

**DEPARTMENT OF THE ARMY
COMMAND XXXX
UNIT/CMR
APO AE 09XXX**

(OFFICE SYMBOL) (date)

MEMORANDUM FOR Commander, 98th ASG, Unit 26622, ATTN: AETV-WG-GB,
APO AE 09244

SUBJECT: Fiscal Year XX Annual Assurance Statement (AAS)

(Prior to preparing your AAS, review the Management Control Deficiencies/Weaknesses Report at enclosure 2.)

Option 1 (if no weaknesses will be reported). **(UNQUALIFIED STATEMENT)**

1. I have reasonable assurance that this organization's management controls are in place, being used, and operating effectively. I base my assessment on the results of the completed and applicable checklists as outlined in the Management Control Process Plan, the results of the Organizational Inspection Program, and audits performed by the 98th ASG IRACO or outside agencies.
2. None of the identified deficiencies was determined to be material. Deficiencies identified through the application of a management control review checklist are monitored and corrected with appropriate expediency at my level/organization. Audit findings have been taken into consideration for this statement.

Option 2 (if any weaknesses will be reported). **(QUALIFIED STATEMENT)**

1. I have reasonable assurance that this organization's management controls are in place, being used, and operating effectively, except for (state the number of weaknesses that you determined to be material, report them in the required format, and attach them to your AAS). The information provided on these material weaknesses indicates corrective actions are being taken, with prompt resolution. Deficiencies identified through the application of a management control review checklist are monitored at my level/ organization until corrected.
2. I base my assessment on the results of the completed and applicable checklists as outlined in the Management Control Process Plan, the results of the Organizational Inspection Program, and audits performed by the 98th ASG IRACO or outside agencies.

(OFFICE SYMBOL) (11-2a)

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3. In accordance with AR 11-2, the (name of command/organization) has adhered to all regulatory requirements governing the Management Control Program. Managers at all levels have a basic understanding of the GAO standards, have completed required management reviews, and have identified and reported material weaknesses.

(The fourth paragraph is only required by the BSB Commanders.)

4. As the designated Assessable Unit Manager for the ...th BSB, an explicit statement of management controls has been incorporated in my Officer Evaluation Report/Performance Agreement.

signature block of
BSB Commander/ASG Director