



May 29, 2015

MEMORANDUM FOR: T. MICHAEL KERR  
Assistant Secretary  
for Administration and Management

GEOFFREY KENYON  
Acting Chief Financial Officer

*Elliot P. Lewis*

FROM: ELLIOT P. LEWIS  
Assistant Inspector General  
for Audit

SUBJECT: Risk Assessment of the Department's  
Charge Card Programs

Please be advised that the Office of Inspector General is initiating a risk assessment of DOL's charge card programs in accordance with the Government Charge Card Abuse Prevention Act of 2012 (Act). The Act requires Inspectors General (IG) to conduct periodic risk assessments of agency purchase cards (including convenience checks), combined integrated card programs, and travel card programs to analyze the risks of illegal, improper, or erroneous purchases in order to determine the necessary scope, frequency, and number of future IG audits or reviews of these programs to perform.

We will contact your OIG liaison to schedule a meeting to discuss the objective, scope, and methodology of our risk assessment. We plan to begin work immediately after our meeting and would appreciate your notifying appropriate agency officials of our plans.

If you have questions, please contact Tracy M. Katz, Audit Director, at (202) 693-5161.

cc: Edward Hugler  
Assistant Secretary for Administration and Management

Robert Balin  
Audit Liaison, Office of Chief Financial Officer