



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*

**June 2003**

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**

During this period, two contract audit reports were published.

## Office of Inspections

### *Inspection of Embassy Tirana, Albania (ISP-I-03-22)*

Embassy Tirana continues to grow rapidly. The Department assigns and embassy management seeks new American positions, both direct hires and contract advisors, without regard to administrative support requirements or available space. Mission policies concerning contract advisors are neither transparent nor uniform.

Unaccompanied, one-year tours of duty were replaced by accompanied, two-year assignments. This transition would have been smoother had the embassy had a functional medical unit, community liaison office coordinator, better orientation programs, and more information about local facilities, notably schools.

A generally well-run administrative section needs to improve procedures in procurement and property management.

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

During this reporting period, an OIG security inspection report was published for Embassy N'Djamena, Chad.