



November 30, 2023

MEMORANDUM FOR: CAROLYN ANGUS-HORNBUCKLE  
Acting Assistant Secretary  
for Administration and Management

KEVIN BROWN  
Deputy Chief Financial Officer

A handwritten signature in cursive script that reads "Carolyn R. Hantz".

FROM: CAROLYN R. HANTZ  
Assistant Inspector General  
for Audit

SUBJECT: Risk Assessment of the U.S. Department of Labor's  
Charge Card Programs,  
Project No. 22-P24-006-50-598

Please be advised that the Office of Inspector General has contracted with the independent certified public accounting firm, KPMG LLP, to conduct a risk assessment of the U.S. Department of Labor's charge card programs per the Government Charge Card Abuse Prevention Act of 2012. The act requires the OIG to perform periodic risk assessments of agency's purchase cards, combined integrated card programs, and travel card programs to analyze the risks of illegal, improper, or erroneous purchases.

We will contact your audit liaison to schedule an entrance conference to discuss the risk assessment's objective, scope, methodology, and timeframes. We plan to begin work immediately after the meeting and would appreciate you notifying appropriate agency officials of our plans.

If you have questions, please contact Sean Gilkerson, Audit Director, by email at [gilkerson.sean@oig.dol.gov](mailto:gilkerson.sean@oig.dol.gov).

cc: Vince Micone  
Deputy Assistant Secretary, Office of Administration and Management

Neil Starzynski  
Audit & Enterprise Risk Management Liaison, Office of the Chief Financial Officer