

Audit of NRC's FOIA Process
(OIG-14-A-17)

Status of Recommendations

Recommendation 1:

Implement Technology such as RedactXpress in the regions and larger program offices to more efficiently process FOIA requests

Update:

This task has begun, and will continue until the MD 3.1 is revised to require electronic processing. OIS has begun piloting electronic redactions with the OEDO, OE and OIG, using either RedactXpress or Adobe. Region IV has initiated a pilot to use Adobe to electronically process their documents. OIS is encouraging other program offices to bracket FOIA documents electronically utilizing Adobe. MD 3.1 is in the revision process, and ultimately electronic bracketing will become an agency-wide requirement. The revised MD is scheduled for publication in FY16.

Target Completion Date: December 15, 2016

Point of Contact: Roger Andoh, 301-415-5906

Recommendation 2:

Conduct annual reviews to determine the feasibility of upgrading technology within OIS to more efficiently process FOIA requests

Update:

This task is complete. November 2014, OIS upgraded to FOIAXpress 9.0. OIS reviewed its technology requirements and determined that we can use Adobe and SharePoint to more efficiently process FOIA requests. On April 7, 2015 the agency upgraded to Adobe XI pro.

Target Completion Date: October 31, 2015 (annually)

Point of Contact: Roger Andoh, 301-415-5906

Recommendation 3:

Develop a process to ensure that the FOIA office's information technology needs are met in a timely manner, specifically with regard to FOIAXpress updates

Update:

This task is complete. OIS will ensure that the FOIA program technology needs are subject to established IT technology refresh and enhancement process.

Target Completion Date: October 31, 2014 (annually)

Point of Contact: Roger Andoh, 301-415-5906

Recommendation 4:

Develop and implement an OCHCO and DOJ approved formal training and development program for all FOIA office

Update:

This task is complete. A formal NRC FOIA Training plan has been approved and is in effect.

Target Completion Date: September 30, 2014

Point of Contact: Roger Andoh, 301-415-5906

Recommendation 5:

Obtain DOJ FOIA e-learning training modules and encourage all agency staff to pursue completion through annual agency communications

Update:

DOJ E-FOIA training modules have been obtained and tested. A request is pending to make available in iLearn. Once the modules are available in iLearn, OIS will submit an agency-wide announcement, which will be re-issued annually.

Target Completion Date: September 30, 2014

Point of Contact: Roger Andoh, 301-415-5906

Recommendation 6:

Reintroduce annual FOIA branch led training for NRC staff

Update:

This task is complete. The FOIA staff hosts two-agency-wide training sessions annually, and other training session, targeted for the needs of specific work groups, as needed. This year, the branch has conducted five training sessions. Four hours of classroom FOIA training has been provided in 2015 and is available in iLearn.

Target Completion Date: June 30, 2015 (annually)

Point of Contact: Roger Andoh, 301-415-5906

Recommendation 7:

Conduct a review of FOIA requests to determine if frequently requested non-public documents can be placed in ADAMS for future use

Update:

This task is complete. The FOIA team now makes this determination at the time of release, and frequently requested non-public documents have been placed in ADAMS.

Target Completion Date: April 30, 2015 (annually)

Point of Contact: Roger Andoh, 301-415-5906

Recommendation 8:

Develop and implement a process to confirm appropriate program and regional office management review of FOIA records

Update:

This task is complete. OIS, in consultation with OGC and the program offices, developed "Delegation of Discretionary Release Authority" (NRC Form 512) to address this recommendation. Office Heads can now formally delegate their discretionary release authority to a position no lower than a GS-15.

Target Completion Date: September 30, 2014

Point of Contact: Roger Andoh, 301-415-5906

Recommendation 9:

Either revise Management Directive 3.1 to comply with the disclosure review requirements found in 10 CFR Part 9.25 (f) or revise 10 CFR 9.25 (f) to allow office heads the authority to delegate the initial disclosure review determination to a designee at a managerial Grade 15 level or above

Update:

This task is complete. OIS submitted a request to revise 10 CFR Part 9.25 (f). It was denied. We were advised by the rule making working group and by OGC that the CFR and MD 3.1 are not in conflict, because office heads have an inherent authority to delegate their authority. Recommendation has been addressed with the new discretionary release delegation memo form 512. (See update to recommendation 8)

Target Completion Date: September 30, 2016

Point of Contact: Roger Andoh, 301-415-5906