

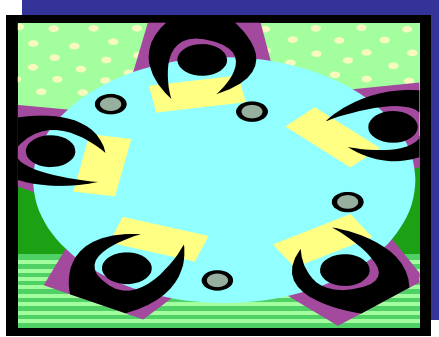
Inspection and Evaluation Committee

President's Council on Integrity and Efficiency

July 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



Homeland Security OIG Hosts I&E Committee

Johnnie Frazier welcomed the attendees of the June 11 I&E Committee meeting and thanked Clark Kent Ervin for hosting the group. He also thanked Richard Griffin for delivering a presentation on the I&E Committee at the May 21st orientation for new IGs.

Johnnie reported that 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.

Debra Robinson, of HHS OIG, shared with the HR Committee a document prepared in 1999, called [Career Development: Core Competencies](#). Debra, whose office was

involved in preparing this document, noted that it had been used successfully to create, for HHS OIG staff, initial and refresher training that included interviewing skills, analytical methods, and questionnaire design.

Nikki agreed to host the next I&E Roundtable meeting and 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.

New Project Ideas Revising the Quality Standards for Inspections

Energy OIG has offered to take the lead in updating this reference guide, incorporating recent changes to the Yellow Book as applicable. In making this announcement, Johnnie Frazier stressed the need to maintain flexibility in inspections. He stated that standards should not be too rigid and should be able to support any findings contained in reports. He also noted that by maintaining this flexibility, inspections and evaluation work can be more responsive to agency needs. Delivering products that are more responsive and timely is a crucial element in promoting the work of the OIG community.

Christine Boesz noted that she found the standards for performance audits comparable to the *Quality Standards for Inspections* and that in her organization, staff that do I&E work successfully use the performance audit standards.



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

**The most recent meeting
of the I&E Committee
was held June 11, 2003.
The next I&E Committee
meeting will be held in
September 2003.**

Crosscutting Project Suggestions from the I&E Survey

Security, training, information technology, and emergency preparedness are some of the topics suggested for crosscutting projects. At the June 5th Roundtable meeting, the Defense Intelligence Agency representative indicated a willingness to share the methodology her office developed for a recent report on disaster preparedness. Other I&E Committee members may also find such information sharing useful, and joint work is possible in numerous areas.

Johnnie noted that it is important for us to work together on crosscutting issues, and suggested a review of jointly funded grantees.

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 before the next Roundtable meeting.

[Directory of OIG Reports on Purchase and Travel Card Usage](#) - This project, requested by the Vice-Chair of the PCIE, Gaston Gianni, will be available online at www.ignet.gov in the near future. The reports will cover four main issues: (1) personal use and abuse of government cards, (2) over-

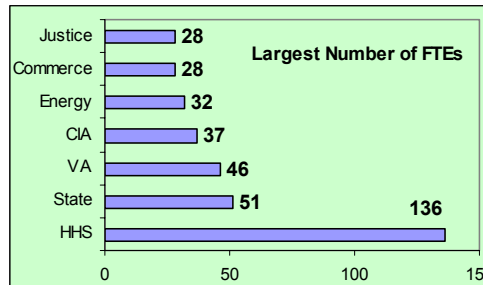
all program management, (3) internal control weaknesses, and (4) best practices. About 160 report titles have been received: 105 deal with purchase cards, 46 with travel, and 9 with purchase and travel combined. Users will be able to search the site using the following criteria: agency, date issued, type of card, and subject matter.

Survey of OIG Inspection and Evaluation Units

(Lead agency: HHS)

A total of 55 responses to the questionnaire (of 57 sent) have been received. Preliminary survey results, as reported previously, indicate the following:

- 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 GS-13 level or above.
- HHS leads in number of FTEs.



Many units indicated interest in working together to develop joint training or otherwise improve evaluation work. A summary profile of I&E units has been distributed.

Training

In addition to the Inspectors General Auditor Training Institute (IGATI), in an effort to get the best

instructors possible, outside contractors are being used by various OIGs to provide training for their staffs. A complete description of upcoming IGATI classes can be found at www.igati.org, but other training suggestions have also been offered:

- Ninth House for management training. See information and a press release at www.ninthhouse.com/news/press/pr03/q2/030428.asp.
- Management Concepts, Vienna, for training in statistical sampling and analysis of survey results. See www.managementconcepts.com/.
- Gov Online Learning Center offers project management and online training at www.golearn.gov/coursecatalog/index.cfm?catlist=17Skillsoft.
- The USDA Graduate School and the OPM program at American University were also suggested as training alternatives.
- Finally, from EPA OIG, Kwai Chan and EmmaLou Norland offered training in audit/evaluation tools (Chan) and statistics and questionnaires (Norland).

Send additional suggestions and ideas concerning I&E training needs and opportunities to Chris Heppe at cheppe@oig.doc.gov.

If you have questions or need further information about anything in these minutes or any Roundtable matters, 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.