

Internal Review and Audit Compliance			
Recommended Hardware and Software List			
Hardware/Software	Desktop System	Laptop System	Notes
Computer	Minimum 256MB RAM and Pentium III or higher	Minimum 256MB RAM	Desktop & laptop maybe the same if docking station used. Depending on IR Office ADP setup, desktop could be full CPU or just a network terminal.
DVD-RW or CD-RW	Access To	Access To	
Floppy Drive	Access To	Access To	
Hard Drive	Access To	30 GB	Size of Local Desktop Hard Drive immaterial if files reside on network server.
Modem	Optional	Access To 56K modem	
E-Mail	Yes	Yes	
Internet Access	Yes	Yes	
Scanner	Access To	Access To	Laptop may require portable scanner.
Portable Printer	No	Maybe	Needed if need to print from laptop in field.
Audit Management System (AMS)	Access To	Maybe	Need Access To if Laptop Used to record data into AMS.
Adobe Acrobat (full program)	Yes	Yes	Current version is 6.0, but 4.0 OK for now.
Office Applications	Full Suit of MS Ofc 2000 Professional or higher (or equivalent).	Full Suit of MS Ofc 2000 Professional or higher (or equivalent).	Full Suit includes word processing, spreadsheet, database, and chart presentation software.
Anti-virus	Yes	Yes	Standalone or Corporate/Network Edition
Photo Software	Yes	Yes	
Flow Chart Software	Yes	Yes	ALLClear or equivalent.
Data Extraction Software	Access To	Access To	ACL or IDEA.
OCR Software	Access To	Access To	OmniPage Pro or equivalent.
Web Development Software	Access To*	Access To*	Needed only if involved in creation or update of web pages.
USB Thumb Drive/Flash Drive	Access To	Access To	Reusable small high capacity storage device
Blackberry Device	N/A	N/A	Recommended for MACOM IR Chiefs.
Note: Access To means that the auditors can get access to the software or device, it does not require that the software or device be on every computer.			

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Recommended On-Line Database Access

<u>Database</u>	<u>Address or Access Requirement</u>	<u>Information in Database</u>	<u>Access Requirements</u>
Electronic Document Access (EDA)	http://eda.ogden.disa.mil/eda/	Complete Contracts, Delivery Orders, ect. On-line in this Database.	On-line registration and approval from Installation Electronic Business POC.
US Bank Gov't Purchase Card	https://care.usbank.com/	Gov't Purchase Card Transactions On-line.	UserID Password from Gov't Purchase Card Coordinator.
Standard Management Reports for Finance (SMRIF)	http://www.hgmwr.army.mil/Misapps/SMIRF/smirf.htm	MWR (NAF) Financial Information On-line.	Download Plug-in from web site and start using. No password required.
Vendor Pay Inquiry System	http://www.dfas.mil/money/vendor/	Payments DFAS has made to vendors On-line.	Goto web site. No password required.
Civilian Personnel Position Descriptions (PD)	http://cpsfc.belvoir.army.mil/fasclass/inbox/	Actual Civilian Personnel PD's On-line	Goto web site. No password required.
GSA Fleet Vehicle reports	http://gsaa0.fss.gsa.gov/milexpw/	Information on GSA Fleet vehicle usage including detailed information on use of GSA Fleet (Gas) Credit Card	Contract your installation GSA Fleet coordinator for access approval.
Government Travel Card	https://www.gov-eagls.bankofamerica.com/	Individual Gov't Travel Card Purchases On-line	UserID Password from Gov't Travel Card Coordinator.
Operational Data Store (ODS)	POC at DFAS ANDREA.WRIGHT@DFAS.MIL	DFAS entitlement, disbursing, and accounting data.	Need to get Cognos Impromptu software and latest Impromptu catalog. Software is installed on computer with Internet access. Impromptu catalog file is placed where your queries will be stored. Andrea Wright can refer you to any current users on your installation or MACOM who have canned queries that you can use or modify and can help you become familiar with using ODS. Limited training is available from your local DFAS. Access requirements – Fax System Authorization Access Request (SAAR) DISA 41 to DSN 699-2197, or commercially at (317)510-2197. Complete boxes 1 thru 19 and 34 and circle “Analyst” for block 18 on DISA form 41. DFAS will email you your password and will email your TASO your User Id.