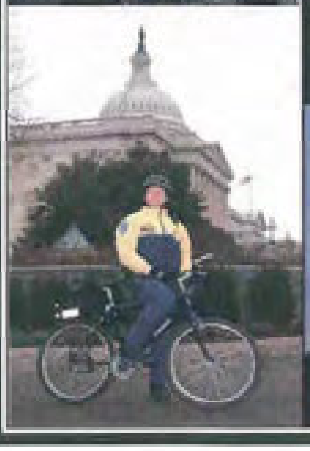
Approved for public release by the Capitol Police Board on September 3, 2026













UNITED STATES CAPITOL POLICE

OFFICE OF INSPECTOR GENERAL

SEMIANNUAL REPORT TO THE CONGRESS

April 1, 2008 to September 30, 2008

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UNITED STATES CAPITOL POLICE
WASHINGTON, DC 20003

October 14, 2008

INSPECTOR GENERAL

Phillip D. Morse, Sr.
Chief of Police
United States Capitol Police
Washington, D.C. 20510-7218

Dear Chief Morse:

Enclosed herewith is our semiannual report to the Congress, summarizing the activity undertaken for the period April 1 through September 30, 2008. Per Section 5(b) of the Inspector General Act of 1978, as amended, please transmit this report, along with any comments, through the Capitol Police Board, to the five congressional committees of oversight within 30 days.

Of particular note in this period's activity are several efforts conducted at the request of the Board, Congressional stakeholders, and the Department. In particular, I call your attention to (1) the Board's request for an audit of the Department's Memorial Fund; (2) a Congressionally requested audit conducted of the Department's workforce diversity; and (3) your request for a review of specialty assignment and proficiency pay programs.

Also worthy of note is that at the request of the Subcommittee on Legislative Federal Workforce, Postal Service, and the District of Columbia, OIG contributed to a compilation report of workforce diversity within the senior executive levels of five legislative branch agencies. On September 16, 2008, all five legislative branch IGs, testified before the subcommittee on their respective agencies' workforce diversity.

As always, we look forward to continuing to work with you and your leadership team to make the Department more effective and efficient.

Sincerely,

Carl W. Hoecker
Inspector General

cc: U.S. Capitol Police Board

EXECUTIVE SUMMARY

The United States Capitol Police (USCP or the Department) Office of Inspector General (OIG) submits this report for Congress pursuant to the provisions of Section 5 of the Inspector General Act of 1978, as amended. Unless otherwise noted in the report, it covers the period April 1 to September 30, 2008, and is structured to reflect the organization of OIG.

During this reporting period, OIG completed significant audit and investigative work to promote the economy, efficiency, effectiveness, and integrity of USCP programs and operations. Overall, OIG issued four audit reports and had two on-going efforts at the close of the period. OIG also issued three investigative reports.

OIG supported the departmental effort to improve accountability and financial management by producing the following reports: *Audit of United States Capitol Police Memorial Fund* (OIG-2008-04 issued April 2008); *Audit of United States Capitol Police Workforce Diversity* (OIG-2008-05 issued July 2008); *Review of Specialty Assignment and Proficiency Pay Programs* (OIG-2008-06 issued July 2008); Independent Accountant's Report to Apply Agreed-Upon Procedures *Property, Plant, and Equipment and Related Accumulated Depreciation as of September 30, 2007* (OIG-2008-07 issued August 2008). Additionally, OIG had the following on-going efforts: review of travel vouchers and the audit of the FY 2008 financial statements. OIG efforts afford the Chief of Police, the Capitol Police Board, and the Congress with an objective assessment of the issues, while also providing specific recommendations to correct deficiencies and improve the efficiency, effectiveness, and economy of the Department's programs and operations.

OIG Investigations issued three reports: *Results of Investigation into Inappropriate Use of Security Enhancement Fund* (2008-I-0011 issued June 2008), *Review of Compliance with USCP Hiring Standards and with Directive* [redacted] (OIG-2008-08 issued August 2008), and *Inquiry into Employee Allegation of Reprisal* (2008-I-0024 issued September 2008). In addition, Investigations received 25 complaints, and opened 11 investigations, closing 10. Restitutions, fines, and recoveries totaled $7,200.

