



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
JOINT FORCES HEADQUARTERS VIRGIN ISLANDS  
4031 LA GRANDE PRINCESSES LOT 1B  
CHRISTIANSTED, VIRGIN ISLANDS 00820-4353

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24 July 2006

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: CY07 Internal Review Program, Staff and Command Solicitation

1. The Internal Review Division has initiated the process of developing the Internal Review Program for Calendar Year 2007. Internal Review is an objective and independent evaluation of management operations and systems utilizing standardized analytical techniques and performed for the benefit of the functional area and managers.

2. Given the dynamics of today's environment, Internal Review within the Department of Defense strives to increase responsiveness and types of service offered to leadership. Our Internal Review has adapted to those changes and their emphasis continues to be on responsiveness to the customer needs. Our Internal Review Division offers numerous services to management. The most significant services available are:

**a. FULL SCOPE REVIEWS** - This traditional type of engagement is a comprehensive review usually of an operation or system and can provide the customer with an overall analysis of controls, strengths, and weaknesses within the area. The duration of these reviews is normally measured in months. Standard internal review report issuing procedures apply.

**b. LIMITED SCOPE REVIEWS** - These engagements are normally requested by management, are time sensitive and performed in a very specifically defined area. They provide management with objective and independent information on which to base a decision or solve a known problem. The duration of these reviews are measured in weeks. Standard internal review report issuing procedures apply.

**c. QUICK REACTION /CONSULTING REVIEWS** - These reviews are specific in nature and generally involve an area where management suspects a problem in an operation or system. They are generally unprogrammed and may provide management advice on such topics as internal controls, problem solving, cost and statistical analysis, etc. Results of consulting reviews are directly between the evaluator and requesting manager. The duration of these reviews can be measured in days or weeks. The resulting report is issued only to the requesting manager unless significant problems are identified and the engagement is expanded into a Full Scope or Limited Scope review. At that point, standard reporting procedures apply.

**d. FOLLOW-UP AND AUDIT COMPLIANCE** - The value of Internal Review services is lost to an organization when agreed to corrective actions fail to be implemented in a timely and effective manner. Internal Review is required to perform follow-up reviews on external audit

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reports issued to the State. Additionally, follow-up reviews are conducted on internal review reports containing findings and recommendations. This provides management the ability to stimulate actions to complete corrective actions and, provides reasonable assurance that identified problems have been brought to an acceptable level. Standard internal review report issuing procedures apply.

4. I am vitally interested in the Internal Review Program as a means of improving the management of the Virgin Islands National Guard. Each Director, MSC Commander and Wing Commander will evaluate their respective areas to include any areas of concern, and provide input for the coming calendar year. Command input should focus on improving problem areas or areas deserving emphasis within the command. Both managers and commanders should share the contents of this memorandum with subordinates so that no problem areas go unnoticed.

5. Input is required from each addressee and must be forwarded to the USPFO for Virgin Islands, ATTN: VI-IR, **NLT 31 October, 2006**. Negative replies are required from Directors, MSC and Wing Commanders however, I feel that every manager should have something to contribute. Input should be provided using the format shown in Enclosure 1, Internal Review Customer Request Form. It is extremely important that the scope be completed in sufficient detail to fully describe the problem and desires of the manager. In order that the most urgent matters of concern are addressed, the areas of review should be prioritized.

6. Questions should be directed to Ms. Jerraine Wynter, (340) 712-7834 or DSN 727-7834

1 Encl

EDDY L. CHARLES  
BG, VING  
The Adjutant General

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