

National Aeronautics and Space Administration

Headquarters

Washington, DC 20546-0001



April 11, 2008

Reply to Attn of: Office of Internal Controls and Management Systems

TO: Senior Assessment Team Membership  
FROM: Director, Program and Institutional Integration  
SUBJECT: Senior Assessment Team (SAT) Meeting

The next SAT meeting has been scheduled for May 5, 2008, in CD61 (ViTS Room) from 1:00 – 2:30 p.m. Please see Attachment 1 for the proposed agenda. The primary focus of this meeting is to update the status of the Operations Management Council (OMC) watch list items and those concerns raised in the 2007 Statement of Assurance (SoA) Process (SoA concerns). A complete list of the items to be discussed is included as Attachment 2. Owners should be prepared to provide a brief status of each of the watch list items in the format shown in Attachment 3. In addition, owners of the SoA concerns should be prepared to discuss them in detail, following the format shown in Attachment 4. Primary owners should obtain status updates from all responsible parties and give a consolidated report. Unfortunately, ownership had not been assigned to all SoA concerns at previous SAT meetings. Based on the most current information available, the OICMS has temporarily assigned ownership as shown in Attachment 2. Please review this list and let OICMS know ASAP if you disagree with their assessment. Since some SoA concerns have multiply parties involved, primary ownership will be decided at the SAT meeting for all issues remaining open.

If you have any questions or comments about the attachments, please do not hesitate to contact Lou Becker, Assistant Administrator for Internal Controls and Management Systems, on 202-358-4593, or Mike McFadden, Lead for Internal Controls, on 202-358-1532.

  
Richard J. Keegan

5 Attachments

Distribution

Associate Deputy Administrator/Mr. Scales

Assistant Associate Administrator/Ms. Johnson

Associate Administrator, Institutions and Management/MR. Luedtke

Deputy Chief Financial Officer/Mr. Bowie

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Deputy General Counsel/Mr. Sefton

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Deputy Chief of the Office of Safety and Mission Assurance/Mr. Lloyd

Deputy Inspector General/Mr. Howard

Goddard Space Flight Center/ Ms. Abell

Langley Research Center/ Ms. Lee

Marshall Space Flight Center/ Ms. Henderson

cc:

Assistant Administrator for Internal Controls and Management Systems/Mr. Becker

Inspector General/Mr. Cobb

## SENIOR ASSESSMENT TEAM MEETING/ViTS

May 5, 2008

NASA Headquarters Room CD61  
1:00 – 2:30 PM EST

1:00	<b>Opening Remarks</b>	Rick Keegan, Chair
1:05	Update on Actions from January SAT Meeting	Lou Becker
1:10	Development of SAT “List of Concerns”	Lou Becker
1:15	Status of Internal Controls Deficiencies On OMC “Watch List”	Owners
1:45	Status of Items on SAT “List of Concerns”	Owners
2:15	Status of SoA 2008 Process	Mike McFadden
2:20	Open Discussion/New Issues	All
<b>2:25</b>	<b>Summary of Actions and Closing Remarks</b>	<b>Rick Keegan</b>

# Status of Deficiencies on OMC Watch list

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Asset Management (MW)	OCFO
Financial Management System (MW)	OCFO
Financial Mgmt. Policy & Procedures (MC)	OCFO
Financial Management Staffing (MC)	OCFO
Information Technology Security (MW)	OCIO
Records Management (MC)	OCIO
Acquisition Management (OW)	OPII

# Status of SoA 2007 List of Concerns

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	<u>Principal</u>	<u>Affected</u>
NSSC Transition Issues	OCFO	OHCM
Contract/Grant Close-out	Procurement	
Charge Card Policies & Procedures	OICMS	
Funds Distribution	OCFO	
Sensitive but Unclassified (SBU) Data	OSPP	
Facility Maintenance & Repair	OI&A	
Human Resources	OHCM	
CM&O Funding (Parsons Report)	OPII	
Integrated Long-Term Planning	OPII	

# OMC Watch List Deficiency

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- Deficiency Title (category – MW,OW,MC)
  - Summary Description of Issue
  - Corrective Action Plan
  - Status of Corrective Actions
  - Proposed Completion Date

# SoA 2007 Concerns

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- Deficiency Title
  - Brief Description of Potential Issue
  - Assessment of Potential Issue
  - Proposed Disposition
  - Corrective Action Plan (If Applicable)
  - Status of Corrective Actions (If Applicable)