US ARMY GARRISON – ROCK ISLAND
INTERNAL REVIEW PROGRAM – FY 07

FUNCTION CODE	AREA OF REVIEW	1ST	2ND	3RD	4TH	TOTAL	CLS CODE
	I. Direct Time						
	Internal Reviews:						
99	**Review of Heavy Equipment Operator**		25				95
	Obj A: Determine if safety compliance guidance are adequate and contractors and civilians comply with guidance while operating heavy equipment.						
	Obj B: Determine if procedures are adequate for selection, training, testing, and licensing of heavy equipment operators.						
35	**Review of Management Control Program**		7	15			66
	Obj: Determine if supporting documentation used in completing Management Control checklists are IAW AR 11-2, selecting a random sample of questions from five or more checklists that support high risk areas.						
7	**Contractor Performance: COR Assessment**						66
	Obj: To verify whether contractor's CORs are properly trained and assure a mechanism is in place for reporting contractor performance.						
28	**Army Emergency Relief Fund**				15		10
	Obj: Determine if AER is in compliance with audit requirements of AR 930-4.						
27	**Child and Youth Services**			10			11
	Obj A: Verify processed DOD Fee Applications are properly completed IAW guidance.						
	Obj B: Determine if parents are accurately assessed child and/or youth service fees based on reported income.						
24	**Review of Time Card Records**				10		17
	Obj: Determine if supporting documentation, such as leave requests, court leave, and others are being maintain in support of changes posted to ATAAPS.						
20	**Threatcon "D" Badge Issuance**					10	91
	Obj: Determine whether Garrison controls and procedures for issuing Red Badges to mission essential personnel are effective.						

US ARMY GARRISON – ROCK ISLAND
INTERNAL REVIEW PROGRAM – FY 07

FUNCTION CODE	AREA OF REVIEW	1ST	2ND	3RD	4TH	TOTAL	CLS CODE
14	**Computer Turn-in Procedures**				5	10	19
	Obj: Determine if controls are in place and operating to ensure turned-in computers are either effectively disposed of or reissued in a timely manner.						
27	**Review of Information Ticketing & Registration (ITR office)**				5	15	10
	Obj: Determine if effective internal controls are in place and operating to ensure ticket and registration fees are properly accounted for.						
23	**Review of Basic Allowance for Housing**			10			8
	Obj: Determine if procedures are in place to ensure only soldiers that live off the Garrison are receiving Basic Allowance for Housing (BAH).						
30	**Review of MEO for Garrison Supply Operations**			15	5		91
	Obj: Verify that Most Efficient Organization (MEO) is meeting the metrics established for the MEO functions.						
	Additional Reviews if Time Permits:						
22	**Review of GSA Vehicle Usage and Requirements**						28
	Obj: Determine if the usage of GSA Vehicle warrants the number of vehicles assigned to the Garrison.						
28	**Fire Training Complex User Fees**						12
	Obj: Determine if users of the complex are paying the appropriate fee?						
9	**Review of TMDE Requirements (Calibration of Garrison Equipment)**						91
	Obj: Determine if the Garrison is meeting TMDE regulatory requirements for routine calibration of equipment onhand.						
26	**Purchase Card**						91
	Obj: Determine if the program's internal controls are in place and operating in accordance with regulatory guidance.						
17	**Sidewalk Repairs**						53
	Obj: Determine if the Garrison's Public Works and Safety Office process for prioritizing sidewalk repairs ensure that most critical repairs are addressed in a timely manner.						

US ARMY GARRISON – ROCK ISLAND
INTERNAL REVIEW PROGRAM – FY 07

FUNCTION CODE	AREA OF REVIEW	1ST	2ND	3RD	4TH	TOTAL	CLS CODE
	Other IR Functions:						
99	**Army/Garrison Approved Suggestions**		5	5	5	5	94
	Obj: To verify completion of actions on approved suggestions						
36	**Develop Auditable Entity File**			7	7	7	94
	Purpose: Document and flowchart key internal controls for significant processes and functions within Garrison.						
	Internal Reviews Subtotal, Staff Days		*37*	*62*	*52*	*47*	*198*
33a	**Audit Liaison and Command Replies**		6	5	5	6	22	94
	Purpose: Provide status of external audits to Command Group and IMCOM. Prepare Command replies to findings, draft reports and final external audit reports for Garrison. Plus, provide liaison for GAO, DODIG, and USAAA.						
33b	**Tracking/Follow-up on Corrective Actions**		4	7	7	7	25	94
	Purpose: Tracking and follow-up required by AR(s) 11-7 and 36-2 on corrective actions for all recommendations made as a result of internal reviews and external audits.						
	Total Direct		***47***	***74***	***64***	***60***	***245***	
	II. Indirect and Administrative Time						
	Training		5	5	5	5	20	
	Leave and Holidays		24	13	11	24	72	
	Management and Administrative		5	5	5	5	20	
	Indirect and Administrative Time		***34***	***23***	***21***	***34***	***112***	
	Total Direct and Indirect		**81**	**97**	**85**	**94**	**357**	