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APPROVED FOR
RELEASE
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OFFICE OF INSPECTOR GENERAL
Review of Memorandum for the Record

You have been requested to review an official Office of Inspector General (OIG) Memorandum for the Record (MFR).

The accuracy and completeness of the MFR is of paramount importance to this Office.

In order to assist in this goal, please review the attached MFR that relates to the substance of a meeting between you and an OIG Representative. You have also been provided the accompanying OIG form, INV-4.

If you determine that the information in the MFR is accurately reported and is complete, please acknowledge that on the INV-4 form, by writing, "Accurate" on the form.

In the event that you determine that there is information of consequence contained in this MFR that you believe was inaccurately or incompletely reported, you are asked to:

- Provide what you recall to be the accurate and complete information.
- Cite the paragraph number of the MFR where the information is contained.
- Identify the words, or sentence that is incomplete or inaccurate. Following that please provide the words or sentence that would correct the perceived inaccuracy or incompleteness.
- Please do not write on the MFR.
- Please sign and date this form below to acknowledge your understanding of this process.

Thank you for assisting in this important matter.

Feb 23, 2012
Date

Attachment:
Form INV-4

~~UNCLASSIFIED//AFOU~~

INV-4A (12/08)

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