



UNITED STATES CAPITOL POLICE OFFICE OF INSPECTOR GENERAL

Independent Auditor's Report Financial Statements For Fiscal Years 2018 and 2017

Report Number OIG-2019-04

December 2018

~~REPORT RESTRICTION LANGUAGE~~

~~Notice - Distribution of this Document is Restricted~~

~~This report may contain sensitive law enforcement information and/or is part of the deliberative process privilege. This is the property of the Office of Inspector General and is intended solely for the official use of the United States Capitol Police, the Capitol Police Board, or any agency or organization receiving the report directly from the Office of Inspector General. No secondary distribution may be made, in whole or in part, outside the United States Capitol Police or the Capitol Police Board, by them or by other agencies or organizations, without prior authorization by the Inspector General or the Capitol Police Board.~~



OFFICE OF INSPECTOR GENERAL

PREFACE

The Office of Inspector General (OIG) prepared this report pursuant to the Inspector General Act of 1978, as amended. It is one of a series of audits, reviews, and investigative and special reports OIG prepares periodically as part of its oversight responsibility with respect to the United States Capitol Police (USCP) to identify and prevent fraud, waste, abuse, and mismanagement.

This report is the result of an assessment of the strengths and weaknesses of the office or function under review. It is based on interviews with employees and officials of relevant agencies and institutions, direct observation, and review of applicable documents.

We developed our recommendations based on the best knowledge available to OIG and discussed the draft with those responsible for implementation. It is my hope that the recommendations will result in more effective, efficient, and/or economical operations.

I express my appreciation to those contributing to the preparation of this report.

Michael A. Bolton
Acting Inspector General

TABLE OF CONTENTS

	<u>Page</u>
Abbreviations and Acronyms	iii
Executive Summary	1
Independent Auditor's Report on Financial Statements	2
United States Capitol Police Financial Statements and Notes	6
Independent Auditor's Report on Internal Control over Financial Reporting	24
Exhibit A – FY 2018 Internal Control Deficiencies/Findings – Material Weakness	29
Exhibit B – Status of Control Deficiencies Reported in FY 2017 Independent Auditor's Report	33
Independent Auditor's Report Compliance with Laws, Regulations, and Contracts	34
United States Capitol Police Management's Discussion and Analysis	37

Abbreviations and Acronyms

Assistant Chief of Police	ACOP
Chief Administrative Officer	CAO
Chief of Police	COP
Federal Accounting Standards Advisory Board	FASAB
Fiscal Year	FY
Government Accountability Office	GAO
Management Discussion and Analysis	MD&A
Management Letter Comment	MLC
Material Weakness	MW
National Finance Center	NFC
Office of Human Resources	OHR
Office of Inspector General	OIG
Significant Deficiency	SD
Time and Attendance	T&A
United States of America	U.S.
United States Capitol Police	USCP or the Department

EXECUTIVE SUMMARY

In accordance with our annual plan, the United States Capitol Police (USCP or the Department) Office of Inspector General (OIG) conducted an audit of the Department's financial statements for the years ended September 30, 2018 and 2017. Our objective was to express an opinion on the fairness of the financial statements in all material respects and render an opinion on controls over financial reporting and report on compliance with laws, regulations, and contracts. Our audit was conducted in accordance with *Government Auditing Standards*.

Independent Auditor's Report - OIG rendered an unmodified opinion that the Department's financial statements present fairly, in all material respects, the financial position of the Department as of September 30, 2018, and 2017, and its net costs, changes in net position, and budgetary resources for the years then ended in conformity with accounting principles generally accepted in the United States.

Independent Auditor's Report on Internal Control over Financial Reporting - OIG rendered an adverse opinion with one material weakness concerning payroll.

Independent Auditor's Report on Compliance and Other Matters - OIG identified no instances of noncompliance with selected provisions of laws, regulations, and contracts tested.

On December 4, 2018, OIG provided a draft report to Department officials for comment and on December 13, 2018, we conducted an exit conference and incorporated the Department's comments as applicable.

See Exhibit A for OIG recommendations related to internal controls over financial reporting.



**Independent Auditor's Report
on Financial Statements**



WASHINGTON, DC 20003

OFFICE OF INSPECTOR GENERAL

To: The United States Capitol Police Board

Independent Auditor's Report

Report on the Financial Statements

We have audited the accompanying balance sheets of the United States Capitol Police (USCP or Department) as of September 30, 2018 and 2017 the related statements of net cost, changes in net position, budgetary resources, and the related notes to the financial statements for the years then ended (collectively referred to as financial statements.)

Management's Responsibility for the Financial Statements

USCP management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America (U.S.); this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatements, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits of the financial statements in accordance with auditing standards generally accepted in the U.S., and the standards applicable to financial audits contained in the *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to USCP's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion on the Financial Statements

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the USCP as of September 30, 2018, and 2017 and its net costs, changes in net position, and budgetary resources for the years then ended in accordance with accounting principles generally accepted in the United States.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the U.S. issued by the Federal Accounting Standards Advisory Board (FASAB) require that USCP Management Discussion and Analysis (MD&A) be presented to supplement the financial statements. Such information, although not a required part of the financial statements, is required by FASAB who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the MD&A in accordance with auditing standards generally accepted in the U.S., which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the financial statements, and other knowledge we obtained during our audit of the financial statements. We do not express an opinion or provide any assurance on the MD&A because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

We have also audited in accordance with *Government Auditing Standards* and the attestation standards established by the American Institute of Certified Public Accountants USCP's internal control over financial reporting as of September 30, 2018 based on U.S. Government Accountability Office (GAO) GAO-14-704G, *Standards for Internal Control in the Federal Government*, dated September 2014, and our report dated December 4, 2018 expressed an adverse opinion. We have also issued a report on our tests of USCP's compliance with certain provisions of laws, regulations, and contracts. The purpose of our report on compliance is to describe the scope and results of our testing of compliance with certain provision of laws, regulations, and contracts noncompliance with which could have a direct and material effect on the financial statements amounts. The purpose of our report on compliance is not to provide an opinion on compliance. Therefore, we do not express an opinion on compliance.

These reports are an integral part of our audit performed in accordance with *Government Auditing Standards* in considering USCP's internal control over financial reporting and compliance.

**UNITED STATES CAPITOL POLICE
OFFICE OF INSPECTOR GENERAL**

A handwritten signature in dark ink, appearing to read 'T. Schweinefuss', with a long, sweeping horizontal line extending to the right.

Thomas J. Schweinefuss, CPA, CGFM
Assistant Inspector General for Audits

December 4, 2018
Washington, DC



UNITED STATES CAPITOL POLICE

Financial Statements and Notes



UNITED STATES CAPITOL POLICE
Financial Statements
For the Years Ended
September 30, 2018 and 2017

UNITED STATES CAPITOL POLICE
Balance Sheets
As of September 30, 2018 and 2017

	FY 2018	FY 2017
ASSETS		
Intragovernmental:		
Fund Balance with Treasury (Note 2)	\$98,527,355	\$91,609,578
Accounts Receivable (Note 3)	296,101	444,655
Advances to Others	<u>111,728</u>	<u>472,701</u>
Total Intragovernmental	98,935,184	92,526,934
Cash and Other Monetary Assets	4,000	4,000
Accounts Receivable - Public, Net (Note 3)	25,473	24,448
General Property, Plant and Equipment, Net (Note 4)	<u>88,063,153</u>	<u>93,945,672</u>
TOTAL ASSETS	<u><u>\$187,027,810</u></u>	<u><u>\$186,501,054</u></u>
LIABILITIES		
Intragovernmental:		
Accounts Payable	\$907,038	\$1,037,572
Accrued Funded Benefits (Note 11)	4,734,556	4,796,281
Advances from Others	<u>1,547,729</u>	<u>3,773,487</u>
Total Intragovernmental Liabilities	7,189,323	9,607,340
Accounts Payable, Public	13,763,395	16,300,078
Accrued Salaries and Benefits (Note 6)	17,058,594	14,970,147
Accrued Unfunded Annual and Compensatory Leave (Note 5)	15,689,222	14,262,656
Actuarial FECA Liabilities (Note 5 & 11)	52,045,313	50,138,651
Other (Note 7)	<u>1,679,442</u>	<u>738,066</u>
TOTAL LIABILITIES	<u><u>\$107,425,289</u></u>	<u><u>\$106,016,938</u></u>
NET POSITION		
Unexpended Appropriations	\$42,978,100	\$40,315,007
Cumulative Results of Operations	<u>36,624,421</u>	<u>40,169,109</u>
TOTAL NET POSITION	<u><u>\$79,602,521</u></u>	<u><u>\$80,484,116</u></u>
TOTAL LIABILITIES AND NET POSITION	<u><u>\$187,027,810</u></u>	<u><u>\$186,501,054</u></u>

The accompanying notes are an integral part of these financial statements

UNITED STATES CAPITOL POLICE
Statements of Net Cost
For the Years Ended September 30, 2018 and 2017

	FY 2018	FY 2017
MISSION STANCES:		
Gross Program Costs		
<u>Assess the Threat</u>		
Gross Costs	\$81,311,370	\$76,525,156
<u>Prevent</u>		
Gross Costs	91,608,219	86,057,896
<u>Respond</u>		
Gross Costs	113,754,017	106,167,129
<u>Support the Mission</u>		
Gross Costs	201,759,758	179,564,470
Less: Earned Revenues	<u>(6,194,684)</u>	<u>(3,157,308)</u>
Net Costs	<u>195,565,074</u>	<u>176,407,162</u>
NET COST OF OPERATIONS	<u><u>\$482,238,680</u></u>	<u><u>\$445,157,343</u></u>

