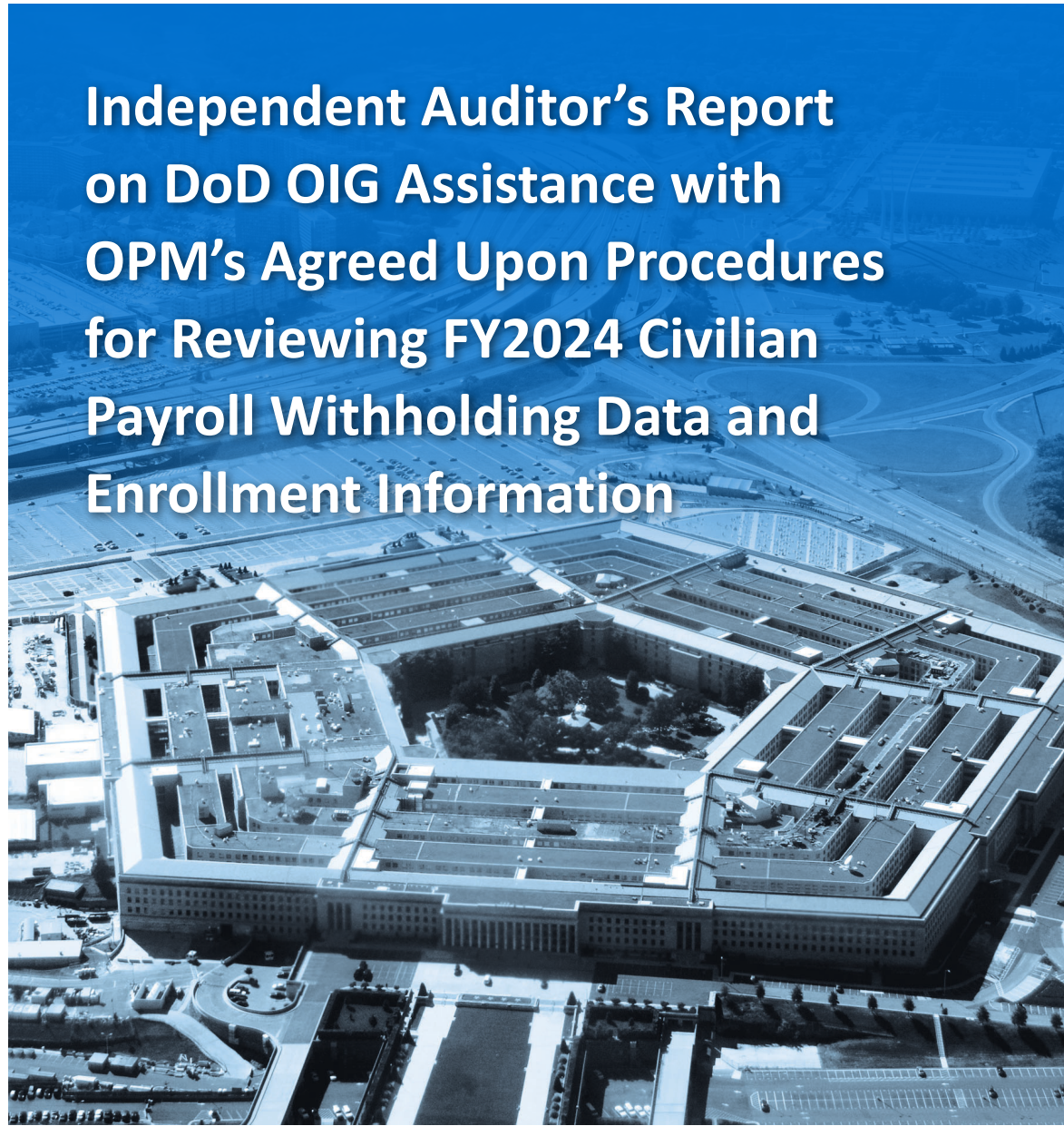




INSPECTOR GENERAL

U.S. Department of Defense

SEPTEMBER 27, 2024



Independent Auditor's Report on DoD OIG Assistance with OPM's Agreed Upon Procedures for Reviewing FY2024 Civilian Payroll Withholding Data and Enrollment Information

INDEPENDENCE ★ INTEGRITY ★ EXCELLENCE ★ TRANSPARENCY





Results in Brief

Independent Auditor's Report on DoD OIG Assistance with OPM's Agreed Upon Procedures for Reviewing FY2024 Civilian Payroll Withholding Data and Enrollment Information

September 27, 2024

Objective

The objective of this attestation was to assist the Office of Personnel Management (OPM) in assessing whether retirement, health benefits, and life insurance withholdings and contributions, as well as enrollment information submitted through the Semiannual Headcount Report by the Defense Finance and Accounting Service for FY 2024, were reasonable.

