

UNITED STATES GOVERNMENT
National Labor Relations Board
Office of Inspector General



Memorandum

October 16, 2012

To: Jacqueline Mills
Director of Human Resources

From: David Berry *DB*
Inspector General

Subject: Division of Administration Pilot Employee Recognition Program (OIG-AMR-71)

This is to advise you that the Office of Inspector General (OIG) is initiating the subject audit. The objectives of the audit are to determine:

1. Whether the pilot employee recognition program met the regulatory requirements of an awards program;
2. If the written guidance implementing the pilot employee recognition program was properly approved and followed;
3. Whether any internal controls in the written guidance operated effectively;
4. The total amount of the awards and if that amount was within limits set by the Office of Management and Budget and the Office of Personnel Management;
5. Resources devoted to the implementation of the pilot employee recognition program and award ceremonies; and
6. If any employee received preferential treatment.

We will begin this audit with an entrance conference on October 17, 2012 at 3:00 p.m. in the Office of Inspector General Conference Room, room 9821. Field work is scheduled to be completed in February 2013, and a draft report is scheduled to be issued in March 2013.

This memorandum will be posted on the OIG page of the Agency's Web site until the report is issued. Please contact me or Robert Brennan on 273-1960 if you have any questions.

cc: Board
Acting General Counsel