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Description of document: List of the Deputy Inspector General for Audit (DIGA) memoranda from the Treasury Inspector General for Tax Administration (TIGTA) internal web system IMDS (Internal Management Document System), FY 2000 – FY 2017

Requested date: 22-February-2017

Released date: 21-March-2017

Posted date: 19-February-2018

Source of document: Office of Chief Counsel Disclosure Branch
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INSPECTOR GENERAL
FOR TAX
ADMINISTRATION

DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20005

March 21, 2017

This is in response to your February 22, 2017 Freedom of Information Act (FOIA) request, seeking access to records maintained by the Treasury Inspector General for Tax Administration (TIGTA). Specifically, you requested a list of the DIGA Memoranda from the TIGTA internal web system (IMDS). The TIGTA Disclosure Branch received your request on March 1, 2017.

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. See 5 U.S.C. § 552(c) (2006 & Supp. IV 2010). This response is limited to those records that are subject to the requirements of the FOIA. This is a standard notification that is given to all our requesters and should not be taken as an indication that excluded records do, or do not, exist.

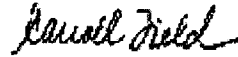
Enclosed is list consisting of nineteen (19) pages of the Deputy Inspector General for Audit (DIGA) Numbered Memoranda from TIGTA's Internal Management Document System (IMDS) for Fiscal Years 2000-2017. The nineteen (19) pages are released to you in full.

The cost incurred to process your FOIA request was less than \$25.00, the threshold set by Treasury's FOIA regulation, so no fees were assessed.

If you have any questions, please do not hesitate to contact Carroll Field, Government Information Specialist at (202) 927-7032 or Carroll.Field@tigta.treas.gov, or you may

contact our FOIA Public Liaison at (202) 622-4068 for any further assistance and to discuss any aspect of your request, and refer to Disclosure File # 2017-FOI-00132.

Sincerely,

A handwritten signature in black ink, appearing to read "Carroll Field".

Carroll Field

(For) Amy P. Jones
Disclosure Officer and
FOIA Public Liaison

Enclosure

OMS Response to FOIA Request

Disclosure File #2017-FOI-00132

DIGA Numbered Memoranda FY 2000

DIGA:00-006s1 Revised Schedule of Internal Quality Assurance Reviews
Attachment: Internal Quality Assurance Review Assignments and Schedules

DIGA:00-007 Quality Assurance Trend Analysis of Audit Report Issues

DIGA:00-015 Naming Conventions for E-Mail Subject Lines

DIGA:00-016 Auditor Competencies for GS-5 Through GS-12

DIGA:00-016s1 Update of Auditor Competencies for GS-5 Through GS-12
Attachment 1: Auditor Competencies Required for Promotion to Next Level
Attachment 2: Auditor Competency Matrix

DIGA:00-028 Office of Audit Dress Code Policy

DIGA:00-029 Matrix of Types of Reporting Vehicles Used by the Office of Audit
Attachment: Types of Reporting Vehicles Issued by Office of Audit

DIGA:00-030 Inspector General for Audit Management Information System Fiscal Year 2001 Conversion

FY 2000 Index of DIGA Memos

While DIGA Memoranda are issued in a sequential order, memoranda of an instructional nature (audit processes and/or procedures) are mapped over quarterly to the Office of Audit Manual. Once the Manual is updated, the link to the originating DIGA Memo is removed from the DIGA Memo Index.

DIGA Memo Number	Title	Date	Manager	Status
DIGA:00-006s1	Revised Schedule of Internal Quality Assurance Reviews Attachment: Internal Quality Assurance Review Assignments and Schedules	5/19/2000	Begg	Obsolete - 10/1/2003
DIGA:00-007	Quality Assurance Trend Analysis of Audit Report Issues	11/22/99	Begg	Obsolete
DIGA:00-015	Naming Conventions for E-Mail Subject Lines	03/01/00	Begg	Current
DIGA:00-016	Auditor Competencies for GS-5 Through GS-12	03/08/00	Begg	Superseded DIGA:02-019
DIGA:00-016s1	Update of Auditor Competencies for GS-5 Through GS-12 Attachment 1: Auditor Competencies Required for Promotion to Next Level Attachment 2: Auditor Competency Matrix	4/11/00	Begg	Obsolete
DIGA:00-028	Office of Audit Dress Code Policy	4/2/00	Begg	Current
DIGA:00-029	Matrix of Types of Reporting Vehicles Used by the Office of Audit Attachment: Types of Reporting Vehicles Issued by Office of Audit	9/24/00	Begg	Obsolete
DIGA:00-030	Inspector General for Audit Management Information System Fiscal Year 2001 Conversion	9/15/00	Begg	Obsolete - 10/1/2003

DIGA Numbered Memoranda FY 2001

DIGA:01-022 Inspector General for Audit Management Information System (IGAMIS) Fiscal Year 2002 Conversion

DIGA:01-021 Qualifying Work Experience Required to Obtain or Maintain Professional Certification

DIGA:01-020 Quality Assurance Analysis of Audit Report Issues for Reports Issued in the Third Quarter of Fiscal Year 2001

DIGA:01-019 Quarterly Analysis of Audit Report Tracker Documents – Third Quarter of Fiscal Year 2001
Attachment 1 – Listing of Audits Missing Trackers
Attachment 2 – Listing of Draft Report Trackers
Attachment 3 – Listing of Final Report Trackers

DIGA:01-018 Revised Audit Report Format DIGA 01-018 has been superseded by MT 300-3; however, the
(Amended by examples in the attachments were not included in the Manual. Attachments 2 and 3 were updated
DIGA: 05-002) on October 10, 2001 and November 27, 2001. Please note: the current template should be used in
lieu of the template originally included in this memo.
Attachment 1 – Draft Report Template
Attachment 2 – Draft Report Guidance
Attachment 3 – Final Report Guidance

DIGA:01-017 Congressional Testimony Products

DIGA:01-016 Revised Procedures for Quality Review of Audit Reports

DIGA:01-015 Revised TeamMate Library

DIGA:01-014 Quarterly Analysis of Audit Report Tracker Documents – Second Quarter of Fiscal Year 2001
Attachment I – Report Trackers Not Located in IDS
Attachment II – Draft Report Trackers Analyzed
Attachment III – Final Report Trackers Analyzed

DIGA:01-013 Quality Assurance Analysis of Audit Report Issues for Reports Issued in the Second Quarter of Fiscal
Year 2001

DIGA:01-012 Results of the United States Department of Agriculture Office of the Inspector General External Peer
Review

DIGA:01-011 Referencer's Checklists

DIGA:01-010 Inspector General for Audit Management Information System (IGAMIS) – Functional Area Modifications

DIGA:01-009 Quality Assurance Analyses of Audit Report Issues for Reports Issued in the First Quarter of Fiscal Year
2001
Attachment – Comparison of Trending Issues Noted at End of FY 1999 v. End of FY 2000

DIGA:01-008 Requests for EDP Support

DIGA:01-007 Late Management Responses - Prior Fiscal Year Audits
Attachment – Late Response Database

DIGA:01-006 Internal Revenue Service's GAO and TIGTA Liaisons Contact List
Attachment – Liaisons Contact List

DIGA:01-005 Quality Assurance Analysis of Audit Report Issues for Fiscal Year 2000

DIGA:01-004 Additional Guidance On Audit Report Tracking Cover Sheet
Attachment 1 – Final – Report Tracking Cover Sheet
Attachment 2 – Draft – Report Tracking Cover Sheet

DIGA:01-003 Changes in the Appendix IV and Audit/Project Summary and Impact Assessment Document
Attachment 1 – Appendix IV
Attachment 2 – Audit/Project Summary and Impact Statement

DIGA:01-002 New Procedure for Quality Review of Final Audit Reports

DIGA:01-001 Establishment of a Quality Assurance Technical Helpdesk

FY 2001 Index of DGA Memos

While DGA Memorandums are issued in a sequential order, memorandums of an instructional nature (and/or processes and/or procedures) are mapped over quarterly in the Office of Audit Manual. Once the Manual is updated, the link to the originating DGA Memo is deleted from the DGA Memo Index.