Background

We performed six procedures agreed to by the OPM Chief Financial Officer and the OPM Inspector General to assist OPM in assessing the reasonableness of the employee withholdings and employer contributions that the Defense Finance and Accounting Service reported on Standard Form 2812, "Report of Withholdings and Contributions for Health Benefits, Life Insurance, and Retirement," for specific pay periods. We also performed these procedures to assist OPM in assessing the reasonableness of the amounts reported in the Supplemental Semiannual Headcount Reports as of September 2023 and March 2024. We reviewed the Official Personnel Files (OPFs) of DoD and Department of Veterans Affairs employees. Auditors from the Department of Energy (DoE) and Department of Health and Human Services (HHS) Offices of Inspector General performed the agreed-upon procedures to review OPFs of DoE and HHS employees, respectively.

Results

Auditors identified differences in five of the six agreed upon procedures. For procedures 2 through 4, auditors identified issues when comparing employee OPFs to Defense Civilian Pay Service (DCPS) data. Specifically, auditors determined that documents, such as SF-2809s, "The Health Benefits Election Form" and SF 2817s, "The Life Insurance Election Form," were not:

- consistently completed or in the employees' OPFs; and
- consistently matched to DCPS data.

For procedure 5, based on comparing Semiannual Headcount Reports to DCPS data, auditors identified differences in the headcounts and base pay for selected payroll offices.

For procedure 6, auditors identified differences in procedures 6.a and 6.d. Specifically, for procedure 6.a, the Federal Employees Retirement System Revised Annuity Employee comparison, auditors identified differences in employee withholdings and agency contributions for selected payroll offices. For procedure 6.d, auditors identified differences for Options A, B, and C insurance employee withholdings for selected payroll offices.

Recommendations

We do not make any recommendation in this report. No management action is required.





OFFICE OF INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
4800 MARK CENTER DRIVE
ALEXANDRIA, VIRGINIA 22350-1500

September 27, 2024

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Independent Auditor's Report on DoD OIG Assistance with OPM's Agreed Upon Procedures for Reviewing FY2024 Civilian Payroll Withholding Data and Enrollment Information (Report No. DODIG-2024-143)

We are providing this final report for your information and use.

We appreciate the courtesies extended to the staff. Please direct questions to me at



FOR THE INSPECTOR GENERAL:

A handwritten signature in cursive script that reads "Lorin T. Venable".

Lorin T. Venable, CPA
Assistant Inspector General for Audit
Financial Management and Reporting

Distribution:

UNDER SECRETARY OF DEFENSE (COMPTROLLER)/CHIEF FINANCIAL OFFICER, DOD
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OFFICE OF INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
4800 MARK CENTER DRIVE
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September 27, 2024

Krista A. Boyd
Inspector General
U.S. Office of Personnel Management
1900 E Street NW, Room 6400
Washington, D.C. 20415-0001

SUBJECT: Assistance with OPM's Agreed Upon Procedures for Reviewing FY 2024 Civilian Payroll Withholding Data and Enrollment Information
(Project No. D2024-D000FE-0098.000)

We performed the procedures described in the Enclosure to this document. These procedures were agreed to by the Chief Financial Officer and the Inspector General of the U.S. Office of Personnel Management (OPM). We performed these procedures to assist in assessing the reasonableness of the employee withholdings and employer contributions that the Defense Finance and Accounting Service (DFAS) reported on Standard Form 2812, "Report of Withholdings and Contributions for Health Benefits, Life Insurance, and Retirement," for the pay periods ending August 26, 2023, or September 9, 2023; January 13, 2024; and February 24, 2024, or March 9, 2024. We also performed these procedures to assist OPM in assessing the reasonableness of the amounts reported in the Supplemental Semiannual Headcount Reports as of September 2023 and March 2024.¹ The reports submitted to OPM by DFAS included information for the following entities listed in Appendix A of Office of Management and Budget Bulletin No. 24-02, "Audit Requirements for Federal Financial Statements."

- Department of Defense (DoD)
- Department of Energy (DoE)
- Department of Health and Human Services (HHS)
- Department of Veterans Affairs (VA)

We randomly selected a sample of 315 out of 1.2 million employees from the January 13, 2024, pay period from 11 DFAS payroll data files.² We compared the sample of 315 employees' pay and withholdings and agency contributions in the Defense Civilian Pay System (DCPS) to the documentation in the employees' Official Personnel Files (OPFs). Of the 315 OPFs, 180 represented DoD employees, 45 represented DoE employees, 45 represented HHS employees, and 45 represented VA employees.

¹ According to Benefits Administration Letters for September 2023 and March 2024 Headcounts, the reporting periods for payroll paid are the first 15 days of September and March.

