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DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

MEMORANDUM FOR ALMAJCOM/XP ANG/XP 21 Nov 03
HQ USAFA/XP 11 WING/XP

FROM: SAF/IEB
1665 Air Force Pentagon
Washington DC 20330-1665

SUBJECT: Audit Guidelines for the AF BRAC 2005 Process

Request the proactive involvement of your staff and your Command's installations and reporting units to support the numerous Air Force Audit Agency (AFAA) teams as they audit the AF BRAC 2005 process. Our Air Force auditors need your full cooperation in order to complete their work within the strict deadlines imposed by OSD. Our combined efforts will ensure that the AF BRAC 2005 process is accurate and complete.

All data used in the AF BRAC 2005 process is subject to audit review. AFAA will randomly select installations for auditand also assist the DoD IG Defense Agency BRAC audit work at AF installations which host Defense Agencies. To accommodate the strict time lines, AFAA will tailor their schedule to provide real-time feedback to the AF BRAC team. Expect that approximately five-days before AFAA visits a randomly selected location, they will contact MAJCOMs and installations to set up a single audit entrance conference. AFAA plans only one entrance and exit conference at each location. We need your help to make sure all the right people attend each of these entrance and exit conferences.

Please provide the widest dissemination of this memorandum. Our POC is Col Tom Fleming; he can be reached at DSN 222-9515, or at: Thomas.Fleming@pentagon.af.mil. AFAA's POC is Ms. Donna Edsall; she can be reached at DSN 447-4929, or at Donna.Edsall@march.af.mil.

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cc: SAF/AG/IE
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