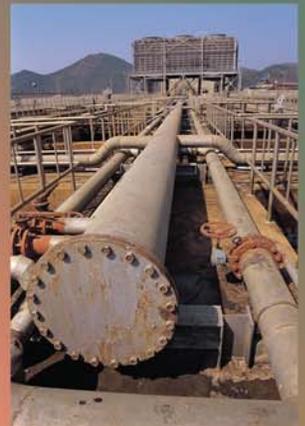


# U.S. International Trade Commission

2015 Charge Card Risk Assessment Report



**OIG-MR-15-08**

**January 30, 2015**



Office of Inspector General

*The U.S. International Trade Commission is an independent, nonpartisan, quasi-judicial federal agency that provides trade expertise to both the legislative and executive branches of government, determines the impact of imports on U.S. industries, and directs actions against certain unfair trade practices, such as patent, trademark, and copyright infringement. USITC analysts and economists investigate and publish reports on U.S. industries and the global trends that affect them. The agency also maintains and publishes the Harmonized Tariff Schedule of the United States.*

*Commissioners*

*Meredith M. Broadbent, Chairman*

*Dean A. Pinkert, Vice Chairman*

*Irving Williamson*

*David S. Johanson*

*F. Scott Kieff*

*Rhonda K. Schmidlein*




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## UNITED STATES INTERNATIONAL TRADE COMMISSION

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WASHINGTON, DC 20436

January 30, 2015

IG-NN-002  
OIG-MR-15-08

Chairman Broadbent:

The purpose of this Management Report is to transmit the results of the Office of Inspector General's annual risk assessment of the Commission's charge card program, as required by the *Government Charge Card Abuse Prevention Act of 2012*.

The scope of last year's assessment included results of prior reports issued by my office and a review of a self-assessment provided by the Office of the Chief Financial Officer. We issued one recommendation to the Commission.

The scope of this year's risk assessment focused on four areas of oversight activities designed to manage, detect, and prevent the misuse of government charge cards. We also assessed the Commission's progress on completing the management decisions related to the recommendation from last year's report.

The assessment areas and result are identified in the table below:

	<b>Assessed Management Area</b>	<b>Result</b>
1	Adequacy of Commission's Charge Card Management Plan.	The Commission did not have a Charge Card Management Plan as required by OMB Circular A-123, Appendix B
2	Effectiveness of monitoring activities related to delinquent charge card payments.	The Commission did not perform reviews of delinquency reports as required by OMB Circular A-123, Appendix B.
3	Accuracy of Statistical Reporting to the Office of Management and Budget	The Commission had inaccurate numbers in the statistical report.
4	Monitoring of Convenience Check Program	The Commission did not adequately monitor its convenience check program.
5	Status of Open Recommendation	The Commission completed elements of its remediation plan, but did not complete final action on the prior recommendation.

Based on this assessment, we found that the Commission did not effectively manage the charge card program. Ineffective oversight increases the Commission's risk of illegal, improper, and erroneous purchases.

We have identified four recommendations to strengthen the Commission's management of its charge card program. In the next 30 days, please provide me with your management decisions describing the specific actions you will take to implement each recommendation.

**Recommendation 1:** The Office of the Chief Financial Officer develop a Charge Card Management Plan consistent with the requirements of OMB Circular A-123, Appendix B.

**Recommendation 2:** The Office of the Chief Financial Officer implement a process for monitoring delinquency reports consistent with the requirements of OMB Circular A-123, Appendix B.

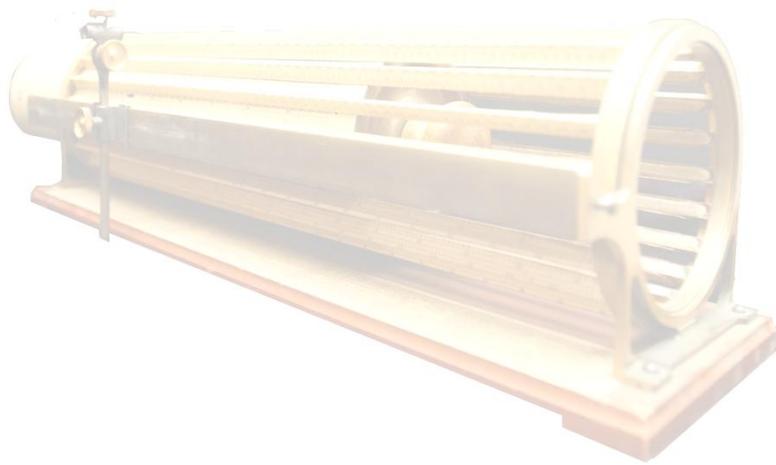
**Recommendation 3:** The Office of the Chief Financial Officer implement a process to validate data in annual statistical reports prior to submission.

**Recommendation 4:** The Office of the Chief Financial Officer develop and implement a process to monitor convenience checks.

Sincerely,

A handwritten signature in blue ink that reads "Philip Heneghan". The signature is fluid and cursive, with a long horizontal stroke at the end.

Philip M. Heneghan  
Inspector General



*“Thacher’s Calculating Instrument” developed by Edwin Thacher in the late 1870s. It is a cylindrical, rotating slide rule able to quickly perform complex mathematical calculations involving roots and powers quickly. The instrument was used by architects, engineers, and actuaries as a measuring device.*

# To Promote and Preserve the Efficiency, Effectiveness, and Integrity of the U.S. International Trade Commission



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