² The 11 DFAS payroll data files used were the Army, Navy, Air Force, Other Defense Organizations, Military Sealift Command, Overseas Army/DoD, Overseas DoD, Shipyard DoD, DoE, HHS, and VA. Further, we grouped the population based on the associated Department and then selected a sample number, dictated by the OPM guidance, from each Department randomly.

We performed the agreed-upon procedures to review the OPFs of DoD and VA employees. Auditors from the DoE and HHS Offices of Inspector General (OIG) performed the agreed-upon procedures to review OPFs of DoE and HHS employees, respectively. We believe the evidence obtained during the reviews provides a reasonable basis for our conclusions based on our attestation objective.

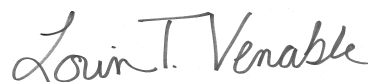
We performed the agreed-upon procedures in accordance with generally accepted government auditing standards, which incorporate financial audit and attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the OPM Chief Financial Officer and the OPM Inspector General. Consequently, we make no representation regarding the sufficiency of the procedures either for the purpose for which this report has been requested or for any other purpose.

We were not engaged to express an opinion on whether the health benefits, life insurance, and retirement contributions and withholdings, or the enrollment information submitted by DFAS to OPM were reasonable and accurate. Accordingly, we did not conduct such an examination, nor did we express such an opinion. Had we performed additional procedures, other matters might have come to our attention that we would have reported to you. We provided a discussion draft of this report to the entities listed in the transmittal memorandum. None of the responses to the discussion draft report affected the accuracy of the report or required significant changes to the report.

This report is intended solely for the information and use of the OPM Chief Financial Officer and OPM Inspector General and is not intended to be used by those who have not agreed to the procedures or have not taken responsibility for the sufficiency of the procedures for their purposes. However, the report is a matter of public record, and its distribution is not limited; thus, we will post the report on our website and provide copies upon request.

FOR THE INSPECTOR GENERAL:

Sincerely,

A handwritten signature in dark ink that reads "Lorin T. Venable". The signature is written in a cursive, flowing style.

Lorin T. Venable, CPA
Assistant Inspector General for Audit
Financial Management and Reporting

Enclosure:
Agreed-Upon Procedures Performed and Results

Enclosure: Agreed-Upon Procedures Performed and Results

This section contains the OPM Agreed-Upon Procedures and the results of completing those procedures.

Overall Procedure

For employee benefit withholding and contributions:

- Obtain the Agency Payroll Provider's (APPs) September 2023 and March 2024 Semiannual Headcount Reports submitted to OPM and a summary of Retirement and Insurance Transfer System (RITS) submissions for September 2023 and the current fiscal year.

For each program (retirement, health, and life):

- Select a total of three RITS submissions for September 2023 and the current FY 2024; the selection will include one with the September 2023 Semiannual Headcount Report, one with the March 2024 Semiannual Headcount Report, and a 3rd between October 1, 2023, and August 31, 2024.
- Obtain payroll information for the periods covered by the RITS submissions selected.

Note: Hereinafter, the term "payroll information" refers to all payroll information, whether it is a payroll register, payroll data files, or other payroll support data.³

Procedure 1.

Compare RITS submission data to the payroll information by performing the following procedures.⁴

Procedure 1.a.

Recalculate the mathematical accuracy of the payroll information.

Procedure 1.b.

Recalculate the mathematical accuracy of each RITS submission for the payroll information recalculated in Procedure 1.a.

³ We use the term "auditors" in this report to refer to all three Office of Inspector General (OIG) audit teams (DoD, DoE, and HHS). We will specify OIG teams for procedures that pertain to specific OIG's findings. Furthermore, DoE and HHS auditors were responsible to perform only Procedures 2 through 4 for their respective agencies.

⁴ For cross-servicing agencies, if the internal controls are the same for all agencies serviced, it is only necessary to perform this procedure for one agency.

Procedure 1.c.

Compare the employee withholding information at the aggregate level for Retirement, Health Benefits, and Life Insurance (as adjusted for reconciling items) shown on the Payroll information obtained in Procedure 1.a. to the related amounts shown on the RITS submission for the corresponding period.

Report any differences for each of the Retirement, Health Benefits, and Life Insurance (categories) for Procedure 1.c. that are over 1 percent of the aggregate amount reported for each of the three categories. Obtain and document an explanation from a management official, including the official's name, telephone number, and an email address for the differences above the 1 percent threshold.

Results

The OIG auditors did not identify any differences over 1 percent for this comparison.

Procedure 2.

Perform detail testing of a random sample of transactions as follows.

Procedure 2.a.

Randomly select 25 individuals who were in the payroll system for all three of the RITS submissions selected above that meet these criteria:

- covered by the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS);
- enrolled in the Federal Employees Health Benefits Program;
- covered by Basic Life Insurance; and
- covered by at least one Federal Employees' Group Life Insurance (FEGLI) optional coverage (option A, B, or C).

Procedure 2.b.

