



**DEFENSE CONTRACT AUDIT AGENCY
DEPARTMENT OF DEFENSE
8725 JOHN J. KINGMAN ROAD, SUITE 2135
FORT BELVOIR, VA 22060-6219**

IN REPLY REFER TO

PPS 710.7

February 12, 2015
15-PPS-003(R)

**MEMORANDUM FOR REGIONAL DIRECTORS, DCAA
ASSISTANT DIRECTORS, HQ, DCAA**

SUBJECT: Audit Alert Regarding Including the Contractor's Address and Commercial and Government Entity (CAGE) Code on Audit Reports

Why are we issuing this Alert?

Based on several suggestions from the field offices and the Defense Contract Management Agency (DCMA), the audit report shells have been updated to include language to add the Contractor's physical address and CAGE code on the Executive Summary page of the audit report under the "ABOUT [CONTRACTOR'S NAME]" section, (see Enclosure for an example of the revised language). If disclaiming an opinion, the Contractor's address and CAGE code should be included in the body of the report in the "Report on" section.

Questions and Further Information

FAOs with questions regarding this memorandum should contact their regional offices. Regions with questions should contact Policy Publications and Systems Division at (703) 767-3220 or via e-mail at DCAA-PPS@dcaa.mil.

/Signed/
Donald J. McKenzie
Assistant Director
Policy and Plans

Enclosure:
Example of Revised Executive Summary

DISTRIBUTION: E

EXAMPLE of REVISED EXECUTIVE SUMMARY

ABOUT [CONTRACTOR'S NAME]

*[Provide relevant background information such as annual sales, percentage of Government sales, number of employees, facilities, intercompany relationships, and major services and products provided by the company. **Include the contractor's physical address and CAGE Code.** Do not include information pertaining to Business Systems status. Be sure to reference where the information in this section comes from (e.g., from the contractor's website as of a specific date.)]*