



DEPARTMENT OF THE NAVY

BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 5740.3B
BUMED-M82
25 Oct 2005

BUMED INSTRUCTION 5740.3B

From: Chief, Bureau of Medicine and Surgery

Subj: EXTERNAL AUDITS, INSPECTIONS, AND REPORTS

Ref: (a) DOD Directive 7650.2 of 13 Jul 2000
(b) DOD Instruction 7650.4 of 9 Sep 1997
(c) SECNAVINST 5200.34D of 18 Dec 1991
(d) SECNAVINST 5212.5D of 22 Apr 1998
(e) SECNAVINST 5740.25D of 1 Aug 2000
(f) SECNAVINST 5740.26B of 1 Aug 2000
(g) SECNAVINST 5740.30 of 1 Aug 2000
(h) SECNAVINST 7510.7E of 11 Oct 1991
(i) SECNAVINST 7700.7 of 1 Aug 1990

Encl: (1) OPNAV 5040/2 (11-68), Implementation Status Report (ISR)

1. Purpose. To designate a central point of contact (POC) within the Bureau of Medicine and Surgery (BUMED) as liaison with the General Accounting Office (GAO), Department of Defense Inspector General (DODIG), Naval Audit Service (NAVAUDSVC), the Naval Inspector General (NAVINGEN) and other external agencies performing audits and inspections or providing reports for information or tasking BUMED claimancy. This centralized management allows for a coordinated and consolidated response and the successful tracking of audits, inspections, and reports. References (a) through (i) provide guidance and direction on responding to common information requests.

2. Cancellation. BUMEDINST 5740.3A.

3. Scope. Applies to all BUMED headquarters codes, intermediate commands, and field activities.

4. Discussion. As a major claimant, BUMED must be able to coherently and efficiently respond to the various and frequent information requests received from audit and inspection agencies such as the GAO and DODIG (hereafter referred to as external audit agencies). Therefore, a centralized coordination function was created.

5. Responsibilities

a. BUMED. The Reports and Statistics Division (M82) of the Resource Management Directorate (M8) is appointed as Program Manager (PM) for the external audits program. As such, M82 is responsible for maintaining liaison with external audit

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agencies, and coordinating and providing timely responses to their requests for information or for POCs to attend entrance or exit conferences. In support of this effort, M82 is responsible for distributing the report and findings of external audits to the appropriate subject matter expert(s) (SME) in a timely manner. Input received from the SME is analyzed for completeness and appropriateness and is consolidated into a BUMED response by M82. M82 maintains a tracking system on each audit or request for information and maintains historical files on work performed and responses provided.

b. All BUMED Codes. Inform M82 of all interactions (formal correspondence, meetings, e-mail, or telephone requests) between representatives of BUMED and external audit agencies. Upon completion of any interactions or discussions, provide M82 with a report, detailing the specific items discussed, any information provided, and any follow-on action required.

c. SME. When identified to provide a response, it is essential the SME submits a comprehensive response to M82 within the timeline determined by M82. Should the SME directly receive the tasker, M82 must be notified and the response must be submitted through M82. Supporting documentation should be included and input should be provided in the format required by the tasking authority. Enclosure (1) must be used when responding to NAVINSGEN inspections.

d. Navy Medicine West and East (NAVMED WEST AND EAST) and All BUMED Field Activities. Notify M82 immediately by e-mail (preferred) or by telephone of all interactions between representatives of the BUMED activity and external audit agencies. Within 3 working days after the meeting or discussion, provide M82 with an e-mail report, detailing specific items discussed, information provided, and follow-on action required.

6. Form. OPNAV 5040/2 (11-68) is available for download in fillable Adobe format at: <http://forms.daps.dla.mil/order/> (search by form number; enter "5040/2" in search field).



D. C. ARTHUR

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IMPLEMENTATION STATUS REPORT

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| STATUS AS OF (DATE) | REPORTED BY (ACTION OP/BUREAU/COMMAND) |
| ACTION OFFICER (NAME AND EXTENSION) | COORDINATING ACTION (ACTION OP/BUREAU/COMMAND) |
| IDENTIFICATION OF REPORT (NAVINGEN/COMMAND INSPECTION/AUDIT/AREA COORDINATION. INCLUDE SERIAL AND DATE.) | |
| IDENTIFICATION OF ACTION ITEM (RECOMMENDATION NUMBER/PARAGRAPH NUMBER) | |
| RECOMMENDATION: | |
| CURRENT IMPLEMENTATION STATUS (IF ACTION CONSIDERED COMPLETE, SO STATE.) | |
| NEXT STEP IN IMPLEMENTING THE REQUIRED ACTION (INCLUDE ESTIMATED DATE OF COMPLETED ACTION) | |