DGA Memo Number	Title	Date	Manager	Status
DGA-01-022	Inspector General for Audit Management Information System (IGAMIS) Fiscal Year 2002 Contract	9/05/2001	Begley	Obsolete 10/1/2001
DGA-01-021	Qualifying Work Experience Required to Obtain or Maintain Professional Certification	7/31/2001	Amato	Current
DGA-01-020	Quality Assurance Analysis of Audit Report Issues for Reports Issued in the Third Quarter of Fiscal Year 2001	7/18/2001	Begley	Obsolete 10/1/2001
DGA-01-019	Quarterly Analysis of Audit Report Tracker Documents - Third Quarter of Fiscal Year 2001 Attachment 1 - Listing of Audits Missing Trackers Attachment 2 - Listing of Draft Report Trackers Attachment 3 - Listing of Final Report Trackers	7/12/2001	Begley	Obsolete 10/1/2001
DGA-01-018 Amended by DGA- 05-002	Revised Audit Report Format DGA-01-018 has been superseded by MT 300-3, however, the examples in the attachments were not included in the Manual. Attachments 2 and 3 were updated on October 10, 2001 and November 27, 2001. Please note: the current template should be used in lieu of the template originally included in this memo. Attachment 1 - Draft Report Template Attachment 2 - Draft Report Guidance Attachment 3 - Final Report Guidance	2/01/2001	Begley	Obsolete Superseded MT 300-3
DGA-01-017	Congressional Testimony Products	5/25/2001	Begley	Superseded MT 300-3
DGA-01-016	Revised Procedures for Quality Review of Audit Reports	5/18/2001	Begley	Superseded MT 300-3
DGA-01-015	Revised Functions Library	5/01/2001	Begley	Obsolete 10/1/2001
DGA-01-014	Quarterly Analysis of Audit Report Tracker Documents - Second Quarter of Fiscal Year 2001 Attachment I - Report Trackers Not Located in IDS Attachment II - Draft Report Trackers Analyzed Attachment III - Final Report Trackers Analyzed	4/16/2001	Begley	Obsolete 10/1/2001
DGA-01-013	Quality Assurance Analysis of Audit Report Issues for Reports Issued in the Second Quarter of Fiscal Year 2001	4/05/2001	Begley	Obsolete 10/1/2001
DGA-01-012	Results of the United States Department of Agriculture Office of the Inspector General External Peer Review	2/28/2001	Begley	Superseded MT 300-2
DGA-01-011	Reference's Checklists	3/12/2001	Begley	Obsolete 10/1/2001
DGA-01-010	Inspector General for Audit Management Information System (IGAMIS) - Functional Area Modifications	2/1/2001	Begley	Obsolete 10/1/2001
DGA-01-009	Quality Assurance Analysis of Audit Report Issues for Reports Issued in the First Quarter of Fiscal Year 2001 Attachment - Comparison of Tracking Issues From 1st End of FY 1999 v. End of FY 2000	1/4/2001	Begley	Obsolete 10/1/2001
DGA-01-008	Requests for EDP Support	12/08/2000	Hinkle	Superseded MT 300-1
DGA-01-007	Line Management Responses - First Fiscal Year Audits Attachment - Line Response Database	11/28/2000	Begley	Superseded MT 300-1
DGA-01-006	Internal Revenue Service's GAO and IRS/TA Liaison Contact List Attachment - Liaison Contact List	11/07/2000	Begley	Obsolete 10/1/2001
DGA-01-005	Quality Assurance Analysis of Audit Report Issues for Fiscal Year 2000	11/02/2000	Begley	Obsolete 10/1/2001
DGA-01-004	Additional Guidance On Audit Report Tracking Cover Sheet Attachment 1 - Final - Report Tracking Cover Sheet Attachment 2 - Draft - Report Tracking Cover Sheet	10/23/2000	Begley	Superseded MT 300-1
DGA-01-003	Changes to the Appendix IV and Audit/Project Summary and Impact Assessment document Attachment 1 - Appendix IV Attachment 2 - Audit/Project Summary and Impact Statement	10/20/2000	Begley	Superseded MT 300-1
DGA-01-002	New Procedure for Quality Review of Final Audit Reports	10/19/2000	Begley	Superseded MT 300-1
DGA-01-001	Establishment of a Quality Assurance Technical Helpdesk	10/19/2000	Begley	Current

**DIGA Numbered Memoranda
FY 2002**

- 02-024 Inspector General for Audit Management Information System (IGAMIS) Fiscal Year 2003 Conversion
- 02-023 Internal Quality Assurance Review Schedule for Fiscal Years 2003-2005
- 02-023 Internal Quality Assurance Review Schedule for Fiscal Years 2003-2005
(Revised)
- 02-022 Congressional Briefings
- 02-021 Quarterly Analysis of Audit Report Tracker Documents – Third Quarter of Fiscal Year 2002
 - Attachment 1 – Total Missing Draft and Final Trackers
 - Attachment 2 – Listing of the Draft Report Trackers
 - Attachment 3 – Listing of the Final Report Trackers
- 02-020 Implementation of TeamCentral
 - Attachment 1 – TeamCentral Previews and FAQs
 - Attachment 2 – Milestone Definitions
 - Attachment 3 – IGAMIS and TeamCentral Checklist
- 02-019 GS-13 Auditor Competencies Matrix and Assessment Document
 - Attachment 1 – GS-13 Auditor Competencies Matrix
 - Attachment 2 – Auditor Competencies Required for Promotion to Next Level – GS-14
- 02-018 Rescission of DIGA-02-015, Change to Title of the Increased Revenue/Revenue Protection Outcome Measure
 - Attachment – Audit /Project Summary and Impact Assessment
- 02-017 Updated Format Conventions and Glossary of Terms to be Used When Developing Audit Reports
 - Attachment 1 – Deputy Inspector General for Audit Wording and Format Conventions
 - Attachment 2 – Deputy Inspector General for Audit Glossary of Terms
- 02-016 Quarterly Analysis of Audit Report Tracker Documents – Second Quarter of Fiscal Year 2002
 - Attachment 1 – Analysis of Calendar Days in Report Review Process – Based on Draft Tracker Documents
 - Attachment 2 – Analysis of Looping of Final Report Reviews
- 02-015 Change to Title of the Increased Revenue/Revenue Protection Outcome Measure
- 02-014 Maintaining Legal Opinions Outside of the Official Work Paper Files
- 02-013 Congressional Response Products
- 02-012 Suggestions for Improving the Presentation of Information in Applications for Promotion
- 02-011 Quarterly Analysis of Audit Report Tracker Documents – First Quarter of Fiscal Year 2002
- 02-010 New Fiscal Year 2002 Major Management Challenges
- 02-009 (02-009 Amendment 1) Continued Tracking of Office of Audit Employee Participation In the Virtual Resource Solution Program Office of Audit Criteria for Further Defining Virtual Resource Solution Program Participation Levels
- 02-008 Process for Tracking Erroneous/Improper Payments Identified in Audit Reports
 - Attachment 1 – Procedures for Identifying Erroneous/Improper Payments
 - Attachment 2 – Audit/Project Summary and Impact Assessment
- 02-007 Quarterly Analysis of Audit Report Tracker Documents – Fourth Quarter of Fiscal Year 2001
 - Attachment 1 – Missing Trackers
 - Attachment 2 – Draft Tracker Analysis
 - Attachment 3 – Final Tracker Analysis
- 02-006 PowerPoint Template for Audit Reports
 - Attachment 1 – Instructions for Inserting PowerPoint Presentations into Audit Reports
 - Attachment 2 – Report Template – Draft
 - Attachment 3 – Report Template – Final
 - Attachment 4 – PowerPoint Report Template
- 02-005 Quality Assurance Analysis of Audit Report Issues for Reports Issued in the Fourth Quarter of Fiscal Year 2001
- 02-004 Revised Office of Audit Manual
 - Attachment – Chapter (300)-140, Staff Development
- 02-003 Office of Audit Fiscal Year 2002 Performance Goals
- 02-002 Approved Request for Records Disposition Authority
 - Attachment – TIGTA Records Control Schedule