OIG has reporting responsibility to the Capitol Police Board, Congress, and the Chief of Police. During this reporting period, OIG continued its active engagement with Congress through meetings, briefings, and dialogue with members and staff of the Department's authorizing and appropriations committees and subcommittees on a range of issues relating to the work of the OIG and USCP. For example, at the request of the Chairman, Subcommittee on Federal Workforce, Postal Service, and the District of Columbia, OIG completed an audit of the USCP's workforce diversity and contributed substantially to the overall capping report issued by the legislative branch OIGs. In September 2008, the Inspector General (IG) testified before the Subcommittee on Federal Workforce, Postal Service, and the District of Columbia on the diversity of executive-level employees at the USCP.

AGENT OF POSITIVE CHANGE

As part of the overall mission and responsibilities of OIG, we continue to assist the Department in developing a strong, sound organization, employing best practices. While working alongside the Department during this reporting period, OIG was able to effect immediate and positive change.

Fiscal Year Appropriations Corrected

During a review of Field Officer Training pay, OIG found instances in which the performance periods overlapped fiscal years and the Department erroneously paid funds from the wrong fiscal year appropriation. OIG recommended that the Department determine the availability of funds from prior years and correct any payment(s) made from the wrong appropriation. The Department took immediate action and corrected fiscal year appropriations for those payments paid in various FY 2006 pay periods.

Complaint Process Committee

OIG Investigations continues to assist the Department with various processes. This Committee has drafted a discipline directive and a directive that provides policy for the registering, coordinating, investigating, and resolving of complaints made about the Department or a USCP employee by either an external or internal complainant.

Joint Investigative Partnership



OIG and Department officials meet regarding investigative issues.

OIG Investigations, the Department's Office of Professional Responsibility, and the Internal Affairs Division established a joint partnership to review investigative issues of mutual interest. Based on this joint work, the Department has standardized its administrative warnings and completed numerous other investigative efforts.

USCP OIG Assists Other Legislative Branch Organizations

In accordance with Pub. L. 110-161, USCP's IG was consulted by the acting Architect of the Capitol on the selection of Architect of the Capitol's first IG. Additionally, USCP's Assistant Inspector General for Investigations (AIG/I) assisted Government Printing Office (GPO) in the selection of the GPO OIG's AIG/I. Both selections increased the number of women in the senior executive ranks, thereby assisting those agencies in achieving a more diverse workforce.

PROACTIVE EFFORTS

Merger of Library of Congress (LOC) Police with USCP

In accordance with *U.S. Capitol Police and Library of Congress Police Merger Implementation Act of 2007* (Pub. L. 119-178), LOC police will transfer property to USCP. OIG is coordinating with the Department and LOC OIG to ensure that the inventory and property listing of sensitive items and capitalized equipment are complete and properly accounted for before such inventory and property are transferred to USCP.

Major Management Challenges

OIG has identified security, human capital, financial management, information management, contract management, and the resolution of audit recommendations as major management challenges for the Department for FY 2009.

OIG Annual Performance Plan

To ensure our stakeholders have an opportunity to participate in the development of our *Annual Performance Plan for 2009*, we sought input from the Department, Capitol Police Board, and our Congressional oversight committees. We met with Department and Board officials and Congressional members and staff to discuss potential projects for our FY 2009 plan. The *Annual Performance Plan* is OIG's "roadmap" for audits, inspections, and proactive investigations, which it plans to conduct each fiscal year to evaluate the Department's programs and operations.

OUTREACH ACTIVITIES



The AIGI conducts fraud awareness training for new recruits.

As part of our continuing efforts to promote accountability through better awareness of OIG's role, mission, and services, OIG made presentations to Department managers and employees, legislative branch officials, and committee staffers.

LEGISLATION MONITORED

OIG continues to monitor the Inspector General Reform Act of 2008, the United States Capitol Police Administrative Technical Corrections Act of 2008, and the Improper Payments Elimination Act of 2008.

AUDITS

Audit of the United States Capitol Police Memorial Fund (OIG-2008-04)

At the request of the Capitol Police Board, OIG conducted an audit of the Memorial Fund (the Fund). Our objectives were to determine if USCP (1) properly accounted for contributions and distributions made to and from the Fund, (2) had established adequate internal controls over Fund processes, and (3) complied with applicable laws and USCP Board regulations pertaining to the management and administration of the Fund. Our scope included contributions and distributions made after the transfer of the Fund from the House of Representatives to USCP in July 2001 through March 31, 2008.

Overall, the Department properly accounted for contributions and distributions made to and from the Fund and as of March 31, 2008, the Fund balance was $91,297 as shown below.

