

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成 15 年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Format Rev: 5-30-14

TASK LIST

Introduction:

Provides audit reports for the Commanding Officer for audits that fall under this program. The purpose of this position is the detect deficiencies, improprieties or inefficiencies, and to furnish recommendations to correct conditions that adversely impact resources management, mission accomplishment, command integrity, or efficient use of Navy resources. The incumbent conducts both financial and performance audits for the command for the detection of fraud, waste and abuse. When assigned command evaluation duties, reports directly to the Commanding Officer.

Duties:

1. Performs financial audits by applying professional accounting and auditing techniques, standards, and principles through systematic examination and appraisal of financial records. Reviews accounting and other procedures/processes as well as other audit reports completed by others in command. Traces transactions to assure the integrity of working procedures, determines whether good accounting practices are being followed, and advises operating personnel on methods for improving their procedures. Items of interest include financial statements, ledgers, journals, billings, safeguarding assets, responding to allegations of fraud and supporting investigation.
2. Performs performance audits, including economy and efficiency audits, to determine whether SRF acquires, Protects, and uses its resources such as personnel, property and space economically and efficiently as well as determine the sources for less than maximum performance and is in accordance with applicable laws and regulations on matters of economy and efficiency. Items of interest include procurement practices, duplication of effort and overstaffing, information system development, and program analysis.
3. Prepares comprehensive written audit reports providing the findings on all phases of the operation/process under review. Reports could potentially include significant findings covering conditions discovered, adherence to compliance requirements, internal controls, trends, their cause and effect, and recommendations for remedial action. Potential areas in SRF for examination may include, but are not limited to the following: time and attendance (T&A), the government commercial purchase card program (GCPC), property, plant and equipment (P, P&E), telephone bills, and government travel charge card usage, and the implementation of beneficial suggestions. Performs and/or assists in the audits of SRF private party funds such as SRF Recreation Fund, SRF Wardroom Fund, and SRF Chief Petty Officer's Association Fund as required by CFAY instructions governing private parties, if required.

Performs other related or incidental duties as assigned.