

REPORT FIELD DESCRIPTIONS – “Semi-Annual Head of Activity (HA) Review Report”

*For the first SP3 Semi-Annual period, all values on the report that reference the Prior Period will contain no data.

DoD Semi-Annual Head of Activity (HA) Review Report			
Reporting Period:	2019/09/20 thru 2020/03/19	Run Date:	06/11/2020 19:56:42
Hierarchy Level(s):	[XXXXX] HL2 [ALL] HL3 [ALL] HL4 [ALL] HL5	Run By:	<Email Address of User that Generated the Report>

I. Program Summary

Line	The “ ” within each line item separate the description of what is captured in Value 1 and Value 2 columns.	Value 1	Value 2
1	Number of Transactions (Excluding Credits) Dollar Value of Transactions	215,465	\$252,109,089
	<p>DESCRIPTION: Value 1= Total count of all transactions excluding credits over the Semi-Annual Period. Value 2 = Total sum of dollar value of all transactions excluding credits over the Semi-Annual Period</p> <p>SOURCE: Mastercard CDF3 (Today); U. S. Bank RPM (Future)</p> <p>CALCULATION: Count all positive value transactions within the reporting period based on transaction posting date. Sum dollar amounts. Both calculations include fees.</p> <p>USER GUIDANCE: Users may compare against the Transaction Detail Report in Access Online.</p>		
2	Number of Convenience Checks Written Dollar Value of Convenience Checks Written	200	\$20,000
	<p>DESCRIPTION: The total number of convenience checks written over the Semi-Annual Period. Total sum dollar amount of convenience checks written over the Semi-Annual Period</p> <p>SOURCE: Oversight has a frame (VALID FOR CHECK FRAMES) that looks for CDF3 entries with TRAN CODE 0104.</p> <p>CALCULATION: Count and sum of dollar amount for all 0104 transactions in the hierarchy for the Semi-Annual Period based on posting date.</p> <p>USER GUIDANCE: Users may compare against the All Convenience Check custom report in Access Online and the Transaction Detail Report. Users may review individual cases for convenience checks in the Semi-Annual Review Exceptions Tab in IOD.</p>		
3	Number of Convenience Checks Written Equal to or Under the Convenience Check Threshold (\$5,000) [Prior Period Reporting Period]	-	150
	<p>DESCRIPTION: The number of convenience checks written equal to or < \$5,000 in the reporting period (prior period = blank)</p> <p>SOURCE: Oversight has a frame (VALID FOR CHECK FRAMES) that looks for CDF3 entries with TRAN CODE</p> <p>CALCULATION: Count of all 0104 transactions in the hierarchy for the prior Semi-Annual period and the reporting period based on posting date.</p> <p>USER GUIDANCE: Users may review individual cases for convenience checks in the Semi-Annual Review Exceptions Tab in IOD.</p>	Will display “-“	Must be ≤ Line 2, Value 1.
4	Total Refunds Earned During the Reporting Period (Refunds are Earned Quarterly) Percent of Total Dollar Value	-	-
	<p>DESCRIPTION: Will not be populated for Phase I of this report.</p> <p>SOURCE: TBD</p> <p>CALCULATION: TBD</p> <p>USER GUIDANCE: TBD</p>	Will display “-“	Will display “-“

I. Program Summary

Line	The “ ” within each line item separate the description of what is captured in Value 1 and Value 2 columns.	Value 1	Value 2
5	Number of Delinquent Accounts - 61 Days or More Past Statement Date [Prior Period Reporting Period]	-	-
	<p>DESCRIPTION: Count of Managing Accounts that were ever > 60 days past due during the period even if account is no longer delinquent. If an account was delinquent during a monthly cycle, but became current before the end of the cycle, it will not be counted. For the Semi-Annual period total up delinquencies that occurred during the period, regardless of whether they are delinquent at the end of the Semi-Annual period. Prior Period = Blank Value 2 = Reporting Period.</p> <p>SOURCE: CDF3</p> <p>CALCULATION: Will not be populated for Phase I of this report.</p> <p>USER GUIDANCE: TBD</p>	Will display “-“	Will display “-“
6	Number of Disputed Transactions Dollar Value of Disputed Transactions	4	\$10,213
	<p>DESCRIPTION: Value 1 = Number of disputed transactions. Value 2 = Dollar Value of disputed transactions.</p> <p>SOURCE: A/OPC Semi-Annual Checklist Questionnaire</p> <p>CALCULATION: Passthrough manual entry for A/OPC, Rollup and sum for OA/OPC and CPM</p> <p>USER GUIDANCE: None</p>		
7	Average Number of Days for CHs to Certify [Prior Period Reporting Period]	-	-
	<p>DESCRIPTION: Will not be populated for Phase I of this report.</p> <p>SOURCE: TBD</p> <p>CALCULATION: TBD</p> <p>USER GUIDANCE: TBD</p>	Will display “-“	Will display “-“
8	Average Number of Days for Certifying Officer (A/BO) to Certify Invoice for Payment Post Billing Cycle End Date [Prior Period Reporting Period]	-	-
	<p>DESCRIPTION: Will not be populated for Phase I of this report.</p> <p>SOURCE: TBD</p> <p>CALCULATION: TBD</p> <p>USER GUIDANCE: TBD</p>	Will display “-“	Will display “-“
9	Average Number of Days for Bank to Receive Payment Post Billing Cycle End [Prior Period Reporting Period]	-	-
	<p>DESCRIPTION: Will not be populated for Phase I of this report.</p> <p>SOURCE: TBD</p> <p>CALCULATION: TBD</p> <p>USER GUIDANCE: TBD</p>	Will display “-“	Will display “-“

