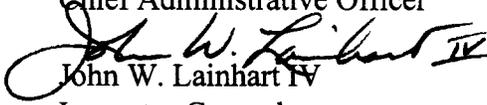


Office of Inspector General
U.S. House of Representatives
Washington, DC 20515-9990

MEMORANDUM

TO: James M. Eagen III
Chief Administrative Officer

FROM: 
John W. Lainhart IV
Inspector General

DATE: February 27, 1998

SUBJECT: Audit Report - Improvements Are Needed In House Mail Operations
(Report No. 98-CAO-01)

This is our final report on the mail operations within the U.S. House of Representatives (House). The objectives of our audit were to assess the adequacy of the House's oversight of the Pitney Bowes contract and mail operations security, and evaluate the efficiency and effectiveness of policies and procedures for processing incoming and outgoing mail. In addition, we expanded the scope of our audit to include a review of personnel functions within Postal Operations and Mailing Services. In this report, we identified weaknesses in the mail operations of the House and made specific recommendations for corrective actions.

In response to our August 22, 1997 draft report, your office concurred with our findings and recommendations. The January 20, 1998, management response is incorporated in this final report and included in its entirety as an appendix. The corrective actions taken and planned by your office are appropriate and, when fully implemented, should adequately respond to the recommendations. In addition, we ask that you provide us with target completion dates for Recommendation 1, Finding A, and Recommendation 1, Finding E, of this report.

We appreciate the courtesy and cooperation extended to us by your staff. If you have any questions or require additional information regarding this report, please call me or Robert B. Frey III at (202) 226-1250.

cc: Speaker of the House
Majority Leader of the House
Minority Leader of the House
Chairman, Committee on House Oversight
Ranking Minority Member, Committee on House Oversight
Members, Committee on House Oversight