



## INTERNAL AUDIT and REPORTING SYSTEM (IARS)

### FREQUENTLY ASKED QUESTIONS (FAQs)

Q. How is access provided to users in the web-based application? Do all users have the same access?

A. Users (i.e., new or current) are given access to the tool by the regional IT department. All users are assigned specific "User Roles" which grants them access to different sections of the tool based on the level of access required to perform the duties of their position. There are six user roles: (1) Audit Lead; (2) Auditor; (3) CPAC Specialist; (4) CPAC Supervisor; (5) Reports; and (6) Reports HQ. Typical functions for each user role include:

- Audit Lead – Access to all application features for the respective CHRA Region.
- Auditor – Document findings.
- CPAC Specialist – Document mitigations, i.e., corrective action.
- CPAC Supervisor – Submit mitigations, i.e., corrective action.
- Reports – View reports and checklists, within own region.
- Reports HQ – View reports and checklists, within all regions.

Q. Why are closed actions from the current month not reflected in the tool?

A. The closed actions for the current month are not available until the first day in the following month. For example: all actions closed in the month of July will be available August 1<sup>st</sup>.

Q. How is the closed actions report populated?

A. The closed actions report is populated from Portal Data, i.e., day old data. The Civilian Personnel Online (CPOL) Portal provides civilian Army employees with access to applications, information, news, benefits, and much more. The report does not pull data directly from the Defense Civilian Personnel Data System (DCPDS).

Q. What is included when selecting "Include mass actions in results?" on the closed actions report screen?

A. All mass action request numbers starting with an ALPHA character (A-Z), e.g., CAO. These are normally excluded from the reports.

Q. How many months of data (i.e., historical data) are stored in the tool?

A. Currently, the tool stores six (6) months of data. However, a system reconfiguration is in the works to hold all history since the inception of the tool, i.e., approximately December 2014.

Q. How is the auditor and CPAC name crafted in the “Checklist Status” block for each checklist?

A. The name is pulled from the CAC card and bumped against AKO information.

Q. What are the stages in the checklist workflow?

A. There are six stages in the checklist workflow, which are:

- Findings Saved – Auditor has examined some of the elements and has partially documented the findings; not ready for review by the Audit Lead.
- Findings Submitted – Auditor has examined every element and has fully documented the findings; ready for review by the Audit Lead.
- Findings Reviewed – Audit Lead has completed a cursory review and believes all findings are correct; ready for review by the CPAC.
- Mitigations Saved – CPAC Specialist (or CPAC Supervisor) has examined some of the findings and has partially documented the mitigations, i.e., corrective action; not ready for review by the Audit Lead.
- Mitigations Submitted – CPAC Supervisor has examined every finding and has fully documented the mitigations; ready for review by the Audit Lead.
- Mitigations Reviewed – Audit Lead has reviewed the mitigations documented by the CPAC Supervisor and believes they are correct.

Q. When are findings populated in the reports within the tool?

A. The tool provides a couple of reports which populate findings and finding descriptions immediately, e.g., Findings Detail Report, Audit Progress Report. There are, however, some reports which populate findings only after the audit of the personnel action has been completed, e.g., Monthly Tracking Report, Monthly Narrative Report.

Q. How many checklists are built in the tool? What are the checklists?

A. There are 12 checklists built in the tool, which may be completed in any order.

Checklists that are not applicable to a particular action can be dismissed, e.g., competitive checklist when auditing a career-ladder promotion. The 12 checklists are:

- Classification
- Competitive
- Non-Competitive
- Vacancy Announcement
- PPP
- Case File
- LWOP / RTD
- Separation
- Reduction In Force
- Pay Change
- Forms
- Local National