



U. S. Equal Employment Opportunity Commission

Office of Inspector General



Semiannual Report to the Congress

April 1, 2000 - September 30, 2000

*Aletha L. Brown
Inspector General*

MESSAGE TO THE CHAIRWOMAN

November 1, 2000

The Honorable Ida L. Castro
Chairwoman
Equal Employment Opportunity Commission
Washington, D.C. 20507

Dear Chairwoman Castro:

I am submitting for your review the Semiannual Report to the Congress on the activities of the Office of Inspector General for the period April 1 through September 30, 2000. The report includes accomplishments of the Equal Employment Opportunity Commission in this 35th anniversary year. The report is submitted in accordance with *Section 5 of the Inspector General Act of 1978, as amended*. The Act requires that you transmit this report, along with the report prepared by Agency management, to the appropriate congressional committees by November 30, 2000.

The reporting period presented several challenges to the Office of Inspector General requiring greater coverage than anticipated for its limited resources. Various consulting, technical assistance, information gathering and proactive outreach efforts were conducted in more than 16 headquarter and field offices. This work addressed the Agency's suitability program, the Federal Financial Assistant system (FINASST), and employee conduct. Products issued during the period involved two contract related audit reports, an imprest fund advisory recommending the elimination of cash disbursements to Agency employees, and an interim status report on FINASST. Other work included investigations into allegations of computer misuse involving sexually explicit materials, backdating of charge files, falsification of time and attendance records, conflicts of interests and other misconduct

Despite resource constraints, the Office of Inspector General continues to conduct professional audits and investigations, provide quality service to our customers, and ensure training and developmental opportunities for our staff.

We appreciate your continued cooperation and support, and that of Agency employees.

Sincerely,



Aletha L. Brown
Inspector General

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PROFILE AND ACCOMPLISHMENTS

Equal Employment Opportunity Commission

EEOC enforces *Title VII of the Civil Rights Act of 1964*, which prohibits discrimination based on race, color, religion, sex, and national origin; the *Age Discrimination in Employment Act*, which prohibits discrimination against individuals 40 years of age or older; sections of the *Civil Rights Act of 1991*; the *Equal Pay Act*; *Title I of the Americans with Disabilities Act*, which prohibits discrimination against people with disabilities in the private sector and state and local governments; and the *Rehabilitation Act of 1973's* prohibitions against disability discrimination in the federal government.

During September 2000, the EEOC commemorated its 35th anniversary at a landmark Commission meeting during which EEOC issued a comprehensive report prepared by noted academics from Salisbury State University, Hood College and the University of Baltimore which evaluated EEOC's National Mediation Program; unveiled a new 35th anniversary section on EEOC's Internet web site; presented a special 35th anniversary publication jointly prepared by EEOC and the American Bar Association; and hosted a panel discussion on EEOC's past accomplishments and future challenges with former Chairpersons, the Honorable Eleanor Holmes Norton, Clifford Alexander, and Stephen Shulman, key stakeholders, and current and former EEOC employees.

During the reporting period EEOC issued the following policy and regulatory guidance:

- A new section of the Compliance Manual which addresses “threshold” issues, the factors considered by EEOC in determining who can pursue a legal claim of employment discrimination.
- A new chapter of the Federal Sector Complaints Processing Manual, Management Directive (MD) 110, setting forth the authority for settlement of federal sector discrimination disputes. Chapter 12, Settlement Authority, states that agencies have broad authority to settle EEO disputes by applying the full range of remedies a court could order if the case were to proceed to trial.
- On June 8, 2000, EEOC issued a final rule rescinding parts of its Interpretive Guidance on *Title I of the Americans with Disabilities Act (ADA)* codified at 29 C.F.R. § 1630.2(h) and (j). The rule addresses mitigating measures used by an individual to eliminate or reduce the effects of an impairment.
- In connection with EEOC's commemoration of the tenth anniversary of the *ADA*, the EEOC issued new policy guidance to prohibit discrimination in federal employment based on genetic information. This new guidance implements *Executive Order 13145*, signed by President Clinton on February 8, 2000. EEOC also issued an enforcement guidance entitled *Disability-Related Inquiries and Medical Examinations of Employees Under the Americans with*

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Disabilities Act. This guidance answers the most frequently asked questions about when employees may obtain medical information about current employees.

