

U.S. NUCLEAR REGULATORY COMMISSION

DIRECTIVE TRANSMITTAL

TN: DT-93-17

To: System Custodians

Subject: Transmittal of Management Directive 9.21, "Organization and Functions, Office of Administration"

Purpose: Directive and Handbook 9.21 replace Manual Chapter and Appendix 0133 and were revised to reflect the current organizational structure, responsibilities, and authorities of the Office of Administration.

Office and Division of Origin: Administration, Freedom of Information and Publications Services

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Date Approved: May 26, 1993

Volume: 9 NRC Organization and Functions

Directive: 9.21, "Organization and Functions, Office of Administration"

Availability: Distribution Unit, 49-27333

Office of Administration

Directive
(Formerly
MC 0133) **9.21**

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Office of Administration

Directive 9.21

Organization and Functions

Supervision (9.21-01)

This office is under the supervision of a director who reports to the Deputy Executive Director for Nuclear Materials Safety, Safeguards, and Operations Support (DEDS).

Functions (9.21-02)

The office provides centralized administrative and logistical support services for headquarters, specifically in the areas of procurement, property management, facilities support, transportation, security, publications services, requests under the Freedom of Information and Privacy Acts, review and development of rulemaking, local public document rooms, mail and distribution services, management directives, and Privacy Act systems of records, as well as certain support services for the regional offices. The office also develops and implements policies and programs for these support services. (021)

Specifically, the office—(022)

- Reviews administrative and management policies, practices, and procedures on an NRC-wide basis, and in consultation with other office directors, makes recommendations to the DEDS for appropriate improvements. (a)
- Reviews and makes recommendations regarding those contract actions that require approval of the DEDS, the Executive Director for Operations (EDO), or the Commission. (b)

Functions

(9.21-02) (continued)

- Represents assigned functional areas in meetings, conferences, and hearings before outside groups, including other Federal agencies, the Congress, and the public. (c)
- Prepares and issues, in conjunction with the DEDS, delegations and assignments of authority to regional administrators for the implementation of specific Office of Administration programs described in Section 9.21-03 of this directive. Establishes policy guidance and criteria for implementation of each of these programs in the regions. Assesses the effectiveness of each established program and determines whether the regions are implementing these programs in an adequate and consistent manner in order to evaluate the degree to which the policy guidance and criteria are being met. (d)
- Performs such other functions as are assigned by the Chairman, the Commission, or the EDO. (e)

Delegation of Authority to the Office Director

(9.21-03)

The director is authorized and directed to take such action as is necessary to carry out the functions assigned by this directive or other official directives or communications, subject to the limitations prescribed therein. This delegation includes the authority to—

- Act as necessary to carry out the functions assigned by this or other official directives or communications, subject to the prescribed limitations. (Delegations of authority for specific actions and applicable limitations are contained in other directives covering specific subjects.) (031)
- Administer the U.S. Nuclear Regulatory Commission (NRC) security and classification programs under Federal laws, where applicable; Executive orders; security directives; circulars; manuals; and the *Code of Federal Regulations*. (032)

**Delegation of Authority to the
Office Director**
(9.21-03) (continued)

- Serve as the NRC's designated Procurement Executive as required by Executive Order No. 12352, "Federal Procurement Reforms," and administer the contracting activities of the NRC, including contracts and interagency agreements. (033)
- Administer the NRC's procurement and financial assistance activities provided that—(034)
 - An appropriate submittal is made to the Commission for any action required by law or regulation to be submitted for Commission approval. (a)
 - Any contract with an estimated cost of \$3,000,000 or more, or with an estimated cost of \$750,000 or more involving a topic on the Commission's priority list, or not covered by the NRC Five-Year Plan is forwarded through the EDO to the Chairman for approval. (b)
 - Five-day notice is given to the Commission before terminating any contract previously approved by the Commission. (c)
- Develop and administer NRC programs and regulations implementing the Freedom of Information, Privacy, and Regulatory Flexibility Acts. (035)
- Administer those functions identified in Management Directive 9.17 as the responsibility of NRC's Designated Senior Official for Information Resources Management and subsequently delegated to the Director, Office of Administration. (036)
- Develop, implement, and coordinate the NRC's Management Directives System. (037)
- Develop policy options for consideration on matters under the director's delegated authority. (038)
- Supervise, direct, coordinate, and approve the activities, including administrative functions, of the various organizational components within the office. (039)

