



REPLY TO
ATTENTION OF

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

SEP 17 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Implementation Instructions for Conversion of Department of Army Internal Review GS-510 Accountant (Internal Review Evaluator) to GS-511 Auditor

1. References:

a. Secretary of the Army Memorandum, dated June 14, 2013, subject: Conversion of Department of Army Internal Review (IR) from the GS-510 Accountant (Internal Review Evaluator) the Job Series to the GS-511 Auditor Job Series (Enclosure 1).

b. Internal Review Position Descriptions Table (Enclosure 2).

2. The Secretary of the Army memorandum (reference 1.a.) mandates Army Internal Review (IR) Accountant (IR Evaluator) positions be reclassified from the GS-510 series back to the GS-511 series. Consistent with reference 1.a., Army-wide standard position descriptions (PDs) were developed and classified.

3. Upon receipt of this memorandum, IR functional leaders must initiate personnel actions to reassign those employees to the new PDs within 60 days of the issuance of this memorandum. Conversion to the GS-511 series is mandatory for all Army IR activities, to include Army National Guard title 32 personnel. In addition, no revisions can be made to the newly established GS-511 PDs without the written approval of the Director, Army Internal Review, OASA (FM&C).

4. IR managers must work with their servicing Civilian Personnel Advisory Center and the Office of the Assistant Secretary of the Army (Financial Management and Comptroller) when selecting the appropriate PD for reassigning individuals and resolving problems. Enclosure 2 identifies the newly established GS-511 PD numbers and their corresponding grades.

5. My point-of-contact for this action is Mr. Jorge Roca, Director, Army Internal Review, 703-693-2772, Jorge.F.Roca.civ@mail.mil.

Mary Sally Matiella, CPA

Encls

SUBJECT: Implementation Instructions for Conversion of Department of Army Internal Review GS-510 Accountant (Internal Review Evaluator) to GS-511 Auditor

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CF:

- Director, Army National Guard
- Director of Business Transformation



SECRETARY OF THE ARMY
WASHINGTON

14 JUN 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Conversion of Department of Army Internal Review (IR) from the GS-510 Accountant (Internal Review Evaluator) the Job Series to the GS-511 Auditor Job Series

1. References:

a. Acting Secretary of the Army Memorandum, July 21, 2003, subject: Realignment Task Force II Decision – Proposed Consolidation of US Army Audit Agency and Internal Review (enclosure 1).

b. Secretary of the Army Memorandum, March 21, 2005, subject: Conversion of Department of the Army Internal Review Positions from the GS-511 Auditor Job Series to the GS-510 Accountant (Internal Review Evaluator) Job Series (enclosure 2).

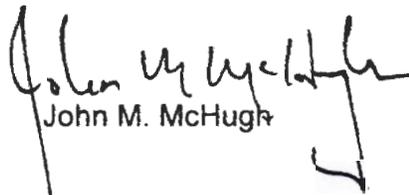
2. References a and b are cancelled.

3. I direct Assistant Secretary of the Army (Financial Management and Comptroller) to coordinate with the Assistant Secretary of the Army (Manpower and Reserve Affairs) to develop standardized IR position descriptions and reclassify IR positions from the 510 Accountant series back to the 511 Auditor series.

4. Upon reclassification of the IR positions, I direct all Army commands and activities with an IR function to convert their IR positions to the GS-511 Auditor job series.

5. There are no exceptions to this policy. My point of contact for this action is Mr. Donald Friend, Director, Army Internal Review, (703) 693-3383, Donald.I.Friend.civ@mail.mil.

Encls


John M. McHugh

DISTRIBUTION:

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Enclosure 1

SUBJECT: Conversion of Department of Army Internal Review from the GS-510 Accountant (Internal Review Evaluator) Job Series to the GS-511 Auditor Job Series

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- U.S. Army Military District of Washington
- U.S. Army Test and Evaluation Command
- U.S. Army Installation Management Command
- Superintendent, United States Military Academy
- Director, U.S. Army Acquisition Support Center
- Executive Director, Arlington National Cemetery
- Commander, U.S. Army Accessions Support Brigade

CF:

- Director, Army National Guard
- Director of Business Transformation

**STANDARDIZED PDs FOR CONVERSION FROM ACCOUNTANT
(INTERNAL REVIEW EVALUATOR) TO AUDITOR
(Except Personnel Covered by DCIPS)**

PD Number	Role and Grade
HTIR0032	Director, Army Internal Review, GS-15
HTIR0031	Supervisory Auditor, GS-15
HTIR0030	Supervisory Auditor, GS-14
HTIR0029	Auditor, GS-14
HTIR0028	Supervisory Auditor, GS-13
HTIR0027	Auditor, GS-13
HTIR0026	Supervisory Auditor, GS-12
HTIR0025	Auditor, GS-12
HTIR0024	Auditor, GS-11
HTIR0023	Auditor, GS-9
HTIR0022	Auditor, GS-7
HTIR0021	Auditor, GS-5

**DCIPS STANDARDIZED PDs FOR CONVERSION FROM ACCOUNTANT
(INTERNAL REVIEW EVALUATOR) TO AUDITOR**

PD Number	Role and Grade
ST421454	Supervisory Auditor, GS-14
ST421168	Auditor, GS-14
ST421463	Auditor, GS-13
ST421497	Auditor, GS-12
ST421508	Auditor, GS-11
ST421510	Auditor, GS-9
ST421517	Auditor, GS-7