

# DIRECTIVES CONTROL FORM - ORO O FINAL DIRECTIVE

**PART A** (To be completed by the Division of Primary Interest (DPI))

1. **NUMBER AND TITLE OF DIRECTIVE:** **ORO O 220, Chapter VII, Chg. 1, AUDIT RESOLUTION AND FOLLOWUP**
2. **PURPOSE OF TRANSMITTAL:**  New Directive  Revised Directive  Page Change
3. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)

No (all contractors)

Yes If yes, whom?  LMES  LMER  ORAU  SURA  
 Bechtel Jacobs Company

Other contractors (list by type)

*Many ORO contractors have approved S/RIDs or WSS sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.*

4. **SIGNIFICANT PROVISIONS:** Are there any significant changes or impact?

No  Yes If yes, describe: This ORO Chapter is part of the ORO sunset review process. Changes include minor editorial revisions to this Chapter to indicate (1) the correct number of the correlating DOE Order (DOE 2300.1B), (2) the current organizational title of the Financial Evaluation and Accountability Division, and (3) modify Attachments 3 and 4.

5. **CONTACT POINT:** Peter Johnson Financial Evaluation and Accountability Division, FM-73 576-0970  
Name Organization Telephone

**PART B** (To be completed by the Directives Management Group (DMG)):

6. **FILING INSTRUCTIONS:**

<u>Remove</u>	<u>Dated</u>	<u>Insert</u>	<u>Dated</u>
ORO O 220, Chapter VII	05/31/1996	ORO O Control Form	07/29/1998
Pages VII-1 through VII-9		ORO O 220, Chapter VII, Chg. 1, Pages VII-1 through VII-7	07/29/1998

*ORO Orders are available on the ORO Directives Management Home Page  
[[http://www.ornl.gov/doe\\_oro\\_dmg/orchklst.htm](http://www.ornl.gov/doe_oro_dmg/orchklst.htm)] within 5-10 working days after receipt of this Control Form.  
The ORO Orders will no longer be mailed in printed copy unless you do not have Internet capabilities.*

7. **APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:**

*Original signed by*

Jennifer H. Cusick, AD-440  
Signature Management Analyst, AD-440

07/29/1998  
Date

**INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED**  
Rev. 08/04/1998

# U.S. Department of Energy

Oak Ridge Operations

ORO O 220  
Chapter VII  
Chg. 1

**DATE:** 07/29/1998

**SUBJECT: AUDIT RESOLUTION AND FOLLOWUP**

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1. PURPOSE. This Chapter correlates to DOE 2300.1B, AUDIT RESOLUTION AND FOLLOWUP, dated June 8, 1992, by assigning responsibility and accountability and providing administrative and/or contractual guidance to Oak Ridge Operations (ORO) and its contractors. Nothing in this issuance changes any requirements contained in any DOE Order.
2. CANCELLATION. This Chapter cancels and replaces ORO O 220, Chapter VII, AUDIT RESOLUTION AND FOLLOWUP, dated May 31, 1996.
3. APPLICABILITY. The provisions of this Chapter apply to ORO Principal Staff and to contractors to the extent set forth in a contract.
4. RESPONSIBILITIES.
  - a. Director, Financial Evaluation and Accountability Division (FEAD).
    - (1) Performs those tasks identified in DOE 2300.1B, subparagraph 6f (1)-(6), (10)-(13), and (15).
    - (2) Establishes ORO audit followup process and monitors the M&O contractors' followup activities to ensure that audit reports are resolved and documentation is maintained in accordance with DOE 2300.1B.
    - (3) Coordinates followup actions to ensure that audit findings and recommendations are resolved within 6 months from an audit report issuance date or receipt date (as applicable).
    - (4) Advises the Manager on the status of all open audit reports and all actions taken to correct deficiencies and implement recommendations.
  - b. Director, Oak Ridge Financial Service Center (ORFSC).
    - (1) Establishes accounting and collection controls to ensure prompt recovery of amounts due the Government and prompt payment of amounts owed by the Government.
    - (2) Notifies the appropriate Audit Action Officer and FEAD of all collections of audit-related debts.