The accompanying notes are an integral part of these financial statements

UNITED STATES CAPITOL POLICE
Statements of Changes in Net Position
For the Years Ended September 30, 2018 and 2017

	FY 2018	FY 2017
UNEXPENDED APPROPRIATIONS		
Beginning Balance	\$40,315,007	\$47,548,889
Budgetary Financing Sources		
Appropriations Received	426,500,000	393,300,000
Appropriations Used	(422,668,450)	(396,411,880)
Other Adjustments	<u>(1,168,457)</u>	<u>(4,122,002)</u>
Total Budgetary Financing Sources	<u>2,663,093</u>	<u>(7,233,882)</u>
TOTAL UNEXPENDED APPROPRIATIONS	<u>\$42,978,100</u>	<u>\$40,315,007</u>
CUMULATIVE RESULTS OF OPERATIONS		
Beginning Balance	\$40,169,109	\$49,735,883
Budgetary Financing Sources		
Appropriations Used	422,668,450	396,411,880
Other Financing Sources (Nonexchange)		
Imputed Financing Sources (Note 10 & 12)	<u>56,025,542</u>	<u>39,178,689</u>
Total Financing Sources	478,693,992	435,590,569
Net Cost of Operations	<u>(482,238,680)</u>	<u>(445,157,343)</u>
Net Change	<u>(3,544,688)</u>	<u>(9,566,774)</u>
TOTAL CUMULATIVE RESULTS OF OPERATIONS	<u>\$36,624,421</u>	<u>\$40,169,109</u>
NET POSITION	<u>\$79,602,521</u>	<u>\$80,484,116</u>

The accompanying notes are an integral part of these financial statements

UNITED STATES CAPITOL POLICE
Statements of Budgetary Resources
For the Years Ended September 30, 2018 and 2017

	FY 2018	FY 2017
BUDGETARY RESOURCES		
Unobligated balance from prior year budget authority, net	\$28,592,154	\$32,407,190
Appropriations	426,500,000	393,300,000
Spending Authority from Offsetting Collections	<u>3,968,974</u>	<u>4,148,420</u>
TOTAL BUDGETARY RESOURCES	<u><u>\$459,061,128</u></u>	<u><u>\$429,855,610</u></u>
STATUS OF BUDGETARY RESOURCES		
New obligations and upward adjustments	\$426,222,526	\$402,115,239
Unobligated Balance, End of Year:		
Unexpired Unobligated Balance, End of Year (Note 2)	19,735,499	18,673,494
Expired Unobligated Balance, End of Year (Note 2)	<u>13,103,103</u>	<u>9,066,877</u>
Unobligated Balance, End of Year	<u>32,838,602</u>	<u>27,740,371</u>
TOTAL BUDGETARY RESOURCES	<u><u>\$459,061,128</u></u>	<u><u>\$429,855,610</u></u>
NET OUTLAYS	<u><u>\$418,830,493</u></u>	<u><u>\$384,131,593</u></u>

The accompanying notes are an integral part of these financial statements

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The accompanying financial statements present the financial position and budgetary resources of the United States Capitol Police (USCP). The mission of the USCP, an agency in the legislative branch of the federal government, is "To protect the Congress, its legislative processes, Members, employees, visitors, and facilities from crime, disruption, or terrorism." The USCP carries out its mission primarily by providing security for the Capitol and congressional office buildings, providing protective services for Members and dignitaries, installing and operating advanced security systems, and maintaining staff and equipment to respond to emergencies within its geographical jurisdiction. The agency's resources are organized into five operational units and nine administrative units as follows:

OPERATIONAL

- Command and Coordination Bureau
- Operational Services Bureau
- Protective Services Bureau
- Security Services Bureau
- Uniformed Services Bureau

ADMINISTRATIVE

- Office of Acquisition Management
- Office of Background Investigations and Credentialing
- Office of Facilities and Logistics
- Office of Financial Management
- Office of Human Resources
- Office of Inclusion, Diversity, Equity and Action
- Office of Information Systems
- Office of Policy and Management Systems
- Training Services Bureau

B. Basis of Accounting and Presentation

In accordance with 2 U.S.C. 1903, the financial statements were prepared from the USCP's books and records in conformity with generally accepted accounting principles for federal entities, as promulgated by the Federal Accounting Standards Advisory Board (FASAB). Accordingly, revenue is recognized when earned and expenses are recognized when incurred, without regard to the receipt or payment of cash. These principles differ from budgetary reporting principles, whereby funds availability is recorded based on legal considerations and constraints. As a result, certain line items on the proprietary financial statements may not equal similar line items on the budgetary financial statements.

The USCP follows the federal standards for financial reporting and internal controls in a manner consistent with a legislative branch agency. The USCP has not adopted the Federal Financial Management Improvement Act of 1996, the Federal Managers Financial Integrity Act and the Government Performance and Results Act, as these standards are not applicable to the USCP. However the USCP uses these sources as guidance and reference in its operations.

The statements were also prepared based on guidance published in the Office of Management and Budget (OMB) Circular A-136, *Financial Reporting Requirements*. The USCP is not

UNITED STATES CAPITOL POLICE
Notes to the Financial Statements
For the Years Ended September 30, 2018 and 2017

required to adopt this circular, and accordingly has elected to use the disclosures management deems necessary for the fair presentation of financial statement information.

Throughout these financial statements certain assets, liabilities, earned revenue and costs are classified according to the type of entity with whom transactions were made. Intragovernmental assets and liabilities are those received from or due to other federal entities. Intragovernmental earned revenue represents collections or accruals of revenue from other federal entities, and intragovernmental costs result from payments to or accruals of amounts due to other federal entities. These financial statements should be read with the understanding that USCP is a component of the U.S. Government.

C. Budgetary Resources and Status

The USCP is funded through congressionally approved appropriations. The USCP is responsible for administering its salaries and expenses through the execution of these appropriations. Congress enacts annual appropriations that provide the USCP with authority to obligate funds within the respective fiscal year for necessary expenses to carry out its mission and related activities. In addition, Congress periodically enacts multi-year and permanent indefinite appropriations for long term capital projects and initiatives that are available for obligation over a period of years or until expended.

The USCP's budgetary resources consist of:

- Unobligated balances or resources brought forward from the prior year,
- Recoveries of obligations in prior years, and
- New resources in the form of appropriations and spending authority from offsetting collections.

Generally, unobligated balances associated with resources expiring at the end of the fiscal year remain available for five years after expiration only for adjustments of prior year obligations and deposits to the credit of the Employees' Compensation Fund in accordance with 2 U.S.C. 1907b, after which they are cancelled and may not be used. Remaining funds in cancelled appropriations are returned to the U.S. Treasury.

D. Fund Balance with Treasury

Funds with the U.S. Treasury comprise the majority of intragovernmental assets on USCP's balance sheet and primarily represent appropriated funds that are available to pay current liabilities and finance authorized purchase commitments. The U.S. Treasury processes cash receipts and disbursements on behalf of USCP and the Agency's accounting records are reconciled with the U.S. Treasury on a monthly basis.

E. Advances and Prepayments

The USCP enters into agreements with other federal agencies to design, develop, test and implement security and communication systems and building infrastructure. These agencies estimate funding necessary for payments to their contractors for labor and materials for certain periods of time and request advances of funds from USCP. The advances are periodically liquidated using information from expense reports provided by the other federal agencies. Any unliquidated advance remaining at the end of the project will be refunded to USCP by the agencies holding the contracts.

UNITED STATES CAPITOL POLICE
Notes to the Financial Statements
For the Years Ended September 30, 2018 and 2017

F. General Property, Plant and Equipment

General Property, Plant and Equipment (PP&E) consists of equipment, structures, facilities, building improvements, internal use software, capital leases and construction-in-progress. The basis for recording purchased PP&E is full cost, which includes all costs incurred to bring the PP&E to a form and location suitable for its intended use. The USCP capitalization threshold is \$25,000, except for internal use software and building improvements which are recorded at cost if the initial acquisition cost is \$250,000 or more. Capital assets are depreciated on a straight-line basis over their estimated useful lives, which range from three to fifteen years. Building improvements and system assets while under construction or development are recorded as construction-in-progress. Costs capitalized as construction-in-progress include contractor services for design and engineering, materials, parts and freight.

G. Liabilities

Liabilities represent amounts to be paid by the USCP as a result of transactions or events that have already occurred. Accounts payable consists of amounts owed to other federal agencies and commercial vendors for goods and services received and accepted prior to the end of the reporting period. Accrued payroll liabilities relate to services rendered by USCP employees, for which USCP accrues the amount of salaries and benefits earned, but not yet paid at year end. No liability can be paid by USCP absent authority established by law (e.g. enacted appropriations). Liabilities for which an appropriation has not been enacted are unfunded, the liquidation of which is dependent on future appropriations or other funding.

H. Advances from Others

The USCP receives funds in advance from other federal agencies to provide support for long-term capital projects. The advances are liquidated and recorded as revenue when USCP performs services on the projects.

