



UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
WASHINGTON, D.C. 20555-0001

September 28, 2002

Graduate School  
U.S. Department of Agriculture  
ATTN: Richard Morton  
600 Maryland Avenue, S. W.  
Washington, D.C. 20024

**DUPLICATE ORIGINAL**

SUBJECT: INTERAGENCY AGREEMENT NO. NRC-38-02-394 ENTITLED,  
"BRIEFING TECHNIQUES TRAINING COURSE "

Dear Mr. Morton:

Pursuant to the Economy Act (31 U.S.C. 1535), the U.S. Nuclear Regulatory Commission (NRC) and the Graduate School, U.S. Department of Agriculture (GS/USDA) desire to enter into an agreement whereby GS/USDA will provide the NRC with a three-day training course entitled, "Briefing Techniques."

Accordingly, upon your agreement as provided below, the terms and conditions of this Interagency Agreement (IA) are as follows:

**Article I - Background**

The NRC currently has a two-year training program for participants of the Nuclear Safety Intern Program (NSIP) that will help prepare them for full performance positions at NRC. As part of the duties of these positions, interns may need to present technical briefings to management, their peers, and licensees. Because the participants in the NSIP are recent college graduates with little or no industrial experience, it is important that they have an opportunity to practice delivering presentations in a non-threatening atmosphere, and that they receive instruction and constructive critique on their platform skills. They must also become familiar with the NRC acceptable formats to use in delivering presentations about, and to, the Agency regarding its regulatory activities. The "Briefing Techniques" course will become part of the required core training for the NSIP.

**Article II - Scope of Work**

The GS/USDA shall provide all necessary qualified personnel and materials to conduct a three-day training course entitled, "Briefing Techniques." This course shall be presented to participants of NRC's NSIP, on a quarterly basis, to a maximum of 20 participants per session. Training shall be provided, on-site, at NRC Headquarters located in Rockville, Maryland.

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### **Article III - Tasks and Methods**

The GS/USDA shall provide the "Briefing Techniques" training course, as requested by the NRC Project Officer, through the issuance of written delivery orders, on the date and time, as specified in the order.

This training shall be provided in accordance with the terms and conditions of this Agreement and the attached NRC Statement of Work, which is hereby incorporated into this Agreement.

### **Article IV - Organization and Staffing**

- (a) The GS/USDA point of contact for administrative matters pertaining to the performance of this IA will be the Program Manager, Al Tyree, (202) 314-3436, FAX # 202-479-6810, email: [albert\\_tyree@grad.usda.gov](mailto:albert_tyree@grad.usda.gov). All training request delivery orders under this IA will be sent to the Program Manager.
- (b) The NRC Project Officer is Donna Lam, (301) 415-7036, e-mail: [dll@nrc.gov](mailto:dll@nrc.gov). With the exception of the NRC Contracting Officer, the NRC Project Officer is the only official authorized to request services under this IA.

### **Article V - Logistics and Materials**

- (a) The GS/USDA shall:
  - (1) provide a proposed course notebook to the NRC Project Officer for approval no later than 45 calendar days before the date of the first session. The Project Officer will provide comments to the submitted materials no later than 10 calendar days of receipt;
  - (2) provide course materials;
  - (3) provide qualified instructor(s);
  - (4) provide course completion certificates; and
  - (5) ship course materials to NRC prior to the beginning of each session
- (b) The NRC will:
  - (1) provide classrooms and participant support facilities at each on-site location;
  - (2) select and notify all participants; and
  - (3) provide a list of all participants to the GS/USDA prior to the class.

#### **Article VI - Reports**

The GS/USDA shall conduct course evaluations at the end of each session. A copy of these evaluations shall be provided to the NRC upon completion of each session. GS/USDA shall also provide a monthly accounting of funds expended and balance remaining under this IA.

#### **Article VII - Deliverables and Acceptance Procedures**

Each deliverable will be considered as accepted by the NRC unless the GS/USDA is notified otherwise, within five(5) workdays of completion of the services.

#### **Article VIII - Period of Performance**

The period of performance is from the date of execution (signature of both parties) through September 30, 2005.

#### **Article IX - Estimated Costs**

The total estimated cost of presenting the deliverables under this IA will be a fixed price of \$6,200.00 per course session for Year One, or \$24,800.00; \$6,510.00 per course session for Year Two, or \$26,040.00; and \$6,835.50 per course session for Year Three, or \$27,342.00. Therefore, the total estimated cost for the three-year period of performance is \$78,182.00.

