

# OIG Office of Inspector General

Federal Labor Relations Authority



## Semiannual Report to Congress

**October 1, 2018**

**To**

**March 31, 2019**

**2019**

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## Executive Summary

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This Semiannual Report, submitted pursuant to Section 5 of the Inspector General Act of 1978, as amended, summarizes the major activities and accomplishments of the Federal Labor Relations Authority (FLRA) Office of Inspector General (OIG) for the period October 1, 2018 to March 31, 2019. The most significant activities of the OIG during the first half of Fiscal Year (FY) 2019 are noted below. Additional details pertaining to each activity can be found in subsequent sections of this report.

### Audits and Reviews Highlights

During this reporting period, the OIG issued seven audits, reviews and an evaluation consisting of the following: (1) Evaluation of the Federal Labor Relations Authority's Compliance with the Federal Information Security Modernization Act of 2014 for Fiscal Year 2018 (MAR-19-01); (2) Financial Statement Audit of the Federal Labor Relations Authority for Fiscal Year 2018 (AR-19-01); (3) Management Letter for Fiscal Year 2018 Audit of the Federal Labor Relations Authority Financial Statements (AR-19-02); (4) Statement on Auditing Standards AU-C Section 260 Letter (AR-19-03); (5) Federal Labor Relations Authority's Compliance with Fiscal Year 2018 Improper Payments Requirements (MAR-19-02); (6) Audit of the Federal Labor Relations Authority's Federal Transit Benefit Program (AR-19-04); and (7) Audit of the Federal Labor Relations Authority Fiscal Year 2018 Charge Card Program and Risk Assessment (AR-19-05).

Under contract with the OIG, Dembo Jones, P.C. (Dembo Jones) conducted an evaluation of the FLRA's compliance with the Federal Information Security Modernization Act of 2014 for FY 2018 (MAR-19-01). Dembo Jones found that FLRA had taken steps to improve its information security program and closed its prior year recommendation. This year's testing resulted in four new findings.

The OIG also contracted with Dembo Jones, an independent public accounting firm to audit the FLRA Financial Statements for FY 2018 (AR-19-01). Overall, Dembo Jones found that the FLRA's financial statements were fairly presented.

The OIG determined that the FLRA is compliant with applicable provisions of the Improper Payments Elimination and Recovery Act of 2010 in its FY 2018 Performance and Accountability Report (MAR-19-02).

The OIG conducted an audit of the Federal Labor Relations Authority's Federal Transit Benefit Program (AR-19-04). The final report contains 11 recommendations that were developed to strengthen the FLRA's Federal Transit Benefit Program (FTBP) internal controls.

Dembo Jones under contract with the OIG conducted an Audit of the FLRA's charge card program and performed a risk assessment (AR-19-05). The final report contains two recommendations. The risk assessed for FY 2018 was low for all programs.

### **Investigations Highlights**

The FLRA OIG received 38 hotline inquiries. Of the 38 hotline inquiries received, 82 percent of the inquiries were resolved by the OIG, 10 percent were referred to other OIG's for disposition and 8 percent were referred to other FLRA offices.

### **Other Activities Highlights**

The FLRA OIG responded to one Freedom of Information Act request.

The FLRA OIG entered into two Memorandums of Understanding (MOU) with the Department of Treasury OIG to provide legal services and to obtain referencing services.

The FLRA OIG entered into a MOU with the Denali Commission to serve as Interim Inspector General.

### **Looking Ahead**

The OIG plans to initiate the following audits and reviews during the second half of FY 2019:

1. Quality Assurance Review of the FLRA OIG Audit Operations (MAR-19-03);
2. Review of the Federal Labor Relations Authority's Privacy and Data Protection (MAR-19-04);

3. Financial Statement Audit of the Federal Labor Relations Authority for Fiscal Year 2019 (AR-20-01);
4. Management Letter for Fiscal Year 2019 Audit of the Federal Labor Relations Authority's Financial Statements (AR-20-02);
5. Statement on Auditing Standards AU-C Section 260 Letter (AR-20-03);
6. Audit of the Digital Accountability and Transparency Act (DATA Act) (AR-19-06);
7. Federal Labor Relations Authority's Compliance with the Federal Information Security Modernization Act of 2014 for Fiscal Year 2019 (MAR-20-01);
8. Audit of the Federal Labor Relations Authority Fiscal Year 2019 Charge Card Program and Risk Assessment (AR-20-04);
9. Follow-up on Audit of Federal Labor Relations Authority's Property and Equipment (MAR-19-05); and
10. Follow-up on Audit of Information Technology Asset Inventory Review (MAR-19-06).