Obtain the following documents, either in electronic or hardcopy format, from the Official Personnel File (OPF) for everyone selected in Procedure 2.a. Hardcopies can be originals or certified copies.

- Standard Form (SF) 50, "All Notifications of Personnel Actions," covering the pay periods in the RITS submissions chosen;

- SF-2809, “The Health Benefits Election Form,” covering the pay periods in the RITS submissions chosen or, if applicable, obtain a report (through the agency personnel office) from the agency’s automated system that allows participants to change benefits (for example, Employee Express), for any Health Benefits transactions in that system for the individuals selected in Procedure 2.a.;⁵ and
 - For Health Benefits, compare date of the payroll transaction with date on the certified copy of the SF-2809 or the agency’s automated system report obtained above to identify whether the health benefit information to be used in Procedure 2.f. covers the pay periods in the RITS submissions chosen.
- SF-2817, “The Life Insurance Election Form,” covering the pay period in the RITS submission chosen.⁶

Results

Of the 175 OPFs reviewed, 29 documents did not match DCPS data or were missing from the OPF.⁷ Specifically, when comparing documents from the OPF to the DCPS data, DoD OIG auditors identified two documents from the Army National Guard that did not match, two documents from the Navy that did not match, two documents from the Navy that were missing, four documents from the Air Force that did not match, one document from the Air Force that was missing, four document from the VA that did not match, and one document from the VA that was missing. Additionally, when comparing documents from the OPF to the DCPS data, DoE OIG auditors identified four documents that did not match and two documents that were missing, and HHS OIG auditors identified one document that did not match and six documents that were missing from the OPF. See Table 1 for the number and type of documents by organization that did not match the information in the DCPS or were missing from the OPF.

⁵ A new SF-2809 is needed only if an employee is changing health benefit plans; if a SF-2809 equivalent is being used, this document must contain all items included in the SF-2809.

⁶ A new SF-2817 is needed only if an employee is changing life insurance coverage.

⁷ The 175 OPFs reviewed comprised of 25 OPFs from each of the 7 Components as shown in Table 1 and applies to procedures 2b-2j.

Table 1. Number and Type of Documents That Did Not Match or Were Missing from the Official Personnel File

Form	Organization	Army National Guard	Navy	Air Force/ Air National Guard	Other Defense Organizations	Veterans Affairs	Department of Energy	Health and Human Services	Total
SF-50	Did Not Match	1	1	1		3			6
	Missing								0
SF-2809	Did Not Match			2		1	1	1	5
	Missing		1			1	1	4	7
SF-2817	Did Not Match	1	1	1			3		6
	Missing		1	1			1	2	5
	Total	2	4	5	0	5	6	7	29

Source: The DoD OIG.

Procedure 2.c.

For each individual selected in Procedure 2.a., compare the base salary used for payroll purposes and upon which withholdings and contributions generally are based to the base salary reflected on the employee's SF-50. Report any differences resulting from this procedure and obtain management's explanation for the differences.

Results

Of the 175 OPFs reviewed, auditors identified 1 difference for the Army National Guard, 1 difference for the Navy, 1 difference for the Air Force, and 2 differences for the VA. Specifically, DoD OIG auditors determined that the SF-50s provided did not match DCPS pay data for these differences. Management did not provide an explanation for these differences.

Procedure 2.d.

For Retirement for everyone selected in Procedure 2.a., compare the retirement plan code from the employee's SF-50 to the plan code used in the payroll system. Report any differences resulting from this procedure and obtain management's explanation for the differences.

Results

Of the 175 OPFs reviewed, auditors did not identify any differences for this comparison.

Procedure 2.e.

For each individual selected in Procedure 2.a., calculate the retirement amount to be withheld and contributed for the plan code from the employee's SF-50, by multiplying the base salary from the employee's SF-50 by the official withholding and contribution rates required by law. Compare the calculated amounts to the actual amounts withheld and contributed for the retirement plan. Report any differences and obtain management's explanation for the differences.

Results

Of the 175 OPFs reviewed, auditors identified 6 differences: 1 difference for the Army National Guard, 1 difference for the Navy, 1 difference for the Air Force, and 3 differences for the VA. Specifically, DoD OIG auditors determined that the SF-50s provided did not match DCPS pay data for these differences. Management did not provide an explanation for the differences.

Procedure 2.f.

For Health Benefits for each individual selected in Procedure 2.a., compare the employee withholdings and agency contributions to the official subscription rates issued by OPM for the plan and option elected by the employee, as documented by an SF-2809 in the employee's OPF or automated system that allows the participant to change benefits (for example, Employee Express). Report any differences resulting from this procedure and obtain management's explanation for the differences. The Health Benefits rates are on OPM's website at <http://www.opm.gov/insure/health/rates/index.asp>.