#### **Article X - Obligation of Funds and Accounting Information**

The total amount obligated under this Agreement is \$24,800.00.

Accounting data for this Agreement is as follows:

B&R No.:	284-15512116
Job Code:	T8411
BOC:	252A
APPN No.:	31X0200
Oblig. Amt.:	\$24,800.00

#### **Article XI - Billing Address**

U.S. Nuclear Regulatory Commission  
Division of Contracts  
Mail Stop: T-7-I-2  
Washington, D.C. 20555

#### **Article XII - Payment Information**

The GS/USDA will invoice NRC within thirty days of providing the services. Payment will be made no later than 30 days after receipt of a proper invoice. A late payment penalty will be imposed in accordance with the Prompt Payment Act should an invoice not be paid on time. Payments will be made by electronic funds transfer to:

First Union National Bank of Washington, DC  
600 Maryland Avenue, SW  
Washington, DC 20024  
ABA Number: [REDACTED]  
Account Number: [REDACTED] E44  
Account Name: Graduate School, USDA-Operating Account  
ATTN: Capital Gallery Branch (202) 637-2878

*Information is proprietary*

#### **Article XIII - Resolution of Disagreements**

Any disputes arising from disagreements will be settled mutually by both parties. In the event the representatives hereunder are unable to resolve any disputes within 30 days of its presentation by either party, the representatives shall refer the dispute to a mutually agreeable third party.

#### **Article XIV - Modifications**

This Agreement may be modified, by written, mutual agreement of the parties. Tasks may be added, length of the Agreement extended, and cost may be adjusted as determined and agreed to by both parties.

#### **Article XV - Termination Procedures**

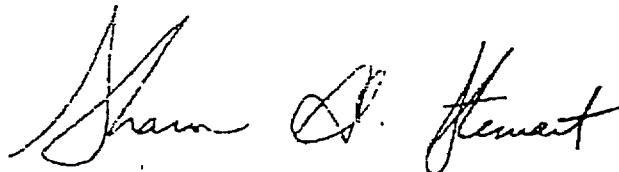
This Agreement may be terminated in whole or in part whenever NRC determines that termination is in the best interest of the Government. In the event of early termination, the GS/USDA will be reimbursed for actual costs incurred up to the date of termination.

If this agreement is acceptable to GS/USDA, please execute three copies of this document by signing in the space provided, and return two fully executed copies to the address below. You should retain the third copy for your records.

U.S. Nuclear Regulatory Commission  
Division of Contracts  
Mail Stop T-7-I-2  
ATTN: Mona C. Selden  
Washington, DC 20555

Should you have any questions, please contact Mona C. Selden, Contract Specialist, on (301) 415-7907.

Sincerely,



Sharon D. Stewart, Contracting Officer  
Contract Management Center 1  
Division of Contracts  
Office of Administration

Enclosure:  
Statement of Work

ACCEPTED: Interagency Agreement No. NRC-38-02-394

By: 

Richard Moron, Director  
National Capital Training Center  
Graduate School  
U.S. Department of Agriculture

9/30/02  
DATE

## Statement of Work

### BACKGROUND

The NRC currently has a two-year training program for participants of the Nuclear Safety Intern Program (NSIP) that will help prepare them for full performance positions at NRC. As part of the duties of these positions, interns may need to present technical briefings to management, their peers, and licensees. Because the participants in the NSIP are recent college graduates with little or no industrial experience, it is important that they have an opportunity to practice delivering presentations in a non-threatening atmosphere, and that they receive instruction and constructive critique on their platform skills. They must also become familiar with the NRC acceptable formats to use in delivering presentations about, and to, the Agency regarding its regulatory activities. The "Briefing Techniques" course will become part of the required core training for the NSIP.

### OBJECTIVE

The objective of this Interagency Agreement is to obtain qualified personnel who will conduct a three-day, on-site, "Briefing Techniques" training course, to participants of the NSIP, on how to deliver effective briefings to peers, management and licensees.

### SCOPE OF WORK

The Contractor shall provide qualified personnel and all training materials in order to conduct a three-day training course entitled "Briefing Techniques." This course shall be conducted at NRC Headquarters, located in Rockville Maryland, on a quarterly basis, to a maximum of 20 participants per session.

The course shall provide participants with the information they will need to prepare for presenting effective briefings to management, staff and licensees. This course shall give participants the opportunity to practice the techniques demonstrated in class through delivering three individual presentations.