I. Federal Employee Benefits

The USCP recognizes its share of the cost of providing future pension benefits to eligible employees over the period of time that they render services to USCP. The pension expense recognized in the financial statements equals the current service costs for USCP employees less the amount contributed by the employees. The Office of Personnel Management (OPM) supplies USCP with the factors to apply in the calculation of the current service cost. These factors are derived through actuarial cost methods and assumptions. The excess of the recognized pension expense over the amount contributed by USCP and employees represents the amount being financed directly through the Civil Service Retirement System (CSRS) or Federal Employee Retirement System (FERS) administered by OPM. This amount is considered imputed financing to USCP.

The USCP recognizes a current period expense for the future cost of post-retirement health benefits and life insurance for its employees while they are still working. The agency accounts for and reports this expense in its financial statements in a manner similar to that used for pensions, with the exception that employees and USCP do not make current contributions to fund these future benefits.

UNITED STATES CAPITOL POLICE
Notes to the Financial Statements
For the Years Ended September 30, 2018 and 2017

J. Annual Leave, Compensatory Overtime, Sick and Other Leave

Annual leave and compensatory overtime leave are accrued as they are earned and reduced as they are taken. Each year, the balance in the accrued leave account is adjusted to reflect current pay rates and balances. No portion of this liability has been obligated. To the extent current year appropriations are not available to fund accrued annual leave and compensatory overtime, funding will be obtained from future financing sources. Sick and other types of non-vested leave are expensed when taken.

K. Capital Leases

Leases are accounted for as capital leases if they meet one or more of the following criteria: 1) the lease transfers ownership of the property to the USCP at the end of the lease term; 2) the lease contains an option to purchase the property at a bargain price; 3) the lease term is equal to or greater than 75% of the estimated useful life of the property; or 4) at the inception of the lease the present value of the minimum lease payment excluding that portion of the payments representing executor cost equals or exceeds 90% of the fair value of the leased property. Assets that meet the criteria are initially recorded at the present value of the future minimum lease payments or fair market value, whichever is less. In general, the lease liability acquired under capital leases is amortized over the term of the lease. If the agreement contains a bargain purchase option or otherwise provides for transferring title of the asset to USCP, the asset is depreciated over a useful life of up to five years.

L. Judgment Fund

Certain tort claims over \$25,000 to which the USCP is a named party may be administrated and litigated by the Department of Justice in accordance with the Federal Tort Claims Act. Settlements and awards are paid from a special Judgment Fund maintained by the U.S. Department of the Treasury under 31 U.S.C. 1304. Payments by the Judgment Fund on behalf of USCP do not require reimbursement.

M. Estimates

The preparation of financial statements requires management to make certain estimates and assumptions that affect the reported amounts of assets, liabilities, revenue and expenses during the reporting period. Actual results could differ from these estimates.

UNITED STATES CAPITOL POLICE
Notes to the Financial Statements
For the Years Ended September 30, 2018 and 2017

NOTE 2. FUND BALANCE WITH TREASURY

Fund Balance with Treasury is the aggregate of accounts with the U.S. Treasury for which the USCP is authorized to make expenditures and pay liabilities. Use of amounts donated to the USCP Memorial Fund is restricted to the fund's intended purpose. The status of funds with the U.S. Treasury as of September 30 consists of the following balances:

	2018	2017
Status of Fund Balance with Treasury:		
Unobligated		
Available	\$19,735,499	\$18,673,494
Unavailable	13,103,103	9,066,877
Obligated, Not Yet Disbursed	65,091,432	63,719,542
Non-Budgetary	597,321	149,665
Total	<u>\$98,527,355</u>	<u>\$91,609,578</u>

NOTE 3. ACCOUNTS RECEIVABLE

Accounts receivable from federal agencies arise from the provision of law enforcement services in accordance with interagency agreements. The receivables due from other entities are considered to be fully collectible and do not require an allowance for doubtful accounts.

Accounts receivable from the public are recorded for amounts due from current and former USCP employees for salary overpayments, missed deductions for benefits, and other indebtedness related to time and attendance corrections, advancement of leave or unreturned property. An allowance for doubtful accounts for amounts due from employees is calculated using risk of non-collection factors as applied to an aging of the payroll receivables provided by the U.S. Department of Agriculture National Finance Center (NFC). The accounts receivable from the public as of September 30 are:

	2018	2017
Accounts Receivable from the Public:		
Current and Former USCP Employees		
0-30 days outstanding	\$7,532	\$5,277
31-90 days outstanding	7,256	6,285
91-180 days outstanding	6,879	9,321
181-360 days outstanding	4,383	3,183
Over 360 days outstanding	9,386	8,345
Total Due from Current and Former USCP Employees	35,436	32,411
Allowance for Doubtful Accounts	(13,159)	(11,675)
Receivables Due from USCP Employees, Net	22,277	20,736
Other	3,196	3,712
Total Accounts Receivable - Public, Net	<u>\$25,473</u>	<u>\$24,448</u>

UNITED STATES CAPITOL POLICE
Notes to the Financial Statements
For the Years Ended September 30, 2018 and 2017

NOTE 4. GENERAL PROPERTY, PLANT AND EQUIPMENT

The composition of general property, plant and equipment as of September 30 is as follows:

Classification	2018		
	Cost	Accumulated Depreciation	Book Value
Building Improvements	\$19,524,553	(\$14,248,902)	\$5,275,651
Other Structures and Facilities	443,267	(443,079)	188
Equipment	257,643,927	(181,569,517)	76,074,410
Internal Use Software	10,615,445	(10,035,385)	580,060
Construction-in-Progress	3,920,626	0	3,920,626
Assets Under Capital Lease	1,855,000	(366,780)	1,488,220
Software-in-Development	723,998	0	723,998
Total	\$294,726,816	(\$206,663,663)	\$88,063,153

Classification	2017		
	Cost	Accumulated Depreciation	Book Value
Building Improvements	\$19,524,553	(\$12,695,632)	\$6,828,921
Other Structures and Facilities	443,268	(441,984)	1,284
Equipment	254,775,978	(175,674,454)	79,101,524
Internal Use Software	9,803,509	(9,803,509)	0
Construction-in-Progress	6,649,519	0	6,649,519
Assets Under Capital Lease	655,000	(65,643)	589,357
Software-in-Development	775,067	0	775,067
Total	\$292,626,894	(\$198,681,222)	\$93,945,672

NOTE 5. LIABILITIES NOT COVERED BY BUDGETARY RESOURCES

Certain liabilities are not currently covered by appropriated funds or other budgetary resources. Congressional action is needed before budgetary resources can be provided. Although future appropriations to fund these liabilities are likely, it is not certain such appropriations will be enacted. The USCP liabilities not covered by budgetary resources as of September 30 are summarized below:

	2018	2017
Non-Federal		
Accrued Unfunded Annual Leave	\$12,816,321	\$12,056,219
Accrued Unfunded Comp Overtime	2,872,901	2,206,437
Worker's Compensation Benefits (Actuarial FECA Liability)	52,045,313	50,138,651
Total Liabilities Not Covered by Budgetary Resources	\$67,734,535	\$64,401,307

UNITED STATES CAPITOL POLICE
Notes to the Financial Statements
For the Years Ended September 30, 2018 and 2017

NOTE 6. ACCRUED SALARIES AND BENEFITS

In accordance with Statement of Federal Financial Accounting Standard (SFFAS) No. 1, Accounting for Select Assets and Liabilities, USCP accrues funded personnel compensation and benefits for services rendered in the current reporting period for which paychecks will be issued and benefits paid in the following reporting period. Personnel compensation accrued includes amounts such as full time pay, Sunday and night differential pay, and hazardous duty pay. Personnel benefits accrued include amounts such as USCP's agency contribution for employees' health insurance, life insurance, Old Age Survivors and Disability Insurance, and retirement benefits. As of September 30, 2018 and 2017, a liability of \$17,058,594 and \$14,970,147, respectively, exists for accrued salaries and benefits.

NOTE 7. OTHER LIABILITIES

Other liabilities incurred by the USCP as of September 30 are:

	2018	2017
Non-Federal		
Capital Lease Liability	\$1,074,925	\$580,752
Custodial Receipts for Memorial Fund	601,321	153,665
Miscellaneous Receipts due to U.S. Treasury General Fund	3,196	3,649
Total Other Liabilities	<u>\$1,679,442</u>	<u>\$738,066</u>

NOTE 8. INCIDENTAL CUSTODIAL ACTIVITY

The Capitol Police Board is responsible for administering and managing receipts and disbursements for the USCP Memorial Fund established under Public Law 105-223, as amended by Public Law 115-45. These activities are incidental to the primary mission of the USCP. A summary of the custodial activities as of September 30 is provided below:

	2018	2017
USCP Memorial Fund (Treasury Symbol 02X5083):		
Beginning Balances	\$153,665	\$132,358
Donations Collected and Deposited to the U.S. Treasury	563,503	21,307
Disbursements to Recipients	(115,847)	0
Ending Balances	<u>\$601,321</u>	<u>\$153,665</u>

UNITED STATES CAPITOL POLICE
Notes to the Financial Statements
For the Years Ended September 30, 2018 and 2017

NOTE 9. CAPITAL LEASES

The USCP has leases for property that meet the criteria as a capital lease in accordance with SFFAS No 6, *Accounting for Property, Plant and Equipment*. The following is a summary of Non-Federal net assets under capital leases and future minimum lease payments as of September 30.

