

June 28, 2016

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: UPDATE TO STATUS OF RECOMMENDATIONS: AUDIT OF THE
U.S. NUCLEAR REGULATORY COMMISSION'S PERSONAL
IDENTITY VERIFICATION CARD ACCESS SYSTEM (OIG-16-A-10)

On May 4, 2016, the staff received the Office of Inspector General's (OIG), "Status of Recommendations: Audit of the U.S. Nuclear Regulatory Commission's (NRC's) Personal Identity Verification (PIV) Card Access System (OIG-16-A-10)." This memorandum provides an update on the staff's actions to complete the recommendations.

Recommendation 1:

Require return of contractor PIV cards as part of the contract deliverables.

Status:

The staff is developing language to put in the statement of work templates and the contract security clauses to require the return of contractor PIV cards. This recommendation is still in progress.

Target date for completion: December 31, 2017

Point of Contact: Romena Moy, ADM/AMD

CONTACT: Denis Brady, ADM/DFS
301-415-5768

Recommendation 2:

Provide mandatory formal training to all Contracting Officer Representatives (CORs) on the process for contractor termination and PIV card retrieval.

Status:

The staff is currently developing training for the CORs regarding their security responsibilities. This recommendation is still in progress.

Target date for completion: December 31, 2016

Point of Contact: Romena Moy, ADM/AMD

Recommendation 3:

Develop and implement a PIV card retrieval process, including steps to be taken to retrieve a PIV card from a terminated employee and designating a responsible official to complete those steps.

Status:

The staff has developed an Office of Administration (ADM), Division of Facilities and Security (DFS) procedure that documents the process and actions that DFS staff will take to retrieve PIV cards from a terminated employee. The DFS procedure was issued on May 13, 2016, and became effective on May 23, 2016. This closes the staff's action on this recommendation.

Target date for completion: May 31, 2016

Point of Contact: Amy Roundtree, ADM/DFS

Recommendation 5:

Require ADM to physically obtain employee PIV cards.

Status:

The DFS procedure dated May 13, 2016, requires that DFS staff physically obtain the terminated employee's PIV card at their security exit briefing. This closes the staff's action on this recommendation.

Target date for completion: May 31, 2016

Point of Contact: Amy Roundtree, ADM/DFS

Recommendation 6:

Revise Management Directive (MD) 12.1 to include standards for offices to appoint room owners and notify ADM of changes to access rights for limited access areas.

Status:

MD 12.1 is currently being revised and is under review and comment. The draft MD includes language for offices to appoint room owners and notify ADM of changes to access rights for limited access areas. This recommendation is in progress.

Target date for completion: October 14, 2016

Point of Contact: Denis Brady, ADM/DFS

Recommendation 7:

Reissue the “Revised Process for Managing Access to Limited and Security Controlled Areas” memorandum to all relevant offices, including the regional offices, to include language which requires the offices to notify ADM of a change to the appointed room owner.

Response:

On June 24, 2016, the staff revised and re-issued a memorandum to all the offices including the regional offices, which requires the offices to notify ADM/DFS of a change to the appointed room owner. This closes the staff's action on this recommendation.

Target date for completion: May 31, 2016

Point of Contact: Denis Brady, ADM/DFS

cc: G. Tracy, OEDO
J. Jolicoeur, OEDO
J. Corbett, ADM
T. Pulliam, ADM

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