



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

March 27, 2019

MEMORANDUM TO: Gordon S. Peterson, Comptroller  
Division of the Controller  
Office of the Chief Financial Officer

FROM: Ho K. Nieh, Director */RA Michele Evans for/*  
Office of Nuclear Reactor Regulation

SUBJECT: REQUEST FOR REVIEW/APPROVAL OF PRIOR PERIOD  
ADJUSTMENTS OF MORE THAN 6 WEEKS

While acting for another project manager who was out of the office, Lynnea Wilkins erroneously charged 27.5 hours to EPID L-2017-TOP-0057, "General NEI Project Management Support," in pay periods ending on December 22, 2018, and January 4, 2019. The time charged, so far, resulted in an approximate \$4100 fee bill to NEI. This EPID was originally opened as non-billable and had been closed in the Replacement Reactor Program System in October 2018. The Office of Nuclear Reactor Regulation staff expects the \$4100 bill to be withdrawn and is working to understand how a closed, non-billable EPID was able to be charged and listed on the billing report. The correct EPID should have been L-2018-PMP-0004, "General NEI Project Management Support," which is also non-fee billable. In the future, Ms. Wilkins will confirm the correct EPID prior to adding it to her RRPS profile.

Ms. Wilkins' supervisor has discussed the importance of timely notification of changes with her and her time is provided in the attached corrected time sheet. Also, Ms. Wilkins' senior leadership has reiterated the importance of accurate reporting and approval of time with both Ms. Wilkins and her approving official.

Enclosure:  
Edited Pay Period Summary Report

CONTACT: Lynnea E. Wilkins, NRR/DLP  
301-415-1377

SUBJECT: REQUEST FOR REVIEW/APPROVAL OF PRIOR PERIOD ADJUSTMENTS OF  
MORE THAN 6 WEEKS DATE: MARCH 27, 2019

**DISTRIBUTION:**

PUBLIC	BHamilton, OCFO
RidsNrrDlp	KRiner, OCFO
LWilkins, NRR	HKromer, NRR
DMorey, NRR	CBriggs, NRR

**ADAMS Accession No.: ML1908A029**

**NRR -106**

<b>OFFICE</b>	<b>NRR/DLP/PLPB/PM</b>	<b>NRR/DLP/PLPB/PM</b>	<b>NRR/DLP/D</b>	<b>NRR/D</b>
<b>NAME</b>	LWilkins	DMorey	LLund	HNieh (MEvans <i>for</i> )
<b>DATE</b>	3/22/2019	3/25/2019	3/25/2019	3/27/2019

**OFFICIAL RECORD COPY**

Edited Pay Period Summary Report

All time charged to 000958/99902028/L-2017-TOP-0057 should be changed to A11008/ /L-2018-PMP-0004.

Sun 12/9	Mon 12/10	Tue 12/11	Wed 12/12	Thu 12/13	Fri 12/14	Sat 12/15	Sun 12/16	Mon 12/17	Tue 12/18	Wed 12/19	Thu 12/20	Fri 12/21	Sat 12/23		Total	
	2	3						3	2	3	2			Reg	15	A11008/ /L- 2018-PMP-0004

Sun 12/24	Mon 12/25	Tue 12/26	Wed 12/27	Thu 12/28	Fri 12/29	Sat 12/30	Sun 12/31	Mon 1/1	Tue 1/2	Wed 1/3	Thu 1/4	Fri 1/5	Sat 1/6		Total	
		2	2	2						2				Reg	8	A11008/ /L- 2018- PMP-0004
											2			Credit Hours	2	A11008/ /L- 2018- PMP-0004
									2.5					Reg/ Tele- work	2.5	