- c. Director, Procurement and Contracts Division, performs those tasks identified in DOE 2300.1B, subparagraphs 6f(7) and (9).
- d. Action Officers (Contracting Officers, Contract Specialists, Contracting Officers' Representatives, and other Designated Officials).
  - (1) Prepare and transmit to FEAD, as soon as possible, but not later than 6 months from issuance of audit reports, an Audit Report Action Plan on open audit report recommendations identified in DOE 2300.1B, subparagraph 6f(5). (See sample Audit Report Action Plan, Attachment 2 of this Chapter.)
  - (2) Respond to requests of the FEAD and provide audit followup information and updates on open audit report recommendations by the 15th day of March and September for preparation of the semiannual DARTS report to Headquarters. Information required includes copies of all correspondence to and from the contractor regarding audit reports, negotiation memoranda, copies of checks where monies are recovered, and copies of final vouchers.
  - (3) Prepare and transmit to the FEAD either a formal DARTS Status Report or information on the status of open report recommendations on applicable audit reports to meet the semiannual DARTS submission to Headquarters. (See sample DARTS Status Report, Attachment 3 of this Chapter.)
  - (4) Prepare and transmit to the FEAD an Audit Closeout Memorandum, which includes a certification at the bottom of the DARTS Status Report that an audit followup assessment or review has been conducted on each recommendation in the audit report. (See sample Audit Closeout Memorandum, Attachment 4 of this Chapter.)
  - (5) Monitor corrective actions on open audit report recommendations until completed and report corrective actions to the FEAD.
  - (6) Notify the FEAD and ORFSC of all accepted audit recommendations resulting in amounts due the Government or for payment of amounts by the Government.
  - (7) Coordinate and monitor the activities of contractors in the establishment and maintenance of an audit followup system in accordance with DOE 2300.1B, subparagraph 5b, including:

- (a) Maintenance of complete and accurate files for each audit report issued on internal audits of M&O contractors and subcontractors.
    - (b) Resolution of audit findings and recommendations within 6 months from an audit report issuance date, or document exceptions.
  - e. Principal Staff, ensures that performance appraisals of appropriate officials reflect internal control effectiveness in carrying out audit resolution and followup responsibilities.
5. REQUIREMENTS AND PROCEDURES. None.
6. REFERENCES.
- a. ORO O 220, Chapter III, Change 1, ESTABLISHMENT OF DEPARTMENTAL POSITION ON INSPECTOR GENERAL REPORTS, dated July 28, 1998.
  - b. ORO O 220, Chapter IV, Change 1, COORDINATION OF GENERAL ACCOUNTING OFFICE ACTIVITIES, dated July 28, 1998.
7. DEFINITIONS. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. See Contractor Requirements Document, Attachment 1 of this Chapter.
9. ATTACHMENTS.
- a. Attachment 1 - Contractor Requirements Document.
  - b. Attachment 2 - Audit Report Action Plan.
  - c. Attachment 3 - DARTS Status Report.
  - d. Attachment 4 - Audit Closeout Memorandum.

**CONTRACTOR REQUIREMENTS DOCUMENT**

Contractors that are identified in paragraph 3 of this Chapter shall establish and maintain a formal audit tracking system to follow up the audit process in accordance with DOE 2300.1B, subparagraph 5b.

**AUDIT REPORT ACTION PLAN**

**OAK RIDGE OPERATIONS OFFICE**

DCAA AUDIT REPORT NO. 4161 -75171046 (DARTS NO. OR-88-043)

AUDITEE: XYZ CORPORATION

TITLE: "ADVISORY AUDIT ON TERMINATION SETTLEMENT PROPOSAL," CPFF  
CONTRACT NO. DE-AC05-XXX002120

FINDING(S). The auditor questioned (\$82,624) potentially due the contractor. Revised questioned costs of (\$41,000). (See below.)

RECOMMENDATION. That questioned costs be reinstated to the contractor.