USCP Memorial Fund as of March 31, 2008	
Beginning Balance (As of October 1, 2007)	$65,185
Contributions Collected and Deposited with Treasury	$26,112
Disbursements to Recipients	0
Ending Balance (As of March 31, 2008)	**$91,297**

Source: OIG generated from USCP and U.S. Treasury Symbol (02x5083) records as of March 31, 2008. All figures rounded to nearest dollar.

Although USCP had established internal controls over the Fund, the Office of Financial Management did not always follow procedures because of staffing shortages. Except for untimely deposits and acknowledgements of contributions, the Department complied with applicable guidance.

OIG recommended that the Department strengthen internal controls over the Fund, thereby ensuring compliance with applicable USCP and Board regulations. The Department concurred with all recommendations in the report.

Audit of USCP Workforce Diversity (OIG-2008-05)

At the request of the Chairman, Subcommittee on Federal Workforce, Postal Service, and the District of Columbia; Committee on Oversight and Government Reform; House of Representatives, OIG conducted an audit of the Department's diversity program. Our objectives were to (1) identify and assess the diversity program(s) within the Department to determine if the program is yielding the desired results — creating a more diverse population of women and minorities in top leadership positions (Senior Level and GS-15, or equivalent); (2) evaluate the accuracy and completeness of complaints and discrimination data being reported to Congress; and (3) assess to what degree the diversity office is independent of the Department's General Counsel and the agency head.

As of January 2008, USCP did not have a formal diversity program or an Equal Employment Office (EEO) program function. However, USCP diversity initiatives, such as nationwide recruitment and developmental programs, have generally increased the representation of women and minorities in its senior level positions and developmental pool for potential successors between 2002 and 2007. The representation of women increased from 16.7 percent in 2002 to 28.6 percent in 2007, whereas the representation of minorities decreased slightly. For the developmental pool, FY 2007 data showed that increases also occurred among women and minorities since 2002, as shown in Table 1.

Table 1: Comparison of Senior Level Positions and Developmental Pool for 2002 and 2007

	2002				2007			
	Women		Minorities		Women		Minorities	
	Number	*Percent*	*Number*	*Percent*	*Number*	*Percent*	*Number*	*Percent*
Senior Level	*3*	*16.7%*	*3*	*16.7%*	*6*	*28.6%*	*3*	*14.3%*
Developmental Pool	4	14.3%	0	0.0%	20	30.3%	15	22.7%

The Office of Compliance (OOC) for legislative branch agencies administers the alternative dispute resolution program established by the Congressional Accountability Act. Thus, the OOC provides USCP employees a dispute resolution process of counseling and mediation for settling employment discrimination and retaliation allegations. In FY 2007, 18 USCP employees requested counseling through this process.

OIG found that the element responsible for conducting EEO investigations was independent of USCP's General Counsel and its Office of Human Resources. However, we found that USCP's Office of Employment Counsel conducts disciplinary reviews and handles both legal sufficiency reviews and representation of EEO complaints. Equal Employment Opportunity Commission (EEOC) best practices state "Maintaining distance between the fact-finding and defensive functions of the agency enhances the credibility of the EEO office and the integrity of the EEO complaints process. Legal sufficiency reviews of EEO matters must be handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO complaints." OIG made recommendations to the Department for more effective and efficient strategies to assist women and minorities in advancing to executive level positions within the organization.

Compilation of Five Legislative Branch IGs Reports on Their Respective Agencies Diversity Programs for FY 2007

In response to a request of the Chairman, Subcommittee on Federal Workforce, Postal Service, and the District of Columbia; Committee on Oversight and Government Reform; House of Representatives, Inspectors General from five legislative branch agencies (the Architect of the Capitol, Government Accountability Office, Government Printing Office Library of Congress, and United States Capitol Police) issued reports on their respective agencies' management of diversity in senior level positions. A joint compilation report provided a summary of the reports of the five legislative agency IGs.

Testimony before the Subcommittee on Federal Workforce, Postal Service, and the District of Columbia

On September 16, 2008, five legislative branch IGs, including USCP's IG, testified before the subcommittee on their respective agencies workforce diversity.

