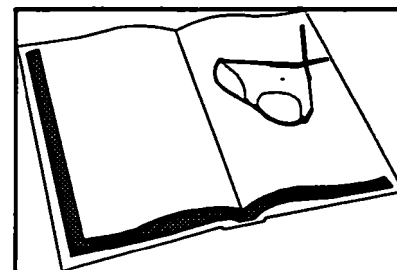


PUBLICATIONS UPDATE

Office of Inspector General/Office of Management

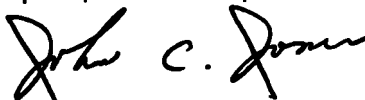


Volume 4, No. 3 (last issue was Vol 4, No.2) as of June 15, 1994

OCT 7 1994

This issue contains a list of all current issuances and subject indexes. This issue contains information about policy issuances, published or deleted, since the March issue, and the subject indexes for each series of chapters. As a reminder, March and September issues only contain a list of all current issuances and not subject indexes. One paper copy will go to each OIG employee. The listings of all current issuances and subject indexes are available, on request, from Stephanie Keys, (202) 260-4912. This publication and the subject indexes are posted on the OM_INFO electronic bulletin board in the All-in-1 mail system and sent over the OIG Headquarters LAN (contact Andrea Alexander (202) 260-8971 or Tom Maloney on (202) 260-2234).

The attachments consist of indexes for each of the three series of chapters (Management, Audit, and Investigations), and lists of the current OIG Manual Chapters, IG Bulletins, IG Staff Memorandums and Audit Guides.



John C. Jones
Assistant Inspector General for Management

Chapter Notes:

None published or deleted since last Update.

In revision process: (OPR = Office of Prime Responsibility)

<u>Number</u>	<u>Description</u>	<u>OPR</u>	<u>Contact</u>	<u>Phone</u>
01	OIG Issuance System	OA	Alan Bogus	260-4943
15	Training and Staff Development	OM/RMD	Mary Knight	260-4912
19	Suspension and Debarment	OM	Ed Maddox	260-8960
21	Hotline Referrals	OM	Ed Maddox	260-8960
24	Review of Legislation and Regulations	OM	Ed Maddox	260-8960
34	Consolidated Index System	OA	Joyce Williams	260-3517
37	Coordination of Activities Related to EPA's Major Contractors	OI/OA	Bob Coia (215)597-9130 Lorraine Gentile	260-7542
116	Management of the Audit Services Contract Program	OA	C. McCollum	(916)551-1076
202	Administrative Operating Procedures	OI		260-1109

New chapters in development:

210	Undercover Operations	OI	Allen Fallin	(312)353-2507
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IG Bulletins: None published or deleted.

AIG Staff Memorandums: None published or deleted.

Distribution: 1 copy for each OIG employee (excl LAN) + IGD-OGC
Attachments



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SUBJECT INDEX

OIG Manual Chapters 1-38 (Office of Management)

Should you have any questions or comments about this index, please contact Andrea Alexander, Office of Management, on (202) 260-8971.

Subject	Chapter, Page(s)
Administrative File System	(4)
Administratively Uncontrollable Overtime (AUO)	(38) 10
Budget Preparation	(36)
Administrator, submission to	(36) 4
Budget information, disclosure of	(14) 10
Congress, hearings in	(36) 6
Inspector General, submission to	(36) 2
OMB, submission to	(36) 5
Operating Plan, development	(36) 6
Passback	(36) 5, 6
Compensatory time	(38) 7
Computer Utilization and Security	(32)
Acquisition of	(32) 1
Maintenance	(32) 7
Security	(32) 5
Conduct, Standards of	(14)
Conduct, personal	(14) 5
Financial interest statement	(14) 2
Gifts	(14) 6
Impairments, personal	(14) 7
News media, contacts with	(14) 10
Outside activity, approval	(14) 12
Confidential Business Information	(17) 4
Confidential Funds	(26)
Consolidated Index System	(34)
Contractors, Coordination of Activities	
Related to EPA's Major Contractors	(37)
Correspondence	(9)
Credentials	(18)
Credentials, use of	(14) 5
Document control numbers	(27) 7
Distribution codes	(1) 14
Equipment, ADP	(30) 2
File System, Administrative	(4)
Correspondence, classifying	(4) 7
Freedom of Information Act	(17)
Relationship with Privacy Act	(17) 3
Audit reports	(17) 4,5
Investigative records	(17) 6
Confidential Business Information	(17) 4
Funds, Confidential	(26)