II. Transaction Reviews

Line	The “ ” within each line item separate the description of what is captured in Value 1 and Value 2 columns.	Value 1	Value 2
10	Number of All DM Cases Dollar Value of All DM Cases	34,476	\$79,984,387
	<p>DESCRIPTION: Total count and dollar value for cases created during reporting period. Includes system generated and manually created cases. Includes cases that were subsequently auto closed or closed-descoped.</p> <p>SOURCE: IOD</p> <p>CALCULATION:</p> <p>USER GUIDANCE: Users may check against the Semi-Annual Review Entities Tab in IOD.</p>		
11	---Number of DM Cases Opened Manually Dollar Value of DM Cases Opened Manually	0	\$0
	<p>DESCRIPTION: Count of cases that were manually created during reporting period Sum dollar value of cases manually created during the reporting period.</p> <p>SOURCE: IOD</p> <p>CALCULATION: Count of cases that were manually created during reporting period. Sum dollar value of cases manually created during the reporting period.</p> <p>USER GUIDANCE: Users may check against the Semi-Annual Review Entities Tab in IOD.</p>		
12	Number of DM Cases as a Percent of the Number of All Transactions Dollar Value of DM Cases as a Percent of the Dollar Value of All Transactions	15%	31%
	<p>DESCRIPTION: Value 1 = cases created as a % of all transactions. Value 2 = dollar value of cases created as a % dollar value of all transactions.</p> <p>SOURCE: IOD</p> <p>CALCULATION: Total cases created / All transactions in the hierarchy (Line 1 Value 1). Sum dollar amount of cases creates / sum dollar amount of all transactions in the hierarchy (Line 1 Value 2).</p> <p>USER GUIDANCE: N/A</p>	Line 10 Value 1 / Line 1 Value 1	Line 10 Value 2/ Line 1 Value 2
13	Number of DM Cases Remaining Open Percent of DM Cases Remaining Open *	0	0%
	<p>DESCRIPTION: Cases created during the reporting period that remain open as of the running of this report. Value 2 = % of cases remaining open.</p> <p>SOURCE: IOD</p> <p>CALCULATION: Value 1 = Count of case in open statuses as of the running of the report. Value 2 = Count of open cases [Line 13] / Count of all cases [Line 10]</p> <p>USER GUIDANCE: Users may check against the Semi-Annual Review Entities Tab in IOD. Users may research individual cases using the Semi-Annual Review Exceptions Tab.</p>	Must be ≤ Line 10 Value 1	Line 13 Value 2 + Line 14 Value 2 = 100%
14	Total Number of DM Cases Closed Percent of DM Cases Closed	34,476	100%
	<p>DESCRIPTION: Cases created during the reporting period that have subsequently been closed. Includes A/OPC Closed, Auto-closed, and Closed-Descoped. Value 2 = % of cases created during the reporting period that are closed.</p> <p>SOURCE: IOD</p> <p>CALCULATION: Value 1 = Count of cases in A/OPC Closed + Closed-Locked + Closed by System – Customized Tier 2 Business Rule + Closed by System – Transition Stratification + Closed-Descoped + Closed-Not Reviewed statuses as of the running of the report. Value 2 = Count of closed cases [Line 14] / Count of all DM cases [Line 10]</p> <p>USER GUIDANCE: Users may check against the Semi-Annual Review Entities Tab in IOD. Users may research individual cases using the Semi-Annual Review Exceptions Tab.</p>	Should = Sum of Line 15 +16 Must be ≤ Line 10 Line 13 Value 1 + Line 14 Value 1 must = Line 10 Value 1	Should = Sum of Line 15+ 16 Line 13 Value 2 + Line 14 Value 2 = 100%