Several major settlements of lawsuits with employers were entered into during the reporting period including the following:

- In September 2000, the U.S. District Court for the Northern District of Texas, Dallas Division, awarded over \$700,000 in damages to 13 Hispanic employees of Premier Operator Services, Inc., a former long distance operator service, sustained as a result of Premier's enforcement of an English-only policy. The lawsuit was filed by EEOC's Dallas District Office and represents the largest monetary award ever obtained by EEOC in an English-only lawsuit.
- The Baltimore District Office of EEOC entered into a \$1 million settlement of a class action lawsuit against Grace Culinary Systems and Townsend Culinary, Inc., which alleged 22 Hispanic women were subjected to egregious sexual harassment at a food processing plant in Laurel, Maryland.
- The Phoenix District Office of EEOC entered into a \$700,000 settlement of a lawsuit against Direct Marketing Services' Peoria, Arizona facility. The lawsuit alleged that Direct Marketing Services engaged in racial harassment and race-based discrimination of several former African-American employees. The settlement was EEOC's largest monetary settlement for race discrimination in the state of Arizona.
- The Birmingham District Office of EEOC entered into a \$625,000 settlement of a lawsuit against London International Group (LIG) which alleged that LIG's Eufaula-based plant subjected a class of employees to a hostile work environment which included numerous racially and sexually derogatory comments and cartoons for several years.
- The Little Rock Area Office of EEOC entered into a \$220,000 settlement of a lawsuit against Landers Auto Sales, Inc., (Landers), a major Arkansas auto dealership. The lawsuit alleged that Landers discriminated against a former sales manager who has quadriplegia due to a severe diving accident by failing to provide reasonable accommodations, demotion, a substantial salary reduction and retaliation for the employee's protected EEO activity.
- The Washington Field Office of EEOC entered into a \$330,000 settlement of a lawsuit against the now closed Washington, D.C. office of Josephthal and Co., Inc., a brokerage firm in the securities industry. The lawsuit alleged that six former employees were subjected to a hostile work environment because of their race, sex, religion, and national origin.
- The Denver District Office of EEOC entered into a \$500,000 settlement of a lawsuit against

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Burt Chevrolet and LGC Management, one of Colorado's top auto chains, which alleged that 10 former male salesmen were subjected to same-sex harassment by managers. The case represented the largest EEOC settlement for male-on-male harassment in Colorado.

- The New Orleans District Office of EEOC entered into a \$200,000 settlement of a racial harassment and retaliation lawsuit filed against Lakeside Toyota based in Metairie, Louisiana. The lawsuit alleged that a white former used car manager subjected six black employees to repeated verbal harassment, racial slurs, physical threats, intimidation and assault with bats.
- The Pittsburgh Area Office of EEOC entered into settlement of a lawsuit against George Junior Republic (GJR), a residential home for boys, which alleged that GJR paid female employees lower wages than their male counter parts and subjected them to a hostile work environment.

Office of Inspector General

The EEOC OIG was created by the *Inspector General Act of 1978, as amended*, and established in January 1989. It is an independent objective unit responsible for assisting management in its efforts to ensure that EEOC programs and operations serve the public's interest. OIG meets this responsibility by conducting audits, investigations and related studies of Agency activities and reporting the results of this work to the Chairwoman and Congress. These reports recommend process improvements and identify opportunities to provide assurances to management that programs are operating as intended; operations are efficient and economical; contract decisions are based on benefits and fair costs; applicable laws are followed; and waste, fraud and misuse of resources are prevented and detected.

