

## MEMORANDUM

**Date:** September 10, 2021  
**To:** Inspector General  
**From:** Director, GPO  
**Subject:** Response to OIG Draft Audit Report “GPO Employees Detailed to Congress,” Project Number A-2021-001

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This is in response to your request for comments and target implementation dates for recommendations in the Draft Audit Report “GPO Employees Detailed to Congress,” Project Number A-2021-001.

Before discussing the specific recommendations in the report – with which we concur – it is necessary to address two corrections:

On page 8, last paragraph, the draft report states:

*Also, in a subsequent discussion with management on August 6, 2021, Finance and CPS revealed that prior to 2017, GPO dedicated an employee to spend 100 percent of his time to oversee the congressional detailee program.*

The correct year is 2003, not 2017.

Also, in the table on page 15, first column, 3rd row heading, should read “House of Representatives” (emphasis added) not “House of Representative”.

### Recommendation 1

*Take appropriate actions to remedy the loss revenue of \$174,234 and incorrect billings of \$110,580 identified in this audit from Congressional Publishing Appropriations.*

GPO concurs with this recommendation.

GPO will review available supporting data for the unbilled and incorrectly billed items. Based on current workload and priorities, GPO expects this effort to be completed by March 31, 2022.

### Recommendation 2

*Review detailee timesheets not included in this audit to ensure hours worked have been accurately accounted for and billed to Congress to reimburse GPO, as appropriate.*

GPO concurs with this recommendation.

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During the course of this audit, GPO initiated additional review steps to ensure completeness of Details to Congress billing hour data received, input, and billed. This procedure will be applied retrospectively. Based on current workload and priorities, GPO expects this effort to be completed by March 31, 2022.

### **Recommendation 3**

*Establish policies and procedures for the congressional detailee program to include roles and responsibilities and communications with internal and external parties.*

GPO concurs with this recommendation.

GPO will develop a Standard Operating Procedure (SOP) that will include the roles of GPO employees and GPO's expectation of external parties in the process. Changes to the process may require discussions and coordination with, and approval of, Congressional staff. GPO plans to complete the SOP in Fiscal Year 2022.

### **Recommendation 4**

*Assess and leverage available automated technologies to manage the Congressional Detailee workhours to include, but not limited to, tracking, reconciling, validating, approving, and transmitting hours worked for billing purposes.*

GPO concurs with this recommendation.

GPO will work towards final implementation of this task in Fiscal Year 2022.

### **Recommendation 5**

*Require employees to validate their own timesheets in webTA prior to supervisory certification as required by GPO policy.*

GPO concurs with this recommendation.

GPO will work towards final implementation of this task in Fiscal Year 2022.

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If you have further questions about this matter, please contact Mr. Ric Davis, Acting Chief of Staff, at [rdavis@gpo.gov](mailto:rdavis@gpo.gov), if there are any questions regarding this information.

HUGH NATHANIAL HALPERN  
Director, U.S. Government Publishing Office

**cc:**  
**Deputy Director**  
**Acting Chief of Staff**