



UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
WASHINGTON, D.C. 20555-0001

July 29, 2015

MEMORANDUM TO: Stephen D. Dingbaum  
Assistant Inspector General for Audits  
Office of Inspector General

FROM: Michael F. Weber */RA Brian W. Sheron Acting for/*  
Deputy Executive Director for Materials, Waste,  
Research, State, Tribal, and Compliance Programs  
Office of the Executive Director for Operations

SUBJECT: RESPONSE TO THE OFFICE OF THE INSPECTOR GENERAL'S  
FINAL AUDIT REPORT, "AUDIT OF NRC'S WEB-BASED  
LICENSING SYSTEM," OIG-15-A-17, JUNE 29, 2015

This responds to your memorandum dated June 29, 2015, transmitting the subject audit report. I appreciate the Office of the Inspector General's efforts regarding the review of the Web-Based Licensing System. With respect to your specific recommendations, the following responses are submitted:

Recommendation 1

Develop and implement agencywide standardized business processes for Web-Based Licensing (WBL) use, and develop appropriate guidance.

Response

Agree. In September 2014, the Office of Nuclear Material Safety and Safeguards (NMSS) established the U.S. Nuclear Regulatory Commission (NRC) National Materials Users Program Working Group (WG). Representatives from NMSS and Regions I, III, and IV participate in this group and evaluate procedures, processes, and products (PPP) for the opportunity to enhance consistency, efficiency and effectiveness. Recommendations for changes to PPP are worked through staff and Branch Chiefs within each Region. Each recommendation is presented to the Steering Committee, which includes the NMSS Director of the Division of Material Safety, State, Tribal and Rulemaking Programs (MSTR) and the Regional Directors of the Divisions of Nuclear Materials Safety (DNMS). The Steering Committee evaluates each recommendation for implementation and identifies the organization that will lead the change.

CONTACT: Angela Randall, NMSS/MSTR  
301-415-6806

Based on the recommendations from the Working Group, the Steering Committee will approve agency wide standardized business processes for WBL and will delegate the development of appropriate guidance to the responsible organization. Staff efforts began in November 2014 and the Steering Committee recently approved the first round of recommendations in May 2015. Agencywide standardized business processes for WBL will be rolled out in a phased approach beginning early calendar year 2016 and will be incorporated into the WBL User Guide.

Completion Date: December 31, 2016

Point of Contact: Pamela Henderson, NMSS

### Recommendation 2

Revise WBL roles to require license reviewers and materials inspectors to process their work directly in WBL.

### Response

Agree. Similar to Response 1, the transition to license reviewers and materials inspectors to process their work directly in WBL will be rolled out in a phased approach beginning in early calendar year 2016.

Completion Date: December 31, 2016

Point of Contact: Pamela Henderson, NMSS

### Recommendation 3

Develop and implement quality assurance mechanisms for confirmation of data changes in WBL.

### Response

Agree. As mentioned in the response to Recommendation 1, NMSS established the NRC National Materials Users Program Working Group. Through its charter, this WG is tasked with developing an annual assessment of licensing and inspection activities to ensure a high quality materials program. As mentioned above, the Steering Committee will approve the quality assurance program for WBL and delegate the development of the appropriate procedures and guidance to the responsible organization. In May 2015, the Steering Committee approved the development of a License Reviewer Checklist which is an integral part of a comprehensive quality assurance program. Development of quality assurance mechanisms will continue to evolve as process changes are phased into the WBL standard business practices and will be incorporated into the WBL User Guide.

Completion Date: June 30, 2017

Point of Contact: Hipolito Gonzalez, NMSS

Recommendation 4

Solicit inspection staff input to identify user needs for enhancement of WBL inspection module functionality.

Response

Agree. NMSS will meet with the Regional Inspection staff to identify user needs for enhancement of WBL inspection module functionality. Once complete, the list of user needs will be prioritized by the Branch Chiefs who will be responsible for informing the NMSS/MSTR Division Director and the Regional DMNS Division Directors of the prioritization. This list will then be processed through the normal WBL maintenance release cycle, utilizing the WBL Change Control Board (an existing standard business process). Once the list is incorporated into the change control process for the WBL maintenance releases, NMSS will consider this task closed.

Completion Date: June 30, 2016

Point of Contact: Adelaide Giantelli, NMSS

Recommendation 4

Solicit inspection staff input to identify user needs for enhancement of WBL inspection module functionality.

Response

Agree. NMSS will meet with the Regional Inspection staff to identify user needs for enhancement of WBL inspection module functionality. Once complete, the list of user needs will be prioritized by the Branch Chiefs who will be responsible for informing the NMSS/MSTR Division Director and the Regional DMNS Division Directors of the prioritization. This list will then be processed through the normal WBL maintenance release cycle, utilizing the WBL Change Control Board (an existing standard business process). Once the list is incorporated into the change control process for the WBL maintenance releases, NMSS will consider this task closed.

Completion Date: June 30, 2016

Point of Contact: Adelaide Giantelli, NMSS

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