

The Army Internal Review Steering Group

Charter

The Deputy Assistant Secretary of the Army (Financial Operations) (DASA(FO)), hereby charters the Internal Review Steering Group (IRSG). The purpose of the IRSG is to assemble key leaders from the Army's Internal Review (IR) community for the purpose of reviewing policies, regulations, and operating practices within the Army IR Program. The IRSG will offer recommendations through the Director, Management Services and Internal Review, (OASA(FM&C)) to DASA(FO) on:

- (1) appropriate changes to policies and regulations,
- (2) appropriate strategies on the quality and marketing of Army IR products and services, and
- (3) strategic planning.

Permanent membership in the IRSG shall include the Directors of Internal Review from the following major command and DA Staff elements:

- Administrative Assistant to the Secretary of the Army
- US Army Europe, and Seventh Army
- US Army Forces Command
- US Army Materiel Command
- US Army Corps of Engineers
- US Army Medical Command
- US Army Training & Doctrine Command
- US Army Community and Family Support Center
- US Army Pacific
- National Guard Bureau
- US Army Reserve
- US Army Special Operations Command
- Installation Management Agency

Additionally, the DASA(FO) will select up to 4 "at-large" members to serve for a two-year term of service. At-large members may be changed from time to time in order to allow for a variety of perspectives on current operational issues. However, at-large members may be re-appointed for consecutive terms.

The IRSG will be convened at the direction of the Director, Management Services and Internal Review, OASA(FM&C), not less than semi-annually. All TDY costs associated with meetings of the IRSG will be borne by the members' commands or the DASA(FO), if available. In an effort to reduce overall costs, meetings will be held in conjunction with functions that might otherwise result in the assembly of the members (i.e. IMWRF Audit Oversight Group meetings, DA IR Symposia, etc.).

Individual members will normally be provided an agenda and read-ahead materials prior to each meeting. In addition to contributions during IRSG meetings, members may be asked to undertake actions outside of the group forum designed to support the Army's IR function (i.e. Process Action Teams, sub-committees, etc.). Minutes of meeting will be documented and approved by the Chairperson; then will be sent to IRSG members for approval.

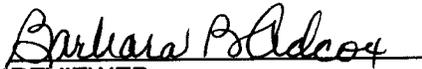
The following standing subcommittees are hereby established. These sub-committees are meant to keep the IRSG informed on significant issues in critical areas. The purposes of each of these sub-committees are specified in an Addendum to this charter. The IRSG may also establish additional short-term sub-committees and/or program improvement teams as deemed necessary to address current issues.

Sub Committees

Morale, Welfare and Recreation (MWR)	Chaired by the Director, IR, CFSC
Technology	Chairperson designated by IRSG
Training	Chaired by the Program Manager for Internal Review, OASA(FM&C)
IR Training Symposium	Chairperson designated by IRSG
Quality Assurance	Chairperson designated by IRSG
Management Reporting	Chairperson designated by IRSG

The IRSG will elect a Chairperson and Assistant Chairperson to preside over IRSG meetings and not less than annually, brief the DASA(FO) and the IR community on the status of IRSG work and initiatives. The briefing to the IR community will take place at the annual IR Training Symposium. The Chairperson and Assistant Chairperson will serve for a three-year term of office. The Assistant Chairperson will fill in for the Chairperson should he/she be unable to discharge his/her obligations due to illness, resignation, retirement or other such reasons.

This Charter was last updated on August 18, 2004.


REVIEWED:
Barbara B. Adcox
Director for Management Services
and Internal Review


APPROVED:
John J. Argodale
Deputy Assistant Secretary of the Army
(Financial Operations)

ADDENDUM
TO THE
INTERNAL REVIEW STEERING GROUP CHARTER

Sub-committees

The following permanent sub-committees will be established in support of the Army Internal Review Steering Group (IRSG) for the purposes indicated:

Title of Sub-committee: Morale, Welfare and Recreation

Chairperson: Director, Internal Review, CFSC

Purpose: To provide coordination between the IRSG and the Audit Committee to the Executive Committee to the MWR Board of Directors. Additionally, this sub-committee will ensure that the IRSG is kept abreast of issues within the Army MWR arena that could affect IR operations at the DA, MACOM, or installation level.

Title of Sub-committee: Technology

Chairperson: Director, IR, TRADOC

Purpose: To establish and periodically update a baseline level of technology necessary for successful IR operations at the local level. This sub-committee will also keep the IRSG informed of new hardware and software that could enhance the effectiveness and efficiency of IR operations.

Title of Sub-committee: Training

Chairperson: Program Manger for Internal Review, OASA(FM&C)

Purpose: To plan, execute, and administer IR training. This sub-committee will determine training requirements, seek cost effective sources, monitor IR sponsored training, and ensure that the IRSG is kept abreast of all training initiatives and problems associated with providing meaningful and productive training to the IR community.

Title of Sub-committee: IR Training Symposium

Chairperson: Director, IR, HQ AMC

Purpose: To assist the Program Manager for Internal Review, OASA(FM&C), with the Annual IR Training Symposium (i.e., agenda topics, instructors, speakers, site location). Proposed final agenda will be briefed to the IRSG at the mid-winter meeting.

Title of Sub-committee: Quality Assurance

Chairperson: Director, IR, HQ NGB

Purpose: To develop and update the DA IR Quality Assurance Guide. The sub-committee will ensure that new policies, procedures and practices are reflected in the QA Guide on a timely basis.

Title of Sub-committee: Management Reporting

Chairperson: Director, IR, SD NG

Purpose: To establish and periodically update recommendations for management reporting policies and procedures as reported to MACOMs and DA IR. This sub-committee will also recommend periodic updates to the Internal Review Management System (IRMS), which is the prime tool for use at all levels, to enhance management reporting.