



**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 9400

SAAG-IMT (36-2c)

26 September 2003

MEMORANDUM FOR Director, The Army Basing Study Group

SUBJECT: Review of Draft Addendum 2 to the Army Internal Control Plan for BRAC 2005 – Interim Report #6 (Project Code: A-2003-IMT-0440.000)

1. At your request, we reviewed draft addendum 2 to the internal control plan for the Army's base realignment and closure (BRAC) 2005 process. This draft addendum describes certification procedures for the On-Line Data Integration (ODIN) Web Based Data Collection Tool that The Army Basing Study Group will use to obtain information from Army installations, leased facilities, and Government-Owned Contractor-Operated sites. You also asked that we coordinate with the U.S. General Accounting Office (GAO) for its perspective on the draft addendum.

2. Draft addendum 2 to the Army's internal control plan establishes an adequate, detailed process and requires specific controls for certifying data entered into the ODIN. Although 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 two observations. Your office should:

- Add a step that allows IMA Regions and/or MACOMs to provide Garrison Commanders/Senior Mission Commanders with any changes to their responses.
- Assign the task of maintaining supporting documentation to one POC at each installation.

The GAO also reviewed the draft addendum, considered it adequate and did not offer any additional comments.

SAAG-IMT

SUBJECT: Review of Draft Addendum 2 to the Army Internal Control Plan for BRAC 2005 – Interim Report #6 (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 "David H. Branham". The signature is written in a cursive style with a large initial "D".

DAVID H. BRANHAM

Program Director, Installation Studies

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