



## **MEMORANDUM**

**DATE:** September 23, 2022

**TO:** Daniel H. Dorman  
Executive Director for Operations

**FROM:** Hruta Virkar */RA/*  
Assistant Inspector General for Audits

**SUBJECT:** STATUS OF RECOMMENDATIONS: AUDIT OF THE  
NRC'S DROP-IN MEETING POLICIES AND PROCEDURES  
(OIG-22-A-12)

**REFERENCE:** DEPUTY EXECUTIVE DIRECTOR FOR MATERIALS,  
WASTE, RESEARCH, STATE, TRIBAL, COMPLIANCE,  
ADMINISTRATION, AND HUMAN CAPITAL PROGRAMS,  
OFFICE OF THE EXECUTIVE DIRECTOR FOR  
OPERATIONS, MEMORANDUM DATED  
SEPTEMBER 9, 2022

Attached is the Office of the Inspector General's (OIG) analysis and status of recommendations as discussed in the agency's response dated September 9, 2022. Based on this response, recommendations 1, 2, 3, and 4 remain open and resolved. Please provide an updated status of the open and resolved recommendations by February 28, 2023.

If you have any questions or concerns, please call me at (301) 415-5915 or Paul Rades, Team Leader, at (301) 415-6228.

Attachment: As stated

cc: M. Bailey, OEDO  
J. Jolicoeur, OEDO  
RidsEdoMailCenter Resource  
OIG Liaison Resource  
EDO\_ACS Distribution

## Audit Report

### AUDIT OF THE NRC'S DROP-IN MEETING POLICIES AND PROCEDURES OIG-22-A-12

#### Status of Recommendations

Recommendation 1: Develop and publish a public description of the purposes and benefits of, and the controls on, the drop-in meeting process.

Agency Response Dated  
September 9, 2022:

Agree: The NRC's public web page will be updated to include a description of the purposes and benefits of, and the controls on, the drop-in meeting process in accordance with guidance that the Office of the Executive Director for Operations (OEDO) will develop to systematize practices related to drop-ins.

Target Date for Completion: September 30, 2023.

OIG Analysis:

The proposed actions meet the intent of the recommendation. The OIG will close this recommendation when the OIG reviews the description on the updated public web page describing the purposes and benefits of, and the controls on, the drop-in meeting process in accordance with guidance that the OEDO will develop to systematize practices related to drop-ins.

Status:

Open: Resolved.

## Audit Report

### AUDIT OF THE NRC'S DROP-IN MEETING POLICIES AND PROCEDURES OIG-22-A-12

#### Status of Recommendations

Recommendation 2: Develop guidance to systematize practices across the agency for consistently informing technical staff about drop-in meetings, both before and after the meetings.

Agency Response Dated  
September 9, 2022:

Agree: The OEDO will develop new guidance, infrastructure, and controls to ensure that standardized practices are utilized across the NRC to consistently inform the NRC technical staff about drop-in meetings, both before and after meetings. This will be captured in a new OEDO Procedure.

Target Date for Completion: September 30, 2023.

OIG Analysis:

The proposed actions meet the intent of the recommendation. The OIG will close this recommendation when the OIG reviews the new OEDO Procedure capturing new guidance, infrastructure, and controls that ensure that the NRC uses standardized practices to consistently inform the NRC technical staff about drop-in meetings, both before and after meetings.

**Status:**

Open: Resolved.

## Audit Report

### AUDIT OF THE NRC'S DROP-IN MEETING POLICIES AND PROCEDURES OIG-22-A-12

#### Status of Recommendations

Recommendation 3: Develop guidance to systematize practices across the agency for consistently including staff observers as part of staff development and training efforts.

Agency Response Dated  
September 9, 2022:

Agree: The OEDO will develop new guidance to ensure that standardized practices for consistently including staff observers, as appropriate, are utilized in drop-in meetings across the NRC to enhance staff development and training efforts. This will be captured in a new OEDO Procedure.

Target Date for Completion: September 30, 2023.

OIG Analysis:

The proposed actions meet the intent of the recommendation. The OIG will close this recommendation when the OIG reviews the new OEDO Procedure standardizing practices for consistently including staff observers, as appropriate, in drop-in meetings across the NRC to enhance staff development and training efforts.

Status:

Open: Resolved.

## Audit Report

### AUDIT OF THE NRC'S DROP-IN MEETING POLICIES AND PROCEDURES OIG-22-A-12

#### Status of Recommendations

Recommendation 4: Once the new guidance is developed, train all managers on the new guidance and controls for drop-in meetings and related interactions with external stakeholders.

Agency Response Dated  
September 9, 2022:

Agree: Upon completion, OEDO will communicate the development of the new guidance in an agencywide announcement. OEDO will also coordinate with the NRC program and regional offices to provide training on this subject.

Target Date for Completion: September 30, 2023.

OIG Analysis:

The proposed actions meet the intent of the recommendation. The OIG will close this recommendation when the OIG reviews the agencywide announcement for the new guidance, and verifies appropriate training has been provided to program and regional offices.

**Status:**

Open: Resolved.