



Annual Performance Plan for Fiscal Year 2012

This is a 1-year performance plan for the Council of the Inspectors General on Integrity and Efficiency (CIGIE or the Council) and is associated with CIGIE's Strategic Plan for fiscal years 2012-2017 (Strategic Plan) that covers Council goals, objectives, and performance measures. This 1-year performance plan was accepted by a vote of the CIGIE membership at its April 17, 2012, 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."

The Strategic Plan is designed to continue our implementation of that legislative charge. This 1-year performance plan provides specificity to the strategies the Council will work towards achieving this fiscal year. Additionally, this plan has been prepared to further the common mission, vision, and goals articulated by the Inspector General (IG) community and established in our Strategic Plan, specifically:

Goal 1: Deliver timely, relevant products that identify and address cross-government vulnerabilities, opportunities for improvements, and best practices;

Goal 2: Promote and improve professional development for the IG community; and

Goal 3: Improve CIGIE capacity to carry out its mission and vision.

GOAL 1: Deliver timely, relevant products that identify and address cross-government vulnerabilities, opportunities for improvements, and best practices.

Objective 1: Coordinate and support CIGIE member activities that address cross-government issues.

- Objective 1-A: Complete a study in consultation with the Chief Financial Officers Council 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 31, 2012. (*Responsible Official: Audit Committee Chair*)
- Objective 1-B: Establish a standing Working Group on new media that will develop and issue educational guides on critical issues in new media by September 30, 2012. (*Responsible Official: Homeland Security Roundtable Chair*)
- Objective 1-C: Establish non-binding guidance that will assist OIGs in conducting oversight of agencies' cyber security programs by September 30, 2012. (*Responsible Official: Information Technology Committee Chair*)
- Objective 1-D: Identify and initiate other projects, as appropriate, throughout the year. (*Responsible Official: Determined by the Executive Council*)
 - **Measure:** *Number of cross-government projects completed and reported.*
 - **Target:** *Three reports published in FY 2012.*

GOAL 2: Promote and improve professional development for the IG community.

Objective 2-A: Provide high-quality training courses and services.

- Objective 2-A-1: Develop and adopt a Training Institute Business Plan for FY 2013 – 2014. (*Responsible Officials: Executive Director for the Training Institute in coordination with the Professional Development Committee Chair*)
 - **Measure:** Training Institute proposed plan submitted to the Executive Council for review.
 - **Target:** June 30, 2012.
 - **Measure:** CIGIE approval of the final plan.
 - **Target:** August 30, 2012.

- Objective 2-A-2: Finalize and deliver the FY 2013 annual training plans for the three Academies by June, 30, 2012. *(Responsible Official: Executive Director for the Training Institute)*
 - **Measure:** Deliver the annual training plans as reported.
 - Target: June 30, 2012.

- Objective 2-A-3: Continue delivering high-quality professional development training to the IG community through FY 2012. *(Responsible Official: Executive Director for the Training Institute)*
 - **Measure:** Number of OIG staff receiving CIGIE-sponsored professional training courses.
 - Target: 1,000 per year
 - (Audit, Inspections, and Evaluations Academy deliver 6 courses, training 200 IG employees)
 - (Leadership and Mission Support Academy deliver 14 courses, training 350 IG employees)
 - (IG Criminal Investigator Academy deliver 20 courses, training 450 IG employees)

- Objective 2-A-4: Implement a training evaluation process for assessing the effectiveness of each Academy's FY 2012 offered training by March 31, 2012. *(Responsible Official: Executive Director for the Training Institute)*
 - **Measure:** Percentage of positively scored evaluations of CIGIE-sponsored training sessions from both the participants and their supervisors for FY 2012.
 - Target: 80% per year.

Objective 2-B: Implement and maintain an effective OIG employee development outreach program.

- Utilize established training and professional development resources such as academia, government, and commercial training to identify additional training and professional development resources for OIG employees by September 30, 2012 and on an on-going basis. *(Responsible Official: Executive Director for the Training Institute)*

- **Measure:** *New resources for employee development identified and disseminated to the OIG community.*
 - **Target:** *Five new opportunities for OIG employee development by September 30, 2012.*

Objective 2-C: Champion the formation of OIG workforce competency models.

