

March 19, 2003    **FINAL**

SUBJECT:    March 6, 2003 NRC–Center  
Management Meeting Report

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## MEETING REPORT

SUBJECT: NRC--CNWRA Management Meeting

DATE AND PLACE: March 6, 2003  
NRC Headquarters, Rockville, Maryland

AUTHOR: Deborah DeMarco, NRC

### NRC/Center Attendance:

J. Linehan	W. Patrick
D. DeMarco	B. Sagar
B. Meehan	H. Garcia
R. Baum (Partial)	J. Russell
D. Hassell (Partial)	P. Mackin (Partial)
J. Schlueter (Partial)	
D. Galik (Partial)	
J. Badrian (Partial)	
D. Brooks	

Partial attendance via teleconference from San Antonio, Texas, included Patrick Mackin.

### **Although progress was made since the Annual Program Review, the following agreement remained open from the July 25, 2002 NRC-Center Management Meeting.**

The Center requested that NMSS senior management (Marty Virgilio or Margaret Federline) provide the Center managers and staff with the vision/expectations for the NRC and Center roles before receipt of the anticipated license application, during the license application review period, and after the license application (e.g., Hearing process, potential construction authorization, potential license to receive and possess, performance confirmation, and an inspection program). A productive initial dialogue, led by Margaret Federline and participated in by many from the NRC and CNWRA, took place during the Annual Program Review December 2 - 6, 2002: Related items requiring actions:

- Identify organizational staffing needs (DWM, Center, and adjudicatory support to the Commission), before LA, during LA review, and then during the hearing process. **(Leads: B. Reamer/ J. Schlueter/D. Brooks, DWM & PMDA J. Linehan/D. DeMarco).** This will require a business/technical management plan that addresses how NMSS will deal with continuity of Center staff during critical periods, as needed, and potential affects on the need for and responsiveness to IME and WFO projects. **(Leads: M. Virgilio, M. Federline, J. Linehan, B. Reamer, J. Schlueter -- D. DeMarco, PMDA, B. Meehan, DCPM R. Baum, OGC).**
- Identify work of technical significance, during LA review, the hearing process, and post hearing process and communicate this ongoing need to the Center staff. **(Leads: B. Reamer/J. Schlueter/D. Brooks, DWM and PMDA J. Linehan/D. DeMarco)**

Reference the attached action item chart, item 1. The DWM/Center SER Team has developed out-year projections of NRC and Center staff requirements, by discipline, and is briefing the HLW Board to obtain approval on their assumptions and providing direction on the best approach.

One new agreement was added from the December 6, 2002 NRC-Center Management Meeting as follows.

Planning, managing and reporting on NRC work conducted by the CNWRA (See September 12, 2002 draft analysis). It was mutually agreed that the Yucca Mountain Team Meetings would be used to have the Center and NRC (DWM) Program Element Managers and other members of the management team collectively discuss programmatic progress and trends and identify any necessary adjustments as early as possible. The Yucca Mountain Team Meeting would begin with this discussion and then proceed with the exchange of technical information.

This agreement was discussed during a February 14, 2003 conference call between J. Linehan, D. DeMarco, W. Patrick & B. Sagar. It was felt that the Yucca Mountain Team Meeting was not the correct forum for this type of information and that an expanded Commitment Control Log meeting held monthly would be more appropriate. It was agreed that the following actions will be implemented:

- The monthly Commitment Control Log meetings will be expanded to include all active Center contracts (HLW ,LLW and FCSS). Cognizant managers and technical assistant project managers and their Center counterparts will participate.
- The Center's Program Manager's Periodic Report (PMPR) will provide more narrative on cost variances (+ or -) and provide information on events/actions that will occur to bring the actual spending in line with the Center's spending plan associated with each project or task).
- The Center will reinstate the quarterly spending update. Currently, this is done for the HLW program only.

NRC and the Center will reassess what the technical needs in the materials science area are and how staff in this area can be retained. This action is addressed as **Action Item 3**. This action item continues to remain open.

The Center agreed to proceed with implementation of the XP operating system on its desktop workstations, consistent with NRC plans.

Action items assigned are as indicated in the attached table.

### ACTION ITEMS

Item Description	Responsible Party	Due Date	Completed
<p>1). NRC needs to complete its response to the May 22, 2002 letter from R.B. Kalmbach, Director of Contracts to B.D. Meehan, Contracting Officer NRC. NRC has provided a response to the area of classifications and locations of work subject to review. A second area of clarification and guidance needs to be responded to by NRC. The area/question is does SwRI need to request NRC reviews for clients and types of work outside the nuclear fuel cycle, as defined in Section H.12 of NRC-02-02-012.</p>	<p>NRC: B. Meehan, D. DeMarco, R. Baum, OGC, Advisor</p>	<p>4/30/03</p>	<p><b>Open:</b> DC, Contracting Officer issued letter to W. Patrick dated 2/14/03.</p> <p>Revisions to H.12 contemplated.</p>
<p>2). The Chart entitled, "FY 2002 Carryover and FY 2003 Projected Efforts" will be updated to reflect what is or is not going to materialize this operating budget. A meeting will be held with the Division Directors and/or Deputies that have ongoing or planned work at the Center to efforts being performed to discuss the work priorities and (i) help ensure a consistent flow of work, (ii) minimize year-end over-tasking, and (iii) provide a solid basis for long-term staffing to meet overall NRC needs. Based on these discussions, the Center will provide: quarterly update, a revised table of anticipated and potential augmented spending in the repository program, and a recommendation on whether and how to update and, if necessary, revise the Operations Plans.</p>	<p>NRC: DeMarco, Brooks, Center: Patrick, Sagar, Russell</p>	<p>4/3/03</p>	<p><b>Open:</b></p>

Item Description	Responsible Party	Due Date	Completed
<p>3). NRC and Center will independently assess skill needs and skill mix for the Center core staff (human resources capital) to cover the breadth and scope of issues envisioned for the HLW Repository Program through FY 05. Particular attention is requested to assess the technical needs in the materials area. NOTE: J. Linehan agreed to check with NRR &amp; SFPO to see if they had a need for work in the area of aging materials in reactors (e.g. Davis Besse).</p>	<p>NRC/Center: Linehan, DeMarco Brooks,Reamer, Schlueter/ Center: Patrick,Sagar</p>	<p>5/31/03</p>	<p><b>Open:</b> DWM has formed a SER Resource Estimating Team. Contributors (J. Firth, W. Ford, B. Jagannath, L. Hamden and P. Mackin (Center) - resulted were presented at the 3/4/03 HLW Board Meeting. This topic will continue to be discussed at future HLW Board meetings.</p> <p>Based on the HLW Board recommendations the Minimum Charter Program will be re-analyzed.</p>
<p>4). A conference call to discuss and agree on an approach to meeting the requirements of the Federal Information Security Management Act will be scheduled before March 28. DeMarco will provide D. Galik copies of the following documents: LLNL (CIAC) SwRI/Center Upgraded Firewall Final Audit Report, the Center's Computer Security Plan, and Center's Computer Requirements Letter Report.</p>	<p>NRC: Badrian, Galik, Center: Mackin, Seely, SwRI G. Peters</p>		<p><b>Open:</b></p>
<p>5). NRC LSN Team will identify the information in individual CNWRA staff files that needs to be retained for entry into the LSN or potential derivative discovery:</p>	<p>NRC: Ciocco, Bloomer, Young, Center: Mackin</p>	<p>3/28/03</p>	<p><b>Open:</b></p>