	2018	2017
Assets Under Capital Lease:		
Armored Cars	\$1,855,000	\$655,000
Accumulated Amortization	(366,780)	(65,643)
Net Assets under Capital Lease	\$1,488,220	\$589,357
Future Minimum Lease Payments:		
	2018	
Fiscal Year		Lease Payments
2019		\$339,809
2020		310,649
2021		296,489
2022		236,549
2023		44,694
Total Minimum Lease Payments		1,228,190
Less: Amount Representing Interest		(153,265)
Obligation under Capital Lease		\$1,074,925
	2017	
Fiscal Year		Lease Payments
2018		\$180,600
2019		161,040
2020		131,880
2021		117,720
2022		57,780
Total Minimum Lease Payments		649,020
Less: Amount Representing Interest		(68,268)
Obligation under Capital Lease		\$580,752

UNITED STATES CAPITOL POLICE
Notes to the Financial Statements
For the Years Ended September 30, 2018 and 2017

NOTE 10. FEDERAL EMPLOYEE BENEFITS

The USCP recognizes the costs of its employees' pension benefits. The liabilities associated with these costs are reported by the OPM, who administers the plans. Eligibility of employees to participate in FERS or CSRS is based on their hire date with the Federal Government. The USCP contributes a percentage of an employee's basic pay toward the employee's retirement plan. Employee pension benefit contribution rates for fiscal year 2018 are as follows:

Retirement Plan	Category	USCP Contribution
CSRS Rates	Civilian/Sworn	7.50%
FERS Rates Hired Prior to January 1, 2013	Civilian/Sworn	19.10%
FERS - Revised Annuity Rate Hired After December 31, 2012	Civilian Sworn	11.90% 17.30%
FERS - Further Revised Annuity Rate Hired After December 31, 2013	Civilian Sworn	11.90% 17.30%

The Thrift Savings Plan (TSP), is a defined contribution plan for retirement savings and investment for employees covered by FERS or CSRS. For fiscal year 2018, USCP contributed 1% of basic pay and matched participants' TSP contributions up to an additional 4% for FERS employees eligible for TSP. No agency matching contributions are made for employees participating in the CSRS.

Employees under FERS are also covered under the Federal Insurance Contributions Act (FICA), which imposes a tax on both employees and employers to fund Social Security and Medicare programs. The USCP pays the employer's matching share of FICA contributions made for FERS and CSRS offset employees. An additional 1.45% of total pay is contributed toward Medicare on behalf of CSRS employees during fiscal year 2018.

Permanent employees are eligible to participate in the contributory Federal Employees Health Benefits Program (FEHBP) and Federal Employees Group Life Insurance Program (FEGLIP) and may continue to participate after retirement. The USCP makes contributions through OPM to FEHBP and FEGLIP for active employees to pay for their current benefits. USCP's contributions for active employees are recognized as operating expenses.

In accordance with SFFAS No. 4, *Managerial Cost Accounting Standards and Concepts* and SFFAS No. 5, *Accounting for Liabilities of the Federal Government*, USCP records, as a financing source and imputed cost, an estimate of the unfunded portion of pension and other post-retirement benefits to be paid by OPM in the future.

UNITED STATES CAPITOL POLICE
Notes to the Financial Statements
For the Years Ended September 30, 2018 and 2017

NOTE 11. WORKER'S COMPENSATION

The Federal Employee Compensation Act (FECA) provides income and medical cost protection to covered federal employees injured on the job, employees who have incurred a work-related occupational disease, and beneficiaries of employees whose death is attributable to a job-related injury or occupational disease. Claims incurred for benefits for USCP employees under FECA are administered by the Department of Labor (DOL) and are paid, ultimately by USCP. As of September 30, 2018 and 2017, an intragovernmental liability of \$4,734,556 and \$4,796,281, respectively, exists for amounts paid by DOL on behalf of USCP to agency employees who had filed worker's compensation claims. This amount is reimbursable to DOL.

The actuarial FECA liability represents an estimate of future worker's compensation (FWC) benefits to be paid for death, disability, medical, and miscellaneous cases. The liability is computed using a formula provided by DOL annually based on a method that utilizes historical benefits payment patterns related to a specific incurred period to predict the ultimate payments related to that period. The projected annual benefits are discounted to present value using OMB's economic assumptions for ten-year Treasury notes and bonds. To provide more specifically for effects of inflation on liability for FWC benefits, wage inflation factors (Consumer Price Index-Medical) are applied to the calculation of projected future benefits. These factors are also used to adjust historical payments so benefits are stated in current-year constant dollars. The USCP recorded an estimated liability for claims incurred but not reported of \$52,045,313 and \$50,138,651 as of September 30, 2018 and 2017 respectively, which is expected to be paid in future periods.

NOTE 12. IMPUTED FINANCING FROM COSTS ABSORBED BY OTHERS

The USCP occupies space within various buildings and on the grounds of the Capitol Hill campus that is leased or owned by the Architect of the Capitol (AOC), including the Fairchild Building. In addition, the USCP occupies space at the Federal Law Enforcement Training Center (FLETC), which is owned by the Department of Homeland Security (DHS), including the Practical Applications Center (PAC). The USCP is not required to reimburse either the AOC or DHS for the costs they incur to provide such space.

Additionally, the USCP calculates the value of estimated future employee benefits to be paid by OPM. In accordance with SFAS No. 4, *Managerial Cost Accounting Standards and Concepts*, USCP recognizes the following identified costs paid on its behalf by other agencies as expenses to USCP as of September 30:

Imputed Cost	Agency	2018	2017
USCP Occupied Buildings and Grounds	Architect of the Capitol	\$17,841,475	\$17,660,493
FLETC & Practical Applications Center	Department of Homeland Security	\$13,324,741	8,107,173
Future Benefits Payments	Office of Personnel Management	\$24,859,326	13,411,023
		<u>\$56,025,542</u>	<u>\$39,178,689</u>

UNITED STATES CAPITOL POLICE
Notes to the Financial Statements
For the Years Ended September 30, 2018 and 2017

NOTE 13. UNDELIVERED ORDERS

Undelivered orders represent appropriations obligated for goods or services ordered but not yet received. These include unpaid and advanced amounts recorded in the fiscal period just ended, upward adjustments of unpaid and prepaid undelivered orders originally recorded in a prior fiscal year, and recoveries resulting from downward adjustments of undelivered orders originally recorded in a prior fiscal year. The USCP has identified the following amount of budgetary resources obligated for undelivered orders as of September 30, 2018 and 2017:

	2018	2017
Federal	\$1,770,479	\$1,239,006
Non Federal	27,265,199	26,293,811
Total Undelivered Orders	<u>\$29,035,678</u>	<u>\$27,532,817</u>

NOTE 14. COMMITMENTS AND CONTINGENCIES

The USCP is involved in various lawsuits incidental to its operations. When a condition, situation or set of circumstances gives rise to a possible or probable loss to the agency due to the likelihood of one or more future events occurring or failing to occur, the USCP recognizes and/or discloses a contingent liability in accordance with SFFAS No. 5, *Accounting for Liabilities of the Federal Government*, as amended by SFFAS No. 12, *Recognition of Contingent Liabilities from Litigation*. As of September 30, 2018, USCP has determined that there is a reasonable possibility \$1,882,873 in present legal proceedings could result in an unfavorable outcome.

NOTE 15. RECONCILIATION OF NET COST OF OPERATIONS TO BUDGET

This footnote reconciles the net obligations with the net cost of operations. The section entitled Resources Used to Finance Activities reflects the budgetary resources obligated and other resources used to finance the activities of the agency. The section entitled Resources Used to Finance Items Not Part of Net Cost of Operations adjusts the total resources used to finance the activities of the entity to account for items that were included in net obligations and other resources but were not part of the net cost of operations. The section entitled Components Requiring or Generating Resources in Future Periods identifies items that are recognized as a component of the net cost of operations for the period but the budgetary resources (and related obligation) will not be provided (or incurred) until a subsequent period. Net Cost of Operations is also reported on the Statement of Net Cost.

UNITED STATES CAPITOL POLICE
Notes to the Financial Statements
For the Years Ended September 30, 2018 and 2017

RECONCILIATION OF NET COST OF OPERATIONS TO BUDGET

	2018	2017
RESOURCES USED TO FINANCE ACTIVITIES:		
Budgetary Resources Obligated		
New Obligations and Upward Adjustments	\$426,222,526	\$402,115,239
Less: Spending Authority from Offsetting Collections and Recoveries	<u>(5,497,954)</u>	<u>(14,712,185)</u>
Obligations Net of Offsetting Collections and Recoveries	420,724,572	387,403,054
Other Resources		
Imputed Financing Costs Absorbed by Others	<u>56,025,542</u>	<u>39,178,689</u>
Total Resources Used to Finance Activities	\$476,750,114	\$426,581,743
RESOURCES USED TO FINANCE ITEMS NOT PART OF THE NET COST OF OPERATIONS:		
Changes in Budgetary Resources Obligated for Goods, Services, and Benefits Ordered but not yet Provided	(\$4,250,805)	\$5,851,518
Resources that Finance the Net Acquisition of Fixed Assets	<u>(5,723,440)</u>	<u>(4,493,903)</u>
Total Resources Used to Finance Items Not Part of the Net Cost of Operations	<u>(\$9,974,245)</u>	<u>\$1,357,615</u>
RESOURCES USED TO FINANCE THE NET COST OF OPERATIONS	\$466,775,869	\$427,939,358
Increase in Annual and Compensatory Leave Liability	\$1,426,566	\$514,350
Increase in Actuarial FECA Liability	1,906,662	2,439,206
Increase in Capital Lease Liability	<u>494,173</u>	<u>0</u>
Total Components of Net Cost of Operations that will Require or Generate Resources in the Future Periods	\$3,827,401	\$2,953,556
Depreciation and Amortization	\$11,525,577	\$14,222,659
Revaluation of Assets or Liabilities	11,882	15,358
Other	<u>97,951</u>	<u>26,412</u>
Total Components of Net Cost of Operations that will Not Require or Generate Resources	\$11,635,410	\$14,264,429
Total Components of Net Cost of Operations that will Not Require or Generate Resources in the Current Period	<u>\$15,462,811</u>	<u>\$17,217,985</u>
NET COST OF OPERATIONS	<u>\$482,238,680</u>	<u>\$445,157,343</u>



**Independent Auditor's Report on Internal Control
Over Financial Reporting**



WASHINGTON, DC 20003

OFFICE OF INSPECTOR GENERAL

To: The United States Capitol Police Board

Independent Auditor's Report

Report on Internal Control over Financial Reporting

We have audited the United States Capitol Police's (USCP or Department) internal control over financial reporting as of September 30, 2018 and 2017, based on criteria established under United States (U.S.) Government Accountability Office (GAO) GAO-14-704G, *Standards for Internal Control in the Federal Government*, dated September 2014.

