

June 22, 2017

MEMORANDUM TO: Dr. Brett M. Baker  
Assistant Inspector General for Audits

FROM: Frederick D. Brown */RA/*  
Deputy Executive Director for Materials, Waste,  
Research, State, Tribal, Compliance, Administration,  
and Human Capital Programs  
Office of the Executive Director for Operations

SUBJECT: STAFF RESPONSE TO THE OFFICE OF THE INSPECTOR  
GENERAL'S AUDIT OF THE U.S. NUCLEAR REGULATORY  
COMMISSION'S PURCHASE CARD PROGRAM (OIG-17-A-14)

The staff has received the Office of the Inspector General's (OIG) report for Audit OIG-17-A-14, "Audit of NRC's Purchase Card Program," dated May 30, 2017. This memorandum provides the staff's responses to the seven OIG recommendations. Each staff response includes the staff's planned actions and target dates for completion.

Recommendation 1:

Inform new and current cardholders and approving officials of the availability of personal training of the agency's Financial Accounting and Integrated Management Information System (FAIMIS) by request.

Response:

Agree. The Office of the Chief Financial Officer (OCFO) is responsible for establishing user accounts in FAIMIS and providing training to users. Currently, a link to training materials is sent to the cardholder after their account has been set up in FAIMIS. OCFO will update the email sent to the users to include information on how to obtain assistance when working with purchase card transaction in FAIMIS.

The target date for completion is August 31, 2017.

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Recommendation 2:

Periodically post frequently asked questions to cardholders and approving officials to address problem areas such as FAIMIS documentation and reconciliation.

Response:

Agree. The Office of Administration (ADM) will work with OCFO to compile an initial list of frequently asked questions and post these to the U.S. Nuclear Regulatory Commission (NRC) Enterprise Acquisition Toolkit (NEAT) portal. ADM will email all cardholders and approving officials to alert them to this list of frequently asked questions and answers on NEAT. ADM will update the frequently asked questions list periodically as issues arise.

The target date for completion is September 30, 2017.

Recommendation 3:

Issue periodic reminders to cardholders and approving officials that scanning, attaching, and reviewing purchase card supporting documentation in FAIMIS is a requirement of the purchase card program.

Response:

Agree. ADM will work with OCFO to develop an email outlining the current requirements and procedures for scanning, attaching, and reviewing purchase card supporting documentation in FAIMIS and send this email to cardholders and approving officials. Thereafter, ADM will periodically send a reminder email to cardholders and approving officials. The reminder email will also describe any changes in requirements or procedures.

The target date for completion is August 1, 2017.

Recommendation 4:

Develop and deliver training specific to NRC approving official responsibilities as outlined in OMB A-123, Appendix B.

Response:

Agree. ADM will work with the Office of the Chief Human Capital Officer (OCHCO) to develop training for approving officials. ADM will add this training as a supplement to the existing "Proper Use of Government Charge Cards" training currently available in iLearn.

The target date for completion is January 31, 2018.

Recommendation 5:

For the annual internal reviews: (a) require follow up from program offices, and, (b) require the agency program coordinator (APC) to review supporting documentation only in FAIMIS.

Response:

Agree. ADM will require program offices to provide a written response to annual internal reviews when there are findings listed in the review report. In addition, the APC will begin using FAIMIS exclusively for reviewing supporting documentation for purchases made as of October 1, 2017.

The target date for completion is October 1, 2017.

Recommendation 6:

Incorporate the use of Citibank tools to gain efficiencies in the annual audit process and for everyday monitoring of purchase cards.

Response:

Agree. ADM is developing a plan to identify efficiencies in both everyday monitoring of the program as well as during the annual internal audits. As part of this plan, the agency program coordinator will obtain training on the available Citibank tools to assess how the agency can incorporate these tools to gain efficiencies.

The target date for completion is November 1, 2017.

Recommendation 7:

Develop and implement standard operating procedures for the APC including:

- a. Create a metric for timely closure of purchase card accounts.
- b. Periodically review the lists of cardholders and approving officials to ensure they are up-to-date and consistent.
- c. Periodically obtain a list of completed training in iLearn for cardholders and approving officials.
- d. Develop and maintain a list of Agency-wide Documents Access and Management System (ADAMS) Main Library (ML) numbers for all cardholder and approving official delegation letters so they can be easily accessed and updated.

Response:

Agree. ADM will develop and implement standard operating procedures for the agency program coordinator to include timely closure of purchase card accounts, review of cardholder and approving official lists, and review of the completion of iLearn training. ADM will also update the existing list of active cardholders and approving officials maintained in SharePoint to add the ADAMS Accession Number for the delegation letters.

The target date for completion is February 28, 2018.

SUBJECT: STAFF RESPONSE TO THE OFFICE OF THE INSPECTOR GENERAL'S AUDIT OF THE U.S. NUCLEAR REGULATORY COMMISSION'S PURCHASE CARD PROGRAM (OIG-17-A-14) DATED: June 22, 2017

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