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Description of document:	Council of the Inspectors General on Integrity and Efficiency (CIGIE) Human Resources Committee meeting minutes, 2008-2011
Requested date:	02-April-2012
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Titles of documents:	PCIE Human Resources Committee March 4, 2008 - September 10, 2009  CIGIE Professional Development Committee October 19, 2009 - November 17, 2011
Source of document:	Council of the Inspectors General on Integrity and Efficiency 1717 H Street, NW, Suite 825 Washington, DC 20006 Fax: (202) 254-0162 Email: <a href="mailto:FOIASTAFF@cigie.gov">FOIASTAFF@cigie.gov</a>

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*Council of the*  
**INSPECTORS GENERAL**  
*on INTEGRITY and EFFICIENCY*

MAY 2 2012

Subject: Log No. 6330-2012-24

This letter responds to your April 2, 2012, Freedom of Information Act (FOIA) request to the Council of the Inspectors General on Integrity and Efficiency (CIGIE). You requested copies of the meeting minutes from the Human Resources Committee and the Integrity Committee for calendar years 2008 through 2011.

We are releasing 40 pages of responsive documents. Pursuant to FOIA, certain information has been redacted as it is exempt from release. Specifically, in accordance with 5 U.S.C. § 552(b)(6), the names of individuals were withheld because release of this information could reasonably be expected to constitute an unwarranted invasion of personal privacy. Content pertaining to deliberative processes was withheld pursuant to 5 U.S.C. § 552(b)(5).

Additionally, records responsive to your request for Integrity Committee meeting minutes would be maintained by the CIGIE Integrity Committee, pursuant to the Inspector General Act of 1978, as amended, section 11.(d)(2)(A). The CIGIE Integrity Committee maintains its own records separately from other CIGIE entities. The Integrity Committee is chaired by an Assistant Director of the Federal Bureau of Investigation (FBI), and the Integrity Committee has a long-standing practice of processing FOIA requests in accordance with the FBI's FOIA procedures. Therefore, I have referred your request to the Integrity Committee, c/o Ms. Mary K. Conway.

Contact information for the CIGIE Integrity Committee is as follows:

Mr. Kevin Perkins  
Chairperson  
CIGIE Integrity Committee  
935 Pennsylvania Ave., N.W.  
Washington, D.C. 20535-0001  
(202) 324-3768

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You should hear directly from the Integrity Committee in due course.

You have the right to appeal CIGIE's response by writing to the Council of the Inspectors General on Integrity and Efficiency, 1717 H Street NW., Suite 825, Washington, D.C. 20006-3900. Your appeal must be received within 45 days of the date of this letter. The outside of the envelope should be clearly marked "FOIA APPEAL."

Sincerely,

A handwritten signature in black ink, appearing to read "Mark D. Jones", with a long, sweeping horizontal stroke extending to the right.

Mark D. Jones  
Executive Director

Enclosure: Exemptions list/documents

## **PCIE Human Resources Committee**

**March 4, 2008**

### **Attendees:**

Earl Devaney, Interior, Chair  
Hubert Bell, NRC  
Robert Cobb, NASA  
Bruce Cappel for Francine Eichler, FLRB  
Daniel Levinson, Health and Human Services  
Patrick McFarland, OPM  
Bob Erickson for Brian Miller, GSA  
Richard Moore, TVA (by telephone)  
David Williams, U.S. Postal Service

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### **Also attending:**

Michael Wood, Interior  
[REDACTED] Interior

#### **I. Update on training courses**

- American University – April and May courses - Attendance is low for the April and May American University courses since many OIGs are experiencing tight budgets. Members were encouraged to find ways to send staff to these classes. The classes may have to be cancelled unless 18 can attend. Mr. Devaney offered to call a few Inspectors General to bolster enrollment.
- Lincoln Leadership Institute (Wiley Group) – Interior and HUD will participate in a joint session on March 26-28. Members were encouraged to bring their senior staff members for a similar training experience.

#### **II. Update on training survey**

38 responses were received to this survey with 12 OIGs reporting they would send 1-3 staff to upcoming American University courses, 1 OIG will send 4-6 staff, and 4 will send 7-10 staff. 10 OIGs reported they would be interested in retreats or various customized services from the Lincoln Leadership Institute (Wiley Group). Unfortunately, the survey data was collected anonymously, and staff is unable to follow up with these OIGs on a case-by-case basis.

**III. IG Act Amendment—Impact on Training Activities**

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[REDACTED]

**IV. Other Items**

- **Inspection and Evaluation training** - Dan Levinson reported that the Inspection and Evaluation Committee is planning a training activity next year, and asked [REDACTED] in Human Resources Committee training discussions.

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[REDACTED]

- **Best Practices Seminars** - Robert Cobb and Richard Moore shared their experience with Best Practices seminars held at their respective OIGs. These one-day seminars were held at each OIG's office with an agreed-upon agenda of five topics. So far, meetings have been held with six OIGs.

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[REDACTED]

- **New Inspector General training** – Earl Devaney reported that the Executive Board had some suggested edits to the draft document. He will send the proposed training agenda to the Committee in its current form for their feedback.

- **IG Net Updates** - [REDACTED] staff to the Committee, distributed updated Human Resources Committee and Specialized Training pages from the recent updates to the IG Net. Information is now included on the American University courses and the Lincoln Leadership Institute/Wiley Group training at Gettysburg.

**PCIE Human Resources Committee**

**August 12, 2008**

**Attendees:**

Earl Devaney, Interior, Chair  
Hubert Bell, NRC  
Robert Cobb, NASA  
Francine Eichler, FLRB  
Daniel Levinson, Health and Human Services  
Patrick McFarland, OPM  
David Williams, U.S. Postal Service

**Also attending:**

**s.(b)(6)** Michael Wood, Interior  
Interior

**I. Update on training courses**

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- **American University** – We are still hearing rave reviews about this training, i.e., “it’s as good as or better than FEI.” 15 OIGs have participated so far.

Mr. Devaney noted there is a placeholder for training currently included in the new IG Act bill.

Materials could be given to attendees after the presentation. This training is an example of our commitment to excellence to the community and a way to challenge ourselves to be better. IGs should also be informed that they will be called for staff nominations for future courses.

## HR Committee Minutes – February 5, 2009

A meeting of the HR committee was held on Thursday, February 5, 2009. The following were in attendance:

Earl Devaney, Chair

Dan Levinson, HHS

Moose Cobb, NASA

Pat McFarland, OPM

David Lee, representing Hubert Bell, NRC

Ron Stith, representing Dave Williams, USPS

Francine Eichler, Federal labor relations authority

Robert Erickson, representing Brian Miller, GSA

The focus of the HR committee's two subgroups was discussed along with proposed presentation of the status of their work at the next full CIGIE meeting scheduled for February 17.

Earl Devaney and Pat McFarland presented an overview of the Richmond meeting of the Training subcommittee. This included a proposal to change the full committee name to "Professional Development Committee," a discussion of how to lower the prices for the AU and Gettysburg leadership programs, a proposal to rework the AU program to include new and mid-level supervisors, the proposed focus on four training areas of Audits, Inspection & Evaluations, Investigations, Professional Support, and Leadership.

Dan Levinson discussed the Administrative Authorities subgroup and a December meeting with OPM on SES. Dan has scheduled a meeting of the subgroup next week in preparation for the report to the full CIGIE meeting. Dan requested that NASA, NSF, and NRC participate in the subgroup. A one page overview of the new administrative authorities from the IG Reform Act was distributed.

There was discussion of briefings/training for new political appointees and new IGs. The National Academy of Public Administration paper "Talking Heads"<sup>1</sup> was distributed for the IG's information and use in briefing new appointees.

