



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

January 19, 2017

MEMORANDUM FOR UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND  
READINESS  
DIRECTOR, DEFENSE FINANCE AND ACCOUNTING SERVICES  
DIRECTOR, DEFENSE HUMAN RESOURCES ACTIVITY

SUBJECT: Audit of Defense Human Resources Activity Reimbursable Agreements  
(Project No. D2017-D000FL-0074.000)

We plan to begin the subject audit in January 2017. The Director, Defense Human Resources Activity (DHRA), requested this audit on September 12, 2016. Our objective is to determine whether the DHRA is properly preparing, executing, and accounting for reimbursable agreements.

We will perform the audit at the DHRA headquarters in Alexandria, Virginia; other DHRA locations in Seaside, California, and San Antonio, Texas; and the Defense Finance and Accounting Service in Columbus, Ohio. 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 [audfmr@dodig.mil](mailto:audfmr@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, as amended; DoD Instruction 7600.02, "Audit Policies," October 16, 2014, as amended; 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]

A handwritten signature in cursive script that reads "Lorin T. Venable".

Lorin T. Venable, CPA  
Assistant Inspector General  
Financial Management and Reporting