



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

**OFFICE OF THE
INSPECTOR GENERAL**

February 11, 2014

MEMORANDUM TO: Mark A. Satorius
Executive Director for Operations

J. E. Dyer
Chief Financial Officer

FROM: Stephen D. Dingbaum */RA/*
Assistant Inspector General for Audits

SUBJECT: STATUS OF RECOMMENDATIONS: AUDIT OF NRC'S
USE OF THE NEWFLEX PROGRAM (OIG-14-A-08)

REFERENCE: DEPUTY EXECUTIVE DIRECTOR FOR CORPORATE
MANAGEMENT MEMORANDUM DATED JANUARY 17,
2014

Attached is the Office of the Inspector General's (OIG) analysis and status of recommendations as discussed in the agency's response dated January 17, 2014. Based on OIG analysis of these responses, recommendations 1 through 5 are in resolved status. Please provide an updated status on the resolved recommendations by October 31, 2014.

If you have any questions or concerns, please call me at 415-5915 or Eric Rivera, Team Leader, at 415-7032.

Attachment: As stated

cc: R. Mitchell, OEDO
K. Brock, OEDO
J. Arildsen, OEDO
C. Jaegers, OEDO

Audit Report

AUDIT OF NRC'S USE OF THE NEWFLEX PROGRAM

OIG-14-A-08

Status of Recommendations

Recommendation 1: Develop and implement a process to provide current and accurate NEWFlex information on the agency's intranet.

Agency Response

Dated January 17, 2014: Agree. The Office of the Chief Human Capital Officer (OCHCO) Intranet and SharePoint Enhancement Project team is developing a process to coordinate clean-up, tracking, and updating of all OCHCO content on the Intranet and SharePoint site, including NEWFlex information. Once it has been developed, OCHCO will implement the new process to ensure that up-to-date information is readily available to OCHCO customers.

Target Date for Completion: September 30, 2014

OIG Analysis: The proposed corrective action addresses the intent of OIG's recommendation. This recommendation will be closed when the agency develops and completes implementation of a process that will provide current and accurate NEWFlex information on the agency's intranet.

Status: Resolved.

Audit Report

AUDIT OF NRC'S USE OF THE NEWFLEX PROGRAM

OIG-14-A-08

Status of Recommendations

Recommendation 2: Modify the Supervisor Development Program to include training for managing NEWFlex work schedules and NEWFlex time and attendance reporting.

Agency Response

Dated January 17, 2014: Agree. OCHCO is currently reviewing the Supervisor Development Program content to ensure it is in compliance with the Office of Personnel Management regulations and includes all relevant training. As the program is reviewed, and recommendations are developed for updating the program, OCHCO will address adding information related to NEWFlex. Upon completion of the program review, OCHCO will submit the recommendations to the Human Capital Council for consideration.

Target Date for Completion: December 2014

OIG Analysis: The proposed corrective action addresses the intent of OIG's recommendation. This recommendation will be closed when OIG receives documentation showing the Supervisor Development Program includes training for managing NEWFlex work schedules and NEWFlex time and attendance reporting.

Status: Resolved.

Audit Report

AUDIT OF NRC'S USE OF THE NEWFLEX PROGRAM

OIG-14-A-08

Status of Recommendations

Recommendation 3: Make the NEWFlex work schedule and NEWFlex time and attendance training provided in the Supervisor Development Program available online for all employees.

Agency Response

Dated January 17, 2014: Agree. OCHCO will submit recommendations based on its review of the Supervisor Development Program to the Human Capital Council. Upon approval by the Council, OCHCO will make the updated training available to all staff.

Target Date for Completion: December 2015

OIG Analysis: The proposed corrective action addresses the intent of OIG's recommendation. This recommendation will be closed when the NEWFlex work schedule and NEWFlex time and attendance training provided in the Supervisor Development Program is available online for all employees.

Status: Resolved.

Audit Report

AUDIT OF NRC'S USE OF THE NEWFLEX PROGRAM

OIG-14-A-08

Status of Recommendations

Recommendation 4: Enhance the NRC Human Resources Management System training module to provide clear step-by-step procedures for entering NEWFlex split work schedules.

Agency Response

Dated January 17, 2014: Agree. The Office of the Chief Financial Officer (OCFO) agrees with the recommendation to update the Human Resources Management Systems (HRMS) training module to include a new more detailed example for entering a New Flex split work schedule on the HRMS Work Schedule Form. OCFO will also update the HRMS Employee job aid to include additional information and a clearer example of entering a split work schedule on the HRMS Work Schedule form. Once these modifications are made, OCFO will make the updated module and job aid available to all HRMS users.

Target Date for Completion: September 30, 2014

OIG Analysis: The proposed corrective action addresses the intent of OIG's recommendation. This recommendation will be closed when the Human Resources Management System training module and Employee job aid includes detailed, clear instructions on entering a NEWFlex split work schedule.

Status: Resolved.

Audit Report

AUDIT OF NRC'S USE OF THE NEWFLEX PROGRAM

OIG-14-A-08

Status of Recommendations

Recommendation 5: Establish an ongoing program to conduct targeted data collection and analysis of specific NEWFlex features to monitor NEWFlex program goals and identify potential problem areas.

Agency Response

Dated January 17, 2014: Agree. OCHCO will explore options and pursue tools that will allow for the collection of data and analysis of the NEWFlex program. This will include looking at survey mechanisms such as the Federal Employment Viewpoint Survey, Internal Safety Culture survey, new employee survey, and exit survey as well focus groups with supervisors and employees.

Target Date for Completion: September 30, 2014

OIG Analysis: The proposed corrective action addresses the intent of OIG's recommendation. This recommendation will be closed when OCHCO has a program in place to analyze specific NEWFlex features and monitor NEWFlex program goals.

Status: Resolved.