



**Defense Nuclear Facilities
Safety Board**
Washington, DC 20004-2901

**Office of the
Inspector General**

December 9, 2014

MEMORANDUM TO: Mark T. Welch
General Manager

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

SUBJECT: STATUS OF RECOMMENDATIONS: AUDIT OF THE BOARD'S
FREEDOM OF INFORMATION ACT PROCESS
(DNFSB 14-A-02)

REFERENCE: GENERAL MANAGER, DEFENSE NUCLEAR FACILITY
SAFETY BOARD, CORRESPONDENCE DATED
OCTOBER 30, 2014

Attached is the Office of the Inspector General's analysis and status of recommendations as discussed in the agency's response dated October 30, 2014. Based on this response, all recommendations are resolved. Please provide an updated status of the resolved recommendations by July 1, 2015.

If you have any questions or concerns, please call me at 415-5915 or Beth Serepca, Team Leader, at 415-5911.

Attachment: As stated

Audit Report

AUDIT OF THE BOARD'S FREEDOM OF INFORMATION ACT PROCESS

DNFSB 14-A-02

Status of Recommendations

Recommendation 1: Develop and implement a quality assurance process to facilitate compliance with FOIA guidance.

Agency Response Dated
October 30, 2014:

Agree. The Board agrees to develop and implement a quality assurance process to facilitate compliance with Freedom of Information Act (FOIA) guidance. The Board has already established a FOIA case log with a standardized checklist which complies with our regulations, as well as with guidance provided by OIG, and the Department of Justice (DOJ) Office of Information Policy (OIP). These measures are expected to be fully in place during the third quarter, FY 2015.

OIG Analysis:

The proposed action meets the intent of the recommendation. This recommendation will be closed when OIG receives verification of the quality assurance process and determines that it complies with FOIA guidance.

Status:

Resolved.

Audit Report

AUDIT OF THE BOARD'S FREEDOM OF INFORMATION ACT PROCESS

DNFSB 14-A-02

Status of Recommendations

Recommendation 2: Develop and issue guidance for staff on how to respond to a FOIA request.

Agency Response Dated
October 30, 2014:

Agree. The Board agrees to develop and issue guidance for staff on how to respond to a FOIA request. We have already begun including guidance with every request for search documentation sent to the Executive Office of the Chairman, the Office of the General Counsel, the Office of the General Manager, and Office of the Technical Director following receipt of a FOIA request. That guidance was adapted from materials provided by the OIG and will be further tailored to the Board's specific needs.

OIG Analysis:

The proposed action meets the intent of the recommendation. This recommendation will be closed when OIG receives the guidance and determines that it is comprehensive.

Status:

Resolved.

Audit Report

AUDIT OF THE BOARD'S FREEDOM OF INFORMATION ACT PROCESS

DNFSB 14-A-02

Status of Recommendations

Recommendation 3: Obtain DOJ or comparable online FOIA training and encourage all Board staff to complete the training through annual Board communications.

Agency Response Dated
October 30, 2014:

Agree. The Board agrees to obtain DOJ or comparable online FOIA training and encourage all Board staff to complete the training on an annual basis. The Board entered into an Interagency Agreement with Department of Agriculture (USDA) on August 8, 2014, that provides the Board access to the USDA's AgLearn services. AgLearn is a comprehensive learning management system that includes an online FOIA course which covers the Act, its history, exemptions, requirements and responsibilities. We expect to have full implementation by the third quarter, FY 2015.

OIG Analysis:

The proposed action meets the intent of the recommendation. This recommendation will be closed when OIG receives verification that online FOIA training was obtained and also that all staff was encouraged by Board communications, to complete the training.

Status:

Resolved.

Audit Report

AUDIT OF THE BOARD'S FREEDOM OF INFORMATION ACT PROCESS

DNFSB 14-A-02

Status of Recommendations

Recommendation 4: Require periodic FOIA training for staff that process FOIA requests

Agency Response Dated
October 30, 2014:

Agree. The Board agrees to require periodic training for staff that process FOIA requests. This training will be done by DOJ OIP seminars. A list of FOIA personnel that attend DOJ OIP training will be maintained by the FOIA Officer. As the government's lead FOIA policy office, OIP continues to offer specialized training on FOIA matters throughout the year.

A process for assuring and documenting periodic training for appropriate staff will be in place by the third quarter, FY 2015.

OIG Analysis: The proposed action meets the intent of the recommendation. This recommendation will be closed when OIG receives verification that periodic training is required for staff that process FOIA requests.

Status: Resolved.

Audit Report

AUDIT OF THE BOARD'S FREEDOM OF INFORMATION ACT PROCESS

DNFSB 14-A-02

Status of Recommendations

Recommendation 5: Develop and implement a documentation management plan for FOIA records and communications.

Agency Response Dated
October 30, 2014:

Agree. The Board agrees to develop and implement a documentation management plan for FOIA records and communications. We are reviewing existing internal controls and pursuing FOIA online which has been evaluated by DOJ and meets all statutory requirements. We are also looking into the availability of FOIA tracking systems software. We expect to complete development and implementation of a documentation management plan by the third quarter, FY 2015.

OIG Analysis:

The proposed action meets the intent of the recommendation. This recommendation will be closed when OIG receives verification that a document management plan was implemented.

Status:

Resolved.