



**Treasury  
Inspector  
General for  
Tax  
Administration**

**Inspections and Evaluations**

## Highlights

Highlights of Report Number: 2011-IE-R005 to the Internal Revenue Service Chief, Agency-Wide Shared Services.

### WHY TIGTA DID THIS STUDY

This project was initiated as part of our recent inspection of the IRS Vehicle Home-to-Work Programs. The issues presented in this report are unique to the Agency-Wide Shared Services (AWSS) program and are not directly related to the home-to-work issue we previously reviewed; therefore, we are reporting them separately.

### WHAT TIGTA RECOMMENDED

TIGTA recommended that the Director, Real Estate and Facilities Management, ensure that justifications are provided for vehicles used for fewer miles than those recommended in the General Services Administration guidelines; and that the Internal Revenue Manual is revised to require drivers to certify that they are properly licensed to drive AWSS fleet vehicles.

In their response to the report, IRS officials stated that they agreed with our recommendations. The AWSS fleet program manager will request that Real Estate and Facilities Management territory managers ensure that the business units provide appropriate written justifications. Real Estate and Facilities Management will revise the Motor Vehicle Internal Revenue Manual to require drivers to self-certify that they possess a valid driver's license on the mileage log. The AWSS vehicle coordinators will review logs monthly.

**Issued on June 6, 2011**

## INSPECTION OF THE AGENCY-WIDE SHARED SERVICES FLEET PROGRAM

### WHAT TIGTA FOUND

TIGTA found that monthly bills from the General Services Administration were not always verified against receipts for repairs. New procedures became effective on October 1, 2010, and should eliminate the possibility of paying duplicate or erroneous repair bills. TIGTA also found that justifications were not always prepared as required to substantiate the need for vehicles used less than the minimum miles recommended by the General Services Administration. In addition, the requirement for certification of a valid driver's license is not included in AWSS guidance, as required by the Department of the Treasury.

### READ THE FULL REPORT

To view the report, including the scope, methodology, and full IRS response, go to:

<http://www.treas.gov/tigta/iereports/2011reports/2011ier005fr.pdf>