

February 9, 2004

MEMORANDUM TO: James E. Dyer, Director
Office of Nuclear Reactor Regulation

FROM: Michael L. Springer, Director **/RA T. Hagan for//**
Office of Administration

SUBJECT: OFF-SITE MEETING SPACE ACQUISITION

This responds to your memorandum, dated January 23, 2004, in which you request permission to delegate approval authority to acquire off-site meeting space to the Director, Program Management, Policy Development and Planning Staff (PMAS), Office of Nuclear Reactor Regulation.

As you know, our longstanding practice has been to require Office Director approval before processing requests involving acquisition of space for off-site meetings/retreats. Based on our consideration of your request, we agree that Office Directors should be able to delegate this approval authority, as appropriate. This change is effective immediately.

Your request also indicates that the Director, PMAS, will be responsible for determining that on-site meeting space is either not available or not adequate and that off-site meeting space is necessary. The Office of Administration's Administrative Services Center (ASC) makes the initial determination regarding availability of on-site space to meet office meeting space needs. Therefore, please ensure that your staff continues to coordinate requests for short-term rental of headquarters meeting rooms in advance with ASC to confirm that adequate Government space is not available for use. When ASC identifies on-site space and services that would otherwise meet basic needs, offices should include an appropriate justification with the request for rental of discretionary short-term off-site meeting space (e.g., for retreats).

Should you have any questions on this matter, please call me on 415-6222, or Mark Flynn, Director of Administrative Services, on 415-7435.

cc: Janis K. Dambly, ADM
Mary S. Givvines, OCFO
Charlotte L. Turner, OCIO
Robert J. Smith, HR
Deborah S. Huber, OIG
Melvyn N. Leach, NMSS
Michael J. Case, NRR
Miriam Cohen, NSIR
Mabel F. Lee, RES
James H. Joyner, RGN I
B. J. Holt, RGN III
George G. Benoit, RGN IV

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