

September 25, 2014

MEMORANDUM TO: Stephen D. Dingbaum
Assistant Inspector General for Audits
Office of the Inspector General

FROM: Patricia K. Holahan, Director */RA/*
Office of Enforcement

SUBJECT: STATUS OF RECOMMENDATIONS: AUDIT OF NRC'S
NON-CONCURRENCE PROCESS (OIG-11-A-02)

The following provides a status update of actions taken in response to recommendation 4 as contained in the subject audit report. Recommendations 1, 2, 3, 5, 6, 7 and 8 were previously closed as a result of the staff's March 31, 2011, July 27, 2011, February 24, 2012, December 19, 2012 and March 14, 2014 responses.

Recommendation 4

Make non-concurrence process training available in an on-demand format to all staff and managers.

Status

The agency's learning management tool, iLearn, will serve as a medium where Non-Concurrence Process (NCP) training will be routinely available to all staff and managers when they need it. The Office of Enforcement (OE) collaborated with the Office of the Chief Human Capital Office (OCHCO) to create voluntary NCP on-line, on-demand training for all staff and managers. On September 2, 2014, OE submitted to OCHCO's Professional Development Branch the enclosed NCP training module which will be developed as a knowledge asset presentation for input in iLearn.

The NCP training module effectively communicates policies, objectives, responsibilities, authorities, requirements, and information to all employees that are essential human capital practices that help to ensure employees have the knowledge and skills to perform their job and accomplish the agency mission.

In addition, the NCP training module will be highlighted on the [NCP Web site](#) and will complement a comprehensive list of job aids including an enhanced NCP overview, Frequently Asked Questions, an interactive process flow chart, and releasability review guidelines. To further highlight and raise awareness of the NCP for all employees, OE has taken action to post all new NCP cases on the Web site as "pending" along with the closed cases already on the Web site.

CONTACT: Renée Pedersen, OE/CRB
301-415-2742

Also, OE has developed a revised NCP Form which includes step-by-step instructions and implementation guidance for inclusion on the NCP Web site. These tools will further promote successful implementation of the program.

Finally, since the NCP Management Directive 10.158 was published in March, 2014, OE has conducted several voluntary outreach sessions to improve awareness and understanding. To further enhance the NCP outreach training, we worked with OCHCO's professional development team to establish an iLearn account so that all training participants will receive one hour of training credit.

OE will continue to collaborate with OCHCO and the Office of Small Business and Civil Rights (SBCR) to evaluate the concept of including key messages for the NCP into existing training for all employees and supervisory training.

Completion date: The NCP online, on-demand training module was provided to OCHCO on September 2, 2014. OCHCO anticipates implementing the training module in iLearn by September 30, 2014. Once the training module is in iLearn, OE will notify the Office of the Inspector General (OIG) and provide an iLearn identification number in order for OIG to review the training module to ensure it satisfies OIG's requirement as described in recommendation 4.

POC: Renée Pedersen, OE, in coordination with OCHCO and SBCR

Enclosure:

As stated

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Enclosure: As stated

- cc: R. Zimmerman, DEDMRT
- M. Johnson, DEDR
- D. Ash, DEDCM
- K. Brock, OEDO
- D. Sullivan, OCHCO
- L. Donaldson, OCHCO
- M. Cohen, OCHCO
- J. Hudson, OCHCO
- D. Orlando, OCHCO
- S. Salter, OCHCO
- J. Foster, OEDO

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Memo: ML14267A190

Enclosure: ML14267A248

ADAMS Package Accession No.: ML14267A160

OFFICE	OE/CRB	OE/CRB	OE/CRB:BC	OE: Director
NAME	MSewell	RPedersen	DSolorio	PHolahan
Date	9/24/2014	9/24/2014	9/24/2014	9/25/2014

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