

**CORPUS CHRISTI ARMY DEPOT
INTERNAL REVIEW AND AUDIT COMPLIANCE OFFICE**

**FY 03
INTERNAL REVIEW PROGRAM
1 OCTOBER 2002 - 30 SEPTEMBER 2003**

Prepared By:

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U. S. ARMY - CORPUS CHRISTI ARMY DEPOT

INTERNAL REVIEW PROGRAM - FY 03

Function Code	AREA OF REVIEW	Estimated Days				Totals	REQUESTOR
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
I. MISSION AREA							
6	Review of Total Protection Contract Determine if services contracted for were received and billings were properly certified and paid.	20				20	Contracting
6	Contract Offloading Determine if projects offloaded should have been completed by Depot Contracting.	10	30			40	
32	Biochemical Testing Determine if current staffing is adequate to meet testing and documentation demands.	14				14	Directorate of Industrial Risk Management
	Hazardous Waste Documentation Determine reasons for failure to properly complete documentation for hazardous waste.				20	20	Directorate of Industrial Risk Management
32	Accident Investigation and Reporting Determine reasons for failure to investigate/report accidents.			27		27	Directorate of Industrial Risk Management
11	Tracking, Recording and Maintaining Historical Records Identify weak program elements that result in missing records and/or delays in processing and erroneous records.		12			12	Directorate of Quality Assurance
11	Identification and Segregation of Discrepant Material Determine adequacy of Depot program for managing discrepant material.			25		25	Directorate of Quality Assurance
11	Control of Production Parts and Materials Evaluate procedures for identifying and controlling parts and materials.				22	22	Directorate of Quality Assurance

20	Control of Privacy Act Information Determine if procedures are in place to safeguard information subject to the Privacy Act.	4				4	Directorate of Industrial Risk Management
39	Command & Management Requests Time allocated to comply with command and management requests for un-programmed audit support	22	24	24	24	94	
<u>II. AUDIT FOLLOW-UP</u>							
33	Internal and External Audit Follow-Up Determine the degree of compliance with recommendations contained in Internal and External Audit Reports	15	5	10	10	40	Required by AR 11-7
<u>III. AUDIT COMPLIANCE AND LIAISON</u>							
33	Time spent by Internal Review personnel in performing all liaison actions necessary to ensure the proper and professional conduct of external audit activity. Includes time for negotiating audit results between management and audit organizations and assisting management in the development of responsive replies to audit findings and reports.	10	10	10	10	40	Required by AR 11-7 and AR 36-2
<u>IV. INDIRECT AND ADMINISTRATIVE TIME</u>							
35	Orientation and Training Time allocated for special guidance or instruction dealing with administrative and technical subjects designed to improve the auditors' knowledge and skills.		15		10	25	
35	Management and Administrative Functions	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>40</u>	
Total Direct and Indirect Time		105	106	106	106	423	