



**OFFICE of the
INSPECTOR GENERAL**
U.S. GOVERNMENT PUBLISHING OFFICE

Audit Report

Government Publishing Office Employees Detailed to Congress



Report Number 21-11

September 17, 2021

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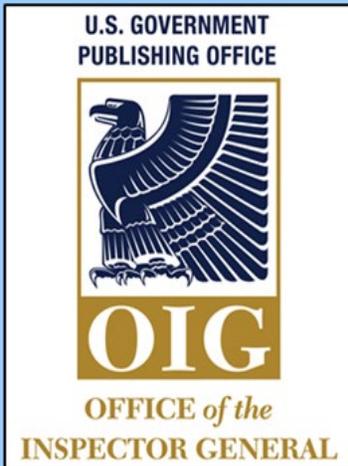
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**OFFICE of the
INSPECTOR GENERAL**
U.S. GOVERNMENT PUBLISHING OFFICE

Date:

September 17, 2021

To:

Director, U.S. Government Publishing Office

From:

Inspector General, U.S. Government Publishing Office

Subject:

Audit Report: Employees Detailed to Congress (Report Number 21-11)

Attached is the subject final report. The U.S. Government Publishing Office (GPO) Office of the Inspector General (OIG) conducted an audit of employees detailed to Congress.

We reported one finding and five recommendations to improve workhours administration and billing for employees detailed to Congress. Management agreed with all recommendations and corrective actions taken and planned should resolve the issues identified in the report.

We appreciate the cooperation provided by your staff. If you have any questions or need additional information, please do not hesitate to contact Lori Lau Dillard, Assistant Inspector General for Audit at (202) 288-4458 or me at (202) 512-0039.

MICHAEL P. LEARY
Inspector General

RESULTS IN BRIEF

What We Did

The OIG Audit Division assessed the GPO congressional detailee program; specifically, workhours administration. Our objective was to assess the GPO congressional detailee program; specifically, workhours administration.

What We Recommend

Our report contains five recommendations designed to improve the effectiveness and efficiency of the congressional detailee program. The recommendations focused on remedying revenue loss and correcting inaccurate billings to Congress; reviewing detailee workhours not included in this audit; establishing policies and procedures for the program; leveraging available automated technologies to manage the program; and requiring detailees to validate their own work and leave hours.

Review of GPO Detailee to Congress

What We Found

Finding 1: Detailee Workhours Are Not Billed Appropriately

We identified that GPO's internal workflows related to this program rely on extensive manual processes and lack adequate controls. These weaknesses resulted in GPO incurring at a minimum \$174,234 in revenue loss from annual Congressional Publishing Appropriations. GPO also at a minimum overbilled two Congressional Committees for \$110,580 and underbilled two other Committees for the same amount.

We analyzed 52,478 out of 279,507 total workhours for 15 of the 72 employees detailed to Congress from calendar years 2017 through 2019. We identified that GPO did not always have complete, accurate, and reliable detailee workhours due to missing timesheets, incorrect time and attendance information, and clerical errors. We found that GPO directed detailees to prepare paper timesheets to record workhours for billing purposes instead of leveraging available automated technologies. We also identified that GPO lacked policies and procedures for the congressional detailee program. Further, although detailed employees could access the GPO time and attendance system at any time via the Internet, GPO did not require them to record and validate their own work and leave hours in the system.

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INTRODUCTION

Objective

This report presents the results of our self-initiated audit of employees detailed to Congress. Our objective was to assess the GPO congressional detailee program; specifically, workhours administration. The scope of the audit included employees detailed to Congress from calendar years (CY) 2017 to 2019. We addressed our objective by examining workhour documentation from 15 randomly selected detailees. We also assessed GPO's processes for billing Congress for the hours that detailees worked. See [Appendix A](#) for additional information about this audit.

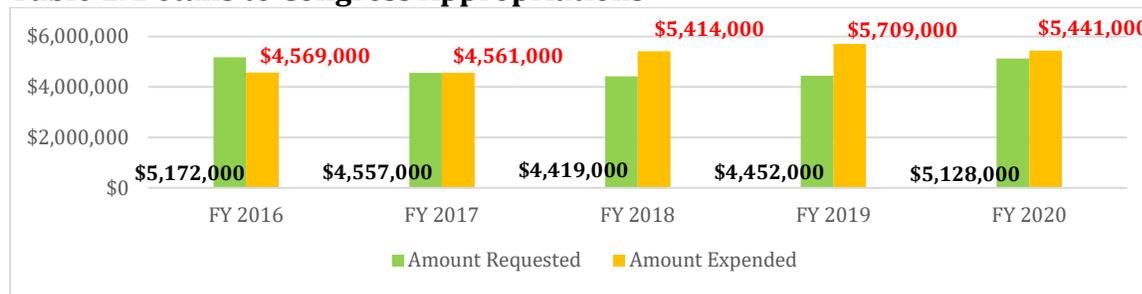
Background

Congress established annual Congressional Publishing (CP) Appropriations to cover the costs of authorized publishing activities. Congress delegated to GPO the responsibility to:

- Maintain detailed records for all publishing work ordered from GPO both by law and by other congressional requisitions.
- Estimate the anticipated volume of congressional publishing.

