



**DEFENSE NUCLEAR FACILITIES  
SAFETY BOARD**

WASHINGTON, D.C. 20004-2901

**OFFICE OF THE  
INSPECTOR GENERAL**

September 1, 2021

MEMORANDUM TO: Joel C. Spangenberg  
Executive Director of Operations

FROM: Eric Rivera */RA/*  
Acting Assistant Inspector General for Audits

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

REFERENCE: EXECUTIVE DIRECTOR OF OPERATIONS, DEFENSE  
NUCLEAR FACILITIES SAFETY BOARD,  
CORRESPONDENCE DATED JUNE 24, 2021

Attached is the Office of the Inspector General's (OIG) analysis and status of recommendations as discussed in the DNFSB's response dated June 24, 2021. Based on this response, recommendations one, two, three, four, five, and six remain open and resolved. Please provide an updated status of the open and resolved recommendations by **January 24, 2022**.

If you have any questions or concerns, please call me at (301) 415-7032 or Mike Blair, Team Leader, at (301) 415-8399.

Attachment: As stated

cc: J. Biggins, OGM  
R. Howard, OEDO  
T. Tadlock, OEDO

## 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 Dated  
June 24, 2021: Agree.

EDO onboarded January 4, 2021 and has approved an HR Support contract mechanism to assist HR in meeting this goal. The specific task in the Statement of Work (SOW) that addresses this measure includes the following: 5.2.4.1 "The contractor shall integrate conventional and innovative methods to locate and refer qualified candidates to the DNFSB and articulate them in an excepted service recruitment strategy. The strategic recruitment strategy should be multi-year with an emphasis on Mission Critical Occupations." The SOW is attached and is procurement sensitive as it has not been awarded.

OIG Analysis: The proposed action meets the intent of the recommendation. The recommendation will be closed when the OIG verifies that the DNFSB has developed and implemented an Excepted Service recruitment strategy and has updated guidance to reflect this 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 Dated  
June 24, 2021: Agree.

The EDO onboarded January 4, 2021 and has approved an HR Support contract mechanism to assist HR in meeting this goal. The specific task of the SOW to address this measure includes the requirement under 5.2 Talent Management for the contractor to "Develop and implement Agency Time to Hire metrics established for Excepted Service and General Schedule hiring processes (Government Standard) within 60 days of the award of the contract." The SOW is attached and is procurement sensitive as it has not been awarded.

In the interim, HR has tracked time to hire for 2019 and 2020.

OIG Analysis: The proposed action meets the intent of the recommendation. The recommendation will be closed when the OIG verifies that the DNFSB developed 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 Dated  
June 24, 2021: Agree.

The EDO has approved an HR Support contract mechanism to assist HR in meeting this goal. Specifically, tasks 5.2.1.2, 5.2.4.1, and 5.2.4.5 of the SOW will assist the Agency in meeting this recommendation. The SOW is attached and is procurement sensitive as it has not been awarded.

OIG Analysis: The proposed action meets the intent of the recommendation. The recommendation will be closed when the OIG verifies that the DNFSB updated and finalized policies and procedures relative to determining the technical qualifications of OTD applicants. Updates to the procedures should include examples of experiences 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 Dated  
June 24, 2021: Agree.

The EDO onboarded January 4, 2021 and has approved an HR Support contract mechanism to assist HR in meeting this goal. Specifically, task 5.2.1.8 requires "The contractor shall work with DHR to develop and implement hiring-process guidance and provide training to approximately 20 DNFSB Hiring Managers. Trainings shall be on the appropriate hiring process guidance with training materials distributed for additional reference shall be scheduled at the discretion of the contractor. A minimum of 4 trainings shall be conducted during the period of performance." The SOW is attached and is procurement sensitive as it has not been awarded.

OIG Analysis: The proposed action meets the intent of the recommendation. The recommendation will be closed when the OIG verifies that the DNFSB developed and issued hiring-process guidance and provided training to the DNFSB's 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 Dated  
June 24, 2021:

Agree.

The EDO onboarded January 4, 2021 and has approved an HR Support contract mechanism to assist HR in meeting this goal. Specifically task 5.2.3.5 in the SOW requires, "The contractor is tasked to conduct analysis 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. The end product addresses the appropriate span of control for SES in the Office of the Technical Directors units and identifies the impact of internal details on the organization's ability to accomplishing the mission." The SOW is attached and is procurement sensitive as it has not been awarded. This should be completed by Quarter 1, FY22.

OIG Analysis:

The proposed action meets the intent of the recommendation. The recommendation will be closed when the OIG verifies that the DNFSB conducted 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.

**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 Dated  
June 24, 2020: Agree.

The EDO onboarded January 4, 2021 and has approved an HR Support contract mechanism to assist HR in meeting this goal. Specifically, the SOW task 5.2.3.5 requires, "The contractor will develop and implement an action plan to mitigate negative effects shown by the SES analyses. The contractor shall submit a draft report to the Government within 30 days of conducting the analysis. The Government shall comment and review analysis within 30 days of receipt. The Government will accept the report upon resolution of comments or concerns yielded with initial review." The SOW is attached and is procurement sensitive as it has not been awarded. This should be completed Quarter 1, FY 22.

OIG Analysis: The proposed action meets the intent of the recommendation. The recommendation will be closed when the OIG verifies that the DNFSB developed and implemented an action plan to mitigate the negative effects shown by the SES analyses.

**Status:** Open: Resolved.