

U.S. Department of Energy Office of Environmental Management (EM) Standard Operating Procedures (SOP)		
Title: Office of Environmental Management Standard Operating Procedure, SOP 005 Rev 0 June 1, 2010: Government Accountability Office/Office of Inspector General/DOE Audit Report Tracking System (GAO/IG/DARTS) Response in the Office of Project Assistance and Assurance		
EM ORG: EM-11	SOP #: 005	Revision #: 0 Effective Date: 6/01/10

1. **POLICY:** This EM procedure is the procedure identified to coordinate and respond to requests made by GAO.
2. **OBJECTIVES:** The objective of the GAO/ IG/ DARTS Response SOP is to create a formal process within the Office of Project Assistance and Assurance (EM-11) for responding to GAO requests.
3. **CANCELLATIONS:** This SOP does not cancel any previous SOPs.
4. **APPLICABILITY:** The provisions of this procedure will apply to all EM-11 and Field organizations responsible for submitting responses to the GAO/IG/DARTS.
5. **CONTACT:** Lowell Ely, Office of Project Assistance and Assurance, EM-11, 301-903-6821, Lowell.Ely@em.doe.gov
6. **ROLES AND RESPONSIBILITIES:**
 - a. EM-11 Coordinator
 - b. EM-11 Respondents
 - c. EM-11 Director
 - d. GAO/IG/DARTS Requestor
7. **PROCEDURE/REQUIREMENTS:**
Processing GAO/IG/DARTS Requests:
 - i. Upon receipt of GAO/IG/DARTS Action Items received by EM-11 quarterly, the EM-11 Coordinator will review the requests and compile a list into the template as appropriate. (See Attached) The template colors will be as follows:
 1. Green – The action item has been completed/closed.
 2. Yellow – The action item is pending approval or is in process.
 3. Red – The action cannot be completed/has been moved to a different office.
 - ii. The EM-11 Coordinator will then be responsible for submitting and distributing any requests to the appropriate personnel within EM-11 for response.

- iii. The within EM-11 Respondents will then submit the appropriate responses/planned actions back to the EM-11 Coordinator.
- iv. The EM-11 Coordinator will then compile or reflect proposed actions/solutions on the appropriate response sheet.
- v. EM-11 Coordinator will submit any responses to EM-11 Director for approval.
- vi. Upon approval by the EM-11 Director, the EM-11 Coordinator will respond to the GAO/IG/DARTS requests using the response template.
- vii. Upon approval and accepted response from the GAO/IG/DARTS, all requested actions will be uploaded to the EM-11 Portal in order to track historical inquiries.

Attachment

Approved By: Lowell Ely

Signature: _____

Name and Title: Lowell Ely, Director of Project Assistance and Assurance, EM-11

Date: 5/12/10

	GAO Report on EM Clean-up Projects, dated 9/2008	EM Planned Actions (DARTS Report EM-08-009)	Status (Open/Close)	Actions Definitized & Required and the Results of Actions Taken	Expected Completion	Path Forward
(1)						
(2)						
(3)						
(4)						
(5)						
(6)						

 Complete
 Open
 Other Office/Program

GAO REPORT GAO-XX-XXX

TITLE: *Title*

FINDING: *Finding Listed Here.*

RECOMMENDATION 1.1.2: *Recommendation listed here.*

MILESTONE COMPLETION DATE: *Month XX, 20XX*

ACTION PLANNED: *Action Planned*

STATUS OF ACTION: *Complete.*