

*Updated May 2011*

**ATTACHMENT A – CHECKLIST FOR IDENTIFYING POTENTIAL RISKS**

The purpose of this checklist is to help assessable unit (AU) managers proactively identify potential risks and vulnerabilities that may pose the greatest level of threat to the achievement of your programmatic goals and objectives for the AU. The overall approach is to complete one checklist for each AU. Please find guidance on completing the checklist in Section 1 of this document, and detailed instructions at the end of this attachment.

Checklist for Identifying Potential Risks		
Office/Region: OIP	Supporting Office/Region (if applicable):	Date: <i>May 18, 2011</i>
Assessable Unit: OIP	Assessable Unit Manager: Stephen Dembek, Branch Chief	
FY 2010 Business Line:	FY 2010 Product Line: Corporate Support	
Description of the Goals and Objectives of your AU:		

Control Environment	Response
1. Does your program comply with all applicable laws and regulations related to the safety and security of nuclear materials and facilities (e.g., Atomic Energy Act, Energy Reorganization Act, Energy Policy Act of 2005, applicable waste management legislation (e.g., Nuclear Waste Policy Act), administrative law statutes, etc.)? A list of the various NRC legislation and laws can be found at the following website: <a href="http://www.nrc.gov/reading-rm/doc-collections/nuregs/staff/sr0980/">http://www.nrc.gov/reading-rm/doc-collections/nuregs/staff/sr0980/</a> .	Yes <input checked="" type="checkbox"/> Partially <input type="checkbox"/> No <input type="checkbox"/>
2. Does your program comply with the laws which GAO identifies as part of an integrated internal control framework such as the Federal Managers Financial Integrity Act of 1982, Federal Information Security Management Act of 2002, Government Performance Results Act of 1993, etc.? A description of the applicable laws can be found on pages 9-12 of the revised OMB Circular A-123 located at the following website: <a href="http://www.whitehouse.gov/omb/assets/omb/circulars/a123/a123_rev.pdf">http://www.whitehouse.gov/omb/assets/omb/circulars/a123/a123_rev.pdf</a> .	Yes <input checked="" type="checkbox"/> Partially <input type="checkbox"/> No <input type="checkbox"/>
3. Do you and your managers periodically talk to your staff to define, effectively communicate, and enforce expectations regarding the prioritization of work activities and the objectives of the program commensurate with Agency priorities?	Yes <input checked="" type="checkbox"/> Partially <input type="checkbox"/> No <input type="checkbox"/>
4. Are technical and/or project work products performed by staff in your program who have completed a formal qualification program (e.g., NRC administered training programs such as the Secretarial Qualification Program, NRR's or NRO's Technical Reviewer Qualification Programs)? *	Yes <input type="checkbox"/> Partially <input type="checkbox"/> No <input type="checkbox"/> N/A
5. Do you and your managers consistently exhibit and enforce the NRC's values for integrity and ethics at, for example, your all-hands meetings or through discussions with your employees?	Yes <input checked="" type="checkbox"/> Partially <input type="checkbox"/> No <input type="checkbox"/>

*Added May 2011* \* OIP has developed a "Justification Plan" for all positions in OIP to be implemented in June 2011.