Dana A. Rooney  
Inspector General

## Federal Labor Relations Authority Overview

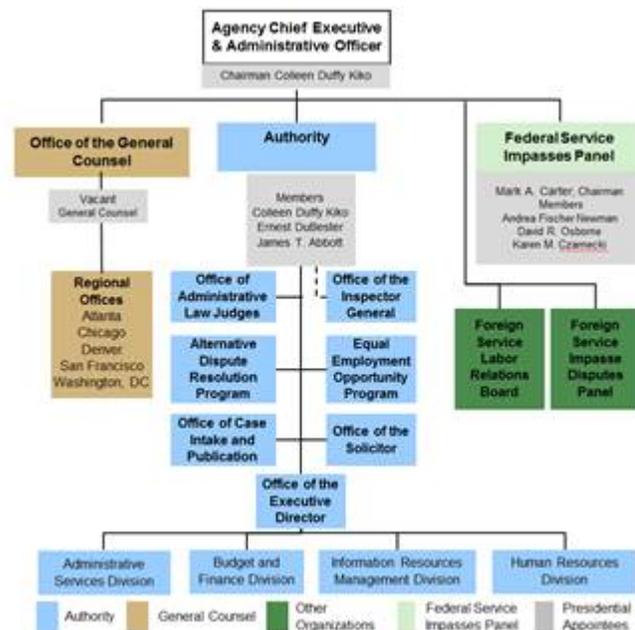
### Mission

“Consistent with its statutory mandate, FLRA’s 2018-2022 mission statement is: Protecting rights and facilitating stable relationships among Federal agencies, labor organizations, and employees while advancing an effective and efficient Government through the administration of the Statute.”

### Organization

‘In order to perform the many and varied functions of administering and enforcing the Statute, the FLRA is organized into three distinct components: the Authority, the Office of the General Counsel (OGC), and the Federal Service Impasses Panel (FSIP). All components support and engage in collaboration and alternative dispute resolution activities as an integral part of their programs.’ The agency also provides full program and staff support to two other organizations – the Foreign Service Labor Relations Board and the Foreign Service Impasse Disputes Panel.

Figure 1. Federal Labor Relations Authority Organization Chart



## Office of Inspector General

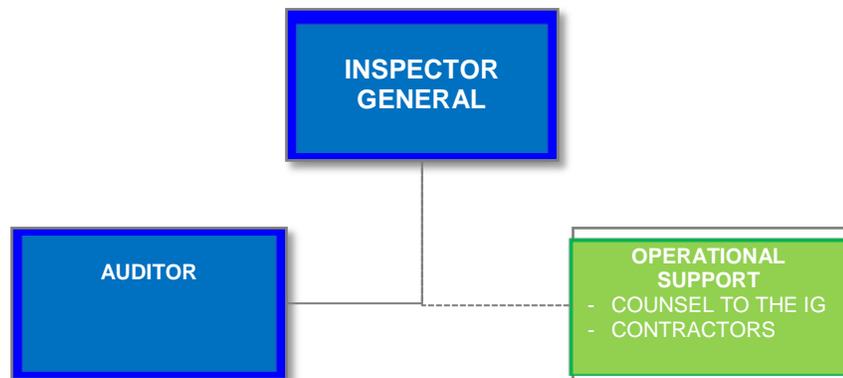
The OIG is an independent office established under the provisions of Inspector General Act of 1978, as amended (hereafter referred to as the IG Act). The FLRA OIG was established on September 25, 1989. Ms. Dana Rooney was named Inspector General in 2010.

The IG Act was recently amended by the Inspector General Empowerment Act of 2016 to safeguard OIG access to agency information and mandates additional reporting to increase transparency in government operations.

The IG Act gives the Inspector General the authority and responsibility to:

1. conduct and supervise audits and investigations of the FLRA's programs and operations;
2. provide leadership, coordination, and recommend policies for activities designed to promote economy, efficiency, and effectiveness in the administration of the FLRA's programs and operations; and prevent and detect fraud, waste, and abuse of the FLRA's programs and operations; and
3. keep the Chairman, Authority Members, and Congress fully and currently informed about problems and deficiencies, as well as the necessity for corrective actions.

Figure 2. FLRA Office of Inspector General Organization Chart



## Office of Inspector General Activities

During this semi-annual period, the OIG completed seven audits, reviews and an evaluation.

We **issued 7** reports during this reporting period.