GPO can use annual CP Appropriations to reimburse the Business Operations Revolving Fund (Revolving Fund) only for the costs of publishing documents for Congress' use and employees detailed to Congress as authorized by provisions in chapters 7 and 9 of Title 44 of the United States Code (U.S.C.).¹ GPO details employees to support the publishing requirements of Congressional Committees and Offices. See Table 1 below for CP Appropriations that GPO requested and expended for employees detailed to Congress.

Table 1. Details to Congress Appropriations



Source: Annual Reports and Budget Justification Reports, fiscal years (FY) 2016-2020.

GPO's Office of Congressional Publishing Services (CPS) serves as the liaison between GPO and Congress. CPS is responsible for the management of the congressional detailee

¹ The Business Operations Revolving Fund is a business-like fund authorized by 44 U.S.C. § 309, without fiscal year limitations.

program. Upon receiving congressional requests, CPS will formally reassign selected employees from Plant Operations to CPS to serve on temporary assignments.² CPS added that if the request is less than six-months, CPS will assign a Plant Operations employee to support Congress without completing the required Human Capital documentation to transfer supervisor responsibilities.³

GPO's Office of Finance (Finance) is responsible for establishing hourly and overtime rates and surcharges for periodic billings to Congress. Finance recognizes the CP Appropriation revenue after they transmit the bills to Congress. See Figure 1.

Figure 1. Details to Congress Process



Source: OIG analysis based on interviews and documentation provided by GPO management.

From CYs 2017 through 2019, GPO detailed 72 employees to support Congress. GPO's time and attendance system, webTA, showed 279,507 workhours for the 72 employees.⁴ We randomly selected 15 employees and analyzed and traced their 52,478 workhours to billings to CP Appropriations.

² Plant Operations provides manufacturing and digital media services.

³ We noted the GPO policy that governs detail assignments, GPO Directive 615.1B, issued February 2, 1976, and amended March 18, 1985 and September 22, 1987, does not cover details to Congress.

⁴ WebTA is the official record of time and attendance, including leave balances, for all employees of the GPO. Employees can access webTA at any time via the Internet. Employees, supervisors, and those designated as timekeepers and administrators access the system in order to accomplish time and attendance reporting each pay period.

AUDIT RESULTS

Finding 1. Detailee Workhours Are Not Billed Appropriately

GPO needs to strengthen controls over the congressional detailee program to accurately and timely account for workhours prior to billing Congress. Specifically, GPO did not always have complete, accurate, and reliable detailee workhours due to missing timesheets, incorrect time and attendance information, clerical errors, and extensive manual processes (see [Appendix E](#)). Consequently, GPO did not bill 2,868 workhours for 13 of the 15 detailees we randomly selected for review, resulting in at a minimum \$174,234 in revenue loss from annual CP Appropriations. See Table 2.

Table 2. Revenue Loss from Congressional Publishing Appropriations

Detailee No.	Detailee Workhours Not Billed			Total	Amount
	CY 2017	CY 2018	CY 2019		
1	280			280	\$ 15,840
2	311			311	18,660
3	402			402	22,540
4	11			11	300
5	24			24	480
6		139		139	6,420
7		114		114	5,880
9			5	5	300
10			42	42	1,600
11			96	96	2,880
12			184	184	8,160
13		664		664	48,649
14		596		596	42,525
Total	1,028	1,513	327	2,868	\$ 174,234

Source: OIG Analysis.

In addition, in CY 2017, GPO erroneously billed the Senate Committee on Veterans' Affairs \$81,120 instead of the House Committee on Veterans' Affairs. Similarly, GPO incorrectly billed the Senate Official Reporter's Office \$29,460 for work performed for the Senate Special Committee on Aging.

The revenue loss of \$174,234 and inaccurate billings of \$110,580 remained undetected until the OIG's data requests and analysis identified the errors. We discussed and provided our analysis to management on May 11, July 23, and August 10, 2021.

Revenue Loss from Congressional Publishing Appropriations

CPS assigned 12 employees to Congressional Committees and Offices located on Capitol Hill and three employees to remain at GPO to work on the Congressional Directory. See [Appendix C](#) for congressional assignments. Although the 15 detailees could access webTA at any time via the Internet, CPS required them to manually record workhours on paper timesheets for billing purposes. CPS designated the office timekeeper to enter and validate all detailee work and leave hours in webTA. CPS relied on individual detailees to self-report leave hours in order for the office timekeeper to enter the leave in webTA.