Control Environment	Response
6. Have you or your managers established formal job or position descriptions (approved through HR) or other means to identify and define specific tasks required for the various positions within the program? Are they up-to-date to ensure there is alignment of staff job responsibilities and minimal job function redundancy?	Yes Partially No <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7. Do you have a well-defined and understood process, mechanism, or training for supervisors for providing meaningful distinctions between the various levels of performance (e.g., outstanding, excellent, fully satisfactory, etc.)? Are supervisors appraised on their ability to provide meaningful feedback to employees about their performance?	Yes Partially No <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8. Do you and your managers have a process and/or system(s) in place for: evaluating critical operating data (e.g., contract funding, staffing plans, etc.); taking action to mitigate potential risks to your program (e.g., significant turnover in personnel); and, making improvements in the process and/or system(s) as technology advances?	Yes Partially No <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
9. Do you have an effective process in place to evaluate changing budgetary needs and seek to return appropriated funds to your management at the Office Level? Do you have an effective process in place to evaluate changing budgetary needs and seek to return appropriated funds to Office of the Chief Financial Officer?	Yes Partially No <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
10. Do you and your managers have the appropriate number of direct hours of staff resources, particularly in managerial positions, to accomplish the goals and objectives of your program? Do your employees have to work significant overtime or time outside of the ordinary workweek to meet your program goals and objectives? Are there any issues that might cause you concern about not having the appropriate number of direct hours of staff resources (e.g., changing relocation and incentives program for resident inspectors)? (*) See Comments Section	Yes Partially No <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  (*)
11. Do you and your managers create an environment (e.g., through periodic staff meetings and communications) whereby the staff feels free to raise concerns to NRC management without fear of retaliation and where such concerns are promptly reviewed, given the proper priority based on their potential safety significance? Are those concerns appropriately resolved with timely feedback to employees?	Yes Partially No <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
12. Do you and your managers have a well-defined mechanism or process in place for dealing with your employee's claims and concerns, which could highlight a deficiency in your program? Are those claims and/or concerns addressed in a timely and appropriate manner?	Yes Partially No <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
13. When interacting with auditors such as the OIG and/GAO, do you and your managers cooperate with auditors and other evaluators, disclosing known problems to them, and incorporate relevant findings and recommendations into program operating documents?	Yes Partially No <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
14. Do you and your managers have sound bases for setting realistic and achievable goals and avoid pressuring employees to meet unrealistic ones?	Yes Partially No <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
15. Do you and your managers periodically review Delegation of Authority memoranda to ensure they are kept up to date?	Yes Partially No <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Risk Assessment	Response
16. Do you and your managers have a mechanism or process for ensuring that industry operating experience information (e.g., NRR Reactor Operating Experience Information Gateway) and NRC lessons learned (through formal Management Directive 6.8 or informal means) are incorporated in appropriate guidance and training documents that pertain to your program? Not Applicable to OIP	Yes Partially No <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> N/A (*)
17. Do you have a mechanism or process for ensuring Office or Regional instructions and/or procedures reflect current NRC policies and operating procedures and are they updated periodically?	Yes Partially No <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

#16 (\*) - If OIP would receive any requests, OIP would incorporate them into OIP's documents.



Risk Assessment	Response
18. Do you have a mechanism or process in place to ensure that your program-level objectives are reviewed periodically for continued relevance? Do those objectives include measurement criteria?	Yes Partially No <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
19. In addition to reviewing and monitoring the performance metrics of your operating plan, do you and your managers have mechanisms or processes in place to identify risks (e.g., potential unexpected loss of resources, potential for adverse media coverage, etc.) to achieving your program goals and objectives and efficient and effective operations?	Yes Partially No <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
20. Do you or your managers have a mechanisms or processes in place to identify risks to the agency or your program arising from external factors such as: technological advancements and developments; changing needs or expectations of Congress, agency officials, and the public; and, interactions with various other Federal entities and parties outside the government?	Yes Partially No <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
21. Do you have a mechanism or process in place to assess the risks to your program posed by the introduction of new or changed information systems, or the risks involved in training employees to use the new systems?	Yes Partially No <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
22. Do you or your managers have mechanisms or processes in place to identify risks to the agency or your program arising from internal factors such as major changes in management plans or strategies, major expansion or downsizing of the agency, or significant changes in operations or processing of financial or budgetary information?	Yes Partially No <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Control Activities	Response
23. If you do have a mechanism or process in place for receiving, addressing and/or responding to customer suggestions or complaints, do you follow up on them to determine whether they indicate deficiencies in your program?	Yes Partially No <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
24. Do you have guidance or other documentation that your employees use to implement various 10 CFR regulations (e.g., standard review plans, interim staff guidance, procedures, regulatory guides, etc.) pertinent to your program? Is that guidance or documentation updated periodically to reflect new advancements in technology or changes to regulatory positions, which could affect the safety and security of NRC materials and facilities or your program operations?	Yes Partially No N/A <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
25. Have you and your managers established a formal, systematic process for reviewing the status of obligations and outstanding commitments?	Yes Partially No <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
26. Does your process for reviewing the status of obligations and outstanding commitments include the following: (a) quarterly identification of unliquidated obligations; (b) quarterly identification of unneeded funds; (c) a requirement for you and your managers to move funds within your authority for use on other higher priority work; and, (d) a requirement for you to return unneeded funds to the OCFO before August 15 of each fiscal year?	Yes Partially No <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
27. Do you have an operating plan which identifies the activities that you, your managers and staff conduct to achieve the objectives of the program you manage? Are those activities consistent with the NRC's Strategic Plan? Does your plan identify performance metrics and measures?	Yes Partially No <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
28. Do you have a process where you and your managers periodically review your operating plan activities against your actual budget and your program goals to ensure there are no significant excesses or deficiencies in funds?	Yes Partially No <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
29. Do the performance measures of your operating plan reflect NRC or program critical operations (rather than easily measurable activities) AND address activities that are needed to manage perceived or real risks to your program?	Yes Partially No <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