Delegation of Authority to the Office Director

(9.21-03) (continued)

- Approve decisions of the Office of Administration Financial Assistance Board. (0310)
- Administer NRC's Fire Safety Program, including development, implementation, and management of all facility fire safety programs. (0311)

Redelegation of Authority by the Office Director

(9.21-04)

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

- The director shall send a memorandum specifying the redelegation to the EDO, with a copy to the Secretary of the Commission and to the General Counsel. (041)
- The director shall stipulate any limitations on further redelegation of authority. (042)
- The director shall maintain a file of all redelegations. (043)

Organizational Structure and Internal Assignments

(9.21-05)

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 Handbook 9.21, Parts I and II.

Office of Administration

Handbook *(Formerly Appendix 0133)* **9.21**

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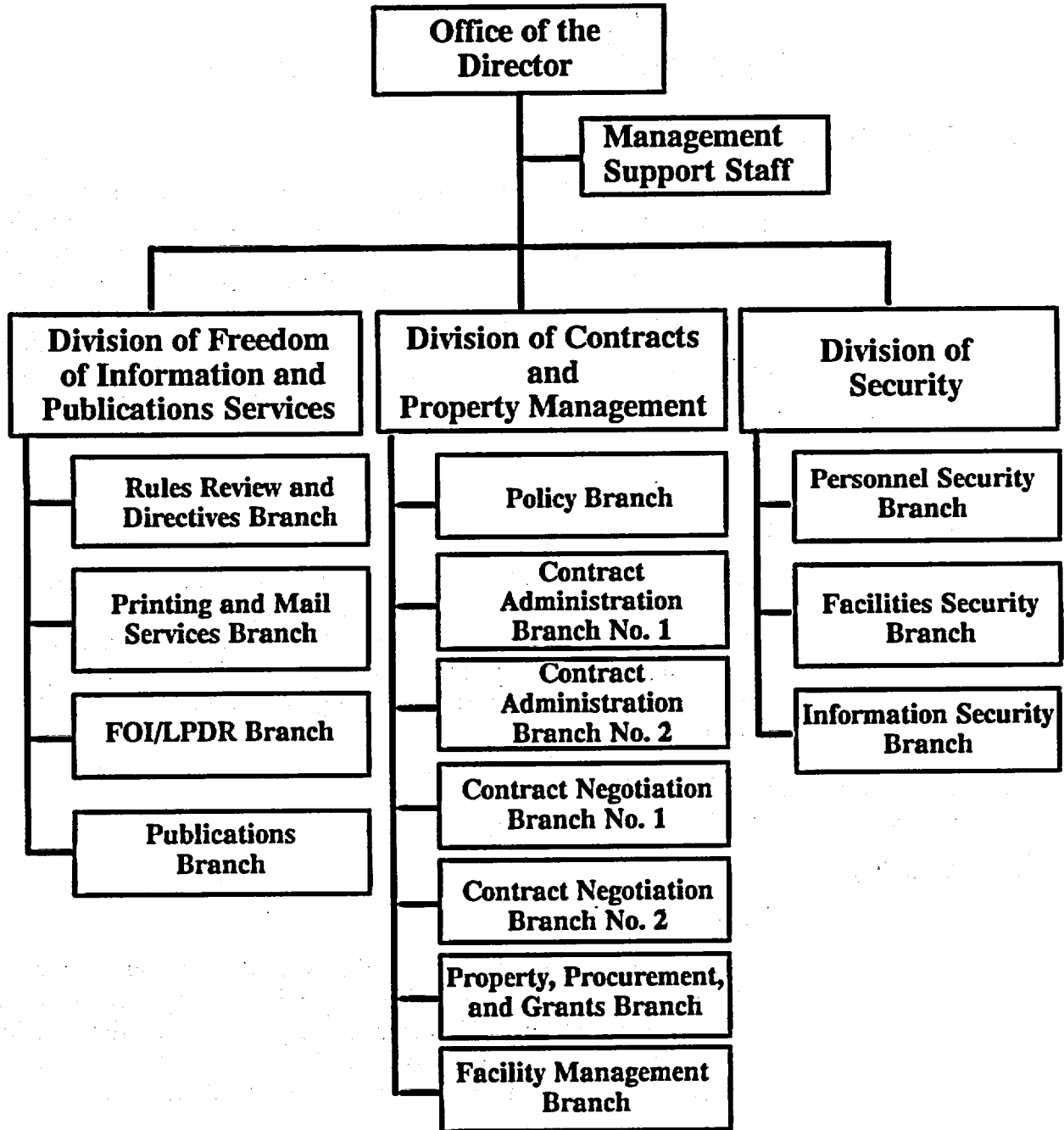
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Part I Organization Chart