Management's Responsibility for Internal Control Over Financial Reporting

Management is responsible for designing, implementing, and maintaining effective internal control over financial reporting, and for its assessment about the effectiveness of internal control over financial reporting.

Auditor's Responsibility

Our responsibility is to express an opinion on the entity's internal control over financial reporting based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether effective internal control over financial reporting was maintained in all material respects.

An audit of internal control over financial reporting involves performing procedures to obtain evidence about whether a material weakness exists. The procedures selected depend on the auditor's judgment, including the assessment of the risks that a material weakness exists. An audit includes obtaining an understanding of internal control over financial reporting and testing and evaluating the design and operating effectiveness of internal control over financial reporting based on the assessed risk.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our adverse audit opinion.

Definition and Inherent Limitations of Internal Control Over Financial Reporting

An entity's internal control over financial reporting is a process effected by those charged with governance, management, and other personnel, designed to provide reasonable assurance regarding the preparation of reliable financial statements in accordance with accounting principles generally accepted in the United States of America. An entity's internal control over financial reporting includes those policies and procedures that (1) pertain to the maintenance of records that, in reasonable detail, accurately and fairly reflect the transactions and dispositions of the assets of the entity; (2) provide reasonable assurance that transactions are recorded as necessary to permit preparation of financial statements in accordance with accounting principles generally accepted in the United States of America, and that receipts and expenditures of the entity are being made only in accordance with authorizations of management and those charged with governance; and (3) provide reasonable assurance regarding prevention, or timely detection and correction, of unauthorized acquisition, use, or disposition of the entity's assets that could have a material effect on the financial statements.

Because of its inherent limitations, internal control over financial reporting may not prevent, or detect and correct, misstatements. Also, projections of any assessment of effectiveness to future periods are subject to the risk that controls may become inadequate because of changes in conditions or that the degree of compliance with the policies or procedures may deteriorate.

Basis for Adverse Opinion

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control over financial reporting, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. The following material weakness has been identified.

USCP did not consistently comply with certain Time and Attendance (T&A) processes (bi-weekly timesheet certification and time clock usage), to ensure payroll is processed with approved and authorized documentation.

Adverse Opinion

In our opinion, because of the effect of the material weakness described above on the achievement of the objectives of the control criteria, USCP has not maintained effective internal control over financial reporting as of September 30, 2018, based on GAO *Standards for Internal Control in the Federal Government*. Given these limitations, during our audit we found the combination of deficiencies summarized above and described in Exhibit A to be a material weakness.

Report on Financial Statements

We also have audited, in accordance with auditing standards generally accepted in the U.S., the accompanying balance sheet of USCP as of September 30, 2018, the related statements of net cost, changes in net position, budgetary resources, and the related notes to the financial statements for the year then ended (collectively referred to as financial statements.) We considered the material weakness identified above in determining the nature, timing, and extent of audit tests applied in our audit of the financial statements, and this report does not affect our report dated December 4, 2018, which expressed an unmodified opinion on the financial statements.

Other Reporting Required by *Government Auditing Standards*

We have also issued a report on our tests of USCP's compliance with certain provisions of laws, regulations, and contracts. The purpose of our report on compliance is to describe the scope and results of our testing of compliance with certain provisions of laws, regulations, and contracts, noncompliance with which could have a direct and material effect on the financial statements amounts. The purpose of our report on compliance is not to provide an opinion on compliance. Therefore, we do not express an opinion on compliance. These reports are an integral part of our audit performed in accordance with *Government Auditing Standards*.

USCP's Response to the Findings

USCP's response to the findings identified in our audit is included in Exhibit A. The USCP response was not subjected to the auditing procedures applied in the audit of the internal control over financial reporting and, accordingly, we express no opinion on USCP management's response.

Status of Prior Year Findings

We have also reviewed the status of USCP's corrective actions with respect to the findings and recommendations included in the prior year *Independent Auditor's Report on Internal Control over Financial Reporting* dated December 6, 2017. Exhibit B provides a discussion on the status of prior year findings and recommendations.

UNITED STATES CAPITOL POLICE OFFICE OF INSPECTOR GENERAL



Thomas J. Schweinefuss, CPA, CGFM
Assistant Inspector General for Audits

December 4, 2018
Washington, D.C.

**Summary of Internal Control Weaknesses
Fiscal Year 2018 Examination of Effectiveness of
Internal Control over Financial Reporting
United States Capitol Police**

In performing the September 30, 2018 Fiscal Year (FY) 2018 audit of the effectiveness of USCP internal control over financial reporting, we identified one material weakness (MW).

We also examined the findings and recommendations reported in the FY 2017 audit report and have included in this report as Exhibit B the status of those findings and recommendations as of September 30, 2018. We reported 3 findings in the FY 2017 audit (OIG-2018-04). During our audit of the FY 2018 financial statements, we repeated 2 findings and recommendations related to payroll and closed 1 finding related to differences in leave hours in National Finance Center (NFC) payroll system and [REDACTED]

Below is a brief summary of the FY 2018 and the status of FY 2017 control deficiencies (also referred herein as findings):

The Office of Human Resources (OHR) made substantial progress toward correcting payroll related findings. For the three (3) findings open in FY 2017, two were repeated in FY 2018. During FY 2018, we saw improvement in the effectiveness of the controls related to time & attendance attestations and certifications. We concluded that the repeated OHR payroll findings constitute a material weakness.

Criteria

We used the following four levels of progress to rank the prior year repeat findings and recommendations:

- Substantial Progress
- Some Progress
- Limited Progress
- No Progress

USCP Management's Response and our Evaluation of the Response

USCP management generally agreed with our findings and recommendations. We included USCP management's response in this report but did not perform audit procedures on the response. Accordingly, we express no opinion on USCP management's response. Our evaluation of management's response, if necessary, is included in each specific finding.

[REDACTED]

Exhibit A
FY 2018 Internal Control Deficiencies/Findings

Material Weakness

Finding No. 1: Payroll Processing

Summary Status: **Material Weakness Current Year**
 Material Weakness Since 1999
 Substantial Progress

The National Finance Center (NFC) processes payroll for the United States Capitol Police (USCP or Department). USCP reports time and attendance to NFC and is responsible for maintaining pay and leave records and documents that support pay, pay rates and deductions. USCP did not consistently comply with certain Time and Attendance (T&A) processes (certification reports and time clock usage), to ensure payroll is processed with approved and authorized documentation.

The Office of Human Resources (OHR) made substantial progress toward implementing payroll related recommendations. Of the three (3) findings from Fiscal Year (FY) 2017, two (2) were repeated in FY 2018. As noted in prior years, auditors reported a payroll control deficiency since FY 1999; similar findings existed as of September 30, 2018. We concluded that payroll related findings, as an aggregate, is a material weakness.

The following tables describe the findings and recommendations of the FY 2018 audit:

1. Employee and/or Supervisor's Failure to Attest or Approve Bi-Weekly Timesheets Timely (Modified Repeat Finding) (Prior Year Finding 1.1)

During FY 2018 employees did not consistently attest to their time in [REDACTED]. Additionally, supervisors did not consistently approve timesheets for their employees in [REDACTED]. The current guidance, [REDACTED], issued February 24, 2017, requires the employees to electronically attest using the [REDACTED] system to every day of the pay period including their off days and also requires the supervisor to approve each day. A properly attested and approved time sheet should show 14 attestations by the employee and 14 approvals by the supervisor.

Using [REDACTED] data retrieved by the [REDACTED] reporting tool from October 1, 2017 to September 29, 2018, there were 871,590 instances where an employee and supervisor should have attested to and approved time. The [REDACTED] reports show employee attestation and supervisory approval data for each employee throughout the entire year. On a day to day basis, the reports show each employees bureau, team, date worked, if they attested to their time, and if the supervisor approved the employees time.

Exhibit A
FY 2018 Internal Control Deficiencies/Findings

Material Weakness

Employees did not attest to their time in 9,851 instances, a noncompliance rate of 1.13%. We noted significant improvement from FY 2017 to FY 2018. We saw a drop in noncompliance from 6.70% in FY 2017 for the Department as a whole.

