



March 30, 2022

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 THE
DEFENSE NUCLEAR FACILITIES BOARD'S (DNFSB'S)
HUMAN RESOURCES PROGRAM (DNFSB-20-A-04)

REFERENCE: EXECUTIVE DIRECTOR OF OPERATIONS, DEFENSE
NUCLEAR FACILITIES SAFETY BOARD,
CORRESPONDENCE DATED JANUARY 22, 2022

Attached is the Office of the Inspector General's (OIG) analysis and status of recommendations as discussed in the DNFSB's response dated January 22, 2022. Based on this response, recommendations one, two, three, four, five, and six are open and resolved. Please provide an updated status of the open and resolved recommendations by September 23, 2022.

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: J. Biggins, GM
T. Tadlock, OEDO
R. Howard, 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
January 22, 2022: Agree.

Under the newly awarded HCaTS contract, the contract partner has recently onboarded a workforce analyst who will conduct workforce and recruitment analyses to assess effectiveness of DNFSB excepted service appointments and recruitment flexibilities in meeting mission needs; mission critical occupation turnover rate; and assess recruitment sources most likely to yield diverse, quality talent pools, all of which is critical to developing a data-driven recruitment strategic plan consistent with the Human Capital Framework. DNFSB anticipates this work beginning in late Q2. This analysis, along with the agency's staff and workplans will form the basis of the recruitment strategic plan. DNFSB anticipates receiving a draft recruitment strategic plan in Q3 FY22; DNFSB will complete its draft review and comments within 30 days of draft receipt.

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
January 22, 2022: Agree.

DNFSB's contract partner has drafted several time-to-hire resources for DNFSB implementation. These resources include an end-to-end process standard operating procedure outlining roles and responsibilities and steps required to execute hiring actions within 80 days with additional days to accommodate excepted service processes. A staffing process map has also been developed to reflect the steps in visual format. YRCI will report on regular intervals (weekly, biweekly, and monthly) on DNFSB hiring timeline status to assess progress and make process adjustments to meet the timeline. DNFSB has also drafted and socialized a service level agreement that defines roles and responsibilities and the terms by which hiring activities will be executed to meet the 80-day metric. The referenced documents are embedded in this update. These documents will also be supported by a Merit Staffing Excepted Service directive and operating procedure which are currently in development.

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. These should include examples of experience such as military and teaching, and their applicability to OTD positions.

Agency Response Dated
January 22, 2022: Agree.

DNFSB's contract partner is drafting a Merit Staffing Excepted Service directive and an operating procedure. The directive will prescribe DNFSB policy for the DN excepted service and the accompanying operating procedure will outline step by step procedures which will address how military and teaching experience will be evaluated against DN qualification requirements. DNFSB anticipates receiving the draft documents in January 2022 and will complete review and comments within 30 days of draft receipt.

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
January 22, 2022: Agree.

DNFSB's contract partner has drafted several hiring process guidance documents for DNFSB implementation and is in the process of developing additional guidance. In addition to documents referenced at recommendation 2, a Recruitment Action SOP and a Job Analysis SOP have been submitted and reviewed. Hiring Managers were provided an overview of the new hiring process and the job analysis during two DNFSB/YRCI meet and greet sessions in October and November 2021 (HC Program Modernization Brief). Hiring process trainings will occur upon DNFSB receipt and acceptance of hiring process documents and training resources, with anticipated training occurring in Q2 and Q3 FY22.

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
January 22, 2022:

Agree.

The contracted partner has recently onboarded a workforce analyst who will conduct the recommended analyses. The study is expected to begin in mid-February 2022 and be completed in March 2022. DNFSB will review and comment on the draft within 30 days of receipt.

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
January 22, 2022: Agree.

The contract partner has recently onboarded a workforce analyst who will conduct the recommended analyses. Following DNFSB acceptance of the analyses, our partner will develop an action plan to mitigate negative effects identified in the analyses. On DNFSB acceptance of the mitigation strategy, our partner will execute the plan in conjunction with DNFSB stakeholder.

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.