### Completed Audits, Reviews and an Evaluation

1. Evaluation of the Federal Labor Relations Authority's Compliance with the Federal Information Security Modernization Act of 2014 for Fiscal Year 2018 (MAR-19-01)

The E-Government Act of 2002 (Public Law 107-347), commonly referred to as FISMA, requires Federal agencies to develop, document, and implement an agency-wide information security program that provides security for the information systems that support the operations and assets of the agency. FISMA assigns specific responsibilities to agency heads and the IGs.

FISMA requires agencies to have an annual independent evaluation performed on their information security programs and practices and to report the evaluation results to Office of Management and Budget (OMB). FISMA states that the independent evaluation is to be performed by the agency IG or an independent external auditor as determined by the IG.

Dembo Jones, on behalf of the OIG, conducted an independent evaluation of FLRA's compliance with FISMA for FY 2018 using guidelines established by FISMA, OMB, and the National Institute of Standards and Technology. A report was issued October 29, 2018. During the FY 2018 FISMA evaluation, Dembo Jones performed a test on controls and a vulnerability assessment on the FLRA network. This year's testing resulted in four new findings. The report also included a follow-up of all prior year recommendations. There was a one prior recommendation which has been closed.

2. Financial Statement Audit of the Federal Labor Relations Authority for Fiscal Year 2018 (AR-19-01)

The FLRA is required to submit audited financial statements in accordance with the Accountability of Tax Dollars Act of 2002, which implements the Chief Financial Officers Act of 1990 for smaller agencies, including the FLRA. Under a contract monitored by the OIG, Dembo Jones an

independent public accounting firm was contracted to perform an audit of the financial statements. Overall, Dembo Jones found that the FLRA's financial statements were presented fairly, in all material respects, in accordance with U.S. generally accepted accounting principles as of September 30, 2018.

Dembo Jones was not contracted for and did not provide an opinion on the effectiveness of FLRA's internal controls. However, Dembo Jones did state that they did not identify any deficiencies in internal controls over financial reporting that were considered to be material weaknesses.

3. Management Letter for Fiscal Year 2018 Audit of the Federal Labor Relations Authority Financial Statements (AR-19-02)

Dembo Jones also examined FLRA's internal controls over financial reporting and identified other operational matters, which resulted in one new observation and closing the prior year observation.

4. Statement on Auditing Standards AU-C Section 260 Letter (AR-19-03)

Dembo Jones issued the Statement on Auditing Standards AU-C Section 260 letter, "The Auditor's Communication With Those Charged With Governance." The letter provides a framework for effective communication between the auditor and client in relation to the audit of the financial statements.

5. Federal Labor Relations Authority's Compliance with Fiscal Year 2018 Improper Payments Requirements (MAR-19-02)

The OIG made a determination that FLRA is compliant with applicable provisions of the Improper Payments Elimination and Recovery Act of 2010, in accordance with Sec. 3(b) of Public Law 111-204, Improper Payments Elimination and Recovery Act of 2010.

6. Audit of the Federal Labor Relations Authority's Federal Transit Benefit Program (AR-19-04)

Executive Order 13150, "*Federal Workforce Transportation*," was issued mandating all Federal agencies in the national capital region to implement a "transit pass" benefit program by October 2000. FLRA's FTBP was established to incentivize employees to use mass transit.

The OIG performed an audit of FLRA's FTBP to determine whether FLRA had adequate policies and procedures in place to ensure compliance with applicable laws, regulations, and other requirements to prevent and detect waste, fraud and abuse.

We found that FLRA had a functioning FTBP, but the program had several internal control weaknesses. To strengthen management controls, we made 11 recommendations. The overarching recommendations are that FLRA should fully implement the Department of Transportation Office of Transportation Services (TRANServe) electronic FTBP and recover \$2,677 in payments that were made to separated employees and \$206.50 in parking overpayments collected by employees who received both parking and TRANServe benefits.

7. Audit of the Federal Labor Relations Authority Charge Card Program and Risk Assessment for Fiscal Year 2018 (AR-19-05)

Dembo Jones under the direction of the OIG conducted an audit as part of the Charge Card Abuse Prevention Act of 2012. The purpose of the audit was to test the effectiveness of internal controls over the Government purchase and travel card program. There were no findings based on our tests of the charge card program. However, there were findings and/or exceptions based on our tests of the travel card program. The final report contains two recommendations to strengthen the FLRA's travel program. There were no open recommendations from the prior year.

We performed a risk assessment of the FLRA charge card program for FY 2018 and assessed the risk to be low for the programs. This office plans to conduct a follow-up audit over the FLRA's purchase and travel card program in the upcoming year.

