

A Day in the Life of an Army Auditor

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"One of the things I enjoy most about working for this agency is that it is very difficult to define a typical day. One day I might be analyzing data in the office, while the next I might be flying across the country to a site visit. With that caveat, I will try my best to describe a typical workday in my field office. A theoretical day for me might look something like this:

6:30 – 7:00 A.M. The first thing I do every morning is check my email and voice mail. Today is a pretty light day – just a reminder to reserve my hotel room for an upcoming training course, and an email regarding a job vacancy within the agency.

7:00 – 7:45 A.M. As I haven't yet made my hotel reservation, I call up and reserve a room for the week I will be traveling. I use my government credit card to hold the room reservation. While my mind is on this trip, I decide to log into the Defense Travel System (DTS) to check the status of my travel orders. This online system is used to handle the approval of travel orders, reimbursing travelers for related expenses, and can also be used to reserve hotels and flights. It looks like my travel orders have been approved, so I print them out along with my flight arrangements.

7:45 – 9:00 A.M. While taking care of my travel for training, my boss sent me an email with the audit guide for my new Water Conservation audit attached. He asked me to look at the guide and think about suggestions for improvement. Audit guides are extremely important as they essentially create the game plan for carrying out an audit. I take a read through the guide and write down a few initial thoughts about it.

9:00 – 12:00 Noon After taking a look through the audit guide I take a look at my to-do list and find that I have a workpaper that I need to write. The purpose of the workpaper is to determine what the currently requirements are for the Army to Conserve Water. I know from a previous audit, that an army regulation 420-1, does mention such requirements. So I begin to read the regulation and open up a workpaper template to begin writing. In the workpaper I mention where I found the requirements and what those requirements are. I'm careful to make sure that my writing is supported by source documents.

12:00 – 12:30 P.M. Lunch!

1:30 – 2:30 P.M. After lunch, my team holds a meeting to discuss important issues related to planning the audit. During planning meetings, we often discuss things such as work schedules, planned vacation time, training and other personnel issues that may have an impact on the audit. During this meeting, I would certainly want to mention that I would be attending a training course so we can work around it. We also will likely discuss audit topics such as potential dates of meetings, potential sites we would like to visit, budget and workload concerns, etc.

2:30 – 4:00 P.M. After the team meeting, I remember that my Program Director asked me to do a write up of what a typical workday is like for me. There are a great number of these small tasks, and more formal corporate duties such as recruiting, lan-

administration, and employee council, that agency employees can partake in. I really enjoy these assignments as they really add quite a bit of variety to my day."