



**DEPARTMENT OF MILITARY AFFAIRS**  
*Office of Inspector General*

September 27, 2018

Major General Michael A. Calhoun  
The Adjutant General  
Department of Military Affairs  
St. Francis Barracks  
P.O. Box 1008  
St. Augustine, Florida 32085-1008

Dear General Calhoun:

In accordance with Section 20.055(8), Florida Statutes, I am pleased to present the Annual Report for the Office of Inspector General. This report reflects the activities and accomplishments of the Office of Inspector General for fiscal year 2017-18.

We remain committed to the goals of the Department of Military Affairs and to our work to provide a central point for coordination of and responsibility for activities that promote accountability, integrity, and efficiency.

We appreciate your continued support of our organization. If you have any questions, or require additional information regarding the above matter, please contact me at (904) 823-0126.

Respectfully submitted,

Jennifer L. Ranick  
Inspector General  
Department of Military Affairs

Distribution:  
Eric Miller  
Chief Inspector General of Florida



DEPARTMENT OF  
**MILITARY AFFAIRS**  
*The home of the Florida National Guard*

# OFFICE OF INSPECTOR GENERAL

## ANNUAL REPORT FY 2017-2018



TABLE OF CONTENTS

Executive Summary.....3  
    Agency Background.....3  
    Mission Statement and Purpose of Annual Report.....3  
    Organizational Structure.....4  
    Professional Training.....5  
    Professional Affiliations.....5  
Internal Audit Section.....6  
Internal Investigations.....9

## EXECUTIVE SUMMARY

### ***Agency Background***

The Florida Department of Military Affairs (Department), headquartered at St. Frances Barracks in St. Augustine, Florida, is composed of the Florida Army National Guard and the Florida Air National Guard. Both branches are administered by the State Adjutant General, an appointee of the Governor of Florida, and fall under the command of the Governor.

The Department provides management oversight of the Florida National Guard, and provides units and personnel ready to support national security objectives; to protect the public safety of citizens; and to contribute to national, state and community programs that add value to the United States of America and to the State of Florida.

### ***Mission Statement and Purpose of Annual Report***

This report, required by Section 20.055(8)(a), Florida Statutes, summarizes the activities and accomplishments of the Department's Office of Inspector General during the 2017-2018 fiscal year.

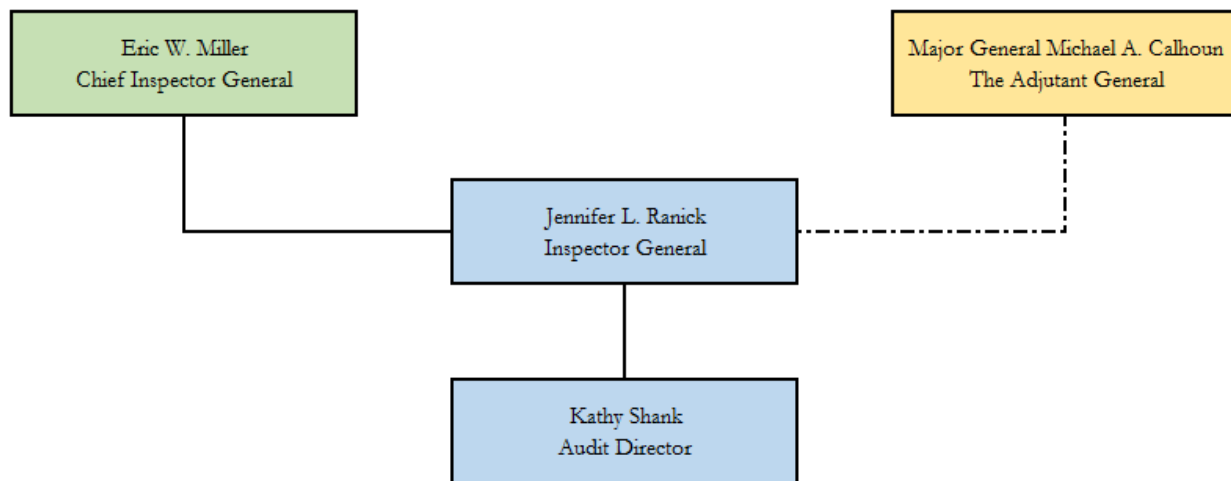
The mission of the Office of the Inspector General is to assist the Department and its employees in maintaining the highest level of accountability, integrity, efficiency, and compliance within programs and activities.