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<sup>1</sup> Dwight Ink & Herb Jasper. Spring/Summer 2001. Talking heads, inspectors general and their relationships with agency heads. *Journal of Public Inquiry*. pp 39-43.

## PCIE Human Resources Committee

April 23, 2009

### Attendees:

Mary Kendall, Interior, Chair  
Patrick McFarland, OPM  
Brian Miller, GSA  
Richard Moore, TVA  
David Williams, U.S. Postal Service  
David Lee, NRC (representing Hubert Bell)  
Sue Murrin, USDA (representing Phyllis Fong)  
s.(b)(5) [REDACTED] FDIC (representing the Audit Committee)

### Also attending:

s.(b)(6) [REDACTED] Interior

- IG Institute:

David Williams, U.S. Postal Service Inspector General presented an overview of a Proposal for the new IG Institute. This proposal will be presented to the CIGIE Executive Council and with their approval, discussed at the upcoming CIGIE Training Conference to be held on May 11-14, 2009.

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- American University OIG Leadership Training:

Mary Kendall presented a proposal to the Committee on proposed changes to the American University OIG Leadership Training courses.

Students who have attended Session A would be allowed to complete Sessions B and C to graduate from the program. The 11 students currently registered for the next Session A scheduled for June 12 will be notified of the course cancellation and offered the opportunity to sign up for the redesigned session once it is formally announced.

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[REDACTED] will present this redesigned program at the CIGIE Training Conference in May with classes tentatively scheduled to begin in the Fall of 2009. The HR Committee was in



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agreement with these changes and instructed [REDACTED] to work with [REDACTED] to notify past and present students to include modifying the IG Net web site.

Once approval is received from the CIGIE Executive Council and funding is in place, the fees for the leadership training will be reduced through a supplement from the CIGIE training budget. This information will be communicated to students at a later date.

## **CIGIE Professional Development Committee**

**July 23, 2009**

### **Attending:**

Mary Kendall, Chair, Department of the Interior  
Glenn Fine, Department of Justice  
Tom Howard, NASA  
Kenneth Konz, Corporation for Public Broadcasting  
David Kotz, Securities and Exchange Commission  
Allison Lerner, National Science Foundation  
Robert Erickson, Jr., for Brian Miller, General Services Administration  
Lynne McFarland, Federal Election Commission  
Dave Williams, US Postal Service

### **Also Attending:**

**s.(b)(6)** [REDACTED] Department of the Interior

#### **I. Update on CIGIE Academy**

Mary Kendall provided updates to the Committee on the status of leadership training at American University and the Lincoln Leadership Institute as follows:

- **American University (AU)** - [REDACTED] at American University, proposed a redesign of our existing leadership training by including two training elements: New Leaders and Experienced Leaders. For Fiscal Years 2009-2010, [REDACTED] would like to offer 6 New Leaders and 3 Experienced Leaders classes.

**s.(b)(5)** [REDACTED] After discussion, the Committee suggested that 3 New Leaders classes and 2 Experienced Leaders classes be advertised and held. If demand for the courses warrants additional class sessions, AU will be asked to consider additional sessions. Current information included on the IG Net web site was also distributed to Committee members for their reference.

- **Lincoln Leadership Institute (LLI)** – Feedback from the Leadership training survey does not support a two-week session at LLI. The Committee suggested that a proposal be made to LLI to consider a one-week session similar to that currently offered.
- **Investigator Training Institute – FLETC** – Mary provided handouts to the Committee describing the duties of the registrar and budget analysts currently on detail to

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FLETC. [REDACTED] at FLETC has requested assistance from the OIG community until the CIGIE Training Academy is operational. Committee members were requested to consider whether their staff could provide assistance for a period of 3-6 months. Volunteers would be preferred and do not have to be physically located at FLETC. Short-term IT support will also be needed as a next step and will include web site design and LAN support. USPS OIG will assist with this as needed.

**II. Update on Leadership training survey**

- Survey responses to date have been low. [REDACTED] forwarded an additional survey to the CIGIE liaisons with a response date of July 31. [REDACTED] will also announce and distribute surveys at the full CIGIE meeting on July 28.

**III. IG Reform Act Amendments—Impact on Training Activities**

- CIGIE Training Academy – Mary reported that [REDACTED] will be detailed to the DOI OIG on August 1 from the Defense Acquisition University. [REDACTED] will be responsible for building a start-up roadmap for the CIGIE Training Academy and will be working with [REDACTED] from USPS OIG. Others may be tapped to assist as needed. A progress report will be provided to the Committee in the next 4-6 weeks.

A position description for the Director of the CIGIE Academy has been prepared and will be classified shortly. DOI OIG will hire this position on a reimbursable basis to ensure an October 1 start. Mary asked for volunteers to assist in interviewing potential applicants.

**CIGIE Professional Development Committee**

**September 10, 2009**

**Attending:**

Mary Kendall, Chair, DOI  
Glenn Fine, DOJ  
Kenneth Konz, CPB  
Allison Lerner, NSF  
Dan Levinson, HHS  
Pat McFarland, OPM  
Brian Miller, GSA  
Jon T. Rymer, FDIC  
Richard Skinner, DHS  
Dave Williams, USPS  
Elise Stein, accompanying Dan Levinson, HHS  
Mary Beth Sullivan, for David Kotz, SEC  
Jon Hatfield, for Lynne McFarland, FEC  
Alan Lamoreaux, for Tom Howard, NASA

**Also Attending:**

[REDACTED] Department of the Interior

**I. Update on CIGIE Institute**

- **Lincoln Leadership Institute (LLI)** – Feedback from the Leadership training survey does not support a two-week session at LLI. Mary Kendall has asked about offering a 1 week course and is still waiting to hear back from LLI. [REDACTED] is taking over for [REDACTED] ACTION: Mary Kendall will re-send the announcement of [REDACTED] departure. LLI announcements do not seem to be reaching IGs?

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- **Audit/Inspection/Evaluation Academy** – [REDACTED]  
[REDACTED]  
[REDACTED] He is planning the first Auditors training session for September 21, 2009 at the Residence Inn, in Pentagon City. Attendees may register for this training by visiting the Audit Committee tab on the IGNET. [REDACTED]

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## II. Update on Personnel Authorities Issues

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## III. IG Reform Act Amendments—Impact on Training Activities

- CIGIE Training Academy – Presentation by [REDACTED] has already s.(b)(6) interviewed 60 offices to determine how the Institute should move forward. He has additional interviews scheduled through the end of September. He distributed a handout showing what the business case looks like at this time with regards to current trends. It was of note that FTEs for Inspector positions were surprisingly low.

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[REDACTED] will be posting a report in January on the IGMET listing the continuing education competencies.

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- s.(b)(6) In October – November, [REDACTED] will send out an analytical report. He will need feedback from committee members for various aspects of the report and will periodically send questions and drafts for review.

## IV. Action Items

- Hiring Subcommittee

Mary asked for volunteers to assist in interviewing potential applicants for the Director of the CIGIE Academy position. Allison Lerner, Jon T. Rymer, and Dave Williams volunteered.

- Nail down Institute/Academy name

The committee agreed to use Institute for CIGIE. Academies will be used to describe the “children” beneath the umbrella of the “CIGIE Institute.”