Review of Specialty Assignment and Proficiency Pay Programs (OIG-2008-06)

The Department's spending for specialty assignment pay grew rapidly from FY 2005 to 2007, increasing from $456,444 to $765,000, a growth rate of over 67 percent. Thus, at the request of the Chief, OIG conducted a review of the Department's specialty assignment and proficiency pay programs. Our objectives were to determine (1) if USCP complied with applicable directives related to the personnel compensation programs such as eligibility requirements, (2) the efficiency and effectiveness of the current payment cycles for the various programs, and (3) the criteria or benchmarks used for determining payment amounts. Our scope included the *Specialty Assignment Pay Program, Hazardous Duty Pay, Physical Fitness Incentive Program, Plainclothes Pay, Firearms Proficiency Pay, and Field Officer Training Pay* during FYs 2005 through 2007.

OIG found that the Department did not have an adequate and official accounting of each specialty assignment and proficiency pay program. The Department also did not consistently comply with its specialty assignment and proficiency pay program directives, which resulted in questioned costs and/or funds put to better use totaling $506,239. Of that amount, our analysis of all FYs 2005, 2006, and 2007 payments showed that the Department could have avoided about $260,000 had the Department not paid sworn employees for both specialty assignment and hazardous duty pay for the same qualifying criteria.

Additionally, the Department did not have an efficient and effective process for determining eligible positions, payment amounts, and/or payment cycles for specialty assignment and proficiency pay programs. USCP also did not benchmark with other police forces when implementing its additional compensation programs. In fact, we found that other executive branch and regional police forces did not pay specialty assignment or proficiency pay. Moreover, the Department had not linked the specialty assignment pay program objectives and measures to attract and retain qualified personnel. As a result, the Department did not know if these programs added any value or were effective in achieving their intended purpose of recruitment or retention.

OIG recommended that the Department consider whether all the specialty assignment and proficiency pay programs were needed. If so, the Department should develop and implement a sound, effective method of accounting for each program, enhancing oversight and internal controls to ensure compliance with established regulations, and linking specific programs to recruitment and retention. In addition, the Department should take actions to collect questioned costs from ineligible employees. The Department concurred with all report recommendations.

Applying Agreed Upon Procedures, Property, Plant, and Equipment and Related Accumulated Depreciation as of September 30, 2007 (OIG-2008-07)

Consistent with OIG's partnership to improve financial management and reporting in the Department and in preparation for the fiscal year 2008 financial statement audit, OIG initiated procedures to determine the accuracy of Property, Plant, and Equipment (PPE) and related accumulated depreciation accounts for the period ended September 30, 2007. We recommended that the Department make some adjusting entries to its accounting records so that we could use the adjusted balances for PPE and accumulated depreciation as the beginning balance for the FY 2008 financial statements. Overall, the adjustments were not material to the financial statements and did not require a prior period adjustment. The Department concurred with our suggested adjustments.

ON-GOING AUDITS

Review of Travel Vouchers

The FY 2007 financial statement audit disclosed a lack of controls with regard to the accuracy of USCP processing of travel vouchers. Thus, OIG initiated a review of USCP travel vouchers. The objectives of our review are to (1) determine if USCP complied with applicable government travel regulations and USCP directives related to allowable travel costs (2) identify any duplicate payments, and (3) quantify estimated costs for automating the processing of travel vouchers. Our scope included vouchers processed during FY 2007 through March 2008.

Audit of FY 2008 Financial Statements

In accordance with our FY 2008 Annual Plan, in August 2008, OIG began the audit of the Department's 2008 principal financial statements. The primary objective of the audit is to express an opinion on whether the financial statements are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States. In addition, we will examine the effectiveness of the USCP's internal control over financial reporting based on the *Standards for Internal Control in the Federal Government*, issued by the Comptroller General of the United States, and will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants (AICPA) and *Government Auditing Standards*, issued by the Comptroller General of the United States. Further, OIG will evaluate and report on compliance with laws and regulations related to the financial statements.

INVESTIGATIONS

Review of Compliance with USCP Hiring Standards and with Directive [redacted] (OIG-2008-08)

At the request of the Chief, OIG conducted a review to determine if the Department complied with its directive to conduct periodic criminal history checks to ensure that USCP employees had not engaged in criminal conduct that could be relevant to their employment. OIG conducted a 100 percent criminal history check[1] for all USCP employees (1,629 officers and 352 civilians) as of October 29, 2007. In its March 2008 report, OIG found that 42 Department employees had a criminal history prior to their employment with USCP and that 16 employees had a criminal history during their employment with USCP.