ACTION PLANNED. Concur. Negotiations have been ongoing between DOD and XYZ Corporation. Resolution is contingent upon the venture closeout and negotiation settlement. Questioned costs will be resolved when the Joint-Venture is closed out, which is now projected to be 4/30/89. On 9/15/88, a letter to XYZ suggested that it handle the settlement of indirect rates with XXX.

When the revised indirect rates (obtained from DCAA in March 1989) were substituted for the estimated rates used in the audit report, the refund of \$82,624 potentially due the contractor became a net payment due of \$41,000. Therefore, the questioned costs are revised to reflect this change. Closure is projected at 4/30/89.

\_\_\_\_\_  
Mary Doe, Contract Specialist  
Procurement & Contracts Division  
Oak Ridge Operations Office

\_\_\_\_\_  
Date

DARTS STATUS REPORT  
DEPARTMENTAL ELEMENT NAME  
SEMIANNUAL PERIOD ENDING MARCH 31 or SEPTEMBER 30, \_\_\_\_\_  
GAO OR IG AUDIT REPORT NUMBER/DARTS NUMBER  
DATE REPORT ISSUED/MANAGEMENT DECISION DATE

TITLE OF THE REPORT. Enter the title from the audit report.

FINDING(S). A brief synopsis of the report's findings.

RECOMMENDATION (#). Each open recommendation is to be repeated verbatim from the audit report and addressed separately.

ACTION PLANNED. State the action planned from the approved Management Decision (formerly called Departmental position). This information may be summarized if it is more than two paragraphs; however, do not change specific actions to be taken. A target date for completion of corrective action must also be provided; if unknown, state why. If it is determined that planned actions as stated in the Management Decision cannot be accomplished, a full explanation must be given below in the Status of Action update for the current semiannual period.

STATUS OF ACTION.

PERIOD ENDED (DATE). Describe specific actions taken and any delays encountered during the semiannual period. If the corrective actions planned have changed since the Management Decision was approved, give a full explanation.

The report should include a Status of Action for the current period, plus the two previous semiannual reporting periods; the sequence of the reporting periods is the current period's status report first, followed by the prior status reports in reverse chronological order. Also, recommendations for which corrective action has been completed and closure agreed to by the DOE Chief Financial Officer are to be deleted from the status report. A status update of "No change" or "Same as below" is unacceptable.

\_\_\_\_\_  
(Name and Signature of  
Audit Action Officer)

\_\_\_\_\_  
(Title and Routing Symbol)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Date)

The signature of the audit action officer must be included on the status report.

AUDIT CLOSEOUT MEMORANDUM  
DEPARTMENTAL ELEMENT NAME  
SEMIANNUAL PERIOD ENDING MARCH 31 or SEPTEMBER 30, \_\_\_\_  
GAO OR IG AUDIT REPORT NUMBER/DARTS NUMBER  
DATE REPORT ISSUED/MANAGEMENT DECISION DATE

TITLE OF THE REPORT. Enter the title from the audit report.

FINDING(S). A brief synopsis of the report's findings.

RECOMMENDATION (#). Each open recommendation is to be repeated verbatim from the audit report and addressed separately.

ACTION PLANNED. State the action planned from the approved Management Decision (formerly called Departmental position). This information may be summarized if it is more than two paragraphs; however, do not change specific actions to be taken. A target date for completion of corrective action must also be provided; if unknown, state why. If it is determined that planned actions as stated in the Management Decision cannot be accomplished, a full explanation must be given below in the Status of Action update for the current semiannual period.

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\_\_\_\_\_  
(Name and Signature of  
Audit Action Officer)

\_\_\_\_\_  
(Title and Routing Symbol)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Date)

The signature of the audit action officer must be included on the status report.

ASSURANCE: An "Assurance of Effectiveness of Corrective Actions Taken" must be provided on operational audit reports in order to close them in DARTS. The "Assurance" must be signed by the Head of the Departmental element or his/her formal designee. If signed by the formal designee, a copy of the formal delegation of authority must be or have been provided to the Audit Liaison Division before closure can be effected.