

U.S. Department of Justice

Federal Bureau of Prisons

PROGRAM REVIEW DIVISION

Washington, DC 20534

February 28, 2018

MEMORANDUM FOR STEVE MORA, ASSISTANT DIRECTOR
PROGRAM REVIEW DIVISION

FROM: /s/
Ronald Taylor, Chief, Prisons Division
National Institute of Corrections

SUBJECT: Operational Review Report
Program Review Division

This is the report of the Program Review Division Operational Review conducted January 30 - February 1, 2018.

We appreciate the thoroughness with which you and your staff have prepared for this program review. Since there were no deficiencies or major concerns expressed or identified elsewhere in this report, an official response is not required. You may consider this review officially closed.

The next regularly scheduled Program Review Division Operational Review will be conducted in accordance with P1210.23.

cc: BOP-PRD/Assistant Director
BOP-PRD/Exec Assistant
BOP-PRD/PRB Admin
BOP-PRD/Quality Assurance
Mina Raskin
Paul Layer
Joseph Pecoraio
Ronald Taylor
Javon McGahee
Vandhna Puri Sharma

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 October 26, 2016. 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, 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, Chief, Prisons Division
National Institute of Corrections

Members of the review team:

Taronica White, Senior EEO Specialist, PRD
Talib Abdulkhabir, Senior EEO Specialist, PRD
Robin L. Burk, Senior EEO Specialist, PRD
Javon McGahee, Core Section Chief, PRD
Susan Cimino, Core Section Chief, PRD
Daisy Perez-Wills, Core Section Chief, PRD
Patti Wiley, Management Analyst, PRD
Vandhna Puri Sharma, Core Section Chief, PRD

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. Steve Mora is the Assistant Director, and Paul Layer and Mina Raskin are the Senior Deputy Assistant Directors.

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. The division has strong leadership as evidenced by the minimal number of discrepancies identified.

Teamwork is quite evident in this division, and staff work well together to ensure the needs of the field are met. Strong internal controls exist, as well as a sense of ownership by all staff interviewed within their respective areas. Furthermore, staff expressed gratefulness of the support they felt from PRD management.

PRB is responsible for conducting the program reviews, as well as remote PREA Program Reviews, and the EAB is responsible for the formal PREA audits. The program review process is working well. Last year there were 537 reviews. The PRB Branch did a good job with all documentation procedures needed to accomplish a review. Items such as site plans, notifications, follow-ups, and reports were timely and effective.

Data collection and the implementation of new procedures have greatly strengthened the overall program review/audit process. The internal tracking systems, which are the Program Review Automated Information System and the EAB Audit Management System, have been instrumental in providing staff with the necessary tools to track documents and assist them in preparing for audits, monitorings, and program reviews.

During the past year, institution accreditation managers, who were surveyed and involved in the intensive reaccreditation process, praised the assistance provided by the EAB accreditation managers. Staff stated that they could not have completed this process without the guidance and technical assistance provided by the EAB staff.

Internal and external communication is effective. Interviews with institution accreditation managers revealed that EAB analysts are responsive to the needs of executive assistants, and they provide accurate and timely information.

CREED continues to advise Executive Staff on issues regarding members of minority groups, persons with disabilities, disabled veterans, and women. Providing their expertise to the field ensures all working areas are diverse.

Interviews with regional affirmative employment administrators confirmed that there are open lines of communication with the administrators and Affirmative Employment Programs Office staff. In addition, it was reported that the Affirmative Employment Programs Office staff provided valuable information to the field regarding policy updates, program changes, and new program initiatives.

Observation and review revealed that stronger internal controls within the local AEP Committee could increase compliance with required policy. Bulletin boards and Sallyport Web sites should include the most recent board member photos and information. The system of organization needs to be enhanced in the area of community contacts.