



# SERGEANT MAJOR'S AUDIT READINESS ENGAGEMENT CHECKLIST

If you can check these Top Ten Items then you are postured for  
Audit Readiness Success



1.	Have you set the proper tone to ensure unit personnel recognize achieving and sustaining auditability as priority work?	
2.	Have you provided TRADOC Internal Review and Audit Compliance (IRAC) a current listing of audit POCs (both primary and alternates) who will assist during audit testing?	
3.	Do your audit POCs understand the importance of safeguarding and redacting personally identifiable information (PII) when providing supporting documentation during audit testing?	
4.	Are your audit POCs aware of the resources available on the TRADOC Audit Readiness SharePoint site (such as testing checklists, model audit packages, and policy/guidance)?	
5.	Are financial record reviews completed accurately and kept open until all missing documentation to support Soldier entitlements are uploaded to interactive Personnel Electronic Records Management System (iPERMS)?	
6.	Do units maintain documentation on site to support special pay for individual Soldiers and ensure immediate retrieval during audit testing?	
7.	Are Command Supply Discipline Program inspections conducted in accordance with regulatory frequencies, with inspection documentation maintained on site for immediate retrieval during audit testing?	
8.	Do units take immediate action to correct deficiencies identified during annual inventories of all accountable property in preparation for audit testing?	
9.	Do units maintain documentation supporting equipment transactions (DD Form 250, DA Form 3161, etc.) for immediate retrieval during audit testing?	
10.	Are you tracking audit readiness deficiencies within military payroll and general equipment to ensure units identify and implement corrective actions?	

**The TRADOC Audit Readiness SharePoint site contains updated audit readiness information.**

<https://hq.tradoc.army.mil/sites/auditreadiness>

**For questions or concerns, contact the TRADOC IRAC audit readiness team at:**

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