




Office of Inspector General  
Pension Benefit Guaranty Corporation

December 6, 2018

TO: Jeffrey Donahue  
Director, Procurement Department

FROM: Brooke Holmes   
Assistant Inspector General for Audit

SUBJECT: FY 2018 OIG Purchase Card Risk Assessment (Project No. PA-19-134)

The Office of Inspector General is initiating the annual risk assessment of PBGC's purchase card program. The OIG is charged with that responsibility under the Government Charge Card Abuse Prevention Act of 2012 (Public Law 112-194). The Act requires Offices of Inspector General to (1) conduct periodic assessments of the government purchase card program to identify and analyze risks of illegal, improper or erroneous purchases and payments in order to develop a plan for using such risk assessments to determine the scope, frequency, and number of periodic audits of purchase card transactions; (2) perform analysis and audits, as necessary, to identify potentially illegal, improper, or erroneous uses of purchase cards; and (3) report results to the agency head. According to Office of Management and Budget memorandum M-13-21, this risk assessment should be performed annually.

We will coordinate with the Corporate Controls and Review Department to help facilitate interviews and request documentation, as needed.

If you have any questions or need any additional information, please contact, Parvina Shamsieva-Cohen, Audit Manager, at [shamsieva-cohen.parvina@pbgc.gov](mailto:shamsieva-cohen.parvina@pbgc.gov) or ext. 3478, or me at [holmes.brooke@pbgc.gov](mailto:holmes.brooke@pbgc.gov) or ext. 3790. Thank you in advance for your time and consideration.

cc: Tom Reeder, Director  
Marty Boehm, Director, Corporate Controls and Reviews Department  
Alice Maroni, Chief Management Officer  
Jeannie Dyson, Contracting Officer, Procurement Department  
Latrece Wade, Acting Risk Management Officer