



DEPARTMENT OF MILITARY AFFAIRS

Office of Inspector General

St. Francis Barracks
P.O. Box 1008
St. Augustine, Florida 32085-1008

December 22, 2022

Ms. Melinda Miguel
Chief Inspector General
Office of the Chief Inspector General
Room 1902 – The Capitol
Tallahassee, Florida 32399-0001

Dear Ms. Miguel:

Pursuant to Section 20.055(6)(h), Florida Statutes, enclosed is the Department of Military Affairs' response on the corrective actions taken in connection with the Auditor General's Report No. 2022-198, dated May 12, 2022.

If you have any questions, or require additional information, please contact me at (904) 823-0126.

Sincerely,

Jennifer L. Ranick
Inspector General
Department of Military Affairs

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The following represents the status of those recommendations included in the Auditor General Report, dated May 12, 2022, entitled “Department of Military Affairs Educational Dollars for Duty Program and Selected Administrative Activities.

Recommendation No. 1: We recommend that, for EDD program reimbursement purposes, Department management determine the rates charged for professional certification courses at vocational-technical programs and State public postsecondary education institutions and ensure that Department records evidence that all EDD program payments do not exceed the maximum allowable assistance established in State law.

The Actual or Proposed Corrective Action: EDD only pays up to highest in-state “resident” public institution per Credit Hour (CH). The accepted units of course credit measurement maintained by institutions of higher education are Semester Hour (SH), Quarter Hour (QH) and Clock/Contact Hour (CH). All Florida universities use Semester Hour (SH) for billing purposes. There is a conversion for SH to QH which is to Divide SH cost by 1.5 to establish the QH rate.

Status: EDD has insured that all employees are aware of the conversion formula and is applying when appropriate.

Recommendation No. 2: We recommend that Department management enhance controls to ensure that EDD program payments are made only for authorized courses, EDD program applications are approved by the designated UPOC, and Department records evidence payments are only made on behalf of participants who satisfactorily complete the applicable courses.

The Actual or Proposed Corrective Action: The Educational Dollars for Duty Program Coordinator (EDDPC) has established a Quarterly Information Review (QIR) requirement to identify and correct the list of eligible schools; identify, verify, and notify students that have become ineligible to use EDD during their term; and review Education Management Portal (EMP) user list for currency and role threshold. This requirement will be completed at the end of each state fiscal year quarter and maintained.

Status: The Quarterly Information Review (QIR) requirement has been established.

Recommendation No. 3: We recommend that Department management enhance EDD program recoupment controls to ensure that EDD program personnel have access to all participant eligibility data and payment recoupments are promptly established for all ineligible participants.

The Actual or Proposed Corrective Action: A review of personnel records will be accomplished quarterly to identify students that have become ineligible for EDD during the term for which EDD is funding. Those identified students will be sent a recoupment letter for notification of debt. This will be recorded in the QIR.



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Status: The Quarterly Information Review (QIR) requirement has been established to identify ineligible participants.

Recommendation No. 4: We recommend that Department management: - Assign system administrators for the EDDAS and perform periodic reviews of system administrator access privileges for appropriateness. -Immediately disable EDDAS user access privileges when access is no longer needed. -Ensure that all service level agreements include provisions specified by State law and applicable contract and service level agreement records clearly establish the hosting provisions of the EDDAS. -Ensure that all employees in positions of special trust, responsibility, or sensitive location undergo a level 2 background screening in accordance with State law. -Ensure that incompatible IT duties are appropriately separated.

The Actual or Proposed Corrective Action: The EDDPC will act as the EDDAS. Duties of this position will include verifying the list of approved users and ensuring that those users have the proper background screening. This verification will be recorded on the QIR.

Status: The EDDPC is currently vacant. However, once hired, will act as the EDDAS.

Recommendation No. 5: We recommend that Department management enhance controls to ensure that ISM designations are documented and made in accordance with State law and take steps to ensure that the ISM reports directly to the Adjutant General for information security duty purposes.