Subject	Chapter, Page(s)
Funds Control	(27)
Allowance Holder	(27) 2
Document Control Register	(27) 7
Funds Certifying Officer	(27) 3
Senior Budget Officer	(27) 3
Hotline	(21)
Imprest fund	(30) 6
Index System, Consolidated	(34)
Issuance System	(1)
Legislation, review of	(24)
Management Assessment Reviews	(11) 2
Microcomputer Utilization and Security	(32)
Acquisition of	(32) 1
Maintenance	(32) 7
Security	(32) 5
Overtime pay	(38) 1
Personnel Administration	(12)
Awards	(12) 21
Co-op Program	(12) 9
EEO Program	(12) 19
Employee relations	(12) 20
Exit interviews	(12) 26
New Employee Orientation	(12) 13
Performance records, employee	(12) 17
Performance Appraisals	(12) 16
Performance Measurement System	(12) 15
Recruitment procedures	(12) 1
Stay-in-School Program	(12) 13
Upward Mobility Program	(12) 10
Procurement Practices and Procedures	(30)
Books and subscriptions	(30) 3
Conference facilities	(30) 3
Furniture, modular	(30) 3
Imprest fund	(30) 6
Justification	(30) 5
Procurement, unauthorized	(30) 7
Rental and maintenance agreements	(30) 3
Signature authority	(30) 1
Program Evaluations	(11) 5
Quality Assurance Program	(11)
Quality control reviews	(11) 4
Records Disposition	(31)
Records, retirement of	(31) 2
Records, retrieving retired	(31) 6
Referrals Between Audit and Investigations	(22)
Regional Administrators, Meeting with	(23)
Regulations, EPA, review of	(24)
Review of Legislation and Regulations	(24)
Agency directives, review of	(24) 4
Semiannual Report	(25)
Subpoenas During Audits and Investigations	(10)
Suspension and Debarment	(19)
Training and Staff Development	(15)

SUBJECT INDEX

OIG Manual Chapter 100 Series (Office of Audit)

Should you have any questions or comments about this index, please contact Alan Bogus, Chief, Policy and Planning Unit, on (202) 260-4943.

Subject	Chapter, Page(s)
Affidavit	(108) 37
Annual Audit Plan	(102) (107) 9
audit suggestion	(102) 7-11,13,17,19,20,28
final audit plan	(102) 13,20
planning calendar	(102) 20
quarterly revisions	(102) 1,5,16,18
substitutions	(102) 16,17
Assignment Program	(107)
Assistance (Requests for)	
legal	(121)
technical	(120)
Audit Guides/Programs	(107)
distribution	(107) 4,7
format	(107) 3,6,15,17
Audit Report	(108) 1,17,18 (109) (110) (111) (112) (114) 1,8,12-14,18,22-29
action required	(121) 3 (122) 7,17,19,20 (123) 5,6
content	(109) 23 (110) 4,5,7,21,28,38,98
distribution, final	(109) 9,30 (110) (122) 7
distribution, draft	(112)
executive summary	(111) 7 (110) 3a
format	(110) 4,9-12,16,94,97
chapter format	(110) (122) 7
letter format	(110) 1,39,97
memo to management	(110) 19,20,98
issuance	(102) 19,20
report cover	(111) 14,15
review of draft, final	(110) 3-6,8,22,23,97,98
signature of	(111)
reports of review	(111) 14
transmittal letter	(110) 3a (150)
Audit Suggestions	(110) 3a,4,6,37,38,94,96,97 (114) 13,14
rating form	(102) 5-11,13,17,19,20,28
Audit Tracking/Control	(102) 10,23,25
Auditee Comments	(119)
C-2 Report	(109) 15-18,34 (110) 28,36,98 (111) 7
Certification Memo	(109)
Compliance	(111) 13 (150) 10
memo to management	(107) 4,5 (108) 1,10 (109) 10,19,20,29 (110) 27,28,31,32,35-37,
Confidential Business Information (CBI)	(114) 2,4-6,28,29 (122) (123) 3,6 (150) 2,3,5,16
Construction Grant	(122) 19,20
criteria, final audit	(108) 11,20 (110) 23,95 (112) 10
	(102) 29

