



ACQUISITION  
TECHNOLOGY  
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE  
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WASHINGTON, DC 20301-3000

APR 15 2005

DPAP/P

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
(ATTN: ACQUISITION EXECUTIVES)  
DIRECTORS OF DEFENSE AGENCIES

SUBJECT: Audit Close-Out Initiative

Mr. Wynne, the Under Secretary of Defense (Acquisition, Technology & Logistics), asked me to lead an initiative that will ensure that contracting personnel are efficiently working to close-out Defense Contract Audit Agency (DCAA) audit reports (implementing the findings, disposing of the findings, etc.). The action plan for this initiative is as follows:

**April 22, 2005:** The Military Departments and Defense Agencies will identify a POC for the subject initiative and notify my point of contact, Mr. David Capitano, by e-mail at [david.capitano@osd.mil](mailto:david.capitano@osd.mil).

**May 4, 2005:** DPAP will distribute a list to the Military Departments and Defense Agencies of all open DCAA audit findings that are six months or older.

**June 6, 2005:** The Military Departments and Defense Agencies will provide input to DPAP on the open DCAA audit findings, including (a) the reason the audit findings have not be resolved, and (b) what actions are being taken to facilitate close-out.

**June 30, 2005:** DPAP will produce an initial report (a) summarizing the reasons for the open audit reports, (b) providing an implementation strategy for reducing the number of open audit reports (e.g., prioritizing the open reports based on age), and (c) identifying recommend solutions to any systemic problems impeding audit close-out.



If you have any questions or require additional information, contact Mr. David  
Capitano, Senior Procurement Analyst, at 703-847-7486.

A handwritten signature in black ink, appearing to read 'Deidre A. Lee', written in a cursive style.

Deidre A. Lee  
Director, Defense Procurement  
and Acquisition Policy