



DEFENSE ACQUISITION UNIVERSITY

IND 103 Contract Property Management Audit Fundamentals

110428

Course Learning/Performance Objectives followed by its enabling learning objectives on separate lines if specified.

1	Explain the terms involved with Property Management System Audit (PMSA) Explain the terms: Property Management Systems Audit (PMSA), Standard Audit, Limited Audit Process, Process Segment, Criteria, Defect, Population, Sample, Sample Item, Sample Item Element, Defect, Item Defect, and Element Defect
2	Explain the ten-step commercial audit practice List the ten steps in the commercial audit process in order Describe the underlying concept of each step
3	Describe the concepts involved with planning a Property Management System Audit (PMSA) Cite the reference for the Government's authority to audit the contractor Cite the reference requiring the Property Administrator to perform a Property Management System Audit Describe the types of Property Management System Audit Describe when to use the two types of Property Management Systems Audit Explain the frequency requirement for performing a Property Management Systems Audit (PMSA) Explain the requirement for scheduling/planning a PMSA Describe the Property Administrator's advance notification requirement to the contractor Explain the requirement for a PMSA Entrance Conference/Interview
4	Prepare a random sample number list Define the make up of a population Determine a sample size Select random sample numbers from the Random Sample Number Table
5	Describe the system Audit process for the selected processes. List the process segments under the process for Records, physical inventory, reports, and disposition Define the population for the Process/Process segment for Records, physical inventory, reports, and disposition Define the criteria for the Process/Process segment for Records, physical inventory, reports, and disposition Describe the characteristics of the criteria reviewed under the Process/Process segment for Records, physical inventory, reports, and disposition
6	Prepare the worksheets and narratives involved with a Property Management System Audit Explain the requirement to have worksheets as the Government's "audit evidence" Describe the general information required to be entered on each worksheet within the PMSA Describe the information that would be entered on the worksheets for each process Prepare a worksheet with the appropriate columnar headings for a process Describe the elements that would be included in the narrative
7	Explain the evaluation process for a sample selected under a Process/Process segment List the acceptance/rejection rates Determine the acceptance/rejection of a sample
8	Describe how to prepare the PMSA Summary and distribution requirement Explain the purpose of a PMSA Exit Conference/ Interview Explain the purpose of a Corrective Action Plan Describe the two statuses of a PMSA Describe the Distribution of a PMSA Summary