



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

OFFICE OF THE
INSPECTOR GENERAL

May 21, 2009

MEMORANDUM TO: J. E. Dyer
Chief Financial Officer

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

SUBJECT: STATUS OF RECOMMENDATIONS: AUDIT OF U.S.
NUCLEAR REGULATORY COMMISSION'S PREMIUM
CLASS TRAVEL (OIG-08-A-16)

REFERENCE: CHIEF FINANCIAL OFFICER MEMORANDUM DATED
APRIL 21, 2009

Attached is the Office of the Inspector General's (OIG) analysis and status of the recommendations as discussed in the agency's response dated April 21, 2009. Based on this response, recommendations 2, 3, 4, 5, and 7 are closed and recommendations 1 and 6 remain in resolved status. Please provide an updated status on the resolved recommendations by July 15, 2009.

If you have any questions or concerns, please call me at 415-5915 or Steven Zane, Team Leader, at 415-5912.

Attachment: As stated

cc: V. Ordaz, OEDO
J. Arildsen, OEDO
P. Shea, OEDO

Audit Report

AUDIT OF U.S. NUCLEAR REGULATORY COMMISSION'S PREMIUM CLASS TRAVEL

OIG-08-A-16

Status of Recommendations

Recommendation 1: Update Management Directive 14.1 to clearly identify premium travel authorizing officials; clarify "Delegation of Authority" and require this to be in written form; and clarify the 14-hour rule, specifically the rest period.

Agency Response
Dated April 21, 2009: Management Directive 14.1 "Official Temporary Duty Travel" has been revised to incorporate these changes. The Management Directive was sent to the Office of Administration on March 20, 2009, for publication. The Office of the Chief Financial Officer (OCFO) considers Recommendation 1 resolved.

OIG Analysis: The proposed corrective action addresses the intent of OIG's recommendation. This recommendation will be closed when OIG receives and reviews a copy of the updated Management Directive and determines that it clearly identifies premium travel authorizing officials; clarifies "Delegation of Authority" and requires it to be in written form; and clarifies the 14-hour rule, specifically the rest period.

Status: Resolved

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Status of Recommendations

Recommendation 2: Issue interim guidance to accomplish the intent of Recommendation 1, pending revision of Management Directive 14.1.

Agency Response
Dated April 21, 2009: Interim guidance was issued with Yellow Announcement Number 034 on March 31, 2009. OCFO considers Recommendation 2 closed.

OIG Analysis: The corrective action addresses the intent of OIG's recommendation. This recommendation is considered closed.

Status: Closed

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Status of Recommendations

<u>Recommendation 3:</u>	Provide annual training on premium travel requirements to travelers and supervisors involved in premium travel. This training should include, who can authorize, what makes it justified, and what documentation is required.
Agency Response Dated April 21, 2009:	OCFO developed a self-paced training program that has been available since March 20, 2009, on the internal OCFO webpage and can be found at: http://www.internal.nrc.gov/OCFO/TRAVEL/PremiumClassTraining.pdf . In addition, OCFO has controls in place to ensure employees meet training requirements prior to receiving authorization for premium class travel. Prior to authorizing premium class travel, the OCFO authorizing official will confirm that the employee and the travel approving official have completed the training program. OCFO maintains a spreadsheet showing who has taken the training. If either the employee or the approving official has not taken the training, they will be notified by OCFO to complete the training and to send the completed training certificate to OCFO before OCFO can authorize the trip. OCFO considers Recommendation 3 closed.
OIG Analysis:	The corrective action addresses the intent of OIG's recommendation. This recommendation is considered closed.
Status:	Closed

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Status of Recommendations

Recommendation 4: Develop and implement internal controls to ensure that proper authorization, justification, and documentation exist before issuing premium travel air tickets.

Agency Response
Dated April 21, 2009: OCFO developed a checklist and included it in the internal procedures for all travel authorizing officials involved in premium class airline travel. The revised procedures were implemented on March 31, 2009. The checklist is completed by the OCFO authorizing official and is either attached to the travel authorization form or is uploaded into eTravel. The checklist documents that training has been taken, confirms that approval has been received, and that a justification has been included in the remarks section of the travel authorization form. OCFO considers Recommendation 4 closed.

OIG Analysis: The corrective action addresses the intent of OIG's recommendation. This recommendation is considered closed.

Status: Closed

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Status of Recommendations

Recommendation 5: Develop and implement internal controls to ensure that travel voucher packages include itineraries.

Agency Response
Dated April 21, 2009: The Department of Interior, National Business Center has been enforcing this requirement when auditing travel vouchers since October 23, 2008. OCFO considers Recommendation 5 closed.

OIG Analysis: The corrective action addresses the intent of OIG's recommendation. This recommendation is considered closed.

Status: Closed

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Status of Recommendations

Recommendation 6: As NRC transitions to e-Travel, develop controls that require premium travel to be authorized by the appropriate officials, ensure premium travel justification fully meets FTR criteria, and require travel authorization forms to state reasons why premium travel is required.

Agency Response

Dated April 21, 2009:

OCFO has developed a checklist for the authorizing officials who are responsible for authorizing premium class airline travel to ensure premium class travel is justified and is documented and fully meets FTR criteria. As OCFO deploys the premium class feature in eTravel at the end of the first quarter of fiscal year 2010, the travel documents will be routed to only the NRC individuals with the authority to authorize premium travel. The existing premium travel memo which has been approved by the Chairman, Executive Director of Operations (EDO) or Inspector General and criteria and controls established by using the checklist will be documented and attached to the travel authorization created in eTravel. This will facilitate the review by the premium class travel approving officials to ensure compliance with NRC and FTR travel policies. OCFO considers Recommendation 6 resolved.

OIG Analysis:

The proposed corrective action addresses the intent of OIG's recommendation. This recommendation will be closed when OCFO implements the e-Travel controls.

Status:

Resolved

Audit Report

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Status of Recommendations

<u>Recommendation 7:</u>	Designate the Executive Director for Operations as the approving official for all Chairman requests for premium travel.
Agency Response Dated April 21, 2009:	The EDO has been designated as the approving official for all Chairman requests for premium travel as of October 23, 2008. This change has also been incorporated into the revised Management Directive 14.1 "Official Temporary Duty Travel." OCFO considers Recommendation 7 closed.
OIG Analysis:	The corrective action addresses the intent of OIG's recommendation. This recommendation is considered closed.
Status:	Closed