

# Monthly Recommendations Report

Closed During July 2018



Office of Inspector General  
Department of State  
Broadcasting Board of Governors

## Recommendation Status

As of July 31, 2018, the OIG Management Information System (MIS) reported the following recommendation counts:

		Unclassified	Sensitive and Classified	Total
Open	State	579	381	1014*
	BBG	30	15	
Closed within Month	State	37	30	68
	BBG	1	0	
Newly Issued	State	1	1	2
	BBG	0	0	

\*this total includes the following recommendations associated with the IBWC: Open Sensitive: +9.

## Recommendation Status Explained

**Unresolved:** No agreement between OIG and management on the recommendation or proposed corrective action (remains open).

**Resolved:** Agreement on the recommendation and proposed corrective action (remains open) but implementation has not been completed.

**Closed:** Agreed upon corrective action is complete.

**Action Office:** The organization to which a recommendation has been assigned for action.

## Searching Explained

The recommendations are sorted alphabetically by action office, then by the date the report containing the recommendations was issued.

Use Ctrl+F within your internet browser to search for keywords within this PDF document.

Example searches:

- To find recommendations related to a particular bureau or office, type the name of that bureau or office. For example, "Office of the Deputy Secretary" or "Bureau of Diplomatic Security." [View the Department of State Organizational Chart](#) for more information on Department bureaus and offices.
- To find recommendations related to a particular embassy, type "Embassy" and the city in which the embassy is located. For example, "Embassy Berlin" or "Embassy Kabul."
- To find recommendations with a specific word or phrase, type the keyword. For example, "information technology" or "contracts."

## Additional Information

- This report includes only unclassified information entered into our MIS system as of the last business day of the previous month. For example, the November report will include information in our system as of 4 P.M. on the last business day of October.
- Action office have up to 30 days after a report is issued to respond to newly issued recommendations.
- Questions? Contact the OIG [Office of Congressional and Public Affairs](#).

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#	ACTION OFFICE	REPORT NUMBER	REPORT TITLE	ISSUE DATE	REC NUMBER	RECOMMENDATION	REC STATUS	REC CLOSE DATE
1	Bureau of Administration	AUD-SI-16-43	Compliance Follow-up Review of the Department of State's Implementation of Executive Order 13526, Classified National Security Information	9/20/2016	1	OIG recommends that the Bureau of Administration develop and disseminate guidance to all Department of State (Department) bureaus and offices regarding how the bureaus should meet their responsibilities outlined in the Foreign Affairs Manual for monitoring and enforcing the mandatory classification training requirements for all Department employees. The guidance should specify, at a minimum, how the bureaus should identify their staff members who require classification training to comply with Executive Order 13526, when each bureau's initial list of individuals who must take the required training is due to the Bureau of Administration, and how often the lists need to be updated. The guidance should also specify the procedures that each bureau must follow to sanction security-cleared individuals who do not take the required training.	Closed - Implemented	7/10/2018
2	Bureau of Administration	AUD-SI-16-43	Compliance Follow-up Review of the Department of State's Implementation of Executive Order 13526, Classified National Security Information	9/20/2016	2	OIG recommends that the Bureau of Administration, in coordination with the Bureau of Diplomatic Security, develop and disseminate guidance to Department of State bureaus and offices that describes when a security-cleared contractor must take classification training required by Executive Order 13526, who will pay for the training, and how the suspension of classification authority will apply to security-cleared contractors who do not complete the required training.	Closed - Implemented	7/10/2018
3	Bureau of Administration	ISP-I-16-04	Management Assistance Report: Annual Purchase Card Program Reviews	1/22/2016	1	The Bureau of Administration should require bureaus and posts to submit the results of annual purchase card reviews to allow the Bureau of Administration to monitor compliance. (Action: A)	Closed - Implemented	7/20/2018

