



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

**OFFICE OF THE  
INSPECTOR GENERAL**

August 8, 2011

**MEMORANDUM TO:** R. W. Borchardt  
Executive Director for Operations

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

**SUBJECT:** STATUS OF RECOMMENDATIONS: AUDIT OF NRC's  
PURCHASE CARD PROGRAM (OIG-11-A-13)

**REFERENCE:** DEPUTY EXECUTIVE DIRECTOR FOR CORPORATE  
MANAGEMENT MEMORANDUM DATED  
JULY 6, 2011

Attached is the Office of the Inspector General's (OIG) analysis and status of the recommendations as discussed in the agency's response dated July 6, 2011. Based on this response, recommendations 1 through 6 are in resolved status. Please provide an updated status on the resolved recommendations by February 15, 2012.

If you have any questions or concerns, please call me at 415-5915 or Kathleen Stetson, Team Leader, at 415-8175.

Attachment: As stated

cc: D. Ash, OEDO  
N. Mamish, OEDO  
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## Audit Report

### AUDIT OF NRC'S PURCHASE CARD PROGRAM

OIG-11-A-13

#### Status of Recommendations

Recommendation 1: Issue periodic reminders to cardholders and approving officials to reiterate the requirements for closing accounts, tagging property, and increasing spending limits.

Agency Response  
Dated July 6, 2011:

Agree. The Division of Contracts (DC) will send semi-annually a periodic reminder via e-mail to purchase cardholders and approving officials to raise awareness of the procedures for closing accounts, tagging property, and increasing spending limits, as well as any emergent topics.

Targeted Completion Date: July 29, 2011

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 first two periodic reminders to cardholders and approving officials reiterating the requirements for closing accounts, tagging property, and increasing spending limits.

**Status:**

Resolved.

## Audit Report

### AUDIT OF NRC'S PURCHASE CARD PROGRAM

OIG-11-A-13

#### Status of Recommendations

Recommendation 2: Update the NRC Purchase Card Handbook to include more clear examples of split transactions and a detailed definition and examples of miscellaneous expenses in the discussion of convenience checks.

Agency Response  
Dated July 6, 2011:

Agree, in part. DC will revise the NRC Purchase Card Handbook to include more clear examples of split transactions and emphasize the need for strict compliance. The term "miscellaneous expense" is Citibank's banking term associated with all convenience check transactions. The term serves no purpose in the Handbook and, therefore, will be deleted. An explanation of the authorized use of convenience checks will be updated to match the criteria authorized in Office of Management and Budget (OMB) Circular A-123, Appendix B.

The updated Handbook will be sent to all purchase cardholders and approving officials, and will also be posted on DC's SharePoint site.

Targeted Completion Date: January 31, 2012

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 NRC Purchase Card Handbook that includes the new examples of split transactions as well as the deletion of the term "miscellaneous expense."

**Status:** Resolved.

## Audit Report

### AUDIT OF NRC'S PURCHASE CARD PROGRAM

OIG-11-A-13

#### Status of Recommendations

Recommendation 3: Revise the purchase card training course to incorporate more clear examples of split transactions and a detailed definition and examples of miscellaneous expenses in the discussion of convenience checks.

Agency Response  
Dated July 6, 2011:

Agree, in part. Both initial purchase card training and refresher training will be revised to incorporate clear examples of split transactions, as well as a clear discussion regarding the authorized use of convenience checks. Because the term "miscellaneous expense" serves no purpose, training will instead incorporate the criteria for authorized convenience check use based on OMB Circular A-123, Appendix B.

Targeted Completion Date: April 30, 2012

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 revised information for the purchase card training courses that includes more clear examples of split transactions and the deletion of the term "miscellaneous expense."

**Status:**

Resolved.

## Audit Report

### AUDIT OF NRC'S PURCHASE CARD PROGRAM

OIG-11-A-13

#### Status of Recommendations

Recommendation 4: Document procedures requiring (1) the continuous monitoring of NRC purchase card transactions to assess whether split transactions are occurring and convenience checks are being used improperly and (2) follow up with NRC offices that are not following the agency's requirements.

Agency Response  
Dated July 6, 2011:

Agree. DC will develop desk procedures which document its current process for continuous monitoring of NRC's purchase card transactions in Citibank's Card Management System to assess whether split transactions are occurring and convenience checks are being used improperly. The requirement for follow-up with NRC offices that are not complying with the agency's requirements will be incorporated in the desk procedures.

Targeted Completion Date: August 31, 2012

OIG Analysis:

The proposed corrective action addresses the intent of this recommendation; however, the planned completion date does not conform to the requirements stated in a February 1996 amendment to the IG Act of 1978. The Section titled "Prompt Management Decisions and Implementation of Audit Recommendations" states the following: "the head of a Federal agency shall complete final action on each management decision required with regard to a recommendation in an inspector general's report . . . within 12 months after the date of the inspector general's report."

Based on the referenced requirements of the IG Act, the agency's planned corrective actions should be fully implemented by June 2012.

**Status:** Resolved.

## Audit Report

### AUDIT OF NRC'S PURCHASE CARD PROGRAM

OIG-11-A-13

#### Status of Recommendations

Recommendation 5: Develop desk procedures for agency Purchase Card Program management to ensure complete records of purchase cardholder and designated check writer information.

Agency Response  
Dated July 6, 2011:

Agree. DC will develop desk procedures which will include the roles and responsibilities of the Agency Program Coordinator (APC), and procedures for adding and deleting cardholders and check writers.

Targeted Completion Date: August 31, 2012

OIG Analysis:

The proposed corrective action addresses the intent of this recommendation; however, the planned completion date does not conform to the requirements stated in a February 1996 amendment to the IG Act of 1978. The Section titled "Prompt Management Decisions and Implementation of Audit Recommendations" states the following: "the head of a Federal agency shall complete final action on each management decision required with regard to a recommendation in an inspector general's report . . . within 12 months after the date of the inspector general's report."

Based on the referenced requirements of the IG Act, the agency's planned corrective actions should be fully implemented by June 2012.

**Status:**

Resolved.

## Audit Report

### AUDIT OF NRC'S PURCHASE CARD PROGRAM

OIG-11-A-13

#### Status of Recommendations

Recommendation 6: Document periodic reconciliations of Citibank active accounts and NRC's master file on official cardholder records.

Agency Response  
Dated July 6, 2011:

Agree. DC will develop desk procedures for the APC to include instructions for documenting the periodic reconciliations of cardholder accounts between Citibank and NRC. Documentation of these reconciliations will be maintained by the APC.

Targeted Completion Date: August 31, 2012

OIG Analysis:

The proposed corrective action addresses the intent of this recommendation; however, the planned completion date does not conform to the requirements stated in a February 1996 amendment to the IG Act of 1978. The Section titled "Prompt Management Decisions and Implementation of Audit Recommendations" states the following: "the head of a Federal agency shall complete final action on each management decision required with regard to a recommendation in an inspector general's report . . . within 12 months after the date of the inspector general's report."

Based on the referenced requirements of the IG Act, the agency's planned corrective actions should be fully implemented by June 2012.

**Status:** Resolved.