



# THE AUDIT PROCESS

[www.dodig.mil/audit](http://www.dodig.mil/audit)

## Audit Sources

- ▶ Audits Required by Law
- ▶ Requests from Congress
- ▶ Hotline Referrals
- ▶ Self-Initiated Audits Based on Risk to Department

## Work Planning

- ▶ Research Topics
- ▶ Determine Prior Coverage
- ▶ Prepare Project Proposal
- ▶ Prioritize Audits
- ▶ Include in DoD IG Oversight Plan
- ▶ Out of Cycle Audits

## CONDUCT AUDIT

## Planning Phase

- ▶ Project Announcement
- ▶ Entrance Conference with Auditee
- ▶ Conduct Site Visits
- ▶ Collect Data and Background Information
- ▶ Develop an Audit Program

## Report Phase

- ▶ Discussion Draft Report to Auditee
- ▶ Issue Draft Report to Auditee for Comment
  - Incorporate Auditee Comments in Report
- ▶ Issue Final Report to Auditee

## Fieldwork Phase

- ▶ Execute Audit Program
  - Interviews
  - Document Review
  - Analyze Data
- ▶ Ongoing Communication with Auditee
- ▶ Develop Findings and Recommendations

## Public Disclosure

- ▶ Distribute to Congress
- ▶ Post on the DoD IG Public Website
- ▶ Include Summary of Reports in Semiannual Report to Congress

## AUDIT RESOLUTION

- ▶ Send Open Recommendations to Follow-Up Office
- ▶ Work with Auditee to Implement Corrective Actions
- ▶ Track Progress
- ▶ Closeout Recommendations When Corrective Actions Complete

*This represents a notional audit process. Every engagement is unique.*