- Leadership Pilot Funding

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[REDACTED] The Leadership Pilot will be held in Gettysburg and is for IGs only. So far, 12 IGs are registered for the course. [REDACTED]

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[REDACTED] Mary Kendall will draft the letter of commitment. ACTION: Mary Kendall will send [REDACTED] contact information to all committee members

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**CIGIE Professional Development Committee**

**October 19, 2009**

**Attending:**

Mary Kendall, Chair, DOI

Glenn Fine, DOJ

Thomas Howard, NASA

Allison Lerner, NSF

Lynne McFarland, FEC

Pat McFarland, OPM

Richard Moore, TVA

Richard Skinner, DHS

Elise Stein, for Dan Levinson, HHS

s.(b)(6) Mary Beth Sullivan, for David Kotz, SEC  
[REDACTED] for Phyllis Fong, USDA

**Also Attending:**

s.(b)(6) [REDACTED] Department of the Interior  
[REDACTED] Department of the Interior

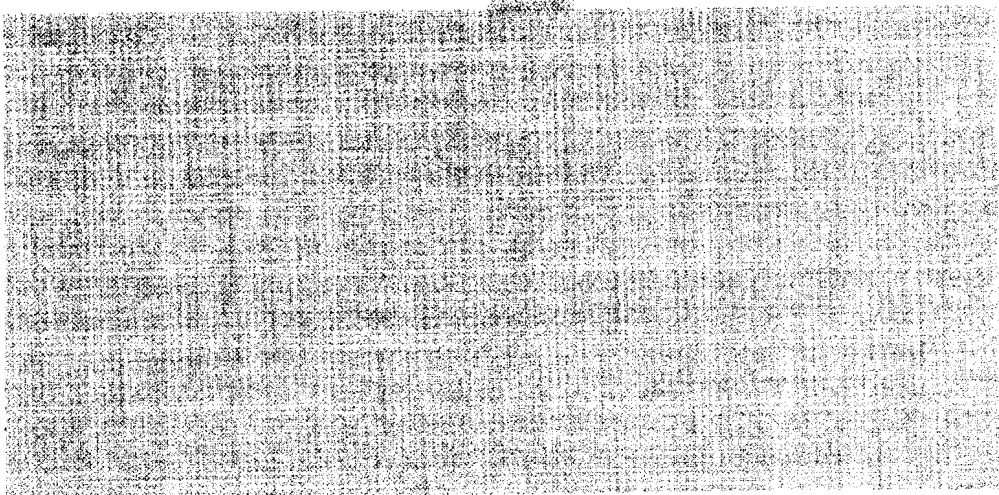
**I. Committee Review of [REDACTED] self-assessment**

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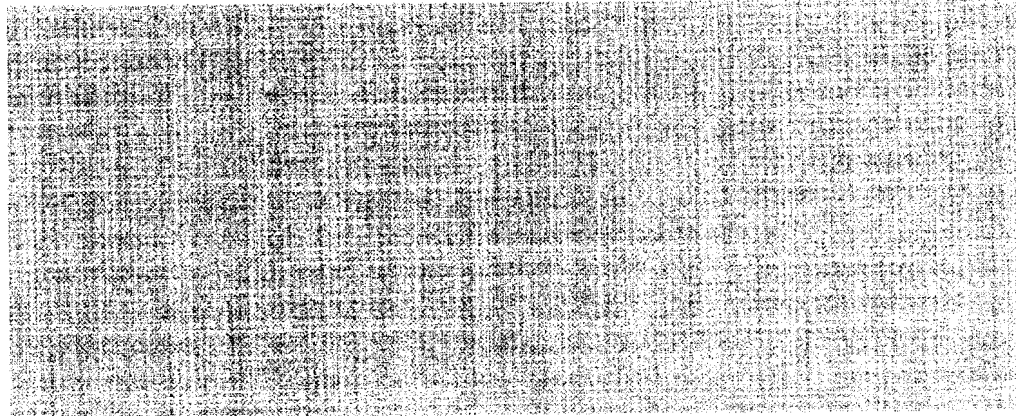
- This is the last year that DOI will serve as the evaluating office for [REDACTED]. DOI has a 5 tiered performance system. Last year she received a [REDACTED] rating which put [REDACTED]. Mary Kendall asked for committee feedback to determine a final performance rating for [REDACTED] in 2009.

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II. IG Institute Executive Director Position

- Where is the position? – Washington DC Metro Area (This includes Reston and Herndon)
- Committee questions about the new Position – The committee decided to move forward with filling the position rather than detailing it from another agency.

s.(b)(5) [REDACTED] USDA OIG was asked to hire the position. DOI OIG turned over their work on the position and USDA is working to finalize the KSA questions and Position Description. ACTION: The position description and KSA's will be sent to committee members for final review (with a week for comments) before the position is announced

- What type of clearance is needed? – Top Secret
- Can the position be SES instead of GS-15? – (Answer pending)
- Can the position report to an Acting CIGIE Director? – (Answer pending)
- [REDACTED]

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- Where will the position be housed? – DOI OIG will house the position and receive reimbursement from CIGIE until the CIGIE Director is hired and funding has been established.

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III. Request for an 1811 Full-time Program Manager

- s.(b)(6) • [REDACTED] requested 1 more (1811) Manager – Richard Moore has volunteered 4 Inspectors from his staff to perform a FLETC staffing study.

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[REDACTED]

[REDACTED] Richard Skinner  
reminded the committee that the years ahead, 2011 through 2013, will have tighter  
budgets and [REDACTED]

■

[REDACTED]  
[REDACTED]

**CIGIE Professional Development Committee**

**January 28, 2010**

**Attending:**

Mary Kendall, Chair, DOI  
Hubert Bell, NRC  
Glenn Fine, Justice  
Thomas Howard, NASA  
Kenneth Konz, CPB  
Allison Lerner, NSF  
Brian Miller, GSA  
Richard Moore, TVA  
Richard Skinner, DHS

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Leslee Bollea for Jon Rymer, FDIC  
Mary Demory for David Williams, USPS  
Terri Fazio for Pat McFarland, OPM  
Jon Hatfield for Lynne McFarland, FEC  
John Lebo for Phyllis Fong, USDA  
Elise Stein for Dan Levinson, HHS

**Also Attending:**

Glenn Harris, Counsel to the SBA IG

[REDACTED] DOI  
[REDACTED] DOI  
[REDACTED] DOI

**I. CIGIE Institute**

[REDACTED] presented the results of interviews conducted to gather recommendations for the establishment of the CIGIE Institute. An electronic copy of his report and powerpoint presentation slides were sent via e-mail to all members of the Committee after the meeting.

**ACTION:** Comments regarding Mr. [REDACTED] report are due by COB 2/12/2010.

**II. American University Proposed Offerings for 2010-2011**

The proposed offerings were accepted by the Committee. [REDACTED] will work with American University to publicize these additional sessions on IG Net and via email.

**III. Lincoln Leadership Institute (LLI) Cost Overrun**

After a brief discussion, Committee members asked for a detailed breakdown of the accounting behind this cost overrun. LLI has offered to cover the costs but the Committee considered splitting the overrun with them if the accounting detail was justifiable.

**ACTION:** Mary Kendall will be contacting LLI to get the accounting detail. [REDACTED] will disseminate the information to the Committee via e-mail.

**IV. CCIG Training Request and Proposal**

Glenn Harris, SBA Counsel, briefed the Committee on IG Attorney training. There could be some costs incurred to cover the logistics of putting the courses together, but it was suggested that if several OIGs participated, the costs could be shared among those participating. The Committee would like to know if there is a potential for CLE credits.

