

ADMINISTRATIVE - INTERNAL USE ONLY

17 May 1983

MEMORANDUM FOR: Director of Training and Education

VIA: Inspector General *gt*

FROM:
Chief, Audit Staff

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SUBJECT: Audit of the Office of Training and Education

1. The Audit Staff has scheduled an audit of the Office of Training and Education (OT&E) covering the period 1 October 1981 - 31 May 1983. The audit will include a review of administrative controls and procedures and a review of financial and logistical transactions.

2. The audit is planned to begin about 27 June 1983. We will request a meeting with appropriate OT&E personnel prior to the start of the audit. has been assigned as audit manager and will be assisted by one or two other auditors.

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3. Please indicate your concurrence by signing and returning the original of this memorandum.

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CONCUR:

Director of Training and Education

28 MAY 1983

Date

25X1

Distribution:

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