FY 2003 Index of DIGA Memos

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DIGA Memo Number	Title	Date	Manager	Status
02-024	Inspector General for Audit Management Information System (IGAMIS) Fiscal Year 2004 Conversion	09/03/2002	Thibodeau	Obsolete - 10/1/2003
02-023	Internal Quality Assurance Review Schedule for Fiscal Years 2003-2005	09/03/2002	Beggs	Obsolete
02-023 (Revised)	Internal Quality Assurance Review Schedule for Fiscal Years 2003-2005	09/17/2002	Beggs	Obsolete DIGA 04-006
02-022	Congressional Briefings	01/31/2002	Thomson	Superseded MT 300-3
02-021	Quarterly Analysis of Audit Report Tracker Documents - Third Quarter of Fiscal Year 2002 Attachment 1 - Total Missing Draft and Final Tracker Attachment 2 - Listing of the Draft Report Trackers Attachment 3 - Listing of the Final Report Trackers	07/12/2002	Thomson	Obsolete - 10/1/2003
02-020	Implementations of TimeCentral Attachment 1 - TimeCentral Features and FAQs Attachment 2 - Minimum Definitions Attachment 3 - IGAMIS and TimeCentral Checklist	07/04/2002	Begley	Obsolete - 1/14/2009
02-019	GS-15 Auditor Competency Matrix and Assessment Document Attachment 1 - GS-15 Auditor Competency Matrix Attachment 2 - Auditor Competencies Required for Promotion to Next Level - GS-14	05/23/2002	Begley	Obsolete
02-018	Initiation of DIGA (02-015), Change to Title of the Increased Revenue/Revenue Protection Outcome Measure Attachment - Audit Project Summary and Impact Assessment	04/30/2002	Beggs	Revised MT 300-7
02-017	Updated Personnel Compendium and Glossary of Terms to be Used When Developing Audit Reports Attachment 1 - Deputy Inspector General for Audit Working and Program Compendium Attachment 2 - Deputy Inspector General for Audit Glossary of Terms	04/15/2002 Attachment Revised 05/23/2002	Begley	Obsolete
02-016	Quarterly Analysis of Audit Report Tracker Documents - Second Quarter of Fiscal Year 2002 Attachment 1 - Analysis of Calendar Days in Report Review Process - Based on Draft Tracker Documents Attachment 2 - Analysis of Looping of Final Report Reviews	04/15/2002	Begley	Obsolete - 10/1/2003
02-015	Change to Title of the Increased Revenue/Revenue Protection Outcome Measure	03/26/2002	Beggs	Superseded MT 300-6
02-014	Maintaining Legal Opinions Outside of the Official Work Paper File	03/26/2002	Beggs	Superseded MT 300-6
02-013	Congressional Response Product	02/22/2002	Begley	Superseded MT 300-6
02-012	Suggestions for Improving the Presentation of Information in Applications for Promotions	02/19/2002	Beggs	Current
02-011	Quarterly Analysis of Audit Report Tracker Documents - First Quarter of Fiscal Year 2002	01/30/2002	Begley	Obsolete - 10/1/2003
01-010	New Fiscal Year 2002 Major Management Challenges	01/16/2002	Begley	Obsolete MT 300-5
02-009	Continued Tracking of Office of Audit Employee Participation in the Virtual Recovery Solution Program Office of Audit (OAG) for Further Officing Virtual Recovery Solution Program Participation Levels	11/28/2001 08/16/2002	Amaha	Obsolete - 2/18/2009 Obsolete - 2/18/2009
02-008	Process for Tracking Employee/Improper Payments Identified in Audit Reports Attachment 1 - Procedures for Identifying Employee/Improper Payments Attachment 2 - Audit Project Summary and Impact Assessment	11/28/2001	Begley	Superseded MT 300-8
02-007	Quarterly Analysis of Audit Report Tracker Documents - Fourth Quarter of Fiscal Year 2001 Attachment 1 - Missing Tracker Attachment 2 - Draft Tracker Analysis Attachment 3 - Final Tracker Analysis	11/16/2001	Begley	Obsolete MT 300-8
02-006	PowerPoint Template for Audit Reports Attachment 1 - Instructions for Inserting PowerPoint Presentations into Audit Reports Attachment 2 - Report Template - Draft Attachment 3 - Report Template - Final Attachment 4 - PowerPoint Report Template	11/09/2001	Boice	Superseded MT 300-2
02-005	Quality Assurance Analysis of Audit Report Issues for Reports Issued in the Fourth Quarter of Fiscal Year 2001	10/11/2001	Begley	Obsolete MT 300-8
02-004	Revised Office of Audit Manual Attachment - Chapter (300)-1-60, Staff Organization	10/31/2001	Amaha	Superseded MT 300-1
02-003	Office of Audit Fiscal Year 2002 Performance Goals	10/23/2001		Obsolete MT 300-9
02-002	Approved Request for Records Disposition Authority Attachment - TIGTA Records Control Schedule	10/23/2001	Amaha	Superseded MT 300-5

DIGA Numbered Memoranda FY 2003

- 03-016 Inspector General for Audit Management Information System (IGAMIS) Fiscal Year 2004 Conversion
 - Attachment I - Changes for Fiscal Year 2004
 - Attachment II - Complete Listing of IGAMIS Codes
 - Attachment III - Fiscal Year 2004 IGAMIS Project Calendar
- 03-015 Guidance on Selecting an Audit Sampling Method and Presenting Results
- 03-014 Use of "Office of Audit Comment" in Audit Reports
- 03-013 Quarterly Analysis of Audit Report Tracker Documents - Third Quarter of Fiscal Year 2003
- 03-012 Office of Audit Strategic Planning Approach
 - Attachment I - TIGTA Office of Audit Strategic Planning Questions
 - Attachment II - Level I and II Strategic Planning Questions
- 03-011 Quarterly Analysis of Audit Report Tracker Documents - Second Quarter of Fiscal Year 2003

- 03-010 Inspector General for Audit Management Information System (IGAMIS) – Presidential Management Agenda Initiatives
Attachment I – Excerpt from The President's Management Agenda
Attachment II – IGAMIS AUDIT/Project Information Input Sheet -- FY 2003
- 03-009 Fiscal Year 2004 Annual Audit Planning Meeting
Attachment I – The President's Management Agenda
Attachment II – Management and Performance Challenges Facing the Internal Revenue Service
- 03-008 Office of Audit Performance Measures
- 03-007 Internal Quality Assurance Review Trends
Attachment – Summary of Internal Peer Review Results
- 03-006 Quarterly Analysis of Audit Report Tracker Documents – First Quarter of Fiscal Year 2003
- 03-005 TeamCentral – Phase II
Attachment – Teammate Data Dictionary
- 03-004 Additional Emphasis Area Codes
- 03-003 Quarterly Analysis of Audit Report Tracker Documents – Fourth Quarter of Fiscal Year 2002
Attachment 1 – Drafts
Attachment 2 – Finals
- 03-002 Revision to Inventory, Tracking, and Closure System Corrective Action Form
Attachment – Inventory, Tracking, and Closure System Corrective Action Form
- 03-001 Revision to Audit/Project Summary and Impact Assessment Form
Attachment 1 – Outcome Measure Summary

FY 2003 Index of DIGA Memos

While DIGA Memoranda are issued in a sequential order, memoranda of no substantial nature (under process under pressure) are dropped from quarterly to the Office of Audit Manual. Once the Manual is updated, the link to the originating DIGA Memo is created from the DIGA Memo Index.

