

August 3, 2005

MEMORANDUM TO: Luis A. Reyes
Executive Director for Operations

FROM: Annette L. Vietti-Cook, Secretary **/RA/**

SUBJECT: STAFF REQUIREMENTS - COMJSM-05-0001 - STAFF FORMAL
MEMBERSHIP IN COMMITTEES AND OUTSIDE GROUPS

The staff should develop a centralized list of all external organizations, both domestic and international, for which there is either a formal NRC representative or for which the NRC pays for travel for a staff member to attend the organization's meetings, functions, or sponsored meetings. This list should contain both the organization and the NRC staff member associated with that organization, and should be maintained current by staff, be readily accessible to senior management, and be reviewed as part of the annual budget process for appropriate accountability and decision making.

For the purpose of this list, the charter and NRC objectives for participation in committees and organizations requiring recurrent or large commitments should be clearly defined. The list should include standing committees for which we have a commitment to send representatives, such as the American Society of Mechanical Engineers code committees, the International Atomic Energy Agency, and the Nuclear Energy Agency standing committees. The list would not include committees or organizations contacted as part of public outreach activities for a specific rulemaking effort, industry groups which staff meets with to resolve technical issues at existing facilities, or a one time (or very infrequent) request to brief an organization on NRC efforts in some area (again as part of public outreach).

The EDO should review existing practices to ensure staff is provided with adequate and clear guidance when they are speaking on behalf of the Commission.

cc: Chairman Diaz
Commissioner Merrifield
Commissioner Jaczko
Commissioner Lyons
DOC
OGC
CFO
OCA
OPA
Office Directors, Regions, ACRS, ACNW, ASLBP (via E-Mail)
PDR