



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

**OFFICE OF THE
INSPECTOR GENERAL**

March 9, 2012

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: DIRECTOR, OFFICE OF HUMAN RESOURCES
MEMORANDUM DATED FEBRUARY 2, 2012

Attached is the Office of the Inspector General's (OIG) analysis and status of the recommendations as discussed in the agency's response dated February 2, 2012. Based on this response, recommendations 1, 2, and 3 are closed and recommendations 4 and 5 remain in resolved status. Please provide an updated status on the resolved recommendations by June 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 February 2, 2012: HRTD developed and distributed a job aid, to all HRTD course managers that communicates the information necessary for them to complete all mandatory data fields, as described on the iLearn course input form.

Completion Date: October 27, 2011

OIG Analysis: OIG reviewed the job aid distributed to all HRTD course managers and determined that it adequately instructs them to complete all mandatory fields as described on the iLearn course input form. This recommendation is therefore considered closed.

Status: Closed.

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 February 2, 2012: HRTD developed and implemented an iLearn Quality Assurance Program for all mandatory data in iLearn. This program is documented in an HRTD Operating Procedure.

Completion Date: December 28, 2011

OIG Analysis: OIG reviewed HRTD Operating Procedure No. 0702, "iLearn Data Quality Assurance Program," and determined that it adequately ensures mandatory fields are complete and accurate. OIG also reviewed HRTD's SharePoint site, specifically the error report, and determined that the quality assurance program has been implemented. This recommendation is therefore considered closed.

Status: Closed.

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 February 2, 2012: Based on the Operating Procedure developed as part of Recommendation 2, HRTD corrected incomplete mandatory fields in iLearn, by running a report to check for item errors, and implementing a team effort to make necessary item data field corrections. At this time all corrections to the items in iLearn have been made, and the error report is run weekly to maintain control of this data.

Completion Date: January 27, 2012

OIG Analysis:

OIG reviewed HRTD's SharePoint site, specifically the error report, and determined that incomplete mandatory fields in iLearn were corrected. This recommendation is therefore considered closed.

Status:

Closed.

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 February 2, 2012: HRTD's response to this recommendation is in progress and on schedule to be implemented.

Targeted Completion Date: March 28, 2012

OIG Analysis: This recommendation will be closed when OIG receives and reviews a copy of the written iLearn policies and procedures describing course manager 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 February 2, 2012: HRTD's response to this recommendation is in progress and on schedule to be implemented.

Targeted Completion Date: May 29, 2012

OIG Analysis:

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.