

Checklist - Processing Wrongdoing Cases

- ☐ OI Report issued
- ☐ Day 7: Determine whether immediate safety concern is identified
 - ☐ Yes - Notify OE
 - ☐ No
- ☐ Enforcement action apparent?
 - ☐ Yes - Develop staff analysis & enforcement panel worksheet
 - ☐ No - Region issue 3 week e-mail
- ☐ Disagreement with OI conclusion?
 - ☐ Yes - fill out strategy form as applicable
 - ☐ No
- ☐ Day 14: OGC performance of sufficiency review of evidence
- ☐ Day 28: Hold enforcement panel
 - ☐ Get EA number from OE
 - ☐ Fill out strategy form (Appendix D)
- ☐ Day 45: Notify licensee/individual and complainant about possible PEC.
 - ☐ Get redacted copy of OI report¹
 - ☐ Call licensee/individual
 - ☐ Call complainant (offer 2 potential dates for PEC¹)
 - ☐ Issue PEC letter or choice letter to licensee/individual
 - ☐ Issue PEC letter or choice letter & travel reimbursement form to complainant¹
 - ☐ Get funding for transcript (NRC Form 587, e-mail to "court reporter")
 - ☐ Issue meeting notice (minimum 10 days prior to PEC)
 - ☐ Line up conference room, parking pass, and visitor badge as necessary
- ☐ Day 60: Hold PEC
 - ☐ PEC caucus
 - ☐ PEC summary
 - ☐ Update strategy form
- ☐ Day 90: Enforcement sanction
 - ☐ Yes
 - ☐ Issue NOV and/or CP
 - ☐ Issue EN for escalated action
 - ☐ Notify licensee and complainant
 - ☐ Issue press release for escalated action
 - ☐ Publish FR for Order
 - ☐ No - Issue closeout letter

¹For Discrimination cases only. In accordance with the Discrimination Task Force recommendation, the Commission approved centralization of the enforcement process for discrimination cases. As such, OE has the lead for all discrimination cases. For other wrongdoing cases, the applicable region has the lead.