In addition, supervisors did not approve timesheets in 39,113 instances, a noncompliance rate of 4.49%. We noted a significant improvement from FY 2017 to FY 2018 in supervisory approvals of time. We saw a drop in noncompliance from 24.56% in FY 2017 for the Department as a whole.

The Office of Inspector General (OIG) modified Recommendation One to acknowledge that the Department has updated the Performance Evaluation process to include language related to employee and supervisor compliance with the attestation and certification process.

OIG removed prior year Recommendation Two to acknowledge that the Department has implemented some of the automating functionalities into [REDACTED] such as, Leave Approval, Virtual Time Clock, and Electronic Timesheet Certification.

We repeat the prior year recommendations to USCP's management as follow:

Recommendation 1: We recommend that the United States Capitol Police (USCP or the Department) should continue its effort to enforce its Time and Attendance policies and procedures to ensure consistency throughout the Department. In addition, USCP should continue to strongly encourage compliance by using performance standards, milestones, and evaluations criteria that hold supervisors and employees accountable for a lack of compliance as it relates to time and attendance. The Department may also want to consider other disciplinary actions for noncompliance with time and attendance policies and procedures.

Status of Finding and Recommendations:
Repeat – Substantial Progress

Management Response: The COP [Chief of Police] issued guidance to the Executive Management Team in December 2017 stressing the importance of compliance. Each pay period a report detailing missing attestations and/or certifications is sent from the CAO [Chief Administrative Officer] (or designee) to the COP and ACOP [Assistant Chief of Police] for distribution to their respective Bureaus. Performance evaluations capture employee compliance under the "Integrity and Responsibility" competency, and for supervisors under the "Management" competency. The Department is currently

Exhibit A
FY 2018 Internal Control Deficiencies/Findings

Material Weakness

	drafting a bulletin regarding the importance of timely attestations and certifications, and reiterating that noncompliance can and will be linked to performance evaluations. This recommendation remains a top priority for the Department.
2. Noncompliance with Employee Clock Usage Policy (Repeat Finding) (PY Finding 1.3)	
Employees did not fully comply with [REDACTED] as it relates to clock usage.	
<p>OHR provided a report showing missing or no swipes (No Swipe Report) that reported 76,352 missing or no swipes related to 1,924 employees for our 9-month test period. In prior years, the No Swipe Report included the field "Comments" for personnel to enter explanations related to their timesheet. Based on our prior year recommendation the Department updated the No Swipe Report to include an additional field labeled "Reasons" related to these missing swipes. Of the 76,352 missing swipes, 66,444 did not have a comment. Of the 66,444 missing swipes with no comment, 58,241 also did not have a reason provided.</p> <p>From the sample of 45 employees, 43 were required to use time clocks and there were 1,821 missing swipes. Reasons related to the missing swipes included; (1) forgot to swipe - 70, (2) forgot badge - 2, (3) misdirection - 32, (4) technical difficulty - 62, and most importantly (5) no reason provided - 1,655. Of the 1,655 missing swipes with no reason, 1,415 also did not have a comment provided.</p> <p><u>Recommendation 2:</u> We recommend the United States Capitol Police modify the time sheet approval policy to include a sentence that explicitly refers to missing swipes: "Supervisors are required to verify and approve the time sheet for missing swipes daily."</p> <p><u>Recommendation 3:</u> We recommend the United States Capitol Police (USCP) provide training to educate employees regarding Office of Human Resources policies and procedures including:</p> <ul style="list-style-type: none">(a) the importance of clock swiping and identify it as part of their performance metrics in terms of being compliant with USCP policies; and(b) how to properly use the clock swipes to reduce human errors when swiping, such as "misdirection" swipes, or incorrectly identifying a reason for offsite no swipes. <p><u>Recommendation 4:</u> We recommend the United States Capitol Police improve the "no swipe report" to eliminate the "holdover" no swipes on a single working day, and eliminate the Protective Services Bureau off-site no swipes from the "no swipe report."</p>	

Exhibit A
FY 2018 Internal Control Deficiencies/Findings

Material Weakness

<p>Status of Finding and Recommendations: Repeat Finding – Limited Progress</p>	<p>Management Response: Modification of the Directive (Interim Guidance) is currently not possible based on pending negotiability determinations. However, OHR is currently drafting a bulletin to satisfy this recommendation by directing supervisors to daily verify and approve the time sheet for missing swipes.</p> <p>The COP issued guidance to the Executive Management Team in December 2017 stressing the importance of compliance. OHR is currently drafting a bulletin that will satisfy this recommendation by reinforcing the importance of clock swiping and the potential linkage of compliance to performance evaluations.</p> <p>OHR is currently drafting a bulletin that will satisfy this recommendation by educating employees on how to correctly identify reasons for offsite no-swipes. Instructions on how to properly use the clocks are posted at each clock location; however, this information will also be reiterated in the bulletin.</p> <p>The “no swipe report” has been modified to NOT show any employee marked as “offsite”. This applies to all employees required to use the clock, to include PSB employees. The Department believes holdover logic is already applied appropriately in most cases for employees who are asked to stay beyond their normal tour of duty.</p>
--	--

Exhibit B
Status of Control Deficiencies Reported in FY 2017 Independent Auditor's Report

We reviewed the status of Fiscal Year (FY) 2017 (prior year) control deficiencies/findings, as part of our FY 2018 financial statements audit. The status is summarized in the table 1.

We used the following three levels to determine the status of the FY 2017 findings:

- Closed – the condition(s) in the finding was (were) not identified in FY 2018.
- Open – the condition(s) in the finding remain(s) the same in FY 2018.
- Open/Modified – one or more conditions in the finding have changed in FY 2018.

In addition, for those findings whose status is classified as Repeat Finding Open in FY 2018, we further classified the finding as a material weakness (MW), a significant deficiency (SD) or a management letter comment (MLC).

Table 1. Status of Findings and Recommendations

FY 2017 Finding No.	FY 2017 Rec. ² No.	FY 2017 Control Deficiency	Year Reported/ Reported as	FY 2018 Finding Status	FY 2018 Rec. Status
1.1 MW	1 2	Employee and/or Supervisor's Failure to Complete or Submit Timely the Bi-Weekly Certification Report	2008-2017/MW	Repeat Finding Open/Modified – Reported as MW 1.1	1. Open 2. Closed
1.2 MW	3 4 5	Difference in Leave Hours in NFC Payroll System and [REDACTED]	2008-2009, 2013-2017/MW	Closed	3. Closed 4. Closed 5. Closed
1.3 MW	6 7 8	Noncompliance with Employee Clock Usage Policy	2008-2017/MW	Repeat Finding Open – Reported as MW 1.2	6. Open 7. Open 8. Open

Source: OIG generated.

² Rec. – Recommendation.



**Independent Auditor's Report
Compliance with Laws, Regulations, and Contracts**



WASHINGTON, DC 20003

OFFICE OF INSPECTOR GENERAL

To: The United States Capitol Police Board

Independent Auditor's Report

Compliance with Laws, Regulations, and Contracts

We have audited, in accordance with the auditing standards generally accepted in the United States and the standards applicable to the financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the United States Capitol Police (USCP) as of and for the year ended September 30, 2018, and have issued our report thereon dated December 4, 2018.

In connection with our audit, we performed tests of USCP's compliance with certain provisions of laws, regulations, and contracts applicable to USCP noncompliance with which could have a direct and material effect on the financial statements amounts. The results of our tests for the year ended September 30, 2018 disclosed no instances of noncompliance that are required to be reported in accordance with *Government Auditing Standards*.

Management's Responsibility

Management is responsible for complying with applicable laws, regulations, and contracts.

Auditor's Responsibilities

We are responsible for testing compliance with certain provisions of laws, regulations, and contracts applicable to USCP.

We did not test compliance with all laws, regulations, and contracts applicable to USCP. We limited our tests of compliance to certain provisions of laws, regulations, and contracts applicable to USCP; noncompliance with which could have a direct and material effect on the financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

Purpose of this Report

The purpose of the Report on Compliance is solely to describe the scope of our testing and the results of that testing, and not to provide an opinion on USCP's compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering USCP's compliance. Accordingly, this report is not suitable for any other purpose.

UNITED STATES CAPITOL POLICE OFFICE OF INSPECTOR GENERAL



Thomas J. Schweinefuss, CPA, CGFM
Assistant Inspector General for Audits

December 4, 2018
Washington, DC



UNITED STATES CAPITOL POLICE

Management's Discussion and Analysis



UNITED STATES CAPITOL POLICE
Management Discussion and Analysis
Fiscal Year 2018



CONTENTS

THE UNITED STATES CAPITOL POLICE MISSION, VISION AND VALUES	3
Mission.....	3
Vision	3
Values	3
Professionalism	3
Pride.....	3
Effectiveness	4
HOW WE ARE ORGANIZED.....	4
UNITED STATES CAPITOL POLICE ORGANIZATIONAL CHART	5
HOW THE USCP WORKS TO ACHIEVE ITS STRATEGIC OBJECTIVES AND PERFORMANCE GOALS	6
Strategic Outcomes.....	7
Smart Policing.....	7
Continuous Improvement and Adaptation	7
Improved Management and Performance	7
USCP Planning Concept	7
Assess the Threat.....	7
Prevent.....	7
Respond.....	7
Support the Mission	7
PERFORMANCE HIGHLIGHTS	8
Analysis of Performance Information	8
ANALYSIS OF FINANCIAL STATEMENTS	12
LIMITATIONS OF THE FINANCIAL STATEMENTS.....	14

THE UNITED STATES CAPITOL POLICE MISSION, VISION AND VALUES

The United States Capitol Police (USCP) was established by Congress in 1828 with the sole mission of protecting the U.S. Capitol Building. This area of responsibility has grown to include protecting Members of Congress, staff, visitors, and the entire Capitol Complex, which includes the U.S. House and Senate Office Buildings, Capitol Visitor Center, U.S. Botanic Garden, Library of Congress, Capitol Power Plant, and various other support facilities. The USCP is led by the Chief of Police with oversight by the Capitol Police Board, comprised of the House and Senate Sergeants at Arms and the Architect of the Capitol, as well as Congressional oversight from appropriation and authorization committees in both the U.S. House of Representatives and U.S. Senate.