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4	Bureau of Diplomatic Security	AUD-SI-17-20	Management Assistance Report: Health and Safety Concerns Identified Related to Armored Vehicle Disposals	1/12/2017	2	OIG recommends that the Bureau of Diplomatic Security, in coordination with the Directorate for Operations, Bureau of Overseas Buildings Operations, Office of Safety, Health, and Environmental Management, develop a contract template for overseas posts to use for armored vehicle disposal contracts. The template should include specific contract clauses relating to occupational health and safety standards for contractors performing vehicle disposals.	Closed - Implemented	7/9/2018
5	Bureau of Information Resource Management	AUD-FM-16-31	Audit of the Department of State Process To Select and Approve Information Technology Investments	3/23/2016	3	OIG recommends that the Bureau of Information Resource Management develop and implement a process to increase the transparency of IT spending related to existing investments, including operations and maintenance costs.	Closed - Implemented	7/17/2018
6	Bureau of Information Resource Management	AUD-FM-16-31	Audit of the Department of State Process To Select and Approve Information Technology Investments	3/23/2016	4	OIG recommends that the Bureau of Information Resource Management, in coordination with the Bureau of Budget and Planning, develop and implement a process for the Bureau of Budget and Planning to provide detailed information to the Bureau of Information Resource Management on bureaus' IT budgeting and spending.	Closed - Implemented	7/17/2018
7	Bureau of Information Resource Management	AUD-FM-16-31	Audit of the Department of State Process To Select and Approve Information Technology Investments	3/23/2016	21	OIG recommends that the Bureau of Information Resource Management develop and implement a process to identify bureaus or offices that have not certified investment information in iMatrix and take action to ensure that the information is certified before the report is submitted to the Office of Management and Budget.	Closed - Implemented	7/17/2018
8	Bureau of Information Resource Management	AUD-FM-16-31	Audit of the Department of State Process To Select and Approve Information Technology Investments	3/23/2016	24	OIG recommends that the Bureau of Information Resource Management develop guidance on reporting reimbursable costs in iMatrix and distribute that guidance to bureau investment managers and budget analysts.	Closed - Implemented	7/17/2018

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9	Bureau of Population, Refugees, and Migration	AUD-MERO-15-22	Audit of Department of State Humanitarian Assistance in Response to the Syrian Crisis	3/27/2015	2	OIG recommends that the Bureau of Population, Refugees and Migration develop and implement internal control procedures that ensure that grants officers follow Department guidance for monitoring a grant that has been issued to a public international organization, such as selecting the appropriate type of assistance instrument and tracking funds and grant activities, in compliance with Grants Policy Directive 54, Grants and Voluntary Contributions to Public International Organizations.	Closed - Implemented	7/17/2018
10	Embassy Accra	ISP-I-17-17	Inspection of Embassy Accra, Ghana	6/2/2017	2	Embassy Accra should close out all FY 2015 grants in accordance with the Department's Federal Assistance Policy Directive. (Action: Embassy Accra)	Closed - Implemented	7/20/2018
11	Embassy Georgetown	ISP-I-18-19	Inspection of Embassy Georgetown, Guyana	5/16/2018	2	Embassy Georgetown should comply with the end-use monitoring, reporting, and record-keeping requirements mandated in Bureau of International Narcotics and Law Enforcement Affairs guidance. (Action: Embassy Georgetown)	Closed - Implemented	7/24/2018
12	Embassy Georgetown	ISP-I-18-19	Inspection of Embassy Georgetown, Guyana	5/16/2018	11	Embassy Georgetown should designate, certify, and train Contracting Officer's Representatives, in accordance with Department standards. (Action: Embassy Georgetown)	Closed - Implemented	7/24/2018
13	Embassy Georgetown	ISP-I-18-19	Inspection of Embassy Georgetown, Guyana	5/16/2018	12	Embassy Georgetown should bring its purchase card program into compliance with Department standards. (Action: Embassy Georgetown)	Closed - Implemented	7/24/2018
14	Embassy Georgetown	ISP-I-18-19	Inspection of Embassy Georgetown, Guyana	5/16/2018	13	Embassy Georgetown should implement policies and procedures for its travel card program, in accordance with Office of Management and Budget guidance. (Action: Embassy Georgetown)	Closed - Implemented	7/24/2018
15	Embassy Georgetown	ISP-I-18-19	Inspection of Embassy Georgetown, Guyana	5/16/2018	17	Embassy Georgetown should implement standard operating procedures for fuel usage, in accordance with Department standards. (Action: Embassy Georgetown)	Closed - Implemented	7/24/2018
16	Embassy Georgetown	ISP-I-18-19	Inspection of Embassy Georgetown, Guyana	5/16/2018	18	Embassy Georgetown should implement a schedule to ensure the alternate cashier works as the principal cashier, in accordance with Department guidelines. (Action: Embassy Georgetown)	Closed - Implemented	7/24/2018