II. Transaction Reviews

Line	The “ ” within each line item separate the description of what is captured in Value 1 and Value 2 columns.	Value 1	Value 2
15	---Number of Cases Auto Closed by System Percent of Cases Auto Closed by System	21,000	60%
	<p>DESCRIPTION: Cases created during the reporting period and subsequently Auto-closed by Tier 2 Tailoring, Transition Stratification, or Descoped. Cases auto-closed as a % of all cases.</p> <p>SOURCE: IOD</p> <p>CALCULATION: Value 1 = Count of cases in Closed by System – Customized Tier 2 Business Rule status + Closed by System – Transition Stratification Status + Closed-Descoped. Value 2 = System Auto Closed [Line 15]/ Count of all DM cases [Line 10].</p> <p>USER GUIDANCE: Users may view individual cases Auto-closed by Tier 2 Tailoring by looking in IOD under Profiles>> Closed>> Tier 2 Auto-closed by HL3.</p>	Must be ≤ Line 14	
16	---Number of Cases Closed by A/BO-A/OPCs Percent of Cases Closed by A/BO-A/OPCs	13,476	39%
	<p>DESCRIPTION: Value 1 = Count of cases created during the reporting period and subsequently closed all the way through the A/OPC level. Cases Adjudicated by A/BO but not yet assessed by A/OPC are not included. Value 2 = Cases closed by A/BO and A/OPC during the period as a % of all cases during the reporting period.</p> <p>SOURCE: IOD</p> <p>CALCULATION: Value 1 = Count of all cases in A/OPC Closed + Closed-Locked + Closed-Not Reviewed. Value 2 = Cases Closed by A/BO-A/OPC [Line 16]/Count of all DM cases [Line 10]</p> <p>USER GUIDANCE: Users may review individual closed cases by looking in IOD under Profiles>> Closed>> Summary By Billing Cycle.</p>	Should = Sum of Line 17 and 18 Must be ≤ Line 14	Line 16 Value 1 / Line 10 Value 1
17	-----Number of Cases Closed with No Determination ** Percent of Cases Closed by A/BO-A/OPC	11,000	32%
	<p>DESCRIPTION: Cases created during the reporting period and subsequently closed all the way through the A/OPC level with No Determination, which includes No Findings, External Fraud, and Disputable Transaction. Cases Adjudicated by A/BO but not yet assessed by A/OPC are not included. Value 2 = Cases closed by A/BO and A/OPC during the period with no determination as a % of all cases during the reporting period.</p> <p>SOURCE: IOD</p> <p>CALCULATION: Value 1 = Count of cases in A/OPC Closed AND Closed-Locked statuses with No Determination (Including External Fraud and Disputable Transactions) + Closed-Not Reviewed. Value 2 = Closed No Determination [Line 17]/Count of all DM cases [Line 10]</p> <p>USER GUIDANCE: Users may review individual closed cases by looking in IOD under Profiles>> Closed>> Summary By Billing Cycle.</p>	Must be ≤ Line 16	Line 17 Value 1 / Line 10 Value 1 Line 17 Value 2 + Line 18 Value 2 must = Line 16 Value 2
18	-----Number of Cases Closed with a Determination *** Percent of Cases Closed by A/BO-A/OPC	2,476	7%
	<p>DESCRIPTION: Cases created during the reporting period and subsequently closed all the way through the A/OPC level with a Determination. Cases Adjudicated by A/BO but not yet assessed by A/OPC are not included. Cases found to be External Fraud or Disputable Transactions are also not included. Value 2 = Cases closed by A/BO and A/OPC during the period with a determination as a % of all cases closed by the A/BO and A/OPC during the reporting period.</p> <p>SOURCE: IOD</p> <p>CALCULATION: Value 1 = Count of cases in A/OPC Closed AND Closed Locked statuses with a Determination. Value 2 = Closed with a Determination [Line18]/Count of all DM cases [Line10]</p> <p>USER GUIDANCE: Users may review individual closed cases by looking in IOD under Profiles>> Closed>> Summary By Billing Cycle. Users may also view the determinations for individual cases using the Findings and Determinations Report in IOD.</p>	Must be ≤ Line 16	Line 17 Value 1 / Line 10 Value 1 Line 18 Value 2 + Line 17 Value 2 must = Line 16 Value 2

II. Transaction Reviews

Line	The “ ” within each line item separate the description of what is captured in Value 1 and Value 2 columns.	Value 1	Value 2
19	---Number of Determinations Identified [Prior Period Reporting Period] ****	-	2,476
	<p>DESCRIPTION: This is a count of all determinations for closed cases. Closed cases may have multiple findings but only a single determination. Value 1 = prior period = blank and Value 2 = reporting period.</p> <p>SOURCE: IOD</p> <p>CALCULATION: Value 1 = Count of cases in A/OPC Closed AND Closed Locked statuses with determinations in the prior period. Value 2 = Count of cases in A/OPC Closed + Closed Locked statuses with determinations in this period.</p> <p>USER GUIDANCE: Users may review determinations for individual cases using the Findings and Determinations report in IOD.</p>	Will display “-“	Must be = to Line 18 Value 1
20	---Number of Corrective Actions Taken/ Planned [Prior Period Reporting Period] ****	-	1,869
	<p>DESCRIPTION: When a determination is selected A/OPCs must select Corrective Actions. A single case can have one or more corrective actions. At least one corrective action must be selected before a case with a determination can be closed. This is a count of corrective actions, not a count of cases with corrective actions. Value 1 = prior period = blank and Value 2 = reporting period.</p> <p>SOURCE: IOD</p> <p>CALCULATION: Value 1 = Count of corrective actions for cases in A/OPC Closed + Closed Locked statuses in the prior period. Value 2 = Count of corrective actions for cases in A/OPC Closed + Closed Locked statuses in this period.</p> <p>USER GUIDANCE: Users may review corrective actions for individual cases using the Findings and Determinations Report in IOD.</p>	Will display “-“	Must be ≥ Line 18 Value 1
* May include cases “Not Closed Due to Deployment or Exemption”			
** Includes: No Determination Necessary, External Fraud and Disputed Transaction			

