

Monthly Recommendations Report

October 30, 2020



Office of Inspector General

Department of State
U.S. Agency for Global Media
(USAGM)

Recommendation Status

As of October 30, 2020, the OIG Management Information System (MIS) reported the following recommendation counts:

		Unclassified	Sensitive and Classified	Total
Open	State	557	48*	634**
	USAGM	14	14	
Closed within Month	State	32	0*	32
	USAGM	0	0	
Newly Issued	State	0	2*	2
	USAGM	0	0	

*Classified recommendations are not included in these totals because of delays in preparing classified materials due to OIG's effort to maximize telework and social distancing during the COVID-19 pandemic.

**This total includes the following recommendations associated with the IBWC: Open Unclassified: + 1 and Open Sensitive: +8.

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](#).

UNCLASSIFIED
U.S. Department of State - Office of Inspector General
Recommendations Closed in October 2020
Unclassified

Use CTRL+F to Enter Search Terms

#	ACTION OFFICE	REPORT NUMBER	REPORT TITLE	ISSUE DATE	REC NUMBER	RECOMMENDATION	REC STATUS	REC CLOSE DATE
1	Bureau of Administration	ISP-17-31	Inconsistent Guidance Governing Property Controls Over Mobile Devices Left Department at Risk of Wasteful Spending	8/14/2017	1	The Bureau of Administration should publish specific, clear and consistent guidance and procedures for the management, inventory, and tracking of smart phones and similar mobile devices.	Closed - Implemented	10/20/2020
2	Bureau of African Affairs	ISP-I-19-16	Inspection of Embassy Libreville, Gabon	6/19/2019	7	The Bureau of African Affairs should require the Ambassador and the Deputy Chief of Mission to comply with Department guidelines for providing guidance to the American employees they supervise.	Closed - Implemented	10/13/2020
3	Bureau of Global Talent Management	AUD-CGI-16-48	Audit of the Department of State Travel Card Program	9/27/2016	3	OIG recommends that the Office of the Director General for Human Resources, in conjunction with the Bureau of the Comptroller and Global Financial Services, develop and implement administrative and disciplinary procedures related to the Travel Card Program to include misuse, non-usage, and abuse.	Closed - Implemented	10/30/2020
4	Bureau of International Narcotics and Law Enforcement Affairs	AUD-SI-18-59	Audit of the Department of State's Administration of its Aviation Program	9/25/2018	23	OIG recommends that the Bureau of International Narcotics and Law Enforcement Affairs develop and implement policies and procedures requiring that all foreign assistance aviation programs have documented nationalization plans with clear goals and attainable objectives, both at the headquarters level and for each country of operation.	Closed - Implemented	10/15/2020
5	Bureau of Overseas Buildings Operations	ISP-I-19-17	Inspection of Embassy Santo Domingo, Dominican Republic	7/1/2019	5	Embassy Santo Domingo, in coordination with the Bureau of Overseas Buildings Operations, should provide protection for consular applicants in accordance with Department standards.	Closed - Implemented	10/28/2020
6	Bureau of Overseas Buildings Operations	AUD-MERO-19-37	Audit of the Bureau of Overseas Buildings Operations Commissioning of Diplomatic Housing at U.S. Embassy Kabul, Afghanistan	8/22/2019	1	OIG recommends that the Bureau of Overseas Buildings Operations, in conjunction with the Bureau of Administration, Office of Acquisitions Management, develop and implement a policy stating that construction contract solicitations and the terms and conditions of the awarded contract require only the delivery of documents needed to support the purpose of the contract and the commissioning process.	Closed - Implemented	10/8/2020

