NA	1	2	3	4	5	5	Potential for Fraud/Waste/Abuse	NA	1	2	3	4	5	5	Potential violation of law, policy or regulation	NA	1	2	3	4	5	5	History of Problems	NA	1	2	3	4	5	5	Potential for Adverse Publicity	NA	1	2	3	4	5	5
	LOW	2	MED	3	4	HIGH	5																																																			
Mission/Readiness/Morale Impact	NA	1	2	3	4	5	5																																																			
Dollar Value Involved	NA	1	2	3	4	5	5																																																			
Potential for Fraud/Waste/Abuse	NA	1	2	3	4	5	5																																																			
Potential violation of law, policy or regulation	NA	1	2	3	4	5	5																																																			
History of Problems	NA	1	2	3	4	5	5																																																			
Potential for Adverse Publicity	NA	1	2	3	4	5	5																																																			
Special Considerations: (Please identify any specific circumstances or information having a bearing on this request, i.e. specific time period, etc.) Basis/Rationale/Reason																																																										
Requesting Official: (Signature)	Date:																																																									
Please Return this Request to: USPFO for VIRGIN ISLANDS Attn: Internal Review (NGB-IR) RR #2, Box 9200 Kingshill, VI 00850-9200																																																										
Description of Available Services: <ul style="list-style-type: none"> ● Full Scope Audits: Involve an entire operation's element, multiple objectives, to include financial, performance, and compliance audits. ● Limited-Scope Audits: Involve sensitive issues and limited in nature. These are programmed audits and address specific areas of concern. ● Quick Reaction Audits: Involve known or suspected problem. They are time sensitive with results needed within 10-15 days. Have a very limited scope. ● Advisory Services: Involve working as advisors on concerns relating to management controls, implementation of new programs or systems to ensure required controls are in place, committees, etc. ● Other: Services required not listed in the above description, but does not involve management functions. 																																																										