REPORT ON THE QUALITY ASSESSMENT REVIEW OF INVESTIGATIVE OPERATIONS of the OFFICE OF INSPECTOR GENERAL U.S. GENERAL SERVICES ADMINISTRATION

Prepared by the
Office of Inspector General
U. S. Department of Energy
Washington, DC

The Honorable Gregory H. Friedman, Inspector General
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March 3, 2011

Department of Energy
Washington, DC 20585

March 3, 2011

The Honorable Brian D. Miller
Inspector General
U.S. General Services Administration
Office of Inspector General
1800 F Street, NW, Room 5340
Washington, D.C. 20405-0001

Subject: *Report on the Quality Assessment Review of Investigative Operations* of the Office of Inspector General for the U.S. General Services Administration

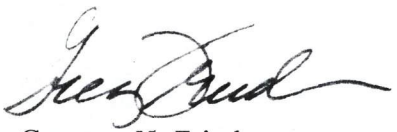
Dear Mr. Miller:

We have reviewed the system of internal safeguards and management procedures for the investigative functions of the U.S. General Services Administration (GSA), Office of Inspector General (OIG), in effect from September l, 2009, through August 31, 2010. Our review was conducted in conformity with the *Quality Assessment Review Guidelines for Federal Offices of Inspector General* (dated May 2009) issued by the Council of the Inspectors General on Integrity and Efficiency (CIGIE). We examined compliance with CIGIE's *Quality Standards for Investigations* (dated December 2003) as well as the Attorney General Guidelines for Offices of Inspectors General with Statutory Law Enforcement Authority (dated December 2003).

The review was conducted between December 6, 2010, and December 13, 2010, at GSA OIG Headquarters in Washington, D.C., and two regional offices (Boston and Philadelphia). The Quality Assessment Review included, but was not limited to, a sampling of investigative case files—limited checks, preliminary inquiries, and full investigations—closed during the 12-month period ending August 31, 2010. In conducting our review, we considered the requirements of Section 6(e) of the Inspector General Act of 1978 (as amended) and Section 812 of the Homeland Security Act of 2002 (P.L. 107-296), both of which authorize law enforcement powers for eligible personnel within the various offices of presidentially appointed Inspectors General. Those powers may be exercised only for activities authorized by the Inspector General Act of 1978, other statutes, or as expressly authorized by the U.S. Attorney General.

In our opinion, the system of internal safeguards and management procedures for the investigative functions of the GSA OIG in effect for the period September 1, 2009, through August 31, 2010, was in compliance with the quality standards established by the CIGIE and applicable Attorney General guidelines. Additionally, the safeguards and procedures provide reasonable assurance of GSA conforming to professional standards in conducting its investigations.

Sincerely,



Gregory H. Friedman
Inspector General

Attachment 1

SCOPE AND METHODOLOGY

The objective of the quality assessment review was to determine whether internal control systems were in place and operating effectively to provide reasonable assurance that professional standards were being followed. The professional standards included Council of the Inspectors General on Integrity and Efficiency (CIGIE) Quality Standards for Investigations and the Attorney General Guidelines for Offices of Inspector General with Statutory Law Enforcement Authority. The U.S. General Services Administration's Office of Inspector General has law enforcement powers pursuant to Section 6(e) of the Inspector General Act of 1978, as amended.

We performed the review in accordance with CIGIE Qualitative Assessment Review Guidelines for Federal Offices of Inspector General, dated May 2009. We used the questionnaires and checklists that are attached to the review guidelines. The team analyzed existing organizational policies and procedures, conducted interviews with management officials and staff, reviewed closed investigative files and other administrative records, and tested compliance with the U.S. General Services Administration's internal control systems, to the extent we considered appropriate.

The Quality Assessment Review team did not include computer forensics operations in the review; therefore, we did not use the computer forensics activities questionnaire portion of the CIGIE Quality Assessment Review Guidelines.

Included in our site visits were Headquarters, Washington, D.C.; Boston Regional Field Office, Boston, Massachusetts; and Philadelphia Regional Field Office, Philadelphia, Pennsylvania.

Attachment 2

LIST OF REVIEWED CLOSED INVESTIGATIVE FILES

Case File Number
I0940003
I060121
I070013
I070185
I0851447
I09D0164
I0871775
I0861731
I050189
I09H0802
I09W0672
I070104
I0920500
I1030020
I0891788
I1040089
I070154
I0811488
I0851107
I0881314
I0871639
I0970056
I070235
I070127
I09W0231
I10W0328
I0920082
I0831844
I0891326
I1090388