OIG is under the supervision of the Inspector General (IG), who provides overall direction, coordination and leadership to staff. The IG establishes investigative and audit priorities, provides final review on all matters of major significance, and approves the general course of action to be followed by OIG staff. The office is organized into two program elements, the Immediate Office of the IG, which includes the Counsel to the IG, the Administrative Specialist and the Deputy IG; and the Audit, Inspection and Investigations Program which is supervised by the Deputy IG. Currently, there are nine full-time staff including the IG, Deputy IG, Counsel to the IG, an Auditor, two Criminal Investigators, a Management Analyst, an Administrative Specialist, and a Confidential Support Assistant.

During the reporting period audit staff completed several products including a review of wage determination rates which involved the evaluation and analysis of an Agency contractor's request, made in accordance with the *Fair Labor Standard Act and Service Contract Act-Price Adjustments*, for an additional contract payment to cover increases the contractor incurred in wage and fringe benefits, social security, unemployment taxes and workers compensation insurance. OIG concluded

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that EEOC needed to make an additional payment to the contractor in the amount of \$18,992. Staff also audited a proposal submitted by an EEOC contractor for \$4,962,612 in response to an Agency Request for Proposal in connection with the EEO-1 Survey. OIG questioned costs for direct labor, overhead and general and administrative (G&A) expenses and recommended that during negotiations the following be discussed: (1) the reduction of proposed direct costs for the Assistant Manager, Statistician and Key Entry Operator reflect the level of effort proposed, (2) the reduction of overhead and G&A expense costs applicable to questioned direct labor and (3) ceiling rates for overhead and G&A due to the sharp fluctuation in the contractor's' labor base.

OIG resumed its review of the Agency's financial management system (FINAAST) and issued an interim report on September 30, 2000, which provided a status of our review and included highlights of progress made to resolve significant aspects of FINASST implementation and functionality issues and Agency user concerns. Included among observations were EEOC's Financial Management Division's significant progress in reducing the Fiscal Year (FY) 1999 backlog of transactions entered into the system, and that the FINASST vendor list contains duplicate and extraneous information that increases the potential for error and fraud. A final report, that includes an evaluation of the Agency's financial business processes, human capital concerns and recommendations for the future will be issued in the next reporting period.

As a result of findings earlier this year from OIG audits of field office imprest funds, OIG issued an Imprest Fund Management Advisory recommending that management implement more efficient methods to replace cash disbursements. Specifically, OIG recommended that the Agency take steps to eliminate cash reimbursements, close all headquarters and field office imprest funds, and utilize alternative mechanisms to reimburse employees, consistent with the National Partnership for Reinventing Government recommendations to streamline Government processes. These include the use of electronic fund transfers, small purchase credit cards, and when applicable fare cards and tokens for local travel. Additionally, employees should be encouraged to accumulate a minimum cost of a least \$10 before applying for reimbursement.

OIG responded to a Congressional request for information concerning recent examples of fraud, waste, and mismanagement, by submitting two examples: (1) misuse of a Government Credit Card, theft of a discrimination settlement check, and falsification of an employment application by a field office employee; and (2) failure to adhere to Internal Control Requirements for the proper administration of a Field Office Imprest Fund. Both examples were reported in their entirety in previous Semiannual Reports.

During the reporting period, the investigations staff received 129 investigative inquiries of which 77 were hotline contacts. Staff closed 88 of these matters. Staff completed 6 investigations which included allegations of falsification of time and attendance records, gross mismanagement and abuse of authority, and allegations of a district office backdating a number of charge files in order to enhance year end statistics on case closures.

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A matter involving a former district office employee terminated by the Agency for misconduct following an OIG investigation, was referred to the United States Attorney for prosecutorial consideration. In another matter, Special Agents testified in a Merit System Protection Board (MSPB) hearing involving an adverse action resulting from a previously reported OIG investigation. The Inspector General visited three field offices, meeting with the employees, during the reporting period.

