

Inspector General Act: Report due October 31, 1995

- I) REPORT¹
 - A) TO
 - 1) Director of OMB
 - 2) Senate
 - 3) House
 - B) PERIOD November 1, 1994, through October 31, 1995
 - C) SUBJECT: audit and investigative activities
 - 1) have we established an office that meets the requirements of the Act?
 - a) find out
 - i) *what are the requirements of this section?*
 - ii) *are we exempt?*
 - 2) must specify the actions we have taken to ensure that audits are conducted of our programs and operations
 - a) must meet standards for audit of govtal orgs, programs, activities and functions
 - i) find out
 - A) *get these -- issued by the Comptroller Genl*
 - b) must include a list of each audit report completed by an auditor during the year
 - i) must summarize any particularly significant findings
 - 3) personnel, programs, and operations
 - a) have any of these issues been referred to a prosecutive authority?
 - i) have any prosecutions or convictions resulted?
 - b) preliminary investigations
 - i) have we conducted any?
 - ii) have we requested that any be conducted?

¹We can combine the IGAct report and the FMFIA report, as long as we indicate that we intend for the letter to meet both reporting requirements.

Federal Managers' Financial Integrity Act: Report due December 31, 1995

- I) REPORT²
- a) TO:
 - i) President
 - ii) President of the Senate
 - iii) Speaker of the House of Representatives
 - iv) Director of OMB
 - v) Chairperson of Senate Comm. on Governmental Affairs
 - vi) Ranking Members of Senate Committee on Govt'l Affairs
 - vii) Chairperson of House Comm. on Government Reform and Oversight
 - viii) Ranking Members of House Comm. on Government Reform and Oversight
 - ix) our authorizing and appropriations committees and subcommittees
 - x) **10 copies** to Ms. Wendy Zenker, Chief, Management Integrity Branch, Office of Management and Budget, NEOB Room 6025, Washington, D.C. 20503
 - b) FORM: letter
 - c) SUBJECT
 - i) provides an explicit assurance stmt on the adequacy of mgmt controls and conformance of financial systems w/govt wide stds
 - ii) describes material weaknesses in mgmt controls and nonconformance in financial systems
 - iii) includes major milestones for corrective action
 - d) FURTHER INFO
 - i) Ginger Moench or Cindy Salavantis at (202) 395-3995
- II) REQUIREMENTS of ACT
- a) we must have systems of accounting and internal controls that:
 - i) provide complete disclosure of the financial results of the activities of the agency;

²We can combine the IGAct report and the FMFIA report, as long as we indicate that we intend for the letter to meet both reporting requirements.

Exec. Order No. 6715 (FDR) (after 31 USC 1105)

Each [govt office] must file with the Director of OMB a functional organization chart, indicating its various existing sections and containing a description of the functions performed... (must file w/in 5 days after the appt of the head thereof.)

Update as changes are made...

At DOJ:

get the Inspector General Act of 1978, as amended
get the Independent Commissions/Boards Act
see any secondary sources on the FMFIA and IG Act
get OMB Circular A-127: Financial Management Systems
peruse Title 5

Question: What does it mean to be exempt from civil service laws?