

U.S. DEPARTMENT OF COMMERCE
Office of Inspector General



Office of Inspector General
Strategic Plan

Fiscal Years 2005-09

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DEPARTMENT OF COMMERCE OFFICE OF INSPECTOR GENERAL

STRATEGIC PLAN

Vision

A high-quality environment that promotes excellence and confidence in government.

Mission

To promote economy, efficiency, and effectiveness and detect and prevent waste, fraud, abuse, and mismanagement in the programs and operations of the Department of Commerce.

Core Values

- Independence, objectivity, and integrity
- Accountability
- The public interest
- A positive work environment
- Timely, high quality work
- Cooperation and openness
- Job satisfaction
- Compliance with laws and regulations

Goal 1: To ensure that OIG activities emphasize critical programs and operations of the Department.

Objective: Identify and select activities that best support our mission.

Strategies

Establish and maintain an annual planning cycle, which includes periodic reviews to revise the plan.

Identify available time and resources to perform activities.

Identify activities that are mandated by statute.

Identify the top 10 and emerging management challenges that represent the high-priority areas based on current information from strategic plans, budgets, legislative and program developments, investigative activities, previous reports, and consultations with external sources.

Establish criteria to be used in selecting and prioritizing activities which are not mandated by Statute.

Include staff in the planning process.

Performance Indicators/Measures

On an annual basis, prepare a plan that identifies the high-priority issues for OIG review.

Goal 2: To perform quality work in an appropriate time frame.

Objective 1: Ensure activities are timely and add value to the Department.

Strategies

Utilize the new project/report management process.

Utilize PATS to monitor schedule and costs on an ongoing basis.

Periodically review OIG work processes and products to ensure continued efficacy.

Performance Indicators/Measures

Percentage of activities that provide results in time to affect management actions.

Percentage of reports that address high-priority areas.

Objective 2: *Conduct and complete activities that effectively address intended objectives and comply with applicable standards.*

Strategies

Develop standards for and conduct internal and external quality reviews and ~ reviews of OIG activities.

Utilize the new report management process.

Implement a report checklist.

Performance Indicators/Measures

Results of quality reviews of OA, OIPE, OSE and OI activities.

Objective 3: *Produce clear and concise written products.*

Strategies

Utilize the new report management process, including the report checklist.

Provide appropriate training to improve written communication skills.

Goal 3: To effectively communicate with DOC officials, Congress, and other parties as appropriate.

Objective 1: Effectively communicate the OIG mission and activities.

Strategies

Participate in agency training seminars, conferences, and other forums to communicate the OIG purpose and mission.

Communicate OIG work and work products by proactively contacting key officials, preparing up-to-date highlights, briefing materials and other means.

Hold informational meetings, issue “fraud alert” bulletins, and other announcements, and find other means of disseminating information and guidance which will serve as preventive measures against fraud.

Maximize the usefulness of the OIG website and update it regularly.

Performance Indicators/Measures

Track the number of agency training seminars, conferences, and other forums OIG employees participated in.

Track the number of informational meetings, “fraud alert” bulletins, and other announcements issued by the OIG.

Track the number of non-IG hits on the OIG website.

Objective 2: Maintain effective liaison with DOC officials, the Congress, and other parties as appropriate.

Strategies

Encourage ongoing liaison with agency officials (both headquarters and regional), key congressional committees, OMB, PCIE, and others, as appropriate, to ensure cognizance of new issue areas and to monitor changes in priorities and goals pertaining to DOC programs and financial operations.

Explore opportunities for joint, collaborative efforts with external entities.

Develop a press/media strategy.

Goal 4: To provide a quality work environment.

Objective 1: Foster mutual respect, open communication and teamwork.

Strategies

Identify and provide needed resources and productivity tools.

Using a variety of channels, ensure that employees are aware of OIG expectations, policies and directives and are able to provide input on those matters as appropriate.

Keep staff informed.

Provide training in effective communication skills.

Objective 2: Maintain a diverse and capable staff

Strategies

Develop and maintain contacts with academic and other institutions from which to recruit high-quality candidates with diverse ethnic backgrounds and skills.

Develop and implement a strategy for succession planning.

Streamline the recruitment and selection process.

Fill vacancies strategically.

Promote awareness of and skills in dealing with communication, cultural diversity and interpersonal relations. Activities to accomplish this include: workshops, seminars, team building, and participation in government-sponsored cultural awareness activities.

Review current programs and explore new opportunities for recognizing, rewarding, and retaining highly productive staff.

Objective 3: Provide resources to enable employees to do their best work

Strategies

Make training and infrastructure the highest funding priority.

Enhance performance through innovative processes and technology.

Implement individual development plans (IDPs) for all OIG employees.

Provide appropriate training in management skills and techniques.

Provide appropriate training to improve written and oral communications skills.