



REPLY TO  
ATTENTION OF

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

MAR 30 2012

MEMORANDUM FOR See Distribution

SUBJECT: The Importance of Internal Review Staff in Army Audit Readiness

1. Reference memorandum, Secretary of Defense, 13 Oct 11, subject: Improving Financial Information and Achieving Audit Readiness.
2. The Army's internal review (IR) staff plays a critical role in audit readiness and is responsible for coordinating audit readiness site visits, assessing the effectiveness of internal controls, and ensuring corrective actions are implemented. The Command's IR offices will need to continuously mature and assess the internal control environment as part of your audit readiness procedures to ensure the audit ready environment is sustained.
3. Please review the *Command and Installation Audit Readiness Guide* and self-assessment checklists to understand the scope of audit readiness work IR staff are coordinating for your organization. These resources are available on the Army Knowledge Online audit readiness Web Site ([www.us.army.mil/suite/page/auditready](http://www.us.army.mil/suite/page/auditready)).
4. Audit readiness is a top priority for Congress and DoD; it is the responsibility of every Army commander, leader and program manager. Your IR staff is an essential element to achieve and sustain an auditable business environment. Therefore, you shall:
  - a. Ensure IR staffing levels adhere to current authorization levels.
  - b. Avoid levying inequitable budget cuts on IR in the future.
  - c. Provide sufficient Temporary duty funding to enable IR to conduct audit readiness site visits.
5. My point of contact is Mr. James J. Watkins at (703) 601-0512 or [james.j.watkins@us.army.mil](mailto:james.j.watkins@us.army.mil).

A handwritten signature in black ink, reading "Mary Sally Matiella".

Dr. Mary Sally Matiella, CPA

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