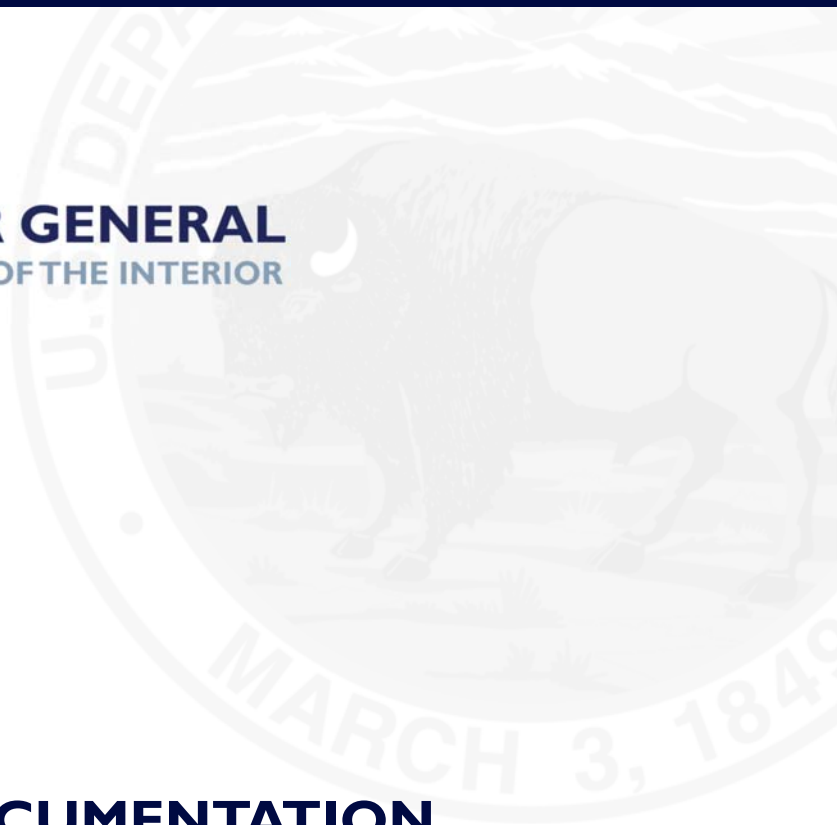




OFFICE OF  
**INSPECTOR GENERAL**  
U.S. DEPARTMENT OF THE INTERIOR



# **INCOMPLETE DOCUMENTATION IDENTIFIED DURING INVESTIGATION**




OFFICE OF  
**INSPECTOR GENERAL**  
U.S. DEPARTMENT OF THE INTERIOR

Memorandum

**NOV 15 2017**

To: David W. Bernhardt  
Deputy Secretary

From: Mary L. Kendall   
Deputy Inspector General

Subject: Management Advisory – Incomplete Documentation Identified During Case No. OI-PI-17-1040-I

The Office of Inspector General (OIG) is currently investigating multiple allegations regarding Secretary Ryan Zinke's travel. During our work, we discovered several issues that need prompt attention and changes to current IOS procedures.

Our investigation has been delayed by absent, or incomplete documentation for several pertinent trips and a review process that failed to include proper documentation and accountability. Although we have received full cooperation from all employees contacted, we have found the documentation and adherence to Departmental travel policies deficient and without proper management oversight and accountability. Many authorizations and vouchers required for Secretary Zinke's fiscal year (FY) 2017 travel have yet to be completed and processed. In addition, we learned that the Office of the Solicitor (SOL) and Department Ethics officials have established a process to review and approve Secretarial travel, but the process does not include sufficient documentation of the legal and ethical analysis conducted to distinguish between personal, political, and official travel, or consistent cost analysis to justify use of non-commercial travel. Finally, based on the documents we have received to date, we have not been able to determine the full extent to which Lolita Zinke, the Secretary's wife, accompanied the Secretary on official travel.

While we have received some requested documentation, we seek your assistance in obtaining additional information necessary for us to complete a thorough and timely investigation of Secretary Zinke's travel. We request that the following be provided to our office no later than December 11, 2017:

- Complete documentation for all FY17 Secretarial travel (authorizations, vouchers, reimbursements).
- Complete documentation for all FY17 travel for the Secretary's wife when she accompanied him on official travel. This documentation should describe all instances when Mrs. Zinke traveled in a government-owned vehicle, watercraft, or aircraft, and whether payment on her behalf was paid in advance, determined to be reimbursable, or no reimbursement required.

In addition, we make the following recommendations for IOS to address:

1. Develop and implement procedures (with appropriate performance management measures) to complete the timely processing of future Secretarial travel documents in accordance with government travel regulations and Department policy.
2. Develop and implement procedures to ensure consistent documentation of the SOL's legal and ethical analysis of the Secretary's future travel, to include the review, analysis, and approval of:
  - Use of non-commercial transportation;
  - Personal and political travel, and need for reimbursement;
  - Accompanied spousal or family travel.

Please provide a written response detailing the actions you will be taking to address our recommendations. You may either email your response to [Matthew\\_Elliott@doioig.gov](mailto:Matthew_Elliott@doioig.gov), or send to:

Office of Inspector General  
U.S. Department of the Interior  
Room 4427, Stewart Udall Building  
Washington, DC 20240

In accordance with the IG Empowerment Act of 2016, we will publish this memorandum on our website no later than 3 days from the date of issue.

If you have questions or need further information concerning this matter, please contact Matthew Elliott, Assistant, Inspector General for Investigations, at 202-208-5745.

