

Enclosure 1- Mission Support Task Force Recommendation Status

Action	Timeline	Lead Office	Status
Financial – Budget Formulation			
<p>1 Review the roles and responsibilities of the centralized budget formulation analyst and Program Management, Policy Development and Analysis Division (PMDA) and program staff defined during centralization. If necessary, update documentation relating to roles and responsibilities to (1) ensure continued alignment between Office of the Chief Financial Officer (OCFO) and Headquarters (HQ) offices and regions, (2) eliminate any duplication of effort, and (3) optimize efficiencies gained by centralizing budget formulation functions.</p>	<p>Actual Start: 06/27/2017 Est. End: 10/31/2017</p>	<p>OCFO</p>	<p>In progress</p>
Financial - Budget Execution			
<p>2 Improve and standardize budget execution processes, reports, tools, and technology by engaging key subject matter experts as partners with OCFO to reduce the level of effort related to these activities. Take planned system and reporting enhancements into account to minimize system development work not already “in the pipeline.” Include specific requirements for Information Technology (IT)/Information Management (IM) budget</p>	<p>Actual Start: 06/21/2017 Est. End: 09/28/2018</p>	<p>OCFO</p>	<p>In progress</p>

	execution. Provide mechanisms for Office Directors and Regional Administrators to oversee and manage their allowances and for lead offices to oversee the execution of business line budgets.			
3	Improve and standardize processing and reporting of planned travel obligations to provide information necessary for lead offices to oversee the execution of their business line travel budgets efficiently and effectively. To the extent possible, integrate regional budget execution processes with processes performed by program business-line leads to provide a streamlined approach to travel planning and execution.	Est. Start: August 2017 Est. End: 03/30/2018	OCFO	Will start in August 2017
4	Define and communicate standard methodologies and analysis tools for full-time equivalent (FTE) burn rate monitoring during budget execution. To the extent possible, integrate regional budget execution processes with processes performed by program business-line leads to provide a streamlined approach to FTE management.	Actual Start: 07/11/2017 Est. End: 04/30/2018	OCFO	In progress
Financial – Fee Billing				
5	Implement streamlined and consistent fee billing validation processes, taking	Est. Start: Ongoing Est. End: 10/15/2018	OCFO	In progress

	upcoming process and system changes into account.			
6	Define the roles and responsibilities for fee billing coordination and validation staff to ensure that they understand and are accountable for fee billing validation work and its implications.	Est. Start: Ongoing Est. End: 10/15/2018	OCFO	In progress
7	Define consistent, well-defined processes and reporting to calculate and explain 10 CFR Part 170 full cost estimates.	Est. Start: August/September 2017 Est. End: 05/30/2018	OCFO	Will start in August/September 2017
Financial Performance Management				
8	Perform a Business Process Improvement (BPI) to streamline data collection and reporting processes and clearly define roles and responsibilities for the agency's performance reporting requirements in accordance with the updated Management Directive 6.9 and in collaboration with the Performance Improvement Officer, OCFO, and business line owners.	Actual Start: 03/16/2017 Est. End: 02/28/2018	OEDO	In progress
Administrative Services				
9	Centralize regional security guard support contracts from each regional office to the Office of Administration (ADM).	Actual Start: 08/11/2016 Est. End: 02/28/2018	ADM	In progress
10	Centralize the procurement of all commonly used non – information technology office supplies in ADM.	Actual Start: 08/11/2016 Est. End: 09/29/2017	ADM	In progress

11	<p>Make greater use of agencywide enterprise contracts and agreements and government-wide agency contracts for acquisitions of such things as telecommunication services and furniture to provide savings in transactional costs and to reap greater efficiencies, regions should identify contracts that could be moved to one of the following:</p> <ul style="list-style-type: none"> A. Multi-year contracts B. Agencywide enterprise contracts and agreements C. Government-wide acquisition contracts 	<p>Actual Start: 8/11/2016 Est. End: 01/01/2018</p>	ADM	In progress
12	<p>Complete the Office of the Executive Director for Operations (OEDO) Tasking memo to implement the “NRC standards role and responsibilities of the Contracting Officer’s Representative (COR)” to reduce the number of CORs, the support of the CORs, etc. as recommended by COR Process Standardization Initiative report.</p>	<p>Actual Start: 11/01/2016 Est. End: 09/29/2017</p>	ADM	In progress
13	<p>Standardize and streamline the process and procedures for site access authorization for nuclear facilities across the regional offices to put in place a single more effective and efficient process and procedure.</p>	<p>Est. Start: August 2017 Est. End: 09/28/2018</p>	RI	Will start in August 2017