**ACTION:** Glenn Harris will send the training proposal attachment via e-mail.

**V. Other Business**

- **Harvard ManageMentor Courseware Review** – Mary Kendall distributed a handout from the Farm Credit Administration outlining their review of this courseware offering. This courseware could also open up the possibility for virtual training.
- **FY 2009 Progress Report to the President** – [REDACTED] distributed a draft progress report submission and asked Committee members for comments by COB 1/29/2010.
- **Feedback from LLI Training** – Mary Kendall asked the Committee if they could meet 30 minutes before the next CIGIE meeting to discuss her experience and feedback received at the updated LLI Training. Additional elements of the training will include the role of the City of Gettysburg and its citizens during the war (particularly the role of women caring for the soldiers), and the participation of African Americans in the Civil War.

**ACTION:** Pre-meeting before the next CIGIE meeting 2/16/2010 at 9:30 a.m.

**CIGIE Professional Development Committee  
April 27, 2010**

**CHAIR: Mary Kendall, DOI**

**Attending:**

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Robert Erickson, GSA  
Glenn Fine, DOJ  
Allison Lerner, NSF  
Lynne McFarland, FEC  
Patrick McFarland, OPM  
Richard Skinner, DHS

Leslee Bollea for Jon Rymer, FDIC  
Noelle Frangipane for David Kotz, SEC  
David C. Lee for Hubert Bell, NRC  
Elise Stein for Dan Levinson, HHS  
Ron Stith for David Williams, USPS

**Also Attending:**

██████████ DOI

**I. CIGIE Institute**

- As of Tuesday afternoon we received approval from OPM to hire both CIGIE positions at the SES level.

**Revised Interview Results Presentation**

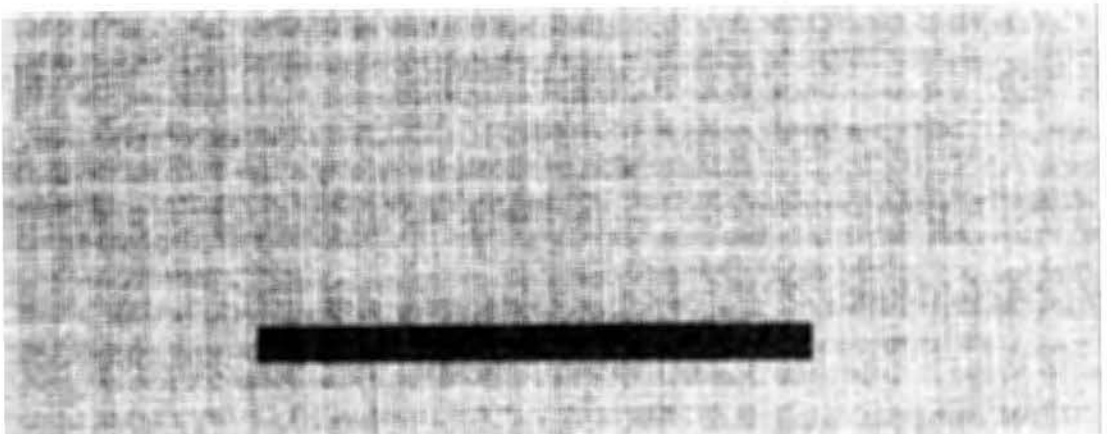
- Mary went over the revised IG Institute report with the committee. Page two illustrates a profile of the OIG community.
  - We need courses and curriculum tailored to our community that will capitalize on new learning trends.
- ██████████ report focused on Core competencies and training attached to those competencies.
- Mary's vision is to have a cross discipline buffet of training that can be shared and taken by all members of the OIG community. These courses will help foster an environment for team building.
- Page six describes the paradigm shift from classroom structure to learner specific training. Optimizing course availability and accessibility through web learning is ideal.

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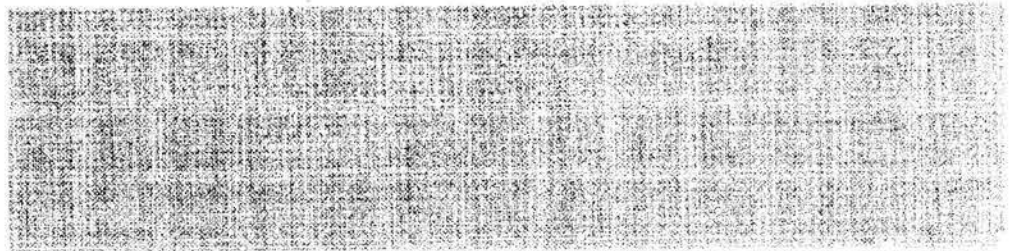
- We are looking at ways to share information and feedback through a blog or shared internet space.
  - Mary envisions this space to be used as a management tracking resource. Transcripts, CPE credits, comments, and feedback could be viewed and shared within the community. This would help keep the available courses fresh and encourage dialogue for necessary tweaking.
- Page seven outlines the development of core courses for discipline specific (audits, inspections, evaluations, and investigations) training.
- Page nine lists recommendations that were approved last year.
- Page ten provides a visual of the CIGIE org chart.

- **Challenges**

- Mission support and AI&E needs to be developed.
- We need to work on instructor development as we go along.



Group consensus: Could we do it ourselves? Maybe [redacted] could work on this internally.



Group consensus: [redacted]

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## II. Lincoln Leadership Institute

### Results from first two classes

- We are merging the two classes in June (Second week from the previous session that was canceled due to the snow storm and the second week from the second session.)

### Feedback:

- Most people wanted practical exercises to try out and to discuss their experiences with the group during the second session.
- Can the training end on a Thursday with Friday as a travel day?
- They requested a panel of IGs outlining their unique vision for their respective offices.

**ACTION ITEM:** Volunteers needed for IG panel during the second week.

### Second week IG-specific content

- Should we have a second week?
  - We are committed for one more 2 week session.
- Mary will do an out briefing of the large group after the second week.
- CIGIE PD committee wants more feedback about the second week.

### Group consensus:

### Request for Funding

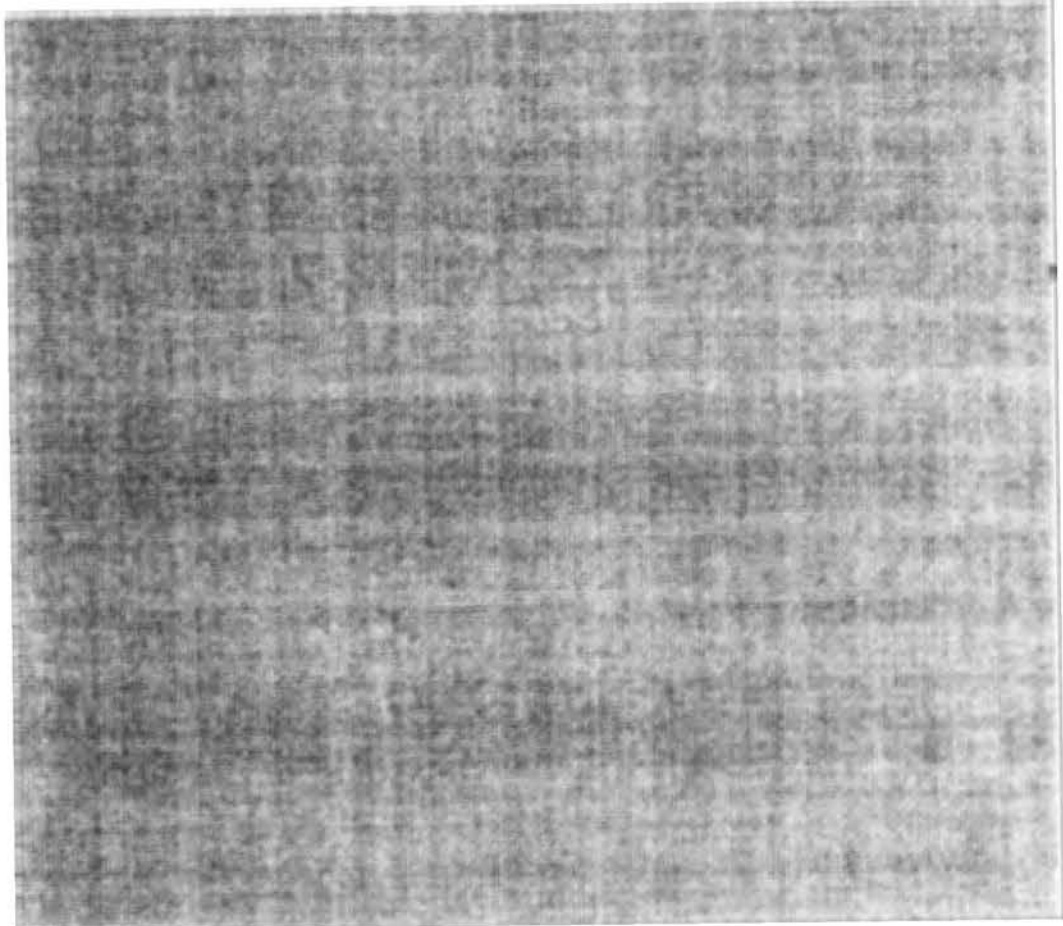
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### Discussion:

