HEADQUARTERS
U. S. ARMY AVIATION AND MISSILE COMMAND
INTERNAL REVIEW AND AUDIT COMPLIANCE OFFICE

FY 04 PROGRAM

1 OCTOBER 2003 - 30 SEPTEMBER 2004

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FY 04 INTERNAL REVIEW PROGRAM

NO.	TITLE/ SCOPE	STAFF DAYS BY QUARTER 1	2	3	4	TOTAL	REMARKS
07	**CONTRACT ADMINISTRATION**						
07-01	Oversight of SAMD Contractor Charges To evaluate whether oversight of SAMD contractor charges charges is adequate	50				50	AMSAM-SA Request
07-02	Contract Administration To determine whether the administration of contracts is completed in accordance with regulatory guidelines		70			70	AMSAM-AC Request
07-03	Performance Assessment Reports (PARs) To determine whether contractual PARs are executed properly and on a timely basis		60			60	AMSAM-AC Request
19	**INFORMATION TECHNOLOGY**						
19-01	Computer Security To evaluate computer security for e-mail and web sites.				70	70	Auditable Entity File (AEF)
19-03	Purchase, distribution, and accountability of sensitive IT and communication equipment To evaluate the adequacy of procedures used to purchase, distribute and account for sensitive IT and comminication equipment			70		70	AEF
20	**INTELLIGENCE and SECURITY**						
20-01	SAP Tasks Completion of directed Special Access Program taskings.	20	20	10	10	60	AMSAM-SI Requests

FY 04 INTERNAL REVIEW PROGRAM

NO.	TITLE/ SCOPE	STAFF DAYS BY QUARTER 1	2	3	4	TOTAL	REMARKS
25	**PROGRAM and BUDGET**						
25-01	Economy Act Orders Acceptance To determine if correct procedures are being used to accept Economy Act Orders.			60		60	AMC IR Proposal
26	**OTHER COMPTROLLER FUNCTIONS**						
26-01	Travel Cards To determine controls over delinquent travel cards	40				40	AMC IR Directed/AEF
26-02	Fund Controls To evaluate fund controls	40				40	AMSAM-RM Proposal
26-03	Default Split Disbursements To determine whether the policy for default split disbursement for civilian personnel was properly implemented			60		60	AMC IR Proposal
26-04	Time and Attendance To evaulate the adequacy of procedures and controls over time and attendance				75	75	AMC IR Proposal/AEF
26-05	Premium Class Airfares To determine whether First and Business Class Travel is Improperly Used				75	75	AMC IR Proposal

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28	**NONAPPROPRIATED FUND ACTIVITIES**						
28-01	Memorandum of Agreement for Common Support/Services		70			70	GarrisonRequested
29	**SECURITY ASSISTANCE PROGRAM**						
29-01	Funding of Shipments to FMS Customers To determine if proper funding authority is obtained prior to shipping Army stock to FMS customers.	20				20	AMSAM-RM Request
30	**COMMERCIAL ACTIVITY PROGRAM**						
30-01	Commercial Activities Studies Required audit support of CA studies.	5	5	5	5	20	Request by activity conducting CA Study
31	**INVESTIGATIVE SUPPORT**						
31-01	CID Support	20	20	20	20	80	CID Requests
33a	**EXTERNAL AUDIT LIAISON**						
33a-01	External Audit Support Support of external audit agencies.	198	192	195	198	783	

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33b	**FOLLOW-UP**						
33b-01	Audit Follow-up-General External and Internal Follow-up of open internal and external audit recommendations.	40	30	25	45	140	
35	**MANAGEMENT CONTROL PROCESS ADMINISTRATION**						
35-01	Command Material Weaknesses To determine whether corrective actions were taken on reported material weaknesses.	2			10	12	
99	**OTHER**						
99-01	Suggestions/Value Engineering Proposals To validate monetary benefits associated with suggestions and value engineering proposals	10	10	10	10	40	
99-02	Audit Alert Network (AAN) To determine whether problems found at other MSCs via the AAN are not applicable to AMCOM	5	5	5	5	20	
99-03	Semi-annual IR Reporting Preparing required semi-annual IR reports.		5		3	8	

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MISCELLANEOUS						
Unprogrammed AMCOM Tasks	105	75	110	40	330	
Unprogrammed Garrison Tasks	100	70	108	100	378	
LOGSA Intern and Audit Support	15	15	15	15	60	
TOTAL DIRECT TIME	670	647	693	681	2691	
ORIENTATION AND TRAINING	45	55	48	60	208	
SUPERVISION/MANAGEMENT/ADMINISTRATION	110	108	114	114	446	
LEAVE AND HOLIDAYS	165	150	120	135	570	
TOTAL TIME	990	960	975	990	3915	