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7	Bureau of Overseas Buildings Operations	AUD-MERO-19-40	Audit of the Execution of Security-Related Construction Projects at U.S. Embassy Kabul, Afghanistan	9/20/2019	9	OIG recommends that the Bureau of Overseas Buildings Operations establish a policy requiring the dissemination of newly established master plans as well as updates to master plans to all relevant embassy staff to include the Facilities Management Office, the Financial Management Center, the Regional Security Office, and other key stakeholders.	Closed - Implemented	10/29/2020
8	Bureau of Overseas Buildings Operations	AUD-MERO-19-40	Audit of the Execution of Security-Related Construction Projects at U.S. Embassy Kabul, Afghanistan	9/20/2019	10	OIG recommends that the Bureau of Overseas Buildings Operations develop and implement a process to update the Kabul master plan on a periodic basis in line with the established Planning Policy Directive 01: Master Planning Program, which states that, in dynamic environments where information changes rapidly and unpredictably, master plans should be updated as country or mission conditions change.	Closed - Implemented	10/29/2020
9	Bureau of Overseas Buildings Operations	AUD-MERO-19-40	Audit of the Execution of Security-Related Construction Projects at U.S. Embassy Kabul, Afghanistan	9/20/2019	11	OIG recommends that the Bureau of Overseas Buildings Operations complete the development and issuance of relevant standard operating procedures in support of the established Policy Directive on Master Planning.	Closed - Implemented	10/29/2020
10	Embassy Bern	ISP-I-20-21	Inspection of Embassy Bern, Switzerland	5/11/2020	4	Embassy Bern should bring its Motor Vehicle Safety Management Program into compliance with Department standards.	Closed - Implemented	10/13/2020
11	Embassy Bern	ISP-I-20-21	Inspection of Embassy Bern, Switzerland	5/11/2020	5	Embassy Bern should include all facilities management expendable supplies in the embassy's inventory records in accordance with Department standards.	Closed - Implemented	10/13/2020
12	Embassy Bern	ISP-I-20-21	Inspection of Embassy Bern, Switzerland	5/11/2020	7	Embassy Bern should require the Information Systems Security Officers to perform their duties in accordance with Department guidance.	Closed - Implemented	10/13/2020
13	Embassy Bern	ISP-I-20-21	Inspection of Embassy Bern, Switzerland	5/11/2020	8	Embassy Bern should test the information technology contingency plans for the unclassified and classified networks annually, in accordance with Department standards.	Closed - Implemented	10/13/2020
14	Embassy Bern	ISP-I-20-21	Inspection of Embassy Bern, Switzerland	5/11/2020	9	Embassy Bern should implement a plan to conduct initial and annual refresher information technology contingency training for employees with information technology contingency planning responsibilities.	Closed - Implemented	10/13/2020

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15	Embassy Canberra	ISP-I-20-07	Inspection of Embassy Canberra and Constituent Posts, Australia	2/18/2020	8	Embassy Canberra, in coordination with the Bureaus of East Asian and Pacific Affairs and the Comptroller and Global Financial Services, should reprogram additional Diplomatic and Consular Program-funded Information Management positions to International Cooperative Administrative Support Services-funded positions, in accordance with Department standards, and put funds of \$243,993 over 3 years per position to better use.	Closed - Implemented	10/29/2020
16	Embassy Canberra	ISP-I-20-07	Inspection of Embassy Canberra and Constituent Posts, Australia	2/18/2020	11	Embassy Canberra should complete and document safety certifications, in accordance with Department standards.	Closed - Implemented	10/29/2020
17	Embassy Guatemala City	ISP-I-18-16	Inspection of Embassy Guatemala City, Guatemala	5/16/2018	20	Embassy Guatemala City should implement standard operating procedures for managing its classified and unclassified networks.	Closed - Implemented	10/13/2020
18	Embassy London	ISP-I-20-12	Inspection of Embassy London and Constituent Posts, United Kingdom	8/10/2020	17	Embassy London, in coordination with the Regional Information Management Center Frankfurt and the Bureau of Information Resource Management, should update the memorandum of understanding for ClassNet Regionalization to reflect roles and responsibilities for the performance of information systems security officer duties and addressing requests for services for supported posts.	Closed - Implemented	10/29/2020
19	Embassy N'Djamena	ISP-I-20-02	Inspection of Embassy N'Djamena, Chad	11/7/2019	10	Embassy N'Djamena should document nonexpendable property transfers in accordance with Department standards.	Closed - Implemented	10/30/2020
20	Embassy N'Djamena	ISP-I-20-02	Inspection of Embassy N'Djamena, Chad	11/7/2019	13	Embassy N'Djamena should conduct annual reviews of its blanket purchase agreements in accordance with Department standards.	Closed - Implemented	10/30/2020
21	Embassy N'Djamena	ISP-I-20-02	Inspection of Embassy N'Djamena, Chad	11/7/2019	16	Embassy N'Djamena should bring its safety, health, and environmental management program into compliance with Department standards.	Closed - Implemented	10/30/2020
22	Embassy N'Djamena	ISP-I-20-02	Inspection of Embassy N'Djamena, Chad	11/7/2019	17	Embassy N'Djamena should bring the fire protection program into compliance with Department standards.	Closed - Implemented	10/30/2020
23	Embassy N'Djamena	ISP-I-20-02	Inspection of Embassy N'Djamena, Chad	11/7/2019	23	Embassy N'Djamena should implement a records management program that complies with Department standards.	Closed - Implemented	10/30/2020