### Group consensus –

Consensus:

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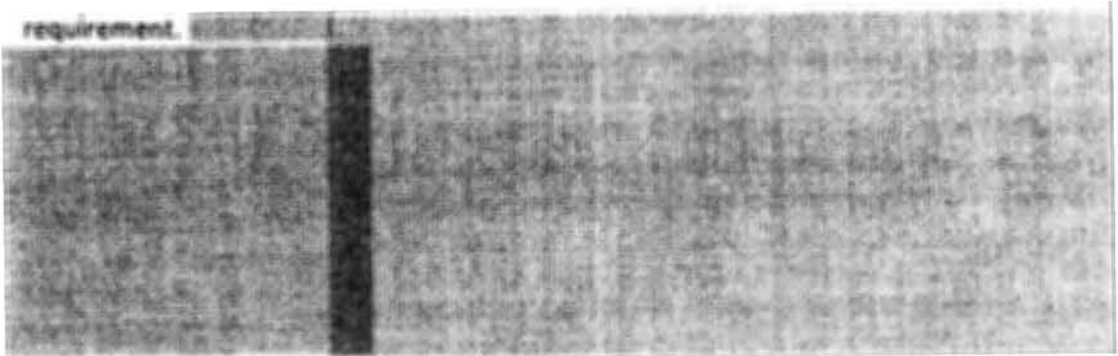
III. American University

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Mary met with [REDACTED] this morning about the American University Leadership training. 22 attendees is their optimum number and we are not meeting their minimum

requirement.

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**IV. Status of the CIGIE Academy**

The CIGIE Director Position closed today. Mary will find out how many applicants applied and report out next week.

Dave Williams asked to discuss next week why we have not advertised the other program manager positions.



**CIGIE Professional Development Committee**

**September 14, 2010**

**Attending:**

Mary Kendall, Chair, DOI  
Glenn Fine, DOJ  
Lynne McFarland, FEC  
Richard Moore, TVA  
Richard Skinner, DHS  
David Williams, USPS

Michael Esser for Patrick McFarland, OPM  
Deborah Huber for Hubert Bell, NRC  
Gail Robinson for Paul Martin, NASA  
Elise Stein and for Dan Levinson, HHS  
Mary Beth Sullivan for David Kotz, SEC

**Also Attending:**

**s.(b)(6)**

[REDACTED] DOI  
[REDACTED] DOI  
[REDACTED] for Mark Jones, CIGIE

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**I.**

[REDACTED]  
HHS OIG has been supporting operations at the Inspector General Criminal Investigator Academy (IGCIA) by providing an on-site Program Manager. In order to continue this arrangement, [REDACTED]  
[REDACTED]

Richard Moore will bring the Committee's recommendation to move forward with this MOU to the Executive Council for a final decision at next week's meeting.

**II. Lincoln Leadership Institute – 2011 Class Offerings**

The length and content of the Gettysburg leadership course has been tailored to better meet the needs of the OIG community. Three classes were held in 2010 and four classes with up to 45 attendees are planned for 2011.  
[REDACTED]

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requested new dates after April and in late spring or summer in order to increase class participation. Mary Kendall will work with [REDACTED] to secure new dates that do not fall around any national holidays.

The group consensus was to commit to four courses and secure a tentative fifth course. Steve Wiley has offered a grace period to fill the fifth course without penalty. Updates will be provided on IG Net as the dates are finalized.

**III. Training Institute Executive Director – Selection Process**

Inspectors General from USPS, FDIC, and NSF are serving on the Executive Resources Board (ERB) for the selection of the CIGIE Training Institute Executive Director. Nine applicants were forwarded by CIGIE to the ERB and interviews have been scheduled on September 27<sup>th</sup>, 28<sup>th</sup>, and 29<sup>th</sup>. A panel of four IGs will interview the nine applicants. The panel includes Mary Kendall, DOI; Lynne McFarland, FEC; Richard Moore, TVA; and Glenn Fine, DOJ.

## **CIGIE Professional Development Committee**

**February 9, 2011**

### **I. Update on CIGIE Training Institute**

- Welcome Tom Caulfield, CIGIE Training Institute Executive Director

Mary Kendall introduced Tom to Committee members, and asked members to consider some ideas to be discussed at our next meeting:

- 1) Include the Executive Director of the Training Institute in the Professional Development Committee meetings, as well as the Academy Directors as they are brought on board.
- 2) Invite senior representatives from the primary OIG sectors: Audits, Inspections and Evaluations; Investigations; Legal; and Mission Support.
- 3) Consider the need to adjust the Professional Development Committee charter/mission to include the following responsibilities:
  - Ensure periodic evaluations are performed of instructional quality and curricula for each of the Academies. The PDC would only be responsible to only to ensure they are conducted.
  - Review and approve the Institute's Leadership and Mission Support Academy annual training plan.
  - Ensure sufficient resources and human capital are provided for the Academies to operate effectively and efficiently.
  - Ensure annual performance metrics for the Training Institute and Academies are identified.
  - Review formal partnerships with outside academia.
  - Identify which courses/academies should obtain certification or accreditation.

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Jon Rymer suggested that the roles of the CIGIE Training Institute Executive Staff and the PDC need clarification. [REDACTED]

[REDACTED] agreed the Training Institute [REDACTED]

Action Item: This discussion will continue at the next meeting.

### **CIGIE Strategic Planning**

Sprightley Ryan, Smithsonian Institution IG and Chair of the CIGIE Strategic Planning Committee, spoke briefly to the Professional Development Committee about the process her group will use for this effort and possible questions they will ask. They are also considering a half day offsite meeting with representatives from the community. Mary offered to put Sprightley in touch with the DOI OIG Strategy Management Office.