The Actual or Proposed Corrective Action: The G6/IT Department is actively working with the Department of Military Affairs Agency Head to revise the existing appointee memorandum to reflect the G6/CIO as the appointed ISM and a direct report to the Agency Head for Department of Military Affairs (TAG). Anticipated date for signature is NLT 09 Jun 22.

Status: Per revised memo dated June 6, 2022, The Adjutant General (Maj General Eifert) has appointed COL Kevin B Creech CIO/G6 to be the ISM for DMA, he will carry out those duties as tasked. No other action required.

Recommendation No 6: We recommend that Department management establish procedures for retaining all text messages sent or received by Department owned mobile devices in accordance with State law.

The Actual or Proposed Corrective Action: Currently, the G6/IT Department can only request text messages through a court order. The G6/IT Department will publish a policy that prohibits official DMA business to be conducted over text.

Status: The G6/IT Department is currently still staffing this action, thus far G6 has issued guidance in accordance with DoD policy that users are not permitted to delete any text messages sent or received by Department owned mobile devices in accordance with State law.



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Recommendation No 7: We recommend that Department management enhance FLAIR access controls to ensure that FLAIR access privileges are promptly removed upon an employee's separation from Department employment and Department records evidence the conduct of complete and periodic reviews of FLAIR access privileges.

The Actual or Proposed Corrective Action: The G6/IT Department has no visibility of DMA personnel leaving the full-time force unless notified by the DMA SHRO or first line supervisors. FLAIR accounts are requested by the DMA and SQM and accessed via a State VPN account on commercial Wi-Fi. FLAIR accounts are not created or authorized via the FLARNG G6, only the authorization for the VPN access. FLARNG G6 will create a policy requiring supervisors to notify the FLARNG G6 when employees depart the full-time force, resulting in the removal of the State VPN access.

Status: The G6 has implemented internal tracking procedures to activate and deactivate accounts as users in process and out process through the DMA SHRO.

Recommendation No. 8: We recommend that Department management establish public deposit procedures to ensure that: -Complete and accurate Forms are obtained for all public deposit accounts. -QPD information is confirmed in accordance with State law. -Annual reports are timely submitted to the CFO.

The Actual or Proposed Corrective Action: The DMA concurs with the recommendation. The DMA will establish procedures to obtain complete and accurate reports from our public depositors. Annual reports will be submitted to the Florida CFO on or before November 1st of each year.

Status: The proposed corrective actions have been implemented.

Recommendation No. 9: We recommend that Department management strengthen procedures to ensure that purchasing cards are promptly canceled upon a cardholder's separation from Department employment.

The Actual or Proposed Corrective Action: The DMA continues to monitor purchasing cards for usage and reasonableness of card assignments. The cardholder or supervisor may send notification of separation. When notification is received, the card is cancelled. The DMA Human Resources also sends emails when a staff member separates from the agency. Upon receipt of notification from the DMA Human Resources the card is cancelled. The monitoring of usage and notifications from DMA Human Resources is continuous throughout the year.

Status: The proposed corrective actions have been implemented.



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Recommendation No. 10: We again recommend that Department management ensure that all required statutory provisions are included in Department contracts and documentation of all required insurance coverages are obtained from contractors and retained throughout the period in each contract.

The Actual or Proposed Corrective Action: The DMA concurs with the recommendation. The DMA has conducted a thorough review of current contract provisions and has updated templates to include the verbiage referenced from Florida Statute 20.055(5). The DMA intends to conduct a thorough review of current contract provisions and requirements set forth in Florida Statute and add any other missing terms to non- technical specifications used for construction contracts as well as other templates for A/E contracts. During the life of the contract the Contract Administrator will monitor to ensure the contractor follows the terms and provisions. The Contract Administrator will also monitor certificates of insurance to ensure the types and amounts of insurance are current during the term of the contract.

Status: The verbiage related to F.S. 20.055(5) is included in all our contracts. Contract Administrators are monitoring to ensure the contractors follows the terms and provisions. The Contract Administrators are also monitoring certificates of insurance to ensure the types and amounts of insurance are current during the term of the contract.