FINAL REPORT ISSUANCE PROCESS

Collaborating with the Communications Team

Final Report Covers

The front office graphic designer creates and provides final report covers. The editor should:

- Ensure that the title, issuance date, report number, and any other details on the cover are correct.
- Confirm whether the final report will be issued separately to non-governmental organizations and business entities in compliance with the NDAA legislation. The director or assistant director (AD) will supply the distribution list, which will contain this information.
- If the report will be sent to external recipients, the following notice must be included on the second page of the final report cover.

  NOTICE:

  Pursuant to PL 117-263, section 5274, non-governmental organizations and business entities identified in this report have the opportunity to submit a written response for the purpose of clarifying or providing additional context to any specific reference. Comments must be submitted to [redacted] within 30 days of the report issuance date, and we request that comments not exceed 2 pages. The comments will be appended by link to this report and posted on our public website. We request that submissions be Section 508 compliant and free from any proprietary or otherwise sensitive information.

Report Issuance

- The social media/public affairs officer creates and circulates for approval all proposed social media posts and graphics. Editors should be copied on these emails. The editor should review the language and graphics for any errors (grammatical, stylistic, or substantive) and work with the front office to correct them as appropriate.
- Either the editor or the director should discuss proposed issuance dates with the front office, usually with the public affairs officer. The front office may wish to adjust issuance dates because of congressional schedules, other reports, etc.
- The graphic designer generally provides a web image to use when uploading the final report to the website. Request this the day before issuance if you don't have it already.

Final Report and RIB Files

1. Conduct a final review of both Word documents. Clear any major edits with the director or AD.
2. Add the final report number and issuance date to both documents. The report number comes from [redacted] and the issuance date is generally agreed upon between the director and the front office.

3. Ensure you’ve included alternate text for all figures and graphic elements.
4. Convert both files to PDFs by using the File->Save as Adobe PDF function. Do not use the general Save As function; accessibility features will not work if you do.
5. Use the following instructions to combine and finalize the report PDF.

Preparing the Report PDF

1. Combine the final cover, RIB, and final report (in that order) into one PDF.
2. Save as Final Report – Team-XX-0XX – Report Title
3. Change the page labels so that the cover page through acronyms page uses roman numerals (i, ii, etc.) and the Introduction page is labeled “1.”
4. In the file properties:
   a. The title should match the file name.
   b. Delete any author information.
   c. Set the language to English.
5. Insert the 508-compliant PDF of management’s comments. (See separate instructions to create this PDF.)
   a. Re-link this section in the Table of Contents.
   b. Fix broken bookmarks by adding them to the appropriate part of the report and deleting the extra section at the end of the bookmarks list.
6. Add the signature block at the end of the Recommendations section.
7. Double check that bookmarks are functional, images have alt text, and the document passes accessibility requirements.
8. Send the PDF back to the director/AD for their review. Make any changes they request.
9. Once the PDF is approved, it can be sent to the front office for signature (CC: office leadership and the project’s director and AD).

(See separate instructions for preparation of redacted versions of reports.)

Securing the RIB and Cover

1. Make a PDF of the first two pages of the cover and the RIB.
2. Save the file as Results in Brief – Team-XX-0XX – Report Title
3. In the file properties:
   a. Under the description tab, delete any author info and change the title to match the file name.
   b. Under the Security tab, open the Security Method dropdown menu and choose “Password Security.”
   c. Go to File > Properties > Security > Security Method: Password Security.

d. A new dialog box will open. Check the box for "Restrict editing and printing of the document."

e. Under the "Printing Allowed" dropdown, select "High Resolution."

f. Check the box for "Enable copying of text, images, and other content."

g. Set the password to the team password (found on Sharepoint project page).

h. Click OK to close the dialog box.

i. Save and close. The file will not be secured until you save it.

j. Send the secured file to the front office communications team.

Issuance and Web Posting

These are instructions for issuing non-redacted reports. See separate instructions for guidance on issuing reports with redactions. For reports not suitable for public release, discuss project requirements with the director or AD.

<u>Issuance</u>

1. Ensure you have the signed final report PDF, the web image, and the final distribution list.
   a. Review the distribution list for any changes or errors.
2. Set up the issuance email as follows:
   a. The "To:" field will generally be the same as for the draft report. Everyone else should be CC'd.
   b. Use the following text:

   Subject: Final Report – IG-XX-0XX – Report Title

   Today, the [redacted] is releasing its report entitled Report Title. A copy of the report is attached and will be available later at [redacted].

   c. Attach the signed PDF.
   d. At 9:30 am (Eastern) on the date of issuance, send the email.
3. Use the following guidelines to write the internal office issuance email
   a. Send to [redacted].
   b. Use the subject Final Report – Team-XX-0XX – Report Title
   c. Include the following details:
      i. What was audited
      ii. The core team members, director, and AD
      iii. A summary of the findings
      iv. The number of recommendations and whether the Agency concurred
      v. An indication that the report will also be available on the website.

d. Attach the signed report PDF.

e. Send the email anytime after report issuance.

<u>Web Posting</u>

1. Wait approximately 30 minutes after issuing the report before putting it on the website. See separate instructions for how to post to the website. The editor should:
    a. Post the report on the "Reports" page.
    b. Remove the project from the "Active Projects" page.
2. After web posting:
    a. Send the report pdf to the Quality Assurance team's administrative assistant to post to Oversight.gov
    b. Include a brief synopsis of the audit, usually a slightly shorter version of the text used for our website.

<u>Sending NGO Emails (as needed)</u>

If this is your first time sending emails to non-governmental organizations (NGOs) or business entities, see the "How To" document for details on how to set up the inbox in Outlook. Once the inbox is set up, complete the following steps to send reports to these recipients:

1. Wait until the report is posted and available on the website.
2. Click on "New Email" in Outlook.
3. Click on the "From" button and select "[redacted]" in the dropdown menu.
4. Use the subject line "Final Report – Team-XX-0XX – Report Title."
5. Include the following text:

    The [redacted] has released its report entitled Title. Your non-governmental organization and/or business entity is specifically identified within this report. A copy of the report is attached and is available at https://oig.nasa.gov/audits/.

    Pursuant to PL 117-263, section 5274, non-governmental organizations and business entities identified in Office of Inspector General reports have the opportunity to submit a written response for the purpose of clarifying or providing additional context to any specific reference.

    Comments must be submitted to [redacted] within 30 days of the report issuance date, and we request that comments not exceed 2 pages. The comments will be appended by link to this report and posted on our public website. We request that submissions be Section 508 compliant and free from any proprietary or otherwise sensitive information.

6. Delete your personal email signature from the bottom of the email.
7. Send a separate email to each entity in the NGOs section of the distribution list. BCC the director and AD.
8. Send all emails within 24 hours of posting the report on our website.

9. Once you have sent the emails, move them from your personal “Sent Items” folder to the “Sent Items” folder for the submissions inbox.
10. Directors monitor the replies in this inbox. They will inform you if any responses are received that need to be posted online.