14	Standardize and streamline drug-testing procedures across the regional offices, taking into account that the agency has determined that only those individuals (employees and contracts) who handle classified information or serve in a position of high public trust are required to hold a clearance or be drug tested.	Actual Start: 06/28/2017 Est. End: 12/01/2017	RIII	In progress
15	Standardize and centralize space management in ADM after the development of an agencywide standard for HQ office selection. This must be a collaborative effort with the HQ office and National Treasury Employees Union (Regional offices will not apply standards at this time).	Actual Start: 06/01/2017 Est. End: 11/30/2017	ADM	In progress
Human Resources				
16	Expand the use of the Federal Personnel/Payroll System (FPPS) to facilitate the electronic approval of personnel actions. (Pilot in Region III and Office of Nuclear Regulatory Research).	Est. Start: 11/01/2017 Est. End: 11/30/2018	OCHCO	Will start in November 2017
17	Centralize regional external training and onsite training coordination for Regions II and IV in the Office of the Chief Human Capital Officer (OCHCO).	Actual Start: 08/11/2016 Actual End: 09/30/2016	OCHCO	Closed. The external training centralization effort was successfully completed in Regions II and IV and has yielded useful information and

				best practices that will enable the successful training centralization efforts for Regions I and II.
18	Centralize regional external training and onsite training coordination for Regions I and III in OCHCO.	Actual Start: 07/18/2017 Est. End: 10/31/2017	OCHCO	In progress
19	Establish a center of expertise in one of the regional offices to perform routine and other identified functions for all regions and adjust resources required in alignment with workload demands.	Actual Start: 06/13/2017 Est. End: 11/30/2018	RII	In progress
20	Perform a review of the Budget Formulation System (BFS) staffing plan module and processes to improve the efficiency of this tool for staffing plan tracking and monitoring.	Actual Start: 05/01/2017 Est. End: 11/29/2017	OCHCO	In progress
21	Complete full implementation of electronic processing of personnel actions within FPPS.	Est. Start: 11/01/2018 Est. End: 11/30/2019	OCHCO	Will start in November 2018
IT/IM				
22	Assess the implementation of the enhanced controls over Information Technology practices, new support contracts, data center centralization, and the unified communications project and recommend further centralization or standardization of functions in the PMDA and Division of Resource Management and	Est. Start: 07/27/2017 Est. End: 09/30/2018	OCIO	Will start in July 2017

	Administration (DRMA) organizations by the end of Fiscal Year 2018.			
23	Expand and improve communication of records management processes, direct staff to tools and guidance associated with these important functions, and increase awareness of standard roles and responsibilities among all NRC employees to reduce the level of effort required.	Actual Start: 04/05/17 Est. End: 09/30/17	OCIO	In progress
24	Develop a Freedom of Information Act (FOIA) informational Web site or SharePoint site to act as a repository for policies and procedures and communicate standard roles and responsibilities to all NRC employees to reduce the level of effort required. The site should include the FOIA coordinator's contact information and links to training. In addition, Office of the Chief Information Officer (OCIO) should communicate the availability of training for all staff.	Actual Start: 02/01/2017 Completed date: 05/31/17	OCIO	Closed. Development of both the FOIA information Web site and the FOIA SharePoint site have been completed. These sites contain FOIA policies and procedures, applicable guidance, standard roles and responsibilities for all NRC employees, FOIA coordinators' contact information, the FOIA team information, and training materials. Agency-wide

				training on the FOIA process was completed on May 17, 2017. The training was recorded and is available through the FOIA SharePoint Site. It will also be added to iLearn by August 2017.
25	Improve communication to increase use of streamlined (self-service) processes (NRC Service Catalog) and services to ensure the centralized purchase of IT equipment and supplies.	Actual Start: 06/01/2017 Est. End: 08/30/2018	OCIO	In progress
26	Streamline and enhance IT/IM budget formulation and execution processes to: <ul style="list-style-type: none"> A. Clarify roles and responsibilities B. Enhance integration and alignment with the overall agency budget formulation process C. Provide access to and training for custom spreadsheets and/or tools used in budget formulation and execution D. Implement enhanced reporting to facilitate and streamline budget 	Actual. Start: 02/28/2017 Est. End: 04/30/2018	OCIO	In progress

	<p>execution tracking and monitoring</p> <p>E. Eliminate single-key person dependencies</p>			
Unique Functions				
27	<p>Review and determine if there are any resource efficiencies in the office and region's "unique functions" area to further streamline and standardize how the agency provides support to the mission.</p>	<p>Actual Start: 02/22/2017</p> <p>Completed Date: 05/11/2017</p>	OEDO	<p>Closed.</p> <p>The Mission Support Implementation Working Group met with all PMDA and DRMA organizations through the Program Management Council to validate the unique functions identified by the Mission Support Task Force Report. The group concluded that moving unique functions out of PMDA organizations into other areas of an office will not result in greater efficiency. The PMDA/DRMAs worked with OEDO and OCFO to ensure all resources</p>

				performing unique functions have been included in the FY 2019 budget within their respective areas, as necessary and appropriate.
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