III. Semi-Annual Review Questions

Line		Prior Period	Reporting Period
21	How many HAs are in your program?	-	-
	<p>DESCRIPTION: Count of the number of individuals who serve as a HA on your program.</p> <p>SOURCE: A/OPC Monthly Checklist Questionnaire.</p> <p>CALCULATION: Will not be populated for Phase I of this report.</p> <p>USER GUIDANCE: TBD</p>	Will display “-“	Will display “-“
22	How many HAs reported above do NOT have documented evidence of training per current activity/component instruction?	-	-
	<p>DESCRIPTION: Count of the number of individuals required to sign the Semi-Annual HA Report who have NOT completed training per current instruction.</p> <p>SOURCE: A/OPC Monthly Checklist Questionnaire</p> <p>CALCULATION: Will not be populated for Phase I of this report.</p> <p>USER GUIDANCE: TBD</p>	Will display “-“	Will display “-“

III. Semi-Annual Review Questions

Line		Prior Period	Reporting Period
23	Number of Primary and Alternate A/OPCs	-	-
	<p>DESCRIPTION: Count of the number of individuals who serve as a Primary or Alternate A/OPC on your program. Individuals who serves as both a Primary and Alternate A/BO are only counted once.</p> <p>SOURCE: A/OPC Monthly Checklist Questionnaire</p> <p>CALCULATION: Will not be populated for Phase I of this report.</p> <p>USER GUIDANCE: TBD</p>	Will display "--"	Will display "--"
24	How many A/OPCs reported above do NOT have documented evidence of training per current activity/component instruction?	-	-
	<p>DESCRIPTION: Count of the number of individuals who are Primary or Alternate A/OPCs on your program who have NOT completed training per current instruction.</p> <p>SOURCE: A/OPC Monthly Checklist Questionnaire</p> <p>CALCULATION: Will not be populated for Phase I of this report.</p> <p>USER GUIDANCE: TBD</p>	Will display "--"	Will display "--"
25	How many Primary and Alternate A/BO are in your program? (number of individuals, not accounts)	-	-
	<p>DESCRIPTION: Count of the number of individuals (not accounts) who serve as a Primary or Alternate A/BO on your program. Any individual who serves as a Primary or Alternate A/BO on more than one account is counted only once.</p> <p>SOURCE: A/OPC Monthly Checklist Questionnaire</p> <p>CALCULATION: Will not be populated for Phase I of this report.</p> <p>USER GUIDANCE: TBD</p>	Will display "--"	Will display "--"
26	How many A/BOs reported above do NOT have documented evidence of training per current activity/component instruction?	-	-
	<p>DESCRIPTION: Count of the number of individuals who serve as a Primary or Alternate A/BO on your program who have NOT completed training per current instruction.</p> <p>SOURCE: A/OPC Monthly Checklist Questionnaire</p> <p>CALCULATION: Will not be populated for Phase I of this report.</p> <p>USER GUIDANCE: TBD</p>	Will display "--"	Will display "--"
27	How many Cardholders are in your program? (number of individuals, not accounts)	-	8,731
	<p>DESCRIPTION: Count of the number of individuals (not accounts) who hold both active and suspended Cardholder and convenience check accounts. Any individual who has more than one Cardholder and/or convenience check account is counted only once. Prior period = blank and reporting period.</p> <p>SOURCE: A/OPC Monthly Checklist Questionnaire</p> <p>CALCULATION: Passthrough last monthly manual entry value for A/OPC and passthrough rolled up monthly value for OA/OPC and CPM.</p> <p>USER GUIDANCE: Users may check this against the value entered on the A/OPC Monthly Checklist for the last month of the semi-annual cycle</p>	Will display "--"	Will be identical to Line 27 Value 2 from the last Monthly A/OPC Review Report