To follow-up on identified compliance issues, OIG conducted this subsequent review to determine whether (1) the 42 employees with criminal history prior to their employment with USCP fully disclosed that history during the pre-employment screening process, (2) the Department fully vetted such disclosed information during the pre-employment screening process, and (3) the 16 employees with criminal complaints during their employment with USCP complied with USCP directive [redacted] which requires the employee to report incidents through their cognizant chain-of-command.

OIG found that the 42 employees with criminal history prior to their employment with the Department disclosed such activity and none of the criminal activity was preclusive to their employment. However, the Department did not have complete information in confidential personnel files to support that USCP fully vetted the criminal history prior to employment.

In addition, 15 of the 16 employees with criminal complaints during their employment complied with the Department directive requiring employees to report incidents through their chain-of-command. The remaining employee did not report their arrest and is the subject of an on-going Internal Affairs Division investigation.

OIG made recommendations that the Department, in coordination with the Capitol Police Board, update its recruitment and selection SOPs and establish a specific hiring directive identifying the Department's visions and goals in building a talented, committed, and diverse workforce to support an efficient and effective organizational culture. The Department concurred with all recommendations.

[1] OIG checked the Washington Area Law Enforcement System (WALES) for current wants and warrants and National Crime Information Center (NCIC) for arrest, criminal history, and Interstate Identification Index (III) for information.

Use of Security Enhancement Fund (2008-I-0011)

OIG initiated an investigation concerning the inappropriate use of the Security Enhancement Fund (SEF), which was identified during the FY 2007 financial statement audit. The investigation did not yield information or evidence indicating a violation of a criminal statute or department directive. Once notified by OIG, the Department took immediate action to deobligate the SEF funds from the contract. Further, the Department had not reported any payment information related to this contract in its semiannual Statement of Disbursements.

Employee Allegation of Retaliation (2008-I-0024)

OIG conducted an inquiry into allegations that the Department took retaliatory action against an employee for making a complaint or disclosure to OIG in violation of 2 USC § 1909 (c) (3) (C). OIG's investigative report was forwarded to the Capitol Police Board on September 5, 2008. This is an on-going legal matter.

APPENDIX 1 – REPORTS ISSUED

OIG-2008-04	**Audit of the United States Capitol Police Memorial Fund**
OIG-2008-05	**Audit of USCP Workforce Diversity**
OIG-2008-06	**Review of Specialty Assignment and Proficiency Pay Programs**
OIG-2008-07	**Applying Agreed Upon Procedures, Property, Plant, and Equipment and Related Accumulated Depreciation as of September 30, 2007**
OIG-2008-08	**Review of Compliance with USCP Hiring Standards and with Directive** [redacted]
2008-I-0011	**Results of Investigation into Inappropriate Use of Security Enhancement Fund**
2008-I-0024	**Employee Allegation of Retaliation**

APPENDIX 2 - RESOLUTION OF REPORT RECOMMENDATIONS

As of September 30, 2008, OIG has made 104 recommendations to the Department. The Department has closed 43 recommendations; additional corrective action(s) are required to close the remaining 61 open recommendations. Listed below are recommendations over six months pending final action.

	Report Number	Report Title	Recommendation Number	Recommendation
1	2007-01	*Financial Statements FYs 2005/2004*	1.1	**Payroll Processing** - We recommend that the CAO develop and implement policies and procedures to ensure that employee personnel files are current and clearly document grade, step, and benefit information for each employee, and that disbursements is readily available.
2	2007-01	*Financial Statements FYs 2005/2004*	1.2	**Payroll Processing** - We recommend that the CAO develop and implement policies and procedures requiring all employees to positively attest to the accuracy of pay period information transmitted to NFC.
3	2007-01	*Financial Statements FYs 2005/2004*	1.3	**Payroll Processing** - We recommend that the CAO enforce existing policies and procedures to require supervisors to approve the accuracy of pay period information before it is transmitted to NFC.
4	2007-01	*Financial Statements FYs 2005/2004*	1.4	**Payroll Processing** -We recommend that the CAO develop and implement policies and procedures to permit USCP to efficiently track and certify all hours incurred by all employees.
5	2008-03	*Financial Statements FY 2007*	1.9	**Payroll Processing** - We recommend that the CAO monitor compliance with policies and procedures to properly safeguard sensitive information related to personnel to prevent unauthorized access and loss and implement them. Employees with access to sensitive data should attend privacy training and supervisors should monitor those employees' work space to ensure compliance.
6	2008-03	*Financial Statements FY 2007*	1.10	**Payroll Processing** - We recommend that the CAO develop detailed procedures to guide employees and supervisors responsible for the maintenance of separated employee documentation.
7	2008-03	*Financial Statements FY 2007*	1.11	**Payroll Processing** - We recommend that the CAO develop detailed procedures to guide employees and supervisors responsible with procedures to document and/or obtain collaborating evidence to support employee assertions.
8	2008-03	*Financial Statements FY 2007*	1.12	**Payroll Processing** - We recommend that the CAO develop procedures to guide supervisors responsible for reviewing and approving certification reports in identifying under what circumstances civilian personnel would be entitled to night differential pay.
9	2008-03	*Financial Statements FY 2007*	1.13	**Payroll Processing** - We recommend that the CAO develop additional procedures to ensure that when payroll expenses for individual pay period fall into two fiscal years that USCP send NFC the proper timesheet codes needed to apply the appropriate allocation between fiscal years.