Investigations are ongoing in several field offices regarding allegations of misconduct by employees in connection with their performance of official duties, misuse of a government computer, falsification of time and attendance records, conflict of interest, preselection and impersonating an EEOC official. OIG is continuing its participation, which began during a previous reporting period, in a joint criminal investigation with the Drug Enforcement Administration of the Department of Justice. This activity will be reported on when concluded.

OIG continues to search for ways to better inform the public of the activities and responsibilities of the office. These proactive activities include a pamphlet designed to inform individuals of their rights when contacting the OIG Hotline entitled, "What You Should Know About the EEOC Office of Inspector General Hotline" and OIG has posted information about its operations on an Agency sponsored intranet site for employees.

AUDIT AND INSPECTION ACTIVITY

Audit and Inspection staff are responsible for conducting independent and objective audits, inspections, evaluations and special studies of EEOC programs, functions, activities, and operations. This work is intended to help managers improve and enhance the effectiveness of their activities.

COMPLETED ASSIGNMENTS

Final reports issued by staff during the semiannual reporting period, are summarized below:

Review of Wage Determination Rates (OIG Report Number 00-03-APO)

OIG conducted a review of Metters Industries, Incorporated (Metters) Contract Number 5/0925/0183 Wage Determination Rates. Our review involved the evaluation and analysis of the Metters' contract to determine whether their request for additional contract payment was in accordance with the *Fair Labor Standard Act and Service Contract Act-Price Adjustments*. Our review also included the examination of wage determination rates to support the contractor's additional cost request.

OIG determined that EEOC needed to make an additional payment to Metters in the amount of \$18,992. This payment was due to the increases in wage and fringe benefits, social security, unemployment taxes and workers' compensation insurance.

Interim Advisory on OIG's Review of FINASST (OIG Report Number 00-05-AIM)

In April 2000, following a nine month suspension of its review, OIG determined that significant progress had been achieved, since software updates and data reconciliations and conversions were completed, and resumed its review of the Agency's financial management system.

OIG issued an interim report in September 2000, which provided a status of our review of the Federal Financial Assistant system, (FINASST). It included highlights of progress made to resolve significant aspects of FINASST implementation, functionality issues and agency user concerns. OIG offered the following observations:

- EEOC's Financial Management Division has made significant progress in reducing the Fiscal Year 1999 backlog of transactions to be entered into the system.
- OIG found that the vendor list maintained in FINASST contains duplicate and extraneous information that increases the potential of error and fraud.

- Generally, FINASST field users are experienced, had some accounting training, were knowledgeable of the FINASST system and were satisfied with the improved system performance.
- A potential internal control weakness exists in regard to the future availability of trained and authorized FINASST end users for field and headquarter offices. Agency contingency planning must include procedures for backup staff capable of operating the system.
- ICF Consulting's financial condition was acceptable. Our review found no adverse financial conditions which would preclude the contractor from performing on its government contracts.

Audit of Proposal for Initial Pricing (OIG Report Number 00-08-APA)

OIG audited a proposal for \$4,962,612 including profit, submitted by Metters Industries, Incorporated (Metters) dated May 30, 2000. This proposal was submitted in response to Request for Proposal Number 00-09 related to the EEO-1 Survey. The proposed performance period for the basic contract is the effective date of the contract through June 14, 2001, with four option years ending June 14, 2005.

OIG questioned costs due to direct labor, overhead and general and administrative (G&A) expenses. Audit procedures were applied to the cost or pricing data which was considered necessary to provide a reasonable basis for our opinion.

It was recommended that during negotiations the following be discussed: (1) the reduction of Metters' proposed direct costs for the Assistant Manager, Statistician and Key Entry Operator reflect the level of effort, (2) the reduction of overhead and G&A expense costs applicable to questioned direct labor and (3) ceiling rates for overhead and G&A due to the sharp fluctuation in Metters' labor base.