CPS relied on Capitol Hill supervisors to approve and email the 12 detailees' paper timesheets to a dedicated CPS email address, details@gpo.gov. Upon receipt, CPS shared with Finance copies of the paper timesheets. CPS directed the three detailees assigned at GPO to email their paper timesheets directly to Finance. CPS did not require detailees at GPO to obtain supervisor approvals on paper timesheets. Finance used these individual detailee-prepared paper timesheets to generate billings and recognize revenues from CP Appropriations.

We analyzed and traced the 15 detailees' 52,478 out of 279,507 total workhours recorded in webTA to paper timesheets and billings. Our analysis identified:

- Finance did not bill 1,879.5 workhours from nine detailees' paper timesheets. We identified these workhours in webTA and paper timesheets, but there were no corresponding billings. This represents revenue loss of \$52,800 for seven detailees assigned on Capitol Hill and \$85,050 for two detailees assigned at GPO. Conversely, Finance overbilled \$5,443 for 64 workhours due to duplicate entries. As a result, GPO incurred \$132,407 in net revenue loss. See Table 3.

Table 3. Timesheets Not Billed

Detailee No.	Workhours			Underbilled	Overbilled
	CY 2017	CY 2018	CY 2019		
1	232			\$ 13,920	
2	70			4,200	
3	353.5			21,240	
6		72		4,320	
7		72		4,320	
11			40	2,400	
12			40	2,400	
13		536		42,185	\$ 3,402
14		528		42,865	2,041
Total	655.5	1,208	80	\$ 137,850	\$ 5,443
Net Revenue Loss: \$132,407					

Source: OIG Analysis.

- CPS and Finance did not have paper timesheets for eight detailees, representing 606 workhours. We identified these workhours in webTA but there were no corresponding paper timesheets for six detailees assigned on Capitol Hill and two detailees assigned at HQ. Consequently, GPO incurred \$40,518 in revenue loss. See Table 4.

GPO lost about \$40,518 in CP Appropriation revenue from missing paper timesheets, representing 606 workhours.

Table 4. Timesheets Missing

Detailee No.	Workhours			Underbilled
	CY 2017	CY 2018	CY 2019	
1	32			\$ 1,920
2	240			14,400
3	24			1,440
6		40		2,400
11			32	1,920
12			72	4,320
13		122		10,376
14		44		3,742
Total	296	206	104	\$ 40,518
Revenue Loss: \$40,518				

Source: OIG Analysis.

- CPS did not consistently reconcile paper timesheets to webTA records. Consequently, Finance incorrectly billed 273 workhours due primarily to detailees' leave hours recorded in webTA did not match paper timesheets. We identified these errors for 10 detailees assigned on Capitol Hill and two detailees assigned at GPO. As a result, GPO overbilled \$551 in net revenue. See Table 5.

Table 5. WebTA and Paper Timesheets Did Not Match

Detailee No.	Workhours			Underbilled	Overbilled
	CY 2017	CY 2018	CY 2019		
1	16			\$ 480	\$ 480
3	22			540	880
4	11			480	180
5	24			960	480
6		27		660	960
7		42		2,040	480
9			5	300	
10			8		480
11			16		960
12			72	2,880	1,440
13		6			510
14		24			2,041
Total	73	99	101	\$ 8,340	\$ 8,891
Net Revenue Gain: \$551					

Source: OIG Analysis.

- Finance did not bill 45.5 workhours for four employees detailed on Capitol Hill. We identified manual data entry errors in the billing system caused the billing errors. As a result, GPO incurred \$1,860 in net revenue loss. See Table 6.

Table 6. Billing Data Entry Errors

Detailee No.	Workhours			Underbilled	Overbilled
	CY 2017	CY 2018	CY 2019		
2	1			\$ 60	
3	2.5			200	
10			34	2,080	
11			8		\$ 480
Total	3.5	0	42	\$ 2,340	\$ 480
Net Revenue Loss: \$1,860					

Source: OIG Analysis.

Incorrect Billings to Congressional Committees

Finance erroneously billed the Senate Committee on Veterans' Affairs \$81,120 instead of the House Committee on Veterans' Affairs. Similarly, GPO incorrectly billed the Senate Official Reporter's Office \$29,460 for work performed for the Senate Special Committee on Aging. We found Finance caused the manual data entry errors. We confirmed with CPS that the 50 paper timesheets associated with the \$110,580 billings have the correct Finance-assigned committee numbers. The two billing errors did not impact GPO's appropriation revenue. See Table 7.

