



NUCLEAR REGULATORY COMMISSION
WASHINGTON, D. C. 20555

MAY 02 1990

NOTE TO: John J. Linehan, Director
Repository Licensing & Quality
Assurance Project Directorate

Ronald L. Ballard, Chief
Geosciences & Systems Performance Branch

Joseph O. Bunting, Chief
Engineering Branch

FROM: Robert E. Browning, Director
Division of High-Level Waste Management

SUBJECT: PREPARATION OF A STATEMENT OF PROFESSIONAL QUALIFICATIONS

The purpose of this memorandum is to request that each of your technical staff prepare a Statement of Professional Qualifications using the guidance given in the enclosure. This is the format that is used when providing testimony during the hearing process. In preparing the statements, a short narrative of work experience along with any special training should be included. Each branch should maintain its own statements as well as provide a copy to Anne Garcia who will maintain a division-level file.

The Statement of Qualifications is to be written in first person and go chronologically backwards from the most recent work experience. Please ensure the statements are prepared by May 31, 1990. The statements will be used when staff are giving presentations, such as presentations to the Advisory Committee on Nuclear Waste, and will help us in our ongoing efforts to ensure staff are receiving adequate training and experience to ready them for an eventual licensing hearing.

RE Browning
Robert E. Browning, Director
Division of High-Level Waste Management

Enclosure: As stated

cc: HLWM SLs

Information to be Provided in the
Statement of Professional Qualifications

The following is the format, with heading, that is to be used.

Statement of Professional Qualifications

Individual's Name

Division of High-Level Waste Management
Office of Nuclear Material Safety and Safeguards
U.S. Nuclear Regulatory Commission

I am a (Job Title) in the (Section) of the (Branch) within the Division of High-Level Waste Management.

I received my (Degree Type) in (Major) from (Institution's Name), and my (Advanced degrees with year in parenthesis) in (Major) from (Institution's Name). [Indicate special areas of emphasis which expands on majors and minors as desired.]

I have been employed by the U.S. Nuclear Regulatory Commission (NRC) since (Month, Year). My present, primary responsibility is (discuss special areas of review responsibility). [Discuss work history in this position]

From (Year) to (Year), I was a (Job Title) in the (Branch, Division, Office) where I (discuss previous work history at NRC, if applicable and appropriate, in one or more paragraphs).

From (Year) to (Year), I was employed by (beginning with the most recent and sequentially through the earliest, discuss work history for each employer in separate paragraph).

I have received training in (discuss or sequentially list any special training courses as appropriate). [Examples include the Occupational Safety and Health Administration training. Do not list routine courses offered by NRC such as reactor systems training, team building or others.]

I have authored (broadly discuss any authored, co-authored, or presentations of publications, papers or technical speeches as appropriate).

I am a member of (list professional societies). I am a [registered professional geologist, professional engineer, etc. in the state of _____].