

U.S. Department of Justice


Federal Bureau of Prisons

PROGRAM REVIEW DIVISION

Washington, DC 20534

March 16, 2021

MEMORANDUM FOR L. J. MILUSNIC, ASSISTANT DIRECTOR
PROGRAM REVIEW DIVISION

FROM: Ronald Taylor, Chief
Prisons Division, NIC 

SUBJECT: Operational Review Report - **Amended**
Program Review Division

This is the report of the Program Review Division Operational Review conducted February 22 - March 4, 2021.

Your response to the operational review report is due April 15, 2021 (30 calendar days after receipt of this report). The response shall be prepared, and follow-up measures must be instituted, in accordance with Bureau of Prisons P1210.23, Management Control and Program Review Manual, Chapter 3. This includes:

- a. A brief response to the areas identified by the examiner in the General Comments section of the program review report and annotated as "response required."
- b. A certification that the deficiencies have been corrected. Please be sure to indicate what corrective measures or plans of action have been implemented for each deficiency identified. Your response should be

sent to BOP-PRD-Correspondence-S and include a strategic action plan for the deficiencies which cannot be corrected within 30 calendar days.

cc: BOP-PRD-AssistantDirector-S
BOP-PRD-ExecAssistant-S
BOP-PRD-PRBAdmin
BOP-PRD-QualityAssurance-S
Christopher Rivers
Morris Lewis
Ronald Taylor
Randilee Giamusso
Kenneth Adams

REVIEWER ASSURANCE STATEMENT

As reviewer-in-charge, I certify the review was conducted in accordance with generally accepted government auditing standards utilizing guidelines for Program Review Division - Central Office, dated January 5, 2017, and Standard Program Review Guidelines - All, dated January 24, 2020. Findings of noncompliance with policy or inadequate controls contained in the report are supported by evidence that is sufficient and reliable. The evidence is contained in the operational review working papers filed in the Central Office.

I further certify, within the scope of the operational review, I have reasonable assurance, except for any "responses required" and findings noted in this report and in the working papers, the Program Review Division operation is operated in accordance with applicable law and policy; and property and resources are efficiently utilized and adequately safeguarded. An adequate system of internal controls is in place to promote continued compliance and ensure resources are protected from fraud, waste, abuse, and mismanagement.

Ronald Taylor, Reviewer-in-Charge
Chief Prisons Division, NIC

BACKGROUND INFORMATION

The Program Review Division (PRD) is located in the Central Office of the Federal Bureau of Prisons, and is comprised of the Program Review Branch (PRB); Office of Conflict Resolution, Equal Employment and Diversity (CREED); and the External Auditing Branch (EAB), which includes responsibility for the Office of Management and Budget's A-123 initiatives. L. J. Milusnic is the Assistant Director, and Christopher Rivers is the Acting Senior Deputy Assistant Director.

GENERAL COMMENTS

A comprehensive review was conducted of the Program Review Division operation. The results were based upon a thorough review of the operation, performance of vital functions, and strength of internal controls.

A review of the time and attendance records revealed all records were well organized and easy to review. However, multiple T&As contained inaccurate descriptor codes. Specifically, since the

telework has been maximized due to the pandemic, several staff have utilized inaccurate telework descriptor codes **(response required)**.

The AD EEO Commitment Letter posted to the PRD Sallyport page is current. However, the document posted to the PRD EEO Sallyport page is outdated **(response required)**.

The Affirmative Employment Program was not able to conduct previously required activities due to the pandemic and the Assistant Attorney General memorandum, dated October 8, 2020, suspending all D&I activities. However, all postponements and cancellations were well documented.

A review of documentation from closed program reviews determined site plans contained all required information and notification letters were sent to the CEOs within the time frame established by policy. However, PRB was found to be frequently non-compliant with locally-established standards in both areas **(response required)**.

An interview with the DOJ STP Coordinator revealed the BOP is not among one of the most responsive agencies to work with. While the pandemic and complexity of requests was determined to be the largest contributing factor, the DOJ STP Coordinator was still complimentary of BOP's External Auditing Branch staff **(response required)**.

DEFICIENCIES

STANDARD PROGRAM REVIEW GUIDELINES

- The 2020 PRD Operational Review was not completed. (P1210.23, CH 3)

PRB ADMINISTRATION

- A risk analysis was not completed for all management assessments. (P1210.23, CH 5)

AEP DEMONSTRATED COMMITMENT

- The AD EEO Commitment Letter was not issued timely. (P3713.30, CH 1, Sec 1)