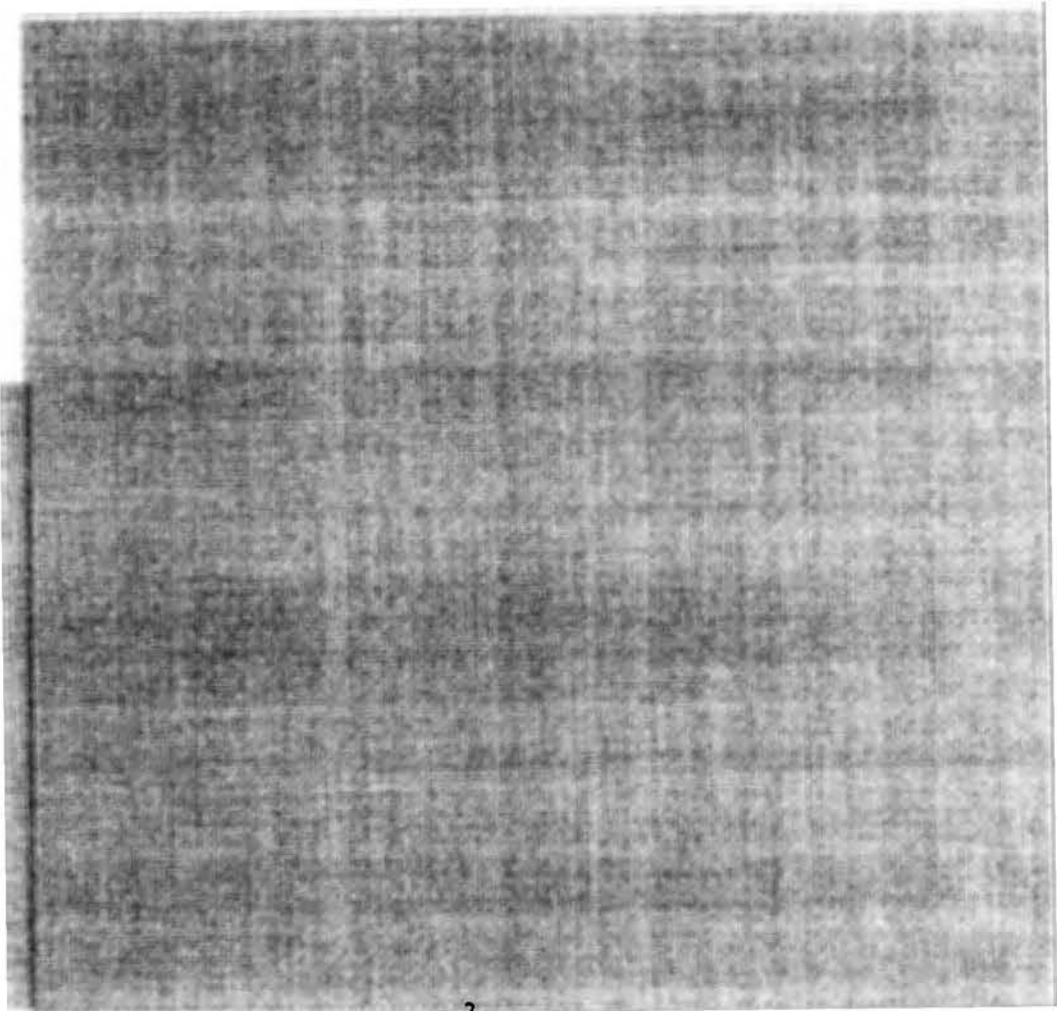
**II. Update on Leadership Training**

- American University OIG Leadership Training – proposed program changes and 2011 training dates

Mary referred the Committee to the schedule of upcoming AU Leadership Training. Classes continue to be in high demand; however, program chair [REDACTED] recently presented some challenges and suggested remedies:

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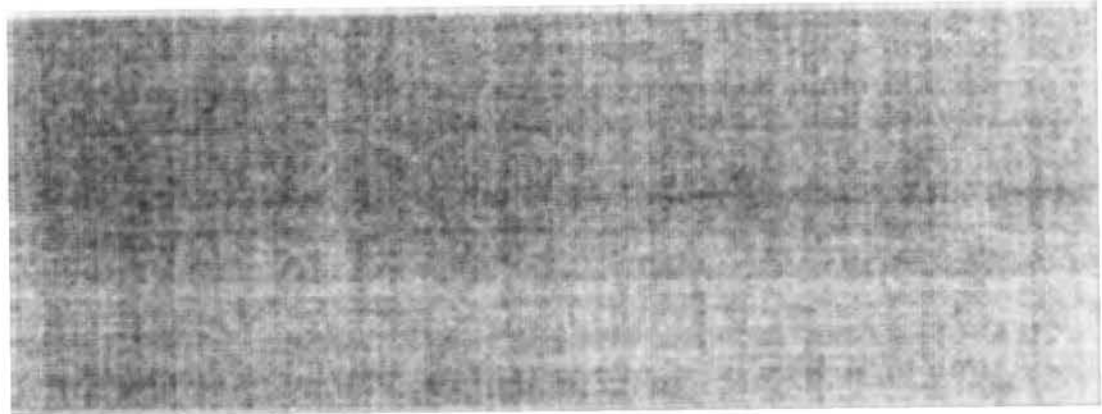


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Action: The Committee agreed to allow [REDACTED] to contact prospective students with the above information, and that the web site be updated as needed.

Issue 4: Change coaching options

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Action: The Committee agreed to allow AU to offer the two new options to students.

- Lincoln Leadership Institute – 2011 training dates were presented to the Committee. The Committee will support attendance at these sessions with the understanding that the Postal Service OIG will [REDACTED]. There will also be a few changes to the OIG specific session at the end of the week based on student feedback. [REDACTED]. More information will be presented at the next meeting.

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**III. New Business**


- CIGIE Program for OIG Rotational Assignments for the purpose of education
- CIGIE SES Candidate Development Program

Mark Bialeck at EPA OIG suggested there be a mechanism in place to allow OIGs to submit requests and offer potential detailees to other OIG offices. Another idea was to create an SES Candidate Development Program for OIG staff. Mary asked that Tom Caulfield consider these ideas as a potential part of the Training Institute. Mary will report back on these ideas at the next meeting, but did highlight the degree of difficulty in managing an SES development program.

**IV. FYI Handouts**

- 2011 Members List
- Professional Development Committee Submission for 2010 Progress Report to the President

**s.(b)(6)**

 asked members to review the 2011 members list and submission for the 2010 Progress Report to the President and provide any feedback to her. Homeland Security Deputy IG Charles Edwards asked that DHS remain a member of the Committee and this addition has been made to the list with the revised list submitted to CIGIE.

The meeting was adjourned at 3 pm and our next meeting will be in approximately one to two months.

Attachment: Attendance List

MEETING SIGN-IN SHEET		
Meeting: CIGIE PD Committee Meeting		Meeting Date & Time: 2/9/2011 at 2:00 p.m.
Chair: Mary L. Kendall		Place/Room: IG Conference Room
*Please put a checkmark to the left of your name if your information is correct. Line thru or add any accurate information when necessary.		
Name	Agency	Attending for:
Tom Caultfield	CIGIE	
Tim Cross ✓	NSF	for Allison Lerner
Robert Erickson ✓	GSA	for Brian Miller
[REDACTED] ✓	OIG	
Deb Huber ✓	NRC	for Hubert Bell
Mary Kendall ✓	OIG	
[REDACTED] ✓	SEC	for David Kotz
Paul Martin [REDACTED]	NASA	
Lynne McFarland ✓	FEC	
Patrick McFarland ✓	OPM	
Richard Moore ✓	TVA	Calling in (866) 848-7140 Pin: 5747687
Jon T. Rymer ✓	FDIC	
Cynthia Schnedar ✓	DOJ	
Elise Stein	HHS	for Dan Levinson
Ron Stith	USPS	for David Williams
Charles [REDACTED]	DHS	for [REDACTED]

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## **CIGIE Professional Development Committee**

**April 28, 2011**

### **I. CIGIE Training Institute**

Mary Kendall introduced Tom Caulfield, CIGIE Training Institute Director, stating that she is delighted with how the Training Institute is coming together. The purpose of today's meeting is to reflect on how this impacts the role of the Professional Development Committee.

