



OFFICE OF THE  
INSPECTOR GENERAL

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

January 30, 2015

Shaun Donovan  
Director  
Office of Management and Budget  
725 17th Street, NW  
Washington, DC 20503

Dear Mr. Donovan:

In accordance with Public Law 112-194, *Government Charge Card Abuse Prevention Act of 2012*, I am reporting on the Nuclear Regulatory Commission's (NRC) progress on implementing charge-card-related audit recommendations. During the past 3 fiscal years, NRC's Office of the Inspector General (OIG) has issued a charge-card-related audit report with a total of 2 audit findings and 12 audit recommendations. Enclosed is a summary of this audit report including the findings, recommendations, and actions taken by NRC to implement the recommendations. Based on internal OIG risk assessments, I have included an audit of NRC's Purchase Card Program in my FY 2015 annual plan.

If you have any questions, please contact Stephen Dingbaum, Assistant Inspector General for Audits, at 301-415-5915, or me at 301-415-5930.

Sincerely,

Hubert T. Bell */RA/*  
Inspector General

Enclosure: As stated

cc: Chairman Burns  
Commissioner Svinicki  
Commissioner Ostendorff  
Commissioner Baran  
M. Satorius, EDO  
M. E. Wylie, CFO  
H. Rasouli, OEDO

**Audit of NRC’s Travel Charge Card Program ” (OIG-13-A-17) dated April 16, 2013**

**Audit Results**

NRC’s travel card program has policies, procedures, and internal controls in place to prevent and detect travel card misuse and delinquencies. NRC also has policies in place to lower the overall cost of official travel to the agency. However, OIG determined the efficiency and effectiveness of NRC’s management of rebates and quarterly data reporting to OMB can be improved.

**Findings and Recommendations**

A. Maximize NRC’s rebates by using recommended Federal strategies.

	<b>Recommendations:</b>	<b>Status</b>
1.	Develop and implement a policy to pay centrally billed travel card accounts daily or weekly.	NRC’s Office of the Chief Financial Officer (OCFO) has agreed to look into the feasibility of paying the centrally billed travel card on a daily or weekly basis. OCFO is expected to complete this evaluation by March 31, 2015.
2.	Check the productivity and sales refund deals offered by charge card vendors in comparison to other government wide charge card contracts to ensure a competitive rate.	NRC’s OCFO competitively bid the current charge card contract among the existing banks when the previous charge card contract expired (November 29, 2008), and Citibank was selected based on the best value and fit to the agency for both purchase and travel cards. OCFO is in the process of obtaining data to determine if it would be cost effective to make a change prior to exercising the next option period. NRC’s current contract with Citibank does not expire until November 29, 2015, which precludes the agency from taking any action at this time. OCFO has asked GSA to perform a review of NRC’s travel card rebate program to look for potential savings. GSA has agreed to perform the review with a tentative target date for the first quarter of FY15. [OCFO] will complete this by January 30, 2016.
3.	Explore the possibility of using another agency’s existing task order (tag along) to obtain a better rebate rate.	This recommendation is closed. The agency implemented the recommendation.

	<b>Recommendations:</b>	<b>Status</b>
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.	NRC Management Directive 14.1, <i>Official Temporary Duty Travel</i> , has been revised to incorporate these changes. OIG will close this recommendation when the agency sends their next audit follow-up memorandum.
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.	This recommendation is closed. The agency implemented the recommendation.
6.	Implement mandatory split disbursement for individually billed accounts.	The implementation of the new eTravel system has been further delayed. Once the new system has proven a stable environment, NRC OCFO will complete the evaluation on the system capability of making split disbursement mandatory. OCFO expects to complete this evaluation by March 31, 2015.

B. Improve quarterly reported data accuracy by employing available tools.

	<b>Recommendations:</b>	<b>Status</b>
7.	Use the Citibank reports enumerated in the contract as the basis for reporting required quarterly data.	This recommendation is closed. The agency implemented the recommendation.
8.	Ensure that the travel card program manager and the agency program Coordinator complete online training related to Citibank's electronic access system.	This recommendation is closed. The agency implemented the recommendation.
9.	Ensure that the travel card program manager and/or the agency program Coordinator attend GSA's annual training meeting related to travel cards to network with other agencies regarding travel card program best practices.	This recommendation is closed. The agency implemented the recommendation.

10.	Benchmark NRC's data reporting strategies and results to at least three peer agencies.	This recommendation is closed. The agency implemented the recommendation.
11.	Review and analyze benchmarking information to determine if it can be implemented at NRC.	This recommendation is closed. The agency implemented the recommendation.
12.	Develop and implement procedures to maintain quarterly statistical and narrative supporting information for subsequent review and trend analysis.	This recommendation is closed. The agency implemented the recommendation.