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17	Embassy Georgetown	ISP-I-18-19	Inspection of Embassy Georgetown, Guyana	5/16/2018	19	Embassy Georgetown should implement a process to monitor and track the payment of its invoices in order to comply with the Prompt Payment Act's implementing regulations and the Foreign Affairs Handbook. (Action: Embassy Georgetown)	Closed - Implemented	7/24/2018
18	Embassy Georgetown	ISP-I-18-19	Inspection of Embassy Georgetown, Guyana	5/16/2018	20	Embassy Georgetown should submit the hardship differential survey to the Office of Allowances, in accordance with Department standards. (Action: Embassy Georgetown)	Closed - Implemented	7/24/2018
19	Embassy Georgetown	ISP-I-18-19	Inspection of Embassy Georgetown, Guyana	5/16/2018	21	Embassy Georgetown should require authorizing officials to approve staff requests for overtime in advance, in accordance with Department guidelines. (Action: Embassy Georgetown)	Closed - Implemented	7/24/2018
20	Embassy Georgetown	ISP-I-18-19	Inspection of Embassy Georgetown, Guyana	5/16/2018	22	Embassy Georgetown should implement a preventive maintenance program, in accordance with Department standards. (Action: Embassy Georgetown)	Closed - Implemented	7/24/2018
21	Embassy Guatemala City	ISP-I-18-16	Inspection of Embassy Guatemala City, Guatemala	5/16/2018	1	Embassy Guatemala City should track and report to the Department accurate staffing levels needed to plan for the new embassy compound. (Action: Embassy Guatemala City)	Closed - Implemented	7/26/2018
22	Embassy Guatemala City	ISP-I-18-16	Inspection of Embassy Guatemala City, Guatemala	5/16/2018	22	Embassy Guatemala City should implement a plan for conducting initial and annual refresher information technology contingency training for employees with information technology contingency planning responsibilities. (Action: Embassy Guatemala City)	Closed - Implemented	7/26/2018
23	Embassy San Jose	ISP-I-18-13	Inspection of Embassy San Jose, Costa Rica	4/26/2018	2	Embassy San Jose, in coordination with the Bureau of International Narcotics and Law Enforcement Affairs, should implement a plan to use or dispose of video surveillance equipment purchased with bureau funds. (Action: Embassy San Jose, in coordination with INL)	Closed - Implemented	7/20/2018
24	Embassy San Jose	ISP-I-18-13	Inspection of Embassy San Jose, Costa Rica	4/26/2018	3	Embassy San Jose should award public diplomacy grants through open competition, in accordance with Department standards. (Action: Embassy San Jose)	Closed - Implemented	7/20/2018
25	Embassy San Jose	ISP-I-18-13	Inspection of Embassy San Jose, Costa Rica	4/26/2018	6	Embassy San Jose should intersperse cubicles for consular officers among those for locally employed staff throughout the Consular Section. (Action: Embassy San Jose)	Closed - Implemented	7/20/2018

