



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

November 16, 2016

MEMORANDUM FOR UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND  
READINESS  
NAVAL INSPECTOR GENERAL  
DIRECTOR, DEFENSE FINANCE AND ACCOUNTING SERVICE

SUBJECT: Audit of the Troops-to-Teachers Program  
(Project No. D2017-D000FS-0040.000)

We plan to begin the subject audit in November 2016. We are conducting this project in response to allegations reported to the Defense Hotline. Our objective is to determine whether the Troops-to-Teachers program is operating effectively. Specifically, we will determine whether Troops-to-Teachers personnel properly paid benefits to participants, withheld and reported income tax, accounted for and processed collections and obligations, and managed a grant program. We will consider suggestions from management on additional or revised objectives.

We will perform the audit at the Defense Activity for Non-Traditional Education Support, Pensacola, Florida, and the Defense Finance and Accounting Service, Cleveland, 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 [audclev@dodig.mil](mailto:audclev@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