	Report Number	Report Title	Recommendation Number	Recommendation
10	2007-01	*Financial Statements FYs 2005/2004*	2.1	**Financial Management -** We recommend that the CAO continue to implement policies and procedures covering all matters impacting USCP's financial performance, take steps to ensure that they are implemented consistently throughout USCP and provide training for all employees.
11	2007-01	*Financial Statements FYs 2005/2004*	2.2	**Financial Management -** We recommend that the CAO continue to implement policies and procedures covering all matters impacting USCP's financial statement and yearend closing activities and take steps to document and consistently implement new activities throughout USCP.
12	2007-01	Financial Statements FYs 2005/2004	2.3	**Financial Management** - We recommend that the CAO develop and implement policies and procedures to facilitate the flow of information from the General Counsel to OFM and additionally require the General Counsel to respond adequately and timely to auditor request for a letter of legal representation.
13	2007-04	Financial Statements FY 2006	2.4	**Financial Management - (A)** We recommend that the CAO continue efforts to integrate the data between the accounting system with information in the new property management system.
14	2007-04	Financial Statements FY 2006	2.4	**Financial Management - (B)** Additionally, policies and procedures for regular and systematic communication and coordination between PAMD and OFM must be created and implemented to facilitate asset recognition and current status of assets.
15	2007-04	Financial Statements FY 2006	2.4	**Financial Management - (C)** Lastly, all property custodians must have real time access to the property management system to ensure that all data is accurate regarding the disposition and location of all USCP property.
16	2007-04	Financial Statements FY 2006	2..5	**Financial Management - We** recommend that the CAO develop and implement policies and procedures to facilitate communication among the various divisions within OFM.
17	2007-04	Financial Statements FY 2006	3.8	**Information Systems** - We recommend that USCP officially appoint a CPO and develop policies and procedures to ensure all personally identifiable information is identified and safeguarded.
18	2007-04	Financial Statements FY 2006	3.9	**Information Systems** - We recommend that management ensure that a standard security benchmark for all systems is developed and implemented. Organizations such as the National Institute for Standards and Technology and the Center for Internet Security provide guidance on security benchmarks for Federal government systems.
19	2007-04	Financial Statements FY 2006	3. 10	**Information Systems** - We recommend that management ensure that all system users (including contractors) receive security awareness training on an annual basis, and that management develops procedures to ensure all users agree to abide by the Rules of Behavior for using USCP systems.
20	2007-04	Financial Statements FY 2006	3.11	**Information Systems** - We recommend that management develop new procedures to ensure that all users of major financial applications review and acknowledge system specific Rules of Behavior prior to gaining system access.
21	2007-04	Financial Statements FY 2006	3.12	**Information Systems** - We recommend that management conduct risk assessments in accordance with guidelines and recommendations for protecting Federal information systems. This risk assessment process and the documented results should be integrated into a comprehensive process for Certifying and Accrediting major systems.

