



Office of Inspector General

Follow-up on IT Asset Inventory Review

FOLLOW-UP ON INFORMATION TECHNOLOGY ASSET INVENTORY REVIEW

Report No. MAR-19-06

September 2019

Federal Labor Relations Authority
1400 K Street, N.W. Suite 250, Washington, D.C. 20424

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Abbreviations

FLRA	Federal Labor Relations Authority
IT	Information Technology
OIG	Office of Inspector General

Follow-up on Information Technology Asset Inventory Review

Report No. MAR-19-06

September 12, 2019

The Honorable Colleen Duffy Kiko, Chairman

We previously reported to you the results of our Information Technology Asset Inventory Review (Report No. MAR-18-03). That report was dated March 20, 2018. We contracted with the Federal Labor Relations Authority (FLRA) Office of Inspector General (OIG) to perform the Information Technology (IT) asset inventory audit

Results in Brief

The results of that review were that overall, the FLRA's policies, records and controls over IT asset inventories are strong, however improvements needed to be made. IT asset inventory policies and procedures needed to be updated, reviewed and approved. Maintenance of inventories not connected to the network (e.g. those items in storage or without an IP address) needed to be better managed. Position descriptions also needed to be updated to ensure that personnel understand their job responsibilities. Lastly, auditing needed to be deployed to ensure that inventory additions, deletions and updates are managed appropriately.

FLRA management acknowledged our findings and took correction actions. The findings are now closed.

Objective

The objective was to perform a follow-up review of the five prior year findings identified in the March 20, 2018, Information Technology Asset Inventory Review (Report No. MAR-18-03).

Prior Year Findings

#	Deficiency	Risk	Risk Ranking	Recommendation
1	Inventory procedures are not formally reviewed and updated. For example, the current inventory procedures don't currently address misclassified and/or inaccurate inventory. The inventory procedures also don't address asset transfers between employees.	Without reviewing and updating inventory procedures, there is the risk that the current policies will contain outdated or obsolete requirements, thereby leading to inventory listings being inaccurate and/or incomplete.	Medium	All inventory policies and procedures should be reviewed annually, and updates should be made if it is deemed appropriate.

Follow-up on Information Technology Asset Inventory Review (Report No. MAR-19-06)

#	Deficiency	Risk	Risk Ranking	Recommendation
	address asset transfers between employees.			
2	The current inventory procedures pertain only to assets in excess of \$3,500.	Many inventory assets are less than \$3,500 and there is the risk that equipment may have personally identifiable information (PII) and become unaccounted for.	High	The inventory procedures should be updated to include all assets, which contains PII.
3	There are no periodic reviews of the audit logs detailing when inventory is added, removed or updated.	Without reviews of audit logs, there are no detective or corrective controls in place to identify when there are additions, deletions or modifications of inventory.	High	Audit logs should be reviewed monthly and reconciled against all changes to inventory and the staff member who made the change.
4	FLRA doesn't maintain a formal listing of excessed equipment or how the equipment was sanitized.	Without the appropriate documentation of when and how the inventory was excessed, there is the risk that PII will still be residing on the inventory, thereby exposing the agency to unforeseen risks.	Medium	Ensure that as inventory is excessed, the date of excess and method of sanitization are documented to ensure that PII is removed from the inventory appropriately.
5	The current inventory only includes those endpoints that are connected to the network and have an IP address only. Endpoints without an IP address or not connected to the network are not currently being tracked and maintained.	Inventory items without an IP address or not connected to the network may contain Personally Identifiable Information (PII) and if compromised will lead to a privacy violation for the agency.	Medium	Ensure all IT assets are accounted for and protected, whether or not they are connected to the network and/or contain an IP address.

Follow Up on Recommendations

We have reviewed management's actions taken to correct the five deficiencies. We are pleased to report that management has implemented their corrective actions based on our recommendations and we consider the five findings now closed.

Appendix 1

Report Distribution

Federal Labor Relations Authority

The Honorable Ernest DuBester, Member
The Honorable James Abbott, Member
Michael Jeffries, Executive Director
David Fontaine, Acting Chief Information Officer

CONTACTING THE OFFICE OF INSPECTOR GENERAL

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EMAIL: OIGMAIL@FLRA.GOV
CALL: (202)218-7970 FAX: (202)343-1072
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