

## Department of the Interior Departmental Manual

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**Effective Date:** 9/28/07

**Series:** Audits

**Part 360:** Departmental Audits

**Chapter 3:** Distribution of Audit Reports and Semiannual Reporting

**Originating Office:** Office of Inspector General

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### 360 DM 3

**3.1 Distribution of Audit Reports.** Audit reports are addressed to management officials who have the responsibility and authority to act on the report recommendations or who have a collateral responsibility or special interest in the program, activity, or function covered. As such, audit reports are usually addressed to the cognizant Assistant Secretary or the bureau or office head, except when the nature of the problems disclosed requires Secretarial actions. In addition to the distributions to cognizant officials:

A. Informational copies of the audit reports are also sent to other Interior offices or officials, as appropriate, including Departmental staff offices which have policy and oversight responsibilities for matters set forth in the report.

B. Copies of reports are provided, when requested, to the Government Accountability Office, Congress, and to others outside the Federal Government, (in whole, or in part, in accordance with the Freedom of Information Act (FOIA)).

C. Reports relating to Insular Area governments may also be provided to public auditors, members of the legislative bodies, and executive branches.

D. Contract and grant audit reports are sent to the responsible contracting officer or grant official by either the OIG or the other Federal auditors depending on the organization that performs the review.

E. Contract or grant audit reports, except those required by statute or regulation, are not distributed to grantees, contractors, or state auditors if the report results from a pre-award or claim audit or otherwise contains information which, if disclosed, would adversely affect the negotiating position of the Department's contracting officers.

F. Reports which relate to or may impact upon investigative law enforcement matters will not be released except at such time, and under such circumstances, as determined by the Inspector General.

G. Final audit reports, in accordance with FOIA, are available on the OIG's Internet homepage. Copies of audit reports or information not available on the OIG homepage may not be furnished to outside third parties in accordance with FOIA.

**3.2 Semiannual Reporting Requirements.** The IG Act (Sec. 5) requires that the Inspector General furnish to the Secretary, not later than April 30 and October 31 of each year, a semiannual report summarizing the activities of the OIG during the preceding 6-month period ending March 31 and September 30. The Secretary is required to transmit the report to the appropriate committees or subcommittees of Congress within 30 days after receipt of the report. In accordance with the Act, the Semiannual report must include:

A. A description of significant problems, abuses, and deficiencies relating to the administration of programs and operations.

B. A description of the recommendations for corrective action made by the Office during the reporting period with respect to significant problems, abuses, or deficiencies identified.

C. An identification of each significant recommendation described in previous semiannual reports on which corrective action has not been completed.

D. A summary of matters referred to prosecutive authorities and the prosecutions and convictions which have resulted.

E. A summary of each report made to the head of the establishment under Section 6(b)(2) during the reporting period. This section requires the Inspector General to report to the head of the establishment without delay whenever information or assistance requested was unreasonably refused or not provided.

F. A listing, subdivided according to subject matter, of each audit report issued by the Office during the reporting period and for each audit report, where applicable, the total dollar value of questioned costs (including a separate category of the dollar value of unsupported costs) and the dollar value of recommendations that funds be put to better use.

G. A summary of each particularly significant report.

H. Statistical tables showing the total number of audit reports and the total dollar value of questioned costs (including a separate category for the dollar value of unsupported costs), for audit reports:

(1) for which no management decision had been made by the commencement of the reporting period;

(2) which were issued during the reporting period;

(3) for which a management decision was made during the reporting period including the dollar value of disallowed and the dollar value of costs not disallowed; and

(4) for which no management decision has been made by the end of the reporting period.

I. Statistical tables showing the total number of audit reports and the dollar value of recommendations that funds be put to better use by management, for audit reports:

(1) for which no management decision had been made by the commencement of the reporting period;

(2) for which a management decision was made during the reporting period including the dollar value of recommendations that were agreed to by management and were not agreed to by management; and

(3) for which no management decision has been made by the end of the reporting period.

J. A description and explanation of the reasons for any significantly revised management decision made during the reporting period.

K. Information concerning any significant management decision with which the Inspector General is in disagreement.