

MEMORANDUM TO: Samuel J. Collins, Director, NRR
Roy P. Zimmerman, Deputy Director, NRR
Brian W. Sheron, Associate Director, ADPT, NRR
Jon Johnson, Associate Director, ADIP, NRR

FROM: Jacqueline E. Silber, Director
Program Management, Policy Development and Analysis Staff, NRR

SUBJECT NRR OFFICE INSTRUCTIONS

The first three NRR Office Instructions were issued in September 2000 and defined (1) the overall program, (2) the transition plan to implement the program, and (3) the requirements for developing and maintaining Office Instructions. The transition plan starts with an initial list of Office Instructions and their assignment to "primary contacts" and "responsible managers". In accordance with OI-GENREQ-101 performance goal for transition is to have the initial list presented to NRR's Executive Team by December 29, 2000. The initial list with schedules for completing transition by December 2002 has been prepared, with input from all of the NRR divisions, and is attached.

We believe that discussions with NRR's Executive Team and NRR's Leadership Team need to be continued to ensure that the transition schedule will be met with available resources while not disrupting other activities. A meeting with the Executive Team will be scheduled in January 2001 to discuss the transition plan, additional assignments or changes in scheduling, and the long-term maintenance of Office Instructions. A similar meeting will be held with the Leadership Team.

On a parallel track, my staff will be meeting in January 2001 with the primary contacts and responsible managers to ensure complete understanding of the first three Office Instructions and how they relate to NRR performance measures. In addition we will discuss resources to develop and maintain the Office Instructions and how the work will be controlled by the Work Planning Center.

Finally, in accordance with OI-GENREQ-101, my staff is developing a data base and a periodic tracking report to follow Office Instruction development and subsequent maintenance.

Attachment: As stated

cc: D. Matthews
J. Zwolinski
J. Strosnider
B. Boger
G. Holahan

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