The Office of the Inspector General provides a central point for coordination of, and responsibility for, activities that promote accountability, integrity, and efficiency in government. Specific responsibilities include, but are not limited to, the following:

- As deemed necessary, provide advice on the development of performance measures, standards, and procedures for evaluation of the Department.
- As deemed appropriate, access the reliability and validity of information provided by the Department on performance measures and standards, and, if necessary, make recommendations for improvement thereon.
- Review the actions taken by the Department to improve program performance, and meet program standards and, if necessary, make recommendations for improvement thereon.
- Provide direction for, supervise, and coordinate audits, investigations, and management reviews relating to programs and operations of the Department.
- Conduct, supervise, or coordinate other activities carried out or financed by the Department for the purpose of promoting economy and efficiency in the administration of or preventing and detecting fraud and abuse in its programs and operations.

- Keep the Adjutant General and the Chief Inspector General informed concerning fraud, abuses, and deficiencies relating to programs and operations administered or financed by the Department, recommend corrective action concerning fraud, abuses, and deficiencies, and report on the progress made, if any, in implementing corrective action.
- Ensure effective coordination and cooperation between the Auditor General, federal auditors, and other governmental bodies with a goal to avoid duplication.
- Review, as appropriate, rules relating to the programs and operations of the Department and make recommendations concerning their impact.
- Ensure that an appropriate balance is maintained between audit, investigative, and other accountability activities.
- Comply with the General Principles and Standards for Offices of Inspector General as published and revised by the Association of Inspectors General.
- As needed, provide fiscal and technical business advice for Department operations.

### *Organizational Structure*



The Office of the Inspector General is staffed with two positions: the Inspector General, who performs specific statutorily mandated duties and investigations, and the Audit Director, who performs audits and assists the Inspector General in their activities. The Inspector General was appointed in November 2017 and is a Certified Inspector General, Certified Inspector General Investigator, and Certified Inspector General Auditor. The Office of Inspector General hired an Audit Director in June 2018. The Audit Director has extensive accounting experience and will complete certification in the coming year.

### ***Professional Training***

The Association of Inspectors General requires continuing professional education at a minimum of forty hours every two years that directly enhances staff's professional proficiency. Furthermore, the International Standards for the Professional Practice of Internal Auditing and Governmental Auditing Standards require internal audit staff to maintain their professional proficiency through continuing education and training. Each staff member must complete at least 80 hours of continuing professional education every two years.

During the 2017-2018 fiscal year, the Inspector General received the benefit from trainings which included:

- Auditing
- Fraud Prevention and Detection
- Cyber Awareness and Security
- Ethics
- Business Law

### ***Professional Affiliations***

The Inspector General has over twenty years of governmental audit experience. With certifications noted previously, the Inspector General is also affiliated with the following professional organizations:

- National Association of Inspectors General (AIG)
- Florida Chapter of the Association of Inspectors General
- Florida Institute of Certified Public Accountants (FICPA)
- Association of Governmental Auditors (AGA)

## INTERNAL AUDIT SECTION

### ***Audit Work Plans and Risk Assessments***

Section 20.055(6)(i), Florida Statutes, requires that the Inspector General develop long-term and annual audit plans based on the findings of periodic risk assessments. Standard 2010, International Professional Practices Framework, published by The Institute of Internal Auditors, Inc. (IIA Standards), requires that risk-based plans be established to determine the priorities of the internal audit activity, consistent with the organization's goals. The plan will show the individual audits to be conducted during each year and related resources to be devoted to the respective audits.

An audit plan, dated July 12, 2017, was prepared for work to be performed for the period July 1, 2017 through June 30, 2018. By statute, the plan was submitted to the agency head for approval with copies submitted to the Governor's Chief Inspector General and the Auditor General.

A risk assessment was conducted which included all programs within the Department. The risk assessment process is used to evaluate potential work based upon the knowledge of the current events and accumulated knowledge of senior staff to ensure that the Office of the Inspector General's mission is met. The risk assessment methodology included:

- Reviewing program objectives, financial information, applicable laws, various reports including internal and external audit reports, and other available program data.
- Inquiring with directorates and key employees regarding the complexity of their operations and obtaining their insight into operations and associated risks.
- Considering the potential for loss or theft of assets, possibility of not meeting program objectives, and whether or not there were any health, safety or welfare issues for the public, employees, clients, users, or recipients of program benefits.
- Ranking the information based on the unit's relative risk factors such as: size of budget and flow of funds; complexity and decentralization of operations; existence of certain internal control elements (i.e., policies and procedures, monitoring systems); experience of management; and the last time the program was audited by the Office of Inspector General, the Auditor General, or other oversight authority.