Subject**Chapter, Page(s)**

Contract Audit	(107) 2 (109) 9,19 (110) 1,23,24,27-30,33,37,38 (116) (123) 3,10 (150) 2,4,5,24,29
distribution, report	(112) 4,20-23,26-32,
Contract Program	(116)
management, audit services	(116)
Distribution, Report	(112)
Draft Audit Reports	(110) 3a (111) 6
Evidence	(108) (109) 1,2,5-7,9,23 (110) 4,11,13,15,21,28
analytical	(108) 3
documentary	(108) 2,4,5
physical	(108) 2,5,7,26,30,40 (109) 8,26,27
testimonial	(108) 2-5
Evidence Standards	(108)
relevance	(108) 3,4,39 (109) 17
sufficiency	(108) 3,39
Exit Conferences	(108) 17 (111) 8,9 (150) 12
Financial Audit	(107) 1 (108) 1
Financial Related Audits	(108) 1 (110) 1,2,22,23 (122) 1,3,9,10,16,21
Findings	(108) 1,3,5,8,18,23,31,32,35,40 (109) (110) 11,16-18,21,22,33-36 (114) 8,12-14,18,22-27 (121) 3 (123) 13 (150) 4,8,13,17,18,20,21 (109) 11,13
draft	(109) 11,13
elements of	(109) 2,6-9,19,27,31,34 (110) 16,22,33,34,36 (114) 12 (123) 5
main	(109) 32
minor	(109) 22,30-32
presentation of	(109) 1,6 (110) 16,18,22
repeat	(109) 22,34
Flash Reports	(111) 15,16
FMFIA	(103) 13 (109) 12,22,34 (110) 14,17,97 (122) 10,12,14,21
FOIA	(108) 20 (110) 8 (116) 23
Followup Audits	(108) 17,18 (109) 22,31,32
Fraud	(107) 4,9 (109) 12,16 (110) 1,17,36,37 (114) 17,18 (122) (150) 1
Illegal Acts	(107) 4 (110) 1,17,37 (114) 7,17,18 (121) 1,2 (122) (150) 7
Internal Controls	(102) 3,11 (103) (107) 2-5,8,9 (108) 4,27,28 (109) 3,10,12,19, 22,29,30,34 (110) 2,3,14,17,25,27,28,31-33,35,36,97-99 (114) 5,28,29 (122) 11-14 (123) 6 (150) 2,3,5,15
Late Report Justification	(124)
Legal Assistance	(121)
M-1, S-1, L-1	(124)
M-2 Report	(124)
Management Accountability System (MAS)	(124)
Methodology	(107) 1,3,6,17 (108) 4,13 (110) 31,32,34 (122) 9,19,22 (150) 12-14,26,27
Multidivisional Assignments	(117)
planning	(117) 3
conducting	(117) 4
reporting	(117) 5
Oath Administration	(108) 36
PATS	(119)
Performance Audit	(107) 1,3 (109) 6,9,11,20 (110) 1-7,12,16,19,22,23,39,95,97,98
Position Papers	(109) 10-12,15,16,(110) 28,,36,38 (150) 12
Privacy Act	(108) 20 (112) 13 (116) 23
Recommendations	(107) 13 (109) (110) 10-13,16,17,20-22,28,29,36 (114) 7,12,16

Subject	Chapter, Page(s)
	(121) 2,3 (122) 14 (150) 12,13,15-18,20,21,26,31
Referencing	(108) 10,11,15,33 (111) 9-13 (150) 10
types of	(111) 10,11
Referrals	
non-federal auditors	(123)
Relying on Assist Audits	(108) 8
Relying on Others' Work	(108) 7,8 (110) 33
Reports of Review	(110) 3a (122) 7 (150)
Review of Operations	(105)
Scope	(107) 1-3,6,9,10,17 (108) 8,12,13,14 (109) 3,23
	(110) 2-5,10,12-15,18,20,31-34,97-99 (122) 4,7-9,18,19, 27
	(150) 1,2,4,6,7,12-15, 26, 27,34
Significant Report summaries	(111) 17,18
Single Audit	(114) (123) 3,9
Special Review	(108) 7,36,37 (150)
Supervisory Functions	(115) 2-5
Supervisory Reviews	(111) 3-5 (115) 3,4,5
Survey Phase	(104)
survey memorandum	(104) 16-20
survey results	(104) 21,23 (107) 17
Technical Assistance	(120)
Top 10 Report	(124)
Transmittal draft reports	(109) 15 (110) 3a (150) 13
Working Papers	(107) 1,2,7,10-14,17 (108) (10C) 6,13,31 (122) 12-14,16,20 (123) 6
	(150) 5,8-12
automated	(108) 23,30,36,40
destruction of	(108) 22
discontinue work	(108) 14
planning	(108) 10,26,29,30 (109) 4,28 (114) 6,8
preparing	(108) 10
reviewing	(108) 15
security	(108) 1,19-22,23,26,30,34 (122) 11,20,28
sensitive information	(108) 10,39
standards	(108) 8
summarizing	(108) 14

SUBJECT INDEX

OIG Manual Chapter 200 Series (Office of Investigations)

Should you have any questions or comments about this index, please contact Carol Ott, Southern Investigations Division, on (404) 347-2398.

