

## CHAPTER 6. INTERNAL CONTROLS AND REPORTING REQUIREMENTS

**6-1 Accountability and Oversight Internal Controls:** As deemed necessary, the Strategic Planning and Accountability Branch will conduct reviews/audits of activities within OCHCO.

1. The OCHCO, HCS will develop and implement operating procedures (to include an internal Quality Control Program), within 60 days of issuance of this policy to ensure adherence to this policy. The review/audit will determine compliance by:
  - a. HR Specialists in performing their duties and responsibilities, in conformance with Federal regulations and the policies as contained in this Handbook.
  - b. The review of the service deemed creditable.
  - c. Supervisor/managers requests and authorizations.
2. Copies of the procedures will be provided to the OCHCO, Strategic Planning and Accountability Branch (Accountability Program Manager) who will ensure the review of this activity is included when conducting reviews/audits of the human capital recruitment and placement activities. Additionally, as needed, documentation may be requested from HCS for documentation/audit activities.