



Association of Inspectors General  
524 West 59th Street, 3400N  
New York, New York 10019

November XX, 20XX

XXXXXX, Inspector General  
XXXXXX Office of the Inspector General  
717 14<sup>th</sup> Street N.W., Suite 500  
City, State Zip Code

Dear XX. XXXXXX:

I would like to thank you for coordinating the peer review for the XXXXXX (OIG). This letter confirms our understanding of the scope, timelines, and supporting arrangements for the quality assessment review of your office. The review team will consist of (Team Leader Name) as team leader, with (Member Name) and (Member Name) as team members.

The scope of this peer review will be to determine whether internal safeguards and management procedures are in place and operating effectively to provide reasonable assurance that established policies, procedures, and applicable investigative, audit and/or inspection and evaluation standards are being followed. In making our determination, the review team will analyze existing manuals, policies and procedures; conduct interviews with selected management officials, investigators, inspectors, evaluators' staff, and external partners; and sample closed investigative, audit and/or inspection and evaluation reports, files, and other administrative records, as warranted.

The standards used for your XX divisions (Audit Division, Investigative Division, and/or Inspections and Evaluations Division) will be *The Principles and Standards for Offices of Inspector General*, and/or The Institute of Internal Auditors' (IIA) *International Standards for the Professional Practice of Internal Auditing (Standards)*, and/or the United States General Accountability Office (GAO) *Government Auditing Standards*, and (others as necessary). The period that will be reviewed will cover from January 20XX through December 20XX. The on-site portion of the review is anticipated to be conducted during the week of January XX-XX, 20XX. The final selected dates for the on-site portion will be coordinated with your office within the next three months.

The review team will provide up to three products:

1. An exit-conference on the last day of the review to the Inspector General, which will give a full detailed description of the team's findings;
2. A signed final report will be provided within thirty (30) days following the review reflecting your compliance or non-compliance with the standards;

and

3. At the Peer Review Team's discretion, the management letter will highlight observations by the team on areas of best practice and areas for consideration. This document will be coordinated with members of your staff prior to final issuance. The management letter will be provided within 90 days following the review.

During the course of the review, the team will have full access to the office policies and procedures, personnel files, published audit inspection and evaluation reports, closed administrative and criminal investigations, supporting working papers, and any other reports, correspondence, files, or documents deemed pertinent by the review team. Office personnel should also be available for interview by the review team.

Your office is responsible for all reasonable costs incurred by the review team members related to the review, which includes air fare and/or mileage for travel, hotel, per-diem meals, ground transportation, parking, etc. It is anticipated that the peer review team will fly in on Monday, January XX, 20XX, and will take all reasonable steps to ensure the lowest transportation expenses are utilized. Typically, the exit conference is held in the early afternoon of the last day of the review. If possible, the team will attempt to make arrangements to depart on the last day of the review; however, due to flight limitations, travel may have to occur on the following day. The review team will coordinate all travel and expenses with your office designated point of contact.

In order to make this process affordable and keep out-of-pocket costs at a minimum for the requesting agencies, the AIG's quality assessment Peer Review Program utilizes and is dependent upon a reciprocal approach for OIG volunteers to staff review teams. Simply stated, it is expected that your office will be asked to assist our program by allowing one or more of your staff to assist in future quality assessment reviews.

If this letter confirms your understanding, please sign below, PDF the letter and email it to me at XXXXXX@XXXXX.org at your earliest convenience. If you have any concerns or issues, please contact me at XXX-XXX-XXXX.

Sincerely,

XXXXXX  
Chair, AIG Peer Review Committee

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name

cc: