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U. S. NUCLEAR REGULATORY COMMISSION  
NRC MANUAL  
TRANSMITTAL NOTICE

CHAPTER NRC-0133 ORGANIZATION AND FUNCTIONS  
OFFICE OF ADMINISTRATION AND  
RESOURCES MANAGEMENT

**SUPERSEDED:**

	Number	Date
Chapter	<u>NRC-0133</u>	<u>4/15/83</u>
	<u>NRC-0135</u>	<u>4/6/83</u>
	<u>                    </u>	<u>                    </u>
Appendix	<u>NRC-0133</u>	<u>4/15/83</u>
	<u>NRC-0135</u>	<u>4/6/83</u>

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Chapter	<u>NRC-0133</u>	<u>4/15/87</u>
Page	<u>                    </u>	<u>                    </u>
	<u>                    </u>	<u>                    </u>
Appendix	<u>NRC-0133</u>	<u>4/15/87</u>

**REMARKS:**

This chapter and its appendix have been revised to reflect the assignment of functions to, and the organizational structure of, the Office of Administration and Resources Management under the reorganization plan for NRC.

**U.S. NUCLEAR REGULATORY COMMISSION  
NRC MANUAL**

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**CHAPTER 0133 ORGANIZATION AND FUNCTIONS  
OFFICE OF ADMINISTRATION AND  
RESOURCES MANAGEMENT**

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**0133-01 SUPERVISION**

The Office of Administration and Resources Management is supervised by a Director who reports to the Executive Director for Operations.

**0133-02 FUNCTIONS**

Responsible for preparing the agency's budget for submission to the EDO. Responsible for performing all accounting and financial management functions including payroll, travel, and license fees, and for providing centralized administrative services such as managing rules and records, facilities and operations support, publications services, security, and contracts. Responsible for managing centralized information resources of the agency including computer and telecommunications services, the document control system, records management and services, and the library.

Specifically, the Office:

021 Participates in the review of administrative and management policies, practices, and procedures on an NRC-wide basis, and, in consultation with cognizant officials, makes recommendations to the Executive Director for Operations for appropriate improvements.

022 Reviews and makes recommendations regarding those contract actions requiring approval of the Executive Director for Operations or the Commission.

023 Represents assigned functional areas in meetings, conferences, and hearings before external groups, including other Federal agencies, the Congress, and the private sector.

024 Performs other functions as assigned.

**0133-03 DELEGATION OF AUTHORITY TO THE DIRECTOR**

The Director, Office of Administration and Resources Management, is authorized and directed to:

031 Take such action as is necessary to carry out the functions assigned by this or other official directives or communications, subject to the limitations prescribed therein. (Delegations of authority for specific

Approved: April 15, 1987

ORGANIZATION AND FUNCTIONS

NRC-0133-032      OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT

actions and applicable limitations are contained in manual chapters or other directives covering specific subjects.)

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032 Administer the NRC security and classification programs in accordance with Federal laws where applicable, Executive Orders, security directives, circulars, manuals and the Code of Federal Regulations.

A-11  
033 Serve as the agency's designated Procurement Executive as required by Executive Order No. 12352, "Federal Procurement Reforms"; administer the contracting activities of the agency, including contracts and interagency agreements for the conduct of nuclear regulatory research as submitted for execution by the Director, Office of Nuclear Regulatory Research.

034 Administer the agency's procurement and financial assistance activities, provided that:

- 4-11
- a. any action required by law or regulation to be submitted for Commission approval must be so submitted.
  - b. any contract for \$750,000 or more shall be forwarded through the Executive Director for Operations to the Chairman for approval.
  - c. five-day notice shall be given to the Commission prior to termination of any contract previously approved by the Commission.

035 Develop and administer NRC programs and regulations implementing the Freedom of Information, Privacy, Federal Reports, and Regulatory Flexibility Acts.

A-11  
036 Serve as the agency's designated Senior Official as required by Section 3506 of the Paperwork Reduction Act of 1980; administer technical information and publication support and document control functions in accordance with Commission policies and Federal laws and regulations pertaining to publication, storage/retrieval and indexing of Commission records, and the provision of technical information in support of regulatory programs.

037 Establish and maintain systems of accounting and internal controls in accordance with the provisions of the Budget and Accounting Procedures Act of 1950 as amended, the Budget and Impoundment Control Act of 1974, and the Federal Managers Financial Integrity Act.

038 Appoint certifying officers in accordance with legal requirements.

039 Exercise authority to sign fiscal and other financial and accounting documents on behalf of the NRC.

0310 Administer the agency's facilities and materials license fee program including preparation of amendments of Part 170 for Commission consideration; recommendation of policy changes; annual examination of the schedule of license fees, issuance of Orders to Show Cause and Orders of Revocation where licensees violate NRC regulations by nonpayment of license fees; review of

Approved: April 15, 1987

**ORGANIZATION AND FUNCTIONS**  
**OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT**      **NRC-0133-0311**

applications for facilities and materials licenses for proper fees; handling of correspondence concerning fees; and collection of fees.

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0311 Manage all information resources and establish and maintain information management systems for the NRC.

0312 Supervise, direct, coordinate and approve the activities, including administrative functions, of the various organizational units within ARM.

**0133-04 DELEGATION OF AUTHORITY TO THE DEPUTY DIRECTOR FOR ADMINISTRATION**

The Deputy Director is authorized and directed to act in the stead of the Director during the absence of the Director in those areas under his or her supervision as described in Appendix 0133, Part II.

**0133-05 DELEGATION OF AUTHORITY TO THE DEPUTY DIRECTOR FOR FINANCIAL MANAGEMENT AND CONTROLLER**

The Deputy Director is authorized and directed to act in the stead of the Director during the absence of the Director in those areas under his or her supervision as described in Appendix 0133, Part II.

**0133-06 DELEGATION OF AUTHORITY TO THE DEPUTY DIRECTOR FOR INFORMATION RESOURCES MANAGEMENT**

The Deputy Director is authorized and directed to act in the stead of the Director during the absence of the Director in those areas under his or her supervision as described in Appendix 0133, Part II.

**0133-07 REDELEGATION OF AUTHORITY BY THE DIRECTOR**

The Director may, except where expressly prohibited, redelegate to others authority delegated by this or other official directives or communications, subject to the limitations stated below and to such other stipulations as the Director may deem necessary.

071 Such redelegations must be made in writing and a copy filed with the Office of the Executive Director for Operations, the Secretary of the Commission, the Office of the General Counsel, and the Office of Personnel.

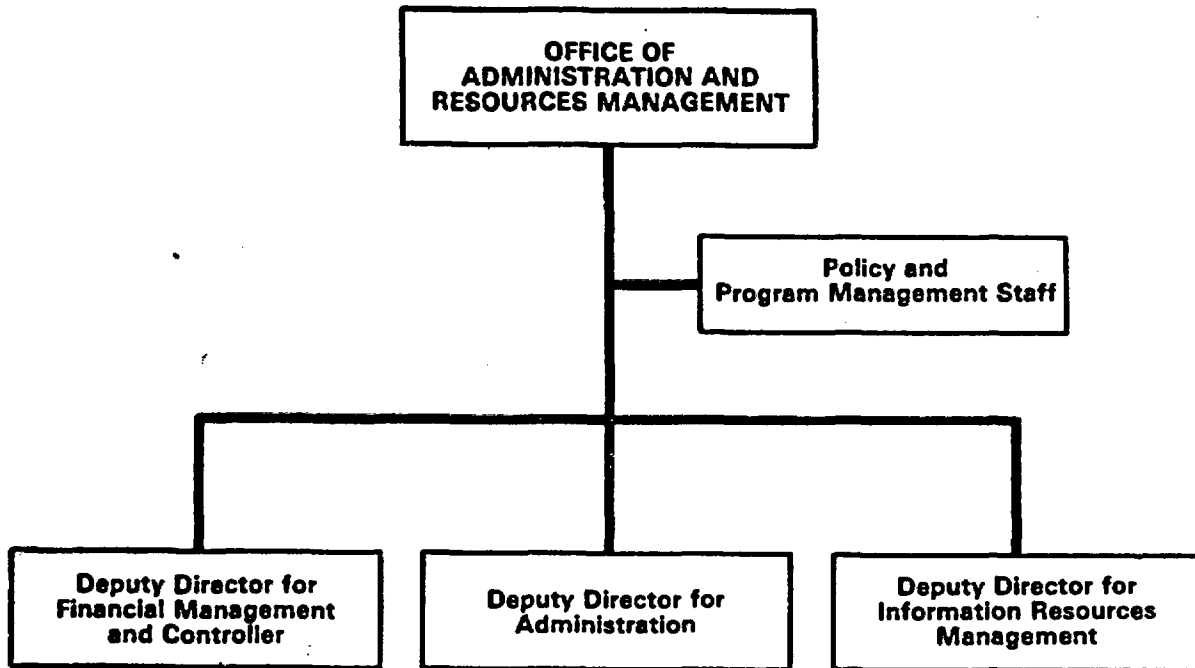
072 The Director must stipulate any limitations on further redelegation of authority which the Director redelegates.

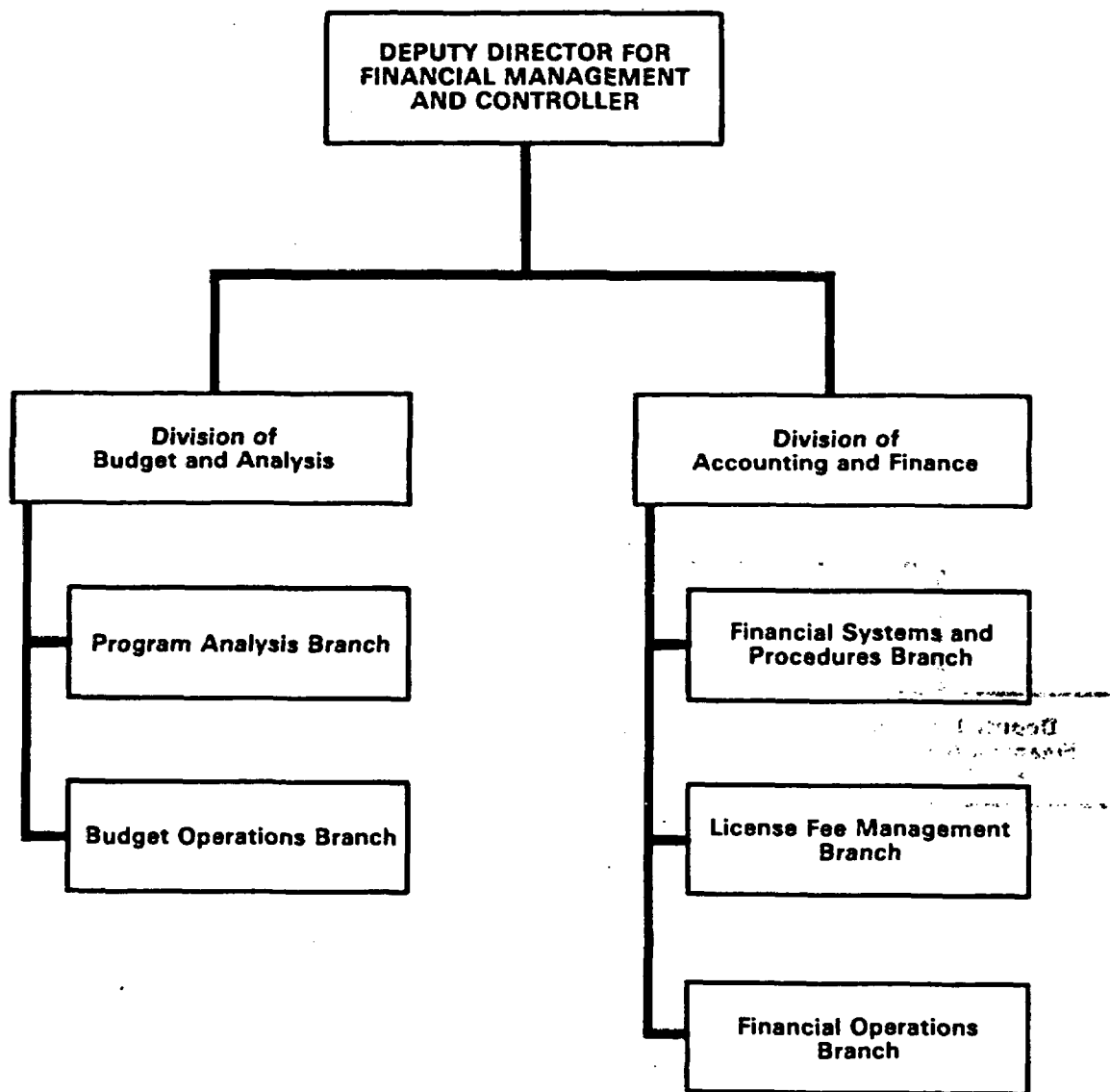
**0133-08 ORGANIZATION STRUCTURE AND INTERNAL ASSIGNMENTS**

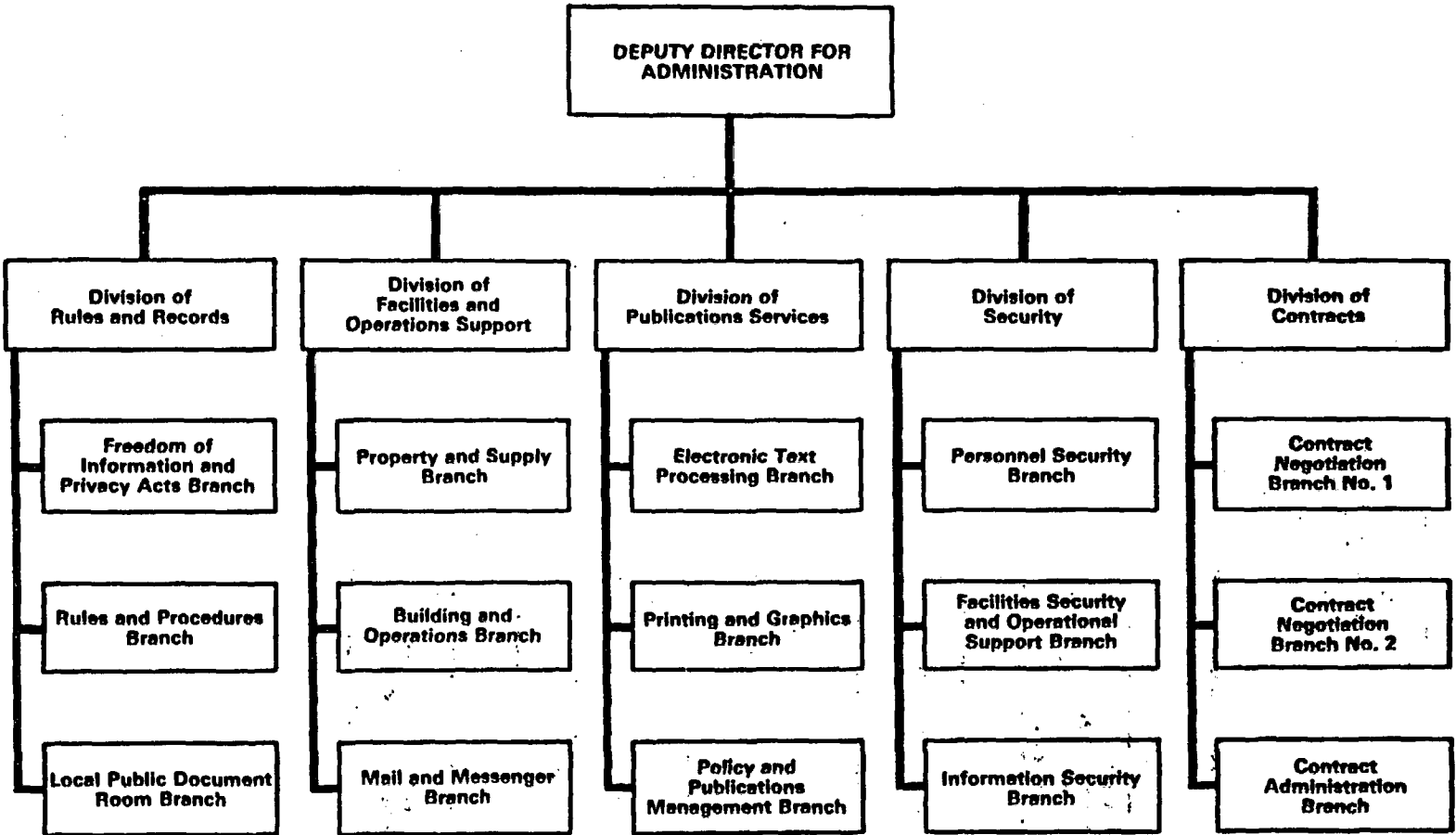
An organization chart showing internal organization of the Office and a statement of functions of the subdivisions of the Office are issued by the Director as Appendix 0133, Parts I and II.

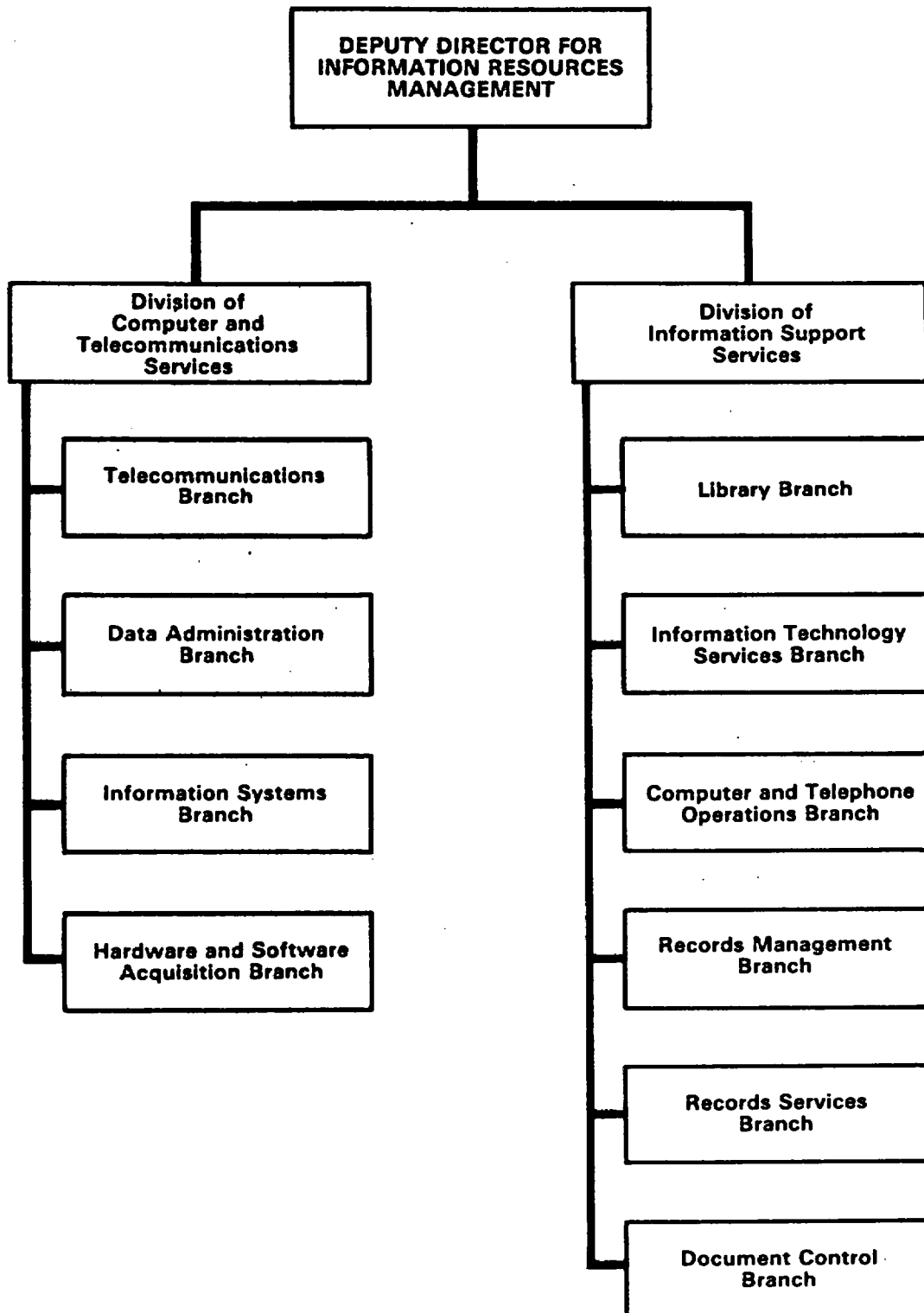
Approved: April 15, 1987

**PART I  
ORGANIZATION CHARTS**











**PART II**

**DISTRIBUTION OF FUNCTIONS**

- A. **THE DIRECTOR** directs and supervises the execution of agency policies and procedures in assigned areas, provides direction on internal organization, functional assignments, policies, and procedures as required to carry out the functions of the Office of Administration and Resources Management, and provides advice and assistance in matters of administration, financial management, and information resources to NRC Headquarters and Regional Offices, the Executive Director for Operations, and the Commission.
- B. **THE DEPUTY DIRECTOR FOR ADMINISTRATION** provides day-to-day management and supervision in the areas of rules and records, facilities and operations support, publications services, security, and contracts. Serves as Acting Director in the absence of the Director and performs other duties as assigned.

**THE DEPUTY DIRECTOR FOR FINANCIAL MANAGEMENT AND THE CONTROLLER** provides day-to-day management and supervision in the areas of budget and analysis, accounting and finance, and license fees. Serves as Acting Director in the absence of the Director and performs other duties as assigned.

**THE DEPUTY DIRECTOR FOR INFORMATION RESOURCES MANAGEMENT** provides day-to-day management and supervision in the areas of computer and telecommunications services and information support services. Serves as Acting Director in the absence of the Director and performs other duties as assigned.

- C. **THE TECHNICAL ADVISOR TO THE DIRECTOR** prepares papers for and advises the Director on safety related issues at nuclear facilities.
- D. **THE DIRECTOR, POLICY AND PROGRAM MANAGEMENT STAFF**, develops policy and manages programs for the Office. Functions include directing publication of the NRC Annual Report to the Congress, administering the agency's management directives system, reviewing and editing the NRC budget before submission to the EDO, coordinating and allocating personnel resources within the Office, preparing budget submissions for the Office, preparing long-range plans for the various Office functions, and writing or editing policy papers and special reports for the Director.
- E. **THE DIRECTOR, DIVISION OF FACILITIES AND OPERATIONS SUPPORT**, establishes or recommends internal organization, functional assignments, policies, and procedures, as required to carry out the functions of the Division, and directs execution of established policies and procedures by the Mail and Messenger, Building and Operations, and Property and Supply Branches.

1. The Mail and Messenger Branch:
    - a. provides mail receipt, processing, delivery and dispatch, and outside mail-messenger services to NRC Headquarters Offices.
    - b. oversees Headquarters and Regional Offices mail management including training and orientation, and equipment requirements for mail handling and preparation.
  2. The Building and Operations Branch:
    - a. develops and administers policies, standards, and procedures for space and buildings acquisition and utilization, and motor vehicle operations. Provides and coordinates support services for NRC Headquarters space, buildings, and facilities.
    - b. maintains liaison with GSA for services relating to its operations in NRC occupied space.
    - c. maintains liaison with Federal, state, and local government organizations.
  3. The Property and Supply Branch:
    - a. develops and administers policies, standards, and procedures for the administration of programs for personal property management including property records and inventory, redistribution, and disposal.
    - b. develops procedures for supply and warehouse operations.
    - c. provides for office and equipment moves.
    - d. assures compliance with Government-wide personal property management policies and regulations.
- F. THE DIRECTOR, DIVISION OF PUBLICATIONS SERVICES, plans and directs the NRC editorial and publications services in support of agency programs, manages the production and printing of NUREGs and other official NRC publications, and maintains liaison with the Joint Committee on Printing, Congress of the United States. The Director establishes or recommends the internal organization, functional assignments, policies, and procedures required to carry out the functions of the Division; and directs the execution of established policies and procedures by the following established Branches.
1. The Policy and Publications Management Branch:
    - a. develops policy related to NRC-wide responsibilities for NRC publications.

- b. provides centralized NRC publication control and processing, technical writing and editing service, and translation service.
  - c. publishes or manages the publication of NRC books, pamphlets, and periodicals, including providing controls and reporting required by the Office of Management and Budget.
  - d. publishes NRC Issuances and Indexes (NRCIs), the Title List Journal, and the abstract/index journal of regulatory and technical reports.
2. The Electronic Text Processing Branch:
- a. provides agency-wide service for electronic text processing, copy editing, and proofreading of publications.
  - b. integrates text input, electronically transferred or scanned, with publications in process.
  - c. transfers text electronically between agency word/data systems for cooperative work effort on draft publications.
  - d. provides composition of Regulatory Guides.
  - e. assists in file design for tracking data.
3. The Printing and Graphics Branch:
- a. develops and maintains policies, procedures, standards, and guidelines for NRC printing, graphics, photography, audiovisual, and related activities.
  - b. provides direction and coordination for printing, graphics, photography, audiovisual, and related services provided by NRC staff or by contractors.
  - c. obtains and maintains equipment needed for NRC-wide provision of printing, duplicating/copying, graphics, audiovisual, photography, and related services.
  - d. prepares reports required by Joint Committee on Printing, Congress of the United States.
- G. THE DIRECTOR, DIVISION OF RULES AND RECORDS, develops and recommends policies, procedures, and rules applicable to, and assures implementation of, the Freedom of Information Act, Privacy Act, and the Regulatory Flexibility Act; develops and reviews amendments to NRC regulations and petitions for rulemaking; provides advice and assistance to NRC offices and the public regarding NRC regulations and procedures for filing petitions for rulemaking; directs and coordinates NRC Local Public Document Room activities.

1. The Freedom of Information and Privacy Acts Branch:
  - a. develops and administers policies and procedures to assure compliance with the Freedom of Information Act (FOIA) and the Privacy Act (PA).
  - b. provides advice, assistance, and support to NRC offices regarding FOIA and PA activities and responsibilities.
  - c. interprets requests, coordinates responses, reviews documents for exempt material, and arranges for extensions of response time and clarification of scopes of requests as necessary.
2. The Rules and Procedures Branch:
  - a. develops and reviews amendments to NRC regulations and other Federal Register notices.
  - b. provides advice and assistance to NRC offices regarding the Regulatory Flexibility Act and the preparation of Regulatory Analyses contained in rulemaking documents.
  - c. provides advice and assistance to NRC offices regarding the preparation of rulemaking papers and petitions for rulemaking and issues periodic revisions to the NRC Regulations Handbook.
  - d. responds to public inquiries regarding NRC regulations and procedures for filing petitions for rulemaking.
  - e. prepares the NRC Regulatory Agenda, published quarterly as a NUREG and semiannually in the Federal Register.
  - f. develops and issues the publication NRC Rules and Regulations and its monthly supplements.
3. The Local Public Document Room Branch:
  - a. develops, recommends, and implements policies, programs, and procedures governing the organization, objectives, and activities of Local Public Document Rooms (LPDRs).
  - b. coordinates the collection, distribution, categorization, and organization of all documents and microfiche provided to LPDRs.
  - c. trains collection custodians in procedures for filing documents and for providing reference service on the LPDR collections.
  - d. maintains liaison with LPDR library staffs, the public, local and State officials, applicants, licensees, and the NRC staff regarding the conduct and establishment of LPDRs and the availability of NRC records.

- H. **THE DIRECTOR, DIVISION OF CONTRACTS**, develops and implements agency-wide contracting and financial assistance policies and procedures; directs and coordinates contracting and financial assistance activities for NRC, including selection, negotiation, administration and close-out. Provides advice and assistance to NRC program officials on procurement regulations and requirements and methods of meeting program objectives consistent with such requirements, and is delegated the authority to execute and modify contracts, financial assistance relationships and interagency actions, settle claims and terminations thereof, and perform other normal duties of a contracting officer specified in the Federal Procurement Regulations, and NRC directives and policies, provided that any contract with an estimated cost of \$750,000 or more shall be submitted to the Chairman for prior approval.

Additionally, a five-day notice must be given to the Chairman of any termination of a contract previously approved by the Commission.

1. The Contract Administration Branch:

- a. is responsible for administration, including close out, of all contracts assigned to the Division of Contracts.
- b. performs all administrative actions necessary to assure that goods and services contracted for are delivered in accordance with contract specifications, in a timely manner and within agreed upon costs.
- c. negotiates contract changes as required.
- d. ensures that close out activities are directed toward prompt recoupment of unexpended funds under expired contracts and include negotiation of final overhead rates and determination of final contract costs.

2. The Contract Negotiation Branches Nos. 1 and 2:

- a. perform the contracting functions of selection and negotiation in support of administration, technical assistance, and confirmatory research needs of NRC Offices and Divisions. Activities include a broad spectrum of NRC programs involving each of the major Program Offices and other NRC Offices and Divisions. Activities relate to nuclear health and safety, licensing and hearings, nuclear materials and fuel cycle facility safety and safeguards, inspection and enforcement, telecommunications and automatic data processing system development and program support, technical and management training requirements, and technical assistance for management.
- b. are responsible for major systems acquisitions as well as the selection and negotiation process for the agency's financial assistance program and the Small Business Innovation Research Program (SBIR).

- c. in addition, the Contract Negotiation Branch No. 1 is responsible for all contracting activity associated with the agency's Federally Funded Research and Development Center (FFRDC).
- I. THE DIRECTOR, DIVISION OF SECURITY, plans, develops, establishes, and administers policies, standards, and procedures for the overall NRC security program. Included are responsibilities for (1) assuring the safeguarding of classified and sensitive unclassified information at NRC Headquarters facilities, Regional Offices, and at NRC contractor, licensee, and other facilities; (2) providing advice, guidance, and other assistance on all aspects of the NRC security program; (3) the physical protection of NRC Headquarters, Regional Offices, and other facilities; (4) directing the Personnel Security Program; (5) the Automated Information Systems Security Program; and (6) the management of the Secure Communications Center.
- 1. The Personnel Security Branch:
    - a. administers the personnel security program which includes making determinations on the initial and continuing eligibility of NRC applicants, consultants, and employees for access authorization/employment clearance, and of contractors, licensees, and other personnel for access to Restricted Data and National Security Information.
    - b. administers the classified visitor control program and maintains liaison with the OPM, FBI, CIA, and other investigative or intelligence agencies on personnel security matters.
    - c. administers the Material Access Authorization program as it relates to special nuclear material access authorizations.
    - d. administers the processing of licensee FBI criminal history checks.
    - e. administers the Reinvestigation Program and serves as the SEC focal point for the Privacy Act Program.
  - 2. The Facilities Security and Operational Support Branch:
    - a. administers the facilities security program to protect classified and sensitive unclassified information.
    - b. establishes physical security safeguards for the protection of NRC Headquarters, Regional Offices, and contractor facilities.
    - c. conducts security surveys and inspections of various NRC facilities.
    - d. directs the security infraction-violation program and the guard force.