Subject	Chapter, Page(s)
Administrative Actions	(203)
Use of Results in Investigations	(203) 2
Administrative Forms	(202) 26-28
Administratively Uncontrollable	
Overtime (AUO)	(202) 28
Adverse Actions	(203)
Employee	(203) 3
Use of Results in Investigations	(203) 2
Advice of Rights	(205) 2-4
Custodial	(205) 3
Employee	(205) 3
Non-Employee	(205) 2 22
After Declination	(205) 5
Non-Custodial	
Employee	(205) 4
Non-Employee	(205) 4
After Declination	(205) 5
Ammunition	(201) 1 (211) 9
Appeal	(208) 23
Arraignment	(208) 7-8
Arrest Authority of OIG	(201) 1 (211) 7
Best Evidence Rule – See Evidence	
Better Business Bureau	(207) 24
Banking Records	(207) 11-12
Burden of Proof – See Evidence	
Bureau of Professional and	
Vocational Standards	(207) 10
Case - Requirements	(202)
Numbering System	(202) 24-25
Management	(202) 10
Case Opening	(202) 10-13
Closing	(202) 23
Preliminary Inquiry	(202) 4-9
Precis	(202) 18
Status Reports	Staff Memo 92-OI-02
No Action Complaint	(202) 3
Chain of Custody	(204) 2
Change of Venue	(208) 18
Child abuse	(213) 1, 3
Civil Actions	(203) 3
Confidential Sources	(201) 6-12 (206) 23-24
Definition	(201) 6
Assignment, Use of Numbers	(201) 10-11
Handling	(201) 6-7
Protection of Identity	(201) 11

Subject **Chapter, Page(s)**

Confidentiality	(201) 8-11 13-15
Sources	
Employee	(201) 8
Informant	(201) 8 (203) 12-13
FOIA	(201)
Protection of Identity	(201) 11
Common Law	(203) 1
Competency	(203) 18
Complaints	(202)
Handling & Evaluating	(202) 1-3, 23
Complaints and Complainants	
Confidential Sources	(206) 23-24
Employee	(206) 23
Computer Related Evidence	(204) 7
Contempt of Court	(208) 7
Consensual Monitoring	(209)
Electronic Communication	
Request for Approval	(209) 9-10
Approval	(209) 9-10
Extensions	(209) 10
Emergency Interception	(209) 10
Interception Log	(209) 11
Records	(209) 11
Limitations	(209) 12
Oral Communication	
Request for Approval	(209) 7
Approval	(209) 7
Extensions	(209) 8
Emergency Interception	(209) 8
Interception Log	(209) 9
Records	(209) 9
Other Considerations	(209) 11-13
Reports	(209) 13-14
Title III of the Omnibus	
Crime Control...Act	(209) 1
Use of Information	(209) 11-12
Use of Interception Devices	(209) 12-13
Wire Communication	
Request for Approval	(209) 4
Approval	(209) 4
Extensions	(209) 5
Emergency Interception	(209) 6
Interception Log	(209) 6
Records	(209) 6
Corpus Delicti	(203) 16
Corroborating Evidence -- See Evidence	
Credentials	(201) (211) 11
Credit Report Agencies	(207) 19
Crime	(203) 1
Definition	(203) 1
Felony	(203) 1
Misdemeanor	(203) 1
Petty Offense	(203) 1
Crime Control Act of 1990	(213) 1