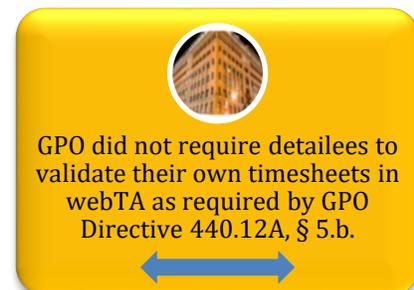


Table 7. Congressional Committee Billing Errors

Detailee No.	Overbilled	Underbilled	CY 2017 Workhours	Amount
1	Senate Committee on Veterans' Affairs	House Committee on Veterans Affairs	1,352	\$ 81,120
3	Senate Official Reporters Office	Senate Special Committee on Aging	487	29,460
Total			1,839	\$ 110,580

Source: OIG Analysis.

These conditions occurred because management's extensive manual workflows lack adequate controls to detect that they have complete and/or accurate workhours prior to billing Congress. Also, management lacks policies and procedures to administer the congressional detailee program. Further, management employs inadequate segregation of duties by designating the office timekeeper to enter and validate work and leave hours in webTA for all detailees.



GPO Directive 440.12A, § 5.b, requires individuals to validate their own timesheets in webTA.

Based on our analysis and interviews with management, CPS does not consistently track or reconcile detailees' paper timesheets to webTA. CPS informed us that Capitol Hill supervisors are responsible for providing CPS the detailees' paper timesheets. However, management asserted that Capitol Hill supervisors are very busy and many do not send paper timesheets to CPS on time. This was evident in our analysis of paper timesheets for nine of the 12 employees detailed on Capitol Hill. The nine employees' paper timesheets were consistently late, ranging from 15 to 1,038 days past the scheduled due dates. However, CPS added that if they identify discrepancies between paper timesheets and webTA entries, CPS will notify only Payroll, not Finance that prepares the bills to Congress.

CPS and Finance informed us that Capitol Hill supervisor signatures are required on paper timesheets for billing purposes because Capitol Hill supervisors oversee the detailees' daily tasks. However, management could not provide any policies, laws, or regulations to support their assertion. We pointed management to GPO's own explanations in Annual Reports and Budget Justification Reports that Congress provides annual CP Appropriations to GPO "to relieve Congress of the burden" of maintaining detailed records.

Based on GPO's interpretation of Congress' intent, we followed up with the Chief Financial Officer and webTA specialist to obtain an understanding of the system's capability. According to the webTA specialist, the system can accommodate new time and attendance codes for each congressional committee or office. We shared this information with management. Finance stated they have long advocated the use of webTA to retrieve detailee workhours to bill Congress, but Finance cannot act on its own. CPS acknowledged that detailees can access webTA but using paper timesheet is a long-standing practice. CPS added that any proposed changes to the paper timesheet practice would require GPO General Counsel review.

Also, in a subsequent discussion with management on August 6, 2021, Finance and CPS revealed that prior to 2003, GPO dedicated an employee to spend 100 percent of his time to oversee the congressional detailee program. This person's duties included visiting Capitol Hill to ensure detailees were performing their assignments. However, CPS stated the supervisor who holds this position now has other duties in addition to administering the congressional detailee program.

For the three detailees located at GPO, we noted that while they have access to GPO systems, CPS directs them to follow the same webTA time and attendance process as those assigned on Capitol Hill. We noted two exceptions to the process: 1) detailees at GPO send paper timesheets directly to Finance for billing purposes and 2) CPS does not determine if discrepancies exist between actual hours worked and webTA entries. Upon receipt of paper timesheets from detailees at GPO, Finance will enter the daily workhours into the GPO production system, PROBE, that tracks workhours for GPO billable products.⁵ Finance stated that they use Plant Operations regular and overtime rates plus a surcharge to bill the

⁵ PROBE stands for the Productivity Reporting for Operations, Budgeting, and Expenditures system.

Congressional Directory product after the publication is printed, bound, and delivered. Finance informed us that if the detailee at GPO fails to send them paper timesheets, then there will be no work hours to accumulate for the Congressional Directory billing for that detailee. Also, Finance stated they do not notify CPS of paper timesheet and PROBE entry discrepancies.

During a subsequent discussion with CPS and Finance on July 23, 2021, management stated that detailees assigned to the Congressional Directory should not be in our audit scope. CPS added that these detailed employees are not the same as those assigned on Capitol Hill. These detailees work in a dedicated GPO office and communicate with GPO and congressional staff via email and telephone regarding updates to the Congressional Directory. However, CPS management could not explain to us why they reassign these employees from Plant Operations to CPS if they are not congressional detailees.

