



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

October 28, 2019

Jeff Quigley  
Partner  
Tate & Tryon  
2021 L Street NW, Suite 400  
Washington, DC 20036

Dear Mr. Quigley:

We will be performing a quality control review of the single audit of the American Society for Engineering Education's fiscal year ending on September 30, 2016 (Project No. D2020-DEV0SO-0018.000). The single audit is required by Title 2 Code of Federal Regulations Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (Uniform Guidance). The purpose of our review is to determine whether the audit work was performed in accordance with Federal requirements and applicable auditing standards.

This letter confirms the telephone conversation between you and [REDACTED] of my staff regarding our project. We plan to visit your office during the weeks of November 4 through November 15, 2019. The entrance conference is planned for 9:00 a.m. on November 4, 2019, at your Washington, D.C., office.

During the site visit, and throughout our review, we will be requesting copies of audit documentation. We request that electronic audit documentation be provided to us in its original format (i.e., Excel, Word, etc.). The documents can be submitted to us by using our secured document transfer portal. A link to this secured portal will be provided as necessary.

If you have any questions, please contact [REDACTED]

Sincerely,

A handwritten signature in black ink, appearing to read "Randolph R. Stone", is positioned above the typed name.

Randolph R. Stone  
Assistant Inspector General for Evaluations  
Space, Intelligence, Engineering, and Oversight

cc: Board of Directors, American Society for Engineering Education  
Chief Financial Officer, American Society for Engineering Education