DIGA Memo Number	Title	Date	Manager	Status
03-010	Inspector General for Audit Management Information System (IGAMIS) Fiscal Year 2004 Conversion Attachment I - EXCERPTS FROM PRESIDENT'S MANAGEMENT AGENDA Attachment II - COMPLETE LISTING OF IGAMIS CODES Attachment III - FISCAL YEAR 2004 READINESS PROJECT CALENDAR	09/12/2003	Auderson	Obsolete
03-011	Guidance on Collecting on Audit Sampling Method and Processing Results	07/11/2003	Auderson	Superseded MT 300-11
03-014	Use of "Office of Audit Comment" in Audit Reports	07/17/2003	Auderson	Superseded MT 300-12
03-015	Quarterly Analysis of Audit Report Tracker Documents - Third Quarter of Fiscal Year 2003	07/17/2003	Auderson	Obsolete
03-012	Office of Audit Strategic Planning Approach Attachment I - THOTA Office of Audit Strategic Planning Question Attachment II - Level I and II Strategic Planning Questions	06/13/2003	Auderson	Superseded DAG 101-03
03-011	Quarterly Analysis of Audit Report Tracker Documents - Second Quarter of Fiscal Year 2003	05/26/2003	Auderson	Obsolete
03-010	Inspector General for Audit Management Information System (IGAMIS) - Presidential Management Agenda Initiatives Attachment I - Excerpt from The President's Management Agenda Attachment II - IGAMIS AUDIT/PROJECT INFORMATION INPUT SHEET -- FY 2003	05/15/2003	Auderson	Superseded MT 300-11
03-009	Fiscal Year 2004 Annual Audit Planning Meeting Attachment I - The President's Management Agenda Attachment II - Management and Performance Challenges Facing the Internal Revenue Service	04/24/2003	Auderson	Obsolete
03-008	Office of Audit Performance Measures	06/23/2003	Auderson	Superseded MT 300-11
03-007	Internal Quality Assurance Review Trends Attachment - Summary of Internal Peer Review Results	03/29/2003	Auderson	Obsolete 10/1/2003
03-006	Quarterly Analysis of Audit Report Tracker Documents - First Quarter of Fiscal Year 2003	01/29/2003	Auderson	Obsolete
03-005	TeamCentral - Phase II Attachment - Teammate Data Dictionary	01/27/2003	Auderson	Obsolete 11/1/2003
03-004	Additional Emphasis Area Codes	01/06/2003	Auderson	Obsolete 10/1/2003
03-003	Quarterly Analysis of Audit Report Tracker Documents - Fourth Quarter of Fiscal Year 2002 Attachment 1 - Drafts Attachment 2 - Finals	12/12/2002	Auderson	Obsolete
03-002	Revision to Inventory, Tracking, and Closure System Corrective Action Form Attachment - Inventory, Tracking, and Closure System Corrective Action Form	11/25/2002	Auderson	Superseded MT 300-9
03-001	Revision to Audit/Project Summary and Impact Assessment Form Attachment 1 - Outcome Measure Summary	11/04/2002	Bryg	Superseded MT 300-9

DIGA Numbered Memoranda FY 2004

- 04-009 Inspector General for Audit Management Information System (IGAMIS) Fiscal Year 2005 Conversion
- 04-008 Fiscal Year 2005 Annual Audit Planning Meeting
Attachment – Annual Audit Planning Meeting Agenda
Attachment – Meeting Reporting Instructions

Attachment – Information on the Charleston Hotel
 Attachment – Challenges Facing the IRS
 Attachment – IRS Strategic Plan
 Attachment – President's Management Agenda
 Attachment – Office of Audit Planning Strategies

04-007 Biennial Review Schedule – Office of Investigations Investigative Imprest Funds
 (Revised)

Attachment – Biennial Review Schedule

04-006 Peer Review Schedule for Fiscal Years 2004-2005

04-005 Issues Reported in the External Peer Review

04-004 Comparison of Year End Performance Measures for Fiscal Years 2000-2003 and Change in Calendar Day Standard

Attachment – PowerPoint: Performance Measures

04-003 Revision to Outcome Measures

Attachment – Outcome Measure Summary

04-002 Quarterly Analysis of Audit Report Tracker Documents – Fourth Quarter of Fiscal Year 2003

04-001 Reimbursement for Professional Certification Review Courses

<i>FY 2004 Index of DIGA Memos</i>				
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DIGA Memo Number	Title	Date	Manager	Status
04-008	Inspector General for Audit Management Information System (IGAMIS) Fiscal Year 2005 Conversion	08/09/2004	Anderson	Obsolete
04-008	Fiscal Year 2005 Annual Audit Planning Meeting Attachment - Annual Audit Planning Meeting Agenda Attachment - Meeting Reporting Instructions Attachment - Information on the Charleston Hotel Attachment - Challenges Facing the IRS Attachment - IRS Strategic Plan Attachment - President's Management Agenda Attachment - Office of Audit Planning Strategies	08/18/2004	Asatoka	Obsolete
04-007 Revised	Biennial Review Schedule - Office of Investigations Investigative Imprest Funds Attachment - Biennial Review Schedule	04/16/2004	Whitcomb	Obsolete
04-006	Peer Review Schedule for Fiscal Years 2004-2005	03/23/2004	Asatoka	Obsolete
04-005	Issues Reported in the External Peer Review	01/05/2004	Asatoka	Obsolete
04-004	Comparison of Year End Performance Measures for Fiscal Years 2000-2003 and Change in Calendar Day Standard Attachment - PowerPoint: Performance Measures	11/23/2003	Whitcomb	Obsolete
04-003	Revision to Outcome Measures Attachment - Outcome Measure Summary	11/28/2003	Anderson	Obsolete
04-002	Quarterly Analysis of Audit Report Tracker Documents - Fourth Quarter of Fiscal Year 2003	10/28/2003	Anderson	Obsolete
04-001	Reimbursement for Professional Certification Review Courses	10/14/2003	Asatoka	Obsolete

DIGA Numbered Memoranda FY 2005

05-006 Inspector General for Audit Management Information System (IGAMIS) Fiscal Year 2006 Conversion

Attachment 1 -- Fiscal Year 2006 Changes

Attachment 2 -- IGAMIS Codes

Attachment 3 -- IGAMIS Calendar

05-005 Biennial Review Schedule – Office of Investigations Investigative Imprest Funds

Attachment 1 -- Biennial Review Schedule

05-004 Fiscal Year 2006 Annual Audit Planning Meeting

Attachment 1 -- FY 2006 Planning Meeting Agenda

Attachment 2 -- FY 2005 Management Performance Challenges Facing IRS

Attachment 3 -- FY 2005 – 2009 IRS Strategic Plan

Attachment 4 -- President's Management Agenda

Attachment 5 -- DIGA 05-003: Update of Office of Audit Strategic Planning Approach

05-003 Update of Office of Audit Strategic Planning Approach

Attachment 1 -- Strategic Planning Questions

Attachment 2 -- Strategic Planning Approach Matrix

- 05-002 Redesignated Audit Report
 Attachment 1 -- Audit Report Template -- 2005
 Attachment 2 -- Final Report Guidance -- 2005
 05-001 Criteria for Recommending Cancellation of Internal Revenue Service Programs and Modernization Projects

FY 2005 Index of DIGA Memos				
While DIGA Memoranda are stored in a sequential order, memoranda of an instructional nature (such as process and/or procedure) are mapped over quarterly to the Office of Audit Manual. Once the Manual is updated, the link to the originating DIGA Memo is removed from the DIGA Memo Index.				
DIGA Memo Number	Title	Date	Manager	Status
05-006	Inspector General for Audit Management Information System (IGAMIS) Fiscal Year 2006 Conference Attachment 1 -- Fiscal Year 2006 Changes Attachment 2 -- IGAMIS Code Attachment 3 -- IGAMIS Calendar	08-31-2005	Whitcomb	Obsolete
05-005	Biannual Review Schedule - Office of Investigations Investigative Impact Funds Attachment 1 -- Biannual Review Schedule	08-10-2005	Whitcomb	Superseded DIGA-07-013
05-004	Fiscal Year 2006 Annual Audit Planning Meeting Attachment 1 -- FY 2006 Planning Meeting Agenda Attachment 2 -- FY 2005 Management Performance Challenges Facing IRS Attachment 3 -- FY 2005 - 2006 IRS Strategic Plan Attachment 4 -- President's Management Agenda Attachment 5 -- IRSOA 05-003: Update of Office of Audit Strategic Planning Approach	06-21-2005	Whitcomb	Obsolete
05-003	Update of Office of Audit Strategic Planning Approach Attachment 1 -- Strategic Planning Questionnaire Attachment 2 -- Strategic Planning Approach Matrix	06-14-2005	Whitcomb	Obsolete
05-002	Redesignated Audit Report Attachment 1 -- Audit Report Template - 2005 Attachment 2 -- Final Report Guidance - 2005	06-08-2005	Whitcomb	Obsolete
05-001	Criteria for Recommending Cancellation of Internal Revenue Service Programs and Modernization Projects	02-19-2005	Whitcomb	Rescinded 2-18-2005

