

EXHIBIT 5

[TRANSMITTAL MEMORANDUM TO AGENCY ACTION OFFICIAL  
POSTAWARD CONTRACT AUDIT]

MEMORANDUM TO: (Contracting Officer)

FROM: (Appropriate OIG Official)

SUBJECT: OIG Reference No. \_\_\_\_\_  
Audit Report No. \_\_\_\_\_  
Contract No. \_\_\_\_\_  
Auditee: \_\_\_\_\_

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 been sent to the Auditee/contractor. Please refer to the report for specific instructions, if any, on the handling or release of the report.

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

Under DAO 213-5, you must submit your decision on actions to be taken on each audit finding and recommendation. As applicable, your decision must include the rationale and/or legal basis for reinstating any questioned costs in the report, for proposing settlement of any claim by the Government, and for treating other issues differently from the report. (Instructions for preparing a contracting officer's decision under the Disputes Act are contained in FAR 33.211. Instructions for preparing a contracting officer's demand for payment are in FAR 32.604.)

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.

Attachment