**Planned...** The 2<sup>nd</sup> half of FY 2019, we plan to initiate **10** audits and reviews.

### Planned Audits and Reviews

The OIG plans to initiate the following audits and reviews during the second half of FY 2019:

1. Quality Assurance Review of the FLRA OIG Audit Operations (MAR-19-03);
2. Review of the Federal Labor Relations Authority's Privacy and Data Protection (MAR-19-04);
3. Financial Statement Audit of the Federal Labor Relations Authority for Fiscal Year 2019 (AR-20-01);
4. Management Letter for Fiscal Year 2019 Audit of the Federal Labor Relations Authority's Financial Statements (AR-20-02);
5. Statement on Auditing Standards AU-C Section 260 Letter (AR-20-03);
6. Audit of the Digital Accountability and Transparency Act (DATA Act) (AR-19-06);
7. Federal Labor Relations Authority's Compliance with the Federal Information Security Modernization Act of 2014 for Fiscal Year 2019 (MAR-20-01);
8. Audit of the Federal Labor Relations Authority Fiscal Year 2019 Charge Card Program and Risk Assessment (AR-20-04);
9. Follow-up on .Audit of Federal Labor Relations Authority's Property and Equipment (MAR-19-05); and
10. Follow-up on Audit of Information Technology Asset Inventory Review (MAR-19-06).

### Investigations

The FLRA OIG receives and investigates allegations of fraud, waste, abuse and misconduct within FLRA programs and operations. The FLRA OIG investigations can give rise to administrative, civil and criminal penalties. Based on investigations conducted, the FLRA OIG issues a report that sets forth the allegations and an objective description of the facts to FLRA management regarding administrative and civil matters. Investigations which uncover potential criminal activity are referred to the Department of Justice. As of the end of the semiannual reporting period, the OIG has no opened investigations.

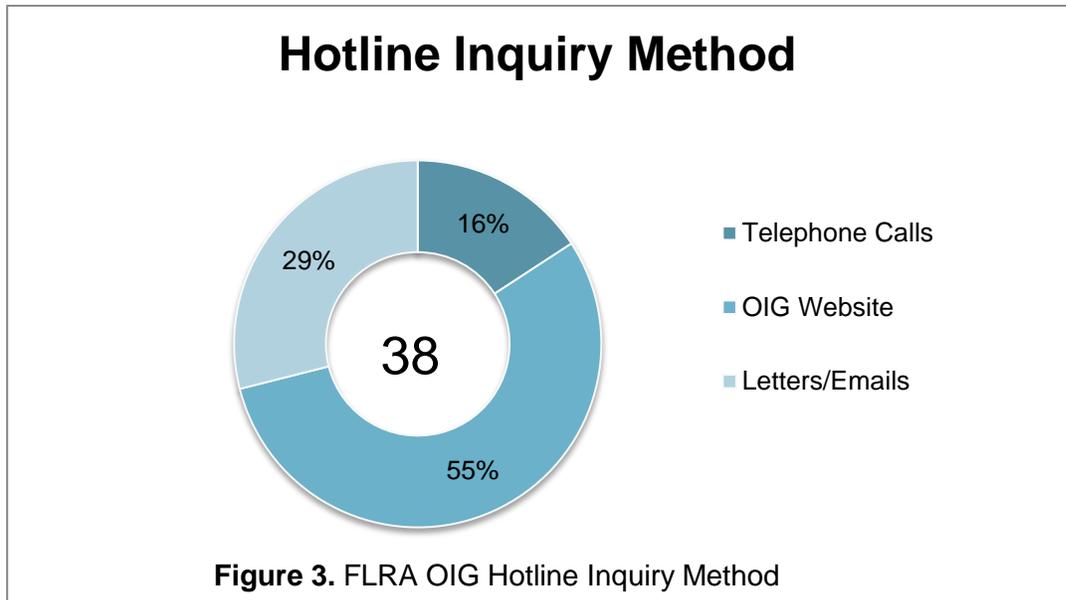
### OIG Hotline

In order to facilitate reporting of allegations, FLRA OIG maintains a hotline (see "Contacting the Office of Inspector General"). Callers who have general questions or concerns that do not fall within the OIG's jurisdiction are referred

to other entities, such as other FLRA offices, Federal agencies and local or state governments.

