

September 5, 2002

MEMORANDUM TO: Office Directors and Regional Administrators  
(See Attached List)

FROM: William D. Travers */RA by William F. Kane Acting For/*  
Executive Director for Operations

SUBJECT: COMPETITIVE SOURCING

The Agency strategy for competitive sourcing identifies direct conversion of vacant commercial positions to contract as the most expedient and cost effective approach to satisfy the 5 percent (26 positions) goal for public-private competition established for FY 2002 under the President's Management Agenda (PMA). Although we have made significant progress in this effort, your continued involvement and commitment of vacant commercial positions is needed to assure the Agency reaches this goal. OMB has prescribed a target of 10 percent (52 positions) for FY 2003 which NRC plans to meet through a combination of conversions and streamlined cost comparison studies.

We have converted salaries and benefits dollars to contract support dollars for 21 commercial positions thus far. The Division of Contracts (DC) in the Office of Administration (ADM) awarded contracts for activities associated with nine of these positions and will complete awards covering activities for the remaining 12 in September. A summary of conversions by office/region is attached.

As discussed during my weekly staff meetings, DC has awarded a broad-based clerical and administrative support contract to provide a vehicle for efficient and timely conversion of vacant clerical and administrative type positions and activities. Attached are a summary of the types of services, range of experienced staff that are available to support NRC under this contract, and procedures for office use of this contract vehicle. As you review your vacant positions, please consider use of this contract vehicle as a convenient and efficient way to convert vacant clerical and administrative positions. A variety of commercial services is also available through existing GSA schedule contracts. Mark Flynn is the point of contact in DC for additional information on these sources.

To help ensure our success in meeting PMA goals, I am establishing the following procedures for recruitments involving commercial positions:

(1) Headquarters and regional offices shall coordinate planned recruitment actions for commercial positions with the Director, DC/ADM before forwarding to the Office of Human Resources (HR). I have asked the Director, HR to review current vacancy announcements for commercial positions and to refer any such postings to the Director, DC for review.

(2) Headquarters and regional offices shall include the designation "C" for commercial or "I" for inherently governmental as appropriate on the request for recruitment action (NRC Form 52) submitted to HR. I am attaching OMB guidance for office use in classifying positions.

I encourage you to support this important Agency initiative in response to the PMA by identifying and converting vacant commercial positions to contract this fiscal year. Please review your staffing plan and notify ADM of any additional conversion opportunities you may have by September 12, 2002. Pending any legislative action that may impact prescribed targets, we expect to initiate a variety of streamlined cost comparison studies to complement ongoing conversion efforts as necessary to achieve the cumulative 15 percent goal by the end of FY 2003 while assuring a proper balance between cost comparisons and conversions as requested by OMB.

Attachments:

1. Summary of conversions by office
2. Contract services and staff available
3. Procedures for use of contract vehicle
4. OMB guidance for classifying positions

cc: NTEU

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cc: NTEU

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Att. 2-G:\SkillCategoryChart.wpd; Att. 3-G:\UserOrderingProcedureChart.wpd

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MEMORANDUM TO THOSE ON THE ATTACHED LIST DATED: September 5, 2002

SUBJECT: COMPETITIVE SOURCING

	<u>Mail Stop</u>	
George M. Hornberger, Chairman, Advisory Committee on Nuclear Waste	T-2	E26
George E. Apostolakis, Chairman, Advisory Committee on Reactor Safeguards	T-2	E26
John T. Larkins, Executive Director, Advisory Committee on Reactor Safeguards/Advisory Committee on Nuclear Waste	T-2	E26
Karen D. Cyr, General Counsel	O-15	D21
Jesse L. Funches, Chief Financial Officer	O-17	F3
Annette Vietti-Cook, Secretary of the Commission	O-16	C1
William D. Travers, Executive Director for Operations	O-16	E15
William F. Kane, Deputy Executive Director for Reactor Programs	O-16	E15
Carl J. Paperiello, Deputy Executive Director for Materials, Research and State Programs	O-16	E15
Patricia G. Norry, Deputy Executive Director for Management Services	O-16	E15
John W. Craig, Assistant for Operations, OEDO	O-16	E15
Stuart Reiter, Chief Information Officer	O-16	C1
Michael L. Springer, Director, Office of Administration	T-7	D57
Frank J. Congel, Director, Office of Enforcement	O-14	E1
Paul E. Bird, Director, Office of Human Resources	T-3	A2
Irene P. Little, Director, Office of Small Business and Civil Rights	T-2	F18
Martin J. Virgilio, Director, Office of Nuclear Material Safety and Safeguards	T-8	A23
Samuel J. Collins, Director, Office of Nuclear Reactor Regulation	O-5	E7
Ashok C. Thadani, Director, Office of Nuclear Regulatory Research	T-10	F12
Paul H. Lohaus, Director, Office of State and Tribal Programs	O-3	C10
Hubert J. Miller, Regional Administrator, Region I	RGN-I	
Luis A. Reyes, Regional Administrator, Region II	RGN-II	
James E. Dyer, Regional Administrator, Region III	RGN-III	
Ellis W. Merschoff, Regional Administrator, Region IV	RGN-IV	

FOR INFORMATION ONLY TO:

G. Paul Bollwerk, III, Chief Administrative Judge, Atomic Safety and Licensing Board Panel	T-3	F23
John F. Cordes, Jr., Director, Office of Commission Appellate Adjudication	O-16	C1
Hubert T. Bell, Inspector General	T-5	D28
Janice Dunn Lee, Director, Office of International Programs	O-4	E21
Dennis K. Rathbun, Director, Office of Congressional Affairs	O-16	C1
William M. Beecher, Director, Office of Public Affairs	O-2	A13
Guy P. Caputo, Director, Office of Investigations	O-3	F1
Roy P. Zimmerman, Director, Office of Nuclear Security and Incident Response	T-4	D18