



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

**OFFICE OF THE
INSPECTOR GENERAL**

February 11, 2014

MEMORANDUM TO: Mark A. Satorius
Executive Director for Operations

J. E. Dyer
Chief Financial Officer

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

SUBJECT: STATUS OF RECOMMENDATIONS: AUDIT OF NRC'S
TRAVEL CHARGE CARD PROGRAM (OIG 13-A-17)

REFERENCE: CHIEF FINANCIAL OFFICER MEMORANDUM DATED
JANUARY 6, 2014

Attached is the Office of the Inspector General's (OIG) analysis and status of recommendations 1 through 8 and 10 through 12 as discussed in the agency's response dated January 6, 2014. Based on this response, recommendations 7, 8, and 12 are closed and recommendations 1 through 6, 10, and 11 are in resolved status. Recommendation 9 was previously closed. Please provide an updated status of the resolved recommendations by May 2, 2014.

If you have any questions or concerns, please call me at 415-5915 or Eric Rivera, Team Leader, at 415-7032.

Attachment: As stated

cc: R. Mitchell, OEDO
K. Brock, OEDO
J. Arildsen, OEDO
C. Jaegers, OEDO

Audit Report

AUDIT OF NRC'S TRAVEL CHARGE CARD PROGRAM

OIG-13-A-17

Status of Recommendations

Recommendation 1: Develop and implement a policy to pay centrally billed travel card accounts daily or weekly.

Agency Response Dated
January 6, 2014:

The Travel system contractor, Concur, is currently developing a reconciliation process. The implementation of the Travel system has been delayed until approximately June 2014. Once the new eTravel system has a proven stable environment, the OCFO will look into the feasibility of paying the centrally billed travel card on a daily or weekly basis. We now expect to complete this evaluation by June 30, 2015.

OIG Analysis:

The proposed action meets the intent of the recommendation. OIG will close this recommendation when the agency provides a copy of the centrally billed travel card account payment policy and OIG determines it requires payment daily or weekly. Additionally, the agency needs to provide, and OIG will review, documentation to prove that the policy has been implemented.

Status: Resolved.

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Status of Recommendations

Recommendation 2: Check the productivity and sales refund deals offered by charge card vendors in comparison to other governmentwide charge card contracts to ensure a competitive rate.

Agency Response Dated
January 6, 2014:

Agree. The OCFO will contact the General Services Administration (GSA) to check the productivity and sales refund deals offered by charge card vendors in comparison to other government-wide charge card contracts. We will complete this by March 31, 2014.

OIG Analysis:

The proposed action meets the intent of the recommendation. OIG will close this recommendation when the agency provides documentation which demonstrates that the agency has compared NRC'S productivity and sales refund deals to those offered to other governmentwide charge card contracts to ensure a competitive rate.

Status:

Resolved.

Audit Report

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Status of Recommendations

Recommendation 3: Explore the possibility of using another agency's existing task order ("tag along") to obtain a better rebate rate.

Agency Response Dated
January 6, 2014:

Agree. The OCFO will contact GSA to obtain information about "tagging along" with another agency by using their existing task order to obtain a better rebate rate. We will complete this by March 31, 2014.

OIG Analysis:

The proposed action meets the intent of the recommendation. OIG will close this recommendation when the agency provides documentation to show it explored the possibility of using another agency's existing task order to obtain a better rebate rate.

Status:

Resolved.

Audit Report

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Status of Recommendations

Recommendation 4: Revise Management Directive 14.1 to require that employees who travel more than five times per year must use their Government travel card for official travel expenses.

Agency Response Dated January 6, 2014: Agree. Management Directive 14.1 "Official Temporary Duty Travel" has been revised to incorporate these changes. The Management Directive was sent to the Chairman's Office in January 2013. The OCFO considers Recommendation 4 resolved.

OIG Analysis: The proposed action meets the intent of the recommendation. OIG will close this recommendation when the agency provides a copy of the revised MD 14.1 and OIG determines that it includes a requirement that employees who travel more than five times per year must use their Government travel card for official travel expenses.

Status: Resolved.

Audit Report

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Status of Recommendations

Recommendation 5: Identify frequent travelers and monitor card use to determine if (a) they have a travel card, and (b) are using it to pay for official travel expenses.

Agency Response Dated
January 6, 2014:

Agree. The OCFO will need to look further into the feasibility of implementing this recommendation since an additional resource will be needed to assist with identifying frequent travelers and monitoring card use. We expect to complete this research by March 31, 2014.

OIG Analysis:

The proposed action meets the intent of the recommendation. OIG will close this recommendation when the agency provides proof that it is identifying frequent travelers and monitoring their card use.

Status:

Resolved.

Audit Report

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Status of Recommendations

Recommendation 6: Implement mandatory split disbursement for individually billed accounts.

