

# Inspection and Evaluation Committee

## President's Council on Integrity and Efficiency

August 2003

### Inspection and Evaluation Committee Members

**JOHNNIE FRAZIER**  
IG Commerce, Chair  
**CHRISTINE BOESZ**  
IG NSF  
**CLARK KENT ERVIN**  
Acting IG Homeland Security  
**GLENN FINE**  
IG Justice  
**GORDON HEDDELL**  
IG Labor  
**RICHARD GRIFFIN**  
IG VA  
**DARA CORRIGAN**  
Acting IG HHS  
**STEPHEN SMITH**  
IG FCA



### Status of New Projects

#### Revising the Quality Standards for Inspections

In response to the expansion of the use of inspections as a tool in the Inspector General community, in March 1993 the President's Council on Integrity and Efficiency (PCIE) issued the "Quality Standards for Inspections." The standards set forth a framework for performing inspection work, and the PCIE encouraged the consistent application of the standards throughout the Inspector General community.

Now that more than 10 years have passed since the standards were issued, the PCIE Inspection & Evaluation Committee has decided that a review of the standards is needed with a view to possible updates. Input on recommended changes is being sought from the Inspector General community, beginning with the Inspections and Evaluation Roundtable. The Department of Energy's Office of Inspections and Special Inquiries will lead this effort, with assistance from the Department of Health and Human Services' Office of Evaluation and Inspections.

Any recommended changes to the standards may be provided to

Ms. Elise Ennis, Director, Eastern Inspection Region, Office of Inspections and Special Inquiries, by email at [elise.ennis@hq.doe.gov](mailto:elise.ennis@hq.doe.gov); facsimile at (202) 586-4902; or by regular mail at the Department of Energy, Office of Inspector General, IG-43, 1000 Independence Avenue, S.W., Washington, D.C. 20585.

To help this project move forward in a timely manner, please provide comments by September 8, 2003. Also, please provide a point of contact with your comments, so any questions may be readily addressed. If you would like to receive a copy of the standards electronically, please contact Ms. Ennis at (202) 586-7239 or Debbie Holmes at (202) 482-2600.

### I&E Committee Assists HR Committee with Core Competencies Project

#### Focus Group discussion to be held at next Roundtable meeting on October 2

Nikki Tinsley, EPA IG and Chair of the PCIE Human Resources Committee, has asked the I&E Committee to assist in developing core competencies for inspectors and evaluators. The idea is to further the professionalism, skills, career ladders, and mobility of I&E staff and thereby enhance their capabilities and performance in the OIG community. Having already compiled such competencies for auditors and investigators, the HR Committee now wants to identify the basic general skills needed by I&E staff. Training will be developed according to skills identified as necessary for inspectors and evaluators at different grade levels.



The next I&E Committee Meeting is being planned for late September to early October.

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The next I&E Roundtable meeting will be held on October 2, hosted by Nikki Tinsley, IG for the Environmental Protection Agency.

Nikki agreed to host the I&E Roundtable meeting on Thursday, October 2, and to conduct at that time a one-hour session during which members will be asked to share information about the types of employees in their offices and the skills needed to perform their jobs, including specialty skills—e.g., backgrounds in law, economics, or health care.

### Status of Current Roundtable Reports/Projects

[Travel Card Guide \(Lead agency: Labor\)](#) The draft Best Practices Travel Card guide will be sent to the Roundtable and the I&E Committee for comments in the near future.

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

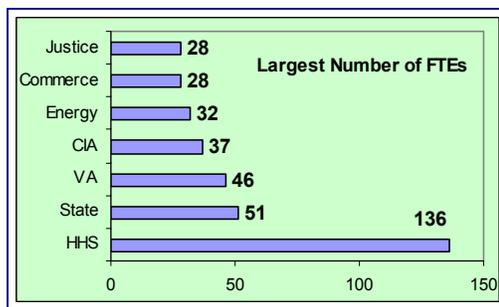
This project, requested by the Vice-Chair of the PCIE, Gaston Gianni, is now available online at [www.ignet.gov](http://www.ignet.gov). The reports cover four main issues: (1) overall program management, (2) personal use and abuse of government cards, (3) review of internal controls, and (4) best practices. The directory contains links to 125 publicly available audit and inspection reports: 89 deal with purchase cards, 31 with travel, and 5 with purchase and travel combined.

Users can search for reports by agency, type of card, or subject matter.

Please remember to continue sending recently completed audit or inspection reports to Eleazar Velazquez at [evelazquez@oig.doc.gov](mailto:evelazquez@oig.doc.gov).

[Survey of OIG Inspection and Evaluation Units \(Lead agency: HHS\)](#) - As noted in the July 2003 newsletter, a total of 55 responses to the questionnaire (of 57 sent) have been received. Preliminary survey results, as also reported previously, indicate:

- Approximately 22 OIGs have separate or distinct I&E units.
- Commerce, State and Energy each has 2 separate I&E units.
- I&E units tend to be staffed with employees at the GS-13 level or above.



- HHS has the highest number of full time employees.

Many units indicated interest in working together to develop joint training or otherwise improve evaluation work.

Currently, the report is being reviewed and a draft will be presented to Roundtable members for comment in the near future.

## Training

In preparation for FY 2004, the Inspectors General Auditor Training Institute (IGATI) is reviewing courses currently offered, as well as developing new courses. Plans are underway to offer 14 new courses in the areas of financial auditing, communications, and IT auditing. A new writing course entitled, "Essentials of Report Writing," has been developed, combining course material from the courses on "Writing Successful Audit Reports," and "Audit Report Team-writing." This 3-day course will cover the different phases of report writing to include gathering material, organizing ideas, word usage, sentence development, and paragraph unity. A complete description of upcoming IGATI classes will be available at [www.igati.org](http://www.igati.org).

Two staff from IGATI, Dave Thomanek and Laura Makray, will be attending future Roundtable meetings and plan to give a presentation to the group at the meeting in January.

Please send additional suggestions and ideas concerning I&E training needs and opportunities to Chris Heppe at [cheppe@oig.doc.gov](mailto:cheppe@oig.doc.gov).

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