Mission

To protect the Congress - its Members, employees, visitors, and facilities - so it can fulfill its constitutional and legislative responsibilities in a safe, and secure and open environment.

Vision

The USCP will be nationally recognized as a results-oriented law enforcement agency that demonstrates the highest standards for professionalism, security, safety and management

Values

USCP employees are committed to providing quality services to the community we serve. We believe that each one of us makes the difference between a good and an excellent organization.

Our organizational values are as follows:

Professionalism describes the way USCP employees conduct themselves. As a prominent presence within the Legislative Branch, USCP employees always demonstrate actions that are Unflinching, Sincere, Courteous, and Principled. Both civilian and sworn employees perform the vital duties of their roles in ways that reflect well on the reputation of the Department and its stakeholders.

Pride describes the feeling that every employee has for the service they give, the weight of the mission and the community they serve. This is demonstrated in respect for the institutions of the USCP and the legislative process, as well as the way in which employees conduct themselves and present themselves as employees of the USCP.

Effectiveness describes every employee's commitment to performing to the highest standards possible, utilizing the best approaches. This is demonstrated by each employee's commitment to achieving the highest personal standards, as well as contributing to the success of the Department. This is accomplished through a commitment to self-evaluation, continuous improvement and an approach among leadership, supervisors and colleagues to constructively motivate, coach and support each other - to be the best that we can be.

HOW WE ARE ORGANIZED

The USCP aligns its management functions into an operations and administrative structure. The operations structure carries out the law enforcement/security activities of the Department, and the administrative structure provides business processes/administrative support to the Department.

The operations side of the Department is led by the Chief of Operations and is comprised of five Bureaus: Command and Coordination Bureau; Operational Services Bureau; Protective Services Bureau; Security Services Bureau; and Uniformed Services Bureau.

The administrative side of the Department is led by the Chief Administrative Officer and is comprised of eight Offices and one Bureau: Office of Acquisition Management; Office of Background Investigations and Credentialing; Office of Facilities and Logistics; Office of Financial Management; Office of Human Resources; Office of Information Systems; Office of Inclusion, Diversity, Equity and Action; Office of Policy and Management Systems; and the Training Services Bureau.

Outside of the operations and administrative hierarchy are the Office of the General Counsel; Office of Accountability and Improvement; Office of Professional Responsibility; and the Public Information Office, which fall directly under the leadership of the Chief of Police. The Office of Inspector General is an independent function of the USCP and reports directly to the Capitol Police Board.



Page 5 of 14

HOW THE USCP WORKS TO ACHIEVE ITS STRATEGIC OBJECTIVES AND PERFORMANCE GOALS

The USCP has a critical mission to ensure that the Nation's legislative and democratic process of government is conducted without disruption. That mission is achieved through a variety of operational activities, supporting administrative processes and the work and dedication of over 2,250 employees. In order to effectively deliver on our mission, the Strategic Plan defines the objectives of the Department and the path we will take to meet our goals.

The USCP exercises a planning concept that links strategic, tactical, and lower-level planning efforts. To accomplish our mission it is important to have an effective and realistic strategy. In fiscal year (FY) 2018, the USCP continued work on its performance management system by identifying performance measures for over 95 percent of USCP Programs, which is an increase from 80 percent reported in FY 2017. In FY 2017, the Department published a new policy for verifying and validating performance data statistics. Continuing to build on this success in FY 2018, the Department formally codified the membership of the Data Working Group (DWG) which consists of personnel from across the operational and administrative elements. The DWG ensures agency data and/or statistics are correctly utilized and validated as accurate and complete. As we transition into FY 2019, the Department will continue to strengthen its performance management system by increasing program accountability through established processes that help program managers set performance targets, monitor and track progress, and address gaps to achieve desired outcomes.

The USCP employs its annual Force Development (FD) Business Process to focus the planning, programing, and budget functions of the USCP on accomplishing the existing mission with a view to the future. The FD Business Process provides a transparent decision-making process that is results-driven and based on meeting operational needs. Through this process, the USCP sets timetables and accountability standards for planning resource requirements, and engages in high level managerial communication with an integrated peer team approach to support and evaluate program goals and viability.

In FY 2015, the USCP published its FY 2015-2019 Strategic Plan. In FY 2016, the USCP began to establish a performance management framework that supports the Department in obtaining the strategies and objectives outlined in the strategic plan. This work continued into FY 2017 and FY 2018 as the Department worked to establish programmatic performance measures and report quarterly progress towards implementing key initiatives in support of our strategic plan.

Transitioning into FY 2019, Department Leadership is preparing to assess progress made towards implementing the FY 2015-2019 Strategic Plan which includes a status on successfully completed activities and initiatives supporting the following strategic outcome areas:

Strategic Outcomes

Smart Policing

Develop data-driven approaches to making decisions and managing programs. Refine capabilities to monitor our activities, identify trends and constantly look for ways to improve our mission effectiveness.

Continuous Improvement and Adaptation

Conduct routine analysis of operations, outputs and outcomes will enable us to continuously adapt and evolve to the needs of the mission.

Improved Management and Performance

Improve the way we define the purpose and scope of our programs. Identify and monitor relevant organizational metrics to evaluate and improve the Department's performance by defining clear expectations for each mission set and major line of business.

USCP Planning Concept

Serving the Members of Congress, staff, and the public means that we must excel at our operational work and effectively manage resources to fully support the mission. USCP mission stances define the specific categories of activity under which the USCP will achieve its mission. The mission stances are broad-based and remain relatively unchanged in future years. The Department uses these mission stances as a means for determining whether potential programs and activities are consistent with the USCP mission. The mission stances and their purposes are described below:

Assess the Threat

Provide a comprehensive internal assessment capability to identify and validate threats to Members of Congress; the legislative process; and the buildings, staff, and visitors that make up the Capitol Community.

Prevent

Prevent criminal or terrorist activity from disrupting the legislative process and normal business operations.

Respond

Respond promptly with the right resources to threats, disruptions, or other unlawful activities in order to quickly and safely return Congress to normal operations.

Support the Mission

Improve the efficiency and effectiveness of internal business processes and procedures in support of delivering mission responsibilities at the highest possible level.

PERFORMANCE HIGHLIGHTS

The USCP continues to track many of the measures found in the following pages, but as the Department builds upon progress in improving our programs and developing new strategic priorities, some measures may be removed and new ones developed.

FY 2018 results indicate that the USCP continues to provide core services that support our primary objective to protect and secure Congress so it can fulfill its Constitutional responsibilities in a safe and open environment. However, like any organization there are areas that we can improve upon. A brief discussion of our results by strategic objective follows.

Analysis of Performance Information

ASSESS THE THREAT		
Mission Statement	Strategic Objectives	Performance Outputs
ASSESS THE THREAT Provide a comprehensive internal assessment capability to identify and validate threats to Members of Congress; the legislative process; and the buildings, staff, and visitors that make up the Capitol Community.	A.1. Inter-Agency Collaboration: To collaborate with other federal agencies and local law enforcement to increase the collection and sharing of Intelligence Information. A.2. Intelligence Collection & Analysis: To maximize the collection and use of intelligence and counter-surveillance information for identifying threats. This includes process improvement internally and externally both for counter-surveillance and the dissemination of threat warnings.	Conducted █ Vulnerability Assessments Conducted 42 Security Awareness Briefings

PREVENT		
Mission Stance	Strategic Objectives	Performance Outputs
PREVENT Prevent criminal or terrorist activity from disrupting the legislative process and normal business operations	P.3. Congressional Community Protection: To prevent criminal, terrorist and other disruptive activities from reaching the Capitol Buildings and Grounds and protect the people, legislative processes, and the facilities from criminal and other disruptive activities within the Capitol Complex.	Coordinated 921 special events Conducted 201,484 K-9 sweeps Conducted 12,395 bomb sweeps Screened 36,568 delivery vehicles off-site Conducted 32,733 hazardous material inspections of delivery vehicles Screened 1,786,990 visitors at the Capitol Visitor Center
	P.4. Event Management: To enable individuals to safely participate in major events and demonstrations while not disrupting legislative operations.	Screened 11,458,273 persons at Capitol Hill building entrances and interior check points Prepared 9 notifications for POTUS visits Prepared 62 notifications for VPOTUS visits
	P.5. Member Protection: To protect Members of Congress and visiting officials against criminal and terrorist activities.	Prepared 83 notifications for Heads of State visits Prepared 3,563 notifications for VIP/Dignitary visits

RESPOND		
Mission Stance	Strategic Objectives	Performance Outputs
<p>RESPOND Respond promptly and with the right resources to threats, disruptions, or other unlawful activities in order to quickly and safely return Congress to normal operations.</p>	<p>R.6. Law Enforcement: To patrol areas of statutory responsibility and diligently investigate and prosecute persons who commit criminal acts.</p> <p>R.7. Incident Management & Communication: To coordinate decisively and efficiently all activities and communications in response to a critical incident.</p> <p>R.8. Specialized Response Capabilities: To enhance our specialized response capabilities to ensure readiness to all types of incidents.</p> <p>R.9. Continuity of Operations: To ensure Continuity of Operations (COOP) for USCP while supporting the Congressional Community in the execution of their COOP plans and, when necessary, assist in the implementation of Legislative Branch Continuity of Government (COG) plans.</p>	<p>Responded to [REDACTED] suspicious package reports</p> <p>Responded to [REDACTED]</p> <p>Processed arrests TBD*</p> <p>Conducted 2,369 Containment and Emergency Response Team (CERT) related responses</p>

* This data will be provided at a later date due to disruption caused by a fire that has significantly delayed the processing of arrest reports. Currently the FY 2018 data is not available for verification.