Results

Of the 175 OPFs reviewed, auditors identified 11 differences: 1 for the Navy, 1 for the Air Force, 2 for the VA, 2 for the DoE, and 5 for HHS. Specifically, DoD OIG auditors determined that the:

- SF-2809s were missing from the employee's OPF for two differences: one for the Navy and one for the VA, and
- SF-2809 did not match DCPS data for two differences: one for the Air Force and one for the VA.

DoE OIG auditors determined that the:

- SF-2809 was missing for one difference; and
- SF-2809 did not match DCPS data for the remaining difference.

HHS OIG auditors determined that the:

- SF-2809s were missing for four differences; and
- SF-2809 did not match DCPS data for the one remaining difference.

Management did not provide an explanation for these differences.

Procedure 2.g.

For Life Insurance for everyone selected in Procedure 2.a., confirm that Basic Life Insurance was elected by the employee by inspecting the SF-2817 documented in the employee's OPF. Report any differences resulting from this procedure and obtain management's explanation for the differences.

Results

Of the 175 OPFs reviewed, auditors identified 7 differences: 1 for the Army National Guard, 1 for the Navy, 1 for the Air Force, 2 for the DoE, and 2 for the HHS. DoD OIG auditors determined that the:

- SF-2817 was missing from the employee's OPF for two differences: one for the Navy and one for the Air Force; and
- election coverage on the SF-2817 did not match DCPS for one Army National Guard difference.

DoE OIG auditors determined that the:

- SF-2817 was missing for one difference; and
- SF-2817 did not match DCPS data for the remaining difference.

HHS OIG auditors determined that the SF-2817s were missing for two differences.

Management did not provide an explanation for these differences.

Procedure 2.h.

For everyone selected in Procedure 2.a., calculate the withholding and agency contribution amounts for Basic Life Insurance using the following:

- For employee withholdings: Round the employee's annual base salary up to the nearest thousand dollars and add \$2,000. Divide this total by 1,000 and multiply by the rate required by law. The Life Insurance rates are on OPM's website at <http://www.opm.gov/insure/life/rates/index.asp>.

- For agency contributions: Divide the employee withholdings calculated above by two.

Compare the calculated employee withholdings and agency contributions to the actual amounts withheld and contributed for Basic Life Insurance. Report any differences resulting from this procedure and obtain management's explanation for the differences.

Results

Of the 175 OPFs reviewed, auditors identified 11 differences: 2 for the Army National Guard, 2 for the Navy, 2 for the Air Force, 1 for the VA, 2 for the DoE, and 2 for the HHS. Specifically, DoD OIG auditors determined that the:

- SF-2817s were missing from the employee's OPF for one Navy difference and one Air Force difference;
- calculations based on the data in the SF-50 provided did not match DCPS data for one Army National Guard difference, one Navy difference, one Air Force difference, and one VA difference; and
- election coverage did not match DCPS data for one Army National Guard difference.

DoE OIG auditors determined that the:

- SF-2817 was missing for one difference; and
- SF-2817 did not match DCPS data for the remaining difference.

HHS OIG auditors determined that the SF-2817s were missing for two differences.

Management did not provide an explanation for these differences.

Procedure 2.i.

For Life Insurance for everyone selected in Procedure 2.a., compare optional coverage elected as documented on the SF-2817 in the employee's OPF to the optional coverage documented in the payroll system. Report any differences resulting from this procedure and obtain management's explanation for the differences.

Results

Of the 175 OPFs reviewed, auditors identified 10 differences: 2 for the Navy, 2 for the Air Force, 4 for the DoE, and 2 for the HHS. Specifically, DoD OIG auditors determined that the:

- SF-2817s were missing from the employee's OPF for one Navy difference and one Air Force difference; and
- election coverage did not match DCPS data for one Navy difference and one Air Force difference.

DoE OIG auditors determined that the:

- SF-2817 was missing for one difference; and
- SF-2817s did not match DCPS data for the remaining three differences.

HHS OIG auditors determined that the SF-2817s were missing for two differences.

Management did not provide an explanation for these differences.

Procedure 2.j.

For everyone selected in Procedure 2.a., calculate the withholding amounts for optional life insurance using the following methods. The optional life insurance rates are on OPM's website at <https://www.opm.gov/healthcare-insurance/life-insurance/reference-materials/publications-forms/fegli-handbook/>.

