



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

January 2, 2004

MEMORANDUM TO: NSIR Staff

FROM: Roy P. Zimmerman, Director */RA M. F. Weber for/*
Office of Nuclear Security and
Incident Response

SUBJECT: MANDATORY ALLEGATION TRAINING FOR NSIR
EMPLOYEES

The purpose of this memorandum is to inform you of the requirement for all NSIR employees to complete annual allegation training. The training is available now through the NRC's Local Area Network and was designed for agency-wide use to promote efficiency and effectiveness by: (1) reducing resources required to conduct training; (2) promoting flexibility by providing training at your computer; (3) reaching a larger audience; and (4) providing consistent training material as outlined in Management Directive 8.8, "Management of Allegations."

In order to fulfill our mission as described in the Strategic Plan and to address safety and security issues effectively, it is essential that NSIR staff be trained in allegations sufficiently to: (1) identify an allegation; (2) discuss identity protection with allegers; and (3) ask promptly the correct questions in order to obtain the requisite information required to review an allegation. Sometimes, initial contact by an allexer is the only contact. Therefore, it is essential that the staff gathers as much of the necessary information as possible during that initial contact. This training provides you with the requisite skills to successfully handle initial contact with an allexer. In addition, it is important to ensure that all real or potential allegations are reported promptly (with 5 days) to the NRR allegation staff. Allegation staff and their contact information is provided in the training.

You have 30 days in which to complete this training, which should take approximately 1 hour. When registering for the training you will be asked to enter your Employee ID number. The number can be found in your HRMS Time & Attendance reporting panels. However, it is not your HRMS login ID. On the Registration Page, you will be asked to select one of two training modules: one for technical staff and one for administrative staff. Although the technical module is required for technical staff and their managers, administrative staff are encouraged to complete the more detailed technical module. When you have completed the training, course completion will be recorded in your agency training portfolio.

You can access the training from the NRC Intranet web page by doing the following:

1. Select Training.
2. Select Web-based Training.
3. Click on the "Take Training Now" button next to the Allegations Training title.

Should you have any questions about the training or trouble accessing the training module, please contact Karen Richards, 415-1017 (klr), or Julie Crutchley, 415-2298 (jac2).

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