



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

**Office of the
Inspector General**

February 2, 2016

MEMORANDUM TO: Mark T. Welch
General Manager

Katherine Herrera
Deputy 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
JANUARY 28, 2016

Attached is the Office of the Inspector General's (OIG) analysis and status of recommendations as discussed in the Board's response dated January 28, 2016. Based on this response, recommendation 4 is now closed. Recommendations 1 through 3 remain in resolved status. Please provide an updated status of the resolved recommendations by September 5, 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
January 28, 2016: The revised policies and procedures to route TDY vouchers will be finalized in the 3rd quarter of FY 2016.

OIG Analysis: The proposed 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
January 28, 2016: The plan to periodically conduct independent reviews of a sample of vouchers and travel card transactions is in process to be finalized in the 3rd quarter of FY 2016.

OIG Analysis: The proposed 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
January 28, 2016: The plan to periodically train travel arrangers/timekeepers on the Board's travel policies, is in process to be finalized in the 3rd quarter of FY 2016.

OIG Analysis: The proposed 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
January 28, 2016: 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: OIG reviewed the WebTA Training and WebTA participants, and determined that Board employees were trained on the appropriate use of hazardous weather leave. Therefore this recommendation is closed.

Status: Closed.