

EDO Principal Correspondence Control

FROM: DUE: 02/15/12

EDO CONTROL: G20110680
DOC DT: 09/16/11
FINAL REPLY:

Stephen D. Dingbaum, OIG

TO:

Borchardt, EDO

FOR SIGNATURE OF :

** GRN **

CRC NO:

Cohen, HR

DESC:

ROUTING:

Status of Recommendations: Audit of NRC's iLearn
Learning Management System (OIG-11-A-16)
(EDATS: OEDO-2011-0632)

Borchardt
Weber
Virgilio
Ash
Mamish
OGC/GC
Arildsen, OEDO

DATE: 09/16/11

ASSIGNED TO:

CONTACT:

HR

Cohen

SPECIAL INSTRUCTIONS OR REMARKS:

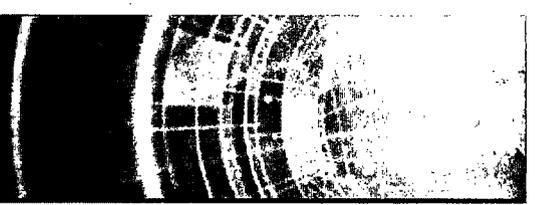
Please provide a complete response to Stephen D. Dingbaum, OIG addressing ALL resolved recommendations. Be sure to include the target completion date and identify the current point-of-contact for each recommendation. Forward final memo via email (Forward as Attachment) to Judy Gordon, cc: Stephen Dingbaum, Steven Zane and the RidsEdoMailCenter by April 6, 2012. If applicable, be sure to attach in email any Enclosures to the response. See additional instructions attached.

Template: EDO-001

E-RIDS: EDO-D1

EDATS

Electronic Document and Action Tracking System



EDATS Number: OEDO-2011-0632

Source: OEDO

General Information

Assigned To: HR **OEDO Due Date:** 2/15/2012 11:00 PM
Other Assignees: **SECY Due Date:** NONE
Subject: Status of Recommendations: Audit of NRC's iLearn Learning Management System (OIG-11-A-16)
Description:
CC Routing: NONE
ADAMS Accession Numbers - Incoming: NONE **Response/Package:** NONE

Other Information

Cross Reference Number: G20110680, OIG-11-A-16 **Staff Initiated:** NO
Related Task: **Recurring Item:** NO
File Routing: EDATS **Agency Lesson Learned:** NO
OEDO Monthly Report Item: NO

Process Information

Action Type: Memo **Priority:** Medium
Signature Level: HR **Sensitivity:** None
Approval Level: No Approval Required **Urgency:** NO
OEDO Concurrence: NO
OCM Concurrence: NO
OCA Concurrence: NO
Special Instructions: Please provide a complete response to Stephen D. Dingbaum, OIG addressing ALL resolved recommendations. Be sure to include the target completion date and identify the current point-of-contact for each recommendation. Forward final memo via email (Forward as Attachment) to Judy Gordon, cc: Stephen Dingbaum, Steven Zane and the RidsEdoMailCenter by April 6, 2012. If applicable, be sure to attach in email any Enclosures to the response. See additional instructions attached.

Document Information

Originator Name: Stephen D. Dingbaum **Date of Incoming:** 9/16/2011
Originating Organization: OIG **Document Received by OEDO Date:** 9/16/2011
Addressee: R. W. Borchardt, EDO **Date Response Requested by Originator:** 2/15/2012
Incoming Task Received: Memo



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

OFFICE OF THE
INSPECTOR GENERAL

September 16, 2011

MEMORANDUM TO: R. W. Borchardt
Executive Director for Operations

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

SUBJECT: STATUS OF RECOMMENDATIONS: AUDIT OF NRC's
ILEARN LEARNING MANAGEMENT SYSTEM
(OIG-11-A-16)

REFERENCE: DEPUTY EXECUTIVE DIRECTOR FOR CORPORATE
MANAGEMENT MEMORANDUM DATED
AUGUST 24, 2011

Attached is the Office of the Inspector General's (OIG) analysis and status of the recommendations as discussed in the agency's response dated August 24, 2011. Based on this response, recommendations 1 through 5 are in resolved status. Please provide an updated status on the resolved recommendations by February 15, 2012.

If you have any questions or concerns, please call me at 415-5915 or Kathleen Stetson, Team Leader, at 415-8175.

Attachment: As stated

cc: D. Ash, OEDO
N. Mamish, OEDO
K. Brock, OEDO
J. Arildsen, OEDO
C. Jaegers, OEDO

Audit Report

AUDIT OF NRC'S ILEARN LEARNING MANAGEMENT SYSTEM

OIG-11-A-16

Status of Recommendations

Recommendation 1: Issue guidance to course managers instructing them to complete all mandatory fields as described on the iLearn course input form.

