# Document or Information Request

*(Peer review teams may use this document as a template for requesting documents or information from the Reviewed Organization. The information or documents requested should be adjusted based on what the Reviewed Organization has previously provided as required by the Guide. The peer review team does not have to send a formal request in the form of a letter. Wording from this template may be used for an e-mail request.)*

(Reviewed Organization)

Inspector General

Address

City, State Zip

Dear X Inspector General,

The Council of the Inspectors General on Integrity and Efficiency (CIGIE) Peer Review Schedule indicates that the (Name of Reviewing Organization) Office of Inspector General (OIG) is responsible for conducting a peer review of the (Reviewed Organization) OIG’s inspection and evaluation (I&E) function. This review will cover the three-year period ended Month DD, 20XX.

The peer review will be conducted based on the CIGIE Guide for Conducting External Peer Reviews of Inspection and Evaluation Organizations of Federal Offices of Inspector General (December 2020). Based on a preliminary review of your office’s semi-annual reports covering the appropriate period, it appears that (Reviewed Organization) OIG completed # I&E engagements. Accordingly, the peer review to be performed will be an external peer review. The peer review process has several steps, including, but not limited to, planning, an entrance conference, execution, an exit conference, draft report, receipt of management comments, and final report.

I am requesting the following documents on or before Month DD, 20XX. Please indicate if you do not have any of the document(s) requested. Whenever possible, I would prefer to receive electronic copies of documentation.

1. A list of all I&E reports, grouped by types issued during the 3 years prior to the start of the peer review;
2. A copy of the most recently issued Peer Review Report and, if issued, the Letter of Comment;
3. A crosswalk of the organization’s internal policies and procedures relative to the December 2020 Blue Book standards, if available;
4. Relevant policies, procedures, guidelines, handbooks and/or manuals related to processes the organization followed in conducting, reporting, and ensuring the quality of I&E projects;
5. OIG Strategic Plan;
6. I&E work plan(s) for the period of review;
7. Internal Quality Assurance Review Reports for the period of review, if applicable;
8. An organization chart, including POCs for relevant processes, such as follow up, IT help desk, and software technical help;
9. A written description of corrective action(s) taken in response to the prior peer review recommendations, the status of any open recommendations or corrective actions, and an explanation for the open status; and
10. The Reviewed Organization or OIG policies and procedures for contracting out I&E work.

The team lead for this review is Name. He/She may be reached at email or at XXX-XXX-XXXX. Thank you and we look forward to working with you and your team.

Sincerely,

Name - Inspector General - Reviewing Organization