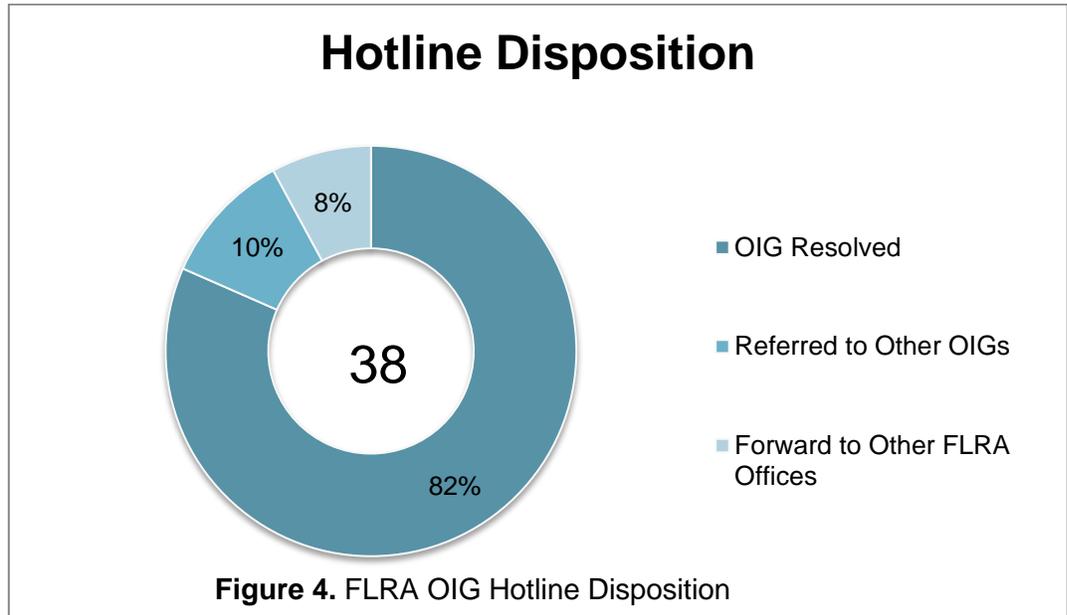
“The OIG received 38 hotline inquiries...”

During the reporting period, we received 38 hotline inquiries. These hotline inquiries were received via the following methods: 6 telephone calls, 21 OIG Website submissions and 11 letters/emails. The OIG resolved 31 of the inquiries, referred 4 to other OIGs for disposition and forwarded 3 to other FLRA offices.



Over **82%** of the hotline inquiries were resolved by either the OIG or within the FLRA.

A majority of the hotline inquiries received were via our online site [flra.gov/OIG-FILE\\_A\\_COMPLAINT](http://flra.gov/OIG-FILE_A_COMPLAINT)



### Other Activities

#### Memorandum of Understanding

In accordance with Section 6 of the Inspector General Reform Act of 2008, each Inspector General shall have his or her own (not reporting to agency management) legal counsel, or obtain the services of a legal counsel appointed by and directly reporting to another Inspector General or Council of Inspectors General on Integrity and Efficiency (CIGIE) on a reimbursable basis. The OIG signed a MOU with the Department of Treasury OIG to provide legal services on a fiscal-year basis. The OIG also signed a MOU with Department of Treasury OIG to provide referencing services.

The OIG entered into a MOU with Denali Commission to serve as an interim IG on a reimbursable basis.

### **Regulatory Review**

Section 4(a) (2) of the Inspector General Act of 1978, as amended, requires the OIG to review existing and proposed legislation and regulations relating to FLRA programs and operations of FLRA. During this reporting period the OIG did not review any legislation and regulations relating to FLRA.

### **Liaison Activities**

The IG is a member of the CIGIE, which was established on October 14, 2008, pursuant to the Inspector General Reform Act of 2008.

## Reporting Requirements of the Inspector General Act of 1978, as Amended

### Reporting Requirements of the Inspector General Act of 1978, as Amended

The reporting requirements of the Inspector General Act of 1978, as amended, are listed in the following table along with the location of the required information. The word "None" appears where there is no data to report under a particular requirement.

