

June 27, 2006

MEMORANDUM TO: David C. Lee, Deputy Inspector General
Office of the Inspector General

FROM: Thomas W. Rich, Director / **RA Karen S. Paradiso for** /
Infrastructure and Computer Operations Division
Office of Information Services

SUBJECT: OFFICE OF THE INSPECTOR GENERAL CELL PHONES

This memorandum is in response to your May 25, 2006, request for information regarding the Office of the Inspector General's (OIG) use of cellular telephones, the Office of Information Services is providing a spreadsheet (enclosed) that provides you with the following information:

- Each cellular telephone number, vendor, vendor plan subscribed to and the OIG person assigned the cellular telephone number
- Specific information regarding your subscribed plan are also included with respect to
 - Peak and non-peak minutes
 - Ability to pool those minutes
 - Areas of coverage

Government assigned cell phone plans are not subject to the same monetary penalties as those imposed on the general public, so there are not early termination fees associated with any of these plans. This allows OIG to change the plans based upon the office's changing needs without penalty; however, to prevent frequent plan swapping, OIS recommends a quarterly review of your cellular expenditures to capture any trends before actions are taken.

To that end, OIS will be providing to you under separate cover your request for copies of your invoices showing the call detail records as well as updated versions of the enclosed spreadsheet to assist you in identifying any trends in your office's usage.

Any questions regarding these issues may be directed to Stanley Wood, at 301-415-7211.

Enclosure:
As stated

CONTACT: Stanley D. Wood, ICOD/OIS
301-415-7211

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