



United States Department of the Interior

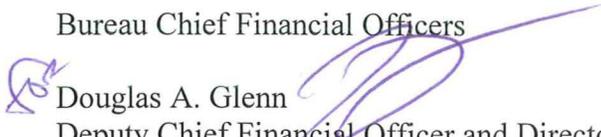
OFFICE OF THE SECRETARY

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FINANCIAL MANAGEMENT MEMORANDUM 2014-025 (Vol. X.M)

To: Bureau Chief Financial Officers

From:  Douglas A. Glenn
Deputy Chief Financial Officer and Director
Office of Financial Management

Subject: Standard Operations Checklist for the Department of the Interior Federal Agency
Travel Administrators

Travel system administration has been identified as a control weakness in the recent Office of Inspector General (OIG) audit report of the Department of the Interior (DOI) travel management, WR-IN-MOA-0006-2011. In order to address an OIG finding a standard operations checklist (see Attachment) has been developed to identify the basic functions that a DOI Federal Agency Travel Administrators (FATA) must perform.

Bureaus may require additional FATA responsibilities in accordance with Bureau risk mitigation plans; however the core responsibilities identified in the DOI FATA Standard Operations Checklist may not be modified or abridged.

If you have any questions concerning this policy, please contact Robert Smith, Financial Specialist in the Office of Financial Management, at (202) 208-5684 or via e-mail at Robert_Smith@ios.doi.gov.

Attachment

cc: Bureau Finance Officers
Bureau FATAs