



Annual Business Plan for Fiscal Year 2011

This document is the second business plan for the Council of the Inspectors General on Integrity and Efficiency (CIGIE or the Council) and covers Council goals, supporting objectives, and performance measures for fiscal year (FY) 2011. It was accepted by a vote of the CIGIE membership at its December 21, 2010, meeting.

CIGIE was created by the Inspector General Reform Act of 2008 (P.L. 110-409) (IG Reform Act) which charged CIGIE with “address[ing] integrity, economy, and effectiveness issues that transcend individual Government agencies, and increase[ing] the professionalism and effectiveness of personnel by developing policies, standards and approaches to aid in the establishment of a well-trained and highly skilled workforce in the offices of the Inspectors General.”

This plan is designed to continue our implementation of that legislative charge. In approving the plan, CIGIE also acted to further the work begun in its:

1. [*the Charter of the Council of the Inspectors General on Integrity and Efficiency*](#), which established Council governing rules and procedures; and
2. [*the Council of Inspector General Strategic Business Plan 2009--2010*](#), which established goals and performance measures for the Council’s first two years of operation.

This plan has also been developed and approved to further the common mission, vision, and goals articulated by the Inspector General (IG) community. During FY 2011 the Council will be developing a multi-year strategic plan to cover its activities in the future years.

Goal One: Contribute to improvements in program integrity, efficiency, and cost-effectiveness Government-wide by providing cross-agency analysis of Office of Inspector General (OIG) findings and recommendations in areas of vulnerability confronting multiple Government programs.

Objective 1-1: Perform cross-agency analysis and complete reports on cross-agency issues involving program integrity, efficiency, and/or cost effectiveness.

- Jointly examine with the Chief Financial Officers Council (CFOC) and in consultation with a broad cross-section of experts and stakeholders in Government accounting and financial management, lessons learned during the first 20 years of implementing the Chief Financial Officers Act of 1990 and identify reforms or improvements to the legislative and regulatory compliance framework for Federal financial management that will optimize Federal agencies' efforts by July 2011.
- Initiate a study in consultation with the CFOC on the implementation of the payment recapture audit provisions of the Improper Payments Elimination and Recovery Act of 2010 (P.L. 111-204) and report the results of this study to Congress and the Comptroller General by July 2012.
- Create an interdisciplinary Working Group to develop non-binding guidance for implementing and using new media in the OIGs and issue that guidance by September 2011.
- Create an interdisciplinary Working Group to develop non-binding guidance for engaging in cyber security oversight and to identifying lessons learned and proactive measures that the IG community can take to protect itself against cyber-attacks. Issue cyber-security guidance by September 2011.
- Develop a "capping report" that outlines the overall preparedness of Federal agencies and areas where improvement is needed based on IGs reviews of their department's or agency's readiness to carry out their respective Emergency Support Function responsibilities under the national Response Framework. Issue this report by September 2011.
- Identify and initiate other appropriate projects throughout the year.

Objective 1-2: Provide a focal point for coordinating and communicating OIG activities concerning programs in multiple agencies.

- Create an interdisciplinary Working Group to advise and coordinate activities on matters involving the elimination of improper payments by March 2011.
- Create an interdisciplinary Working Group to advise and coordinate activities on matters involving the effective use of suspension and debarment by March 2011.

Performance Measures for Goal One¹:

Measure: Percentage of Goal One projects completed.

Target: 75%

Goal Two: Further increase the professionalism and effectiveness of the IG community workforce.

An IG community-wide training structure will be implemented to provide audit, investigation, inspection/evaluation, and leadership training for OIG staff.

Objective 2-1: Complete hiring of the Executive Director for the Training Institute (ED/TI), the heads of the IG Audit and Inspections and Evaluations and Investigations Academies and any other key training staff by February 2011.

Objective 2-2: Resume introductory audit training during the first quarter of calendar year 2011.

Objective 2-3: Formulate a business plan for the Training Institute, based on an assessment/evaluation of training needs in the community, for adoption by CIGIE, by July 2011.

Objective 2-4: Finalize guidelines for developing annual Academy training plans and for assessing the effectiveness of the Council's training offerings by December 2011.

Performance Measures for Goal Two:

Measure: Percentage of Goal Two objectives met.

