



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

**Office of the
Inspector General**

November 16, 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 SEPTEMBER 29, 2015

Attached is the Office of the Inspector General's (OIG) analysis and status of recommendations as discussed in the Board's response dated September 29, 2015. Based on this response, recommendations 1 through 4 are in resolved status. Recommendations 5 through 7 were previously closed. Please provide an updated status of the resolved recommendations by February 1, 2016.

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
September 29, 2015:

Appropriate staff were notified in April and May 2015 of changes in the travel card policies and procedures for routing TDY vouchers for review and approval.

New review and approval procedures for TDY vouchers went into effective in late September 2015. Appropriate staff were notified via email that the change had gone into effect on September 21, 2015.

OIG Analysis:

The proposed corrective action addresses the intent of OIG's recommendation. As of November 9, 2015, the Board's final revised policies and procedures are not yet approved. 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
September 29, 2015: Procedures to periodically conduct independent reviews will be developed and implemented by October 30, 2015.

OIG Analysis: The proposed corrective action addresses the intent of OIG's recommendation. As of November 9, 2015, the Board's implementation of this recommendation is still in progress. 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 September 29, 2015: A new plan to periodically train travel arrangers/timekeepers on the Board's travel policies is still in the developmental stage, and once completed, must be reviewed/approved. The plan will be implemented and training to travel arrangers/timekeepers will be provided by October 30, 2015.

OIG Analysis: The proposed corrective action addresses the intent of OIG's recommendation. As of November 9, 2015, the Board's implementation of this recommendation is still in progress. 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 September 29, 2015: WebTA training which discussed the appropriate use of hazardous weather leave was held for employees on June 10th, 16th, 18th, 24th, 30th and July 2nd.

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.