Reference	Reporting Requirements	Page
<b>Section 4(a)(2)</b>	Review of legislation and regulations	13
<b>Section 5(a)(1)</b>	Significant problems, abuses, and deficiencies relating to the administration of programs and operations	None
<b>Section 5(a)(2)</b>	Recommendations with respect to significant problems, abuses, or deficiencies	None
<b>Section 5(a)(3)</b>	Significant recommendations included in previous reports on which corrective action has not been taken (Table 1)	17-18
<b>Section 5(a)(4)</b>	Matters referred to prosecutive authorities	None
<b>Section 5(a)(5)</b>	Summary of instances where information was refused	None
<b>Section 5(a)(6)</b>	Listing of reports by subject matter (Table 2)	19-20
<b>Section 5(a)(7)</b>	Summary of significant reports	7-9
<b>Section 5(a)(8)</b>	Statistical table – Reports with questioned costs (Table 3)	21
<b>Section 5(a)(9)</b>	Statistical table – Recommendations that funds be put to better use (Table 4)	22
<b>Section 5(a)(10)</b>	Summary of each audit, inspection, and evaluation report issued before this reporting period for which no management decision was made by end of the reporting period, no establishment comment was returned within 60 days; or for those with any outstanding unimplemented recommendations, including the potential aggregate cost savings (Table 5)	17-18 and 23
<b>Section 5(a)(11)</b>	Description and explanation of significant revised management decisions	None
<b>Section 5(a)(12)</b>	Significant management decisions with which the Inspector General disagrees	None
<b>Section 5(a)(13)</b>	Information under section 804(b) of the Federal Financial Management Improvement Act of 1996	None

## Reporting Requirements of the Inspector General Act of 1978, as Amended

Reference	Reporting Requirements	Page
<b>Section 5(a)(14)(15)(16)</b>	Peer review activity on FLRA OIG and Peer review activity by FLRA OIG on another OIG (Appendix A)	25
<b>Section 5(a)(17)</b>	Statistical Table – Investigative Reports (Table 6)	24
<b>Section 5(a)(18)</b>	Description of metrics used for developing the data for the statistical table under Section 5(a)(17)	None
<b>Section 5(a)(19)</b>	Report on each investigation involving a senior Government employee where allegations of misconduct were substantiated	None
<b>Section 5(a)(20)</b>	Description of whistleblower retaliation	None
<b>Section 5(a)(21)</b>	Description of any attempt by establishment to interfere with the independence including budget constraints, resisted to or objected to oversight, delayed access to information	None
<b>Section 5(a)(22)</b>	Description of particular circumstances of each inspection, evaluation, and audit conducted that is closed and was not disclosed to the public; and investigation conducted by the Office involving a senior Government employee that is closed and was not disclosed to the public	None

## First Half of FY 2019 Freedom of Information Act Requests

### First Half of FY 2019 Freedom of Information Act Requests

Activity	Total
Number of Freedom of Information Act (FOIA) Requests Received	1
Number of FOIA Requests Processed	1
Number Granted	1
Number Partially Granted	
Number Not Granted	
Reasons for Denial	
No Records Available	
Referred to Other Agencies	
Requests Denied in Full Exemption 3	
Requests Denied in Full Exemption 5	
Requests Denied in Full Exemption 7(A)	
Requests Denied in Full Exemption 7(C)	
Request Withdrawn	
Not a Proper FOIA Request	
Not an Agency Record	
Duplicate Request	
Other	
Requests for OIG Reports from Congress and Other Government Agencies	
Received	
Processed	
Number of OIG Reports/Documents Released in Response to Requests	1

## Table 1. Reports from Previous Periods with Unimplemented Recommendations

### Table 1. Reports from Previous Periods with Unimplemented Recommendations

Report Title	Unimplemented Recommendations
<b>Audit of Federal Labor Relations Authority's Property and Equipment (AR-18-05)</b> <b>March 14, 2018</b>	Recommend Director ASD: <ol style="list-style-type: none"> <li>1. Update the property management policy to reflect current operations and procedures over the control of property and equipment. The policy should include a time table for testing inventory records and contain specific procedures to notify the ASD of assets that are transferred, junked or no longer functional.</li> <li>2. Conduct periodic inventory control reviews to ensure that its established policy and procedures are adequately executed.</li> <li>3. Review the details of property and equipment that met financial statement capitalization policies and are shown as assets on the financial statements. The Director of ASD should trace these purchases to the updated assets lists and ensure they still exist and are in service. The BFD should be notified of any adjustments needed to future financial statements.</li> </ol>
<b>Information Technology Asset Inventory Review MAR-18-03</b> <b>March 20, 2018</b>	We recommend the Director of Information Technology: <ol style="list-style-type: none"> <li>1. Review all inventory policies and procedures annually, and updates should be made if it is deemed appropriate.</li> <li>2. Update inventory procedures to include all assets, which contain Personally Identifiable Information (PII).</li> <li>3. Review audit logs monthly and reconcile against all changes to inventory and the staff member who made the change.</li> <li>4. Ensure that as inventory is excessed, the date of excess and method of sanitization are documented to ensure that PII is removed from the inventory appropriately.</li> </ol>