Part II

Descriptions of Functions

The Director (A)

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 (ADM), and provides advice and assistance in matters of administrative services to U.S. Nuclear Regulatory Commission (NRC) Headquarters and regional offices, the Deputy Executive Director for Nuclear Materials Safety, Safeguards, and Operations Support, the Executive Director for Operations, and the Commission.

The Director, Management Support Staff (B)

Develops policy and manages administrative, financial, and information programs for the Office of Administration. Functions include directing publication of the NRC Annual Report to Congress; developing, maintaining, and executing ADM's budget; preparing long-range plans for ADM; and writing or editing policy papers and special reports.

The Director, Division of Freedom of Information and Publications Services (C)

General (1)

- Develops and implements policies and procedures for the Freedom of Information, Privacy, and Regulatory Flexibility Acts and denies disclosure of information requested under the Freedom of Information and Privacy Acts; and grants or denies requests for waiver or reduction of fees under the Freedom of Information Act. (a)

The Director, Division of Freedom of Information and Publications Services (C) (continued)

General (1) (continued)

- Provides editorial, archival, inventory management, and related publications and printing services in support of NRC publications, regulations, and petitions for rulemaking. (b)
- Maintains NRC liaison with the Joint Committee on Printing and serves as the head of NRC's Central Printing Program Management Organization. (c)
- Provides advice and assistance to NRC offices and the public regarding NRC regulations and procedures for filing petitions for rulemaking. (d)
- Directs and coordinates NRC Local Public Document Room activities. (e)
- Provides audiovisual and photographic services to the agency. (f)
- Administers the NRC Mail and Distribution Services Program. (g)
- Administers the NRC's Management Directives System. (h)
- Serves as Chairman of the Office of Administration Financial Assistance Board. (i)

The Rules Review and Directives Branch (2)

- Provides advice and assistance to NRC staff in the development of regulations and drafts administrative rules, as required, for codification in Title 10 of the *Code of Federal Regulations*. (a)
- Provides advice and assistance regarding petitions for rulemaking, the Regulatory Flexibility Act, and the Federal Register Act. (b)
- Publishes the NRC Rules and Regulations, the NRC Regulations Handbook, and the NRC Regulatory Agenda. (c)
- Administers the NRC's Management Directives System. (d)
- Manages the NRC Translation Program. (e)

**The Director, Division of Freedom
of Information and Publications
Services (C) (continued)**

The Printing and Mail Services Branch (3)

- Develops and maintains policies, procedures, standards, and guidelines and provides NRC-wide direction, coordination, and service for NRC printing, composition, copying, and related activities. (a)
- Maintains NRC liaison with the Government Printing Office and other Federal agencies concerning printing and related services. (b)
- Develops and maintains NRC's Copy Management Program. (c)
- Provides copier support to NRC Headquarters staff and makes recommendations to NRC regional offices. (d)
- ✓ • Receives, distributes, and dispatches agency mail. (e)
- Manages publications inventory and publication archival services. (f)

