



OFFICE OF THE  
**INSPECTOR GENERAL**  
DEFENSE INTELLIGENCE AGENCY

REVISED REPORT SUMMARY

**Independent Agreed-Upon Procedure of DIA's  
Advanced Purchase Request Process,  
Project 2023-1001**

**What We Did.**

We performed an agreed-upon procedures engagement on DIA's Advanced Purchase Request (APR) process, which is the process used by DIA to accomplish its acquisition planning requirements. DIA's Office of the Chief Financial Officer (CFO) engaged us to conduct this effort and intends to use the results to inform its way ahead to replace its acquisition management system.

The agreed-upon engagement procedures included conducting interviews of selected officials identified by CFO and calculating the number and percentage of APRs with specific qualities. We revised the original report because it contained results that did not meet the intent of one of the procedures in the Memorandum of Understanding. The revised report removed those results.

**What We Found.**

We reported the results of the interviews, which included the following areas related to the APR process: process for updating and publishing checklists; actual actions completed during the APR process to determine areas of noncompliance; reasons why APRs are not submitted on time; reasons why APR disapprovals have a delayed resubmission to contracting; and confirmation that all APR process steps are being conducted. We also analyzed a contracting system report provided by CFO to calculate the number and percentage of APRs "Fund Certified" after established FY 2022 deadlines.

**What We Recommend.**

We were not engaged to and did not conduct an examination or audit, the objective of which would be the expression of an opinion or recommendations on the subject matter. Accordingly, we did not make any recommendations as part of this agreed-upon procedures engagement. Rather, the report outlines the results of specific procedures CFO engaged us to perform.