III. Semi-Annual Review Questions

Line		Prior Period	Reporting Period
28	How many Cardholders reported above do NOT have documented evidence of training per current activity/component instruction?	-	8,649
	<p>DESCRIPTION: Count of the number of individuals who hold one or more Cardholder accounts who have NOT completed training per current instruction. Prior period = blank and reporting period.</p> <p>SOURCE: A/OPC Monthly Checklist Questionnaire</p> <p>CALCULATION: Passthrough last monthly manual entry value for A/OPC and passthrough rolled up monthly value for OA/OPC and CPM.</p> <p>USER GUIDANCE: Users may check this against the value entered on the A/OPC Monthly Checklist for the last month of the semi-annual cycle</p>	Will display "--"	Will be identical to Line 28 Value 2 from the last Monthly A/OPC Review Report
29	Number of Credit Card Accounts (excludes Convenience Check Accounts) *	-	9,035
	<p>DESCRIPTION: Count of the number of active and suspended Cardholder accounts. Each account is counted, even if one Cardholder holds multiple accounts. Prior period = blank and reporting period.</p> <p>SOURCE: CDF3</p> <p>CALCULATION: Count of card accounts with the following card status codes: 'RETURN TO GOOD STATUS', 'ACTIVE', 'B3', 'AV', 'AW', 'B1', 'DR', 'F3', 'F4', 'FF', 'FM', 'FP', 'FT', 'W1', 'Z1', 'V9'</p> <p>USER GUIDANCE: N/A</p>	Will display "--"	
30	Number of Convenience Check Accounts (excludes Credit Card Accounts) *	-	96
	<p>DESCRIPTION: Count of the number of Convenience Check Accounts in your program's span of control. Prior period and reporting period.</p> <p>SOURCE: A/OPC Semi-Annual Checklist Questionnaire</p> <p>CALCULATION: Passthrough manual entry for A/OPC, Rollup and sum for OA/OPC and CPM</p> <p>USER GUIDANCE: The number of accounts can be determined by running the Cardholder Account List report including Account Detail in Access Online.</p>	Will display "--"	
31	Number of Convenience Check Accounts NOT audited within the last 12 months	-	13
	<p>DESCRIPTION: Count of the number of Convenience Check Accounts that have NOT been audited within the last 12 months. Prior period and reporting period.</p> <p>SOURCE: A/OPC Semi-Annual Checklist Questionnaire</p> <p>CALCULATION: Passthrough manual entry for A/OPC, Rollup and sum for OA/OPC and CPM</p> <p>USER GUIDANCE: None</p>	Will display "--"	
32	Number of Purchase Card Accounts with Single Purchase Limits over the Micro Purchase Threshold (\$10,000)	-	-
	<p>DESCRIPTION: Card accounts with SPL >\$10,000. Prior period and reporting period.</p> <p>SOURCE: CDF3</p> <p>CALCULATION: Will not be populated for Phase I of this report.</p> <p>USER GUIDANCE: TBD</p>	Will display "--"	Will display "--"

*Includes: Active and Suspended Accounts

IV. Controls Compliance

Line		Prior Period	Reporting Period
33	Span of Control Policy Exceptions – Card Accounts to a Managing Account (Number of Accounts over 7:1)	-	3
	<p>DESCRIPTION: Span of control, card accounts (not cardholders) to managing account. Prior period = blank and reporting period.</p> <p>SOURCE: IOD Internal Controls Table</p> <p>CALCULATION: Value 1 = Count card statuses Return to Good, B3, and V9. For a given managing account, this can either equal 0 or 1, but nothing else.</p> <p>USER GUIDANCE: The values shown will match those in the IOD Entities Tab Internal Controls Table.</p>	Will display “-“	
34	Activity Span of Control Exceptions – Card and Managing Accounts to an A/OPC (Number of Accounts over 300:1)	-	4
	<p>DESCRIPTION: Span of control, card accounts + managing accounts to an A/OPC. Prior period = blank and reporting period.</p> <p>SOURCE: IOD Internal Controls Table</p> <p>CALCULATION: Value 1 = Count card statuses: Return to Good, B3, and V9.</p> <p>USER GUIDANCE: The values shown will match those in the IOD Entities Tab Internal Controls Table.</p>	Will display “-“	
35	Number of Convenience Checks Over the Convenience Check Threshold (\$5,000)	-	1
	<p>DESCRIPTION: Count of convenience checks that are over \$5,000. Prior period = blank and reporting period.</p> <p>SOURCE: CDF3; OST VALID FOR CHECK FRAME</p> <p>CALCULATION: Oversight has a frame (VALID FOR CHECK FRAMES) that looks for CDF3 entries with TRAN CODE 0104.</p> <p>USER GUIDANCE: The values shown will match those in the IOD Entities Tab Internal Controls Table.</p>	Will display “-“	Line #2 Value 1 (Total Checks) = Line #3 Value 2 (CC under MPT) + Line #35 Value 2 (CC over MPT)
36	Number of Managing Accounts that do not have a Primary A/BO OR Alternate A/BO assigned to the account	-	-
	<p>DESCRIPTION: Identifies managing accounts without either a Primary or an Alternate. Prior period and reporting period.</p> <p>SOURCE:</p> <p>CALCULATION: Will not be populated for Phase I of this report.</p> <p>USER GUIDANCE: TBD</p>	Will display “-“	Will display “-“
37	Large Volume of Business with One Merchant	-	-
	<p>DESCRIPTION: Identify where a card account does a large number of transactions with one merchant. Prior period= blank and reporting period.</p> <p>SOURCE:</p> <p>CALCULATION: Will not be populated for Phase I of this report.</p> <p>USER GUIDANCE: The values shown will match those in the IOD Entities Tab Internal Controls Table.</p>	Will display “-“	Will display “-“

