



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

January 15, 2021

MEMORANDUM TO: Robert J. Feitel
Inspector General
Office of the Inspector General

FROM: Jennifer M. Golder, Director
Office of Administration

SUBJECT: ACCEPTANCE OF THE OFFICE OF THE INSPECTOR
GENERAL'S COMMENTS ON MANAGEMENT DIRECTIVE AND
HANDBOOK 13.4, "TRANSPORTATION MANAGEMENT"

Jennifer M. Golder
—

Signed by Golder, Jennifer
on 01/15/21

In response to the Office of the Inspector General's comments below from their review of Management Directive (MD) 13.4 "Transportation Management," the Office of Administration (ADM) offers the following responses:

- In Directive Section III.B.2., we prefer the language "Supervises any investigation of allegations of vehicle misuse or fraud by U.S. Nuclear Regulatory Commission (NRC) employees or contractors."

RESPONSE: Agree

- In Handbook Section II.A.6, the current language might allow an employee who receives a parking ticket to claim that the NRC should pay the ticket if the ticket was the result of confusion or negligence (for example, not noticing or misunderstanding a parking restriction sign). We recommend removing the word "intentionally" from the language in the section, which would then read: "Appropriated funds normally may not be used to pay parking tickets. An employee who violates parking laws or regulations is acting beyond the scope of his or her authority and must personally pay any resulting fine. An employee is personally liable for parking fines unless circumstances indicate that the fine was imposed for Government actions over which the employee had no control."

RESPONSE: Agree

CONTACT: Carol Greenwood, ADM/DFS
301-415-1980

Additional non-substantive edits:

- Directive and Handbook, Executive Summary, 1st bullet. Change “Response to Staff Requirement – COMSECY-17-0022 - Fiscal Year 2017 Shortfall and Excess Funds” to “Response to Staff Requirements - COMSECY-17-0022 - Fiscal Year 2017 Shortfall and Excess Funds”.

RESPONSE: Agree

- Directive and Handbook, Executive Summary, 1st bullet. The accession number for the Commissioner Assistant’s Note is ML18214A455, and the full title is “Update to COMSECY-17-0034 and COMSECY-17-002, and Procedures on “Transportation Services for Executives and to Commissioner Notebook on Transportation Services””.

RESPONSE: Agree

- Directive, Section VI. Consider adding a direct hyperlink to “NRC White Flint Complex Parking Policies and Procedures” in place of the current hyperlink to the Service Catalog, or, if that is not possible, an explanation that the link is to the Service Catalog where the document can be found. As is, a reader following the link might think that the link is incorrect, rather than realizing that the document is within the Catalog. This is also relevant to the reference to the same document at Handbook Section I.B.

RESPONSE: The parking, transit subsidy and the fleet webpages were all recently updated to one main webpage at: <https://drupal.nrc.gov/ocio/catalog/62620>, the MD will be updated with this link as this document moves forward.

- Handbook, Section II A.1.(a). Please check the email ASC@nrc.gov is still valid or should be used, since the organization name has changed from ASC to FOSMB.

RESPONSE: That email is still valid but is not in Outlook, so it has been changed to Administrative.ServicesCenter@nrc.gov which is in Outlook and goes to the Administrative Services Center Help Desk which is still operational.

- Handbook, Section II A.4.(a)(iii). Please add the hyperlink for the ML in “ADAMS Accession Number ML102280485”.

RESPONSE: Agree

- Handbook, Section II A.5.(e). “ASC” is mentioned; however, the organization’s name has changed from ASC to FOSMB. If the reference to ASC is correct, please spell out the acronym.

RESPONSE: The sentence was changed, and a link added, so that the form is now available from the GSA Forms Library which also ensures that it’s the most up-to-date version available.

- Section II B.2.(a). Change “options 1-4” to “options a-d,” consistent with the previous section in the Handbook.

RESPONSE: Agree

ACCEPTANCE OF OIG COMMENTS ON MANAGEMENT DIRECTIVE AND HANDBOOK 13.4,
"TRANSPORTATION MANAGEMENT" DATED JANUARY 15, 2021

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***e-concurrence**

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