	Report Number	Report Title	Recommendation Number	Recommendation
22	2007-04	Financial Statements FY 2006	3.13	**Information Systems** - We recommend that management create system security plans in accordance with guidelines and recommendations for protecting Federal information systems. System security plans should document all controls protecting the system and the final document should be approved by management before it is integrated into a comprehensive process for Certifying and Accrediting major systems.
23	2007-04	Financial Statements FY 2006	3.14	**Information Systems** - We recommend that management ensures that there is an independent assessment of security controls conducted as part of a comprehensive Certification and Accreditation process.
24	2007-04	Financial Statements FY 2006	3.15	**Information Systems** - We recommend that management develops a process to track and manage all know own system weaknesses. This process should include a centralized method of documenting and managing known issues, their associated corrective action plans, and the status of change implementations.
25	2008-03	Financial Statements FY 2007	3.9	**Information Systems** - We recommend that management obtain and review a SAS No. 70 report or equivalent for the [redacted] system as part of their continuous monitoring process.
26	2008-03	Financial Statements FY 2007	10	**Information Systems** - We recommend that management ensure that terminated employees accounts are disabled in a timely manner (e.g. 24 hours). To accomplish this objective, we further recommend that the employee exit procedures are enhanced to ensure that OIG is an integral part of the termination process.
27	2008-03	Financial Statements FY 2007	11	**Information Systems** - We recommend that management establish and implement policies and procedures that ensure inactive network accounts are periodically reviewed and addressed in a timely manner.
28	2008-03	Financial Statements FY 2007	12	**Information Systems** - We recommend that management ensure that key infrastructure components of the general support system are continuously monitored for security violations and malicious activities, and reported to management in a timely manner.
29	2008-03	Financial Statements FY 2007	13	**Information Systems** - We recommend that management revise and update the OFM COOP in accordance with best practices for Federal organizations, as well as ensure that all key areas of the COOP are adequately tested and documented. We further recommend that the recovery timeframes are appropriately established as part of COOP revision process.
30	2008-03	Financial Statements FY 2007	14	**Information Systems** - We recommend that management finalize and implement policies and procedures governing account creation that allow for centralized tracking of access requests.
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

	Report Number	Report Title	Recommendation Number	Recommendation
32	2007-06	AUP Physical Inventory Count As of September 30, 2006	1	**Physical Inventory** - We recommend that USCP implement a centralized, perpetual inventory management system without delay.
33	2007-06	AUP Physical Inventory Count As of September 30, 2006	2	**Physical Inventory** - We recommend that USCP consider adopting double counts for its physical inventory to ensure accuracy. This might entail having a second count team verify the data capture accuracy of the first team, resolving any discrepancies noted. Obvious data capture errors, such as fields left blank, or incorrect building numbers, would likely be detected and corrected on the spot using double counts.
34	2007-06	AUP Physical Inventory Count As of September 30, 2006	6	**Physical Inventory** - We recommend that USCP research items affixed with U.S. Senate property asset tags, to determine the correct agency owner.
35	2007-06	AUP Physical Inventory Count As of September 30, 2006	8	**Physical Inventory** - We recommend that a complete list of USCP locations, including each building room number, be pre-populated in the inventory property barcode system. Counters will be able to pick from a drop down list of locations, to ensure consistency in naming conventions, and the accurate identification of specific site locations.
36	2007-06	AUP Physical Inventory Count As of September 30, 2006	15a	**Physical Inventory** - We recommend that USCP locations that may carry perishable items include a data field to track expiration dates.
37	2007-06	AUP Physical Inventory Count As of September 30, 2006	15b	**Physical Inventory** - We recommend that expired items be properly segregated from regular stock, marked for disposal, and removed from the inventory records.
38	2007-04	*Review of Student Loan Repayment Program*	1.9	**Student Loan Repayment Program** – We recommend that the CAO develop detailed procedures to guide employees and supervisors responsible for the implementation of the program. Additionally, performance metrics must be defined to measure the success of the program.
39	2007-07	Review of Student Loan Repayment Program	2e	**Student Loan Repayment Program** - establish adequate controls over the Student Loan Repayment Program to ensure compliance with established regulation and directive thereby avoiding repayment for amounts in excess of annual limits; and
40	2007-04	*Review of Student Loan Repayment Program*	2f	**Student Loan Repayment Program** - clarify its Administrative Directive [redacted] regarding the service agreement obligation period when a participant has concurrent agreements
41	2007-04	*Review of Student Loan Repayment Program*	3b	**Student Loan Repayment Program** - link its goals and measures of the program with retention and recruitment of Department personnel.

