



OFFICE OF THE  
INSPECTOR GENERAL

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

July 28, 2017

MEMORANDUM TO: Victor M. McCree  
Executive Director for Operations

Maureen E. Wylie  
Chief Financial Officer

FROM: Dr. Brett M. Baker */RA/*  
Assistant Inspector General for Audits

SUBJECT: STATUS OF RECOMMENDATIONS: AUDIT OF NRC'S  
PURCHASE CARD PROGRAM (OIG-17-A-14)

REFERENCE: OFFICE OF THE EXECUTIVE DIRECTOR'S  
MEMORANDUM DATED JUNE 22, 2017

Attached is the Office of the Inspector General's (OIG) analysis and status of the recommendations as discussed in the agency's response dated June 22, 2017. Based on this response, recommendations 1 through 7 are resolved. Please provide a status update on the resolved recommendations by October 31, 2017.

If you have questions or concerns, please call me at (301) 415-5915 or Eric Rivera, Team Leader, at (301) 415-7032.

Attachments: As stated

cc: R. Lewis, OEDO  
H. Rasouli, OEDO  
J. Jolicoeur, OEDO  
J. Bowen, OEDO  
EDO\_ACS\_Distribution  
S. Hudson, OCFO  
RidsOcfoMailCenter Resource

## Audit Report

### AUDIT OF NRC'S PURCHASE CARD PROGRAM

OIG-17-A-14

#### Status of Recommendations

Recommendation 1: Inform new and current cardholders and approving officials of the availability of personal training of FAIMIS, by request.

Agency Response Dated  
June 22, 2017:

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.

OIG Analysis: The proposed corrective action addresses the intent of OIG's recommendation. OIG will close this recommendation after reviewing supporting documentation such as a sample updated email sent to a cardholder or approving official with information on how to obtain assistance in using FAIMIS for purchase card transactions, and confirmation that the updated email was sent to current cardholders/approving officials, as well as new cardholders/approving officials.

**Status:** Resolved.

## Audit Report

### AUDIT OF NRC'S PURCHASE CARD PROGRAM

OIG-17-A-14

#### Status of Recommendations

Recommendation 2: Periodically post frequently asked questions to cardholders and approving officials to address problem areas such as FAIMIS documentation and reconciliation.

Agency Response Dated  
June 22, 2017:

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.

OIG Analysis: The proposed corrective action addresses the intent of OIG's recommendation. OIG will close this recommendation after reviewing supporting documentation regarding the frequently asked questions on NEAT, the email notifying cardholders and approving officials of the frequently asked questions, and the establishment of the periodicity of updating the frequently asked questions.

**Status:** Resolved.

## Audit Report

### AUDIT OF NRC'S PURCHASE CARD PROGRAM

OIG-17-A-14

#### Status of Recommendations

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.

Agency Response Dated  
June 22, 2017:

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.

OIG Analysis: The proposed corrective action addresses the intent of OIG's recommendation. OIG will close this recommendation after reviewing supporting documentation of the email to cardholders and approving officials reiterating the proper support in FAIMIS for purchase card transactions, as well as establishing the periodicity of the reminder emails to cardholders and approving officials.

**Status:** Resolved.

## Audit Report

### AUDIT OF NRC'S PURCHASE CARD PROGRAM

OIG-17-A-14

#### Status of Recommendations

Recommendation 4: Develop and deliver training specific to NRC approving official responsibilities as outlined in OMB A-123, Appendix B.

Agency Response Dated  
June 22, 2017:

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.

OIG Analysis: The proposed corrective action addresses the intent of OIG's recommendation. OIG will close this recommendation after reviewing supporting documentation such as a course description, as well as the periodicity of the course offering and expiration.

**Status:** Resolved.

## Audit Report

### AUDIT OF NRC'S PURCHASE CARD PROGRAM

OIG-17-A-14

#### Status of Recommendations

Recommendation 5: For the annual internal reviews: (a) require followup from program offices, and, (b) require the APC to review supporting documentation only in FAIMIS.

Agency Response Dated  
June 22, 2017:

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.

OIG Analysis: The proposed corrective action addresses the intent of OIG's recommendation. OIG will close this recommendation after reviewing supporting documentation showing samples of written responses from program offices to ADM's annual reviews, as well as sample screenshots showing the supporting documentation review in FAIMIS by the APC.

**Status:** Resolved.

## Audit Report

### AUDIT OF NRC'S PURCHASE CARD PROGRAM

OIG-17-A-14

#### Status of Recommendations

Recommendation 6: Incorporate the use of Citibank tools to gain efficiencies in the annual audit process and for everyday monitoring of purchase cards.

Agency Response Dated  
June 22, 2017:

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.

OIG Analysis: The proposed corrective action addresses the intent of OIG's recommendation. OIG will close this recommendation after reviewing supporting documentation of the program coordinator's training in using the Citibank tools, and obtain supporting documentation that demonstrates the agency program coordinator's use of the Citibank tool.

**Status:** Resolved.

## Audit Report

### AUDIT OF NRC'S PURCHASE CARD PROGRAM

OIG-17-A-14

#### Status of Recommendations

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 ADAMS ML numbers for all cardholder and approving official delegation letters so they can be easily accessed and updated.

Agency Response Dated  
June 22, 2017:

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.

OIG Analysis: The proposed corrective action addresses the intent of OIG's recommendation. OIG will close this recommendation after reviewing supporting documentation of the final standard operating procedure that is developed to include a metric for timely closure of purchase card accounts, periodically updating the list of cardholders/approving officials, obtaining a list of completed iLearning training for cardholders/approving officials, and the update of the ADAMS Accession Number for the delegation letters.

**Status:** Resolved.