

TACOM-RED RIVER ARMY DEPOT
INTERNAL REVIEW AND AUDIT COMPLIANCE OFFICE
INTERNAL REVIEW PROGRAM - FISCAL YEAR 2004

	Estimated Staff Days (by Quarter)				
	1st	2nd	3rd	4th	Total
I. DIRECT AUDIT TIME					
A. Internal Audit					
1. Government Travel Card					
As AMC Commander's Tasker by AMC CG To ensure proper use and Management of Government Travel Card.	26	00	00	00	40
2. Self Service Supply Center					
As requested by Director of Public Works to ensure proper Management Controls and accurate accounting and costing of materials procured.	00	40	00	00	40
3. IMPAC Card Purchases					
As requested to ensure that proper Management controls are maintained over the authorization and use of credit cards and the supplies and materials pro- cured.	00	00	40	25	65
4. Annual Quality Audit					
Review the process and documentation of the Quality activity.	00	00	00	14	14
SUBTOTAL, INTERNAL AUDIT STAFF DAYS (above)					
	26	40	40	39	145
B. Audit Liaison and Command Replies.					
Preparation of command replies to findings, draft reports and final external audit reports. Also, provide liaison for GAO, DODIG and USAAA and provide status to Command Group and AMC.	1	2	3	2	8
C. Tracking/Follow-up. Tracking/follow-up required by ARs 11-7 and 36-2 on corrective actions for recommendations from external and internal audit reports.					
	1	1	2	3	7
D. Special Projects/Assignments					
(Administrative) Command Group Auditable entity program update for	3	3	3	5	14

Special Access Programs.

TOTAL DIRECT TIME (A,B,C,& D ABOVE)	31	46	48	49	174
II. INDIRECT AUDIT SUPPORT					
Corporate systems development and operations. Hand receipt holder and various other POC duties.	0	2	3	2	7
III. SUPERVISION, CLERICAL, & TEAM LEADERSHIP	5	5	5	5	20
IV. TRAINING	8	5	5	5	23
V. HOLIDAYS AND LEAVE	18	7	6	5	36
TOTAL STAFF DAYS PROGRAMMED	62	65	67	66	260

SUBMITTED BY:

APPROVED BY:

/s/
Eva M. Knight
C, Internal Review
& Aud Compl Ofc
Date: 30 Oct 03

/s/
JIMMY D. SHULL
Chief of Staff
Date: 30 Oct 03