

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

Status of Recommendations

Recommendation 1:

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

**Agency Response Dated
June 26, 2024:**

OCHCO continues to maintain that it has developed a systematic approach using Monster, WTTS, and implementing guidance to record, complete, accurate and easily retrievable vacancy announcement data. The WTTS Job Aid only assigns responsibilities to HR staff because non-HR staff currently have no roles or responsibilities for WTTS data entry.

While OCHCO's approach is systematic, OCHCO recognizes that data discrepancies and inconsistencies remain. To address these issues, OCHCO is partnering with its analytics branch (HCAB) to run reports to pinpoint the exact areas of concern and develop the required corrective actions to address and resolve them.

For example, HR staff review a file every week to determine if any data are missing and to make all required updates for reliable data integrity. Additionally, OCHCO emphasizes and prioritizes data entry consistency and completeness throughout the performance period, especially during end of year performance reviews, to hold each individual employee accountable for their data entry responsibilities. Given these actions, the NRC recommends closure of this recommendation.

Point of Contact: Kelly Barrie, OCHCO/HROP/SRB
240-478-3588

Recommendation 2:

Develop and implement WTTS training for all applicable managers and staff.

**Agency Response Dated
June 26, 2024:**

As described in the agency response dated February 29, 2024, OCHCO has developed and implemented WTTS training for all applicable staff. WTTS training currently applies to HR staff only because non-HR staff do not have any roles or responsibilities for WTTS data entry. Also, as described in the above response for Recommendation 1, OCHCO is partnering with HCAB to run reports to identify specific areas of concern and to determine exactly where further training is needed.

OCHCO's new HR Specialists partner with senior HR Specialists for structured On-the-Job Training. They are also required to complete a web-based training course offered by

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the Department of the Interior, Interior Business Center, HR Academy within 60 days of onboarding. The course is called "WTTS – HR Specialist Role Learning" and is 4 hours per day over 3 days (12 total hours). The NRC recommends closure of this recommendation.

Point of Contact: Kelly Barrie, OCHCO/HROP/SRB
240-478-3588

Recommendation 3:

Revise agency policy to include and clarify DHA requirements.

**Agency Response Dated
June 26, 2024:**

In addition to MD 10.1, the NRC details its DHA process in a standard operating procedure (SOP), which was initially published in August 2019. OCHCO updated this SOP, "Standard Operating Procedure for Direct Hire Authority 2024 (Final)" on June 12, 2024, to provide additional clarity and detail on the DHA process and how the NRC administers DHA. The updated SOP is enclosed for reference. The NRC recommends closure of this recommendation.

Point of Contact: Bi Smith, OCHCO/HROP/PLERB
301-287-0533

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
June 26, 2024:**

OCHCO will use the updated DHA SOP to provide step-by-step training for all current and future NRC management and staff involved with the hiring process. The NRC recommends closure of this recommendation.

Point of Contact: Kelly Barrie, OCHCO/HROP/SRB
240-478-3588