Subject	Chapter, Page(s)
----------------	-------------------------

Cross-Examination	(203) 4-5
Custodian (Evidence)	(204)
Appointed	(204) 3
Procedures	(204) 4
Currency and Foreign	
Transactions Reporting Act	(207) 12
Deadly Force	(211)
Firing at Fleeing Person	(211) 8
Warning Shots	(211) 8
Department of Licensing	(207) 10
Deputation as Special	
U.S. Marshal	(211)
Arrest Authority	(211) 7
AIGI Approval	(211) 5
Deputation by U.S.	
Marshal Service	(211) 1
Expiration	(211) 5
Firearms Qualification	(211) 6
Firearms Security	(211) 20
DOJ Requirements	(211) 3
Law Enforcement Training	(211) 5
Restricted Authority	(211) 2
Discovery & Inspection	(208) 10-14
Disposition of Audio/Video Tapes	(204) 9-10
Due Process	(208) 13
Evidence	
Admissability of	(203) 2, 5
Authentication of documents	(203) 5
Best Evidence Rule	(203) 17
Burden of Proof	(203) 17
Business Entities	(203) 18
Charts & Maps	(203) 18
Circumstantial	(203) 4
Collection of	(203) 4
Corroborating	(203) 17
Demonstrative	(203) 18
Direct	(203) 4
Documentary	(203) 5
Federal Rules of Evidence	(203) 1
Hearsay Rule	
Definition	(203) 6
Exceptions	(203) 6-8
Inventory	(204) 8
Investigative Report to Identify	(203) 4
Methods of Collection	(203) 4
Opinion & Expert Testimony	(203) 17
Parole	(203) 5
Photographs	(203) 18
Presumptions	(203) 19
Real	(203) 6
Transfer of	(203) 9
Evidence Custody Form	(204) 3
Expert Testimony	(203) 17-18

Subject Chapter, Page(s)

FBI	(201)	
As it relates to OIG Investigations	(201) 1	
Memorandum of Understanding	(201) 1	
Referrals	(201) 1, 3	
Federal Rules of Evidence - See Evidence		
Firearms	(211)	
Care & Maintenance	(211) 14	
Certification	(211) 7	
Handcuffs	(211) 11	
Holsters	(211) 10	
Intervention in Shooting Scene	(211) 23-24	
Personal Firearms	(211) 8	
Prohibited Activity	(211) 19	
Report of Shooting	(211) 21-22	
Theft or Loss	(211) 14	
Training	(211) 9	
Transportation of Firearms	(211) 15-18	
Violation of Policy	(211) 25	
Wearing Firearms	(211) 12	
Folders	(202)	
Agent	(202) 14	
Divisional	(202) 14	
Merging	(202) 23	
Official	(202) 14,24	
FOIA - See Confidentiality		
Forms	(202)	
Grand Jury	(201) (202) 14 (204) 1 (208) 2, 5	
Secrecy	(201) 5 (208) 4	
Disclosure	(201) 6	
Planning	(201) 12	
Hearsay Rule - See Evidence		
Interoffice Lead	(202) 13	
Interviews	(201) 13-14 (205) 1-7 (206) 16-18, 20	
Recording of	(201) 13	
Complete & Accurate Notes	(205) 1	
Employee	(205) 5-7	
Duty to Cooperate	(205) 7	
Legal Representation	(205) 6	
Union Representation	(205) 5	
Format	(206) 16-18	
Investigation (Joint)	(202) 16-17	
Investigative Leads		
Crossing Boundaries--See Interoffice Leads		
Investigative Plan	(202) 16-17	
Indictment	(208) 5-7	
Jencks Act	(208) 14	
Jurisdiction	(208) 18	
Jury		(208) 21-22
Mail Cover	(201) 14-16	
Definition	(201) 14	
Request	(201) 14	
Restrictions	(201) 15-16	
Memorandum Report	(206) 29-30	

Subject	Chapter, Page(s)	
Medical Standards and		
Physical Requirements	(212) 1-20	
Background and Policy	(212) 1-4	
Physical Requirements	(212) 5-6	
Medical Standards	(212) 6-7	
OPM Guidance	(212) 7	
Orientation for Examining Physician	(212) 7-9	
Data Provided by OIG	(212) 7	
Medical Forms	(212) 9-10	
Examination Physician's Conclusions		(212) 10-11
Reports on Medical Findings	(212) 11	
Correctable Impairment and		
Temporary Disability	(212) 11-14	
Waiver of Medical Standards/		
Physical Requirements	(212) 14-16	
Reasonable Accommodations	(212) 17	
Policy	(212) 17	
Requests	(212) 17	
Employability Determination	(212) 17	
Background	(212) 17	
Policy	(212) 17	
Considerations	(212) 17	
Cost of Examination and Testing	(212) 19	
Responsibility of OIG	(212) 19	
Responsibility of Applicant/		
Employee	(212) 19	
Frequency of Medical Examinations	(212) 20	
Applicants	(212) 20	
Employees	(212) 20	
Notification and Scheduling	(212) 20	
Monies	(204) 10	
News Media Inquiries	(201) 4	
National Crime Information		
Center (NCIC)	(207) 9	
National Law Enforcement		
Telecommunication Systems	(207) 6	
Newspapers	(207) 23	
No Bill	(208)	
Notice	(203)	
Judicial	(203) 15	
Obstruction of Justice	(201)	
Handling Investigations	(201) 3	
Office of Criminal Investigation	(201)	
Memorandum of Understanding	(201) 1	
OIG--Allegation of Crime by	(201) 2-3	
Perjury -- Handling Allegations of	(201) 3)	
Plea		(208) 8-9)
Police	(207) 10	
Precis -- See Case Requirements		
Privacy Act -- Allegations of Violation	(201) 3	
Presumption--See Evidence		
Primary Contact Person (PCP)	(213) 3, 5-7	