### ***Family Readiness***

Pursuant to Section 250.5206, Florida Statutes, the Department established a Family Readiness Program Assistance Fund, which is based upon the United States Department of Defense National Guard and Reserve Family Readiness Strategic 2004-2005 initiative. Accordingly, the program provides funding to support need based assistance for residents of Florida that are dependents of Florida National Guard and United States Reserve Forces, on active duty serving in the Global War on Terrorism and who are federally deployed or participating in state operations for homeland defense.

Program funds may be used in emergency situations to purchase critically needed services, including, but not limited to, reasonable living expenses, housing, vehicles, equipment or renovations necessary to meet disability needs and health care.

For the reporting period of July 01, 2017 through June 30, 2018, the State of Florida Legislature did not approve funding for the program; therefore the program had no transactions for purposes of the statutory required audit or semi-annual review. However, Section 250.5206(6), Florida Statutes, requires the Inspector General of the Department to conduct a semi-annual review and an annual audit of the program and issue reports thereon. Consequently, a semi-annual letter was issued for the six month period ending December 31, 2017 on January 12, 2018, and a letter was issued for the twelve month period ending June 30, 2018 on July 17, 2018. After discussion with the Chief Inspector General, and because no transactions were conducted by the Family Readiness Program for the aforementioned periods, a letter was deemed sufficient to meet the requirement.

Because it is unknown as to whether the State of Florida Legislature will provide funding in the future, the program is considered dormant until such time when funding is provided. However, because Florida Statute requires the annual audit/semi-annual review to be conducted, the same process will be performed until such time as the statutory requirement is removed or funding becomes available.

### ***External Audit Coordination***

Section 20.055, Florida Statutes, requires the Office of Inspector General to ensure effective coordination and cooperation between the Auditor General, federal auditors, and other governmental bodies with a view toward avoiding duplication. The Office of Inspector General is the primary liaison with external entities and is responsible for coordination and facilitating responses to audits or reviews by those entities.

During the 2017-18 fiscal year, the Auditor General initiated a statewide federal awards audit which is expected to be published during the 2018-19 fiscal year. The Auditor General's operational audit, which was initiated during the 2016-17 fiscal year, is still ongoing and is expected to be published during the 2018-19 fiscal year.

### ***Performance Measures***

As part of our annual audit plan, we conducted a performance measure assessment pursuant to Section 20.055(2), Florida Statutes. We assessed the validity and reliability of five performance measures reported in the Department's 2018-19 Long Rang Program Plan (LRPP). We discussed the development of performance measures, standards, and procedures for the evaluation of Department programs. A management review of the Long Range Program Plan was completed and issued on February 6, 2018.



It was determined that all five performance measures provided a reliable measure of Department performance. It was also determined that all five performance measures provided valid data that supported what was being measured.

### ***Armory Management***

An armory management audit was conducted for the 2016-17 fiscal year. The purpose of this audit was to determine the efficiency and effectiveness of armory management and armory rentals, and to develop recommendations for improvement, if considered necessary under the circumstances. The objective was to evaluate management's policies, procedures and processes, and conclude, in all material respects, whether they ensure the property and accountability office can effectively manage the armories across the state.

This audit resulted in four findings upon which recommendations were discussed with management representatives throughout the audit process. A final audit report was completed and issued on June 30, 2018.

### ***Non Appropriated Enterprise Fund Accounts Procedures***

These procedures are applicable to the Florida National Guard's Post Exchange Store Non-Appropriated Enterprise Fund Accounts (authorized by Florida State Statute 250.10) located at the Florida National Guard's Camp Blanding Training Site. These procedures are intended to provide a clearly written and well organized source of information about the operation of National Guard Non-Appropriated Fund Accounts. It is the manual to guide employees through the daily operations of their accounts and the appropriate use of State monies. The current procedures were undergoing a rewrite by management and at the Adjutant General's request a procedural management review was conducted and issued on May 10, 2018.

### ***Educational Dollars for Duty Program***

The Educational Dollars for Duty program pays tuition and most fees for eligible Florida National Guardsmen enrolled in Florida colleges and universities. A special assessment was conducted during the 2016-17 fiscal year resulting in a recommendation to rewrite the procedures that govern this program. A partial procedural management review was conducted on the completed portion of the rewrite and issued on May 22, 2018. The final management review is expected to be completed during the 2018-19 fiscal year.

