

April 8, 2014

MEMORANDUM TO: Those on the Attached List

FROM: Mary Jane Ross-Lee, Director */RA/*  
Division of Facilities & Security  
Office of Administration

SUBJECT: CRIMINAL HISTORY PROGRAM INFORMATION

The Criminal History program is administered in the Facilities Security Branch (FSB), Division of Facilities and Security (DFS), Office of Administration. DFS is responsible for processing, submitting, and returning results of all fingerprint cards submitted by U.S. Nuclear Regulatory Commission (NRC) licensees for Federal Bureau of Investigation (FBI) background checks and National Instant Criminal Background Check System (NICS). The process occurs in the following steps: 1) NRC Licensee submits fingerprint cards with payment to the Criminal History Program through manual (i.e., hardcopy) or electronic (i.e., Electronic Information Exchange (EIE) system) means; 2) NRC receives the cards and submits the cards to the appropriate FBI database. The NRC has 72 hours from receipt of the cards to submit. For background checks, NRC submits the fingerprint cards using the Store & Forward System. For the Firearms Background Checks, NRC submits the fingerprint cards to the NICS E-Check system. Generally, the FBI returns results from either check within 72 hours, however, the NRC has no control over how long the FBI takes to conduct the checks and submits the results back to the NRC. 3) After results are received from the FBI, the NRC has 72 hours to package and send the results back to the licensee in the manner in which they were submitted to the NRC (i.e., electronically or hardcopy). A flow chart of the process is enclosed with this memo.

We encourage the licensees to electronically submit their fingerprint cards for background checks using the EIE System. It is important to note that NICS checks cannot be submitted electronically at this point in time. FSB is working with the Office of Nuclear Security and Incident Response and FBI on the electronic submission process for NICS checks. Since EIE is an electronic system, there are times that the system will be unavailable due to scheduled maintenance. As posted on the homepage to the EIE system, routine maintenance for the system is scheduled on Monday evenings from 6:30 pm Eastern Standard Time (EST) to 9:30 pm EST. During the periods where scheduled EIE maintenance is conducted, EIE will not be

CONTACT: Amy Roundtree, ADM/DFS  
301-415- 5456

available for licensees to access and make submittals to the NRC. This means a licensee will not even be able to sign into the system during this period of time.

Additionally, the EIE system may be down due to an unexpected outage. In these cases, a banner will be posted on the EIE homepage to inform all users that the system is down and the issue is being resolved. An estimated time of when the system will be fixed may be included on the banner if such a time is known. When the system is back up and running properly, the banner will no longer be on the homepage and users will be able to access the system. If a licensee has a question or needs assistance with the EIE system or issues, they should contact the Help Desk at 866-672-7640. This contact information is included on the EIE homepage. DFS is currently working with the Office of Information Services to enhance the capabilities of the EIE and Store & Forward system. These future enhancements will provide the NRC with redundant and effective capabilities to receive, process, and submit criminal history records. In any case, if the EIE, Store & Forward are unavailable, licensees still have the capability to manually process criminal history records with the NRC.

Finally, if a licensee has any concerns regarding their submission to the NRC, they should contact the following people in the Criminal History Program: Doreen Turner at 301-415-7513 or Rosemarie Kondulis at 301-415-7514. In addition, a licensee can send an e-mail to [CRIMHIST.Resource@nrc.gov](mailto:CRIMHIST.Resource@nrc.gov). If neither of those two individuals can be reached and no response via e-mail occurs, the licensee should contact Daniel Cardenas at 301-415-6184. It is important to note to licensees that if they submit fingerprint cards on a Friday, they may not get submitted to the FBI until the following Monday. It is also important to note that Federal holidays delay submission to the FBI or sending the results back to licensees. Therefore, licensees should be aware of the date they are submitting fingerprint cards because no processing occurs on the weekends, Federal holidays or days when the Federal government is shut down for inclement weather.

If you have any further questions regarding the Criminal History program, please contact Daniel Cardenas or Amy Roundtree.

Enclosure:

Facilities Security Branch – Criminal History Process

cc: J. Shay, ADM  
D. Cardenas, ADM  
D. Brady, ADM  
A. Roundtree, ADM  
M. Thaggard, NSIR  
D. Huyck, NSIR  
M. Resner, NSIR  
B. Baxter, NSIR

MEMORANDUM TO THOSE ON THE ATTACHED LIST DATED: April 8, 2014

SUBJECT: CRIMINAL HISTORY PROGRAM INFORMATION

MEMORANDUM TO:

Frank Akstulewicz, Director  
Division of New Reactor Licensing  
Office of New Reactors

Mark Lombard, Director  
Division of Spent Fuel Storage and Transportation  
Office of Nuclear Materials Safety and Safeguards

Marrisa Bailey, Director  
Division of Fuel Cycle Safety and Safeguards  
Office of Nuclear Material Safety and Safeguards

Laura Dudes, Director  
Division of Material Safety and State Agreements  
Office of Federal and State Materials  
and Environmental Management Programs

Lawrence E. Kokajko, Director  
Division of Policy and Rulemaking  
Office of Nuclear Reactor Regulation

Christiana Lui, Director  
Division of Security Policy  
Office of Nuclear Security and Incident Response

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DISTRIBUTION:

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DFS r/f MJRoss-Lee, ADM

ADAMS Accession No.: ML14071A225

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DATE	03/11/2014	03/11/2014	03/11/2014	03/26/2014	04/08/2014

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