Table 1

Audit Reports Issued with Questioned Costs[2]
April 1, 2008, to September 30, 2008

Category	(Dollars in Thousands)		
	No. of Reports	Questioned Costs	Unsupported Costs
For which no management decision has been made by the commencement of the reporting period	1	$2,289	$1,305
Which were issued during the reporting period	1	$227	$31
Subtotals	2	$2,516	$1,336
For which a management decision was made during the reporting period	0	0	0
• dollar value of disallowed costs	0	$0	$0
• dollar value of cost not disallowed	0	$0	$0
For which no management decision has been made by the end of the reporting period	2	$2,516	$1,336
Reports for which no management decision was made within 6 months of issuance	1	$2,289	$1,305

[2] A "questioned cost" denotes that one or more of the following three situations exist: (1) an alleged violation of a provision of a law, regulation, contract, grant, cooperative agreement, other agreement, or document governing the expenditure of funds; (2) a finding that, at the time of the audit, such cost is not supported by adequate documentation; or (3) a finding that the expenditure of funds for the intended purpose is unnecessary or unreasonable.

Table 2

Audit Reports
Issued with Recommendations that Funds Be Put to Better Use[3]
April 1, 2008, to September 30, 2008

Category	Number of Reports	Dollar Value (in thousands)
For which no management decision has been made by the commencement of the reporting period	0	0
Which were issued during the reporting period	1	$279
Subtotals	1	$279
For which a management decision was made during the reporting period	0	0
• dollar value of recommendations that were agreed to by management ○ based on proposed management action ○ based on proposed legislative action	0	0
• dollar value of recommendations that were not agreed to by management	0	0
For which no management decision has been made by the end of the reporting period	1	$279
Reports for which no management decision was made with 6 months of issuance	0	0

[3] A recommendation that funds be put to better use is a recommendation by the OIG that funds could be used more efficiently if Department management took actions to implement and complete the recommendations, including: reductions in outlays, deobligation of funds from programs or operations; withdrawal of interest subsidy costs on loans or loan guarantees, insurance, or bonds; costs not incurred by implementing recommended improvements related to the operations of the Department, a contractor, or a grantee; avoidance of unnecessary expenditures noted in preaward reviews of contract or grant agreements; or any other savings which are specifically identified.

Table 3

INVESTIGATIONS STATISTICS
April 1, 2008 to September 30, 2008

Funds Recovered (Investigative Recoveries)	$0
Fines and Restitutions	$0
Administrative Cost Savings and Recoveries	$7,200
Investigative Cases Opened	11
Investigative Cases Closed	10
Internal Control Reviews Initiated	1
Arrests	0
Indictments	0
Convictions	0
Personnel Actions	0
Complaints Received	25
Hotline Complaints Received	22
Complaints Referred (to Department or other agencies)	9

IG Act	REPORTING REQUIREMENTS	PAGE

Reporting requirements required by the Inspector General Act of 1978, as amended are listed below.

Section 4(a)(2)	Review of Legislation	5
Section 5(a)(1)	Significant Problems, Abuses, and Deficiencies	6-12
Section 5(a)(2)	Recommendations with Respect to Significant Problems, Abuses, and Deficiencies	6-12
Section 5(a)(3)	Recommendations Included in Previous Reports on Which Corrective Action Has Not Been Completed	14-17
Section 5(a)(4)	Matters Referred to Prosecuting Authorities	None
Section 5(a)(5)	Summary of Instances Where Information Was Refused	None
Section 5(a)(7)	Summary of Significant Reports	13
Section 5(a)(8)	Questioned and Unsupported Costs (Table 1)	18
Section 5(a)(9)	Recommendations that Funds be put to Better Use	19
Section 5(a)(10)	Summary of Audit Reports Issued before the start of the Reporting Period for which no Management Decision has been made	N/A
Section 5(a)(11)	Significant Revised Management Decisions	N/A
Section 5(a)(12)	Management Decisions with which the Inspector General is in Disagreement	None

CONTACTING THE OFFICE OF INSPECTOR GENERAL

The success of OIG's mission to prevent fraud, waste, abuse or mismanagement depends on the cooperation of employees and the public. There are several ways to report questionable activity.

Call us at 202-593-4201 or toll-free at 1-866-906-2446. A confidential or anonymous message can be left 24 hours a day/7days a week.



Toll-Free
1-866-906-2446

Write or visit us – we are located at:



United States Capitol Police
Attn: Office of Inspector General, Investigations
499 South Capitol Street, SW, Suite 345
Washington, D.C. 20003

OIG staff members open mail addressed to the above address.

You can also contact us by email at: OIG@cap-police.senate.gov.

When making a report, convey as much information as possible such as: Who? What? Where? When? Why? Complaints may be made anonymously or you may request confidentiality.

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