IV. Controls Compliance

Line		Prior Period	Reporting Period
38	Number of Card Accounts with Excessive Credit Risk Exposure	-	773
<p>DESCRIPTION: Measures card accounts that have high available balances. Prior period = blank and reporting period.</p> <p>SOURCE:</p> <p>CALCULATION: At the card account level, if the unused available credit is more than 50% of the cycle limit, then count. The count can be >1 if multiple card accounts within the managing account are found have unused available credit >50% of the cycle limit.</p> <p>USER GUIDANCE: The values shown will match those in the IOD Entities Tab Internal Controls Table.</p>		Will display “-“	
39	Number of Cards That Have Been Inactive for Six Cycles or Have Never Been Used	-	495
<p>DESCRIPTION: Card accounts that have been inactive for 6 months or longer or that have never been used. Prior period = blank and reporting period.</p> <p>SOURCE:</p> <p>CALCULATION: Passthrough from last Monthly A/OPC Report in the Semi-Annual Period. As of the last day of the reporting period, Count cards that are in these statuses: Active, V9, FR, and where the status date on the current version of the card is within the cycle, and where there are no transactions for the previous 6 months; + Count cards that have not had any transactions regardless of how long they have been in that state.</p> <p>USER GUIDANCE: The values shown will match those in the IOD Entities Tab Internal Controls Table.</p>		Will display “-“	
40	Number of Transactions Without Electronic Authorizations	-	34
<p>DESCRIPTION: These are so-called “force-throughs.” Prior period = blank and reporting period.</p> <p>SOURCE: CDF3.</p> <p>CALCULATION: Count any transactions that trigger DoD Business Rule 11.</p> <p>USER GUIDANCE: Individual cases for force-throughs may be reviewed in the Semi-Annual Review Exceptions Tab.</p>		Will display “-“	

V. Findings and Determinations

<i>Data only includes cases closed by users (A/BOs-A/OPCs). System Auto Closed cases are not included in section V of the report.</i>		No Determination Necessary		Findings (All)				Total			
		Total	Percent*	Total	Percent*	Total	Percent*	Total	Percent*		
41	Total Number of Cases Closed	11,000	81%	2,476	18%	13,476	100%				
		# and % of ALL cases closed with no Determination. Must = Line 17 Value 1		# and % of ALL cases closed with Determination. Must equal Line 18 Value 1.		# and % of ALL cases closed.					
<i>--N/As represent a value that is not possible in the IOD application for a given Determination. Additionally, although multiple findings can be selected per case, the most significant finding is reported. Transaction Types of External Fraud & Disputable Transactions are not included in the "Total number of Cases Closed with Findings" as they are not Findings. External Fraud is a Disciplinary Category Determination; Disputable Transaction is an interim category that is captured as a transaction type, but is neither</i>		Administrative Discrepancy (Unintentional)		Misuse (Unintentional)		Abuse (Intentional)		Potential Internal Fraud (Malicious Intent)		Total Determinations	
		Total	Percent*	Total	Percent*	Total	Percent*	Total	Percent*	Total	Percent*
42	Total Number Cases Closed with Findings	250	1%	763	5%	856	6%	607	4%	2,476	18%
		# and % of ALL cases closed by Determination		# and % of ALL cases closed by Determination		# and % of ALL cases closed by Determination		# and % of ALL cases closed by Determination		# and % of ALL cases closed by Determination	
43	---Not for Government Use (Personal Use)	N/A	N/A	100	13%	100	13%	200	26.21%	400	2%
		# and % of cases closed by Finding and Determination		# and % of cases closed with assigned Finding and Determination		# and % of cases closed with assigned Finding and Determination		# and % of cases closed with assigned Finding and Determination		# and % of cases closed with assigned Finding and Determination	
		SAME FOR ROWS BELOW		SAME FOR ROWS BELOW		SAME FOR ROWS BELOW		SAME FOR ROWS BELOW		SAME FOR ROWS BELOW	
44	---Unauthorized Use	N/A	N/A	78	10%	0	0%	30	3%	108	1%
45	---Prohibited Item	N/A	N/A	102	13%	200	26%	N/A	N/A	302	2%
46	---Split Purchase to Circumvent the Micro Purchase Threshold	N/A	N/A	N/A	N/A	32	4%	N/A	N/A	32	0%
47	---Exceeds the Authorized Limits	N/A	N/A	123	16%	329	43%	N/A	N/A	452	3%
48	---Exceeds Minimum Mission Need	N/A	N/A	223	29%	60	7%	N/A	N/A	283	2%
49	---Failure to Use/Screen Required Sources When Applicable	N/A	N/A	49	6%	123	16%	N/A	N/A	172	1%
50	---Separation of Duties NOT Performed	239	95%	N/A	N/A	N/A	N/A	192	25%	431	3%
51	---Sustainable (Green) Procurement Procedures NOT Followed	N/A	N/A	88	11%	12	2%	N/A	N/A	100	1%
52	---Incomplete Purchase Records	11	4%	N/A	N/A	N/A	N/A	185	24%	196	1%
53	External Fraud	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	N/A
54	Disputable Transaction	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	N/A

