

APPENDIX XX

OFFICE OF THE INSPECTOR GENERAL, AUDIT DIVISION, ANALYSIS AND SUMMARY OF ACTIONS NECESSARY TO CLOSE THE REPORT

Recommendation Number:

1. **Resolved.** The recommendation can be closed after the FBI completes the steps mentioned in its response to the draft audit report. These steps include: (a) promulgation of a new Schedule of Delegated Disciplinary Offenses and a policy statement addressing property losses; (b) implementation of Boards of Survey; and (c) issuance of policy regarding employees' financial responsibility for lost or stolen government property. Please provide us copies of these documents upon publication.
2. **Resolved.** The recommendation can be closed after the FBI establishes policy for safeguarding FBI property outside FBI office space. Please provide us a copy of this policy upon publication.
3. **Resolved.** The recommendation can be closed after the FBI establishes policy for the timely notification of the loss or theft of property. Please provide us a copy of this policy upon publication.
4. **Resolved.** The recommendation can be closed after the FBI completes revision of the Form FD-500 as recommended. Please provide us a copy of the revised form.
5. **Resolved.** The FBI's response to the draft report states that the requirement for a semiannual loss/theft report may be rescinded in the near future. Until that happens the requirement remains in force and the FBI must continue to prepare and submit such reports. The recommendation can be closed either after the Department formally rescinds the requirement to submit the semiannual reports or the FBI provides us a copy of its next semiannual report.
6. **Resolved.** The recommendation can be closed after the FBI provides us documentation that it has completed the next biennial inventory.
7. **Resolved.** The FBI's response basically states that issued personal property, including weapons and laptop computers, are inventoried annually. However, this does not address the inventory of armory weapons and pooled laptop computers. The recommendation can be closed after the FBI provides us a formal policy statement requiring

the annual inventory of all weapons and laptop computers, including those that are not issued to individuals.

8. **Resolved.** The recommendation can be closed after the FBI strengthens policies and procedures to ensure that non-capitalized property will be placed in the PMA upon acquisition. Please provide us a copy of the revised policy upon publication.
9. **Resolved.** The recommendation can be closed after the FBI: a) revises the MAOP as described in the response to the draft audit report; and b) formulates policy on how reimbursement for lost property should be collected from separating employees. Please provide us copies of these policies upon publication.
10. **Resolved.** The recommendation can be closed after the FBI institutes policies and procedures on the acquisition, inventory, audit, turn-in, maintenance, decommission, sanitization, and destruction of information technology resources, as described in the response to the draft audit report. Please provide us a copy of these policies and procedures upon publication.