



Department of Energy

Washington, DC 20585

JUN 02 2004

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM:

James T. Campbell
JAMES T. CAMPBELL
ACTING DIRECTOR, OFFICE OF MANAGEMENT, BUDGET
AND EVALUATION/ACTING CHIEF FINANCIAL OFFICER

SUBJECT: Consolidated Quarterly Performance Reporting for Meeting Audit
Closure Milestones

The Deputy Secretary recently wrote to Heads of Departmental Elements regarding meeting audit closure milestones. (attached). The memorandum indicated that in order to monitor improvements in this area, performance data related to meeting audit recommendation closure milestones will be included in the Department's fourth quarter 2004 Consolidated Quarterly Performance Report (CQPR). In addition, a third quarter baseline will be developed to serve as an early indicator of performance, prior to the final year-end reporting in the CQPR. Meeting 90 percent or more of audit recommendation closure targets is scheduled to result in a green rating; 70 – 89 percent would result in a yellow rating; and less than 70 percent would result in a red rating. Also, milestones not provided to the Departmental Audit Report Tracking System (DARTS) would be treated as missed milestones.

To support effective performance reporting, we must validate that information currently contained in DARTS is complete and accurate. Please have your audit resolution coordinators (list of coordinators attached) review your office's information in DARTS and (1) propose revisions to IG or GAO recommendation completion date milestones that require additional time to complete; and, (2) include new milestones for recommendations where milestones are missing. Recommendation milestones can be updated by your audit coordinators this one time in DARTS by selecting the "Recom Info" link found on the left frame under the respective recommendation number and entering a date value in the "Estimated Completion Date for Work" field.

This is a one-time opportunity to update the recommendation closure milestones against which your office will be measured in the future. The Office of Inspector General will be asked to look at any new milestones for IG audits, to make sure they are in agreement with the revised timelines. Please be aware that we must strictly adhere to due dates to facilitate development of the third quarter baseline. Therefore your office's new dates must be included in DARTS no later than June 30, 2004.

Thank you for your help in this effort. Should you have any questions or need assistance, please contact John Newell on 6-9672 or 3-2551, or have your audit liaison coordinators contact Merley Lewis on 6-3469. For technical questions on DARTS, please contact Michaela Brown on 3-4027.

Attachments



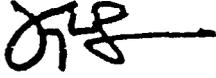
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The Deputy Secretary of Energy
Washington, DC 20585

May 17, 2004

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM: KYLE E. McSLARROW 
SUBJECT: Consolidated Quarterly Performance Reporting
for Meeting Audit Closure Milestones

In February 2004, the Office of Inspector General (IG) issued a report entitled, "*The Department's Audit Resolution Process*," which highlights the need to improve the timeliness and effectiveness of our audit resolution process.

One of the report's findings is that the Department does not always implement recommendations agreed upon by management in a timely manner. To ensure improvement, performance data related to the implementation of audit recommendations will be reported in the Department's Consolidated Quarterly Performance Report beginning in the 4th quarter of FY 2004.

To support effective performance reporting, we must also validate that information contained in the Departmental Audit Report Tracking System (DARTS) is complete and accurate. Therefore, I have asked the Office of Management, Budget and Evaluation (OMBE) to provide Headquarters elements with status reports and specific guidance for evaluating the reasonableness and accuracy of the information currently in DARTS. In the coming days, OMBE will distribute the status reports and guidance to your audit liaison coordinators. Programs will be asked to review this information and effect any necessary changes. Please provide the requested information to OMBE in accord with the request of that office.

It is critical that we continue to improve the efficiency and effectiveness of Department operations by fulfilling our commitments to implement IG and GAO recommendations on time. I expect the Department's senior leaders to take immediate action to ensure that the Department's performance in meeting its commitments improves.

Should you have any questions or need assistance, please contact Mr. John Newell, Director, Office of Program Liaison and Financial Analysis, at 3-2551.



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