*As a Percent of the Determination Category (percent may not add to 100% due to rounding)

VI. Corrective Actions

Line		Prior Period		Reporting Period	
		Number	Percent	Number	Percent
55	Total Number of Correction Actions Taken/Planned	-	-	1,869	100%
	<p>DESCRIPTION: Count of corrective actions, prior period number and % = blank, reporting period number and %.</p> <p>SOURCE: IOD Corrective Actions Table (Populated from A/OPC Case Checklist)</p> <p>CALCULATION: Number=Count of corrective actions in cases in A/OPC Closed + Closed-Locked statuses that have a determination for the prior or current period. Percent = Count of corrective actions / Count of corrective actions.</p> <p>USER GUIDANCE: Corrective actions for individual cases may be reviewed using the Findings and Determinations Report in IOD.</p>	Will display "--"		Number should equal Line 20 Value 2 Percent will always be 100%	
56	---Elevate to investigative agency	-	-	122	7%
	<p>DESCRIPTION: Number of selections of the indicated corrective action. Number of selections of the indicated corrective action as a % of all corrective actions (in other words how frequently this corrective action is selected compared to all others). Prior period = blank and reporting period.</p> <p>SOURCE: IOD Corrective Actions Table (Populated from A/OPC Case Checklist)</p> <p>CALCULATION: Number=Count of this corrective action in A/OPC Closed + Closed-Locked statuses for the prior or current period. Percent = Line 56 / Line 55.</p> <p>USER GUIDANCE: Corrective actions for individual cases may be reviewed using the Findings and Determinations Report in IOD.</p>	Will display "--"		Number must be ≤ Line 55	
57	---Elevate through chain of command	-	-	235	12%
	<p>DESCRIPTION: Number of selections of the indicated corrective action. Number of selections of the indicated corrective action as a % of all corrective actions (in other words how frequently this corrective action is selected compared to all others). Prior period = blank and reporting period.</p> <p>SOURCE: IOD Corrective Actions Table (Populated from A/OPC Case Checklist)</p> <p>CALCULATION: Number=Count of this corrective action in A/OPC Closed + Closed-Locked statuses for the prior or current period. Percent = Line 57 / Line 55.</p> <p>USER GUIDANCE: Corrective actions for individual cases may be reviewed using the Findings and Determinations Report in IOD.</p>	Will display "--"		Number must be ≤ Line 55	
58	---Suspend or remove employee from program	-	-	182	9%
	<p>DESCRIPTION: Number of selections of the indicated corrective action. Number of selections of the indicated corrective action as a % of all corrective actions (in other words how frequently this corrective action is selected compared to all others). Prior period = blank and reporting period.</p> <p>SOURCE: IOD Corrective Actions Table (Populated from A/OPC Case Checklist)</p> <p>CALCULATION: Number=Count of this corrective action in A/OPC Closed + Closed-Locked statuses for the prior or current period. Percent = Line 58 / Line 55.</p> <p>USER GUIDANCE: Corrective actions for individual cases may be reviewed using the Findings and Determinations Report in IOD.</p>	Will display "--"		Number must be ≤ Line 55	
59	---Reimbursement to program	-	-	222	11%
	<p>DESCRIPTION: Number of selections of the indicated corrective action. Number of selections of the indicated corrective action as a % of all corrective actions (in other words how frequently this corrective action is selected compared to all others). Prior period = blank and reporting period.</p> <p>SOURCE: IOD Corrective Actions Table (Populated from A/OPC Case Checklist)</p>	Will display "--"		Number must be ≤ Line 55	