## INTERNAL INVESTIGATIONS

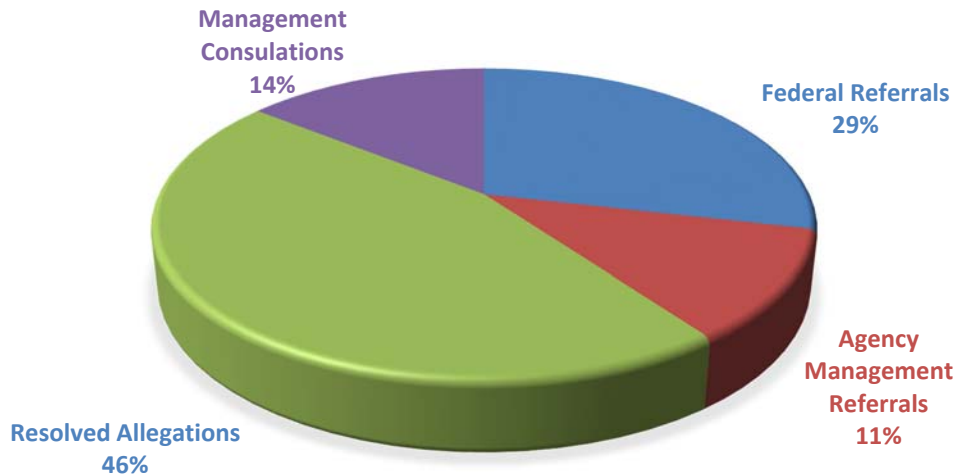
The Inspector General is responsible for the management and operation of the Department's internal investigations as they relate to state employees and programs. In addition, the Department has a Command Inspector General who is tasked with all Federal investigations relating to the soldiers and airmen themselves. Investigations are designed to deter, prevent, and eradicate fraud, waste, mismanagement, misconduct and other abuses.

The investigative duties and responsibilities of the Inspector General, as defined in Section 20.055(7), Florida Statutes, include:

- Receiving complaints and coordinating activities of the Department in accordance with the Whistle-Blower's Act pursuant to Sections 112.3187-112.31895, Florida Statutes.
- Receiving and considering complaints that do not meet the criteria for an investigation under the Whistle-Blower's Act and conducting, supervising, or coordinating inquiries, investigations, or reviews, as the Inspector General deems appropriate.
- Reporting expeditiously and appropriately to the Department of Law Enforcement or other law enforcement agencies when the Inspector General has reasonable grounds to believe there has been a violation of criminal law.
- Conducting investigations and other inquiries free of actual or perceived impairment to the independence of the Inspector General or the Office of Inspector General. This includes freedom from any interference with investigations, timely access to records, and other sources of information.
- Submitting timely final reports on investigations conducted by the Inspector General to the Chief Inspector General and the Adjutant General, except for whistle-blower's investigations, which are conducted and reported pursuant to Section 112.3189, Florida Statutes.

### *Case Summaries*

The chart below depicts the activities conducted during the audit period:



During the current reporting period, the Inspector General performed investigative and consulting services for various activities of the Department. Additionally, numerous complaints regarding allegations were received by telephone, letter, or e-mail. All received complaints were evaluated to determine if whistle-blower status, in accordance with Sections 112.3187-112.31895, Florida Statutes, the Whistle-blowers Act, was warranted. No complaints received during the report period of July 1, 2017 through June 30, 2018 were designated as whistle-blower status. The most significant assistance/consulting services performed and complaints received in a non-whistle-blower status, included, but were not limited to, the following (not in any order of importance):

- Provided management guidance on various issues regarding policy and program administration.
- Entertained in excess of 35 complaints received in writing or by telephone, which were considered minor or were resolved in a timely manner with no formal investigation deemed necessary.
- Worked with Department Management on various complaints which, based on preliminary survey, were determined to deal specifically with human resources.
- Participated in periodic “Town Hall Meetings” to mitigate adverse employer/employee relationships that may exist or develop.
- Received various complaints which, based upon preliminary survey, were determined to be of a Federal nature and, consequently, not within the jurisdiction of the Department’s state Office

of Inspector General. These matters were referred to the Command Inspector General for her action.

- Provided assistance and information to the Chief Inspector General's Office as required and requested.

