



DEPARTMENT OF HEALTH AND HUMAN SERVICES

## OFFICE OF INSPECTOR GENERAL

WASHINGTON, DC 20201



January 9, 2024

Ms. Shalanda Young  
Director  
Office of Management and Budget  
725 17<sup>th</sup> Street, NW  
Washington, DC 20503

Dear Director Young:

The Government Charge Card Abuse Prevention Act of 2012 requires Inspectors General to report on the implementation of recommendations made to their agencies to address audit findings for travel and purchase cards. Office of Management and Budget (OMB) guidance requires Inspectors General to submit their reports to OMB by January 31 of each year.

As the Act requires, the Office of Inspector General (OIG) for the U.S. Department of Health and Human Services (HHS) continues to conduct periodic assessments of the travel and purchase card programs at HHS. These assessments are completed to identify and analyze risks of illegal, improper, or erroneous purchases and payments.

HHS OIG has an ongoing risk assessment of the travel and purchase card programs at a specific Operating Division. We also have an ongoing audit of the purchase card program at HHS's Office of Intergovernmental and External Affairs. We expect to issue this report in fiscal year (FY) 2024. In addition, we continue to track the status of recommendations from previous audits related to HHS travel and purchase cards, details of which are summarized in the attached table.

If you or your staff have any questions, please contact Carla J. Lewis, Assistant Inspector General, at (202) 834-5992 or [Carla.Lewis@oig.hhs.gov](mailto:Carla.Lewis@oig.hhs.gov). Please refer to report number A-04-24-02041 in all correspondence.

Sincerely,

/Amy J. Frontz/  
Deputy Inspector General  
for Audit Services

Enclosure

cc:

Joseph Pika  
Director, Division of Payment Integrity Improvement  
OS/ASFR/Office of Finance

Manny Van Pelt  
Program Manager, Transportation Services  
Program Support Center

## Agency Progress in Implementing Audit Recommendations

### Status of Recommendations as of January 31, 2024

Agency	Card Type	Summary of Recommendations	Status/ Disposition	OIG Report Number and Issued Date
Office of the Secretary	Travel	<p>Review the lack of compliance with Federal requirements.</p> <p>Determine appropriate administrative actions to recoup (1) \$333,014 related to the authorization and use of chartered aircraft, (2) \$4,926 related to travel that started or ended in locations other than the official duty station, and (3) \$2,960 related to other excess travel costs.</p> <p>Improve processes and internal controls related to the use of chartered aircraft and ensure compliance with applicable Federal regulations and HHS policies and procedures.</p>	Open <sup>1</sup> Unimplemented	A-12-17-00002  7/11/2018
Office of Intergovernmental and External Affairs	Travel	<p>Develop and distribute to staff a quick reference document that includes key staff responsibilities for coordinating and vouchering both invitational and staff travel and a requirement that staff and supervisors read and sign the HHS Travel Agreement.</p> <p>Establish an oversight program that includes approving officials reviewing and signing travel authorizations and vouchers only after verifying expenses, amounts claimed, and receipts included in the voucher; program coordinators (PCs) verify that all cardholders take the initial individually billed account card training course and that the PCs use the online reporting from the servicing bank for potential travel card misuse and delinquency trends.</p>	Open Unimplemented	A-03-19-00501  11/18/2021
Administration for Children and Families	Purchase	We recommend that ACF develop mitigating controls and strategies to lower the high and moderate risks we identified.	Open Unimplemented	A-04-22-06262  09/07/2023
Administration for Children and Families	Travel	We recommend that ACF develop mitigating controls and strategies to lower the high and moderate risks we identified.	Closed Implemented	A-04-22-06263  08/31/2023

<sup>1</sup> In the [FY 2022 Good Accounting Obligation in Government Act Report](#), HHS reported the following for the implementation update: "OS and HHS travel personnel are actively reviewing the HHS Travel Policy Manual and increasing trainings for staff involved in scheduling, preparing, procuring, and approving travel. Additional reporting requests for chartered aircraft have also been implemented."