Subject	Chapter, Page(s)
----------------	-------------------------

Privilege	
Accountant and Client	(203) 11
Attorney and Client	(203) 9
Claim and Waiver	(203) 15
Clergyman and penitent	(203) 13
Husband and Wife	(203) 11-13
Informant and Government	
is waivable by Government	(203) 15
Informant and Government	(203) 12-15
Physician and Patient	(203) 13
Psychotherapist and Patient	(203) 13
Prosecutive opinion	(201) 5, 27-29 (202) 21 (206) 11
Confirmation	(201) 5
Documentation	(201) 5
Samples	(201) 27-29
Referrals for Administrative Action	(202) 21
Followup Action	(202) 21-22
Regional Planning Commission	(207) 10
Reports of Investigation	(203) (206)
Approval	(206) 24
Closing	(206) 24
Dissemination	(206) 25
Distribution	(206) 26
External	(206) 27
Format & General Content	(206) 2
Identify evidence and How obtained	(203) 4
Guidance on Penalty Action	(206) 28
Information to be Included	(206) 14
Presentation of Results	(206) 1
Sections Required	(206) 5-12
Special Material	(206) 5, 21-23
Statements	(206) 8, 14, 18, 20
Transmittal	(206) 25-28
To other Agencies	
By memorandum	(206) 27
Outside OIG	(206) 27-28
To U.S. Attorney	(206) 26-27
Witnesses & Evidence	(206) 12
Res Gestae	(203) 7
Safe Deposit Box	(207) 16
Search Warrants -	
Execution of	(201) 2
Securities & Exchange Commission	(207) 8
Signature Cards	(207) 13
Sources of Information	(207)
Special Agent	(201)
Responsibilities	(201) 3
Conduct	(201) 3

Subject	Chapter, Page(s)
---------	------------------

Statements	(205) 7-20
Format	(205) 14
Signed	(205) 7-14
Not given to subject or attorney	(205) 12
Copies	(205) 12
Basic Requirements	(205) 8
Examples	(205) 15-20
Memorandum in Lieu of	(205) 20
Preservation	(205) 12
Refusal to Sign	(205) 12
What to Include	(205) 9
Witnesses and Subjects	(205) 10, 12
Statute of Limitations	(208) 24-26
Storage facility	(204)
Lock	(204) 3
Security	(204) 3
Suboffice Administration	(202) 28
Subpoenas - Use & Authority	(201) (208) 16-17
Summons	(208) 7
Title III of the Omnibus	
Crime Control Act	(209) 1
Treasury Department	(207) 5
Treasury Enforcement	
Communication System	(207) 6
Trial	(201) 12 (208) 20-
24	
Responsibilities of Agent	(201) 12 (208)
Role of U.S. Attorney	(201) 12 (208)
True Bill	(208) 3
Undercover Operation	(201) 4
Use of Interception Devices – See Consensual Monitoring	
Venue	(208) 17-20
Verdict	(208) 22
Victim and Witness Assistance	(213)
Victim/Witness Log	(213) 9
Victim Witness Coordinator (VWC)	(213) 2
Victims of Child Abuse Act of 1990	(213) 1
Victims' Rights and Restitution	
Act of 1990	(213) 1
Warrant	(208) 7
Witness-- See Cross-Examine; Competency	
Witness Assistance	(213)

Current OIG Manual Chapters (Bold indicates publication since last issue of Update).

To obtain a copy of any of these manual chapters, call Stephanie Keys, OM/RMD, (202) 260-4912.

