



Office of Inspector General  
*U.S. Department of State*  
and the  
*Broadcasting Board of Governors*

# MONTHLY REPORT OF **ACTIVITIES**

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*audits, inspections, testimony, and special activities*

**November 2002**

This report describes testimony provided by the Inspector General or other OIG officials and lists OIG reports issued during the period indicated. This report includes unclassified summaries of classified reports; all text in this report is unclassified. Classified reports are not distributed publicly. On occasion, OIG distributes an unclassified version of a classified report; in such a case, this listing also indicates the issued date of the original report. In addition, all major reports, together with OIG investigative activities, are summarized in the Inspector General's semiannual reports to the Congress, which are publicly available every June and December.

## Office of Audits

### *OPM Application of Agreed-Upon Procedures* (AUD/FM-03-02)

Application of Agreed-Upon Procedures: Retirement, Health Benefits, and Life Insurance Withholdings/Contributions and Supplemental Semiannual Headcount Report Submitted to the Office of Personnel Management.

Under OIG's direction, Leonard G. Birnbaum and Company, LLP, (LGB) performed required procedures solely to assist the Office of Personnel Management in assessing the reasonableness of Retirement, Health Benefits, and Life Insurance withholdings and contributions as well as enrollment information submitted by the Department of State via the Semiannual Headcount Report. No material differences were noted. However, LGB identified several instances in which the Department did not have required forms on file to support employee life insurance elections.

## **Office of Security and Intelligence Oversight**

During this reporting period, OIG security oversight inspection reports were published for the following embassies: Amman, Jordan; Apia, Samoa; and Cotonou, Benin.