



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
US ARMY GARRISON ROCK ISLAND ARSENAL
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IMRI-ZA

JUN 13 2016

**MEMORANDUM FOR All US Army Garrison Rock Island Arsenal (USAG RIA)
Directors/Office Chiefs**

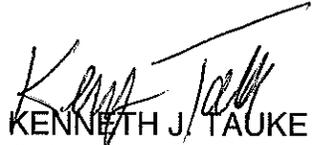
SUBJECT: Implementation of Audit Recommendations - Policy Memorandum #B-07

1. **Applicability and Effective Date:** This policy statement is applicable to all USAG RIA Directors/Office Chiefs and is effective immediately.
2. **General:** USAG RIA Directors/Office Chiefs are required to resolve and effectively implement all agreed upon corrective actions taken as a result of both internal review and external (GAO, USAAA, DOD/AMC IG, etc.) audit findings and recommendations.
3. **Operational procedures:**
 - a. Each Director/Office Chief will ensure that an official reply is prepared and submitted to the Internal Review Office for each recommendation contained in internal review and external audit reports. Each Director/Office Chief must approve the corrective actions taken/planned, including the completion dates for actions already taken and target dates for completing planned actions. A maximum of 10-working days will be allowed to complete the reply.
 - b. Managers will establish prompt, but reasonable, time-frames to resolve and implement internal review and external audit recommendations. For any planned corrective action that will take more than 12 months to complete, Directors/Office Chiefs will prepare and submit a justification with the target dates, which must be approved by the Commander.
 - c. The Internal Review Office will ask for written status every 90 days on open recommendations based on target dates shown in the official reply. Directors/Office Chiefs will be required to provide written status until all recommendations in an internal review or external audit report are reported complete.
 - d. If the original target date on an internal review or external audit recommendation cannot be met, the Commander will approve any proposed extensions until all corrective actions are reported complete.
4. **Summary:** Prompt, proactive actions are required for all agreed upon recommendations to any internal review or external audit report.

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5. Questions concerning this policy may be addressed to Vincent George, IMRI-IR, extension 26170, e-mail vincent.e.george8.civ@mail.mil or Rebecca Keppy, IMRI-IR, extension 20580, e-mail rebecca.j.keppy.civ@mail.mil.



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