We recognize that not all detail assignments are the same. However, the Office of the Secretary of Senate requested GPO to produce the Congressional Directory. Based on that request, GPO detailed employees from Plant Operations to CPS to work full-time on the product. As Congressional Directory detailees, CPS directed them to follow manual time and attendance reporting processes similar to those followed by detailees assigned on Capitol Hill.

We also recognize that GPO has flexibility in how they establish and implement the congressional detailee program. It's important for organizations to strike the right balance between manual and automated processes to improve productivity, efficiency, and customer experience. We believe increased controls and automation could help mitigate missing and inaccurate workhour information and improve confidence in the data used to bill Congress for detailed employees.

Recommendations for the Director:

Recommendation 1: Take appropriate actions to remedy the loss revenue of \$174,234 and incorrect billings of \$110,580 identified in this audit from Congressional Publishing Appropriations.

Recommendation 2: Review detailee timesheets not included in this audit to ensure hours worked have been accurately accounted for and billed to Congress to reimburse GPO, as appropriate.

Recommendation 3: Establish policies and procedures for the congressional detailee program to include roles and responsibilities and communications with internal and external parties.

Recommendation 4: Assess and leverage available automated technologies to manage the Congressional Detailee workhours to include, but not limited to, tracking, reconciling, validating, approving, and transmitting hours worked for billing purposes.

Recommendation 5: Require employees to validate their own timesheets in webTA prior to supervisory certification as required by GPO policy.

MANAGEMENT'S COMMENTS

Management agreed with all recommendations presented in the report. Management clarified that it was prior to 2003, not 2017 as they previously asserted, that GPO dedicated an employee to spend 100 percent of his time to oversee the congressional detailee program. See [Appendix G](#) for management's comments in their entirety.

Regarding recommendation 1, management stated they will review available supporting data to remedy the unbilled and incorrectly billed items.

Target implementation date: March 31, 2022.

Regarding recommendation 2, management stated that during the audit, they initiated additional review steps to ensure completeness of Details to Congress billing hour data received, input, and billed. Management stated they will apply the new procedure retrospectively to detailee timesheets not included in this audit.

Target implementation date: March 31, 2022.

Regarding recommendation 3, management stated they will develop standard operating procedures that will include the roles of GPO employees and GPO's expectation of external parties in the process. Management added that changes to the process may require discussions and coordination with, and approval of, Congressional staff.

Target implementation date: September 30, 2022.

Regarding recommendation 4, management stated they will assess and leverage available automated technologies to manage the Congressional detailee workhours for billing purposes.

Target implementation date: September 30, 2022.

Regarding recommendation 5, management stated they will require employees to validate their own timesheets in webTA prior to supervisory certification as required by GPO policy.

Target implementation date: September 30, 2022.

EVALUATION OF MANAGEMENT'S COMMENTS

The OIG considers management's comments responsive to recommendations 1 through 5 and corrective actions taken and planned should resolve the issues identified in the report. As a result of GPO's comments, we amended the report on page 7 to state the year was 2003.

All recommendations require OIG concurrence before closure. The OIG requests written confirmation when corrective actions are completed. All recommendations should not be closed until the OIG provides written confirmation that the recommendations can be closed.

APPENDICES

Appendix A. Objective, Scope and Methodology

Our objective was to assess GPO's Congressional detailee program; specifically, workhours administration. The scope of the audit included employees detailed to Congress from CYs 2017 to 2019. We did not include CY 2020, because the COVID-19 Pandemic may have impacted changes in congressional demands for GPO detailees.

To accomplish the objective, we:

- Reviewed applicable GPO policies and procedures, including Annual Reports and Budget Justification Reports.
- Reviewed applicable laws and regulations.
- Identified roles and responsibilities of employees responsible for the administration of the congressional detailee program and interviewed appropriate personnel.
- Selected a random sample of 15 GPO employees detailed to Congress from CYs 2017 to 2019. The sample generated 12 detailees located on Capitol Hill and three detailees located in GPO.
- Reviewed and analyzed webTA data and traced workhours to paper timesheets billings to Congress.
- Attended a walkthrough of the billing system and timesheet data collection system.

We conducted this performance audit from October 2020 through September 2021, in accordance with generally accepted government auditing standards and included such tests of internal controls as we considered necessary under the circumstances. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objective. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objective. We discussed our observations and conclusions with management on August 26, 2021 and included their comments where appropriate.