#### Overview

Tom Caulfield shared an excerpt of a presentation planned for next week's Inspector General Training Conference including a mission statement for the Training Institute and an overview of the three academies. He asked that the Committee consider their level of involvement in the Institute.

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[REDACTED] He had several questions on staffing levels for the Institute that will be discussed at a future meeting with Jon Rymer and Mary Kendall.

Paul Martin asked that all standing Committees be listed on the Institute's organizational chart.

#### American University

Tom informed the Committee he met with the staff from American University and the dates for the next six sessions are now posted on IG Net. Future completion certificates for the program will include the CIGIE logo and Tom's signature. Tom will also teach a one hour session on IG basics that will serve as an introduction for new managers.

#### Lincoln Leadership Institute

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Tom joined [REDACTED] for a meeting with Lincoln Leadership Institute staff earlier this week. He agreed to attend the first night's dinner for four upcoming training sessions and also teach a course that will bridge the LLI training experience and Dave Williams' presentation on the future of the OIGs.

#### IG Authorities Course

This is a new course designed by the CCIG and will be held on May 31 at SBA. Tom asked a senior-level auditor and investigator to attend in order to design additional courses based on the needs of those professions.



### Training Directors Working Group

This working group will include individuals who are responsible for OIG training programs. Tom asked Committee members to forward their email addresses.

### Professional Development Opportunities

Recent outreach related meetings were held with several groups including Women in Law Enforcement (WIFLE), Howard University, and Young Government Leaders.

## **II. Professional Development Committee's Future Role**

Mary asked Committee members to reflect on goals listed on our IG Net web page as well as the more recent mission statement included in CIGIE's charter that was adopted on March 15. It was agreed that all standing committees would be incorporated.

Committee follow-up actions:

- Agreed to develop a revised Professional Development Committee mission statement and goals for the CIGIE Charter.
- Review the current and future staffing for the Training Institute. Provide a copy of the CIGIE FY 2011 Annual Business Plan identifying the requirements, objectives and performance measures for the Training Institute.

[REDACTED] asked for permission to add a note to the IG Net web site that the Committee's goals were under development. The Committee agreed to this change.

The Professional Development Committee will meet in early June for 1.5 to 2 hours to continue their discussion on their role and coordination with the Training Institute.

### Attending:

Mary Kendall, Chair

Hubert Bell, NRC

Paul Martin, NASA

Lynne McFarland, FEC

Jon Rymer, FDIC

Cynthia Schnedar, DOJ

David Williams, USPS

[REDACTED] for Charles Edwards, DHS

[REDACTED] for Phyllis Fong, USDA

Robert Erickson for Brian Miller, GSA

Norbert Vint for Patrick McFarland, OPM

Mary Beth Sullivan for David Kotz, SEC

Tom Caulfield, CIGIE

[REDACTED] DOI

Professional Development Committee Meeting Minutes  
August 25, 2011  
10:00 – 11:00 a.m.

CIGIE Training Institute Business Plan Proposal

Tom Caulfield provided an overview of the CIGIE Training Institute business plan proposal, "Building the CIGIE Training Institute," that will be presented to the Executive Council on September 7 and the full CIGIE membership on September 20. Highlights were as follows:

- The Institute will include a gateway/portal emphasis for community training in addition to courses taught in the classroom.
- The training will be OIG specific and promote professional development for OIG staff.
- The existing learning management system is under review and will include needs assessment input from CIGIE Committees and practitioners.
- The Professional Development Committee will provide a quality control function for the Training Institute based on input from members at our last meeting. This will include oversight of the Institute, and providing checks and balances and feedback on courses.
- All standing Committees have training subcommittees that will be providing input on course needs and content. Tom asked for help from the Professional Development Committee on leadership and mission support training.
- Tom will be asking the community to supply instructors to the Training Institute and will be leveraging resources and technology to increase services.
- A learning portal is needed to offer online training and registration.
- The Institute will serve as a clearinghouse for OIGs offering training courses to their staff members with available course seats.
- Some Training Institute staff are on board, but some future needs exist in FY 2012-14. The Executive Council will be considering these requests in the near future. The Institute also plans to use the Registrar and Budget Officer at the Investigative Academy for general Training Institute functions.
- Tom asked for the Professional Development Committee's support moving forward.

Mary asked Committee members to review this proposal and provide comments to Tom by September 1.

Richard Moore applauded the methodology used in this proposal and will submit comments to Tom. He particularly appreciated the enhanced delivery of courses through remote learning and less "brick and mortar" classroom delivery.

#### Professional Development Committee Charter

Mary stated that the Professional Development Committee mission statement will be revised based on incorporation of the Training Institute oversight previously discussed. She asked that comments on the Charter also be sent to Tom by September 1.

#### Silver Book Revision

The Executive Council requested that all CIGIE Quality Standards be reviewed and updated as necessary. The Professional Development Committee was asked to update the October 2003, "Quality Standards for Federal Offices of Inspector General (Silver Book)," found at: <http://ignet.gov/pandc/standards/igstds.pdf>. Mary distributed the index of the Silver Book and asked OIGs to volunteer to update individual chapters of interest. Please note that most chapters are only 2-3 pages long. Volunteers were as follows:

- I. Introduction – Volunteer Needed
- II. Ethics, Independence and Confidentiality – AMTRAK
- III. Professional Standards – Interior
- IV. Ensuring Internal Control – TVA
- V. Maintaining Quality Assurance – Interior
- VI. Planning and Coordinating – HHS
- VII. Communicating Results of OIG Activities – FEC
- VIII. Managing Human Capital – Interior with Training Institute help
- IX. Reviewing Legislation and Regulations - HHS
- X. Receiving and Reviewing Allegations - OPM

Appendix I – Legislation, Executive Orders, Standards, and OMB and Other Guidance Impacting the IG Community – Volunteer Needed

Appendix II – Members of the CIGIE Advisory Committee to Revise the Silver Book - Interior

s.(b)(6) Members unable to attend the meeting and willing to provide assistance with this project are asked to contact [REDACTED] at [REDACTED]@doioig.gov.

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CIGIE Participation in OPM SES Certification Effort

gave the following introduction to this effort:

- OPM recently initiated a project to develop a single common government-wide SES performance management system. Since OIGs have responsibility for their SES performance management systems based on the OIG Reform Act of 2008, CIGIE was contacted and asked to send a representative.
- The Professional Development Committee agreed to accept this assignment and tasked with this effort since she is responsible for DOI OIG's Executive Resources. Stephen Hardgrove, DOI OIG's chief of staff, is also attending SES-level meetings.

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- Completion of this project is expected by the end of September and OIGs with OPM certification for their performance management systems will phase in the new system as their current certifications expire.
- Updates will be provided as the project moves forward.

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Mark Jones, CIGIE Executive Director, thanked Mary for taking on this last minute project and also thanked for spearheading this effort on behalf of the OIG community.

Next Meeting

After feedback from members, the next meeting is scheduled for October 6 at 10 am at DOI OIG's offices. Going forward, Mary suggested there will be a consistent meeting date set every six weeks.