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24	Embassy Nouakchott	ISP-I-20-04	Inspection of Embassy Nouakchott, Mauritania	11/20/2019	7	Embassy Nouakchott should complete its monthly fleet management report in accordance with Department standards.	Closed - Implemented	10/28/2020
25	Embassy Nouakchott	ISP-I-20-04	Inspection of Embassy Nouakchott, Mauritania	11/20/2019	11	Embassy Nouakchott should use the final receipt module in the Integrated Logistics Management System to receive property in accordance with Department standards.	Closed - Implemented	10/28/2020
26	Embassy Nouakchott	ISP-I-20-04	Inspection of Embassy Nouakchott, Mauritania	11/20/2019	18	Embassy Nouakchott should bring its forklift safety practices into compliance with U.S. Government standards.	Closed - Implemented	10/28/2020
27	Embassy Santo Domingo	ISP-I-19-17	Inspection of Embassy Santo Domingo, Dominican Republic	7/1/2019	2	Embassy Santo Domingo, in coordination with the Bureau of International Narcotics and Law Enforcement Affairs, should transfer the 14 unused Automated Fingerprint Information System units to the Dominican police or other Dominican agencies where they will be used.	Closed - Implemented	10/28/2020
28	Embassy Santo Domingo	ISP-I-19-17	Inspection of Embassy Santo Domingo, Dominican Republic	7/1/2019	15	Embassy Santo Domingo, in coordination with the Bureau of Administration, should implement personal property management internal controls in accordance with Department standards.	Closed - Implemented	10/28/2020
29	Embassy Vilnius	ISP-I-20-29	Inspection of Embassy Vilnius, Lithuania	4/13/2020	4	Embassy Vilnius should require its Information Systems Security Officers to perform information systems security duties in accordance with Department standards.	Closed - Implemented	10/28/2020
30	Embassy Vilnius	ISP-I-20-29	Inspection of Embassy Vilnius, Lithuania	4/13/2020	6	Embassy Vilnius should implement a records management program that complies with Department standards.	Closed - Implemented	10/28/2020
31	Office of Management Strategy and Solutions	ISP-I-17-30	Capital Security Cost Sharing Program: Inconsistent Criteria for Managing Vacant Positions Resulted in Inaccurate Counts	8/9/2017	1	The Under Secretary for Management, in coordination with the Bureau of Human Resources, should implement consistent criteria for managing vacant positions overseas.	Closed - Implemented	10/20/2020
32	Office of Overseas Employment	AUD-MERO-20-40	Management Assistance Report: Additional Guidance Needed to Improve the Oversight and Management of Locally Employed Staff Serving at Remote Missions	9/25/2020	1	OIG recommends that the Office of Overseas Employment distribute its policy, Policy on Employment of Locally Employed (LE) Staff at U.S. Missions in Suspended Operations Status, November 2017, to all staff at remote missions responsible for oversight of locally employed staff and post the policy on its internal website.	Closed - Implemented	10/19/2020