Target: 75%

Measure: Number of OIG staff able to attend a CIGIE-sponsored professional training course.

Target: 1,000

Measure: Percentage of positive evaluations received from students in CIGIE- sponsored training sessions.

Target: 80%

¹ An effectiveness or outcome measure is not considered this year; however, CIGIE will develop an effectiveness measure in the future based on experiences relating to the completion of the various studies and reports under this objective.

Goal 3: Further advance the level of practice within the IG community workforce.

Objective 3-1: Review, update and issue all quality standards and peer review guides under the Council's purview by December 2011.

Objective 3-2: Manage effective Audit and Investigations peer review programs.

- The chairs of the CIGIE Audit and Investigations Committees will establish and distribute new peer review schedules by December 2010.
- The chairs of the CIGIE Audit and Investigations Committees will provide status reports to the Executive Council and then to the full Council on the status of the IG community peer review programs and make any recommendations for changes to management of the programs by April 2011.

Objective 3-3: Identify mechanisms for OIGs to obtain technical and professional support and advice necessary for their office.

- The CIGIE Executive Director will develop mechanisms for professional and technical services (legal counsel, IT services, human resources services, procurement services, forensics and statistical analysis, etc.) that may be obtained by OIGs that do not have the resources to otherwise perform these services, present a guide containing these mechanisms for concurrence by the Executive Council and full membership, and publish this guide by December 2011.

Objective 3-4: Assess the feasibility of assuming the capabilities and functions of the Recovery Operations Center from the Recovery Accountability and Transparency Board.

- The Executive Director will propose an implementation plan by October 2011 for CIGIE's potential assumption of the capabilities and functions of the Recovery Operations Center once the Recovery Accountability and Transparency Board ceases to exist.

Objective 3-5: Develop Working Group of specialists and practitioners within the OIG community.

- The Investigations Committee will establish by March 2011, a Working Group of OIG hotline specialists and practitioners within the community to exchange information on effective practices in this area of specialty.

Performance Measures for Goal Three²:

Measure: Percentage of Goal Three objectives met.

Target: 80%

Measure: Percentage of formal OIG professional quality standards and peer review guides that have been evaluated and updated.

Target: 75%

Goal 4: Complete establishment of Council organization, staffing, infrastructure and processes to enable the Council to effectively meet its vision mission and goals.

Objective 4-1: Complete establishment of the new CIGIE office and staff.

- Hire all planned staff and place those staff on appropriate performance standards by April 2011.
- Develop necessary office procedures and policies for the management of funds and oversight of staff by May 2011.

Objective 4-2: Improve Council communications and outreach efforts.

- Develop a plan establishing an effective CIGIE communications/outreach program, obtain concurrence of the Executive Council and full membership, and begin implementation of this program by June 2011.
- Redesign of the CIGIE website and begin the implementation of the revised website that is to be user-friendly and contain current information relating to Council and IG community activities by September 2011.

Objective 4-3: Develop internal controls and ensure effective oversight.

- The Executive Director will develop internal control plans governing CIGIE operations and report to the Executive Council and full membership on efforts to ensure the integrity of CIGIE operations, including how the Council staff will meet management control requirements, secure and report the results of annual financial audits, maintain staff performance accountability and report to the full membership on its activities by June 2011.

² An effectiveness or outcome measure is not considered this year; however, CIGIE will develop an effectiveness measure in the future based on experiences relating to the completion of these objectives.

Objective 4-4: Determine and make plans to meet Federal reporting requirements to which CIGIE will be subject as an independent Federal entity, including a strategic plan and annual business plans and reports.

- The Executive Director will have completed an analysis of the Federal reporting requirements to which CIGIE is subject and make plans for complying with those requirements by March 2011.
- Prepare CIGIE's first multi-year strategic plan to be approved by the full Council by September 2011.

Performance Measures for Goal Four³:

Measure: Percentage of Goal Four objectives met.

Target: 75%

Measure: Results of an annual financial statement audit, including review of the Council's internal control systems.

Target: Unqualified opinion.

³ An effectiveness or outcome measure is not considered this year; however, CIGIE will develop an effectiveness measure in the future based on experiences relating to the completion of these objectives.