

## **Operations**

**Operations personnel are responsible for reviewing and processing project-related correspondence, draft and final reports for the Unit Commander's review and approval. Responsibilities include but are not limited to:**

- **Review proposal memorandums and assign project numbers as approved by the Unit Commander.**
  - **Track and monitor the progress of all projects.**
  - **Review draft and final reports and communicate the edits when necessary to the project manager, Head Compliance Officer (HCO), or team lieutenant.**
  - **Facilitate the request for a response memorandum, via email, from the auditee.**
  - **Distribute final draft reports to Executive Management and the Office of Inspector General for their review.**
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