SUPPORT THE MISSION		
Mission Stance	Strategic Objectives	Performance Outputs
SUPPORT THE MISSION Improve the efficiency and effectiveness of internal business processes and procedures in support of delivering mission responsibilities at the highest possible level.	S.10. Human Capital: To create and sustain a vigorous and motivated workforce that is highly trained and armed with the necessary knowledge, skills and abilities to achieve the mission.	Hired 26 civilian employees Hired 193 sworn personnel Processed 26 civilian employee separations Processed 103 sworn personnel separations
	S.11. Technology: To provide responsive, high quality, cost-effective information technology services and solutions in a timely manner.	Maintained 99.93% information technology server uptime
	S.12. Facilities Management: To provide USCP employees with state-of-the-art facilities to meet its mission, workload, and personnel requirements.	Maintained 96.30% primary fleet readiness Maintained 92.92% motorcycles fleet readiness
	S.13. Financial Management: To provide timely, reliable, and responsive financial management services, and ensure accountability for assets and resources.	Maintained 98.82% equipment fleet readiness
	S.14. Logistics Management: To make resources available to those who need it, when they need it by improving the ordering, procurement, distribution, and tracking of USCP resources.	Maintained 92.21% special operations fleet readiness
	S.15. Legal Counsel: To ensure legal counsel for overall organizational legal compliance.	
	S.16. Continuous Improvement: To create a best practices organization that through an environment of continuous incremental improvement encourages innovation and creativity.	

ANALYSIS OF FINANCIAL STATEMENTS

These financial statements were prepared from the accounting records of the Department in accordance with the accounting principles generally accepted in the United States of America, prescribed by the Federal Accounting Standards Advisory Board (FASAB).

The following information provides highlights of the Department's financial position and results of operations in FY 2018. The complete set of financial statements, related notes, and the opinion of the Department's auditors are attached to this document.

Assets: The Department's Consolidated Balance Sheet as of September 30, 2018, shows \$187M in total assets, no increase from the previous year's total assets of \$187M. Although the Department's Fund Balance with the U.S. Treasury was \$7M more than in FY 2017, Accounts Receivable, Advances to Others and General Property, Plant and Equipment were \$6.4M less than in FY 2017.

Liabilities: Total Department liabilities were \$107M as of September 30, 2018, an increase of \$1M (1 percent) over the previous year's total liabilities of \$106M.

Net Position: The Department's total net position as of September 30, 2018 was \$80M, the same as the prior year.

Budgetary Resources: The Department's FY 2018 Combined Statement of Budgetary Resources shows \$459M in total budgetary resources, an increase of \$29M (7 percent) from the previous year's total budgetary resources of \$430M.

Net Outlays: The Department's FY 2018 Combined Statement of Budgetary Resources shows \$419M in net outlays, an increase of \$35M (9 percent) over the previous year's total net outlays of \$384M.

Net Cost of Operations: The Consolidated Statement of Net Cost presents the Department's gross and net cost by strategic goal. The net cost of the Department operations totaled \$482M for the year ended September 30, 2018, an increase of \$37M (8 percent) over the previous year's net cost of operations of \$445M.

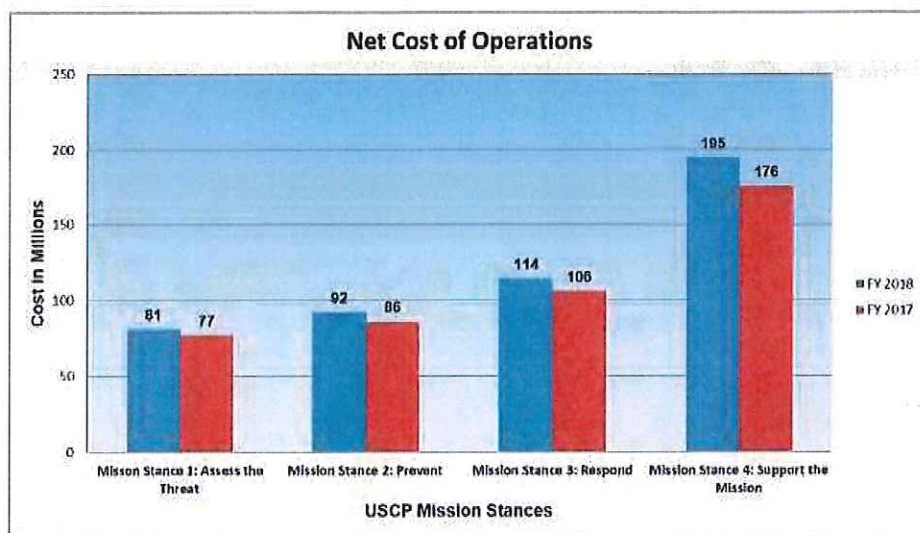
Our budget consists of annual appropriations that fund the salaries and benefits for our staff, and general expenses such as motor vehicles, communications and other equipment, security equipment, uniforms, weapons, supplies, materials, training, medical services, forensic services, professional services, the Employee Assistance Program, the employee recognition program, postage, communication services, travel, and relocation of instructor and liaison personnel for the Federal Law Enforcement Training Center. Our annual appropriation for FY 2018 was \$427M.

In FY 2018, our total assets were \$187M, consisting mostly of the Fund Balance with Treasury, followed by our property, plant and equipment. Total liabilities of \$107M were comprised primarily of Worker's Compensation (FECA) liability, accrued employees' salaries and benefits, annual and compensatory leave, and accounts payable to the public.

The net cost of operating the USCP during FY 2018 and FY 2017 was approximately \$482M and \$445M, respectively. Overall, our net cost of operations increased by \$37M, due primarily to increased payroll and benefits. We report net cost of operations according to our four mission stances, consistent with our strategic plan. Table 1 shows how our FY 2018 and FY 2017 costs break down by each mission stance.

Table 1: USCP's Financial Highlights: Resource Information (in millions)

	FY 2018	FY 2017	% Change
Total Assets	187	187	0%
Total Liabilities	107	106	1%
Appropriations			
Salaries	352	325	8%
General Expenses	75	68	10%
Total Annual Appropriations	427	393	9%
Total Budgetary Resources	459	430	7%
Total Outlays	419	384	9%
Net Cost of Operations			
Mission Stance 1: Assess the Threat	81	77	5%
Mission Stance 2: Prevent	92	86	7%
Mission Stance 3: Respond	114	106	8%
Mission Stance 4: Support the Mission	195	176	11%
Total Net Cost of Operations	482	445	8%



LIMITATIONS OF THE FINANCIAL STATEMENTS

The Department's financial statements are the culmination of a systematic accounting process. The statements have been prepared to report the financial position and results of operations of the USCP, pursuant to the hierarchy of accounting principles and standards set forth in Note 1 to the financial statements. While these statements have been prepared from the books and records of the Department, they are in addition to the financial reports used to monitor and control budgetary resources that are prepared from the same books and records. The Department's transactions are executed in accordance with laws governing the use of budget authority and other laws and regulations that could have a direct and material effect on the financial statements, and any other laws and regulations identified in audit guidance.

The statements should be read with the understanding that as an Agency of a sovereign entity, the United States Government, we cannot liquidate our liabilities (i.e., pay our bills) without legislation that provides resources to do so. Although future appropriations to fund these liabilities are likely and anticipated, they are not certain.

CONTACTING THE OFFICE OF INSPECTOR GENERAL

Success of the OIG mission to prevent fraud, waste, abuse, or mismanagement depends on the cooperation of employees and the public. There are several ways to report questionable activity.

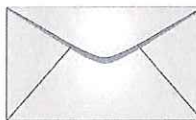
Call us at 202-593-3868 or toll-free at 866-906-2446. A confidential or anonymous message can be left 24 hours a day/7 days a week.



Toll-Free
1-866-906-2446

Write us:

*United States Capitol Police
Attn: Office of Inspector General
499 South Capitol St. SW, Suite 345
Washington, DC 20510*



Or visit us:

*499 South Capitol Street, SW, Suite 345
Washington, DC 20003*



You can also contact us by email at: OIG@USCP.GOV

**When making a report, convey as much information as possible such as:
Who? What? Where? When? Why? Complaints may be made anonymously or you may request confidentiality.**

Additional Information and Copies:

To obtain additional copies of this report, call OIG at 202-593-4201.