<u>No.</u>	<u>Date</u>	<u>Title</u>	<u>OPR</u>	<u>Dist</u>
01	10/87	Communications: OIG Issuance System	OM/RMD	H
04	09/92	Records Management: Administrative File System	OM/RMD	H
09	09/86	Correspondence	OM/RMD	H
10	09/85	Using Subpoenas During Audits and Investigations	OM/RMD	H
11	04/92	OIG Quality Assurance Reviews	OM/PMD	B
12	08/88	Personnel Administration	OM/RMD	A
14	07/86	Standards of Conduct (Change 1, 12/91)	OM/RMD	H
15	12/87	Training and Staff Development (Ch 1, 03/91)	OM/RMD	H
17	10/84	Freedom of Information Act	OM/RMD	H
18	08/85	OIG Credentials	OM/RMD	H
19	12/91	Suspension and Debarment	OM/PMD	H
21	06/86	Hotline Referrals	OM/PMD	H
22	05/86	Referrals Between Audit and Investigations	OA/OI	E
23	05/86	Meeting with the Regional Administrators	OA/OI	H
24	07/86	Review of Legislation and Regulations	OM/PMD	A
25	03/86	Semiannual Report	OM/RMD	H
26	04/89	Management of Confidential Funds	OM/OI	H
27	06/90	Funds Control	OM/RMD	A
30	05/90	Procurement Practices and Procedures	OM/RMD	A
31	07/90	Disposition of Records	OM/RMD	A
32	06/91	Microcomputer Utilization and Security	OA/TAS	H
34	01/90	Consolidated Index System	OM/RMD	A
36	05/89	OIG Budget Preparation	OM/RMD	A
37	09/91	Coordination of Activities Related to EPA's Major Contractors	OA/OI	B
38	04/93	Overtime Pay, Compensatory Time, and Administratively Uncontrollable Overtime	OM	H

<u>No.</u>	<u>Date</u>	<u>Title</u>	<u>OPR</u>	<u>Dist</u>
102	09/92	Audit Planning	OA	B
103	09/91	Review of Internal Controls	OA	B
104	05/87	The Survey Phase of Audits	OA	B
105	09/85	Reviews of Operations	OA	B
107	08/92	Audit Guides and Assignment Programs	OA	B
Ch1	06/93	(pages 4, 5, 6, 7, 10 and 17)		
108	06/93	Audit Evidence and Working Papers	OA	B
109	03/91	Nature and Presentation of Audit Findings and Recommendations	OA	B
110	06/91 11/91	Audit Report Content and Format Change 1	OA	B
111	06/93	Review and Issuance of Audit Reports	OA	B
112	03/92	Distribution of Audit Reports and Reports of Review	OA	B
114	10/89 01/90 01/91 12/91	Management of Audit Efforts Pursuant to the Single Audit Act and OMB Circular A-128 Change 1 Change 2 Change 3	OA	B
115	06/93	Supervision	OA	B
116	11/84 07/85	Management of the Audit Services Contract Program Change 1 (page 13)	OA	B
117	06/93	Multidivisional Assignments	OA	B
119	10/91	Prime Audit Tracking System	OA	B
120	04/89	Requests for Technical Assistance	OA	H
121	09/90	Requests for Legal Assistance in Audit Matters	OA	B
122	09/92	Compliance with Laws and Regulations	OA	B
123	02/91	Referrals of Non-Federal Auditors	OA	B
124	08/92	Management Accountability System	OA	B
150	09/92	Reports of Review	OA	B

<u>No.</u>	<u>Date</u>	<u>Title</u>	<u>OPR</u>	<u>Dist</u>
201	07/87	General Investigative Procedures	OI	D
202	09/89	Office of Investigations Administrative Operating Procedures	OI	D
203	07/87	Law and Evidence	OI	D
204	07/87	Physical and Documentary Evidence	OI	D
205	07/87	Interviews, Warnings, and Statements	OI	D
206	11/89	Reports of Investigations	OI	D
207	07/87	Sources of Information	OI	D
208	07/87	Federal Court Procedures	OI	D
209	11/92	Consensual Monitoring	OI	D
211	01/89	Deputation as Special Deputy United States Marshal and Firearms Policy	OI	D
212	05/93	Medical Standards	OI	D
213	08/93	Victim and Witness Assistance	OI	D

Attachment

Current IG Bulletins (Bold indicates publication since last issue of Update).

All Bulletins not listed are expired. To obtain a copy of any of the IG Bulletins listed below call Stephanie Keys, OM/RMD, (202) 260-4912.