Imprest Fund Management Advisory (OIG Report Number 00-09-ADF)

As a result of findings earlier this year from audits of field imprest funds, OIG advised that the Agency work towards reducing and ultimately eliminating cash disbursements from imprest funds. OIG recommended that management implement more efficient methods to replace cash disbursements consistent with the National Partnership for Reinventing Government recommendations to streamline Government processes. These include electronic fund transfers, small purchase credit cards, and when applicable farecards and tokens for local travel. Additionally, employees should be encouraged to accumulate minimum cost of a least \$10 before applying for reimbursement. EEOC operates in an environment where many Agency employees have a VISA Smart Pay Card used for travel expenses, thus eliminating the need for cash travel advances and travelers checks.

Assistance in the Development of the Agency's Suitability Program

During the reporting period, the OIG provided valuable assistance to the Office of Human Resource (OHR) in their development of the Agency's Suitability Program. This included consultation with the Office of Personnel Management and OHR managers on risk assessment, development and implementation of the program's internal controls and the development of an automated employee suitability tracking program.

Ongoing Assignments and Other Related Activities

Review of Financial Management System Continues

ICF Consulting is looking for a buyer for the FINASST, the Agency's financial management system. Therefore, the Agency must determine how it will provide financial services to support operations. OIG has revised the scope of its review and is scheduled to advise the Chairwoman on options for alternative financial management systems, by mid-November 2000. A final report, that includes an evaluation of Agency business processes, human capital concerns and recommendations for the future will be issued, in the next reporting period.

Other Audit Activities

In accordance with the *Single Audit Act of 1984, Public Law 98-502*, OIG is required to review audit reports of state and local governments issued by public accounting firms and notify appropriate EEOC field office directors of findings affecting Fair Employment Practices Agencies (FEPA) under their jurisdiction. No audit reports of state and local governments were reviewed by OIG during this reporting period.

As required by *Section 5(a)(3) of the Inspector General Act of 1978*, as amended, semiannual reports shall include a summary of each audit report issued before the commencement of the reporting period on which corrective action has not been completed by the end of the reporting period. OIG has issued two reports that contain such recommendations. In OIG Report Number 97-05-APE, *Audit of the Injury Compensation Program*, issued on September 30, 1998, OIG has been advised by the Agency's Audit Follow-up official that two supervisory guides: (1) *The EEOC Injury Compensation Guide for Managers and Supervisors*, and (2) *The EEOC Managers Guide to Traumatic Injuries* have been written and are currently being circulated for comments by the program office. Secondly, in OIG Report Control Number 991977, *Audit of San Diego Area Office Imprest Fund*, issued on March 30, 2000, OIG was informed by the Agency's Audit Follow-up official that the San Diego Area Office is currently working with the Agency's Office of the Chief Financial Officer and Administrative Services in disestablishing its imprest fund in accordance with guidance established in *Imprest Fund, EEOC Order 470.001*.

INVESTIGATIVE ACTIVITY

The investigative process begins with either the receipt of allegations of wrongdoing or mismanagement, or requests for review from concerned parties.

Proactive investigative activities include serving as liaison with other offices of inspector general, law enforcement agencies and professional organizations; establishing and maintaining formal and informal communications channels with Agency officials and employees; detecting circumstances which evince a potential for fraud, waste and abuse; and maintaining a supportive working relationship with headquarters and field offices.

During the reporting period the investigations staff received 129 investigative inquiries of which 77 were hotline contacts. Staff closed 88 of these matters. Staff completed 6 investigations which included allegations of falsification of time and attendance records, gross mismanagement and abuse of authority, and allegations of a district office backdating a number of charge files in order to enhance year end statistics on case closures.

Completed Investigations

Threats and Harassment

In cooperation with the Federal Bureau of Investigations, the U.S. Secret Service and other Agency offices, OIG concluded its investigation into allegations that an employee had been threatened and harassed by other employees while working for the Agency. Handwriting exemplars were taken from the employee, a forensic examination, and a psychological review was conducted. The Agency concluded that a false complaint had been filed and the employee has since been dismissed from Federal service.

Falsification of an Employee's Time and Attendance Records

OIG investigated an allegation involving the falsification of an employee's time and attendance records. The investigation revealed that there was no falsification, nor any violation of agency policy.

