# HW-1.2: Interview

*20 points*

**Directions:** Schedule an interview with a KEY Risk Management and Internal Controls (RMIC) person at your garrison. Use the below questions as a starting point to learn more about the importance of the program. Use the bottom of this form to add additional questions you may want to learn more about.

*These are the basic questions that are often overlooked by each and every one of us because we are constantly assuming we know the answers to basic stuff: I know the lights are off because we turn them off every day. When in fact, Bob turns off the lights because it's his routine. What happens if Bob quits or leaves or is home sick? Whose responsibility is it to turn the lights off now? Now imagine if Bob was actually responsible for counting the cash drawer each day or closing gate 3 at 1800 hours Monday through Friday. He was sick since Thursday and it’s Saturday. Who makes sure the tasks get done?*

**Person Interviewed (include their job title or role in the RMIC at your garrison):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What is the item that is least accounted for (loss)?**

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**Are their special considerations for High Value items?**

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**Who is the POC at the garrison for reporting LOSS or other Internal Controls issues?**

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**Who is responsible for lost items?**

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**What are our objectives for RMIC?** (Straight forward question about the goals of the organization.)

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**What are the risks to those objectives?** (This will outline some common or preconceived ideas of the pitfalls to our job.)

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**How are we accounting for those risks in our daily work processes?** (These will open up possibly "missed" opportunities for improvement in our daily processes/tasks/routines—which are the basis for internal controls)

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**How does this information impact your program?**  (This question is for the Internal Controls student to complete)

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**Other Questions:**

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