



OFFICE OF THE
INSPECTOR GENERAL

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

January 29, 2016

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 2016 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,

/RA/
Hubert T. Bell
Inspector General

Enclosure: As stated

cc: Chairman Burns
Commissioner Svinicki
Commissioner Ostendorff
Commissioner Baran
V. McCree, EDO
M. E. Wylie, CFO
F. Brown, 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.

	Recommendations:	Status
1.	Develop and implement a policy to pay centrally billed travel card accounts daily or weekly.	The new eTravel System was implemented on May 4, 2015. Due to unforeseen challenges with the new eTravel System, NRC's Office of the Chief Financial Officer (OCFO) has not been able to look into the feasibility of paying the centrally billed travel card on a daily or weekly basis. OCFO now expect to complete this evaluation by May 31, 2016.
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.	This recommendation is closed. The agency implemented the recommendation.
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.
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.	This recommendation is closed. The agency implemented the recommendation.

	Recommendations:	Status
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.	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.

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

	Recommendations:	Status
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.