- Work with CIGIE committees and practitioners to identify a list of future job task analyses¹ and employee competency model² studies that could be performed during subsequent years. (*Responsible Official: Executive Director for the Training Institute*)
 - **Measure:** *Deliver a comprehensive list, which includes committees' recommendations and priorities, of OIG workforce competency models or job task analyses for consideration.*
 - **Target:** *September 30, 2012.*

GOAL 3: Improve CIGIE capacity to carry out its mission and vision.

Objective 3-A: Recruit and develop a qualified and diverse CIGIE staff.

- Objective 3-A-1: Develop, propose, and implement a revised 2012 staffing plan for CIGIE by March 31, 2012. (*Responsible Official: Executive Director*)
- Objective 3-A-2: Develop a FY 2013 Individual Development Plan (IDP) for each CIGIE staff member to assist in enhancing their knowledge, skills, and abilities by September 30, 2012, for existing staff and within 3 months of hiring for future staff. (*Responsible Official: Executive Director*)
 - **Measure:** *An open and inclusive recruitment process that attracts a diverse hiring pool with knowledge, skills, and expertise necessary for CIGIE operations.*
 - **Target:** *Hiring decisions comply with established procedure and demonstrate a process that attracts a diverse hiring pool.*

¹ A JTA is a systematic procedure for gathering, documenting, and analyzing information about the content, context, and requirements in performing a specific job. It is designed to demonstrate a clear relationship between the tasks performed on the job and the competencies required in performing those tasks.

² The JTA will lay the framework for identifying competencies of the particular jobs, which will help to pinpoint behaviors and characteristics that the job requires. This facilitates more effective hiring practices, reported higher retention rates, and less training for basic skill sets or attributes.

- **Measure:** *Number of educational opportunities afforded CIGIE staff personnel.*
 - **Target:** *Average of two educational opportunities per employee annually as reflected and consistent with approved IDPs.*

Objective 3-B: Leverage technology to advance CIGIE capacity.

- Redesign the CIGIE website by better categorizing information in locations that are more readily identifiable and encourage further use of the website as a resource for the IG community, CIGIE's stakeholders, and the public. (*Responsible Official: Executive Director*)
 - **Measure:** *Complete a plan that identifies and prioritizes phases toward the redesign of CIGIE's website.*
 - **Target:** *September 30, 2012.*

Objective 3-C: Serve as a clearinghouse for best practices to continually improve IG community business operations.

- Objective 3-C-1: The chairs of the CIGIE Audit and Investigations Committees will report, orally or in writing, 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 September 30, 2012, and annually thereafter. (*Responsible Officials: Audit and Investigations Committee Chairs*)
- Objective 3-C-2: The CIGIE Executive Director will develop mechanisms by September 30, 2012, for coordinating the provision of professional and technical services (legal counsel, IT services, human resources services, procurement services, forensics and statistical analysis, etc.) to OIGs. (*Responsible Official: Executive Director*)
- Objective 3-C-3: Review, update, and issue, where appropriate, all quality standards and peer review guides under the Council's purview by September 30, 2012. (*Responsible Officials: Committee Chairs*)
 - **Measure:** *Number of formal OIG professional quality standards and peer review guides that have been assessed to determine if updates are needed.*
 - **Target:** *100% of standards or guides reviewed annually.*

Objective 3-D: Educate stakeholders on CIGIE’s mission and activities and gather information about stakeholders’ needs, priorities, and challenges.

- Develop a plan establishing an effective CIGIE communications/outreach program and present to the Executive Council for concurrence. (*Responsible Official: Executive Director*)
 - **Measure:** *Propose a CIGIE communications/outreach program plan to the Executive Council.*
 - **Target:** *September 30, 2012.*

Objective 3-E: Administer CIGIE resources efficiently.

- Objective 3-E-1: Update financial management policies and procedures to address financial statement audit recommendations by May 30, 2012. (*Responsible Official: Executive Director*)
- Objective 3-E-2: Prepare quarterly budget variance reports and provide to the Executive Council quarterly beginning April 30, 2012. (*Responsible Official: Executive Director*)
 - **Measure:** *Results of an annual financial statement audit, including review of the Council’s internal control systems.*
 - **Target:** *Unqualified opinion annually.*
 - **Measure:** *Follow-up on annual financial statement audit recommendations.*
 - **Target:** *100% of accepted recommendations closed within established timeframes.*
 - **Measure:** *Variance within major budget object classes in projected annual budget.*
 - **Target:** *Variations not to exceed 20% or \$25,000, whichever is less. Approval obtained from CIGIE’s Executive Council for all variations over this specified target.*