

**UNITED STATES GOVERNMENT**  
***National Labor Relations Board***  
**Office of Inspector General**



**Memorandum**

February 8, 2024

To: Isabel McConnell  
Chief Financial Officer

From: David Berry  
Inspector General

A handwritten signature in black ink, appearing to read "D. Berry".

Subject: Headquarters Staffing (OIG-AMR-105)

This is to advise you that the Office of Inspector General (OIG) is initiating the subject audit. The objectives of this audit are:

- Determine whether the Headquarters personnel requirement estimates, used for the annual budget submission, are developed and calculated in accordance with Governmentwide guidance;
- Evaluate the Headquarters staffing levels and workload trends; and
- Evaluate the internal controls over the Headquarters personnel requirement estimates used for the annual budget submission.

The scope of this audit is:

- To determine compliance with Governmentwide guidance and evaluate internal controls, the scope is Headquarters personnel requirement estimates used for the FY 2025 budget submission; and
- To evaluate the Headquarters staffing levels and workload trends, the scope is FY 2022 and FY 2023.

We will begin this audit with an entrance conference that will take place February 12, 2024, at 3 pm via Microsoft Teams. Field work is scheduled to be completed in May 2024, and a draft report is scheduled to be issued in June 2024.

This memorandum will be posted on the OIG page of the Agency's Web site until the report is issued. Please contact me on 273-1960 if you have any questions.

cc: Board  
General Counsel