- e. administers the NRC security awareness program.
- f. develops NRC security policies, procedures, and regulations.
- g. provides fiscal and resource management support.
- h. conducts special studies and analyses of NRC security programs.

**3. Information Security Branch:**

- a. administers the information security program to protect classified and sensitive unclassified information in manual and automated information systems.
- b. conducts classification/declassification/downgrading reviews and conducts security surveys and inspections of NRC and other facilities that telecommunicate, process, store, or otherwise handle classified or sensitive unclassified information.
- c. manages the NRC internal security program.
- d. provides intelligence support to the Commission and NRC Offices.
- e. manages the NRC Foreign Disclosure of Information programs.
- f. operates the NRC Secure Communications Center.
- g. provides security defensive travel and personal protection against terrorism briefings to NRC-cleared personnel.

**J. THE DIRECTOR, DIVISION OF BUDGET AND ANALYSIS, provides agency senior management with analyses of policy, program, and resource issues. Develops and maintains policies, procedures, and operations to formulate and execute approved NRC budgets, approves and issues allotments and financial plans; develops and administers NRC authorization and appropriation legislation; coordinates the development of NRC's Five-Year Plan; presents budget estimates to the Director, ARM; designs and develops systems and criteria for resource planning and control; and assists NRC offices in the use of sound statistical practices. Maintains liaison with OMB and Congressional Committees, as directed.**

**1. Program Analysis Branch:**

- a. identifies and analyzes significant NRC policy, program, and resource issues, and provides recommendations on agency options to senior management and the Commission.

- b. conducts short- and long-term planning to assist in policy making and program operations.
- c. provides advice and assistance to Offices/Regions on policy, program, and resource questions.
- d. conducts agency level review and analysis of all annual and five-year budget plans.
- e. develops data used in OMB briefings and Congressional hearings on budget estimates.
- f. evaluates use of resources (funds and staff) against program plans, and reviews resource allocations and reprogramming actions.
- g. participates in the development of the EDO Program and Resource Guidance.
- h. ensures compliance with OMB Circular A-76.
- i. provides estimates of reactor fuel load dates.

2. Budget Operations Branch:

- a. coordinates preparation of NRC budget for internal review and for submission to OMB and Congress.
- b. prepares information required by OMB Circular A-11 and prepares budget reports to Congress.
- c. develops authorization and appropriation bills language and maintains history, requirements, and status of all NRC authorization and appropriation legislation and budget year estimates.
- d. develops and manages NRC budget system.
- e. maintains the agency's resource control amounts to ensure NRC does not violate Federal antideficiency regulations.
- f. prepares apportionment requests to OMB and NRC allotments.
- g. certifies funds availability for certain EDO and Commission staff offices; initiates reprogramming actions as needed.
- h. determines agency funding requirements for travel, and salaries and benefits.
- i. provides advice and assistance to Offices/Regions on budget formulation and execution.
- j. serves as liaison with DOE on interagency budget issues.



**K. THE DIRECTOR, DIVISION OF ACCOUNTING AND FINANCE, develops and administers policies, principles and standards, and procedures for financial and cost accounting, financial management, pricing, and financial provisions under NRC contracts; provides advice to the Commission, EDO, and to other NRC Offices on the interpretation and application of all financial and accounting matters. Administers the license fee management program in the NRC, provides proposed rules, and collects debts associated with the license fee process.**

**1. Financial Operations Branch:**

- a. plans, establishes, and maintains accounting and internal controls of NRC appropriations, maintains overall NRC funds records and controlling accounts.
- b. prepares special analyses, financial statements, and reports.
- c. establishes and maintains inventory of NRC capitalized property.
- d. maintains centralized travel accounting and reporting functions.
- e. maintains centralized governmental and commercial vendors' accounting and reporting function.
- f. maintains the centralized payroll accounting and reporting functions.
- g. provides necessary fiscal services for NRC.

**2. Financial Systems and Procedures Branch:**

- a. formulates policies, principles and standards, and procedures for accounting and reporting activities of the NRC.
- b. develops, implements, and maintains NRC's financial management systems.
- c. interprets and implements accounting requirements of government-wide regulations.
- d. develops cost principles and pricing policy.
- e. manages Division of Accounting and Finance's Computer Center.

**3. License Fee Management Branch:**

- a. administers NRC facilities and material license fee programs.
- b. develops policy and procedures relating to cost recovery and fees for Commission consideration.