Data Sample

Audit sampling is the application of an audit procedure to less than 100 percent of the items within a population of transactions. There are two general approaches to audit sampling: nonstatistical and statistical. Both approaches require that the auditor use professional judgment in planning, performing, and evaluating a sample and in relating the evidential matter produced by the sample to other evidential matter when forming a conclusion. The two common types of statistical sampling methods are random and stratified samplings. The size of a sample necessary to provide sufficient evidential matter depends on both the objectives and the efficiency of the sample.⁶

⁶ [GAO PEMD 10.1.6](#), issued May 1992

In this audit, we randomly selected 15 of 72 employees and analyzed 52,478 of 279,507 workhours recorded in GOP's time and attendance system, webTA. We pulled three years of webTA bi-weekly timesheets (26 pay periods in each year), which equates to 5,616 webTA timesheets. We compared the webTA timesheets to paper timesheets for the 15 employees for the period of their detail assignments, and traced their workhours to billings to Congress.

Computer-Generated Data

We assessed the reliability of webTA and PROBE data. While we did not perform electronic testing and review existing information about the data and the system that produced them, we conducted interviews with GPO management knowledgeable about the data. We also traced data to source documents to verify its reliability. We determined that the data were sufficiently reliable for the purposes of this report.

Prior Audit Coverage

The OIG did not identify any prior audits or reviews related to the objective of this audit within the last five years.

Appendix B. Table of Recommendations

Recommendation	Management Response	Status	Return on Investment	Monetary Impact
Director, GPO				
1. Take appropriate actions to remedy the loss revenue of \$174,234 and incorrect billings of \$110,580 identified in this audit from Congressional Publishing Appropriations.	Concur. Target Implementation Date (TID) March 31, 2022.	Open	<p>Monetary – Lost Revenue</p> <p><i>By correcting the underbilled amount of \$189,048 and overbilled amount of \$14,815 to Congress for GPO congressional detailees workhours, GPO can record and receive proper revenue amounts to improve GPO's workhour administration for the congressional detailee program and support GPO's mission.</i></p> <p>Nonmonetary - Improve management controls and improve processes</p> <p><i>By correcting the incorrect billings of \$110,580, GPO can improve the billing process by accurately attributing revenue to the correct sources.</i></p>	\$174,234
2. Review detailee timesheets not included in this audit to ensure hours worked have been accurately accounted for and billed to Congress to reimburse GPO, as appropriate.	Concur. TID March 31, 2022.	Open	<p>Nonmonetary – Improve management controls and improve processes</p> <p><i>By examining the rest of the congressional detailees timesheets, it will help ensure the accuracy of billable workhours to Congress and Congressional Publishing Appropriations revenue recorded and recognized.</i></p>	\$0

Recommendation	Management Response	Status	Return on Investment	Monetary Impact
3. Establish policies and procedures for the congressional detailee program to include roles and responsibilities; and communications with internal and external parties.	Concur. TID September 30, 2022.	Open	Nonmonetary – Improve program results <i>By issuing a policy document, it will provide clear lines of responsibilities, separation of duties, and promote timely, accurate, and effective workhour administration.</i>	\$0
4. Assess and leverage GPO technologies to manage the Congressional Detailee workhours to include but not limited to tracking, reconciling, validating, approving, and transmitting hours worked for billing purposes.	Concur. TID September 30, 2022.	Open	Nonmonetary – Enhance management controls <i>By collaborating and leveraging GPO technologies, both business units can help improve the use of systems as well as having accurate information. This will streamline the process by providing additional efficiencies with regards to workhours administration and billing.</i>	\$0
5. Require employees to validate their own timesheets in webTA prior to supervisory certification as required by GPO policy.	Concur. TID September 30, 2022.	Open	Nonmonetary – Improve management controls and improve processes <i>Detailees validating their workhours in webTA will help improve the accuracy and timeliness of workhour administration.</i>	\$0

Appendix C. Congressional Committees and Offices

Congressional Directory	Office of the Secretary of the Senate
Senate	Aging
	Agriculture, Nutrition, and Forestry
	Appropriations
	Armed Services
	Banking, Housing, and Urban Affairs
	Budget
	Commerce, Science, and Transportation
	Energy and Natural Resources
	Environment & Public Works
	Finance
	Foreign Relations
	Health, Education, Labor, & Pensions
	Homeland Security and Governmental Affairs
	Indian Affairs
	Judiciary
	Rules
	Veterans' Affairs
	House of Representatives
Armed Services	
Budget	
Education and the Workforce/Labor	
Energy and Commerce	
Financial Services	
Foreign Affairs	
Homeland Security	
Natural Resources	
Oversight and Government Reform	
Science, Space and Technology	
Small Business	
Transportation and Infrastructure	
Veterans' Affairs	
Congressional Offices	Commission on Security and Cooperation in Europe
	China Commission
	Congressional Service Center
	House Enrolling Clerk
	House Law Revision
	House Legislative Counsel
	House Parliamentarian
	Senate Docutech Room
	Senate Enrolling Clerk
	Senate Legislative Counsel
	Senate Official Reporters
Senate Service Department	

Source: GPO FYs 2019 to 2022 Budget Justifications.

