

January 6, 2014

MEMORANDUM TO: Stephen D. Dingbaum
Assistant Inspector General for Audits

FROM: J. E. Dyer **/RA/**
Chief Financial Officer

SUBJECT: STATUS OF RECOMMENDATIONS: AUDIT OF THE U.S.
NUCLEAR REGULATORY COMMISSION'S TRAVEL CHARGE
CARD PROGRAM (OIG-13-A-17)

This is the second status response to the Office of the Inspector General's Audit Report, "Audit of NRC's Travel Charge Card Program " (OIG-13-A-17) dated April 16, 2013. Recommendations 7, 8, and 12 were completed during this period while recommendations 1 and 6 have to be postponed due to the delay in the implementation of the new eTravel system.

Recommendation 1

Develop and implement a policy to pay centrally billed travel card accounts daily or weekly.

Response

Agree. The Office of the Chief Financial Officer (OCFO) agrees to look into the feasibility of paying the centrally billed travel card on a daily or weekly basis once the new eTravel system is implemented, which will be in October 2013. We expect to complete this evaluation by September 30, 2014.

Update

The new eTravel system contractor, Concur, is currently developing a reconciliation process. The implementation of the new eTravel system has been delayed until approximately June 2014. Once the new eTravel system has a proven stable environment, the OCFO will look into the feasibility of paying the centrally billed travel card on a daily or weekly basis. We now expect to complete this evaluation by June 30, 2015.

Recommendation 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.

CONTACT: Michele Ricker, OCFO/DOC/TOB
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Response

Agree. The OCFO will contact the General Services Administration (GSA) to check the productivity and sales refund deals offered by charge card vendors in comparison to other government-wide charge card contracts. We will complete this by March 31, 2014.

Recommendation 3

Explore the possibility of using another agency's existing task order ("tag along") to obtain a better rebate rate.

Response

Agree. The OCFO will contact GSA to obtain information about "tagging along" with another agency by using their existing task order to obtain a better rebate rate. We will complete this by March 31, 2014.

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.

Response

Agree. Management Directive 14.1 "Official Temporary Duty Travel" has been revised to incorporate these changes. The Management Directive was sent to the Chairman's Office in January 2013. The OCFO considers Recommendation 4 resolved, and OCFO will consider this recommendation closed when the Management Directive is issued.

Recommendation 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.

Response

Agree. The OCFO will need to look further into the feasibility of implementing this recommendation since an additional resource will be needed to assist with identifying frequent travelers and monitoring card use. We expect to complete this research by March 31, 2014.

Recommendation 6

Implement mandatory split disbursement for individually billed accounts.

Response

Agree. The OCFO agrees to explore this further to see if the new eTravel system has the capability of making split disbursement mandatory for individually billed accounts. The OCFO will also need to work with the Office of the Inspector General (OIG) and the Office of the Chief Human Capital Officer (OCHCO) to see what disciplinary action would be imposed if a travel

charge cardholder did not use the split disbursement feature. In the interim, the OCFO issued Yellow Announcement 047, USE OF SPLIT DISBURSEMENT FOR TRAVEL CHARGE CARDHOLDERS, dated April 9, 2013. In this announcement, the following is stated: "Split disbursement will become a requirement when the new eTravel system is implemented in autumn 2013."

We expect to complete the evaluation of the capability of making split disbursement mandatory in the new eTravel system and discussing potential disciplinary actions with OIG and OCHCO by March 31, 2014.

Update

The implementation of the new eTravel system has been delayed until approximately June 2014. Once the new eTravel system has a proven stable environment, the OCFO will complete the evaluation on the system capability of making split disbursement mandatory. We now expect to complete this evaluation by December 31, 2014.

Recommendation 7

Use the Citibank reports enumerated in the contract as the basis for reporting required quarterly data.

Response

Agree. The OCFO contacted the GSA and requested a copy of the contract to review the reports enumerated in it. OCFO followed up with Citibank by contacting their reporting help desk and discussing the reports that were available and ran the reports created by them to use for the fourth quarter statistical reporting. OCFO will continue using the reports for all future quarterly statistical reporting. The OCFO considers Recommendation 7 closed.

Recommendation 8

Ensure that the travel card program manager and the agency Program Coordinator complete online training related to Citibank's electronic access system.

Response

The travel card program manager and agency Program Coordinator completed all Citibank online training courses related to the Citibank electronic access system. Training certificates for each of the courses can be provided upon request. OCFO considers Recommendation 8 closed.

Recommendation 10

Benchmark NRC's data reporting strategies and results to at least three peer agencies.

Response

Agree. The OCFO will contact Citibank and the GSA to see if they can provide us with contact

information from three peer agencies with which we can benchmark our data reporting strategies and results. We will complete this by March 31, 2014.

Recommendation 11

Review and analyze benchmarking information to determine if it can be implemented at NRC.

Response

Agree. The OCFO will contact Citibank and the GSA to see if they can provide us with contact information from peer agencies so we can review and analyze benchmarking information to determine if it can be implemented at NRC. We will complete this by March 31, 2014.

Recommendation 12

Develop and implement procedures to maintain quarterly statistical and narrative supporting information for subsequent review and trend analysis.

Response

Agree. The OCFO has developed and implemented procedures to include maintaining quarterly statistical and narrative supporting information for subsequent review and trend analysis and have attached the procedures (see enclosure). The quarterly statistical reports are also maintained on one spreadsheet, which displays information for prior quarters that OCFO can review for trend analysis. The OCFO considers Recommendation 12 closed.

cc: R. Mitchell, OEDO
K. Brock, OEDO
J. Arildsen, OEDO
C. Jaegers, OEDO

Enclosure:
As stated

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Enclosure:
As stated

Distribution:

OCFO/DOC/RF

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ADAMS: ☒ Yes ☒ No Initials: LC

☒ Publicly Available ☒ Non-Publicly Available ☒ Sensitive ☒ Non-Sensitive

*See previous concurrence

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