



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

**OFFICE OF THE
INSPECTOR GENERAL**

November 19, 2015

MEMORANDUM TO: Maureen E. Wylie
Chief Financial Officer

Victor McCree
Executive Director for Operations

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
NOVEMBER 6, 2015

Attached is the Office of the Inspector General's (OIG) analysis and status of recommendations 1, 4, and 6 as discussed in the agency's response dated November 6, 2015. Based on this response, recommendation 4 is closed and recommendations 1 and 6 remain in resolved status. Recommendations 2, 3, 5, and 7 through 12 were previously closed. Please provide an updated status of the resolved recommendations by June 17, 2016.

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

Attachment: As stated

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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 November 6, 2015: The new eTravel System was implemented on May 4, 2015. Due to unforeseen challenges with the new eTravel System, the OCFO has not been able to 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 May 31, 2016.

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 charge card account payment policy that 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.

Audit Report

AUDIT OF NRC'S TRAVEL CHARGE CARD PROGRAM

OIG-13-A-17

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 November 6, 2015: Management Directive (MD) 14.1, "Official Temporary Duty Travel", has been revised to incorporate these changes. MD 14.1 was issued on September 4, 2015. The OCFO considers Recommendation 4 implemented.

OIG Analysis:

OIG reviewed a copy of the revised MD 14.1 and determined that it includes a requirement that any "NRC employee who expects to travel more than five trips during a 12-month period (frequent traveler) is required to obtain a travel charge card and use it for all official expenses." OIG also reviewed yellow announcement number 088 dated June 24, 2015, and determined that it included a reminder to all NRC employees of this same requirement. OCFO has satisfied the intent of this recommendation. Therefore, this recommendation is considered closed.

Status: Closed.

Audit Report

AUDIT OF NRC'S TRAVEL CHARGE CARD PROGRAM

OIG-13-A-17

Status of Recommendations

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

Agency Response

Dated November 6, 2015: After the implementation of the new eTravel System, OCFO determined that split disbursement was not working properly. Concur, the provider of the new eTravel System developed a fix, which OCFO tested and is currently verifying. Once OCFO confirms that split disbursement is working properly, OCFO will issue a Yellow Announcement that will: 1) inform travelers how to use the split disbursement feature when completing their travel vouchers, and 2) state that travel charge cardholders are expected to use the split disbursement feature to the maximum extent possible. We expect to complete this evaluation by December 31, 2015.

OIG Analysis: The proposed action meets the intent of the recommendation. OIG will close this recommendation when the agency provides documentation to show that it is mandatory for travel charge cardholders to use the split disbursement feature for individually billed accounts.

Status: Resolved.