

January 8, 2015

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

FROM: Cynthia A. Carpenter, Director */RA/*  
Office of Administration

SUBJECT: AUDIT OF NUCLEAR REGULATORY COMMISSION'S  
ONGOING ELIGIBILITY FOR ACCESS AUTHORIZATIONS  
(OIG-13-A-22)

The purpose of this memorandum is to provide a status of the Office of Administration's (ADM) actions in response to the two recommendations contained in the subject audit report.

Recommendation 1:

Develop and implement annual training that reinforces comprehension and confirms acceptance of NRC's [U.S. Nuclear Regulatory Commission] personnel reporting requirements for continued access authorization eligibility.

Response:

To ensure NRC employees are aware of and properly trained in the personnel security reporting requirements, the Division of Facilities and Security, Personnel Security Branch (PSB), has met and reached agreement with the Office of the Chief Human Capital Officer (OCHCO) to modify an existing annual training course to include the necessary security reporting requirements.

A module of the reporting requirements has been developed by PSB and included in the existing annual Information Security Training (INFOSEC), located within NRC's iLearn system. The course, including the PSB information, was released in autumn 2014 and was required for all Federal employees and contractors by December 31, 2014. ADM recommends closure of this recommendation.

Point of Contact: Valerie Kerben

CONTACT: Valerie Kerben, ADM/DFS  
(301) 415-7552

Recommendation 2:

Develop and implement a process that assigns consequences for individuals who do not comply with NRC's personnel reporting requirements for continued access authorization eligibility.

Response:

PSB continues to handle and accept reporting of items, events, or information in the same way (i.e., direct contact with staff through telephone, e-mail, and the resource mailbox). PSB developed and documented (through revision of internal procedures) a draft process that assigns consequences for individuals who do not comply with NRC's personnel reporting requirements for continued access authorization eligibility. Additional time is required to vet this draft process with offices and regions, prior to the targeted implementation date of February 2, 2015.

Point of Contact: Valerie Kerben

Enclosure:

Consequences for NRC Personnel Not Complying  
with Reporting Requirements

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