Agency Response Dated
January 6, 2014:

Agree. The OCFO agrees to explore this further to see if the new eTravel system has the capability of making split disbursement mandatory for individually billed accounts. The OCFO will also need to work with the Office of the Inspector General (OIG) and the Office of the Chief Human Capital Officer (OCHCO) to see what disciplinary action would be imposed if a travel charge cardholder did not use the split disbursement feature. In the interim, the OCFO issued Yellow Announcement 047, USE OF SPLIT DISBURSEMENT FOR TRAVEL CHARGE CARDHOLDERS, dated April 9, 2013. In this announcement, the following is stated: "Split disbursement will become a requirement when the new eTravel system is implemented in autumn 2013." We expect to complete the evaluation of the capability of making split disbursement mandatory in the new eTravel system and discussing potential disciplinary actions with OIG and OCHCO by March 31, 2014.

OIG Analysis:

The proposed action meets the intent of the recommendation. OCFO states that the proposed resolution depends on implementation of the new eTravel system. From statements made in OCFO's response to recommendation # 1, OIG determined that system completion has been delayed until approximately June 2014. Accordingly, the target evaluation completion date of March 31, 2014, is not applicable. OIG will close this recommendation when the agency provides documentation to show that split disbursement is mandatory and has been implemented for individually billed accounts.

Status:

Resolved.

Audit Report

AUDIT OF NRC'S TRAVEL CHARGE CARD PROGRAM

OIG-13-A-17

Status of Recommendations

Recommendation 7: Use the Citibank reports enumerated in the contract as the basis for reporting required quarterly data.

Agency Response Dated
January 6, 2014:

Agree. The OCFO contacted the GSA and requested a copy of the contract to review the reports enumerated in it. OCFO followed up with Citibank by contacting their reporting help desk and discussing the reports that were available and ran the reports created by them to use for the fourth quarter statistical reporting. OCFO will continue using the reports for all future quarterly statistical reporting. The OCFO considers Recommendation 7 closed.

OIG Analysis:

OIG reviewed a copy of the documented procedures for using Citibank's contracted reports for reporting required quarterly data. OIG also reviewed a copy of the quarterly data reports along with their supporting documentation. Finally, OIG reviewed OCFO's data posting on OMB's MAX.gov reporting system and determined that OCFO has satisfied the intent of this recommendation. This recommendation is therefore considered closed.

Status: Closed.

Audit Report

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Status of Recommendations

Recommendation 8: Ensure that the travel card program manager and the agency program Coordinator complete online training related to Citibank's electronic access system.

Agency Response Dated
January 6, 2014:

The travel card program manager and agency Program Coordinator completed all Citibank online training courses related to the Citibank electronic access system. Training certificates for each of the courses can be provided upon request. OCFO considers Recommendation 8 closed.

OIG Analysis:

OIG received the Citibank Certificates of Completion of the travel card program manager and the A/OPC for 16 Citi Commercial Cards Learning and System Support online courses. OIG determined that OCFO has satisfied the intent of this recommendation. This recommendation is therefore considered closed.

Status:

Closed.

Audit Report

AUDIT OF NRC'S TRAVEL CHARGE CARD PROGRAM

OIG-13-A-17

Status of Recommendations

Recommendation 10: Benchmark NRC's data reporting strategies and results to at least three peer agencies.

Agency Response Dated
January 6, 2014:

Agree. The OCFO will contact Citibank and the GSA to see if they can provide us with contact information from three peer agencies with which we can benchmark our data reporting strategies and results. We will complete this by March 31, 2014.

OIG Analysis:

The proposed action meets the intent of the recommendation. OIG will close this recommendation when OCFO provides documentation showing that they benchmarked data reporting strategies and results from at least three peer agencies.

Status:

Resolved.

Audit Report

AUDIT OF NRC'S TRAVEL CHARGE CARD PROGRAM

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Status of Recommendations

Recommendation 11: Review and analyze benchmarking information to determine if it can be implemented at NRC.

Agency Response Dated
January 6, 2014:

Agree. The OCFO will contact Citibank and the GSA to see if they can provide us with contact information from peer agencies so we can review and analyze benchmarking information to determine if it can be implemented at NRC. We will complete this by March 31, 2014.

OIG Analysis:

The proposed action meets the intent of the recommendation. OIG will close this recommendation when OCFO provides documentation showing review and analysis of benchmarking information to determine if it can be implemented at NRC.

Status:

Resolved.

Audit Report

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Status of Recommendations

Recommendation 12: Develop and implement procedures to maintain quarterly statistical and narrative supporting information for subsequent review and trend analysis.

Agency Response Dated
January 6, 2014:

Agree. The OCFO has developed and implemented procedures to include maintaining quarterly statistical and narrative supporting information for subsequent review and trend analysis and have attached the procedures (see Enclosure). The quarterly statistical reports are also maintained on one spreadsheet, which displays information for prior quarters that OCFO can review for trend analysis. The OCFO considers Recommendation 12 closed.

OIG Analysis:

OIG reviewed the documented procedures for maintaining quarterly statistical and narrative supporting information. OIG also reviewed OCFO's posting of them on OMB's MAX.gov reporting system as sufficient proof of implementation and determined that OCFO has satisfied the intent of this recommendation. This recommendation is therefore considered closed.

Status:

Closed.