30. Do you have a succession plan for key positions in your program? Do you and your managers conduct periodic reviews of that succession plan?	Yes	Partially	No
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Do you have a policy in place to restrict access to sensitive information and records? Have those employees who have been given the responsibility for accessing sensitive information been given the appropriate training for the proper protection of that information and records? Is the list of employees who have access to sensitive information and records periodically reviewed and updated?	Yes	Partially	No
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Do you have an approach or process in place to review and manage perceived short- and long-term increases or decreases in the level of effort needed to accomplish your program goals and objectives (i.e., does your management strategy include the use of contracted work to manage short-term increases in program activity)?	Yes	Partially	No
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Information and Communication	Response			
33. Do you and your managers have mechanisms in place to enhance your awareness of the perspectives and interests of key stakeholders of your program in addition to the Senior Performance Official rating process? Note: "key stakeholders" includes not only parties and groups external to the agency but NRC Offices who either use services that you provide or support your program.	Yes	Partially	No	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34. If your program provides a service (e.g., OGC, OCA, RES, OIS, ADM) to other Offices or the Regions or performs an oversight function (e.g., EDO, OCM), do you have a mechanism or process in place for receiving, addressing and/or responding to customer suggestions or complaints (e.g., employee suggestion box or website link) in addition to the Senior Performance Official rating process?	Yes	Partially	No	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35. Do you have a mechanism or process in place for capturing the knowledge of experienced and/or senior staff before they retire or leave the agency? Do you have a mechanism or process in place for ensuring important information from those employees is incorporated in documentation that you use to implement your program in accordance with regulations and laws that pertain to your program?	Yes	Partially	No	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36. Do you have a process or mechanism in place to ensure there is consistent, agency-wide development and implementation of staff-level technical guidance for programs similar in nature to your program on issues where issue resolution is evolving (e.g., are there adequate communication channels between Offices who have responsibilities for technical or regulatory issue resolution)?	Yes	Partially	No	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
37. Do you promptly communicate challenges or risks to your program goals and objectives to at least one level of management?	Yes	Partially	No	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Monitoring	Response			
38. Do you and your managers conduct at least annual self-assessments or independent reviews (perhaps conducted by another NRC office or organization) of your program activities and practices to ensure that your program operations are efficient and effective and comply with all applicable laws and regulations?	Yes	Partially	No	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39. Do you have a mechanism or process in place to monitor the success of your plans and actions taken to mitigate perceived risks?	Yes	Partially	No	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40. As part of the yearly operating plan guidance, Offices are asked to prepare internal control plans. Do you or does your Office have an up to date internal control plan that helps you ensure your program complies with appropriate laws and regulations and maintain efficient and effective operations?	Yes	Partially	No	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41. Does your program have any documented recommendations cited by audit organizations (e.g., GAO, OIG), by any other independent auditors, or by any other oversight organization (e.g., Congress) that have associated corrective actions which have not been completed?	Yes	Partially	No	
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Change  
May  
2011  
as of 5/18/2011

**Comments**

(Please use this space to provide any additional information that you would like to include in your risk assessment that is related to your responses to the questions above.)

Question #10 -

OIP's answer to this question is "yes," however, the second and third questions should be reworded to make the correct answers all "yes." Question 10 has three parts to it that are not all answerable the same.