




Office of Inspector General
Pension Benefit Guaranty Corporation

November 26, 2018

MEMORANDUM

TO: Alice Maroni
Chief Management Officer

Robert Scherer
Chief Information Officer

FROM: Brooke Holmes 
Assistant Inspector General for Audits

SUBJECT: PBGC's Property Management Program (Project No. PA-19-132)

The Office of Inspector General is initiating an engagement on PBGC'S Property Management Program. The enclosure provides details and highlights some information we will be requesting.

We would appreciate you notifying the appropriate staff of this work. The next step will be to set up an entrance conference in December 2018, which we will coordinate with the Corporate Controls and Review Department. At that meeting, we will request points of contact for the review. Thank you in advance for your time and consideration.

cc: Judith Starr, General Counsel
Marty Boehm, Director, CCRD
Joshua Kossoy, Director, Information Technology Infrastructure Operations Department
Alisa Cottone, Director, Workplace Solutions Department
Russell Bell, Information Technology Assets and Technical Requirements Management Division
Karen Whitecotton, Acting Manager, Facilities and Services Division

Information on Engagement

Subject: PBGC's Property Management Program

Project code: PA-19-132

Source of Work: Self-Initiated

Issue(s) under review/Objective(s)/Key question(s):

- 1) Whether PBGC has established adequate internal controls over its property.
- 2) Whether PBGC administers this program in accordance with Federal laws, regulations, guidance and agency policy.

Entrance Topics for Discussion:

1. Describe FASD and OIT's roles related to the property management process.
2. Provide an overview of the process for procuring, disbursing, collecting, and retiring property, including when property is barcoded and logged.
3. For the last two years, describe any changes to the inventory process.

Documentation requested to be provided at the entrance conference

1. Inventory List of PBGC's property for FYs 16, 17, and 18.
2. Current IT Asset Handbook.
3. Prior CCRD reviews performed relating to property management.
4. List of all Department Property Managers.
5. Provide the last annual report submitted to GSA related to PBGC property.

Points of Contact Requested:

1. FASD Property Management Officer
2. IT Asset Manager

Estimated start date for work: December 2018

OIG Contacts:

Brooke Holmes, AIGA, ext. 3790 or holmes.brooke@pbgc.gov
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