- For Option A: Locate the employee's age group using the age groups provided for Option A in the FEGLI Program Handbook. The withholding amount to be used is the rate listed in the FEGLI Program Handbook for that age group. Compare the calculated amount to the amount withheld for Option A Life Insurance. Report any differences resulting from this procedure and obtain management's explanation for the differences.
- For Option B: Inspect the SF-2817 to obtain the number of multiples chosen for Option B. Locate the employee's age group using the age groups provided for Option B in the FEGLI Program Handbook. Round the employee's annual rate of basic pay up to the next 1,000, divide it by 1,000, and then multiply it by the rate for the respective age group. Multiply this amount by the number of multiples chosen for Option B Life Insurance. Compare the calculated amount to the amount withheld for Option B Life Insurance. Report any differences resulting from this procedure and obtain management's explanation for the differences.
- For Option C: Inspect the SF-2817 to obtain the number of multiples chosen for Option C. Locate the employee's age group using the age groups provided for Option C in the FEGLI Program Handbook. Multiply the rate for the age group by the number of multiples selected for Option C Life Insurance. Compare the calculated amount to the amount withheld for Option C Life Insurance. Report any differences resulting from this procedure and obtain management's explanation for the differences.

Results

Of the 175 OPFs reviewed, auditors identified 12 differences: 3 for the Navy, 2 for the Air Force, 1 for the VA, 4 for the DoE, and 2 for the HHS. Specifically, DoD OIG auditors determined that the:

- SF-2817s were missing from the employee's OPF for one Navy difference and one Air Force difference;

- election coverage did not match DCPS data for one Navy difference and one Air Force difference; and
- calculations based on the data in the SF-50 provided did not match DCPS data for one Navy difference and one VA difference.

DoE OIG auditors determined that the:

- SF-2817 was missing for one difference; and
- SF-2817s did not match DCPS data for the remaining three differences.

HHS OIG auditors determined that the SF-2817s were missing for two differences.

Management did not provide an explanation for the differences.

Procedure 3.

Randomly select a total of 10 employees who do not have Health Benefits withholdings from the payroll information corresponding to the three RITS submissions selected above and perform the following for each employee selected.

Procedure 3.a.

Obtain SF-2809s covering the pay periods in the RITS submissions chosen, either in electronic or hard copy format, from the selected employee's OPF or, if applicable, obtain a report (through the agency personnel office) from the agency's automated system that allows participants to change benefits (for example, Employee Express), for any Health Benefit transactions in that system for the individuals selected. Hard copies can be originals or certified copies. Inspect the documentation (that is, the SF-2809 or the agency's system-generated report) to identify whether health benefits coverage was not elected.

This can be identified in the following ways.

- An absence of an SF-2809 in the OPF and no election of coverage made through the agency's automated system that allows participants to change benefits (for example, Employee Express); or
- An SF-2809 in the OPF with Section E checked (indicating cancellation of coverage) and no later election of coverage through the agency's automated system that allows participants to change benefits (for example, Employee Express); or
- Cancellation of coverage through the agency's automated system that allows participants to change benefits (for example, Employee Express) and no later election of coverage with an SF-2809.

Procedure 3.b.

Compare the result in Procedure 3.a. to the RITS submissions. Report any differences resulting from this procedure and obtain management's explanation for the differences.

Results

Of the 70 OPFs reviewed, auditors identified 1 difference for the Air Force. Specifically, DoD OIG auditors determined that SF-2809 election coverage did not match DCPS data for one Air Force difference. Management did not provide an explanation for this difference.

Procedure 4.

Randomly select 10 employees who do not have Life Insurance withholdings from the payroll information corresponding to the three RITS submissions selected above and perform the following for each employee selected.

Procedure 4.a.

Obtain the SF-2817s covering the pay periods in the RITS submissions selected, either in electronic or hardcopy format, from the selected employee's OPF. Hardcopies can be originals or certified copies. Inspect the SF-2817 to identify whether the employee waived or cancelled Basic Life Insurance coverage.

Procedure 4.b.

Compare the result in Procedure 4.a. to the RITS submissions. Report any differences resulting from this procedure and obtain management's explanation for the differences.

Results

Of the 70 OPFs reviewed, auditors identified 7 differences: 1 for the Army, 1 for the Air Force, 1 for the ODOs, 1 for the VA, 2 for the DoE, and 1 for the HHS. Specifically, DoD OIG auditors determined that the:

- SF-2817s were missing from the employee's OPF for one Air Force difference and one ODO difference;
- SF-2817 election coverage did not match DCPS data for one VA difference; and
- SF-2817 was incomplete for one Army difference.

DoE OIG auditors determined that the SF-2817s were missing from the employee's OPF for two differences. HHS OIG auditors determined that the SF-2817 was missing from the employee's OPF for one difference.

Management did not provide an explanation for these differences.

Procedure 5.

Calculate the headcount reflected on the September 2023 and March 2024 Semiannual Headcount Report selected, by following the methods below.

Procedure 5.a.

Obtain existing payroll information (from Procedure 1.a.) that supports each Supplemental Semiannual Headcount report. If existing payroll data are not available, obtain a payroll system query that summarizes detailed payroll data supporting each Supplemental Semiannual Headcount Report, as listed below.

- Benefit Category (see Semiannual Headcount Report)
- Dollar Amount of withholdings and contributions
- Number Enrolled (deductions made or no deductions)
- Central Personnel Data File Code
- Aggregate Base Salary

Procedure 5.b.