**The Freedom of Information/Local Public Document Room
Branch (4)**

- Ensures that NRC complies with the Freedom of Information Act (FOIA) and the Privacy Act (PA). (a)
- Develops, recommends, and administers policies, programs, and procedures to implement the NRC Local Public Document Room (LPDR) Program. (b)
- Provides advice, assistance, support, and training to NRC offices regarding FOIA and PA activities and responsibilities. (c)
- Maintains liaison with LPDR library staff, the public, local officials, applicants, licensees, intervenors, the media, and the NRC staff concerning all aspects of the LPDR Program. (d)
- Maintains the NRC's Privacy Act System of Records and performs specified reviews of the agency's system of records notices. (e)

The Director, Division of Freedom of Information and Publications Services (C) (continued)

The Freedom of Information/Local Public Document Room Branch (4) (continued)

- Provides public notice of NRC staff meetings which the public may attend. (f)

The Publications Branch (5)

- Provides NRC-wide publications services and policies, technical writing, editing, and advice and assistance for preparation of NRC publications and other regulatory documents. (a)
- Provides NRC-wide service for electronic text processing and composition. (b)
- Publishes the "NRC Issuances," the "Title List Journal," and the "Regulatory and Technical Reports" (Abstract Index Journal). (c)
- Develops and maintains policies, standards, and guidelines and provides agency-wide direction, coordination, and service for audiovisual, photography, and related activities. (d)
- Administers the NRC Announcement Program. (e)

The Director, Division of Contracts and Property Management (D)

General (1)

- Develops and implements NRC-wide contracting policies and procedures. (a)
- Directs and coordinates contracting, purchasing, grant, and financial assistance activities for NRC, including contractor or grantee selection, negotiation, administration, and closeout. (b)
- Provides advice and assistance to NRC program officials about procurement regulations and requirements and methods of meeting program objectives consistent with these requirements. (c)
- Plans, directs, manages, and establishes policy for the NRC's Real and Personal Property, Space Management, Transportation, and Building Management Programs. (d)

The Director, Division of Contracts and Property Management (D) (continued)

The Policy Branch (2)

Provides operational and administrative support to the division, including the establishment of policy, management information systems, and contracting system operations. In addition, provides support to the division in the execution of personnel, training, and budget functions.

The Contract Administration Branches 1 and 2 (3)

- Are responsible for administration, including closeout, of all contracts assigned to the Division of Contracts and Property Management. (a)
- Perform all administrative actions necessary to ensure that goods and services contracted for are delivered in accordance with contract specifications, in a timely manner, and within agreed-on costs. (b)
- Negotiate contract changes, as required. (c)
- Are responsible for all contract requirements for NRC offices and divisions, including all contracting activity associated with the NRC's Federally Funded Research and Development Center and NRC's Commercial Facilities Management Contractor. (d)
- Ensure that closeout 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. (e)

The Contract Negotiation Branches 1 and 2 (4)

- Perform the contracting functions of selecting and negotiating support for administrative, technical assistance, and confirmatory research needs of NRC offices and divisions. (a)
- Are responsible for major systems acquisitions specialized procurements such as "automatic data processing (ADP)" and "telecom" requests, as well as the selection and negotiation process for the agency's Financial Assistance Program and the Small Business Innovation Research Program. (b)

The Director, Division of Contracts and Property Management (D) (continued)

The Property, Procurement, and Grants Branch (5)

- Administers the agency's Property Management Program, including records and inventory control and redistribution and disposal of all NRC property. Also manages supply distribution, warehouse operations, and office moves. (a)
- Manages the NRC's Small Purchases Program for the timely purchase of goods and services, including ADP systems, technical assistance, systems maintenance, and the full range of property and supplies required by the agency. (b)
- Manages the agency's Grant and Cooperative Agreement Program, ensuring the overall program complies with all governing Federal and NRC policy and regulations. (c)
- Manages NRC's Conservation and Recycling Program, including promoting conservation programs and conducting conservation and environmental analyses. (d)

The Facility Management Branch (6)

