

Crane Army Ammunition Activity
Internal Review Audit Plan
FY 2004

<u>Function Code</u>	<u>Functional Area and Name of Review</u>	<u>Remarks</u>	<u># of Days</u>
I.	<u>Mission Areas</u>		
6	-Review of Personal Property Process Assess the process and control during when an order is placed to when item(s) is delivered and entered on ones hand receipt.	SOSCN-RM	10
4	-Review of Hand Receipt Process Assess the controls involved in hand receipts. Review the procedures for inventoried items and the procedures completed for missing items. Review completed reports and procedures for dealing with the findings.	SOSCN-RM	10
26	-Review Management Control Program Assess the processes and controls in place. Identify material weaknesses and assure adequate training.	SOSCN-RM	15
4	-Small hand tools purchase/management process Assess management controls over purchase of small hand tools. Identify how these items are accounted for.	SJMCN-RM	15
	-Review of Labor and Production Review actual hours worked to what is reported into the time system. Investigate differences and correct where necessary. Report results to AMC/JMC.	SJMCN-RM <u>AMC/JMC</u>	20
	-Review of CAAA Key Repository Review the process and procedures for the issuance of Confidential Keys, and review items that are stored in magazines classified confidential.	SJMCN-SA	15

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	-Review of information submitted to CAAA Key Repository from Planning Department	SJMCN-SA	15
	Review information used to create report given to Key Repository by Planning Department. Investigate why so many changes between 1600 and 0530.		
	-Review Equipment and Personnel	SJMCN-RM	20
	-Assess/Audit all equipment identified by the Army/Navy team as the Army being the proponerant user of, which the Navy currently controls. -Assess/Audit Navy personnel associated with the equipment identified as the Army being proponerant user of.		
II.	<u>SupportAreas</u>		
6	-Review of IMPAC Purchase Cards	SJMCN-RM AMC/JMC	20
	Assess the process and controls for purchases, cardholder reconciliation with bills/purchases,and proper forwarding of bills. Evaluate training for cardholders and assure that proper continuous training occurs.	Requested	
6	-Review of Government Travel Cards	SJMCN-RM AMC/JMC	20
	Assess the process and controls for purchases, cardholder reconciliation with bills/purchases,and proper forwarding of bills. Evaluate training for cardholders and assure that proper continuous training occurs.	Requested	
33b III.	<u>Audit Follow-ups</u>		
	Follow-up on Code K Material		5

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Juanita Grayson
Internal Auditor, CAAA