



## **MEMORANDUM**

**DATE:** May 17, 2023

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

Catherine Haney  
Deputy Executive Director for Materials, Waste  
Research, State, Tribal, Compliance, Administration,  
and Human Capital Programs  
Office of the Executive Director for Operations

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

**SUBJECT:** STATUS OF RECOMMENDATIONS: AUDIT OF THE U.S.  
NUCLEAR REGULATORY COMMISSION'S VACANCY  
ANNOUNCEMENT PROCESS (OIG-23-A-03)

**REFERENCE:** DEPUTY EXECUTIVE DIRECTOR FOR MATERIALS,  
WASTE, RESEARCH, STATE, TRIBAL, COMPLIANCE,  
ADMINISTRATION, AND HUMAN CAPITAL PROGRAMS  
MEMORANDUM DATED, MAY 16, 2023

Attached is the Office of the Inspector General's (OIG) analysis and status of recommendations as discussed in the agency's response dated May 16, 2023. Based on this response, recommendations one through four from this report are open and resolved. Please provide an updated status of the open, resolved recommendations by December 29, 2023.

If you have any questions or concerns, please call me at 301.415.1982 or Mike Blair, Team Leader, at 301.415.8399.

Attachment:  
As stated

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

**Audit Report**  
**RESULTS OF THE AUDIT OF THE**  
**NRC'S VACANCY ANNOUNCEMENT PROCESS**  
**Status of Recommendations**  
**(OIG-23-A-03)**

Recommendation 1: Develop and implement a systematic approach to record complete, accurate, and easily retrievable vacancy announcement data.

Agency Response

Dated May 16, 2023:

Agree: The Office of the Chief Human Capital Officer (OCHCO) will develop and implement a systematic approach to record complete, accurate, and easily retrievable vacancy announcement data. Specifically, OCHCO will identify an electronic information repository and develop corresponding guidance to ensure vacancy announcement data is routinely entered, updated, and tracked, based on various phases and activities associated with the hiring process which will provide reliable data for tracking of hiring activity.

Target Date for Completion: December 1, 2023

Point of Contact: Jaclyn Storch

OIG Analysis:

The proposed actions meet the intent of this recommendation. The OIG will close this recommendation upon the completion of the development and implementation of a systematic approach to recording complete, accurate, and easily retrievable vacancy announcement data. This recommendation remains open and resolved.

**Status:**

Open: Resolved.

**Audit Report**  
**RESULTS OF THE AUDIT OF THE**  
**NRC'S STRATEGIC WORKFORCE PLANNING PROCESS**  
**Status of Recommendations**  
**(OIG-23-A-03)**

Recommendation 2: Develop and implement WTTS training for all applicable managers and staff.

Agency Response

Dated May 16, 2023: Agree: OCHCO will develop and implement Workforce Transformation Tracking System (WTTS) training for all applicable managers and staff. This training will be provided through a variety of methods including a written handbook and via tutorial sessions on how to navigate WTTS and perform actions including data entry and reporting functions. This will be captured in a new OCHCO Procedure.

Target Date for Completion: December 1, 2023

Point of Contact: Nancy Osborn

OIG Analysis:

The proposed actions meet the intent of this recommendation. The OIG will close this recommendation upon completion of the development and implementation of WTTS training for all applicable managers and staff. This recommendation remains open and resolved.

**Status:**

Open: Resolved.

**Audit Report**  
**RESULTS OF THE AUDIT OF THE**  
**NRC'S STRATEGIC WORKFORCE PLANNING PROCESS**  
**Status of Recommendations**  
**(OIG-23-A-03)**

Recommendation 3: Revise agency policy to include and clarify DHA requirements.

Agency Response

Dated May 16, 2023:

Agree: OCHCO will revise agency policy and related guidance documents relied upon by human resources specialists as well as hiring managers to include and clarify requirements associated with the NRC's application of Direct Hire Authority (DHA) and non-competitive hiring vehicles (i.e., Veterans, Schedule-A) as afforded by the Office of Personnel Management.

NRC will enhance staff development and training efforts. This will be captured in a new OCHCO Procedure.

Target Date for Completion: December 1, 2023

Point of Contact: Bi Smith

OIG Analysis:

The proposed actions meet the intent of this recommendation. The OIG will close this recommendation upon completion of the revision of agency policy to include and clarify DHA requirements. This recommendation remains open and resolved.

**Status:**

Open: Resolved.

**Audit Report**  
**RESULTS OF THE AUDIT OF THE**  
**NRC'S STRATEGIC WORKFORCE PLANNING PROCESS**  
**Status of Recommendations**  
**(OIG-23-A-03)**

Recommendation 4: Develop and provide recurring DHA training for all current and future NRC management and staff involved with the hiring process.

Agency Response

Dated May 16, 2023:

Agree: Upon completion of revising agency policy to include and clarify DHA requirements, OCHCO will develop and provide recurring training on the NRC's use of the DHA hiring authority. This training will align with revised agency policy and be available to all current and future NRC management and staff involved in the hiring process.

Target Date for Completion: March 1, 2024

Point of Contact: Jaclyn Storch

OIG Analysis:

The proposed actions meet the intent of this recommendation. The OIG will close this recommendation upon the completion of the development and implementation of DHA training for all current and future NRC management and staff involved with the hiring process. This recommendation remains open and resolved.

**Status:**

Open: Resolved.