

**CENTER FOR NUCLEAR WASTE
REGULATORY ANALYSES**

ADMINISTRATIVE PROCEDURE

Proc. AP-008

Revision 0

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Title

EXCHANGES OF PERSONNEL BETWEEN THE CNWRA AND THE U. S. NRC

EFFECTIVITY AND APPROVAL

Revision 0 of this procedure became effective on August 15, 1989. This procedure consists of the pages and changes listed below.

<u>Page No.</u>	<u>Change</u>	<u>Date Effective</u>
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Approvals

Written By



Date

8/15/89

Cognizant Director



Date

8/15/89

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EXCHANGES OF PERSONNEL BETWEEN THE CNWRA AND THE U. S. NRC

1. INTRODUCTION

Under this procedure, the exchange of personnel shall be accomplished in accordance with the Intergovernmental Personnel Act of 1970 (5 U.S.C. 3371-75).

Considerable advantages may be gained through the appropriate exchanges of personnel between the Center for Nuclear Waste Regulatory Analyses (Center) and the U. S. Nuclear Regulatory Commission (NRC). This concept was recognized in the proposal which led to the formation of the Center; it is being implemented by means of this procedure.

Exchanges of personnel may benefit both the Center and the NRC for any of several reasons. These include: providing program and developmental experience which will benefit assignee performance with current organization; collaborating in research and technical assistance; providing close coordination in activities that require direct day-to-day interactions on an ongoing basis; taking advantage of equipment and facilities that may not be available at the exchanged person's organization; and assisting in the transfer and use of technology and approaches for resolving HLW issues.

2. PURPOSE AND SCOPE

This administrative procedure (a) defines the categories of personnel eligible for exchange, (b) identifies the responsibilities of exchange personnel and their respective managements and (c) establishes procedures for conducting exchanges.

Exchanges shall not be conducted for the purpose of staff extension, circumventing NRC's personnel ceiling, or meeting the personal interest of an employee. Center personnel assigned to NRC will be prohibited from participating in activities associated with technical and administrative management of the Center.

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No provision of this procedure shall be deemed to abridge or modify the Center contract, or the policies and/or operating procedures or agreements of the U.S. NRC, the Southwest Research Institute (SwRI), or the Center. Where judged to be in conflict, the Center contract, and the policies and procedures of these organizations shall prevail.

3. DEFINITIONS

- 3.1 Personnel - Full-time core Center and NRC professional staff members are "personnel" as used in this procedure. These are the only individuals who are eligible for staff exchanges under this procedure. Personnel ineligible for exchange include professional staff of the SwRI who are not members of the Center, part-time professional staff, clerical staff, consultants, subcontractors, and Center or NRC management.
- 3.2 Exchange - A temporary reassignment of a staff member from the Center to the NRC or vice versa is called an "exchange." Work by Center personnel at the NRC or vice versa for periods of time up to one week are excluded from the requirements of this procedure. The duration of any particular exchange is subject to the approval of the two organizations but is expected to range from more than one week to several months. An exchange may be "balanced", with a Center staff member going to NRC and an NRC staff member coming to the Center for the duration of the exchange; or it may be an "unbalanced", one-way assignment.
- 3.3 Requesting organization - The organization (the NRC or the Center) which is the regular place of employment of the individual who will be exchanged is called the "requesting organization." This definition is applied regardless of which organization may have actually identified the need and/or benefit of such an exchange. In two-way ("balanced") exchanges, each employee's regular place of employment is designated as his/her "requesting organization."

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3.4 Receiving organization - The organization (the NRC or the Center) where the individual who is being exchanged will work for the duration of the exchange is called the "receiving organization." In two-way ("balanced") exchanges, each employee has a "receiving organization".

4. RESPONSIBILITY

4.1 The Director for Administration (DA) for the Center and the NRC/CNWRA Program Manager are responsible for coordination of staff exchanges between the two organizations.

4.2 The Technical Director for the Center and the NRC/CNWRA Program Manager are responsible for review, and approval or disapproval of all proposed exchanges that are presented to them by the coordinators (Section 4.1).

4.3 A cognizant manager who has identified the need and/or benefit for an exchange may initiate a request for exchange.

4.4 The manager requesting the exchange is responsible for providing all materials required under this procedure to the responsible coordinator (Section 4.1) and for working with the receiving manager to define a scope of activity of mutual benefit to the organizations and individual involved. The requesting manager 5 organization is responsible for bearing the costs associated with the exchange (Sections 5.9 and 5.10).

4.5 The manager receiving the exchange staff member is responsible for working with the requesting manager to define a scope of activity of mutual benefit to the organizations and individual involved and for providing appropriate supervision of the individual during the period of the exchange.

5. PROCEDURE

5.1 The process of exchanging a staff member between the two organizations is initiated by a cognizant manager

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identifying a need and/or benefit to be gained by this exchange. If an individual identifies a need, he/she should bring that need to the attention of the cognizant manager, who must agree with the need before the process is initiated.

5.2 After preliminary consultation with the affected parties, the cognizant manager prepares an information packet related to the exchange and forwards it to the responsible coordinator (Section 4.1). The information packet shall include:

- the individual's resume, history of work experience, and current assignment,
- scope of work and duration of the proposed exchange,
- statement of benefits anticipated from the exchange, and
- assessment of potential fiscal and programmatic impacts from the exchange.

5.3 The responsible coordinators distribute the information to the receiving manager, the NRC/CNWRA Program Manager, and the Center Technical Director for review and consideration. Discussions between these individuals, the prospective exchange staff member, and the requesting manager are encouraged to come to closure on the nature and extent of the exchange.

5.4 Any organization-specific administrative actions required to support the proposed exchange shall be implemented at this stage in the process, as identified by the coordinators.

5.5 Based on the information and deliberations in the preceding steps, the NRC/CNWRA Program Manager and the Center Technical Director shall issue a joint memorandum or coordinate separate memoranda that state the approval or disapproval of the requested exchange, if it is approved by both parties.

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- 5.6 During the course of the exchange, the affected staff member shall remain the administrative responsibility of the parent organization. The staff member will continue to report administratively through the existing parent organization and management hierarchy, unless otherwise specified in the exchange agreement.
- 5.7 During the course of the exchange, the affected staff member shall receive day-to-day supervision, including technical direction, training, and coordination through the cognizant manager of the receiving organization.
- 5.8 Products, documents, and data produced during the exchange will be reported to, controlled by, and treated as the products of the receiving organization.
- 5.9 All costs associated with the exchange shall be borne by the requesting organization. Such costs may include the individual's salary and benefits, travel, incidental expenses, and per diem (see Section 4.4).
- 5.10 Costs directly associated with the conduct of the work at the receiving organization shall be borne by that organization. Such costs may include computer time, incidental materials, expendable and nonexpendable laboratory supplies, equipment use charges, and incidental use of existing subcontractors and consultants (to the extent their use is preapproved by the cognizant receiving manager) (see Section 4.4).
- 5.11 At the conclusion of the exchange period, the staff member shall prepare a brief report (in trip report format) concerning the exchange. This report shall be distributed to the responsible staff and management of both the requesting and the receiving organizations.