



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

OCT 27 2015

MEMORANDUM FOR UNDER SECRETARY OF DEFENSE (COMPTROLLER)/CHIEF  
FINANCIAL OFFICER  
UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND  
READINESS  
ASSISTANT SECRETARY OF THE AIR FORCE (FINANCIAL  
MANAGEMENT AND COMPTROLLER)  
DIRECTOR, DEFENSE FINANCIAL ACCOUNTING SERVICE

SUBJECT: Audit of U.S. Air Force Civilian Pay Budgeting Requirements  
(Project No. D2016-D000AG-0040.000)

We plan to begin the subject audit in October 2016. Our objective is to determine whether the civilian pay budget processes in the Military Services are effective. Specifically, we will determine whether the civilian full-time equivalent and pay requirements contained in the Air Force's Fiscal Year 2016 Budget Estimates are adequately supported and justified. The House Committee on Appropriations Bill for Fiscal Year 2016 requires the DoD Office of Inspector General to audit the civilian pay and personnel programs at the Military Service and Component level. This audit is the first in a series. We will consider suggestions from management on additional or revised objectives.

We will perform the audit at the offices of the Under Secretary of Defense (Comptroller)/Chief Financial Officer, Arlington, Virginia; Under Secretary of Defense for Personnel and Readiness, Arlington, Virginia; Assistant Secretary of the Air Force (Financial Management and Comptroller), Arlington, Virginia; the Defense Finance and Accounting Service, Indianapolis, Indiana; and at various Air Force major commands. 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 [audapi@dodig.mil](mailto:audapi@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)," August 19, 2014; DoD Instruction 7600.02, "Audit Policies," October 16, 2014; 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](http://www.dodig.mil).

If you have any questions, please contact [REDACTED]  
[REDACTED]  
[REDACTED]

*Jacqueline L. Wicecarver*  
Jacqueline L. Wicecarver  
Assistant Inspector General  
Acquisition, Parts, and Inventory