Recalculate the headcount reflected on each Semiannual Headcount Report. If an electronic file is not available, use the suggested method below to recalculate the headcount.

- Estimate the number of employees per payroll register page by counting the employees listed on several pages.
- Count the number of pages in the payroll register.
- Multiply the number of employees per page by the number of pages, or count (using a computer audit routine) the number of employees on the payroll data file for the period.

Procedure 5.c.

Compare the payroll information obtained in Procedure 5.a. and the calculated headcount from Procedure 5.b. to the information shown on each respective Semiannual Headcount Report. Report any differences (for example, gross rather than net) greater than 2 percent. Obtain a management official name, telephone number, an email address, and an explanation for the differences.

Results

Of the 22 Semiannual Headcount Reports reviewed, DoD OIG auditors identified 4 differences greater than 2 percent when DoD OIG auditors compared the Semiannual Headcount Reports to DCPS data.⁸ Two differences were in the September Semiannual Headcount Reports when compared to the headcount listed in the DCPS. The Indianapolis Overseas Army DoD Payroll Office had a difference of 2.6 percent in the headcount for the period ending August 26, 2023. The Cleveland Military Sealift Command Payroll Office had a difference of 27.8 percent in the headcount for the period ending September 9, 2023.

⁸ The 22 Semiannual Headcount Reports comprise 11 DFAS payroll data files each from the September 2023 and March 2024 pay periods.

Defense Finance and Accounting Service (DFAS) management stated that these differences occurred because the financial pay records contained data of intermittent and seasonal employees who had an active status but may not be participants for the deductions on the Semiannual Headcount Report. Therefore, these participants would not be included in the employee total for purposes of the Semiannual Headcount Report.

The remaining two base pay differences were in the September and the March Semiannual Headcount Reports. DoD OIG auditors identified differences of 59.3 percent and 54.1 percent in base pay in the September and the March Semiannual Headcount Reports, respectively, for the VA Payroll Office. DFAS management stated that the differences in the base pay for September and March occurred as a result of the Semiannual Headcount Report displaying the total base pay with a truncated value because the payroll system did not have enough numerical positions to show a billionth digit. DFAS management also stated that a system change to correct these differences was implemented in August 2024.

Procedure 6.

Calculate employer and employee contributions for Retirement, Health Benefits, and Basic Life Insurance as described below:

Procedure 6.a.

Calculate employer and employee contributions for the three pay periods selected in step 1.a., as described below.

Procedure 6.a.i.

Multiply the CSRS and FERS payroll base by the withholding and employer contribution rates required by law.

Procedure 6.a.ii.

Compare the calculated totals from Procedure 6.a.i. to the related amounts shown on the RITS submissions. Report any differences (for example, gross rather than net) between the calculated amounts and the amounts reported on the RITS submissions that are greater than 5 percent of the amounts on the RITS submission and obtain management's explanation for the differences.

Results

DoD OIG auditors identified two differences greater than 5 percent for the FERS-Revised Annuity Employee comparison. The Indianapolis DoD Payroll Office had an 8.2 percent employee withholding difference for the period ending January 13, 2024. The Indianapolis Air Force Payroll Office had a 11.7 percent agency contribution withholding difference for the period ending March 9, 2024. DFAS management stated that these differences occurred due to manual withholding adjustments made to pay records for the affected employees.

For the CSRS, FERS, and FERS Further Revised Annuity Employee Comparisons, DoD OIG auditors did not identify any differences greater than 5 percent.

Procedure 6.b.

Calculate employee withholdings and employer contributions for Health Benefits for the three pay periods selected in Procedure 1.a., as follows:

Procedure 6.b.i.

Multiply the number of employees enrolled in each Health Benefits plan and plan option by the employee withholdings and employer contributions for the plan and option.

Procedure 6.b.ii.

Sum the totals in Procedure 6.b.i. and compare the results with the Health Benefit withholding and contribution amounts shown on the RITS submissions. Report any differences (i.e., gross rather than net) between the calculated amounts and the amounts reported on the RITS submissions that are greater than 5 percent of the amounts on the RITS submission and obtain management's explanation for the differences.

Results

DoD OIG auditors did not identify any differences for this comparison.

Procedure 6.c.

Calculate the Basic Life Insurance employee withholdings and employer contributions for the three pay periods selected in Procedure 1.a., as follows:

Procedure 6.c.i.

Obtain a payroll system query from APP personnel to obtain the total number of employees with Basic Life Insurance coverage and the aggregate annual basic pay for all employees with Basic Life Insurance.

Procedure 6.c.ii.

