



**DEPARTMENT OF THE ARMY  
U.S. ARMY AUDIT AGENCY  
Office of the Deputy Auditor General  
Installation Management Directorate  
3101 Park Center Drive  
Alexandria, VA 22302-1596**

DCN 9402

SAAG-IMT (36-2c)

27 August 2003

MEMORANDUM FOR Director, The Army Basing Study Group

SUBJECT: Review of Draft Addendum 1 to the Army Internal Control Plan for BRAC 2005 – Interim Report #4 (Project Code: A-2003-IMT-0440.000)

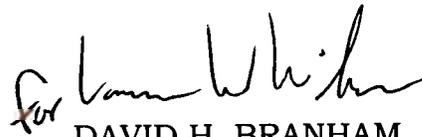
1. At your request, we reviewed the draft addendum 1 to the internal control plan for the Army's base realignment and closure (BRAC) 2005 process. This addendum describes how installations, the Installation Management Agency, and the Office of the Assistant Chief of Staff for Installation Management will certify data in the Army's corporate databases. You also asked that we coordinate with the U.S. General Accounting Office (GAO) for its perspective on the draft addendum.
2. The Army's draft addendum to the internal control plan establishes an adequate, detailed process and requires specific controls for certifying data in the Army's corporate databases. The process and controls are consistent with the general process and controls for data certification outlined in the Army's internal control plan for BRAC 2005. We do have one observation – The Army Basing Study Office will need to document, in a separate addendum, controls over certification of other forms of data (i.e., Army requested data from installations, Joint Cross-Service Group requested data, derivative data, etc). The GAO also reviewed the draft addendum, considered it adequate and did not offer any additional comments.

SAAG-IMT

SUBJECT: Review of Draft Addendum 1 to the Internal Control Plan – Interim Report #4 (Project Code: A-2003-IMT-0440.000)

3. If you have any additional questions or need more information, please contact Mr. Lawrence Wickens at (703) 428-6524, Mr. Clarence Johnson at (410) 278-4287, or me at (703) 681-6020.

FOR THE DEPUTY AUDITOR GENERAL:

A handwritten signature in black ink, appearing to read "for Lawrence Wickens". The signature is written in a cursive style.

DAVID H. BRANHAM  
Program Director, Installation Studies

**DRAFT DELIBERATIVE DOCUMENT – FOR DISCUSSION PURPOSES ONLY  
Do Not Release Under FOIA**