

April 2, 2007

MEMORANDUM TO: Luis A. Reyes
Executive Director for Operations

Peter J. Rabideau
Deputy Chief Financial Officer

FROM: Stephen D. Dingbaum **/RA/**
Assistant Inspector General for Audits

SUBJECT: STATUS OF RECOMMENDATIONS: SYSTEM
EVALUATION OF THE FEE SYSTEMS
(OIG-04-A-23)

REFERENCE: DEPUTY CHIEF FINANCIAL OFFICER
MEMORANDUM DATED MARCH 20, 2007

Attached is the Office of the Inspector General's analysis and status of recommendations as discussed in the agency's response dated March 20, 2007, and a subsequent meeting held on March 27, 2007. Based on this information, recommendation 1 is closed and 4 remains resolved. Recommendations 2 and 3 were previously closed. Please provide an updated status of the resolved recommendations by August 15, 2007.

If you have any questions or concerns, please call me at 415-5915.

Attachment: As stated

cc: M. Johnson, OEDO
M. Malloy, OEDO
P. Tressler, OEDO

**Audit Report
System Evaluation of the Fee System
OIG-04-A-23**

Status of Recommendations

Recommendation 1: Update the Fee Systems Security Plan to describe all controls currently in place. In-place controls are those marked at least at Level 3 in the self-assessment, and that were documented as passed in the last Security Test and Evaluation Plan and Report or in any test and evaluation on controls added since publication of that report.

Response Dated
March 20, 2007, and a
subsequent meeting
held on March 27, 2007:

The Fee Systems Security Plan is being updated as part of the Fee Systems re-certification and re-accreditation effort currently being performed with the assistance of an Office of Information Services (OIS) contractor. The C&A process has taken longer than expected as new more stringent information technology security standards have become effective. The System Security Plan is targeted to be submitted to the Office of Information Services by March 31, 2007.

OIG Response:

The proposed corrective action addresses the intent of this recommendation. This is considered closed as OIG received and evaluated the contents of the updated Fee Systems Security Plan.

Status:

Closed.

Audit Report
System Evaluation of the Fee System
OIG-04-A-23

Status of Recommendations

Recommendation 4: Update the Fee Systems Business Continuity Plan to include the following changes:

- Record modifications to the plan in a record of changes to include what changes were made (e.g., the page numbers or section numbers where the changes were made), why the changes were made (e.g., annual update or update during re-accreditation), and date of change.
- Include an order of succession that identifies personnel responsible to assume authority for executing the contingency plan in the event the designated person is unavailable or unable to do so.
- Include a description of the overall structure of contingency teams, including the hierarchy and coordination mechanisms and requirements among the teams. The description should include an overview of team member roles and responsibilities in a contingency situation. Teams and team members should be designated for specific response and recovery roles during contingency plan activation.
- Describe the methods used to notify recovery personnel during business and non-business hours.
- Include more detailed steps for recovery actions and assign procedures to the appropriate recovery team(s).
- Include procedures for restoring system operations, with a focus on how to clean the alternate site of any equipment or other materials belonging to the organization.

**Audit Report
System Evaluation of the Fee System
OIG-04-A-23**

Status of Recommendations

Recommendation 4, continued

Response Dated
March 20, 2007:

Updating the Business Continuity Plan was originally part of the Fee Systems re-certification and re-accreditation (C&A) process. It has now been separated from the C&A process and is proceeding. The staff now expects to be able to complete the update of the Fee Systems Business Continuity Plan by July 2007.

OIG Response:

The proposed corrective action addresses the intent of this recommendation. This recommendation remains resolved, and will be closed when OIG receives and evaluates the updated Fee Systems Business Continuity Plan.

Status

Resolved.