Appendix D. Congressional Detail Assignment Request Examples

<small>SENATOR</small> <small>DAVID P. ROE, SENIORITY, CHAIRMAN</small>	U.S. House of Representatives <small>COMMITTEE ON VETERANS' AFFAIRS</small> <small>ONE HUNDRED FIFTEENTH CONGRESS</small> <small>305 Cannon House Office Building</small> <small>Washington, DC 20515</small> <small>http://Veterans.house.gov</small>	<small>REPRESENTATIVE</small> <small>TIM WALE, MINNESOTA, RANKING</small>
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February 9, 2017

Ms. Davita Vance-Cooks
Public Printer of the United States
Chief Executive Officer
Government Printing Office
732 North Capitol Street, NW
Washington, DC 20401

Dear Ms. Vance-Cooks:

I am writing to request a GPO detailee to assist the committee with hearing print production. My Staff Director is specifically requesting [REDACTED]. We have a bit of catching up to do and [REDACTED] has been very beneficial to us in the past. I would like [REDACTED] start date to begin on Monday, February 20, 2017, and run through February 20, 2018.

I understand that the GPO detailee will be compensated out of the Congressional Committee Printing and Binding Fund and not from the Committee on Veterans' Affairs Budget.

Should you require further information, please contact Bernadine Dotson, Financial Administrator of the Committee on Veterans' Affairs at 202-226-3653.

Thank you for your kind assistance with this request.

Sincerely,


David P. Roe, M.D.
Chairman

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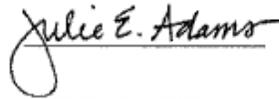
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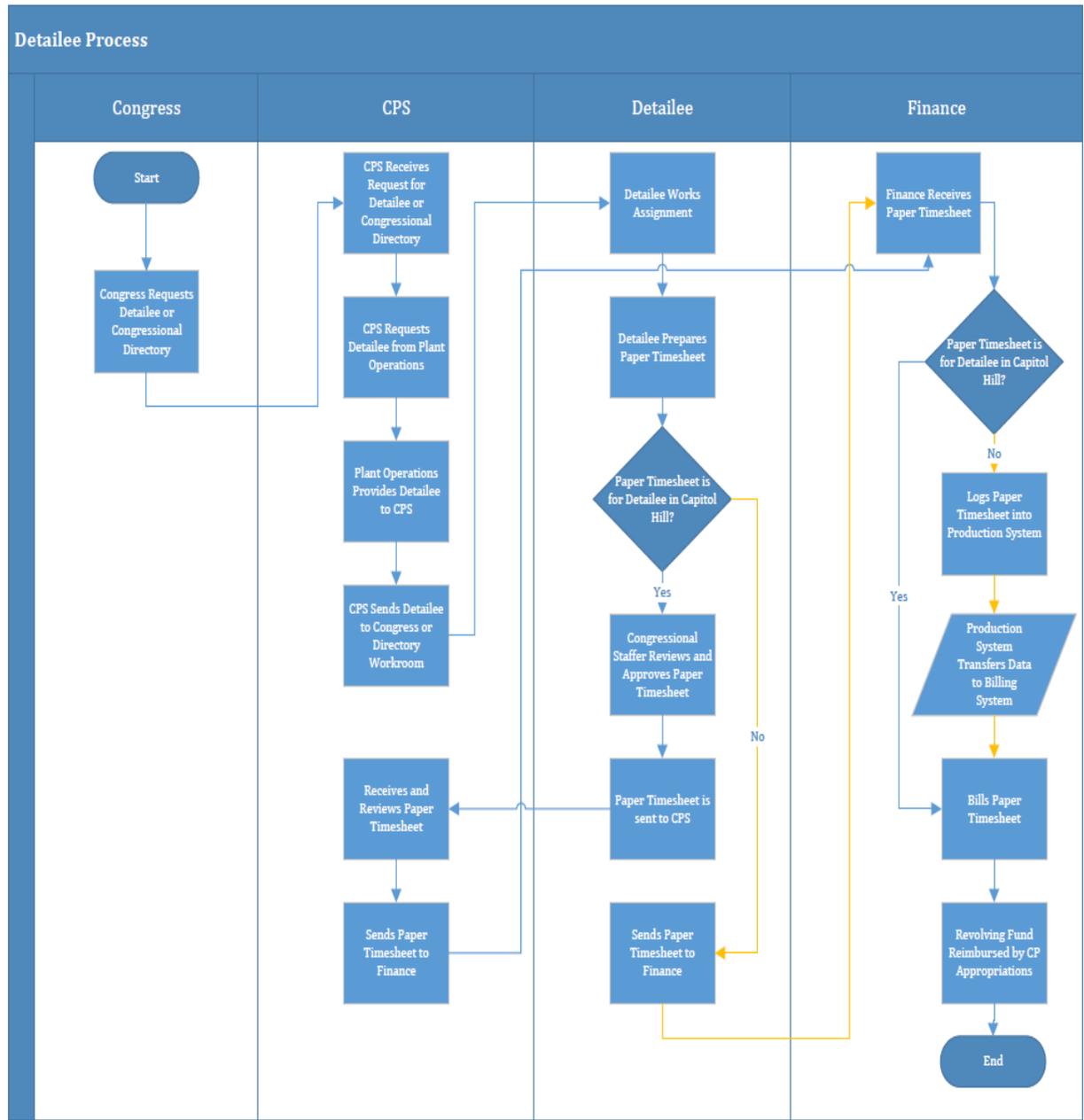
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Appendix E. Details to Congress Process



