

## **Final Report**

**The final report is to be completed once the formal response is received. The auditee will provide a formal response memorandum stating concurrence or non-concurrence with the audit results (GAGAS Chapter 9, Reporting Standards for Performance Audits). The project manager prepares the Executive Summary Memorandum once a response is received. If a response is not received, the project manager will summarize the exit meeting discussion within the “Views of Responsible Officials” section of the audit report.**

**The final report shall include the Executive Summary, the formal response memorandum (if any), and the final report. The project manager, assistant project manager, and the HCO will sign the final report before submitting to Operations for the Unit Commander’s approval.**

---