Violation of Time and Attendance Procedures

OIG investigated an allegation that an employee was using government time to conduct an outside practice of law. It was alleged that the employee failed to take appropriate leave when engaging in work for another agency. It was determined that the violation was *de minimis*, and will be referred to the appropriate program office.

Mismanagement

Allegations were investigated involving gross mismanagement and abuse of authority. Since it was determined that senior agency management officials had begun the necessary measures to rectify the situation, the matter was referred to the Office of Field Programs.

Backdating of Charge Files

OIG investigated allegations of a district office backdating a number of charge files, in order to enhance year end statistics on case closures. Although the investigation disclosed that a Supervisory Investigator back dated files, the final determination of the charges was not affected. The matter was referred to Office of Field Programs for appropriate action.

Prosecutorial Referral

A matter involving a former employee of a district office was referred to the United States Attorney for prosecutorial consideration and is awaiting a decision. OIG found that the former employee made false statements on an employment application and academic credentials, as well as, stole and attempted to cash, a charging party's settlement check.

Ongoing Investigative Activity and Related Matters

Investigations are ongoing in several field offices regarding allegations of misconduct by employees in connection with their performance of official duties, misuse of a government computer related to sexual explicit material, falsification of time and attendance records, conflict of interest, preselection and impersonating an EEOC official.

OIG is continuing participation, first reported in October 1998, in a joint criminal investigation with the Drug Enforcement Administration of the Department of Justice. This activity will be reported on when concluded.

OIG's Special Agents testified in a Merit System Protection Board hearing involving an adverse action resulting from a previously reported investigation.

OIG SEMI-ANNUAL STATISTICS

Allegation	Hotlines	Tracking	Total
Charge Processing	42	19	61
Other	26	9	35
Title VII	1	1	2
Mismanagement	2	2	4
Ethics	1	1	2
Theft	0	0	0
Other Criminal Violations	0	0	0
*Special Projects	0	0	13
Fraud	5	7	12
Whistle Blower Discrimination	0	0	0
Threats	0	0	0
Totals	77	39	129

*The Special Projects category captures request for background checks, requests for information, congressional inquiries and other special requests for investigations or related material.

OTHER OIG ACTIVITY

***Legislation,
Regulations and Legal
Matters***

During the reporting period OIG reviewed proposed revisions of EEOC Orders on *Federal Sector Complaints Processing Manual*, *EEOC Management Directive (MD) 110*, *Organization, Mission and Functions*, *EEOC Order No. 110.002*, *EEOC Directives System*, *EEOC Order No. 205.001*, *EEOC Shutdown Contingency Plan*, *EEOC Order No. 180.002*, *EEO Management Directives and Bulletins*, *EEO-MD 101*, and *Strategic Planning*, *EEOC Order No. 290.001*. OIG concurred with the proposed revisions, with the exception of the proposed revisions to *Strategic Planning*, *EEOC Order No. 290.001*. OIG opined that the proposed order did not contain sufficient information about EEOC's strategic planning procedures to be a viable tool to assist agency managers in performing their strategic planning responsibilities. Also, OIG provided comments to Office of Information Resources on its revised E-mail policy. Finally, OIG submitted comments on the Office of Management and Budget's (OMB) *Draft Guidance on Inter-Agency Sharing of Personal Data*, the *Inspector General Act Amendments of 1999*, and the proposed revisions to the *Government Auditing Standards (Yellow Book)*.

OIG worked with the Office of Information and Resource Management in identifying potential information transactions that fall under the *Government Paperwork Elimination Act (GPEA)*. GPEA requires Federal agencies, by October 31, 2003, to provide an option of electronic submission, maintenance, or disclosure of information, when practicable, as a substitute for paper and the use and acceptance of electronic signature. OIG had previously identified those transactions that could be done paperless and has already made inroads in developing means to electronically converse with the public.

