



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
4800 MARK CENTER DRIVE
ALEXANDRIA, VIRGINIA 22350-1500

March 13, 2014

MEMORANDUM FOR DEPUTY CHIEF MANAGEMENT OFFICER

SUBJECT: Audit of DoD's FY 2013 Annual Conference Report
(Project No. D2014-D000FE-0134.000)

We plan to begin the subject audit in March 2014. Our objective is to determine whether DoD reported FY 2013 conference spending in accordance with the Consolidated and Further Continuing Appropriations Act, 2013. Specifically, we will determine whether the DoD Deputy Chief Management Officer reported accurate and complete conference costs in DoD's annual report. We will consider suggestions from management on additional or revised objectives.

We will perform the audit at the Office of the Deputy Chief Management Officer in the national capital region. We may identify additional locations during the audit.

Please provide us with a point of contact for the audit within **10 days** of the date of this memorandum. The point of contact should be a Government employee—a GS-15, pay band equivalent, or the military equivalent. Send the contact's name, title, grade/pay band, phone number, and e-mail address to auditfmr@dodig.mil.

You can obtain information about the Department of Defense Office of Inspector General from DoD Directive 5106.01, "Inspector General of the Department of Defense (IG DoD)," April 20, 2012; DoD Instruction 7600.02, "Audit Policies," April 27, 2007; and DoD Instruction 7050.03, "Office of the Inspector General of the Department of Defense Access to Records and Information," March 22, 2013. Our website is www.dodig.mil.

If you have any questions, please contact [REDACTED]

A handwritten signature in blue ink, appearing to read "Karen J. Goff".

Karen J. Goff
Deputy Assistant Inspector General
Financial Management and Reporting