

EXHIBIT 1

[TRANSMITTAL MEMORANDUM TO AGENCY LIAISON PERFORMANCE AUDIT,
INSPECTION, OR EVALUATION]

MEMORANDUM TO: (Agency Liaison)

FROM: (Appropriate OIG Official)

SUBJECT: Audit, Inspection, or Evaluation Report No. _____
Subject of Audit, Inspection, or Evaluation: _____

We are attaching a copy of the subject audit, inspection, or evaluation report for your action in accordance with DAO 213-5, "Audit, Inspection, and Evaluation Resolution and Follow-up." Please advise us immediately of the name and telephone number of the Agency Action Official for this report. Requests from the public for copies of this report must be referred to the Office of Inspector General, Office of Counsel, Room 7892, Herbert C. Hoover Building for response under the Freedom of Information Act.

[Option: Insert here any information needed to explain the report.]

Under DAO 213-5, your agency has Number of Days calendar days from the date of this memorandum to reach a decision on the actions that it proposes to take on each audit, inspection, or evaluation finding and recommendation and to submit an Agency Action Plan to this office. The format for the plan is Exhibit 6 of the DAO. Under the DAO, the Office of Inspector General must concur with your proposal before it may be implemented. The DAO prescribes procedures for handling any disagreements this office may have with the Agency Action Plan.

Any inquiry regarding this report should be directed to Name of this office at Phone Number. All correspondence must refer to the audit report number given above.

Attachment