Government Auditing Standards

OIG responded to the General Accounting Office (GAO) request for comments concerning its Preliminary Views on Government Auditing Standards for Independence. GAO sought to clarify issues concerning government auditors' organizational independence by providing more explicit criteria and guidance for organizations that do not meet criteria. OIG disagreed with GAO's proposed changes because the changes resulted in questioning the independence of audit work performed by Inspectors General who are not appointed by the President.

President's Council on Integrity and Efficiency (PCIE) and Executive Council on Integrity and Efficiency (ECIE)

The Inspector General and Deputy Inspector General worked with the PCIE Strategic Planning Committee to develop performance goals, strategies and measures addressing human resource development and recruitment and retention of well trained, highly skilled staff. Further, the IG continues to represent the ECIE on the Inspections & Evaluation Committee of the PCIE and the Editorial Board of the Journal of Public Inquiry. At the third annual PCIE/ECIE Awards Program, the administrative staff received an award from the ECIE for their outstanding contributions to the mission of OIG and their dedication to excellence in customer service.

Congressional Matters

OIG responded to the Chairman, of the Subcommittee on Government, Information, and Technology's, request for information concerning recent examples of fraud, waste, and mismanagement. Based on work completed during fiscal year 2000, two examples were submitted (1) The Misuse of a Government Credit Card, Theft of a Settlement Check, and Falsification of an Employment Application by a Field Office Employee and (2) Failure to adhere to Internal Control Requirements for the Proper Administration of a Field Office Imprest Fund. Both examples were reported in their entirety in previous Semiannual Reports.

Assistance to Customers

In two separate instances Agency customers requested assistance from OIG in obtaining reimbursements from EEOC for services or duplicate payments. First, a private contractor, providing mediation services, needed to obtain payment for an invoice that was submitted in FY 99. Our interventions with the Office of Equal Opportunity and the Office of the Chief Financial Officer and Administrative Services (OCFOAS) resulted in the contractor receiving full reimbursement, for services provided. In the second instance, OIG coordinated with the Office of Field Programs and OCFOAS to provide relief to two federal government employees seeking reimbursement for charges erroneously billed to their personal government credit cards.

OIG Outreach Activities

OIG continues to search for ways to better inform the public of the activities and responsibilities of the office. These proactive activities include the circulation of a poster and a pamphlet designed to inform individuals of their rights when contacting the OIG Hotline entitled, "What You Should Know About the EEOC Office of Inspector General Hotline" and OIG has posted information about its operations on an Agency sponsored intranet site for employees. The Inspector General visited three field offices, meeting with all employees, and advising them about OIG's mission and employee conduct issues.

Training and Other Activities

OIG's most recently hired Criminal Investigator successfully completed the Criminal Investigator Training Program at FLETC in Glynco, GA in July 2000. Counsel completed two continuing legal education training courses, *Advanced Legal Writing and Editing and How to Try an Effective Civil Case*. Other training included attendance at PCIE Professional Development Seminars, Leadership Development & Team Building Conference, Managing Multiple Priorities and Interpersonal Communications.

APPENDIX I - OIG AUDIT AND INSPECTION REPORTS

Report Title	Report Number	Date Issued	Dollar Value of Questioned Costs	Dollar Value of Better Used Funds	Dollar Value of Unsupported Costs
<u>Limited/Special Reviews/Advisory</u>					
Imprest Fund Mgt Advisory	00-09-ADF	09-30-00	0	0	0
Interim Advisory on OIG's Review of FINASST	00-05- AIM	08-15-00	0	0	0
<u>AUDITS</u>					
Review of Wage Determination Rates	00-03-APO	09-29-00	0	0	0
Audit of Proposal for Initial Pricing	00-08-APA	07-25-00	\$19,265	0	0

HOW TO REPORT WRONGDOING

**EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
OFFICE OF INSPECTOR GENERAL**

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REPORT FRAUD, WASTE, AND ABUSE

1-800-849-4230

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WASHINGTON, DC 20036-8858**

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