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Attending:

Mary Kendall, Chair  
Lynne McFarland, Vice Chair, FEC  
Ted Alves, AMTRAK  
John Carey, Defense Intelligence Agency  
Carl Hoecker, Capitol Police  
Daniel Levinson, HHS  
Pat McFarland, OPM  
Richard Moore, TVA  
Ken Chason for Allison Lerner, NSF  
██████████ for Osvaldo Gratacos, Export-Import Bank  
Louise McGlathery for Charles Edwards, DHS  
Trina Petty for Jon Rymer, FDIC  
Ron Stith for David Williams, USPS  
Tom Caulfield, CIGIE  
██████████, DOI  
██████████, CIGIE  
Mark Jones, CIGIE  
██████████ CIGIE  
Elise Stein, HHS

Professional Development Committee Meeting Minutes

October 13, 2011

10:00 – 11:00 a.m.

Minutes of the August 25 meeting were approved with no objection.

Silver Book Revision

s.(b)(6) Mary Kendall asked attendees to present their proposed revisions of the Silver Book based on their assignments from the last meeting. The Committee will discuss anything controversial or needing deliberation. Edits should be submitted to [REDACTED] for incorporation into a combined draft document and future distribution. Our goal is to complete this revision by the end of the calendar year, submitting it to the Executive Council for review and then to CIGIE members.

s.(b)(5) Jon Rymer, Chair of the Audit Committee, stated that a Silver Book peer review was discussed at the Audit Committee. [REDACTED]

s.(b)(5) The Committee discussed options to address this peer review idea. [REDACTED]

s.(b)(5) Bruce Delaplaine, DOI OIG General Counsel, is reviewing the requirements for posting peer review reports on individual OIG or the IG Net web site. It was noted there are peculiarities in this requirement for the Intelligence OIGs who cannot post restricted information. The Office of the Director of National Intelligence OIG will review the Silver Book draft for exceptions moving forward. [REDACTED] Carl Hoecker IG for the U. S. Capitol Police will share the Investigations Committee discussion with Mary.

s.(b)(6) Mary thanked the attendees for the great combined effort on this project and reminded them to send the revisions to [REDACTED] for compilation. We will review the combined draft at our November 17 meeting.

Training Institute Information Request

The Committee discussed sending an information request to Tom Caulfield, Training Institute Director. This request would include a breakdown of budget numbers for the 3 academies, including any pass through amounts sent to FLETC and how this pass-through works. Other information will also be requested on

staffing, material costs and how tuition costs are determined.

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A full accounting is needed along with complete transparency. One option is

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The Investigations Committee has also asked to be added to this request. Tom Caulfield will be requested to present this information at the next Professional Development Committee meeting on November 17.

#### CIGIE Participation in OPM SES Performance Management Effort

Deborah Holmes informed the Committee that she presented an update on the OPM SES Performance Management effort to the OIG Human Resources Directors group this morning at the Department of Agriculture OIG Office.

#### Next Meeting

The next meeting is scheduled for November 17 at 10:00 a.m. at DOI OIG's office at 1849 C Street, NW, room 4415 and will last for two hours in order to accommodate the presentation from the Training Institute.

#### Attending:

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Mary Kendall, Chair  
Lynne McFarland, Vice Chair, FEC  
Ted Alves, AMTRAK  
John Carey, Defense Intelligence Agency  
Carl Hoecker, U. S. Capitol Police  
Pat McFarland, OPM  
Jon Rymer, FDIC

for Osvaldo Gratacos, Export-Import Bank  
Louise McGlathery for Charles Edwards, DHS  
Elise Stein for Daniel Levinson, HHS  
Mary Beth Sullivan for David Kotz, SEC  
for Richard Moore, TVA  
Glen Walker for David Williams, USPS  
, DOI  
CIGIE

Professional Development Committee Meeting Minutes  
November 17, 2011  
1:00 – 2:30 pm

Minutes of the October 13 meeting were approved with no objection.

Silver Book Revision

s.(b)(6) Mary Kendall asked attendees to provide any comments to the proposed Silver Book revisions to [REDACTED] by December 1. Our goal is to complete this revision by the end of the calendar year, submitting it to the Executive Council for review and then to CIGIE members.

Training Institute Information Request

Tom Caulfield, Executive Director of the CIGIE Training Institute, delivered a presentation entitled, "Summary Costs of the CIGIE Academies." This presentation will be sent along with the minutes of the meeting. Notable comments not provided in the presentation were as follows:

Page 4 - Accomplishments:

- Programs by invitation were based on IG requests but used existing training modules. The Institute does not charge for this type of class.
- [REDACTED]
- A 1994 Memorandum of Understanding remains in place that governs some of the FLETC responsibilities for managing separate projections, allocations, and registrations for CIGIE member staff attending FLETC training programs. Tom can supply a copy of this MOU via email.

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Page 5 – Projected Salary and Benefits:

- Salary information included in the presentation is based on projections and not the actual salary of the incumbent.

Page 6 - 3 Methods to Pay for Training:

- [REDACTED]

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Pages 7 and 8 – Audit, Inspection & Evaluation Academy FY 2011 Course Cost:

- [REDACTED]
- Possible 2012 courses are a "wish list." A staffing plan is being prepared now with the possibility of guest instructors.

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Pages 9 and 10 – Leadership & Mission Support Academy FY 2011 Course Cost:



- Cost per student includes per diem. There is a letter of intent in place for the Lincoln Leadership courses and a Memorandum of Understanding for the American University courses. The American University MOU renews at the end of 2011 and is for a 2 year period.
- Classes were first come, first served in the past; will now take registration and distribute attendance amongst requesting OIGs.

Page 11 – IGCIA FY 2011 Course Costs:

- Per student tuition does not include per diem costs. Tuition is based on part costs and a minimum number of students.
- Invitational training generates no revenue and may be an future avenue to explore.

Page 13 – Historical Information on IGCIA:

- Information provided is from the recent Tennessee Valley Authority report.

Page 14 – Summary of FY 2011 Academies' Cost:

- Tuition for AI&E and Leadership courses is collected directly by the training provider.

Page 15 – PDC Request:

- s.(b)(5)
- Overhead costs include [REDACTED]  
[REDACTED] IGCIA also pays [REDACTED] with no separate payment for rent, electricity, etc.

Pages 18-22 – FLETC continued:

- FLETC offers 63 courses and OIGs can ask for slots 18 months in advance.
- OIGs can provide instructors or cash to pay for tuition costs.
- Tom can also supply the FLETC instructor requirements determination and miscellaneous daily rates upon request.

• FLETC has an instructor certification program.

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The Committee discussed two options as next steps:

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- s.(b)(6) CIGIE Participation in OPM SES Performance Management Effort  
[REDACTED] informed the Committee that she continues to represent CIGIE through the OPM Communications subgroup. Discussions are underway for a future government-wide SES town hall meeting and a presentation by OPM to a full CIGIE meeting.

Next Meeting

The next meeting is tentatively scheduled for the second or third Thursday in January at DOI OIG's.

NEED SIGN IN SHEET TO REVISE THIS

Attending:

Mary Kendall, Chair  
Lynne McFarland, Vice Chair, FEC  
Ted Alves, AMTRAK  
John Carey, Defense Intelligence Agency  
Carl Hoecker, Capitol Police  
Milton Mayo, EEOC  
Jon Rymer, FDIC

Bruce Carpel for Allison Lerner, NSF  
Bernard Jenkins for Charles Edwards, DHS  
[REDACTED] for Osvaldo Gratacos, Export-Import Bank  
Kimberly McKinley for Pat McFarland, OPM  
[REDACTED] for Brian Miller, GSA  
Elise Stein for Daniel Levinson, HHS  
Mary Beth Sullivan for David Kotz, SEC  
Glen Walker for David Williams, USPS

[REDACTED] DOI  
Bruce Delaplaine, DOI  
Tom Caulfield, CIGIE  
[REDACTED] CIGIE  
[REDACTED] CIGIE