

TACOM-Warren  
U.S. ARMY TANK-AUTOMOTIVE AND ARMAMENTS COMMAND  
INTERNAL REVIEW PROGRAM

Function Code	AREA OF REVIEW	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>	4 <sup>TH</sup>	TOTAL	REQUESTED BY
	I. Direct Review Time A. Internal Review						
12	Supply Operations - Wholesale -Inventory Management Continuation of FY03 effort. Ascertain the impact of the Single Stock Fund on requirements. And determine if procedures for executing long term contracts are supported by reasonable requirements.	20				20	Director, Acquisition
26	Other Comptroller -Travel Card Usage  Continuation of FY03 effort. Determine whether travel cards were used in conjunction with official travel and that the charges were for usual/authorized official travel costs.	75				75	Commander, AMC
	-Travel Card Usage – TARDEC Validate compliance to Travel Card regulations.	30				30	
	- Management Control Program  Review the Management controls for the PEO-GCS to determine if there are control weaknesses in the process.		15			15	PEO-GCS
	Verify material weaknesses reported to AMC as closed during FY 2004.			20		20	Resource Management
	Validate that management controls in place are appropriate, identify additional controls that may be needed, and validate the accuracy of information provided on management control checklists.			35		35	Commander, Garrison
	-AIEP Suggestion Program  Validate suggestion savings as requested by Incentive Award’s Chair.			19		19	Resource Management

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26	Other Comptroller  -Activity Based Cost (ABC) Model Determine if TARDEC's ABC cost model has truly captured the overhead cost model drivers as intended and if these costs are accurately reflected in the ABC model.				50	50	
06	Procurement  -Purchase Card Determine if program controls are adequate and program is executed in accordance with appropriate policies and guidance.		70			70	Director, Acquisition
	-Purchase Card – TARDEC Review card usage for compliance with program requirements.		30			30	Director, TARDEC
12	Wholesale Supply Erroneous Due In Clearing  Identify a cost-effective means for systemic identification and removal of erroneous dues -in transactions that effect item manager’s requirement forecasting.			53	50	103	Director, ILSC
09	Maintenance and Repair of Equipment -Forward Repair Activity  Identify the best business practice to ensure funds are available to cover reimbursable orders		15			15	Director, ILSC
22	Transportation  Usage of GSA Vehicles  Analyze costs associated with the use of GSA vehicles to ensure optimum use of appropriated and nonappropriated dollars to support the vehicles.	15				15	Commander, Garrison

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24	Civilian Pay and Benefits -Time and Attendance Reporting  Determine the adequacy of span of control to ensure that timekeepers and certifiers have positive knowledge of employees time and attendance.				120	120	AMC IRAC
28	Nonappropriated Fund Activities Non-Garrison Occupants in USAG-S Facilities  Determine which Non-Garrison occupants should be charged rent and which should not be at the discretion of the Commander.	15				15	CDR, Garrison
15	Civilian Personnel -General & Administrative Training  Review the procedures for funds expended on employee training and development to ensure that all internal controls and accounting policies are being followed.				70	70	Director, TARDEC
	Subtotal, Internal Audit Staff Days (above)	152	182	190	190	714	
	B. Audit Compliance						
33a	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.	67	89	93	93	342	Required by AR(s) 11-7 and 36-2

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	C. Follow-up						
33b	Tracking/Follow-up	24	56	58	58	196	Required by AR(s) 11-7 and 36-2
	Tracking/follow-up required by ARs 11-7 and 36-2 on corrective actions for recommendations from external and internal audit reports.						
	D. Special Projects/Assignments						
	AMC IR Steering Group	5		5	5	15	
20	Auditable Entity program update for Special Access Programs	5	5	5	5	20	
34	Quality Assurance/OIP Visits	0	5	15	0	20	
	Command Group and Business Center Tasking	3	3	3	3	12	
	Total Direct Time (A, B, C, &D above)	256	344	369	354	1319	
	II. Indirect Audit Support	18	18	18	18	72	
	III. Supervision and Support	55	66	54	68	243	
	IV. Staff Training	24	24	24	24	96	
	VI. Holidays and Leave	174	72	56	64	366	
	Total Staff Days Programmed	527	520	521	528	2096	

PREPARED BY:  
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/s/ 30 Oct 03

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DATE: 6 Nov 2003

TACOM-Warren  
U.S. ARMY TANK-AUTOMOTIVE AND ARMAMENTS COMMAND  
INTERNAL REVIEW PROGRAM  
UNPROGRAMMED REVIEWS

1. Review of Mission/Positions –Base Operations Support
2. Inventory Shortages within Multi/Photo Craft
3. Golf/Milligan's Expenditures
4. Accountability of Appropriated/Nonappropriated Fund Property
5. Premium Class Airfares