July 30, 2010

MEMORANDUM FOR: Richard L. Skinner
Inspector General

Council of Inspectors General on Integrity and Efficiency

FROM: Secretary Napolitano

SUBJECT: Quarterly High-Dollar Overpayments Report
April to June 2010

Attached, please find the Department's Quarterly High-Dollar Overpayments Report for the period April to June 2010, as required by Section 3f of Executive Order 13520: Reducing Improper Payments. This report will be made publicly available within 15 days.

This report supports the Executive Order's goals of eliminating payment error and waste in Federal programs and increasing the transparency and public visibility of significant improper payments. Please note that the Department has recovered all improper payment amounts listed.
# Department of Homeland Security  
Quarterly High-Dollar Overpayments Report  
for the Quarter Ending June 30, 2010

<table>
<thead>
<tr>
<th>DHS Component</th>
<th>Recipient Type (Entity or Individual)</th>
<th>Recipient's City/County</th>
<th>Recipient's State</th>
<th>Program(s) Responsible</th>
<th>Recovery Actions Taken or Planned</th>
<th>Actions to Prevent Reoccurrence</th>
<th>Payment Date</th>
<th>High $ Overpayment Date Identified</th>
<th>Amount Paid</th>
<th>Correct Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT</td>
<td>Entity</td>
<td>Austin</td>
<td>TX</td>
<td>MGMT/NPPD</td>
<td>Overpayment returned through Treasury on June 25, 2010</td>
<td>Strengthened contracting officer's technical representative training on identification of duplicate invoices. Conducted on the job training with employees assigned to process payments. Staff now query WebView for each invoice to identify any potential duplicate payments prior to processing.</td>
<td>February 26, 2010</td>
<td>June 21, 2010</td>
<td>$178,539.78</td>
<td>$0.00</td>
</tr>
<tr>
<td>S&amp;T</td>
<td>Entity</td>
<td>Devens</td>
<td>MA</td>
<td>S&amp;T</td>
<td>Duplicate payment was returned by vendor</td>
<td>The finance center told the field office that service period of performance needs to be tracked within the obligation. S&amp;T CFO sent notification to all S&amp;T Invoice Certifiers stressing the importance of thoroughly reviewing all invoices to avoid duplicate payment.</td>
<td>May 14, 2010</td>
<td>June 1, 2010</td>
<td>$320,685.53</td>
<td>$0.00</td>
</tr>
<tr>
<td>TSA</td>
<td>Entity</td>
<td>Hastings</td>
<td>NE</td>
<td>Operating Expenses</td>
<td>Contacted vendor; received repayment; re-issue payment to correct vendor</td>
<td>Conducted on the job training with employees assigned to process payments. Contracting Officer was asked to correct vendor information in the financial system to avoid future payment errors.</td>
<td>May 28, 2010</td>
<td>June 11, 2010</td>
<td>$57,281.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>USCG</td>
<td>Entity</td>
<td>Vienna</td>
<td>VA</td>
<td>Operating Expenses</td>
<td>Contacted vendor; set up receivable; received repayment</td>
<td>Conducted on the job training with employees assigned to process payments. USCG Standard Operating Procedures are being revised to clarify the notification process for the Contracting Office employees.</td>
<td>March 2, 2010</td>
<td>April 26, 2010</td>
<td>$60,318.63</td>
<td>$0.00</td>
</tr>
<tr>
<td>USCG</td>
<td>Entity</td>
<td>Arlington</td>
<td>VA</td>
<td>Operating Expenses</td>
<td>Contacted vendor; overpayment returned</td>
<td>Conducted on the job training with employees assigned to process payments. USCG Standard Operating Procedures are being revised to clarify the notification process for the Contracting Office employees.</td>
<td>May 28, 2010</td>
<td>June 1, 2010</td>
<td>$70,384.60</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Acronyms**

- **MGMT**: Management Directorate (Note: Payment was funded and processed by MGMT. Contracting officer's technical representative is with NPPD).
- **NPPD**: National Protection and Programs Directorate
- **S&T**: Science and Technology Directorate
- **TSA**: Transportation Security Administration
- **USCG**: United States Coast Guard
- **CFO**: Chief Financial Officer