Agency Response
Dated August 24, 2011: Agree. Human Resources Training and Development (HRTD) will review and update the iLearn course input job aid to clearly identify mandatory fields and issue guidance to course managers instructing them to comply with the updated job aid. Completion date: October 31, 2011.
Contact: J Morris

OIG Analysis: The proposed corrective action addresses the intent of OIG's recommendation. This recommendation will be closed when OIG receives and reviews a copy of the updated iLearn course input job aid, as well as issued guidance, and determines that it instructs course managers to complete all mandatory fields.

Status: Resolved.

Audit Report

AUDIT OF NRC'S ILEARN LEARNING MANAGEMENT SYSTEM

OIG-11-A-16

Status of Recommendations

Recommendation 2: Develop and implement a quality assurance program for all data in iLearn to ensure mandatory fields are complete and accurate.

Agency Response
Dated August 24, 2011: Agree. HRTD will develop and implement an iLearn data quality assurance program to ensure mandatory fields are complete and accurate. Completion date: December 31, 2011. Contact: J Morris

OIG Analysis: The proposed corrective action addresses the intent of OIG's recommendation. This recommendation will be closed when OIG receives documentation showing that an iLearn data quality assurance program to ensure mandatory fields are complete and accurate has been developed and implemented.

Status: Resolved.

Audit Report

AUDIT OF NRC'S ILEARN LEARNING MANAGEMENT SYSTEM

OIG-11-A-16

Status of Recommendations

Recommendation 3: Correct incomplete mandatory fields in iLearn.

Agency Response

Dated August 24, 2011: Agree. HRTD will correct incomplete mandatory fields identified by the iLearn data quality assurance program. Completion date: January 31, 2012. Contact: J Morris

OIG Analysis:

The proposed corrective action addresses the intent of OIG's recommendation. This recommendation will be closed when OIG receives documentation showing that incomplete mandatory fields in iLearn have been corrected.

Status:

Resolved.

Audit Report

AUDIT OF NRC'S ILEARN LEARNING MANAGEMENT SYSTEM

OIG-11-A-16

Status of Recommendations

Recommendation 4: Develop and implement written policies and procedures describing course manager duties and responsibilities.

Agency Response
Dated August 24, 2011: Agree. HRTD will develop and implement written policies and procedures describing course manager iLearn duties and responsibilities. Completion date: March 31, 2012.
Contact: J Morris

OIG Analysis: The proposed corrective action addresses the intent of OIG's recommendation. This recommendation will be closed when OIG receives and reviews a copy of the written policies and procedures describing course manager iLearn duties and responsibilities and documentation showing the procedures have been implemented.

Status: Resolved.

Audit Report

AUDIT OF NRC'S ILEARN LEARNING MANAGEMENT SYSTEM

OIG-11-A-16

Status of Recommendations

Recommendation 5: Provide mandatory training to course managers specific to their iLearn duties and responsibilities.

Agency Response
Dated August 24, 2011: Agree. HRTD will provide mandatory training to course managers specific to their iLearn duties and responsibilities. Completion date: May 31, 2012. Contact: J Morris

OIG Analysis: The proposed corrective action addresses the intent of OIG's recommendation. This recommendation will be closed when OIG receives documentation showing mandatory training was given to course managers specific to their iLearn duties and responsibilities.

Status: Resolved.

Additional Instructions to Action Offices/Regions on Responding to OIG Requests for Status Updates for OIG Report Recommendations

The action Offices/Region should provide a memorandum addressed to the Assistant Inspector General for Audits (AIGA) signed by the Office Director or Regional Administrator. The response should provide the status of each recommendation in the associated OIG audit report.

The memorandum should provide updated status for the OIG report recommendations by the date specified. An extension will not be granted since the memorandum is requesting a status of the recommendation(s), not the completion of the recommendation(s).

Please ensure the updated status memorandum addresses all "resolved" and "unresolved" recommendations and include for each recommendation separately:

- (a) the recommendation by number, repeating its text verbatim,
- (b) a response that describes under each recommendation the action(s) needed for closure,
- (c) the target completion date for the action(s), and
- (d) the identification of the current point-of-contact.

When appropriate, ensure applicable document(s) to support OIG closure of recommendation(s) are attached as Enclosures and/or provide an ADAMS accession number with viewer rights. Be sure to include the audit number, for example: OIG-11-A-01, and task number(s) to the case reference field in the ADAMS profile.

Forward the memorandum to OIG via email, as described in the Special Instructions or Remarks in the associated action item ticket.

Please note that status update memoranda that are in response to publically available OIG audit report recommendations should be profiled in ADAMS to be publically available, and the memorandum should not be marked to the contrary.