For employee withholdings: Add the product of 2,500 times the number of employees with Basic Life Insurance coverage from Procedure 6.c.i above to the aggregate annual basic pay for all employees with Basic Life Insurance from Procedure 6.c.i above to calculate the estimated total Basic Life Insurance coverage. Divide this calculated total by 1,000 and multiply it by the withholding rate required by law. The Basic Life Insurance withholding rates are in the FEGLI Program Handbook on OPM's website.

Procedure 6.c.iii.

Compare the result in Procedure 6.c.ii. to the withholdings for Basic Life Insurance coverage reported on the RITS submission. Report any difference (for example, gross rather than net) between the estimate and the amount of withholdings reported on the RITS submission greater than 5 percent of the amounts on the RITS submission and obtain management's explanation for the difference.

Procedure 6.c.iv.

For agency contributions: Divide the results of Procedure 6.c.ii. by two—this approximates agency contributions, which are one-half of employee withholdings. Compare this result to the amount reported on the RITS submission. Report any differences (for example, gross rather than net) between the estimated amount and the actual amount reported on the RITS submission that are greater than 5 percent of the amounts on the RITS submission and obtain management's explanation for the differences.

Results

DoD OIG auditors did not identify any differences greater than 5 percent for this comparison.

Procedure 6.d.

Calculate the Option A, Option B, and Option C Basic Life Insurance coverage withholdings for the three pay periods selected by using the detail payroll reports used to reconcile the RITS reports in Procedure 1 on page 2. In addition to the information used for Procedure 1, the reports should include the employee's date of birth, annual rate of basic pay, and number of multiples selected for Option B and C.⁹

Procedure 6.d.i.

Multiply the number of employees in each age group by the appropriate rate for Option A in accordance with the rates for age groups provided in the FEGLI Program Handbook.

Procedure 6.d.ii.

Compare the result in Procedure 6.d.i. to the amounts for Option A reported on the RITS submissions. Report any differences (for example, gross rather than net) greater than 2 percent of the amounts on the RITS submission and obtain management's explanation for the differences.

⁹ While similar to Procedure 2.j., the calculation for this procedure is for the entire amount reported on the RITS submissions for the three pay periods selected, as opposed to the sample of 25 employees in Procedure 2.j.

Results

DoD OIG auditors identified one difference greater than 2 percent for Option A employee withholdings. The Cleveland DoE Payroll Office had a difference of 7.7 percent for the pay period ending February 24, 2024. DFAS management stated that this difference occurred due to debt cash payment adjustments.

Procedure 6.d.iii.

Segregate the reports for Option B and Option C insurance into the age groups shown in the FEGLI Program Handbook. For Option B, round the employee's annual rate of basic pay up to the next 1,000, then divide it by 1,000, and then multiply this amount by the rate for the age group, then multiply this by the number of multiples.

*Annual rate of basic pay (rounded up)/1,000*rate*multiples).*

For Option C, multiply the rate for the age group by the number of multiples chosen for each employee.

Procedure 6.d.iv.

Compare the result in Procedure 6.d.iii. to the amounts for Option B and Option C, respectively, reported on the RITS submissions. Report any differences (for example, gross rather than net) greater than 2 percent of the amounts on the RITS submission for Option B or Option C and obtain management's explanation for the differences.

Results

DoD OIG auditors identified three differences greater than 2 percent for Option B employee withholdings. The Cleveland Military Sealift Command Payroll Office had a 3.7 percent difference for the period ending September 9, 2023, a 3.8 percent difference for the period ending January 13, 2024, and a 4.9 percent difference for the period ending March 9, 2024. DFAS management stated that these differences occurred due to selected active employees who did not have FEGLI Option B deductions in their pay records.

DoD OIG auditors identified eight differences greater than 2 percent for Option C employee withholdings. The Indianapolis Air Force Payroll Office had a 5.1 percent difference, Indianapolis Overseas DoD Payroll Office had a 13.7 percent difference, and Cleveland DoE Payroll Office had a 2.3 percent difference for period ending January 13, 2024. The Indianapolis DoD Payroll Office had a 3.8 percent difference, Cleveland Navy DoD Payroll Office had a 2.9 percent difference, Cleveland Shipyard DoD Payroll Office had a 6.8-percent difference, and Cleveland HHS Payroll Office had a 6.2-percent difference for period ending March 9, 2024. The Cleveland HHS Payroll Office had a 6 percent difference for period ending September 9, 2023.

DFAS management stated that these differences occurred due to selected active employees who did not have FEGLI Option C deductions in their pay records.

Acronyms and Abbreviations

APP	Agency Payroll Provider
CSRS	Civil Service Retirement System
DCPS	Defense Civilian Pay System
DoE	Department of Energy
FEGLI	Federal Employees Group Life Insurance
FERS	Federal Employees Retirement System
HHS	Department of Health and Human Services
ODO	Other Defense Organizations
OPF	Official Personnel File
OPM	Office of Personnel Management
RITS	Retirement and Insurance Transfer System
VA	Department of Veterans Affairs

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