

Inspection and Evaluation Committee

President's Council on Integrity and Efficiency

June 2003

Inspection and Evaluation Committee Members

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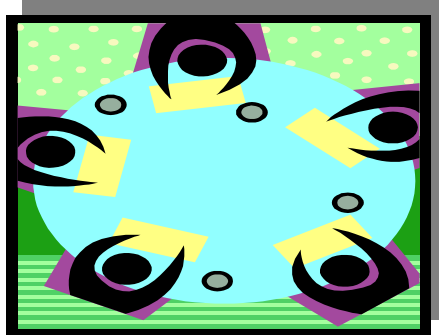
VA

DARA CORRIGAN

Acting IG HHS

STEPHEN SMITH

FCA



Robert Cobb, NASA IG Briefs I&E Roundtable

NASA Inspector General Robert Cobb hosted the I&E Roundtable for its quarterly meeting last Thursday, June 5. He offered Roundtable members a brief overview of recent organizational changes at NASA OIG and of his office's involvement in the investigation of the Columbia Space Shuttle disaster. Cobb discussed his consolidation of the NASA OIG audit and inspections staffs under the leadership of the former AIG for Inspections. He also noted that NASA OIG provided 25 people in the field immediately after the shuttle accident. His office was also involved in ensuring that the composition of the accident review board was appropriate to maintain its independence. The NASA IG also served as an observer to the review board and facilitated any OIG work needed to support the inquiry. Cobb felt that positive results were achieved with this level of involvement. His office will soon be gearing up to begin work on the portfolio of accident-related follow-up activities produced by the various reviews.

ROUNDTABLE GAINS THREE NEW MEMBERS

Jill Gross, Chair of the I&E Roundtable, announced that three new members had joined the Roundtable. She invited the heads of the inspections units at the Departments of Defense and Homeland Security, and the National Reconnaissance Office to provide overviews of their offices at the meeting.

Jerry Hansen, Department of Defense Deputy IG for Inspections and Policy, noted that he had joined Defense OIG March 17, having worked as a California State as well as a military IG. He is currently establishing the new Inspections and Policy Office processes as well as staffing levels. Many Defense agencies are already requesting work from his office. Hansen will also be working closely with the three service IGs who have established OIGs.

Robert Ashbaugh, Department of Homeland Security AIG for Inspections, Evaluations, and Special Reviews, noted that 12 staff from FEMA and Treasury had transferred to his unit with the creation of DHS. He expects growth in the organization since the Acting IG for Homeland Security, Clark Kent Ervin, is committed to a significant OIG and inspections presence at Homeland Security. Mr. Ashbaugh noted that he wanted to include special reviews in his office's mission to allow for a broader mix of work products. At present, they have a complicated process to work through as the pieces of the



I&E Committee Meetings are held quarterly and rotate among IG members.

The next meeting will be held June 11, 9:30-11:00 a.m., hosted by Clark Kent Ervin, Acting IG for the Department of Homeland Security, 1120 Vermont Ave., NW 10th Floor Executive Suite Conference Room

Homeland Security "puzzle" fall into place. They are also busy following up on outstanding recommendations from reports prepared by other OIGs prior to creation of the office.

Jim Kiley, National Reconnaissance Office AIG for Inspections, stated that the NRO I&E unit was created in August 2001. He noted that their staff consists of 50% former CIA employees and 50% former military intelligence employees. They are currently doing both mission (i.e., organization) and mission support (i.e., human resources, financial) inspections.

Status of Current Roundtable Reports/Projects

[Travel Card Guide](#) - Jennifer Nobles provided the following summary: Labor OIG presented a draft Best Practices Travel Card guide to the Roundtable in December 2002 that included material initially supplied by six OIGs. Since then we identified 19 other OIGs that have done work in this area. We are working to incorporate examples and/or best practices from their reports. We plan to release the draft report to the Roundtable and the I&E Committee for comments before the next Roundtable meeting.

[Directory of OIG Reports on Purchase and Travel Card Usage](#)

- Eleazar Velazquez provided a summary of this project: in response to the committee's questionnaire 80 percent of the OIGs reported that they have done reviews of credit card usage in their agencies. About 160 report titles have been received: purchase cards 105, travel 46, purchase and travel 9. A directory of these reports will be available online at IGnet.gov in the near future. Users will be

able to search the site using the following criteria: agency, date issued, type of card, and subject matter.

Survey of OIG Inspection and Evaluation Units

The Chair provided an update for Brian Rawdon of HHS, who has the lead on this project. A questionnaire was sent to 57 OIGs; responses have been received from 54. The survey will highlight the capabilities of the I&E community, promote the sharing of ideas and techniques, and serve as a tool to sell the I&E concept, particularly to new inspectors general. The survey also identifies possibilities for joint OIG reviews and cross-cutting issues of concern to multiple OIGs.

Preliminary survey results indicate:

- Approximately 22 OIGs have separate or distinct I&E units.
- Commerce, State and Energy each has 2 separate I&E units.
- HHS remains the largest unit with 136 FTEs, VA has 46 I&E staff, State has 51, CIA has 37, Energy 32, Commerce and Justice both have 28 FTEs.
- I&E units tend to be staffed with employees at GS-13 level or above.

Many I&E units are interested in additional cross-cutting work, e.g., security and emergency preparedness, best practice guides, and procurement/contracting. Many units also indicated interest in working together to develop joint training or otherwise improve evaluation work. A summary profile of I&E units was distributed at the meeting. Please review and send comments or corrections to Debbie Holmes

<dholmes@oig.doc.gov>

Training

Chris Heppe is working with IGATI Director Danny Athansaw to help him design evaluation courses. More courses are currently being taught by in-house staff from IGATI, but Chris has asked that outside contractors also be used, to get the best instructors possible. A complete description of upcoming IGATI classes can be found at www.igati.org. Send any suggestions and ideas concerning I&E training needs to Chris at <cheppe@oig.doc.gov>.

[Other Training Suggestions](#)

- Paul Price, Department of Justice, said his office contracted with Ninth House, an online business skills training provider, for management training, but found it is difficult to find time to complete the training. Information on this company, and a press release on DOJ training efforts, is available at <http://www.ninthhouse.com/news/press/pr03/q2/030428.asp>.
- Kathy Cardinal, NRO OIG, noted that their office had good experience with Management Concepts (MCI), Vienna, for training in statistical sampling and analyzing survey results and for on-site training of a number of staff. Dana Mellerio of NASA noted that MCI also allows agencies to purchase a block of training courses and use them as time allows. See <http://www.managementconcepts.com/>.
- Deb Schweikert, Department of Education, noted that project management and online training are available at <http://www.golearn.gov/coursecatalog/index.cfm?catlist=17Skillsoft>.
- EmmaLou Norland of the EPA OIG suggested the USDA Graduate School, the OPM program at American University, and training she provides in statistics, questionnaire, etc.
- Kwai Chan, EPA OIG, also noted that he had developed a 2½ day course on audit/evaluation tools which he uses for EPA OIG's cross-disciplinary teams. Kwai may be able to offer slots for this training to other I&E units in the future.

If you have questions or need further information about anything in these minutes or Roundtable matters, please contact Jill Gross at 202-482-2754, or Debbie Holmes at 202-482-2600.

**The next
I&E Roundtable meeting
will be held in late September
hosted by
Nikki Tinsley, IG for
the Environmental Protection Agency.**