- c. prepares fee regulations, fee schedules, and procedures.
  - d. periodically reviews schedules for updating and modification.
  - e. annually analyzes functions, manpower, and costs of NRC Offices for determining fee base.
  - f. maintains follow-up program to assure fee payments and institutes enforcement procedures when appropriate.
  - g. works with other government agencies to provide consistency in fee programs.
- L. THE DIRECTOR, DIVISION OF COMPUTER AND TELECOMMUNICATIONS SERVICES, supervises all computer and telecommunications services and product evaluation and acquisition, data administration, and all information systems development to assure the most effective delivery of services to NRC management and staff.
- 1. Information Systems Branch:
    - a. analyzes the requirements of NRC offices for automated support.
    - b. directs feasibility studies, information system requirements analyses, and conceptual design for new automated information needs and applications.
    - c. plans, develops, operates, and maintains computer-based information systems for the Commission.
  - 2. Hardware and Software Acquisition Branch:
    - a. researches, evaluates, recommends, and prepares procurement justifications for acquisition of hardware and software for ADP systems and office automation (OA) applications.
    - b. installs and maintains microcomputer and OA hardware and software.
    - c. develops and administers contracts and interagency agreements for scientific timesharing and Lexis services.
    - d. serves as property custodian for all ADP and OA hardware.
    - e. maintains inventory control of all microcomputer software assigned to microcomputers.
  - 3. Telecommunications Branch:
    - a. researches, evaluates, recommends, and prepares procurement justifications for acquisition of all telecommunications equipment.

- b. **Installs and maintains telecommunications equipment.**
- c. **serves as property custodian for all major telecommunications equipment.**
- 4. **Data Administration Branch:**
  - a. **performs agency-wide strategic data resource planning to support the business objectives of the NRC.**
  - b. **establishes and implements data management policies, standards, and procedures on an agency-wide basis to achieve data integration and sharing.**
  - c. **performs data analysis, logical data modeling, and physical database design activities in support of system development projects.**
  - d. **is responsible for the integrity, security, and performance of database management system software, including the development of a corporate data dictionary/directory system.**
- M. **THE DIRECTOR, DIVISION OF INFORMATION SUPPORT SERVICES, supervises computer and telephone operations, information technology support services, the document control system, the library, records management and records services.**
  - 1. **Computer and Telephone Operations Branch:**
    - a. **installs, maintains, and operates NRC minicomputer and remote job entry (RJE) computer equipment in support of Headquarters operations.**
    - b. **performs systems programming services for all NRC minicomputer systems and NRC leased and purchased proprietary software packages which operate on all minicomputer and mainframe facilities utilized by NRC.**
    - c. **develops and maintains contracts and interagency agreements for administrative timesharing services used by NRC.**
    - d. **operates telephone, teleconferencing, TELEX, and facsimile equipment in support of Headquarters operations.**
    - e. **provides coordination for the reconciliation and certification of telephone bills, performs traffic analysis, and maintains the NRC telephone directory.**
  - 2. **Information Technology Services Branch:**
    - a. **provides comprehensive support services to increase staff effectiveness in using information technology.**

- b. through the Information Technology Services (ITS) support centers, provides technical advice and assistance, software locator information, user's guides, and other support services to assist NRC staff in accessing, retrieving, and manipulating electronically stored information on mainframes, microcomputers, and office automation systems.
  - c. provides technical training objectives and requirements set forth by IRM to the Training Laboratory.
  - d. installs all microcomputer software.
  - e. provides support to users of NRC scientific codes and to the NRC Operations Center.
3. Document Control Branch:
- a. develops, recommends, and administers approved agency-wide policies, standards, objectives, and procedures for document management, automated information storage and retrieval, image technology applications, and licensing and adjudicatory support services as they pertain to the Document Control System (DCS) and its successor system.
  - b. provides support services, advice, and assistance to Headquarters and Regional Offices.
  - c. administers the DCS contract which provides a wide array of complex services to a multitude of NRC users.
  - d. provides liaison with NRC mail, filing, and electronic text processing functions.
  - e. provides vital NRC-wide service for the receipt and dissemination of licensing and other mission critical documents.
  - f. provides agency-wide service for the receipt, dissemination, storage, retrieval, and sale of publications and documents, both internal and external to the NRC.
4. Library Branch:
- a. develops, acquires, and maintains library collections to support official activities of NRC.
  - b. provides reference, literature searching, and circulation services.
  - c. provides library support services for all other Headquarters libraries and Regional Offices.

**5. Records Management Branch:**

- a. develops and implements agency-wide policies and procedures for managing the paperwork programs governed by the Paperwork Reduction Act of 1980 and related Federal statutes and regulations.
- b. plans, directs, and coordinates all activities necessary to develop and administer the agency's Information Collection Budget, records disposition schedules, agency record holdings and accountability; public use, internal, and interagency reports; and related activities associated with the management of the agency's records from their creation (forms, correspondence, and reports) to their ultimate disposition (files maintenance and disposition).

**6. Records Services Branch:**

- a. plans, directs, and coordinates all administrative support activities concerned with the performance and maintenance of centralized, official licensing (10 CFR Part 50), and generic and project records.
- b. develops and administers the classified document program for the Records Services Branch.
- c. develops and administers the micrographics production program.