Appendix F. Abbreviations

COVID-19	Corona Virus Disease 2019
CP Appropriation	Congressional Publishing Appropriation
CPS	Congressional Publishing Services
CY	Calendar Year
Finance	Office of Finance
FY	Fiscal Year
GPO	Government Publishing Office
OIG	Office of the Inspector General
PROBE	Productivity Reporting for Operations, Budgeting, and Expenditures
TID	Target Implementation Date
U.S.C.	United States Code
webTA	Web Time and Attendance

Appendix G. Management Comments

HUGH NATHANIAL HALPERN
Director



MEMORANDUM

Date: September 10, 2021
To: Inspector General
From: Director, GPO
Subject: Response to OIG Draft Audit Report “GPO Employees Detailed to Congress,” Project Number A-2021-001

This is in response to your request for comments and target implementation dates for recommendations in the Draft Audit Report “GPO Employees Detailed to Congress,” Project Number A-2021-001.

Before discussing the specific recommendations in the report – with which we concur – it is necessary to address two corrections:

On page 8, last paragraph, the draft report states:

Also, in a subsequent discussion with management on August 6, 2021, Finance and CPS revealed that prior to 2017, GPO dedicated an employee to spend 100 percent of his time to oversee the congressional detailee program.

The correct year is 2003, not 2017.

Also, in the table on page 15, first column, 3rd row heading, should read “House of Representatives” (emphasis added) not “House of Representative”.

Recommendation 1

Take appropriate actions to remedy the loss revenue of \$174,234 and incorrect billings of \$110,580 identified in this audit from Congressional Publishing Appropriations.

GPO concurs with this recommendation.

GPO will review available supporting data for the unbilled and incorrectly billed items. Based on current workload and priorities, GPO expects this effort to be completed by March 31, 2022.

Recommendation 2

Review detailee timesheets not included in this audit to ensure hours worked have been accurately accounted for and billed to Congress to reimburse GPO, as appropriate.

GPO concurs with this recommendation.

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MEMORANDUM

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During the course of this audit, GPO initiated additional review steps to ensure completeness of Details to Congress billing hour data received, input, and billed. This procedure will be applied retrospectively. Based on current workload and priorities, GPO expects this effort to be completed by March 31, 2022.

Recommendation 3

Establish policies and procedures for the congressional detailee program to include roles and responsibilities and communications with internal and external parties.

GPO concurs with this recommendation.

GPO will develop a Standard Operating Procedure (SOP) that will include the roles of GPO employees and GPO's expectation of external parties in the process. Changes to the process may require discussions and coordination with, and approval of, Congressional staff. GPO plans to complete the SOP in Fiscal Year 2022.

Recommendation 4

Assess and leverage available automated technologies to manage the Congressional Detailee workhours to include, but not limited to, tracking, reconciling, validating, approving, and transmitting hours worked for billing purposes.

GPO concurs with this recommendation.

GPO will work towards final implementation of this task in Fiscal Year 2022.

Recommendation 5

Require employees to validate their own timesheets in webTA prior to supervisory certification as required by GPO policy.

GPO concurs with this recommendation.

GPO will work towards final implementation of this task in Fiscal Year 2022.



MEMORANDUM

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If you have further questions about this matter, please contact Mr. Ric Davis, Acting Chief of Staff, at rdavis@gpo.gov, if there are any questions regarding this information.


HUGH NATHANIAL HALPERN
Director, U.S. Government Publishing Office

Digitally signed by Hugh N Halpern
Date: 2021.09.10 14:00:08 -04'00'

cc:
Deputy Director
Acting Chief of Staff

Appendix H. Report Distribution

Director

Deputy Director

Chief Financial Officer

Chief of Staff (Acting)

Managing Director (Acting), Official Journals of Government

Chief, Congressional Publishing Services

Chief, Plant Billing