## Table 1. Reports from Previous Periods with Unimplemented Recommendations

	5. Ensure all IT assets are accounted for and protected, whether or not they are connected to the network and/or contain an IP address.
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Table 2. Listing of Reports Issued

Report Number	Subject Matter	Issue Date	Report Title	Questioned Cost	Unsupported Cost	Funds Put to Better Use
MAR-19-01	Evaluation (FISMA)	10/29/18	Evaluation of the Federal Labor Relations Authority's Compliance with the Federal Information Security Modernization Act of 2014 for Fiscal Year 2018	\$0	\$0	\$0
AR-19-01	Audit	11/15/18	Financial Statement Audit of the Federal Labor Relations Authority for Fiscal Year 2018	\$0	\$0	\$0
AR-19-02	Letter	11/15/18	Management Letter for Fiscal Year 2018 Audit of the Federal Labor Relations Authority Financial Statements	\$0	\$0	\$0
AR-19-03	Letter	11/15/18	Statement on Auditing Standards AU-C Section 260 Letter	\$0	\$0	\$0
MAR-19-02	Review	12/13/18	Federal Labor Relations Authority's Compliance with Fiscal Year	\$0	\$0	\$0

**Table 2. Listing of Reports Issued**

			2018 Improper Payments Requirements			
<b>AR-19-04</b>	Audit	3/5/19	Audit of the Federal Labor Relations Authority's Federal Transit Benefit Program	\$2,884	\$0	\$5,548
<b>AR-19-05</b>	Audit	3/26/19	Audit of the Federal Labor Relations Authority Fiscal Year 2018 Charge Card Program and Risk Assessment		\$0	\$0

### Table 3. Reports with Questioned Costs

Description	Number of Reports	Questioned Costs	Unsupported Costs
A. For which no management decision has been made by the commencement of the reporting period.	0	\$0	\$0
B. Which were issued during the reporting period.	1	\$2,884	\$0
<b>Subtotals (A + B)</b>	<b>1</b>	<b>\$2,884</b>	<b>\$0</b>
C. For which a management decision was made during the reporting period.	0	\$0	\$0
i. Dollar value of disallowed costs; and	0	\$0	\$0
ii. Dollar value of costs not disallowed.	0	\$0	\$0
D. For which no management decision was made by the end of the reporting period.	0	\$0	\$0

## Table 4. Recommendations That Funds Be Put to Better Use

### Table 4. Recommendations That Funds Be Put to Better Use

Description	Number of Reports	Funds Put to Better Use
A. For which no management decision has been made by the commencement of the reporting period.	0	\$0
B. Which were issued during the reporting period.	1	\$5,548
<b>Subtotals (A + B)</b>	1	\$5,548
C. For which a management decision was made during the reporting period.	0	\$0
i. Dollar value of recommendations that were agreed to by management; and	0	\$0
ii. Dollar value of recommendations that were not agreed to by management.	0	\$0
D. For which no management decision has been made by the end of the reporting period.	0	\$0

**Table 5. Summary of Reports For Which No Establishment Comment Was Returned within 60 Days of Providing the Report**

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**Table 5. Summary of Reports For Which No Establishment Comment Was Returned within 60 Days of Providing the Report**

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<b>Fiscal Year</b>	<b>Number of Reports with Unimplemented Recommendations</b>	<b>Number of Unimplemented Recommendations</b>	<b>Dollar Value of Aggregate Potential Cost Savings</b>
<b>0</b>	0	0	\$0

**Table 6. Listing of Investigative Reports**

**Table 6. Listing of Investigative Reports**

<b>Number of Investigative Reports</b>	<b>Number of Persons Referred to Department of Justice</b>	<b>Number of Persons Referred to State &amp; Local Prosecuting Authorities</b>	<b>Number of Indictments and Criminal Information's that Resulted from Prior Referral</b>
0	0	0	0

## **Appendix A. Peer Review Activity**

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Offices of Inspectors General performing audits are required to perform (and undergo) reviews of other OIG offices on a 3-year cycle. Peer reviews are conducted of an OIG audit organization's system of quality control in accordance with the CIGIE, "Guide for Conducting External Peer Reviews of the Audit Organizations of Federal Offices of Inspector General," based on requirements in the Government Auditing Standards (Yellow Book). Federal audit organizations can receive a rating of pass; pass with deficiencies, or fail. Section 989C of the Dodd-Frank Wall Street and Consumer Protection Act of 2010 contains additional semiannual reporting requirements pertaining to peer review reports. In keeping with Section 989C, our office is reporting the following information related to its peer review activities. These activities cover our role as both the reviewed, and the reviewing OIG.

