


Office of Inspector General
U.S. House of Representatives
Washington, DC 20515-9990

MEMORANDUM

TO: Wilson Livingood
Sergeant at Arms

FROM: 
Steven A. McNamara
Inspector General

DATE: March 20, 2002

SUBJECT: Audit Report - Identification Card Procedures Need To Be Improved
(Report No. 02-SAA-05)

This is our final report on the identification card procedures within the House. The objective of this review was to evaluate the internal controls over the records issued, collected, and maintained by the ID Services Office and to ensure that the records are timely, accurate, and complete. In this report, we made a specific recommendation for improvements. **This report, which includes a discussion of overall issues and recommendations, is confidential and should not be released to anyone other than auditee management, except by approval of the House Office of Inspector General.**

In response to our January 7, 2002 draft report, your office concurred with our finding and recommendation. The February 8, 2002 management response is incorporated in this final report and included in its entirety as an appendix. The improvements planned by your office are appropriate and, when fully implemented, should adequately respond to the recommendation. Further, the milestone date provided for implementing the improvements appears reasonable.

We appreciate the courtesy and cooperation extended to us by your staff. If you have any questions or require additional information regarding this report, please call Christian Hendricks or me at (202) 226-1250.

cc: Speaker of the House
Majority Leader of the House
Minority Leader of the House
Chairman, Committee on House Administration
Ranking Minority Member, Committee on House Administration
Members, Committee on House Administration