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26	Embassy San Jose	ISP-I-18-13	Inspection of Embassy San Jose, Costa Rica	4/26/2018	10	Embassy San Jose, in coordination with the Bureau of International Narcotics and Law Enforcement Affairs, should establish a memorandum of understanding defining General Services Office support to the International Narcotics and Law Enforcement Section. (Action: Embassy San Jose, in coordination with INL)	Closed - Implemented	7/20/2018
27	Embassy San Jose	ISP-I-18-13	Inspection of Embassy San Jose, Costa Rica	4/26/2018	14	Embassy San Jose should revise and enforce its mishap reporting policy to include disciplinary actions when embassy drivers fail to report vehicle mishaps in accordance with Embassy and Department standards. (Action: Embassy San Jose)	Closed - Implemented	7/20/2018
28	Embassy San Jose	ISP-I-18-13	Inspection of Embassy San Jose, Costa Rica	4/26/2018	15	Embassy San Jose should implement a comprehensive fuel control program that complies with Department standards. (Action: Embassy San Jose)	Closed - Implemented	7/20/2018
29	Embassy San Jose	ISP-I-18-13	Inspection of Embassy San Jose, Costa Rica	4/26/2018	16	Embassy San Jose should bring all living quarters allowance residences into compliance with Department standards (Action: Embassy San Jose)	Closed - Implemented	7/20/2018
30	Embassy San Jose	ISP-I-18-13	Inspection of Embassy San Jose, Costa Rica	4/26/2018	17	Embassy San Jose should conduct spot checks of its expendable and nonexpendable property in accordance with Department standards. (Action: Embassy San Jose)	Closed - Implemented	7/20/2018
31	Embassy San Jose	ISP-I-18-13	Inspection of Embassy San Jose, Costa Rica	4/26/2018	20	Embassy San Jose should require authorizing officials to approve employee overtime requests in advance, in accordance with Department guidance. (Action: Embassy San Jose)	Closed - Implemented	7/20/2018
32	Embassy San Jose	ISP-I-18-13	Inspection of Embassy San Jose, Costa Rica	4/26/2018	21	Embassy San Jose should inform all employees and family members assigned to housing with community pools about the hazards and provide them with copies of the Department's swimming pool safety standards (Action: Embassy San Jose)	Closed - Implemented	7/20/2018
33	Embassy San Jose	ISP-I-18-13	Inspection of Embassy San Jose, Costa Rica	4/26/2018	22	Embassy San Jose, in coordination with the Bureau of Overseas Building Operations, should install a fire alarm system in the current Marine Security Guard Residence that meets Department fire safety standards. (Embassy San Jose, in coordination with OBO)	Closed - Implemented	7/25/2018

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34	Office of Acquisitions Management	AUD-MERO-18-14	Management Assistance Report: Contract Terms and Guidance for Approving Student Training Expenses Relating to the Justice and Corrections Programs in Afghanistan Require Attention	10/25/2017	4	OIG recommends that the Bureau of Administration, Office of Logistics Management, Office of Acquisitions Management, in coordination with the Bureau of International Narcotics and Law Enforcement Affairs, modify the new Corrections System Support Program contract to provide direction specifying requirements for documenting student training expenses.	Closed - Implemented	7/5/2018
35	Office of Acquisitions Management	AUD-MERO-18-14	Management Assistance Report: Contract Terms and Guidance for Approving Student Training Expenses Relating to the Justice and Corrections Programs in Afghanistan Require Attention	10/25/2017	5	OIG recommends that the Bureau of Administration, Office of Logistics Management, Office of Acquisitions Management, in coordination with the Bureau of International Narcotics and Law Enforcement Affairs, modify the new Justice Sector Support Program contract to provide direction specifying requirements for documenting student training expenses.	Closed - Implemented	7/5/2018
36	U.S. Mission to the African Union	ISP-I-18-20	Inspection of the U.S. Mission to the African Union, Addis Ababa, Ethiopia	5/25/2018	2	The U.S. Mission to the African Union, in coordination with the Bureau of International Information Programs and the Bureau of African Affairs, should revise and implement its social media strategy. (Action: USAU, in coordination with IIP and AF)	Closed - Implemented	7/25/2018
37	U.S. Mission to the African Union	ISP-I-18-20	Inspection of the U.S. Mission to the African Union, Addis Ababa, Ethiopia	5/25/2018	3	The U.S. Mission to the African Union, in coordination with the Bureau of Administration, should manage grants in accordance with Department standards. (Action: USAU, in coordination with A)	Closed - Implemented	7/25/2018
38	Broadcasting Board of Governors	MA-15-01	Management Alert: Broadcasting Board of Governors Significant Management Weaknesses	5/19/2015	2	OIG recommends that the Broadcasting Board of Governors develop a plan to monitor and sustain actions previously taken (i.e. closed recommendations) to address the concerns discussed in this alert.	Closed - Implemented	7/26/2018