### **Peer Review Conducted on FLRA OIG Audit Operations**

The last peer review conducted by United States Capitol Police OIG on the FLRA's OIG was issued on June 30, 2017. This report is available on the FLRA OIG's Web page.

### **Peer Review Planned on FLRA OIG Audit Operations**

The next peer review planned for FLRA OIG will be in calendar year 2020.

### **Peer Review Conducted by FLRA OIG on another OIG**

The FLRA OIG completed a peer review of the Federal Trade Commission OIG on July 2, 2018.

## Appendix B. Statement Regarding Plain Writing and Acronyms

### Appendix B. Statement Regarding Plain Writing and Acronyms

We strive to follow the Plain Writing Act of 2010. The Act requires that Government documents be clear, concise, well-organized, and follow other best practices appropriate to the subject or field and intended audience.

The abbreviations we use in this report are listed below.

<b>Acronym Abbreviation</b>	<b>Definition</b>
<b>CIGIE</b>	Council of Inspectors General on Integrity and Efficiency
<b>DATA Act</b>	Digital Accountability and Transparency Act
<b>Dembo Jones</b>	Dembo, Jones, P.C.
<b>FISMA</b>	Federal Information Security Management Act of 2002
<b>FLRA</b>	Federal Labor Relations Authority
<b>FOIA</b>	Freedom of Information Act
<b>FTBP</b>	Federal Transit Benefit Program
<b>FY</b>	Fiscal Year
<b>IG</b>	Inspector General
<b>MOU</b>	Memorandum of Understanding
<b>NEG</b>	Negotiability (Type of FLRA case)
<b>OGC</b>	Office of the General Counsel
<b>OIG</b>	Office of Inspector General
<b>OMB</b>	Office of Management and Budget
<b>P.L.</b>	Public Law
<b>TRANServe</b>	Office of Transportation Services

## Appendix C. Definitions of Terms

Terms	Definitions <sup>1</sup>
<b>Disallowed Cost</b>	A questioned cost that management, in a management decision, has sustained or agreed should not be charged to the Government.
<b>Final Action</b>	The completion of all actions that management has concluded, in its management decision, are necessary with respect to the findings and recommendations. If management concluded that no actions were necessary, final action occurs when management decision is issued.
<b>Management Decision</b>	An evaluation by management of the findings and recommendations included in an audit report and the issuance of a final decision by management concerning its response to such findings and recommendations, including actions concluded to be necessary.
<b>Questioned Cost</b>	A cost questioned because of: (a) an alleged violation of a law, regulation, contract, or other agreement or document governing the expenditures of funds; (b) a finding that, at the time of the audit, such cost is not supported by adequate documentation; or (c) a finding that the expenditure of funds for the intended purpose is unnecessary or unreasonable.
<b>Recommendation That Funds Be Put To Better Use</b>	A recommendation that funds could be used more efficiently if management took actions to complete the recommendation, including: (a) reduction in outlays; (b) deobligation of funds; (c) costs not incurred by implementing recommended improvements related to the operations of the establishment, a contractor; (d) avoidance of unnecessary expenditures noted in preaward reviews of contract; or (e) any other savings which are specifically identified.
<b>Unsupported Cost</b>	A cost questioned because, at the time of the audit, such cost is not supported by adequate documentation.

<sup>1</sup> These definitions have been modified from the IG Act, as amended, for use in this document.

## Contacting the Office of Inspector General

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**If you believe an activity is wasteful, fraudulent, or abusive of Federal funds, contact us:**

**Online Hotline:** [FLRA.gov/OIG-FILE\\_A\\_COMPLAINT](http://FLRA.gov/OIG-FILE_A_COMPLAINT)

**Email:** [OIGMAIL@FLRA.gov](mailto:OIGMAIL@FLRA.gov)

The complainant may remain confidential; allow their name to be used; or anonymous. If the complainant chooses to remain anonymous, FLRA OIG cannot obtain additional information on the allegation, and also cannot inform the complainant as to what action FLRA OIG has taken on the complaint. Confidential status allows further communication between FLRA OIG and the complainant after the original complaint is received. The identity of complainant is protected under the provisions of the Whistleblower Protection Act of 1989 and the Inspector General Act of 1978. To learn more about the FLRA OIG, visit our Website at <http://flra.gov/oig>

### **OIG Contact Information**

**Federal Labor Relations Authority, Office of Inspector General**

1400 K Street, NW  
Washington, DC 20424

**Tel** (800)331-3572

**Fax** (202)208-4535

**Web** [FLRA.gov/OIG](http://FLRA.gov/OIG)