

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Coordination Process for Inspections and Audits Conducted by External Oversight Agencies

1. This memorandum provides the process for coordinating visits to Headquarters (HQ), US Army Materiel Command (AMC) by external oversight agencies (e.g., Department of Defense Inspector General (DODIG), Army Audit Agency, General Accounting Office (GAO), Department of the Army Inspector General (DAIG), etc.).
2. The following table designates the appropriate HQ AMC coordination points of contact (POCs):

Type Oversight Activity	HQ AMC Coordination POC	Office Symbol	Phone	Room
Special Access Programs (SAPs)	Ms. Evangeline Latulippe	AMCMI	617-9530	G2C63
Note: This includes all "inspections" and "audits" of SAPs.				
Other Audits	Mr. Archie Ford	AMCIR	617-0138	10S24
Note: This includes all "audits" other than "SAP audits." It does not include GAO protests.				
Other Inspections	Ms. Denise Brooks	AMXIG-IS	617-5065	1S46
Note: This includes all "inspections" other than "SAP inspections" (e.g., reviews, assessments, evaluations, and any oversight activity not specifically called an audit). The "Other Inspections" category also includes the evaluations conducted by DODIG to review the programs, policies, and procedures of the intelligence community.				

3. The following responsibilities are assigned as part of the coordination process whenever an external oversight agency contacts this HQ:

- a. The appropriate HQ AMC coordination POC (see paragraph 2) will:

- (1) Contact the HQ AMC functional proponent for the inspected/audited area.
- (2) Schedule meetings and/or briefings with all staff elements affected by the inspection/audit, as required.
- (3) Prepare a Daily Information Summary (DISUM) to announce the inspection/audit and any significant changes to the inspection/audit schedule.
- (4) Contact the appropriate subordinate office to obtain a POC for the external oversight agency, if required.

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(5) Assist the external oversight agency as required.

(6) Schedule exit briefings with HQ AMC functional proponent and Command Group, as appropriate.

(7) Staff the final report when received.

b. The HQ AMC functional proponent will:

(1) Assist the appropriate HQ coordination POC in scheduling interviews.

(2) Prepare a DISUM, coordinated with all HQ AMC staff elements involved, stating the results of meetings held. Note: This does not include DODIG and DAIG investigations. The DISUM distribution will be made to the Commanders/Directors of the Major Subordinate Commands and Separate Reporting Offices and to their SGS Offices or Administrative Offices. Responsibility for distribution of the DISUM Report is given to those individuals receiving the report as stated in AMC Memorandum 1-2, Staff Procedures, 27 January 1999.

4. If you receive a call from an external oversight agency, please refer them to the appropriate HQ AMC coordination POC (see paragraph 2). Compliance with the above procedure will ensure:

a. The Command Group is kept informed of all upcoming/ongoing inspections/audits.

b. All of the key staff elements with responsibilities in the subject area being inspected/audited are involved.

c. The external oversight agency obtains all of the information/help they need to complete their inspection/audit.

5. I appreciate your cooperation and assistance in working this process with the HQ AMC coordination POCs.



RICHARD A. HACK
Major General, USA
Chief of Staff

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