- Establishes policies, standards, and procedures for NRC space and buildings acquisition and utilization, and motor vehicle operations. (a)
- Provides and coordinates support services for NRC Headquarters space, building, and facilities, including operation of the Administrative Service Center in the White Flint North Building. (b)
- Is responsible for the operation, management, and administration of all NRC Headquarters buildings under the terms established by the General Services Administration (GSA) Delegation Program. (c)
- Maintains liaison with GSA, other Federal agencies, and State and local governments concerning space, buildings, and facilities. (d)

The Director, Division of Contracts and Property Management (D) (continued)

The Facility Management Branch (6) (continued)

- Implements the NRC Fire Safety Program, which includes identifying and correcting building deficiencies, conducting fire protection training, coordinating fire drills, maintaining records of fire-related incidents, ensuring that NRC facilities are maintained in accordance with applicable Federal standards, and ensuring that construction performed in NRC space meets applicable fire safety codes. (e)

The Director, Division of Security (E)

General (1)

Plans, develops, establishes, and administers policies, standards, and procedures for the overall NRC Security Program. Included are responsibilities for—

- Ensuring the safeguarding of classified and sensitive unclassified information at NRC Headquarters facilities, regional offices, and at NRC contractor, licensee, and other facilities (a)
- Providing advice, guidance, and other assistance on all aspects of the NRC Security Program (b)
- Providing the physical protection of NRC Headquarters, regional offices, and other facilities (c)
- Directing the Personnel Security Program (d)
- Managing the Secure Communications Center and the NRC Central Office of Record and related communications security activities (e)
- Administering NRC's Drug Testing Program and maintaining custody of testing records. (f)

The Personnel Security Branch (2)

- Administers the Personnel Security Program, which includes determining the initial and continuing eligibility of NRC applicants, consultants, and employees for access authorization

The Director, Division of Security (E) (continued)

The Personnel Security Branch (2) (continued)

and employment clearance; of contractors, licensees, and other personnel for access to Restricted Data and National Security Information; of contractors and other personnel for access to NRC space or controlled buildings; and of contractors for unescorted access to nuclear power plants or for access to unclassified Safeguards Information. (a)

- Administers the Classified Visitor Control Program and maintains liaison with the Office of Personnel Management, the Federal Bureau of Investigation (FBI), the Central Intelligence Agency, and other investigative or intelligence agencies on personnel security matters. (b)
- Administers the Material Access Authorization Program as it relates to special nuclear material access authorizations. (c)
- Administers the processing of licensee FBI criminal history checks. (d)
- Administers the NRC Reinvestigation Program. (e)

The Facilities Security Branch (3)

- Administers the Facilities Security Program to protect classified and sensitive unclassified information. (a)
- Establishes and implements physical security safeguards for the protection of NRC Headquarters, regional offices, and contractor facilities. (b)
- Conducts security surveys and inspections, including those for technical surveillance countermeasures, of NRC organizations and buildings and other facilities, as required. (c)
- Directs and advises the contract guard force. (d)
- Reviews and recommends approval of facility security plans of licensees, contractors, and others who will be storing classified National Security Information and/or Restricted Data. (e)
- Administers the NRC Security Awareness Program. (f)

The Director, Division of Security (E) (continued)

The Facilities Security Branch (3) (continued)

- **Directs the NRC Security Infraction Program. (g)**
- **Provides security support for NRC hearings and meetings. (h)**

The Information Security Branch (4)

- **Administers the Information Security Program to protect classified and sensitive unclassified information. (a)**
- **Conducts classification, declassification, and downgrading reviews, and conducts classification appraisals and inspections of NRC and other facilities that process, store, or otherwise handle classified or sensitive unclassified information. (b)**
- **Manages the NRC Internal Security Program. (c)**
- **Provides intelligence support to the Commission and NRC offices. (d)**
- **Manages the NRC Foreign Disclosure of Information Program. (e)**
- **Operates the NRC Secure Communications Center. (f)**
- **Performs all accounting, approval, inspection, and other functions associated with a Central Office of Record for communications security matters. (g)**
- **Provides travel information and briefings to NRC personnel concerning crime, terrorist threat, and other personnel protection issues. (h)**