



Annual Performance Plan for Fiscal Year 2013

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 December 18, 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-A: Coordinate and support CIGIE member activities that address cross-government issues.

- Objective 1-A-1: Establish a workgroup focused on the management challenges identified by the Inspector General community to identify commonalities that agencies share and develop a compilation outlining these challenges by April 30, 2013. (*Responsible Official: Executive Director*)
- Objective 1-A-2: Develop and issue educational guides on critical issues in new media by March 31, 2013. (*Responsible Official: Homeland Security Roundtable Chair*)
- Objective 1-A-3: Establish a working group to perform an analytical research project on the protection provided to critical Research, Development, Test, and Evaluation (RDT&E) information and initiatives cutting across all government agencies and develop a non-binding assessment framework IGs could use in performing these assessments beginning December 31, 2013. (*Responsible Official: Inspections and Evaluations Committee – RDT&E Leader*)
- Objective 1-A-4: Develop and issue a follow-up report to CIGIE’s initial report on the OIG community’s work performed on Improper Payments. (*Responsible Official: Audit Committee – Reducing Improper Payments Leader*)
- Objective 1-A-5: Develop and issue non-binding guidance on the effective use of Program Fraud Civil Remedies Act (PFCRA) authorities. (*Responsible Official: Investigations Committee Chair – PFCRA Authorities Leader*)
- Objective 1-A-6: Establish a joint OIG community project to test the controls and processes of the new reporting systems for Federal Grants. (*Responsible Official: Grant Reform Working Group Chair*)
- Objective 1-A-7: 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 2013.*

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

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

- Objective 2-A-1: Develop and adopt a Training Institute Strategic Framework for FY 2013–2015. (*Responsible Officials: Executive Director for the Training Institute in coordination with the Professional Development Committee Chair*)
 - **Measure:** Training Institute proposed framework submitted to the Professional Development Committee for review/approval.
 - Target: December 31, 2012.
 - **Measure:** CIGIE approval of the final framework.
 - Target: March 31, 2013.
- Objective 2-A-2: Finalize and deliver the FY 2014 annual training schedules for the three Academies by August, 30, 2013. (*Responsible Official: Executive Director for the Training Institute*)
 - **Measure:** Deliver the annual training schedules as reported.
 - Target: August 30, 2013.
- Objective 2-A-3: Continue delivering high-quality professional development training to the IG community through FY 2013. (*Responsible Official: Executive Director for the Training Institute*)
 - **Measure:** Number of OIG staff receiving CIGIE-sponsored professional training programs.
 - Target: 1,150 students per year
 - (Audit, Inspection, and Evaluation Academy deliver 16 programs, training 400 IG employees)
 - (Leadership and Mission Support Academy deliver 9 programs, training 250 IG employees)
 - (IG Criminal Investigator Academy deliver 20 programs, training 500 IG employees)
- Objective 2-A-4: Assess the effectiveness of each Academy's FY 2013 offered training. (*Responsible Official: Executive Director for the Training Institute*)

- **Measure:** *Percentage of positively scored evaluations of CIGIE-sponsored training sessions from the participants for FY 2013.*
 - **Target:** *93% per year.*
- Objective 2-A-5: Develop and implement a plan to achieve a training program accreditation. *(Responsible Official: Executive Director for the Training Institute)*
 - **Measure:** *Apply for and complete Accreditation process for an Academy Training Program.*
 - **Target:** *Achieve Accreditation by September 30, 2013.*

Objective 2-B: Identify and disseminate new OIG employee development opportunities.

- Objective 2-B-1: Utilize established training and professional development resources such as academia, government, and private vendors to identify and provide training and professional development opportunities for OIG employees in addition to regularly scheduled CIGIE-sponsored training programs. *(Responsible Official: Executive Director for the Training Institute)*
 - **Measure:** *New learning opportunities for employee training and development identified and disseminated to the OIG community.*
 - **Target:** *Identify and share five new opportunities for OIG employee development by September 30, 2013.*

Objective 2-C: Formalize Institute Processes to better ensure mission success.

- Objective 2-C-1: Draft and implement Institute-wide processes and policies for identifying the trainings requirements of the community; the development of programs; review of those programs, and evaluation of programs. *(Responsible Official: Executive Director for the Training Institute)*
 - **Measure:** *New policies Institute-wide developed and implemented.*
 - **Target:** *Four new policies drafted and implemented by July 31, 2013.*

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 2013 staffing plan for CIGIE by June 30, 2013. (*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.*
 - **Measure:** *Number of educational opportunities afforded CIGIE staff personnel.*
 - **Target:** *Average of two educational opportunities per employee annually as reflected and consistent with approved Individual Development Plans.*

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

- Objective 3-B-1: 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*)
- Objective 3-B-2: Develop processes to ensure a cost-effective approach to the security of CIGIE information based on an appropriate level of risk associated with the information.
 - **Measure:** *Implement CIGIE's September 2012 Website Content/Redesign Project Plan and deliver an innovative, user-centric, content driven redesigned website.*
 - **Target:** *June 30, 2013.*
 - **Measure:** *Develop process to ensure the security of CIGIE information.*
 - **Target:** *September 30, 2013.*

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, 2013, and annually thereafter. (*Responsible Officials: Audit and Investigations Committee Chairs*)

- Objective 3-C-2: The CIGIE Executive Director will develop mechanisms by September 30, 2013, 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, 2013. (*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.

- Objective 3-D-1: 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: *October 31, 2012.*
- Objective 3-D-2: Conduct meetings and presentations, and develop and distribute information to better inform stakeholders on CIGIE's mission and activities. (*Responsible Official: Executive Director*)
 - **Measure:** *Number of activities, contacts, or techniques used to educate stakeholders on CIGIE's mission and activities.*
 - Target: *Combination of 12 activities, contacts, or techniques used by September 30, 2013.*

Objective 3-E: Administer CIGIE resources efficiently.

- Objective 3-E-1: Maintain a sound financial management system. (*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 variances over this specified target.*