<u>No.</u>	<u>Date</u>	<u>Title</u>	<u>OPR</u>	<u>Dist</u>
84-19	09/84	Management Implications Report	OI	D
85-03	03/85	Charging Superfund Hours	OM/RMD	H
85-07	03/85	Use of Travel Authorizations by OIG Employees	OM/RMD	H
85-09	06/85	Procedures for Reporting Auto Accidents	OM/RMD	H
85-10	06/85	Handling Inquiries from Members of the News Media	OM/RMD	H
85-11	07/85	Photos for Semiannual Report	OM/RMD	H
87-03	09/87	Controlling Sensitive Information Outside of Controlled Areas (expired for OA only per Chap 108, 03/91)	OM/RMD	H
88-05	08/88	Updated Policy on Contract Voucher Processing	OM/RMD	B
88-07	08/88	OIG 5-4/9 Compressed Work Schedule Plan	OM/RMD	H
89-01	03/89	Investigator Training Requirements	OI	A
90-02	04/90	OIG's On the Spot Award	OM/RMD	B
93-01	02/93	Career Ladder Promotions - OIG Criminal Investigators	OI	D
93-02	05/93	Continuing Professional Education (CPE) Credits for Training and Other Professional Activities	OM	H
93-03	05/93	Assuring Affirmative Action in OIG Hiring	JM	E
93-04	06/93	*OIG Employee Participation in the Citicorp Diners Club Automated Teller Machine Travel Advance Program	OM	H

*Latest Bulletin issued

Attachment

Current Staff Memorandums. Staff memos not listed are expired. Copies of staff memorandums are maintained by the issuing office. To obtain a copy of a staff memorandum contact the person indicated.

OA Alan Bogus ((202) 260-4943)
OI Marjorie Sizemore ((202) 260-1109)

<u>Number</u>	<u>Date</u>	<u>Title</u>	<u>Dist</u>
Office of Audit (see Note below)			
84-OA-01	11/83	Time Extension for Contracts Under Construction Grants	B
84-OA-10	06/84	Revised Policy Regarding Service Charges	B
84-OA-14	08/84	Allowability of In-Kind Contributions in the Const. Grants Programs	B
85-OA-03	04/85	Treatment of Unaudited Negotiated Rates In Superfund Contract Audit Reports	B
87-OA-03	04/87	Guidelines on Starting Initial Pricing Evaluations	B
89-OA-05	08/89	Using FMFIA in the Audit Process	B
91-OA-02	06/91	Audits of the State Revolving Fund	B
93-OA-01**	09/93	Guidelines for Determining and Transferring Contract Audit Cognizance	B

Note: The following staff memoranda are no longer current due to changes in policy, such as the issuance of the PATS Handbook: 86-OA-07, 86-OA-10, 87-OA-05, 89-OA-01, 89-OA-07, and 90-OA-04. These memos may be used as a reference, although they do not reflect current conditions.

Office of Investigations

90-OI-01	01/90	Oath Administration Authority	A
90-OI-02	06/90	Requests for Legal Assistance in Investigative Matters	D
90-OI-03	11/90	Superfund Time Charges	A
91-OI-01	02/91	Use of Case Management Forms: Investigative Control Sheet Appraisal of Case Performance	A
91-OI-02	09/91	Evaluating Complaints and/or Requests for Investigation	A
92-OI-01	03/92	Notification to OGC of a Conflict of Interest Referral for Prosecution	A
92-OI-02**	09/92	Implementation of the 60 Day Status Report	A

** Latest staff memo published

Attachment

Current Audit Guides

<u>Number</u>	<u>Date</u>	<u>Title</u>
	2/76	Audit Guide for EPA Contracts
	2/76	Audit Guide for EPA Grants (other than Construction Grants)
	11/82	Audit Guide for Construction Grant Program (Draft)
Annual		Hazardous Substance Trust Fund Audit Guide
	8/90	Annual Audit of State Revolving Fund (Draft)
	3/92	Guide for the Review of Financial Statement Audit Services Performed by IPAs
EAG-1		Contracts for Emergency Response Cleanup Services
EAG-2	5/90	Credit Period and Preaward Costs under the CERCLA Program
EAG-3	8/85	CERCLA Cooperative Agreements
EAG-4	6/86	ERCS Initial Pricing Evaluations
IAG-1	2/85	Review of Property Management
IAG-2	5/85	Imprest Funds
IAG-3	10/85	Contracts for Maintenance Activities of EPA Buildings