



United States Department of the Interior

OFFICE OF THE SECRETARY
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FINANCIAL MANAGEMENT MEMORANDA 2012-002 (Vol. VII.B.)

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To: Bureau Directors
Bureau Chief Financial Officers

From: Douglas A. Glenn 
Deputy Chief Financial Officer and Director
Office of Financial Management

Subject: Mandatory Submission for Review of Draft Responses to Audit Reports

OMB Circular No. A-50, *Audit Followup*, recognizes that audit follow-up is a shared responsibility of management officials and auditors. The Circular requires agencies to establish systems to ensure the prompt and proper resolution and implementation of audit recommendations. Management officials are responsible for analyzing audit reports, developing timely responses to them, and taking corrective action where appropriate. The audit follow-up official's responsibilities include ensuring that timely responses are made to audit reports, disagreements with audit recommendations are resolved, and corrective actions are taken.

Currently, we have an adequate process in place for circulation and review, under the direction of the Office of Financial Management (PFM), of all responses to the Government Accountability Office reports. However, there is no similar Department-wide process for responses to the Office of the Inspector General (OIG) draft and final reports on audits, reviews, and evaluations, as well as correspondence regarding pending planned corrective actions for appropriate review before they are finalized, signed, and submitted to the OIG.

Effective immediately, the review / surname routing for all such correspondence must include the Director, PFM. It would be helpful to include a brief note to reviewers to provide applicable background. Please ensure that the full review of correspondence addressed to the OIG is documented prior to its submission to the appropriate officials for signature and release to the OIG. Only after the review has been completed, the lead bureau or office responsible for preparing and monitoring the response should finalize the letter for signature and submission to the OIG.

If you have questions on this guidance, please contact Eric Eisenstein, Chief, Internal Control and Audit Follow-Up, PFM, at (202) 208-3417 or via e-mail at Eric_Eisenstein@ios.doi.gov.

cc: Audit Liaison Officers