DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
FINANCIAL MANAGEMENT AND COMPTROLLER
109 ARMY PENTAGON
WASHINGTON DC 20310-0109

REPLY TO ATTENTION OF

February 8, 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Internal Review Award of Excellence Program for Year 2001

The Internal Review Award of Excellence Program continues to be an unqualified success. Again this year, Army commanders world-wide took the time and effort to nominate their IR offices for the award.

I am pleased to announce that subject award program will continue for the year 2001. The awards will be presented in accordance with the guidance prescribed in the attached letter of instruction (LOI). In fairness to all nominees, we are unable to consider nominations that do not comply with the LOI. This is particularly true of suspense dates and award justification formats.

Questions concerning the awards program should be directed to Bob Barnhart, barnhrw@hqda.army.mil or Michelle Doyle, doylem@hqda.army.mil, DSN 225-2909, COMM (703) 695-2909.

William M. Harris
Director, Management Services and Internal Review

Attachment

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U.S. Army Internal Review Award of Excellence Program

Year 2001

Letter of Instruction

1. **General**. This Letter of Instruction (LOI) sets forth policies and procedures for execution of the Year 2001 Internal Review Award of Excellence Program.

2. **Purpose.** The Assistant Secretary of the Army (Financial Management and Comptroller) has established awards to recognize those internal review activities in the Army, National Guard and Army Reserve that have provided their local commanders and tenant activities with outstanding internal auditing services.

3. **Award Nominations**.

a. Nominations for awards for the period 1 April 2000 through 31 March 2001 will normally be submitted by an internal review activity's commander, deputy commander or chief of staff. National Guard nominees will be submitted by The Adjutant General or U.S. Property and Fiscal Officer. Nominations however, will be accepted when submitted by any individual familiar with accomplishments of the IR office being nominated (e.g., commander/ director of tenant activity, staff director, etc.).

b. Annual nominations must be received by the SAFM-FOI on or before 30 April 2001. Nominations should be addressed to: OASA(FM&C), ATTN: SAFM-FOI, 109 Army Pentagon, Washington, DC 20310-0109.

4. **Categories.**

a. Due to differences such as missions and assigned strength, Internal Review Award of Excellence categories have been established as follows:

(1) Category A - 3 or less full-time auditors assigned.

(2) Category B - 4 to 6 full-time auditors assigned.

(3) Category C - 7 or more full-time auditors assigned.

(4) Category M - Major Command (MACOM) IR offices.

b. Categories identified above will be determined by internal review office assigned staffing levels on 31 March 2001.

c. Nominations for Categories A, B, and C are to be submitted to the appropriate MACOM IR office in accordance with MACOM instructions. MACOM IR offices will review nomination submissions for format. They may, at their election, rate nominees and submit (in order of merit format) to OASA(FM&C) for final consideration. Regardless of whether nominations are rated by the respective MACOM, all nominations should be forwarded to OASA(FM&C).

d. Nominations for Category M are to be submitted directly to OASA(FM&C).

e. Nominations must be submitted using the format given at Figure 1. Nominations that exceed the allotted space for the description of accomplishments will not be considered.

5. **Criteria**. Nominations received will be evaluated by a team of judges established annually by the Deputy Assistant Secretary of the Army (Financial Operations), DASA(FO). The team of judges will evaluate nominations based on the following criteria:

a. Valued Member of the Management Team - The extent to which the IR staff demonstrated its value throughout the award period. This may include potential monetary benefits generated or recommendations by the IR staff that significantly enhanced operating efficiency or readiness within the command.

b. Meeting Current and Emerging Needs of Decision-makers - This should include examples of how the IR staff identified and met specific audit service needs of the command's management team during the period. Examples may relate to full scope audits, quick response audits, or consulting and advisory engagements. Emphasis should be devoted to describing innovative solutions to conducting engagements, and innovative solutions proposed for decision-makers.

c. Quality Control - This should include initiatives implemented during the period that were designed to enhance the overall quality of audit services and ensure compliance with The Government Auditing Standards. The score from an External Quality Assurance Review (QAR) Report should be included if it was performed during the award period. If no External QAR was performed, the nomination should so state.

d. Contribution to the IR Community - This should include ways the IR staff assisted/benefited other IR auditors in the Army. Examples may include -

(1) Sharing of audit plans and programs.

(2) Sharing audit results with systemic implications.

(3) Providing instruction at conferences or Joint IR/USAAA training courses.

(4) Hosting training sessions.

(5) Performing a QAR for another IR activity.

(6) Serving on Army Internal Review Process Action Teams or special committees.

e. Assistance to Subordinate IR Elements - (For MACOM Nominees Only). This should include the extent to which the MACOM IR office enhanced operations of subordinate IR offices during the award period. Examples may include:

(1) Dissemination of supplemental audit policy/guidance.

(2) Facilitating communication between subordinate IR staffs.

(3) Assisting subordinate staffs through constructive evaluation of operations (QAR Program).

6. **Awards**.

a. Awards will be presented to winners at the U.S. Army Annual Internal Review Training Symposium Awards Banquet, Scottsdale, AZ, in August 2001. Prior to that time, an award notification memo will be forwarded to the winners' commanders.

b. Awards will consist of -

(1) Internal Review Award of Excellence. This award will be presented to the winner in each category. The award will consist of a distinctive plaque.

(2) Internal Review Meritorious Achievement Award. This award will be presented to the runner-up(s) in each category. The award will consist of a distinctive plaque.

INTERNAL REVIEW AWARD OF EXCELLENCE NOMINATION FORM

NOMINEE DATA

Award Category: _____

Command/Activity: _____

Name of the IR Office Chief: _____

DSN Number: _____ Commercial: _____

Size of IR Staff as of 31 March 2001: _____

NOMINATOR DATA

Name: _____

Position Title: _____

Official Address: (include zip code or APO #)

_____

_____

_____

DSN Number: _____ Commercial: _____

AWARD JUSTIFICATION*

(* Award justification should be continued on a separate page. Total award nomination package may not be longer than two (2) pages. Text characters will be in a 12-pitch font and printed on one (1) side only. The information requested above will be included at the top of page one.)