



**Defense Nuclear Facilities  
Safety Board**

Washington, DC 20004-2901

**Office of the  
Inspector General**

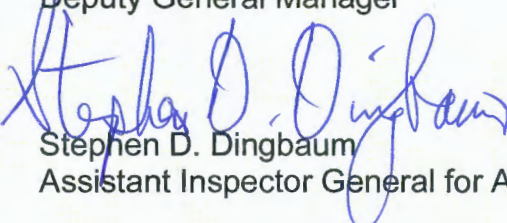
July 29, 2016

**MEMORANDUM TO:**

Mark T. Welch  
General Manager

Katherine Herrera  
Deputy General Manager

**FROM:**

  
Stephen D. Dingbaum  
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 JUNE 29, 2016

Attached is the Office of the Inspector General's (OIG) analysis and status of recommendations as discussed in the Board's response dated June 29, 2016. Based on this response, recommendations 1 through 3 are now closed. Recommendations 4 through 7 were previously closed. All recommendations related to this report are now closed.

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  
June 29, 2016:

DNFSB Official Travel Operating Procedures, OP-221.1-1, were revised 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.

OIG Analysis:

OIG reviewed the revised DNFSB Official Travel Operating Procedures, OP-221.1-1, dated June 28, 2016, and the supporting documentation with the new review and approval procedures for TDY vouchers, and determined that these policies and procedures included in the documents meet the intent of the recommendation. Therefore, recommendation 1 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 2:

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

Agency Response Dated  
June 29, 2016:

DNFSB revised Official Travel Operating Procedures, OP-221.1-1 to include a periodic independent review of a sample of vouchers and travel card transactions. (Please see Section 4D on page 3 of the revised Operating Procedures, attached below.) We have issued a task order on March 29, 2016, with an effective date of April 18, 2016, to have a contractor provide internal control review services for the travel program. (The Statement of Work is attached below.) Periodic reviews began in June 2016.

OIG Analysis:

OIG reviewed the revised Official Travel Operating Procedures, OP-221.1-1, dated June 28, 2016, and the supporting documentation including the contractor's controls testing and sampling approach of vouchers and travel card transactions. OIG determined that the controls and sample independent reviews as documented meet the intent of the recommendation. Therefore, recommendation 2 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 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  
June 29, 2016:**

A plan to provide periodic training for travel arrangers/timekeepers on DNFSB travel policies is documented in the revised DNFSB Official Travel Operating Procedures, OP-221.1-1. (Please see Section 4D on page 3 of the revised Operating Procedures, attached below.)

**OIG Analysis:**

OIG reviewed the travel policies and procedures training slides for travel arrangers/timekeepers and training participants, dated July 21, 2016, and the revised Official Travel Operating Procedures, OP-221.1-1, dated June 28, 2016. OIG determined that these documents meet the intent of the recommendation. Therefore, recommendation 3 is now closed.

**Status:**

Closed.