



# *EXECUTIVE COMMITTEE*

THIRTY-THIRD REGULAR MEETING OF THE EXECUTIVE COMMITTEE

*IICA/CE/Doc. 614 (13)*  
*Original: Spanish*  
*17-18 June 2013*

## **ELECTION OF A MEMBER OF THE AUDIT REVIEW COMMITTEE (ARC)**

Mexico City, Mexico  
17-18 June, 2013



Article 3 (k) of the Rules of Procedure of the Executive Committee and the Article III of the Statute of the Audit Review Committee ("ARC Statute") stipulate that the Executive Committee is responsible for electing the members of the Audit Review Committee.

Pursuant to the ARC Statute, at least one of the three members of the ARC shall be elected from among the candidates presented by the six Member States that are the largest contributors to IICA's Regular Fund, and at least one member shall be elected from among candidates nominated by the other Member States.

The Executive Committee, at its Twenty-seventh Regular Meeting and in response to an offer from the Government of the United States, adopted resolution IICA/CE/Res.467(XXVII-O/07), appointing Mr. Tracy LaPoint as a member of the ARC from candidates presented by the six Member States that are the largest contributors. Mr. LaPoint's term of service in this capacity will end December 2013.

In compliance with the rules currently in effect, the Director General on March 11, 2013 asked the Member States to nominate candidates for the Executive Committee to select a new member to sit on the ARC from January 2014 to December 2019. In response to that request the following nominations have been received:

United States of America: Mr. Steve Rickrode

Attached is the curriculum vitae of the candidate.



THE PERMANENT REPRESENTATIVE  
OF THE  
UNITED STATES OF AMERICA  
TO THE  
ORGANIZATION OF AMERICAN STATES  
WASHINGTON, D.C.

April 9, 2013

Dear Director General Villalobos:

I am pleased to formally notify you that, in accordance with Article 3.2 of Appendix B of the Statute of the IICA Audit Review Committee (ARC), the Government of the United States has chosen to nominate Mr. Steve Rickrode, Deputy Assistant Inspector General, Office of Inspector General, U.S. Department of Agriculture, to serve on the ARC following the expiration of Mr. Tracy LaPoint's term in June 2013.

I have enclosed Mr. Rickrode's curriculum vitae for your information as I believe he is a highly qualified candidate that will serve the U.S. Government's reform agenda at inter-American institutions, including IICA.

Please allow me to take this opportunity to reiterate to you and your Administration the assurances of this Mission's highest consideration.

Sincerely,

A handwritten signature in cursive script that reads "Carmen Lomellin".

Carmen Lomellin  
Ambassador, Permanent Representative

Dr. Victor Villalobos,  
Director General,  
Inter-American Institute for Cooperation on Agriculture,  
San Jose, Costa Rica

**Steve Rickrode, CPA, CISA, CGMA**  
1094 Whitings Neck Road  
Martinsburg, WV 25404  
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***Certificates/Licenses:***

Certified Public Accountant, Licensed, Commonwealth of Pennsylvania,  
Chartered Global Management Accountant  
Certified Information Systems Auditor

***Affiliations/Offices***

American Institute of Certified Public Accountants, Member  
Association of Government Accountants, Washington DC Chapter, Member  
Assistant Secretary, 1993-1994  
Information Systems Audit and Control Association, National Chapter, Member

***Education:*** Bachelors of Science, Professional Accountancy  
Pennsylvania State University  
State College, Pennsylvania

***Experience:***

**U.S. Department of Agriculture  
Office of Inspector General  
Washington, D.C.**

*Deputy Assistant Inspector General for Audit (Senior Executive Service, February 2010 to present)*

- Share responsibility in providing leadership, direction, and coordination of the United States Department of Agriculture Office of Inspector General
- Serve as one of the senior Audit officials for the Office of Inspector General
- Provide executive leadership and management of all audits of agricultural programs related to national food safety, rural development initiatives, and marketing and regulatory programs
- Share responsibility for management, coordination, and planning the operational development, implementation, and management of the Office of Inspector General's auditing programs, operations, and activities
- Ensure effective and progressive audit relationship with the Department of Agriculture
- Ensure Department of Agriculture programs and functions are effectively and efficiently executed within applicable laws and regulations
- Advise the Inspector General regarding status of major program administration problems, abuses, and deficiencies as disclosed by audit
- Provide executive leadership of the Office of Inspector General audit documentation suite
- Ensure work performed is in accordance *Government Auditing Standards*

*Director, Rural Development and Natural Resources Division (May 2006 to February 2010)*  
*Director, Administration and Finance Division*

- Shared responsibility in providing leadership, direction, and coordination of the Office of Audit
- Coordinated and planned the operational development, implementation, and management of the Office of Inspector General's auditing programs, operations, and activities related to financial management, information technology, administration, procurement, rural development initiatives, supplemental nutrition, and the conservation and stewardship programs of the U.S. Forest Service
- Foster client relationships with agency and external parties

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- Ensured acceptance of audit recommendations
- Reviewed and provided official comment to financial related and information technology items circulated by the President's Council on Integrity and Efficiency, Government Accountability Office, Office of Management and Budget, American Institute of Certified Public Accountants, and others
- Coordinated and managed the Office of Inspector General's Single Audit program
- Coordinated and managed the Office of Inspector General's Defense Contract Audit Agency audits of Department of Agriculture agencies
- Coordinated and managed the Office of Inspector General's receipt and monitoring of Office of Personnel Management human capital management audits
- Represented the Office of Inspector General at the Federal Audit Executive Council, Financial Statement Audit Network

