



OFFICE OF  
**INSPECTOR GENERAL**  
U.S. DEPARTMENT OF THE INTERIOR

**RECOMMENDATIONS FOR THE REPORT  
“U.S. DEPARTMENT OF THE  
INTERIOR’S INTERNAL CONTROLS  
FOR PURCHASE CARDS AND FLEET  
CARDS” (2015-ER-011)**



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U.S. DEPARTMENT OF THE INTERIOR

Memorandum

MAY 10 2018

To: Allen Lawrence  
Division Chief, Internal Control and Audit Follow-up

From: Nicki Miller   
Regional Manager

Subject: Verification Review – Recommendations for the Report “U.S. Department of the Interior’s Internal Controls for Purchase Cards and Fleet Cards” (Report No. 2015-ER-011)  
Report No. 2018-ER-031

The Office of Inspector General (OIG) has completed a verification review of the two closed recommendations presented in the report, *U.S. Department of the Interior’s Internal Controls for Purchase Cards and Fleet Cards*. Our objective for this review was to determine whether the U.S. Department of the Interior (DOI) and its bureaus have implemented Recommendations 2 and 3 as reported to the Office of Financial Management (PFM), Office of Policy, Management and Budget. We concur that Recommendations 2 and 3 have been resolved and implemented.

## Background

Our report *U.S. Department of the Interior’s Internal Controls for Purchase Cards and Fleet Cards*, dated September 30, 2016, made 10 recommendations designed to help DOI and its bureaus strengthen the management and oversight of DOI’s Integrated Charge Card Program. In a memo dated October 5, 2016, we referred the unresolved and unimplemented recommendations to the Principal Deputy Assistant Secretary for Policy, Management and Budget to track their implementation.

## Scope and Methodology

The scope of this review was limited to determining whether the DOI and its bureaus implemented Recommendations 2 and 3 in our report because these are the only recommendations that have been closed by PFM. To accomplish our objective, we reviewed official correspondence and documentation related to the actions that DOI and its bureaus have taken to implement each recommendation. We did not perform internal control testing, conduct site visits, or perform fieldwork to determine whether DOI and its bureaus corrected the underlying deficiencies that we initially identified. As a result, we did not conduct this review in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States or the Quality Standards for Inspection and Evaluation issued by the Council of the Inspectors General on Integrity and Efficiency.

## Results of Review

We found that DOI, National Park Service (NPS), and Bureau of Indian Affairs (BIA) implemented Recommendations 2 and 3 that were detailed in the PFM closure memorandum.

**Recommendation 2:** Upon completion of the OIG investigation, NPS take steps to recover the cost of any illegal, improper, or erroneous purchases associated with the Plateau Indian artifacts.

**Actions Taken:** The OIG performed an investigation and determined that the purchases in question were not fraudulent. The NPS provided support for the purchases. In addition to resolving the recommendation, the NPS strengthened the charge card monitoring by reviewing all charge card transactions, as well as communicating with employees to inform them of their responsibilities to reconcile, review, and approve charge card transactions, and providing training for cardholders and approvers.

Based on our review, we determined that the requirements for Recommendation 2 were met, and we agree this recommendation is resolved and implemented.

**Recommendation 3:** BIA conduct recurring management reviews of charge card transactions and clearly demonstrate actions taken when deficiencies are identified.

**Actions Taken:** BIA provided documentation showing that its managers regularly review charge card transactions. BIA also provided documentation that exhibits the steps agency/organization program coordinators take when potential misuse of charge cards is identified to ensure that accounts are suspended or terminated as necessary.

Based on our review, we determined that the requirements for Recommendation 3 are being met, and we agree this recommendation is resolved and implemented.

## Conclusion

We informed officials from DOI, NPS, and BIA of the results of this review on *May 1, 2018*.

We would like to thank PFM, Office of Acquisition and Property Management (PAM), NPS, and BIA for providing information that we requested during our review. If you have any questions concerning this memorandum, please contact me at 703-487-8029.

cc: Megan Olsen, Director, Office of Acquisition and Property Management  
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