

October 14, 1998

MEMORANDUM TO: L. Joseph Callan
Executive Director for Operations

FROM: John C. Hoyle, Secretary /s/

SUBJECT: STAFF REQUIREMENTS - COMSECY-98-014 -REVISION TO
MANAGEMENT DIRECTIVE (MD) 6.1 - RESOLUTION AND
FOLLOW UP OF AUDIT RECOMMENDATIONS

The Commission has approved the proposed revision to Management Directive 6.1 subject to the changes indicated in the attachment.

Attachment:
As stated

cc: Chairman Jackson
Commissioner Diaz
Commissioner McGaffigan
OGC
CIO
CFO
OCA
OIG
PDR
DCS

Changes to Management Directive 6.1

1. On page 1, paragraph 1, line 7, insert 'on' after 'following up.' In the last bullet on the page, line 1, delete 'and transmits.'
2. On page 2, first bullet, line 1, insert 'draft and final' prior to 'internal.' In line 2, change 'Inspection' to 'Inspector' and insert 'and in draft and final GAO reports' after '(OIG).'
3. On page 2, first bullet, line 3, delete 'and.' In line 4, insert ', or any other matter within the Commission's authority' after '1980'.
4. On page 2, first bullet under "Chairman," first sub-bullet, line 1, insert ', on behalf of the Commission or on behalf of the Chairman alone, as appropriate,' after 'OIG.'
5. On page 2, first bullet under "Chairman," first sub-bullet, line 2, insert 'on behalf of the Commission' after 'and to GAO' and insert 'and final' after 'draft.'
6. On page 2, first bullet under "Chairman," second sub-bullet, line 3, insert '(AFO)' after 'Official.'
7. On page 2, second bullet under "Chairman," line 5, delete 'and.' In line 6, insert 'or any other matter within the Commission's authority,' after the comma.
8. On page 2, insert a new first bullet under "Chairman" which reads: 'Transmits responses to Congressional committees regarding recommendations in reports from the GAO. (a) Reletter other bullets.'
9. On page 2, second bullet under EDO, first sub-bullet, line 1, insert 'with a copy to the Chairman and each Commissioner' after 'OIG.' In line 2, insert 'to' after 'and' and insert 'with a copy to the Chairman and each Commissioner' after 'GAO.'
10. On page 3, first bullet under EDO, last sub-bullet, line 1, replace 'semiannually' with 'quarterly.'
11. On page 4, fifth bullet, first sub-bullet, line 1, insert 'with a copy to the Chairman and each Commissioner' after 'OIG.' In line 2, insert 'with a copy to the Chairman and each Commissioner' after 'GAO.'
12. On page 5, first bullet under CIO, first sub-bullet, line 1, insert 'with a copy to the Chairman and each Commissioner' after 'OIG.' In line 2, insert 'with a copy to the Chairman and each Commissioner' after 'GAO.'
13. On page 5, first bullet under OIG, line 1, insert a comma at the end followed by 'the Chairman and each Commissioner.'
14. On page 6, first bullet under "Directors of Commission Offices, Panels, and Advisory Committees," line 2, replace 'Commissioners' with 'each Commissioner.' In lines 2 and 3, replace 'draft OIG and final' with 'draft and final OIG.' In line 3, insert ' with a copy to

the Chairman and each Commissioner' after 'GAO.'

15. On page 6, third bullet under "Directors of Commission Offices, Panels, and Advisory Committees," line 3, replace 'Commissioners' with 'each Commissioner.'
16. On page 7, delete the third bullet under the Deputy CFO.

Changes to Handbook 6.1

17. On page 3, add a close parenthesis to the fourth item in the chart. In the first full paragraph, line 4, add a comma after 'table' and delete the 'and.' Add a comma after '(EDO)' and add 'and to the Chairman and each Commissioner' to the end.
18. On page 4, last full paragraph, line 1, insert ', after consultation with the Commission, as appropriate,' after 'Chairman.' In line 2, insert 'Chairman or' before 'Commission.' In line 5, insert 'with a copy to the Chairman and each Commissioner' after 'offices.' In line 8, insert 'with a copy to the Chairman and each Commissioner' after 'responsibility.'
19. On page 5, paragraph 1, line 2, insert a comma after 'rulemaking' and delete 'or.' In line 3, delete 'and.' In line 4, insert ', or any other matter within the authority of the Commission,' after '1980.'
20. On page 5, paragraph 2, line 2, insert 'or the Commission, as appropriate,' after 'Chairman.' In line 5, insert 'or the Commission, as appropriate,' after 'Chairman.'
21. On page 5, paragraph 3, line 3, insert 'or the Commission, as appropriate,' after 'Chairman.' In line 8, insert 'or the Commission, as appropriate,' after 'Chairman.'
22. On page 5, second bullet, line 4, insert 'or the Commission, as appropriate,' after 'Chairman.'
23. On page 5, third bullet, line 1, insert 'or the Commission, as appropriate,' after 'Chairman.'
24. On page 7, paragraph 2, line 2, delete 'and the IG.' Add as a third sentence: 'In all cases a copy of the response shall be provided to the Chairman and each Commissioner.' Add as a fourth sentence: 'The IG responds to draft GAO audit reports involving the OIG.'
25. On page 9, in the next revision of the Management Directive and handbook or in this revision if it can be done promptly, the staff should provide some specificity on how audit reports by other executive branch Inspectors General on matters outside the contracting area, including matters which would require resolution and follow up by the Commission, would be handled (e.g., when there is overlapping responsibilities with other Federal agencies).
26. On page 16, paragraph 1, line 4, add a new sentence to the end: 'The Commission should be provided a copy of the Chairman's comments on any portion of the report'

which involve matters within the authority of the Commission prior to submission to Congress.'

27. On page 28, delete the third addressee (Committee on Interior and Insular Affairs).
28. On page 28, in the fourth addressee, correct the title.