

***NATIONAL WEATHER SERVICE INSTRUCTION 1-602
OCTOBER 24, 2003***

***Administration and Management
External Inquiries/Internal Audits, NWSPD 1-6***

GENERAL ACCOUNTING OFFICE (GAO) PROCEDURES

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>.

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Signed by Steven Gallagher for _____ October 10, 2003
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Chief Financial Officer/
Chief Administrative Officer

General Accounting Office (GAO) Procedures

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1. Purpose. To provide guidance to all National Weather Service (NWS) personnel for participating in and responding to GAO reviews.

2. References. See Appendix A for references.

3. Responsibilities and Procedures. Note: When GAO requests are received directly at an NWS office, the recipient will immediately contact the NWS GAO Specialists in the Management and Organization Division (CFO3) of the NWS Office of the Chief Financial Officer/Chief Administrative Officer (CFO/CAO).

3.1 NOAA GAO Coordinator.

a. Oversees the conduct of GAO Reviews within NOAA.

b. Oversees follow-on tracking and reporting within NOAA.

3.2 NWS GAO Specialists. NWS GAO Specialists (Sheila Beehler, 301-713-1698 x151; Yetta Hoffman, 301-713-1698 x168) will:

a. Advise the NOAA GAO Coordinator of all NWS/GAO-related actions.

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- b. Provide guidance to the assigned NWS Point(s) of Contact (POC) (see Appendix B) including:
 - (1) Procedures and reference material.
 - (2) Information on the planned or occurring GAO Review.
- c. Obtain a copy of all GAO notification letters related to NWS activities:
 - (1) Notify NOAA GAO Coordinator if a notification letter was misdirected.
 - (2) Forward letter to the NOAA GAO Coordinator.
- d. Ensure attendance at Entrance Conference and preparation of meeting summary.
- e. Determine POC and provide advice and guidance. Advise NOAA GAO Coordinator of ongoing status and issues.
- f. Ensure attendance at Exit Conference and preparation of meeting summary.

3.3 NWS GAO Points(s) of Contact (POC). Upon notification of a GAO review in their area, NWS GAO Point(s) of Contact (see Appendix B) will:

- a. Monitor and coordinate the review.
- b. Advise NWS GAO Specialists of requests, comments, etc., from GAO reviewers.
- c. Appoint a person(s) responsible to assist in the review process.
- d. Provide guidance to person(s) responsible.
- e. Attend Entrance and Exit Conferences and provide meeting summaries to NWS GAO Specialists.

3.4 NWS Person(s) Responsible. Upon notification of a GAO Review, the appointed NWS person(s) responsible will:

- a. Monitor the review and provide technical advise to the POC.
- b. Assist POC in all aspects of the GAO Review and follow-up.
- c. Attend Entrance and Exit Conferences if requested by POC.

d. Provide documentation as requested throughout the review.

3.5 Response to GAO Draft and Final Reports. The NWS GAO Specialists, working with the POC and the person(s) responsible, will:

a. Upon receipt of the GAO Draft Report:

- (1) Review report.
- (2) Ensure copies are provided to NOAA GAO Coordinator and NWS POC.
- (3) Ensure the prescribed format for responses is followed:
 - (a) General comments on the report's findings, followed by specific comments on recommendations.
 - (b) Rationale provided for nonconcurrence on any recommendations.
 - (c) A statement on proposed action included for concurrences.
- (4) Ensure response is prepared within assigned time frame.

b. Upon receipt of the GAO Final Report, coordinate with POC on internal response and monitor (Note: NOAA is not required to submit a formal response to GAO when they issue the Final Report):

- (1) Ensure actions fulfill GAO recommendations.
- (2) Ensure response is completed and in accordance with the assigned deadline.
- (3) Ensure a target completion date is assigned for each action.
- (4) Ensure any action already in progress is described.
- (5) Ensure the prescribed format is used.
- (6) Provide report to NOAA GAO Coordinator within the specified time frame.

c. Track implementation:

- (1) Set up and maintain tracking system.

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- (2) Inform NWS POC on how follow-on requirements will be fulfilled through the tracking system and of his/her responsibilities for providing status reports.
- (3) Report progress to NOAA GAO Coordinator semiannually until closed.

APPENDIX A

REFERENCES

1. Memorandum to OIG/GAO Coordinators, from Barbara Martin, (Audits and Internal Control Staff), subject: GAO and OIG Draft/Final Reports, dated September 20, 1996.
2. Inventory of GAO Action Items (currently being updated)—available on CFO3 Web page <http://www.nws.noaa.gov/cfo/>

APPENDIX B

NWS Points of Contact - OIG/GAO
(August 2003)

<u>Organization</u>	<u>POC (Alternate)</u>	<u>Phone Number</u>
W/CIO	Barbara Brenkworth	(301) 713-0262 x132
W/OS	Les Taylor	(301) 713-1706 x113
W/OHD	Patricia Rust	(301) 713-0640 x126
W/OST	Jim Valdez	(301) 713-0745 x103
W/OPS	David Murray	(301) 713-0436 x150
W/NP	Dennis Staley (Catherine Kenney)	(301) 763-8000 x7007 (301) 763-8000 x7006
W/IA	Curt Barrett	(301) 713-1784 x136
W/SP	Peter Weiss	(301) 713-0217
W/COM	Randee Exler	(301) 713-3447 x206
W/EEO	Rufus Caruthers	(301) 713-0692
W/ER	Mickey Brown	(631) 244-0102
W/CR	Gary Foltz	(816) 891-8914 x610
W/SR	Mac McLaughlin	(817) 978-1100 x104
W/WR	James Campbell (Jean Okumura)	(801) 524-6295 (801) 524-6955
W/AR	Laura Furgione (Anne Barnes)	(907) 271-5126 (907) 271-3459
W/PR	Donald Jiron	(808) 532-6415