

**Management Control Evaluation Checklist
Army Travel Card Program (AMEX)**

REGULATION NUMBER:	DA LTR 37-97-1
DATE OF REGULATION:	10 Sep 99

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Assessable Unit : (Mailing address and phone number)

1. **Function.** The function covered by this checklist is the administration/management of the Army's Travel Charge Card Program. This checklist is based on the program currently operated under contract with Bank of America. The current contract runs through November 30, 2001.
2. **Purpose.** The purpose of this checklist is to assist Commanders, Managers and Agency Program Coordinators (APCs) in evaluating the key management controls outlined below. It is not intended to cover all controls.
3. **Instructions.** Answers should be based on the actual testing of key management controls (e. g., document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies should be explained and corrective action indicated in supporting documentation. Certification that this evaluation has been conducted should be accomplished on the enclosed DA Form 11-2-R (Management Control Evaluation Certification Statement).
5. **Supersession.** This checklist supersedes the checklist issued August 20, 1997.
6. **Comments.** Help to make this a better tool for evaluating management controls. Submit comments to: SAFM-FOI, 109 ARMY PENTAGON, WASHINGTON DC 20310-0109 (or email to: georg.beail@hqda.army.mil).

Evaluation conducted by: (Name, Grade, Title, Office Branch, Telephone Number)	<u>Date of Evaluation</u>

Evaluation Results: (Document the evaluation results on DA Form 11-2-R, in item 7)