DIGA Numbered Memoranda FY 2006

- 06-009 Additional Guidance for Audit Report Transmittal Impact Statement
 06-008 Office of Audit Training Site
 06-007 Supplemental Audit Report Guidance
 (Revised)
 06-006 Macro Risk Assessment Factors for Fiscal Year 2007 Audit, Inspections and Evaluations Planning
 06-005 New Procedures for Tracking Referrals Between the Office of Audit Referrals and the Office of Investigations
 Attachment -- Tracking Referrals Workbook Format
 06-004 Assessing the Reliability of Computer-Processed Data
 Attachment -- Audit Report Language Examples Related to Assessing the Reliability of Computer-Processed Data
 06-003 Criteria for Recommending Cancellation of Internal Revenue Service Programs and Modernization Projects
 Attachment -- The Government Accountability Office's Illustrative Generic Reexamination Criteria
 06-002 Revision to Training Documentation Requirements
 06-001 Peer Review Schedule for Fiscal Years 2006-2008

FY 2006 Index of DIGA Memos

While DIGA Memoranda are issued in a sequential order, memoranda of an instructional nature (audit process and/or procedures) are updated on a quarterly basis in the Office of Audit Manual. Once the Manual is updated, the list is the organizing DIGA Memo as shown below the DIGA Memo Index.

DIGA Memo Number	Title	Date	Manager	Status
06-009	Additional Guidance for Audit Report Transmittal Impact Statement	09/11/2006	Beeson	Obsolete MTT 306-24
06-006	Office of Audit Training Site	06/04/2006	Ornduff	Obsolete
06-007 Rev.	Supplemental Audit Report Guidance	05/09/2006	Beeson	Obsolete MTT 306-24
06-006	Macro Risk Assessment Factors for Fiscal Year 2007 Audit, Inspections and Evaluations Planning	05/18/2006	Beeson	Obsolete MTT 306-24
06-005	New Procedures for Tracking Referrals Between the Office of Audit Referrals and the Office of Investigations Attachment - Tracking Referrals Worksheet Format	03/29/2006	Beeson	Obsolete
06-004	Assessing the Reliability of Computer-Processed Data Attachment - Audit Report Language Examples Related to Assessing the Reliability of Computer-Processed Data	03/23/2006	Sheephouse	Superseded MTT 306-21
06-003	Criteria for Recommending Cancellation of Internal Revenue Service Programs and Modernization Projects Attachment - The Government Accountability Office's Illustrative OIGMAC Recommendation Criteria	11/24/2005	Auditor	Superseded MTT 306-20
06-002	Reviews to Training Documentation Requirements	11/01/2005	Auditor	Obsolete
06-001	Peer Review Schedule for Fiscal Years 2006-2008	11/02/2005	Auditor	Obsolete

**DIGA Numbered Memoranda
FY 2007**

- 07-015 TCMIS Process, Procedures, and Codes – Fiscal Year 2008
 - Attachment I – Changes for Fiscal Year (FY) 2008
 - Attachment II – MIS CODES
 - Attachment III – Fiscal Year 2008 MIS Project Calendar
- 07-014 Awards and Recognition
- 07-013 Biennial Review Schedule – Office of Investigations Investigative Imprest Funds
 - Attachment 1 – FYs 2008 – 2009 Biennial Review Schedule
 - Revised August 30, 2007
- 07-012 Designation of Audit Reports as "Sensitive But Unclassified" Instead of "Limited Official Use"
- 07-011 Fiscal Year 2008 Planning Guidance
- 07-010 Office of Audit Community Page
- 07-009 Office of Audit Human Capital Task Force Report
- 07-008 Office of Audit Knowledge Management Web Site
- 07-007 Office of Audit Organizational and Policy Changes
- 07-006 Training Class Evaluations
- 07-005 External Peer Review Results
- 07-004 Office of Audit Performance Measures and Workload Indicators
- 07-003 Recent Changes to I.R.C. § 6103 Regulations
 - Attachment 1 – Disclosure of Return Information by Certain Officers and Employees for Investigative Purposes
- 07-002 Audit Highlights Document Guidance
 - Attachment 1 – Highlights Template
 - Attachment 2 – Highlights Example
- 07-001 MIS Process, Procedures, and Codes – Fiscal Year 2007
 - Attachment 1 – Changes for Fiscal Year 2007; MIS Status Codes; Fiscal Year 2007 MIS Project Calendar
 - Attachment 2 – TeamCentral Management Information System Office of Audit – Procedure Guide

FY 2007 Index of DIGA Memos

While DIGA Memoranda are issued as a sequential series, memoranda of an administrative nature (policy, procedure, and/or procedure) are grouped over quarterly to the Office of Audit Manual. Once the Manual is updated, the link to the originating DIGA Memo is retained from the DIGA Memo Index.

DIGA Memo Number	Title	Date	Manager	Status
01-011	TCMIS Process, Procedures, and Codes – Fiscal Year 2008 Attachment I – CHANGES FOR FISCAL YEAR (FY) 2008 Attachment II – MIS CODES Attachment III – FISCAL YEAR 2008 MIS PROJECT CALENDAR	08/24/2007	Beauchamp	Obsolete MT 200-11
02-014	Awards and Recognition	08/29/2007	Beauchamp	Current
07-013	Biennial Review Schedule – Office of Inspectors Investigate Impact Funds Attachment I – FYs 2006 – 2009 Biennial Review Schedule Revised August 10, 2007	08/29/2007	Beauchamp	Obsolete
07-017	Completion of Audit Reports As “Sensitive But Unclassified” Instead of “Limited Official Use”	07/12/2007	Applavsky	Superseded MT 200-21
07-011	Fiscal Year 2008 Planning Guidance	06/05/2007	Amabile	Obsolete
07-010	Office of Audit Community Page	05/15/2007	Beauchamp	Current
07-009	Office of Audit Human Capital Task Force Report	04/12/2007	Beauchamp	Current
07-008	Office of Audit Knowledge Management Web Site	03/28/2007	Beauchamp	Obsolete
07-007	Office of Audit Organizational and Policy Changes	05/23/2006	Beauchamp	Current
07-006	Treasury Chap Exclusions	02/20/2007	Beauchamp	Superseded MT 200-23
07-005	External Peer Review Results	01/09/2007	Beauchamp	Current
07-004	Office of Audit Performance Measures and Workload Indicators	11/21/2006	Beauchamp	Superseded DIGA 08-003
07-003	Recent Changes to L.R.C. § 6193 Regulations Attachment I – Disclosure of Assets Information by Certain Officers and Employees for Investigative Purposes	11/02/2006	Beauchamp	Superseded MT 200-24
07-002	Audit Highlights Document Guidance Attachment I – Highlights Template Attachment II – Highlights Example	10/05/2006	Beauchamp	Superseded MT 200-26
07-001	MIS Process, Procedures, and Codes – Fiscal Year 2007 Attachment I – Changes For Fiscal Year 2007; MIS Status Codes, Fiscal Year 2007 MIS Project Calendar Attachment II – Treasury/Management Information System Office of Audit – Procedure Guide Attachment III – “TIGTA Audit Template Schedule E-Mail Template”	10/04/2006	Beauchamp	Superseded MT 200-28

**DIGA Numbered Memoranda
FY 2008**

- 08-014 TCMIS Process, Procedures, and Codes – Fiscal Year 2009
 - Attachment I – Changes for Fiscal Year (FY) 2009
 - Attachment II – MIS CODES
 - Attachment III – Fiscal Year 2009 MIS Project Calendar
- 08-013 Peer Review Schedule for Fiscal Years 2009-2011
- 08-012 Additional Guidance Regarding the Office of Audit
 - Realignment Involving Personnel and Other Administrative Matters
- 08-011 Realignment of the Office of Audit
- 08-010 Office of Audit Onboarding Toolkit
- 08-009 Treasury Learning Management System Delineation of Audit Responsibilities by Position
- 08-008 Continuing Professional Education Requirements and Documentation
- 08-007 Emergency Reporting of Natural or Man-Made Disasters
- 08-006 Recognizing Employees Who Retire From Federal Service
- 08-005 Revised Process for Reserving Vacant Workspace in the Office of Audit Headquarters Office
- 08-004 Office of Audit Recruitment Strategy
 - The Recruitment Strategy
- 08-003 Office of Audit Fiscal Year 2008 Performance Measures and Workload Indicators
- 08-002 Office of Audit Leadership Program
 - Leadership Program
- 08-001 Position Development Plan
 - The Professional Development Plan

FY 2008 Index of DIGA Memos

While DIGA Memoranda are issued in a sequential order, memoranda of an instructional nature (audit processes and/or procedures) are mapped over quarterly to the Office of Audit Manual. Once the Manual is updated, the link to the originating DIGA Memo is removed from the DIGA Memo Index.

