

EXHIBIT 3

[TRANSMITTAL MEMORANDUM TO AGENCY ACTION OFFICIAL  
LOAN/LOAN GUARANTEE AUDIT]

MEMORANDUM TO: (Agency Action Official)

FROM: (Appropriate OIG Official)

SUBJECT: Audit Report No. \_\_\_\_\_

Auditee: \_\_\_\_\_

Loan/Loan Guarantee No. \_\_\_\_\_

We are attaching two copies of the subject audit report for your action in accordance with DAO 213-5, "Audit, Inspection, and Evaluation Resolution and Follow-up." [A copy of the report has not been sent to the Auditee [and/or lender].] The report may not be released to the Auditee [and/or lender] without the concurrence of the Office of Inspector General. Requests from the public for copies of this report must be referred to the Office of Inspector General, Office of Counsel, Room 7892, Herbert C. Hoover Building for response under the Freedom of Information Act. Because some of the information contained in this report may be confidential the prohibitions of 18 U.S.C. § 1905 may apply to the unauthorized release of this report.

[Option: Insert here any information needed to explain the report.]

Under DAO 213-5, you have Number of Days calendar days from the date of this memorandum to reach a decision on the actions that you propose to take on each audit finding and recommendation and to submit an Agency Action Plan to this office. The format for the plan is Exhibit 6 of the DAO. Under the DAO, the Office of Inspector General must concur with your proposal before it may be implemented. The DAO prescribes procedures for handling any disagreements this office may have with the Agency Action Plan.

Any inquiry regarding this report should be directed to Name of this office at Phone Number. All correspondence should refer to the audit report number given above.

Attachments