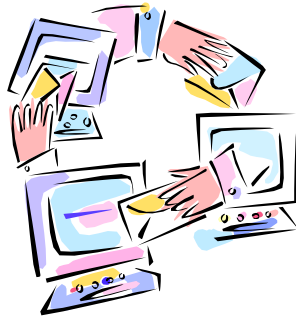


IAS ALERT



IAS Enhancements Resulting from A-123 Review

What is A-123?

Office of Management and Budget Circular A-123 defines management's responsibility for internal control in Federal agencies and provides guidance to Federal managers on improving the accountability and effectiveness of Federal programs and operations by establishing, assessing, correcting, and reporting on internal controls.

Effective August 25, 2008, the Integrated Acquisition System (IAS) was updated as a result of the recent Departmental A-123 review of IAS. The enhancements are designed to maintain the accountability and effectiveness of IAS.

E-mail Notifications for Outstanding Rejected Documents

If requisitions, receipts, or procurement documents in IAS have inaccurate or missing data, they will reject in IAS. The document's owner will receive an e-mail regarding the rejected status. IAS will identify rejected documents that are inactive (i.e., unresolved) and will send e-mail reminders that the rejected document needs to be resolved in IAS. For every 30 days the rejected document remains unresolved, IAS will escalate the error message.

First Reminder: 30 days of inactivity (from the last action date) an e-mail reminder will be sent to the following personnel to remind them to take action:

- Document Owner
- Document Approver (if applicable)
- Document Resolution Manager (DRM) (if applicable)

Second Reminder: 60 days of inactivity (from the last action date) an e-mail reminder will be sent to the following personnel to remind them to take action:

- REE IAS Agency Lead
- Document Owner
- Document Approver (if applicable)
- Document Resolution Manager (DRM) (if applicable)

Third and Final Reminder: 90 days of inactivity (from the last action date) an e-mail reminder will be sent to the following personnel to remind them to take action:

- USDA IAS Customer Care Lead
- REE IAS Agency Lead
- Document Owner
- Document Approver (if applicable)
- Document Resolution Manager (DRM) (if applicable)

It is the responsibility of the document's owner to notify their Document Resolution Manager (DRM) to assist them with correcting and resolving rejected documents in IAS. A list of DRM's can be found on the REE IAS Web site under REE Contacts:

<http://www.afm.ars.usda.gov/initiatives/IAS/ImplementationTeam.htm>.

Suspension of Inactive User Accounts in IAS

IAS will identify user accounts that are inactive for 60 days and send an e-mail reminder to the user and carbon copy the REE IAS Agency Lead that the user account will be deactivated if they do not access the system in the next 30 days. If the user account remains inactive for 90 days, the system will automatically deactivate the user account and send a termination e-mail to the user and carbon copy to the REE IAS Agency Lead and USDA IAS Customer Care Lead. (Note: IAS cannot delete user accounts from the system due to audit purposes, they can only be deactivated.)

In the event the "deactivated" user wants to access the IAS system again, they will be required to send a Corporate Systems Access Request Form, AD-1143, to the REE IAS Agency Lead.

To prevent your IAS account from being deactivated, at a minimum, you must log in and change your password on a regular basis.

Budget Approvers Cannot Approve Requisitions They Create

IAS was designed to maintain a separation of duties: requisitioner, budget approver, and buyer. In certain instances, a budget approver may enter a requisition in IAS; however, to maintain the separation of duties, they are not permitted to serve as budget approver for the requisition they create. IAS has been updated to prevent budget approvers from entering and approving the requisition(s) they create. These requisitions must have another budget approver in IAS to approve the requisition in order to maintain the separation of duties. If the budget approver attempts to self approve a requisition, it will reject in IAS.

Document Resolution Managers Cannot Resolve Rejected Documents They Create

To maintain a separation of duties, DRM's are also not permitted to resolve any rejected documents they create. In other words, a Budget Approver who is also a DRM cannot resolve a rejected requisition (commitment) they created. A Receiver who is also a DRM cannot resolve a rejected receipt they created. A Contracting Officer who is also a DRM cannot resolve a rejected procurement (obligation) they created. In each instance, the DRM must have another DRM in IAS review and clear the rejected document to maintain a separation of duties.

If you have any questions regarding these enhancements to IAS, or the separation of duties in IAS, please contact Angelia Fleming Loggie on 301-504-1730, or via e-mail at angelia.flemingloggie@ars.usda.gov.

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