Upon completion of the course, each participant shall, at a minimum, be able to:

- Use a systematic and effective approach to plan, research, and deliver briefings;
- Speak before a group with greater self-confidence;
- Avoid the common barriers of communication;
- Understand the impact of visual messages;
- Answer questions with confidence and refocus listeners; and
- Develop a powerful wrap up.

The Contractor shall also include NRC provided formats for the presentations in the course practical activities.

### COURSE INSTRUCTION

The Contractor shall provide one, three-day session each quarter, on a mutually agreeable date, to no more than 20 individuals per session, in accordance with the requirements listed below.

- (1) The Contractor shall follow the outline of topics provided in this statement of work. If any changes are made to the outline, they shall be approved by the NRC Project Officer. See Course Outline below on changes.
- (2) The Contractor shall provide a minimum of three opportunities for each student to present before the class.

### COURSE OUTLINE

Topics to be discussed for each day of the course are listed below. Any changes or revisions to the outline shall be sent to the NRC Project Officer for approval, no later than 30 calendar days from the award date of the Interagency Agreement. After award of the Interagency Agreement, all recommended changes require the approval of the NRC Project Officer before implementation.

#### Topics to be Discussed

#### DAY ONE

Communicating through Briefings,  
Managing Perceptions,  
Eliminating Barriers,  
Preliminary Planning,  
Using the Briefing Evaluation Guide, and  
Delivering Presentations

#### DAY TWO

Delivering Presentations (continued),  
Briefing Situations,  
Extemporaneous Briefings, and  
Practicing Presentations

#### DAY THREE

Practicing Presentations (continued),  
Using Visual Aids, and  
Final Briefings

### **COURSE NOTEBOOKS**

A proposed course notebook shall be furnished to the NRC Project Officer for approval no later than 30 calendar days before the date of the first session. The Project Officer will approve the submitted materials no later than 10 calendar days of receipt. The Contractor shall make the appropriate changes and updates to the course materials as required, and shall provide these materials for each course participant in a professional, clear and concise format.

## **PERSONNEL QUALIFICATIONS**

The Contractor shall provide a highly qualified instructor for each three-day training session. A highly qualified instructor is defined as one who has formal knowledge of good briefing techniques; possesses excellent platform skills to model the behavior that is expected of the course participants; and experience in providing training to adult professionals in oral communications and briefing techniques. The instructor shall also be able to operate the appropriate audio-visual equipment used in the classroom, and shall be able to record and critique the participants.



## BILLING INSTRUCTIONS FOR INTERAGENCY AGREEMENTS

The agency shall submit an original and four copies of vouchers for cost-reimbursement in the following manner:

Claims shall be submitted on the Standard Form 1081, "Voucher for Transfers Between Appropriations and/or Funds."

Frequency. The agency shall submit claims for reimbursement as each task is completed.

Billing of Costs After Expiration of Agreement. If reimbursable costs are incurred during the agreement period and claimed after the agreement has expired, the period during which these costs were incurred must be cited.

The agency shall furnish the information set forth below:

- (a) Address the original voucher (with copies) to the Contracting Officer, US Nuclear Regulatory Commission, Division of Contract - T7-I2, Washington, DC. Payment will be made by US Nuclear Regulatory Commission, Office of the Controller, Division of Accounting and Finance, General Accounting Branch - T9-E2, Washington, DC 20555.
- (b) Voucher Number. Insert the appropriate serial number of the voucher. This must be in sequential order beginning with 001 as the number to be used for the first voucher submitted under this agreement.
- (c) Date of Voucher. Insert the date the voucher is prepared.
- (d) Agreement Number, FIN Number, and Date. Insert the agreement number, the FIN number, and the effective date of the agreement.
- (e) Payee's Name and Address. Show the name and address of the agency and include name of voucher preparer and telephone number.
- (f) Billing Period. Insert the beginning and ending dates (day, month, and year) of the period in which costs were incurred and for which reimbursement is claimed.
- (g) Billing Detail. Insert the major cost elements as follows:
  - (1) Direct Labor. This Consists of salaries and wages paid (or accrued) for direct performance of the contract.
  - (2) Materials and Supplies. This is consumable materials and supplies and equipment. Specify separately all items over \$1,000.
  - (3) Other. List all other direct costs.
  - (4) Overhead. Show that amount of the billing which is overhead.
- (h) Amount Billed for Current Period. Insert the amount billed for adjustments and adjusted amounts for the period.