DIGA Memo Number	Title	Date	Manager	Status
08-014	TCMIS Process, Procedures, and Codes – Fiscal Year 2009 Attachment I - CHANGES FOR FISCAL YEAR (FY) 2009 Attachment II - MIS CODES Attachment III - FISCAL YEAR 2009 MIS PROJECT CALENDAR	09/25/2008	Benoit	Obsolete
08-013	Peer Review Schedule for Fiscal Years 2009-2011	09/23/2008	Benoit	Obsolete
08-012	Additional Guidance Regarding the Office of Audit Realignment Involving Personnel and Other Administrative Matters	09/19/2008		Obsolete
08-011	Realignment of the Office of Audit	08/11/2008	Ananka	Obsolete
08-010	Office of Audit Onboarding Toolkit	07/11/2008	LaManna	Obsolete
08-009	Treasury Learning Management System Delineation of Audit Responsibilities by Position	05/27/2008	LaManna	Superseded MT 300-31
08-008	Continuing Professional Education Requirements and Documentation	03/18/2008	LaManna	Superseded MT 300-31
08-007	Emergency Reporting of Natural or Man-Made Disasters	03/06/2008	LaManna	Current
08-006	Recognizing Employees Who Retire From Federal Service	03/05/2008	LaManna	Current
08-005	Revised Process for Reserving Vacant Workspace in the Office of Audit Headquarters Office	03/04/2008	Begley	Obsolete
08-004	Office of Audit Recruitment Strategy The Recruitment Strategy	01/02/2008	Ananka	Obsolete
08-003	Office of Audit Fiscal Year 2008 Performance Measures and Workload Indicators	11/26/2007	Benoit	Obsolete
08-002	Office of Audit Leadership Program Leadership Program	11/26/2007	Benoit	Superseded MT 300-29
08-001	Position Development Plan The Professional Development Plan	10/29/2007	Benoit	Superseded MT 300-28

**DIGA Numbered Memoranda
FY 2009**

- 09-009 TCMIS Process, Procedures, and Codes – Fiscal Year 2010
Attachment I – Changes for Fiscal Year (FY) 2010
Attachment II – MIS CODES
Attachment III – Fiscal Year 2010 MIS Project Calendar
- 09-008 Legislative Recommendations
- 09-007 Fiscal Year 2010 Planning Guidance
- 09-006 Oversight of Office of Audit American Recovery and Reinvestment Act Activities
- 09-005 Audit Report Disclosure Checklist
- 09-004 Employee Quick Reference Guide
- 09-003 Biennial Review Schedule - Office of Investigations Investigative Imprest Funds
- 09-002 Office of Audit Fiscal Year 2009 Performance and Workload Measures
- 09-001 Fiscal Year 2009 Employee Development Managerial Commitment

FY 2009 Index of DIGA Memos

While DIGA Memoranda are issued in a sequential order, memoranda of an institutional nature (audit processes and/or procedures) are mapped once quarterly to the Office of Audit Manual. Once the Manual is updated, the link to the originating DIGA Memo is removed from the DIGA Memo Index.

DIGA Memo Number	Title	Date	Manager	Status
09-009	TCMIS Process, Procedures, and Codes - Fiscal Year 2010 Attachment I - CHARTERS FOR FISCAL YEAR (FY) 2010 Attachment II - MIS COPIES Attachment III - FISCAL YEAR 2010 MIS PROJECT CALENDAR	09/28/2009	Barnett	Obsolete
09-008	Legislative Recommendations	08/10/2009	Barnett	Current
09-007	Fiscal Year 2010 Planning Guidance	05/18/2009	Barnett	Obsolete
09-006	Overview of Office of Audit Assessment Recovery and Reinvestment Act Activities	05/06/2009	Curry	Obsolete
09-005	Audit Report Decision Checklist	04/27/2009	Barnett	Superseded MT 208-33
09-004	Employee Quick Reference Guide	01/07/2009	LaMonte	Obsolete
09-003	Revised Review Schedule - Office of Investigations Investigative Impact Study	11/18/2008	Barnett	Obsolete
09-002	Office of Audit Fiscal Year 2009 Performance and Workload Measures	10/21/2008	Barnett	Obsolete
09-001	Fiscal Year 2009 Employee Development Managerial Commitment	10/21/2008	Phillips	Obsolete

**DIGA Numbered Memoranda
FY 2010**

- 10-019 TCMIS Process, Procedures, and Codes – Fiscal Year 2011
- 10-018 Additional Information on Fiscal Year 2010 Performance Management Closeout Items and Fiscal Year 2011 Managerial Commitments
- 10-017 OA Succession Plan
 - Attachment – OA Succession Plan
 - Attachment – OA Succession Plan – Updated
- 10-016 OA Process for Maintaining EPF and Drop Files
- 10-015 On Receipt and Return of Blackberries
- 10-014 Competency Assessment Guides
- 10-013 OA Human Capital Operating Plan – FY 2010-2014
- 10-012 FY 2011 Planning Guidance
- 10-011 Revised Internal Quality Assurance Review Schedule
- 10-010 OA New Report Templates
- 10-009 Office of Audit Managers Guide
- 10-008 Financial Assistance for Professional Certification Review Courses
- 10-007 Coordination of Office of Audit and Inspections and Evaluations Activities
- 10-006 External Peer Review Results
- 10-005 OA Leadership Development Guide
- 10-004 Office of Audit Staff Rotation Policy
- 10-004 Office of Audit Rotation and Reassignment Policy
- (Revised) Rotation Checklist for Managers_Revised_11-13-14
- 10-003 Procedures for Recovery Act Specific Training
- 10-002 Office of Audit Fiscal Year 2010 Performance and Workload Measures
- 10-001 Audit Integrity Board with Charter

FY 2010 Index of DIGA Memos

While DIGA Memoranda are issued in a sequential order, memoranda of an instructional nature (audit processes and/or procedures) are mapped over quarterly to the Office of Audit Manual. Once the Manual is updated, the link to the originating DIGA Memo is removed from the DIGA Memo Index.

