



**DEFENSE NUCLEAR FACILITIES
SAFETY BOARD
WASHINGTON, D.C. 20004-2901**

**OFFICE OF THE
INSPECTOR GENERAL**

January 11, 2021

MEMORANDUM TO: Toni Reddish
Acting General Manager

FROM: Dr. Brett M. Baker */RA/*
Assistant Inspector General for Audits

SUBJECT: STATUS OF RECOMMENDATIONS: AUDIT OF DNFSB'S
HUMAN RESOURCES PROGRAM (DNFSB-20-A-04)

REFERENCE: ACTING GENERAL MANAGER, DEFENSE NUCLEAR
FACILITIES SAFETY BOARD, CORRESPONDENCE
DATED NOVEMBER 23, 2020

Attached is the Office of the Inspector General's (OIG) analysis and status of recommendations as discussed in DNFSB's revised response received on November 23, 2020. The initial status update submitted by DNFSB on November 2, 2020, was subject to OIG questions; therefore, DNFSB submitted the revised status update on November 23, 2020. Based on the revised response, recommendations 1, 2, 3, 4, 5, and 6 are open and resolved. Please provide an updated status of the open and resolved recommendations by June 24, 2021.

If you have any questions or concerns, please call me at (301) 415-5915, or Mike Blair, Team Leader, at (301) 415-8399.

Attachment: As stated

cc: R. Howard, OGM

Audit Report

AUDIT OF DNFSB'S HUMAN RESOURCES PROGRAM

DNFSB-20-A-04

Status of Recommendations

Recommendation 1: With the involvement of the Office of the Technical Director, develop and implement an Excepted Service recruitment strategy and update guidance to reflect this strategy.

Agency Response Received
November 23, 2020:

A selection for the Executive Director of Operations (EDO) has been made and the candidate's package has been submitted to the QRB at the Office of Personnel Management. Once on board, the EDO is expected to perform a number of functions, including finalizing and implementing an Excepted Service recruitment strategy and updated guidance to reflect the resulting strategy within six months of the EDO on boarding.

In the interim the Office of the General Manager (OGM), in conjunction with the Office of the Technical Director (OTD), has developed Notice N-121.1-1, Merit Staffing System for Professional Scientific and Technical Personnel. This Notice implements the excepted service hiring and appointment of professional scientific and technical personnel at the DN 1-V pay levels. Although approved in April 2020, finalizing and implementing an Excepted Service recruitment strategy and guidance is subject to review and approval by the EDO.

OIG Analysis: The proposed action meets the intent of the recommendation. The recommendation will be closed when OIG verifies that the EDO has finalized and approved the Excepted Service recruitment strategy and has updated guidance to reflect the resulting strategy.

Status: Open: Resolved.

Audit Report

AUDIT OF DNFSB'S HUMAN RESOURCES PROGRAM

DNFSB-20-A-04

Status of Recommendations

Recommendation 2: Develop and implement a step-by-step hiring process metric with periodic reporting requirements.

Agency Response Received
November 23, 2020:

A selection for the EDO has been made and the candidate's package has been submitted to the QRB at the Office of Personnel Management.

Page 16 of the 2019 Human Resources – A Year in Review document that was submitted to the General Manager in 2019, identifies preliminary time to hire metrics and is also attached below as supporting documentation. However, finalizing and implementing a step-by-step hiring process metric with periodic reporting requirements is subject to the review and approval by the EDO.

OIG Analysis: The proposed action meets the intent of the recommendation. The recommendation will be closed when OIG verifies that the EDO has approved and implemented a step-by-step hiring process metric with periodic reporting requirements.

Status: Open: Resolved.

Audit Report

AUDIT OF DNFSB'S HUMAN RESOURCES PROGRAM

DNFSB-20-A-04

Status of Recommendations

Recommendation 3: Update and finalize policies and procedures relative to determining the technical qualifications of OTD applicants. This should include examples of experience such as military and teaching, and their applicability to OTD positions.

Agency Response Received
November 23, 2020:

A selection for the EDO has been made and the candidate's package has been submitted to the QRB at the Office of Personnel Management. The EDO is expected to perform a number of functions, including updating and finalizing policies and procedures that are relative to determining the technical qualifications of OTD applicants.

The attached Classification Standards were updated July 10, 2020 that are relative to determining the technical qualifications of OTD applicants, and include examples of experience such as military and teaching, and their applicability to OTD positions.

OIG Analysis: The proposed action meets the intent of the recommendation. The recommendation will be closed when OIG verifies that the EDO has finalized policies and procedures relative to determining the technical qualifications of OTD applicants. This should include examples of experience such as military and teaching, and their applicability to OTD positions.

Status: Open: Resolved.

Audit Report

AUDIT OF DNFSB'S HUMAN RESOURCES PROGRAM

DNFSB-20-A-04

Status of Recommendations

Recommendation 4: Develop and issue hiring-process guidance and provide training to DNFSB staff involved with the hiring process.

Agency Response Received
November 23, 2020:

DNFSB's Division of Human Resources has not identified training for OTD hiring officials as the Agency has been operating under Notice N-121.1-1 Merit Staffing System for Professional Scientific and Technical Personnel, April 16, 2020. The EDO is expected to perform a number of functions, including finalizing and issuing hiring-process guidance, and providing training to DNFSB staff involved with the hiring process, which is expected in FY 2021.

OIG Analysis: The proposed action meets the intent of the recommendation. The recommendation will be closed when OIG verifies that the EDO has developed and issued hiring-process guidance and has provided training to DNFSB staff involved with the hiring process.

Status: Open: Resolved.

Audit Report

AUDIT OF DNFSB'S HUMAN RESOURCES PROGRAM

DNFSB-20-A-04

Status of Recommendations

Recommendation 5: Conduct analyses to determine (1) the optimal SES span-of-control that promotes agency efficiency and effectiveness, and (2) the impact on agency activities when detailing employees to vacant SES positions.

Agency Response Received
November 23, 2020:

There has been no analysis to determine the optimal SES span-of-control for efficiency and effectiveness, and the impact on agency activities when employees are detailed to vacant SES positions. This task will be undertaken once DHR has more staff.

OIG Analysis:

The proposed action differs from the action proposed by DNFSB on its Status Update dated February 2020. As a result, OIG would like to receive a justification from DNFSB for this change. The justification should also include an approximate date when the Division of Human Resources expects to have sufficient resources to complete OIG's recommendation.

Status:

Open: Resolved.

Audit Report

AUDIT OF DNFSB'S HUMAN RESOURCES PROGRAM

DNFSB-20-A-04

Status of Recommendations

Recommendation 6: Develop and implement an action plan to mitigate negative effects shown by the SES analyses.

Agency Response Received
November 23, 2020:

An analysis to determine the optimal SES span-of-control for efficiency and effectiveness, and the impact on agency activities when employees are detailed to vacant SES positions has not been completed yet. This task will be undertaken once DHR is provided the additional staff needed to support this effort. DHR has insufficient resources to complete these activities at this time, but hopes to do so in the future, if and when fully staffed.

OIG Analysis: The proposed action differs from the action proposed by DNFSB on its Status Update dated February 2020. As a result, OIG would like to receive a justification from DNFSB for this change. The justification should also include an approximate date when the Division of Human Resources expects to have sufficient resources to complete OIG's recommendation.

Status: Open: Resolved.