VI. Corrective Actions

Line		Prior Period		Reporting Period	
		Number	Percent	Number	Percent
	<p>CALCULATION: Number=Count of this corrective action in A/OPC Closed + Closed-Locked statuses for the prior or current period. Percent = Line 59 / Line 55.</p> <p>USER GUIDANCE: Corrective actions for individual cases may be reviewed using the Findings and Determinations Report in IOD.</p>				
60	---Formal supervisory counseling (repeat finding, personnel action)	-	-	111	5%
	<p>DESCRIPTION: Number of selections of the indicated corrective action. Number of selections of the indicated corrective action as a % of all corrective actions (in other words how frequently this corrective action is selected compared to all others). Prior period = blank and reporting period.</p> <p>SOURCE: IOD Corrective Actions Table (Populated from A/OPC Case Checklist)</p> <p>CALCULATION: Number=Count of this corrective action in A/OPC Closed + Closed-Locked statuses for the prior or current period. Percent = Line 60 / Line 55.</p> <p>USER GUIDANCE: Corrective actions for individual cases may be reviewed using the Findings and Determinations Report in IOD.</p>	Will display "--"		Number must be ≤ Line 55	
61	---Card suspended or canceled	-	-	128	6%
	<p>DESCRIPTION: Number of selections of the indicated corrective action. Number of selections of the indicated corrective action as a % of all corrective actions (in other words how frequently this corrective action is selected compared to all others). Prior period = blank and reporting period.</p> <p>SOURCE: IOD Corrective Actions Table (Populated from A/OPC Case Checklist)</p> <p>CALCULATION: Number=Count of this corrective action in A/OPC Closed + Closed-Locked statuses for the prior or current period. Percent = Line 61 / Line 55.</p> <p>USER GUIDANCE: Corrective actions for individual cases may be reviewed using the Findings and Determinations Report in IOD.</p>	Will display "--"		Number must be ≤ Line 55	
62	---Refresher training	-	-	223	11%
	<p>DESCRIPTION: Number of selections of the indicated corrective action. Number of selections of the indicated corrective action as a % of all corrective actions (in other words how frequently this corrective action is selected compared to all others). Prior period = blank and reporting period.</p> <p>SOURCE: IOD Corrective Actions Table (Populated from A/OPC Case Checklist)</p> <p>CALCULATION: Number=Count of this corrective action in A/OPC Closed + Closed-Locked statuses for the prior or current period. Percent = Line 62 / Line 55.</p> <p>USER GUIDANCE: Corrective actions for individual cases may be reviewed using the Findings and Determinations Report in IOD.</p>	Will display "--"		Number must be ≤ Line 55	
63	---Informal counseling	-	-	111	5%
	<p>DESCRIPTION: Number of selections of the indicated corrective action. Number of selections of the indicated corrective action as a % of all corrective actions (in other words how frequently this corrective action is selected compared to all others). Prior period = blank and reporting period.</p> <p>SOURCE: IOD Corrective Actions Table (Populated from A/OPC Case Checklist)</p> <p>CALCULATION: Number=Count of this corrective action in A/OPC Closed + Closed-Locked statuses for the prior or current period. Percent = Line 63 / Line 55.</p> <p>USER GUIDANCE: Corrective actions for individual cases may be reviewed using the Findings and Determinations Report in IOD.</p>	Will display "--"		Number must be ≤ Line 55	

VI. Corrective Actions

Line		Prior Period		Reporting Period	
64	---Resolve administrative discrepancy	-	-	232	12%
	<p>DESCRIPTION: Number of selections of the indicated corrective action. Number of selections of the indicated corrective action as a % of all corrective actions (in other words how frequently this corrective action is selected compared to all others). Prior period = blank and reporting period.</p> <p>SOURCE: IOD Corrective Actions Table (Populated from A/OPC Case Checklist)</p> <p>CALCULATION: Number=Count of this corrective action in A/OPC Closed + Closed-Locked statuses for the prior or current period. Percent = Line 64 / Line 55.</p> <p>USER GUIDANCE: Corrective actions for individual cases may be reviewed using the Findings and Determinations Report in IOD.</p>	Will display "--"		Number must be ≤ Line 55	
65	---Report as external fraud	-	-	223	11%
	<p>DESCRIPTION: Number of selections of the indicated corrective action. Number of selections of the indicated corrective action as a % of all corrective actions (in other words how frequently this corrective action is selected compared to all others). Prior period = blank and reporting period.</p> <p>SOURCE: IOD Corrective Actions Table (Populated from A/OPC Case Checklist)</p> <p>CALCULATION: Number=Count of this corrective action in A/OPC Closed + Closed-Locked statuses for the prior or current period. Percent = Line 65 / Line 55.</p> <p>USER GUIDANCE: Corrective actions for individual cases may be reviewed using the Findings and Determinations Report in IOD.</p>	Will display "--"		Number must be ≤ Line 55	
66	---Request merchant credit/dispute the transaction	-	-	80	4%
	<p>DESCRIPTION: Number of selections of the indicated corrective action. Number of selections of the indicated corrective action as a % of all corrective actions (in other words how frequently this corrective action is selected compared to all others). Prior period = blank and reporting period.</p> <p>SOURCE: IOD Corrective Actions Table (Populated from A/OPC Case Checklist)</p> <p>CALCULATION: Number=Count of this corrective action in A/OPC Closed + Closed-Locked statuses for the prior or current period. Percent = Line 66 / Line 55.</p> <p>USER GUIDANCE: Corrective actions for individual cases may be reviewed using the Findings and Determinations Report in IOD.</p>	Will display "--"		Number must be ≤ Line 55	

Notes:

This section documents observations at the Managing Account level and/or any noteworthy program successes, issues, or trends.

DESCRIPTION: User entered notes. PLEASE DO NOT USE "?", "/", "\", "|", ",", ":", "<", or ">" IN THE NOTES AS THESE CHARACTERS CAUSE AN ERROR.

SOURCE:

CALCULATION:

USER GUIDANCE: Users may enter any information in this section that they desire.

HA Endorsement

Semi-Annual Head of Activity Program Review for the period: 2019/09/20 thru 2020/03/19 Report generated on: MM/DD/YYYY

I have reviewed the management control information identified in this report. I concur with the Findings, Determinations, and any Corrective Actions Taken/Planned. Appropriate action will be taken for any issues identified.

HA Signature: _____

Date: _____ MM/DD/YYYY _____

HA Printed Name: _____

Email Address: <email address of user who ran the

report>

A/OPC Printed Name: _____

Email Address: _____