**Federal Communications Commission  
Office of Inspector General  
Washington D.C.**

*Assistant Inspector General for Audit (April 1999 to May 2006)*

- Shared responsibility in providing leadership, direction, and coordination of the Office of Inspector General
- Served as the senior Audit official for the Office of Inspector General
- Ensured effective and progressive audit relationship with the Federal Communications Commission
- Managed, coordinated, and planned the operational development, implementation, and management of the Office of Inspector General's auditing programs, operations, and activities
- Ensured Federal Communications Commission programs and functions are effectively and efficiently executed within applicable laws and regulations
- Advised the Inspector General regarding status of major program administration problems, abuses, and deficiencies as disclosed by audit
- Provided guidance, direction, and supervision to all audit directorships: Information Systems Audits, Financial Audits, Contract and Performance Audits, E-Rate and Rural Health Care, and High Cost and Low Income
- Ensured work performed is in accordance *Government Auditing Standards*
- Provided audit input to the Inspector General's Semi-Annual Report to Congress
- Prepared annual audit plan for Inspector General
- Prepared testimony for the Inspector General
- Represented the Inspector General at his discretion
- Served as the Inspector General's representative to the Federal Communications Commission Information Technology Steering Committee
- Represented the Office of Inspector General at the Federal Audit Executive Council, Financial Statement Audit Network
- Represented the Office of Inspector General at the Federal Accounting Standards Advisory Board, Accounting and Auditing Policy Committee, Credit Reform Task Force
- Recommended training and opportunities for audit personnel
- Facilitated shared understanding and audit recommendation resolution with senior agency management and external parties
- Fostered client relationships with agency and external parties



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*Director, Financial Management Audits*

- Planned, designed, executed, and managed all financial management audit and assist functions within the Office of Inspector General
- Developed and implemented the Chief Financial Officers' Act annual financial statement audit process at the Federal Communications Commission
- Served as the financial statement, financial management, and proprietary accounting expert for the Office of Inspector General
- Provided subject matter technical expert service to the Federal Communications Commission's Chief Financial Officer and staff on accounting issues
- Served as liaison and assisted in advisory capacity to the Federal Communications Commission's Chief Financial Officer and other Executive level managers on financial management issues
- Procured and managed all external contract servicers for financial management engagements with the Office of Inspector General
- Served as Technical Point of Contact for all financial management contracts
- Prepared and implemented annual budget for financial management directorship of the Office of Inspector General
- Prepared testimony for Inspector General

**Department of the Treasury**  
**Office of Inspector General**  
**Washington, D.C.**

*Financial Statement Auditor* (March 1995 to April 1999)

*Engagement Manager/Auditor-in-Charge*

*Clients: United States Customs Service, United States Secret Service, Bureau of Alcohol, Tobacco, & Firearms, United States Mint*

- Responsible for managing the planning, internal control, substantive, and reporting phases of significant cycles of client financial statement and attestation engagements for fiscal years 1995-1999
- Assisted on United States Customs Service development of full-costing model and Cost Management Information System
- Conducted first ever financial statement audit of the United States Secret Service
- Conducted initial audit feasibility survey of Bureau of Alcohol, Tobacco, & Firearms

**General Services Administration**  
**Office of Inspector General**  
**Washington, D.C.**

*Auditor-in-Charge* (December 1992 to March 1995)

- Supervised Office of Inspector General oversight process for annual fiscal years financial statement audits of the General Services Administration
- Served as Contracting Officer's Technical Representative for the independent public accountant contract
- Reviewed the independent public accountant's audit work to determine if the Office of Inspector General could place reliance on its work in accordance with Statement on Auditing Standard No. 1 "Part of Audit Performed by Other Independent Auditors"

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- Supervised the work performed as agreed-upon procedures in 6 Office of Inspector General regional offices in relation to work performed by the independent public accountant in those regions
- Assisted with Office of Inspector General's related Key Financial Performance Measure audit
- Supervised and conducted audits of various program operations of the General Services Administration

**Arthur Anderson, LLP**  
Philadelphia, Pa.

*Senior/Junior Auditor (May 1991 to December 1992; firm no longer exists)*

- Promoted to senior auditor and performed role and function for attest engagements with Fortune 500 clients
- Performed junior auditor role and functions for attest engagements with Fortune 500 clients

**Honors/Awards:**

Federal Communications Commission Chairman's Customer Service Award, 2002  
Executive Council on Integrity and Efficiency (ECIE) Award for Excellence, 2001  
Executive Council on Integrity and Efficiency (ECIE) Award for Excellence in Audit, 2000  
Department of the Treasury Secretary's Award, November 1997  
U.S. Customs Service Certificate of Appreciation Award, May, 1997

**Professional Speaking Engagements:**

Association of Government Accountants, 53rd Annual Professional Development Conference and Exposition, *Use of IT Auditing in the Office of Inspector General*, June 2004

Association of Government Accountants, Northern Virginia Chapter, Min-Max, *CFO Act Audits – Small Agency Perspective*, May 2003

Greater Washington Society of Certified Public Accountants, Panel Member, *CFO Act Audits: Milestones to Success*, August 1997

**Professional Instruction:**

Council of Inspectors General for Integrity and Efficiency Training Institute  
Introductory Auditor Course  
*Communicating Audit Results: Selling Your Message Internally and Externally*

Inspector General Auditing Training Institute  
Use of Independent Public Accountants for Auditing  
*Supervisory Financial Statement Auditing*

Federal Law Enforcement Training Center  
*From Audit to Investigation: Making the Connection*

United States Customs Service  
*CFO Act Audits and the OIG Audit Process*



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United States Secret Service  
*CFO Act Audits and the OIG Audit Process*

Department of the Treasury – Office of Inspector General  
*New Auditor Orientation*  
*CFO Act Auditing*  
*Audit Supervision*