DIGA Memo Number	Title	Date	Manager	Status
10-019	TCMS Process, Procedures, and Codes – Fiscal Year 2011	9/29/10	Casey	Superseded DIGA:12-002
10-018	Additional Information on Fiscal Year 2010 Performance Management Closeout Items and Fiscal Year 2011 Managerial Commitments	9/21/10	LaManna	Obsolete
10-017	OA Succession Plan Attachment – OA Succession Plan Attachment – OA Succession Plan – Updated	8/5/10 8/5/10 8/17/11	LaManna LaManna LaManna	Superseded by Update Current
10-016	OA Process for Maintaining EPF and Drop Files	8/5/10	LaManna	Current
10-015	On Receipt and Return of BlackBerry	8/4/10	LaManna	Current
10-014	Competency Assessment Guides	6/23/10	LaManna	Superseded DIGA:12-006
10-013	OA Human Capital Operating Plan - FY 2010-2014	6/15/10	LaManna	Current
10-012	FY 2011 Planning Guidance	4/13/10	Benoit	Superseded DIGA:11-007
10-011	Revised Internal Quality Assurance Review Schedule	3/23/10	Benoit	Obsolete
10-010	OA New Report Templates	3/4/10	Benoit	Superseded MT 300-37
10-009	Office of Audit Managers Guide	3/1/10	LaManna	Obsolete
10-008	Financial Assistance for Professional Certification Review Courses	2/26/10	LaManna	Superseded MT 300-37
10-007	Coordination of Office of Audit and Inspections and Evaluations Activities	2/5/10	Benoit	Superseded MT 300-37
10-006	External Peer Review Results	1/28/10	Benoit	Current
10-005	OA Leadership Development Guide	1/20/10	LaManna	Superseded DIGA:11-009
10-004 10-004 (Revised)	Office of Audit Staff Rotation Policy	1/13/10	LaManna	Superseded MT 300-38
	Office of Audit Rotation and Reassignment Policy	12/8/10	LaManna	Superseded MT 300-41
	Rotation Checklist for Managers_ Revised_11-13-14	9/12/11	LaManna	Superseded – DIGA 16-002
10-003	Procedures for Recovery Act Specific Training	11/9/09	LaManna	Obsolete
10-002	Office of Audit Fiscal Year 2010 Performance and Workload Measures	10/19/09	Benoit	Obsolete
10-001	Audit Integrity Board with Charter	10/7/09	Benoit	Current

DIGA Numbered Memoranda FY 2011

- 11-011 Office of Audit Workforce Plan June 2011 – October 2015
- 11-010 Annual Confidential Financial Disclosure Reports (Form 450)
- 11-009 Update to the Office of Audit Leadership Development Guide
- 11-008 Results of Office of Audit Footprint Model Study
- 11-007 Fiscal Year 2012 Planning Guidance
- 11-006 Use of Controlled Unclassified Information Designations
- 11-005 Information Regarding Descriptions of Administrative Systems and Programs
- 11-004 New Procurement Process Procedures
- 11-003 New Office of Audit Process for Maintaining Personal Impairment Certification Forms

10-004 Office of Audit Rotation and Reassignment Policy

(Revised)

11-002 Revision to Training Documentation Requirements

11-001

11-001 Office of Audit Fiscal Year 2011 Performance and Workload Measures

(Revised)

FY 2011 Index of DIGA Memos

While DIGA Memoranda are issued in a sequential order, memoranda of an instructional nature (audit processes and/or procedures) are mapped over quarterly to the Office of Audit Manual. Once the Manual is updated, the link to the originating DIGA Memos is removed from the DIGA Memo Index.

DIGA Memo Number	Title	Date	Manager	Status
11-011	Office of Audit Workforce Plan June 2011 – October 2013	07/15/2011	LaManna	Current
11-010	Annual Confidential Financial Disclosure Reports (Form 450)	05/24/2011	LaManna	Obsolete
11-009	Update to the Office of Audit Leadership Development Guide	05/23/2011	LaManna	Superseded MT 300-42
11-008	Results of Office of Audit Footprint Model Study	05/9/2011	Casey	Current
11-007	Fiscal Year 2012 Planning Guidance	04/20/2011	Casey	Superseded DIGA 12-016
11-006	Use of Controlled Unclassified Information Designations	04/05/2011	Casey	Rescinded 6-22-11
11-005	Information Regarding Descriptions of Administrative Systems and Programs	03/10/2011	LaManna	Obsolete
11-004	New Procurement Process Procedures	02/15/2011	Casey	Current
11-003	New Office of Audit Process for Maintaining Personal Impairment Certification Forms	01/20/2011	LaManna	Superseded MT 300-41
10-004 (Revised)	Office of Audit Rotation and Reassignment Policy	12/8/2010	LaManna	Superseded MT 300-41
11-002	Revision to Training Documentation Requirements	11/18/2010	Drudt	Superseded MT 300-40
11-001 11-001 (Revised)	Office of Audit Fiscal Year 2011 Performance and Workload Measures	10/22/2010 1/26/2011	Casey Casey	Obsolete Superseded-DIGA-12-003

DIGA Numbered Memoranda FY 2012

12-016 Fiscal Year 2013 Planning Guidance

Attachment

12-015 Office of Audit Employee Recognition Program

12-014 Office of Audit Fraud Program Update

12-013 Development of Office of Audit Mentoring Program

12-012 Office of Audit Remote Access (Wi-Fi) Pilot

12-011 Updated Audit Report Guidance Documents and Templates and New Statistical Contractor Point of Contact

12-010 Office of Audit Policies Related to TeamMate R9

- 12-009 Office of Audit Wellness Program
- 12-008 Update to the Personal Impairment Certification Document
- 12-007 Establishment of Office of Audit SAS Champions
- 12-006 Fiscal Year 2012 Competency Assessment Process
- 12-005 Results of the Fiscal Year 2011 Federal Employee Viewpoint Survey
- 12-004 Leadership Curriculum for the Office of Audit Management Cadre
- 12-003 Office of Audit Fiscal Year 2012 Performance and Workload Measures
- 12-002 TCMIS Process, Procedures, and Codes – Fiscal Year 2012
- 12-001 Transition of the Office of Audit's Information Services Team to the Office of Investigations' Strategic Data Services Division Data Center Warehouse

FY 2012 Index of DIGA Memos

While DIGA Memoranda are issued in a sequential order, memoranda of an instructional nature (audit processes and/or procedures) are mapped over quarterly to the Office of Audit Manual. Once the Manual is updated, the link to the originating DIGA Memo is removed from the DIGA Memo Index.

DIGA Memo Number	Title	Date	Manager	Status
12-016	Fiscal Year 2013 Planning Guidance Attachment	5-15-12	LaManna	Superseded DIGA 13-005
12-015	Office of Audit Employee Recognition Program	5-8-12	LaManna	Obsolete
12-014	Office of Audit Fraud Program Update	3-16-2012	Casey	Obsolete
12-013	Development of Office of Audit Monitoring Program	1-30-2012	LaManna	Current
12-012	Office of Audit Remote Access (Wi-Fi) Pilot	1-20-2012	LaManna	Current
12-011	Updated Audit Report Guidance Documents and Templates and New Statistical Contractor Point of Contact	1-11-2012	LaManna	Current
12-010	Office of Audit Policies Related to TeamMate R9	1-10-2012	LaManna	Current
12-009	Office of Audit Wellness Program	12-23-2011	LaManna	Current
12-008	Update to the Personal Impairment Certification Document	12-15-2011	Asanika	Obsolete
12-007	Establishment of Office of Audit SAS Champions	11-16-2011	LaManna	Current
12-006	Fiscal Year 2012 Competency Assessment Process	12-6-2011	LaManna	Obsolete
12-005	Results of the Fiscal Year 2011 Federal Employee Viewpoint Survey	11-30-2011	LaManna	Current
12-004	Leadership Curriculum for the Office of Audit Management Cadre	11-16-2011	LaManna	Current
12-003	Office of Audit Fiscal Year 2012 Performance and Workload Measures	10-27-2011	Casey	Superseded DIGA 13-005
12-002	TCMIS Process, Procedures, and Codes – Fiscal Year 2012	10-13-2011	Casey	Superseded DIGA 13-004
12-001	Transition of the Office of Audit's Information Services Team to the Office of Investigations' Strategic Data Services Division Data Center Warehouse	10-4-2011	Casey	Current

DIGA Numbered Memoranda FY 2013

- 13-010 Additional Information on Fiscal Year 2013 Performance Management Closeout Items and Fiscal Year 2014 Performance Management Responsibilities
- 13-009 Update to Office of Audit Employee Recognition Program
- 13-008 Office of Audit Telecommuting Program Administrative Matters

- 13-007 Office of Audit SAS User Manual
Attachment 1
Attachment 2
- 13-006 Fiscal Year 2014 Planning Guidance
Attachment 1 Attachment 5
Attachment 2 Attachment 6
Attachment 3 Attachment 7
Attachment 4 Attachment 8
- 13-005 Office of Audit Fiscal Year 2013 Performance and Workload Measures
Attachment
- 13-004 TCMIS Process, Procedures, and Codes – Fiscal Year 2013
Attachment
- 13-003 Office of Audit Anti-Fraud Program Strategic Plan for Fiscal Years 2012-2014
Attachment
- 13-002 Additional Information on Fiscal Year 2012 Performance Management Closeout Items and Fiscal Year 2013
Performance Management Responsibilities
- 13-001 2012 External Peer Review Results
Attachment – Report
Attachment – Memo

