FY 04 INTERNAL REVIEW PROGRAM SUMMARY

CATEGORY OF TIME EXPENDITURE	DAYS	EST TDY
INTERNAL REVIEWS. Perform reviews of organizations, programs, activities, and functions. Reviews will either be quick reaction assessments, consulting engagements, or limited scope audits. See pages 2 and 3 for programmed reviews, and a list of reviews that can not be performed due to lack of personnel.	1290	$84,150
AUDIT COMPLIANCE. Monitor and coordinate liaison activities for external audit agencies. Process audit reports. Monitor follow-up process.	350	
INTERNAL REVIEW POLICY AND STANDARDS. Participate in DA level Internal Review Steering Group (IRSG). The IRSG establishes policy for Internal Review operations Army-wide. Also develop performance measurement tools, incorporate tools into DA level models such as ISR- III and capture measurement data.	175	$5,000
AUDIT FOLLOW-UP. Perform follow-up reviews of both external and internal audit recommendations to ensure that activities implemented agreed-to audit recommendations and that the recommendations had intended effect on operations. See page 4 for scheduled follow-ups	200	$1,500
COMMAND VISIBILITY AND BRIEFINGS. Provide visibility over both external and internal audit activity by inputting and keeping current the External Auditor Visitor Report, and the Significant Actions Report, and attending Staff Calls, Review and Analysis, and other briefings.	100	
MANAGEMENT OVERSIGHT. Direct, manage, supervise OIRAC.	200	
ADMINISTRATIVE TASKS AND LEAVE. Perform administrative tasks such as preparing travel orders, budget requirements, and automation, hurricane recovery, and furniture needs. Attend mandatory briefings (e.g annual sexual harassment briefing), and attending command functions (e.g. change of command or award ceremonies). Leave includes Federal Holidays, Use or Lose Annual leave, and projected sick leave.	730	
TRAINING. Attend training to maintain professional proficiency and meet continuing education requirements.	80	$15,000
TOTAL AVAILABLE DAYS AND COST	3125	$105,650

FY04 PROGRAMMED AND UNPROGRAMMED INTERNAL REVIEWS FOR TRADOC

TITLE/SCOPE/OBJECTIVE	Start Period	Estimated Days	Estimated TDY Costs
A. PROGRAMMED REVIEWS			
1. Support to US Attorneys on ESTP. Provide audit support for on-going criminal investigation.	on-going	45	$4,000
2. Contract Advisory Assistance Service (CAAS). Determine if installations following DCG guidance on processing and approving CAAS contracts.	On-going	100	$0
3. Hurricane Isabel Expenditures. Determine whether Funds were correctly identified and recorded. *Suggested by OIRAC.*	Oct-03	30	$0
4. Global War on Terror Expenditures. Determine whether FY 03 GWOT funds were used for stated purposes and adequately documented and if all requirements for FY 04 funds were properly captured. *Suggested by DCSRM.*	Nov-03	225	$17,350
5. Government Purchase Card Purchases. Conduct selected reviews utilizing on-line purchase card database of Purchase Card purchases to determine if purchases were appropriate. Determine whether cardholders are receiving appropriate level of oversight. Also determine if problems found in prior audit of purchase card were correct. *Suggested by OIRAC/Material Weakness # TR 03-03.*	Nov-03	320	$24,250
6. Government Travel Card. Conduct selected reviews utilizing on-line travel card database of Travel Card purchases to determine if purchases were appropriate. *Suggested by OIRAC/ASAFM special area of interest.*	Feb-04	220	$17,350
7. Security Assistance DoD Informational Program. Determine if funds used to procure goods and services for the informational program were properly executed. *Suggested by DCSOPS&T.*	Apr-04	60	$7,300
8. IMA Split Functions. Identify and evaluate missions that were left without personnel to conduct tasks after the IMA transformation. *Suggested by DCSRM/Material Weakness # TR 03 02*	Jul-04	200	$13,900

FY04 PROGRAMMED AND UNPROGRAMMED INTERNAL REVIEWS FOR TRADOC

TITLE/SCOPE/OBJECTIVE	Start Period	Estimated Days	Estimated TDY Costs
9. Defense Travel System. Determine whether Approving Officials are trained; determine whether AO decisions are implemented uniformly. *Suggested by DCSRM*	Aug-04	90	$0
TOTAL TIME AND COSTS FOR PROGRAMMED REVIEWS		**1290**	**$84,150**
B. UNPROGRAMMED REVIEWS--LACK OF PERSONNEL AND TRAVEL MONEY			
1. Instructor Utilization/Contract Instructors. Determine extent instructors are utlized for non-instructor tasks and extent of contract instructor use. Identify more cost effective methods to satisfy requirements and if contract instructors are more or less expensive than in-house instructors. *Suggested by OIRAC.*	na	175	$15,000
2. Use of Student Hold-unders/Hold-overs. Evaluate use of students for BASOPS work. Determine impact of such work on training. *Suggested by OIRAC*	na	150	$13,900
3. Classroom XXI Funding. Determine whether TRADOC has adequately funded Classroom XXI. Evaluate the impact on training. Assess utilization of classrooms. *Suggested by OIRAC.*	na	120	$7,350
4. Acquisition Management. Determine if adequate TRADOC oversight of mission acquisitions and mission Acquisition policy currently exists. Potential problem area because TRADOC mission acquisition personnel are now part of Northern Contracting Command. *Suggested by OIRAC.*	na	50	$0
TOTAL TIME AND COSTS FOR UNPROGRAMMED REVIEWS		**495**	**$36,250**

FY 04 PROGRAMMED FOLLOW-UP REVIEWS

REPORT	TITLE	LOCATION
01-157	Recruiter Productivity	Recruiting Command
02-002	Delayed Entry Process	Recruiting Command
02-224	TDA Maintenance	HQ TRADOC
02-422	Foreign Language Program	HQ & Recruiting Command
03-004	Planning Transformation Experiment	HQ TRADOC
03-093	Station Missioning	Recruiting command
03-113	CATT	HQ TRADOC
03-166	DL Courseware Development	HQ TRADOC
03-323	DL Facilities & Hardware	HQ TRADOC
03-415	AIT Courses	Fort Bliss