



DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

APR 26 2004

MEMORANDUM FOR HQ ACC/XP  
HQ AFRC/XP  
HQ AMC/XP

FROM: SAF/IEB  
1665 Pentagon, Air Force  
Washington DC 20032

SUBJECT: Air Force Audit Agency Follow-on Review of Data Call #1, BRAC 2005

We have requested the Air Force Audit Agency re-assess the data collected in support of Data Call #1. To complete their effort, the Auditors plan to travel to Pope AFB NC and General Mitchell IAPARS WI on 3-4 May 04, and Shaw AFB SC and Andrews AFB MD on 6-7 May 04. Request you fully support as these teams complete their analysis.

The Teams' objective is to determine the overall error rate after major command and Headquarters Air Force reviews by taking a quick look at the Installation Master Records in the Web-based Installation Data Gathering Entry Tool (WIDGET). Emphasis will be on accuracy, completeness, and compliance with the Air Force Internal Control Plan with focus on the following:

- BRAC markings
- Signed Non-Disclosure Agreements for all answerers, Functional Points of Contact (FPOC), and Trusted Agents (TA)
- Certification pages signed by all required (answerer, FPOC, TA)
- Certification pages with fully printed answers
- Certification pages with source listed on document, with supporting documentation attached
- Supporting documentation that "supports" answer
- Change adjudication pages for all changes with attached supporting documentation

Please provide the name and phone number of the TAs at your location to Ms Darlene Shifflett, SAF/IEBB, [Darlene.shifflett@pentagon.af.mil](mailto:Darlene.shifflett@pentagon.af.mil), DSN 222-5529 not later than 28 April 04.

  
GARY W. HECKMAN  
Major General, USAF  
Assistant DCS, Plans and Programs (BRAC)

  
MICHAEL A. AIMONE, P.E.  
Deputy Assistant Secretary  
(Basing & Infrastructure Analysis)

cc: AFAA/FSS