<i>FY 2013 Index of DIGA Memos</i>				
While DIGA Memoranda are issued in a sequential order, memoranda of an instructional nature (audit processes and/or procedures) are mapped over quarterly to the Office of Audit Manual. Once the Manual is updated, the link to the originating DIGA Memos is removed from the DIGA Memo Index.				
DIGA Memo Number	Title	Date	Manager	Status
13-010	Additional Information on Fiscal Year 2013 Performance Management Closeout Items and Fiscal Year 2014 Performance Management Responsibilities	9/23/13	LaManna	Obsolete
13-009	Update to Office of Audit Employee Recognition Program	9/11/13	LaManna	Obsolete
13-008	Office of Audit Telecommuting Program Administrative Matters	8/26/13	LaManna	Superseded DIGA 15-005
13-007	Office of Audit SAS User Manual Attachment 1 Attachment 2	6/25/13	LaManna	Current
13-006	Fiscal Year 2014 Planning Guidance Attachment 1 Attachment 5 Attachment 2 Attachment 6 Attachment 3 Attachment 7 Attachment 4 Attachment 8	6/21/13	Jones	Superseded DIGA 14-005
13-005	Office of Audit Fiscal Year 2013 Performance and Workload Measures Attachment	11/20/12	Anderson	Superseded DIGA 14-002
13-004	TCMIS Process, Procedures, and Codes – Fiscal Year 2013 Attachment	10/24/2012	Kisler	Superseded DIGA 14-001
13-003	Office of Audit Anti-Fraud Program Strategic Plan for Fiscal Years 2012-2014 Attachment	10/19/2012	LaManna	Obsolete
13-002	Additional Information on Fiscal Year 2012 Performance Management Closeout Items and Fiscal Year 2013 Performance Management Responsibilities	10/9/2012	LaManna	Obsolete
13-001	2012 External Peer Review Results Attachment – Report Attachment – Memo	10/9/2012	LaManna	Current

**DIGA Numbered Memoranda
FY 2014**

- 14-006 Revised Report Guidance for Outcome Measures and Audit Samples
- 14-005 Fiscal Year 2015 Planning Guidance
- 14-004 Support Documentation for Webcast Training Classes

- 14-003 Office of Audit Anti-Fraud Program
 14-002 Office of Audit Fiscal Year 2014 Performance and Workload Measures
 14-001 TCMIS Process, Procedures, and Codes – Fiscal Year 2014
 Attachment

<i>FY 2014 Index of DIGA Memos</i>				
While DIGA Memoranda are issued in a sequential order, memoranda of an instructional nature (audit processes and/or procedures) are mapped over quarterly to the Office of Audit Manual. Once the Manual is updated, the link to the originating DIGA Memos is removed from the DIGA Memo Index.				
DIGA Memo Number	Title	Date	Manager	Status
14-001	TCMIS Process, Procedures, and Codes – Fiscal Year 2014 Attachment	10/23/13	Jones	Superseded – DIGA 15-002
14-002	Office of Audit Fiscal Year 2014 Performance and Workload Measures	12/16/13	Jones	Superseded – DIGA 15-001
14-003	Office of Audit Anti-Fraud Program	1/15/14	Bagley	Updated 12/2015
14-004	Support Documentation for Webcast Training Classes	4/8/14	Bagley	Current
14-005	Fiscal Year 2015 Planning Guidance	5/14/14	Jones	Superseded – DIGA 15-004
14-006	Revised Report Guidance for Outcome Measures and Audit Samples	8/13/14	Jones	Current

**DIGA Numbered Memoranda
FY 2015**

- 15-005 Office of Audit Telecommuting Program
 15-004 Fiscal Year 2016 Planning Guidance
 Attachment-FY 2016 Risk Assessment
 Attachment-FY 2016 Unimplemented Corrective Actions
 Attachment-FY 2016 Audit Justification Template
 Attachment-FY 2016 Integrity Project Justification Template
 Attachment-FY 2016 Data and Resource Needs
 15-003 Results of the Fiscal Year 2014 Federal Employee Viewpoint Survey
 Attachment
 15-002 TCMIS Process, Procedures, and Codes – Fiscal Year 2015
 Attachment
 15-001 Office of Audit Fiscal Year 2015 Performance and Workload Measures

FY 2015 Index of DIGA Memos

While DIGA Memoranda are issued in a sequential order, memoranda of an instructional nature (audit processes and/or procedures) are mapped over quarterly to the Office of Audit Manual. Once the Manual is updated, the link to the originating DIGA Memos is removed from the DIGA Memo Index.

DIGA Memo Number	Title	Date	Manager	Status
15-001	Office of Audit Fiscal Year 2015 Performance and Workload Measures	11/6/14	Jones	Superseded - DIGA 16-003
15-002	TCMIS Process, Procedures, and Codes - Fiscal Year 2015 Attachment	11/6/14	Jones	Superseded - DIGA 16-001
15-003	Results of the Fiscal Year 2014 Federal Employee Viewpoint Survey Attachment	1/21/15	Begley	Current
15-004	Fiscal Year 2016 Planning Guidance Attachment: FY 2016 Risk Assessment Attachment: FY 2016 Unimplemented Corrective Actions Attachment: FY 2016 Audit Justification Template Attachment: FY 2016 Data and Resource Needs	4-14-15	Jones	Current
15-005	Office of Audit Telecommuting Program	8-4-15	LaManna	Current

DIGA Numbered Memoranda FY 2016

16-006 Fiscal Year 2017 Planning Guidance
 16-005 Revisions to Final Audit Report Disclosure Review Process
 16-004 2015 External Peer Review Results
 16-003 Office of Audit Fiscal Year 2016 Performance and Workload Measures
 16-002 Revised Office of Audit Rotation and Reassignment Policy
 16-001 TCMIS Process, Procedures, and Codes - Fiscal Year 2016

FY 2016 Index of DIGA Memos

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DIGA Memo Number	Title	Date	Manager	Status
16-001	TCMIS Process, Procedures, and Codes – Fiscal Year 2016	10/8/15	Jones	Current
16-002	Revised Office of Audit Rotation and Reassignment Policy	11/10/15	Begley	Current
16-003	Office of Audit Fiscal Year 2016 Performance and Workload Measures	12/8/15	Jones	Current
16-004	2015 External Peer Review Results	12/18/15	Jones	Current
16-005	Revisions to Final Audit Report Disclosure Review Process	2/9/16	Jones	Current
16-006	Fiscal Year 2017 Planning Guidance	3/23/16	Jones	Current
16-007	SAS Files on Shared Limited Access Data (LAD) Workspaces	4/4/16	LaManna	Current
16-008	Tracking Audit Expenses in the Concur Travel System <u>Attachment</u>	9/20/16	Begley	Current

DIGA Numbered Memoranda FY 2017

- 17-004 Results of the Fiscal Year 2016 Federal Employee Viewpoint Survey
Attachment
- 17-003 Office of Audit Fiscal Year 2017 Performance and Workload Measures
- 17-002 Assessing the Reliability of Computer-Processed Data
Attachment 1 – Data Reliability Template
Attachment 2 – OA Data Analysis Guide
- 17-001 TCMIS Process, Procedures, and Codes – Fiscal Year 2017
Attachment

FY 2017 Index of DIGA Memos

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DIGA Memo Number	Title	Date	Manager	Status
17-001	TCMIS Process, Procedures, and Codes – Fiscal Year 2017 <u>Attachment</u>	10/6/16	Jones	Current
17-002	Assessing the Reliability of Computer-Processed Data <u>Attachment 1 – Data Reliability Template</u> <u>Attachment 2 – OA Data Analysis Guide</u>	10/17/16	Axelsson	Current
17-003	Office of Audit Fiscal Year 2017 Performance and Workload Measures	10/18/16	Jones	Current
17-004	Results of the Fiscal Year 2016 Federal Employee Viewpoint Survey <u>Attachment</u>	12/20/16	LaManna	Current