*Note: Please use the following form once per compliance risk.*

**Description:** Describe your implementation of the Federal Sentencing Guidelines to fulfill the metrics established for each compliance risk identified.

**Compliance Risk**

**1. Awareness**

For example: Established standards and procedures, oversight and interest by high level institutional personnel, adequate education and training of those who are responsible, effective lines of communication to report compliance issues, consistently enforce standards through discipline, and appropriate response and corrective action plans.

**2. Knowledge**

For example: Adequate education and training of those who are responsible, effective lines of communication to report compliance issues, consistently enforce standards through discipline, internal monitoring of compliance programs, and appropriate response and corrective action plans.

**3. Action**

For example: Effective lines of communication to report compliance issues, consistently enforce standards through discipline, internal monitoring of compliance programs, and appropriate response and corrective action plans.

**4. Risk Assessments**

 For example: Testing all three components of awareness, knowledge, and action.

**Discuss any impediments you may have that will** **prevent or slow the process to reach your goal, and identify any additional resources you may need.**

Submitter’s Name

Submitter’s Signature Date