



**U.S. Department of  
Transportation**

Office of the Secretary  
of Transportation

Office of Inspector General

# Memorandum

Subject: INFORMATION: Notification of Audit of  
Management Controls for Administrative  
Activities at the Surface Transportation Board  
Project No. 04B3001B000

Date: March 30, 2004

From: Alexis M. Stefani  
Principal Assistant Inspector General  
for Auditing and Evaluation

Reply to  
Attn of: JA-60:x61992

To: Chairman  
Surface Transportation Board

The Office of Inspector General is initiating an audit of management controls to determine compliance with regulations and agency policies for administrative activities at the Surface Transportation Board. Examples of activities we will evaluate include authorization and approval of time and attendance transactions, administration of vehicle usage, implementation of the Government purchase card program, use of Government travel cards, and control of personal property.

The audit will be conducted at Surface Transportation Board offices in Washington, D.C. We plan to begin the audit the week of April 12, 2004. The Program Director for this project is Darren Murphy; the Project Manager is James Diecker. We will contact your audit liaison to arrange an entrance conference.

If you have any questions or need additional information prior to the entrance conference, please contact me at (202) 366-1992 or Ms. Robin K. Hunt, Deputy Assistant Inspector General for Hazardous Materials, Security, and Special Programs, at (415) 744-3090.

#

cc: Lee Gardner, Director, Office of Economics, Environmental  
Analysis and Administration, STB  
Martin Gertel, M-1