



**Defense Nuclear Facilities
Safety Board**

Washington, DC 20004-2901

**Office of the
Inspector General**

June 2, 2015

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 TRAVEL CARD AND TRAVEL PROGRAM (DNFSB-
15-A-05)

REFERENCE: GENERAL MANAGER MEMORANDUM
DATED MAY 13, 2015

Attached is the Office of the Inspector General's (OIG) analysis and status of recommendations as discussed in the Board's response dated May 13, 2015. Based on this response, recommendations 5 through 7 are closed and recommendations 1 through 4 are in resolved status. Please provide an updated status of the resolved recommendations by December 1, 2015.

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

Attachment: As stated

cc: R. Howard, OGM

Audit Report

AUDIT OF THE BOARD'S TRAVEL CARD AND TRAVEL PROGRAM

DNFSB-15-A-05

Status of Recommendations

Recommendation 1: Revise policies and procedures to route TDY vouchers to the original travel authorization approver for review and approval before sending to the OGM for review and approval.

Agency Response Dated
May 13, 2015:

Response: Agree

The DNFSB agrees to revise policies and procedures to include routing TDY vouchers to the original travel authorization approver for review and approval before sending to the OGM for final review and approval. We expect to develop and implement the revised procedures by July 31, 2015.

OIG Analysis:

The proposed corrective action addresses the intent of OIG's recommendation. This recommendation will be closed when OIG receives and reviews the final revised policies and procedures that include routing TDY vouchers to the original travel authorization approver for review and approval before sending to the OGM for final review and approval.

Status:

Resolved.

Audit Report

AUDIT OF THE BOARD'S TRAVEL CARD AND TRAVEL PROGRAM

DNFSB-15-A-05

Status of Recommendations

Recommendation 2: Develop and implement a plan to periodically conduct independent reviews of a sample of vouchers and travel card transactions.

Agency Response Dated
May 13, 2015: Response: Agree

The DNFSB agrees to develop and implement a plan to periodically conduct independent reviews of a sample of vouchers and travel card transaction. We expect to develop and implement procedures by October 30, 2015.

OIG Analysis: The proposed corrective action addresses the intent of OIG's recommendation. This recommendation will be closed when OIG receives documentation and verifies that a plan to periodically conduct independent reviews of a sample of vouchers and travel card transaction has been implemented.

Status: Resolved.

Audit Report

AUDIT OF THE BOARD'S TRAVEL CARD AND TRAVEL PROGRAM

DNFSB-15-A-05

Status of Recommendations

Recommendation 3: Develop and implement a plan to periodically train travel arrangers/timekeepers on the Board's travel policies so that they may complete the travel voucher in accordance with these policies.

Agency Response Dated
May 13, 2015:

Response: Agree

The DNFSB agrees to develop and implement a plan to periodically train travel arrangers/timekeepers on the Board's travel policies so that they may complete the travel voucher in accordance with these policies. We expect to develop and implement a plan, and provide training by, August 31, 2015.

OIG Analysis:

The proposed corrective action addresses the intent of OIG's recommendation. This recommendation will be closed when OIG receives documentation and verifies that a plan has been implemented to periodically train travel arrangers/timekeepers on the Board's travel policies so that they may complete the travel vouchers in accordance with these policies.

Status:

Resolved.

Audit Report

AUDIT OF THE BOARD'S TRAVEL CARD AND TRAVEL PROGRAM

DNFSB-15-A-05

Status of Recommendations

Recommendation 4: Train employees on the appropriate use of hazardous weather leave.

Agency Response Dated
May 13, 2015:

Response: Agree

The DNFSB agrees to train employees on the appropriate use of hazardous weather leave. We expect to provide training to employees by August 31, 2015.

OIG Analysis:

The proposed corrective action addresses the intent of OIG's recommendation. This recommendation will be closed when OIG receives documentation and verifies that Board employees are trained on the appropriate use of hazardous weather leave.

Status:

Resolved.

Audit Report

AUDIT OF THE BOARD'S TRAVEL CARD AND TRAVEL PROGRAM

DNFSB-15-A-05

Status of Recommendations

Recommendation 5: Establish, document, and implement a user access policy for Concur to include user access roles to be limited to the least privilege necessary.

Agency Response Dated
May 13, 2015:

Response: Agree

The DNFSB developed a *Work Practice* to establish, document and implement a user access policy for Concur to include user access roles to be limited to the least privilege necessary. The attached *Work Practice* was approved on May 7, 2015.

OIG Analysis:

OIG reviewed the *Work Practice*, User Access for Concur, and determined that this document meets the intent of the recommendation. Therefore, recommendation 5 is now closed.

Status:

Closed.

Audit Report

AUDIT OF THE BOARD'S TRAVEL CARD AND TRAVEL PROGRAM

DNFSB-15-A-05

Status of Recommendations

Recommendation 6: Establish, document, and implement a user access policy for Concur to include the timely disabling of accounts that are no longer necessary.

Agency Response Dated
May 13, 2015:

Response: Agree

The DNFSB developed a Work Practice to establish, document and implement a user access policy for Concur to timely disable accounts that are no longer necessary. The attached Work Practice was approved on May 7, 2015.

OIG Analysis:

OIG reviewed the *Work Practice*, User Access for Concur, and determined that this document meets the intent of the recommendation. Therefore, recommendation 6 is now closed.

Status:

Closed.

Audit Report

AUDIT OF THE BOARD'S TRAVEL CARD AND TRAVEL PROGRAM

DNFSB-15-A-05

Status of Recommendations

Recommendation 7: Establish, document, and implement a user access policy for Concur to include periodic reviews of the user access listing to determine whether access is properly limited and remains appropriate.

Agency Response Dated
May 13, 2015:

Response: Agree

The DNFSB developed a Work Practice to document and implement a user access policy for Concur to include periodic reviews of the user access listing to determine whether access is properly limited and remains appropriate. The attached Work Practice was approved on May 7, 2015.

OIG Analysis:

OIG reviewed the *Work Practice*, User Access for Concur, and determined that this document meets the intent of the recommendation. Therefore, recommendation 7 is now closed.

Status:

Closed.