U.S. NUCLEAR REGULATORY COMMISSION

DIRECTIVE TRANSMITTAL

TN: DT-93-24

To:	NRC Management Directives System Custodians
Subject:	Transmittal of Management Directive 9.11, "Organization and Functions, Office of Public Affairs"
Purpose:	Directive 9.11 replaces, in part, Manual Chapter and Appendix 0116 (Organization and Functions, Office of Governmental and Public Affairs) and was revised to conform to the new management directives system format as well as update and clarify responsibilities for the Office of Public Affairs.
Office of Origin:	Office of Public Affairs
Contact:	James E. Horn, 492-8275
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Volume:	9 Organization and Functions
Directive:	9.11, "Organization and Functions, Office of Public Affairs"
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Organization and Functions
Office of Public Affairs

Directive 9.11

(Formerly MC 0116)

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Office of Public Affairs
Directive 9.11

Organization and Functions

Supervision
(9.11-01)

The Office of Public Affairs is headed by a director who reports to and is under the direction of the Chairman, as the principal executive officer and spokesperson for the Commission.

Functions
(9.11-02)

The office is responsible for developing and administering agency-wide policies and programs that inform the public and the news media of U.S. Nuclear Regulatory Commission (NRC) policies, programs, and activities, and inform NRC management of media coverage of activities that interest the agency. Specifically, the office—

- Provides advice to the Chairman, as official spokesperson for the Commission, to the Commission, and to the Executive Director for Operations (EDO) on public affairs. (021)

- Develops policies and procedures for the Chairman's approval on the dissemination of information to the public and the news media concerning NRC policies, programs, and activities. (022)

Functions

(9.11-02) (continued)

- Identifies for the Chairman, the Commission, and the EDO requirements for public statements, including substance, timing, and method of delivery. (023)

- In consonance with the guidance and decisions of the Chairman, directs and guides the preparation and public issuance of information originating in NRC, and performs similar functions for information submitted to NRC, except for material covered under the Freedom of Information Act and matters within the cognizance of the Inspector General under the Inspector General Act of 1978, as amended. (024)

- Provides the Chairman, the Commission, the EDO, and NRC staff with information on external activities that might affect NRC interests. (025)

- Provides advice and assistance to other governmental agencies and to interdepartmental, intergovernmental, and international committees, boards, and similar organizations on matters concerning the preparation and dissemination of public information relating to or affecting NRC programs or policies. (026)

- Develops and administers public information programs for— (027)

  – Providing information on NRC policies, programs, and activities to the mass communications media. (a)

  – Providing publications, speakers, or other assistance in response to requests from the public. (b)

  – Providing workshops, seminars, and lecture series for use by organizations such as civic groups, educational institutions, and the press. (c)

Functions
(9.11-02) (continued)

- Reviews and consults on any decision by NRC staff to deny requests from members of the press for unclassified or declassified nonprivileged information. (028)

- Plans, directs, and coordinates the activities of public information staffs located at regional offices. (029)

- Performs any other functions assigned by the Chairman. (0210)

Delegation of Authority to the Director
(9.11-03)

The director is authorized and directed to take any actions necessary to carry out the functions assigned by this directive, or other official directives or communications, subject to the limitations they may prescribe. (031)

In addition, the director is specifically authorized to speak publicly for the NRC on routine matters; without advance clearance on nonroutine matters in those circumstances in which the director is unable to reach the Chairman, other Commissioners, or the EDO, in that order; or when the urgency of the circumstances does not permit sufficient time for advance clearance. (032)

Redelegation of Authority by the Director
(9.11-04)

The director may, except where expressly prohibited, redelegate in writing to others the authority delegated to the director by this or other official directives or communications, subject to the

Redelegation of Authority by the Director
(9.11-04) (continued)

limitations stated below and to any other stipulations the director may deem necessary—

- The director shall send a memorandum specifying the redelegation to the EDO, with a copy to the Secretary of the Commission, the General Counsel, and the Director, Office of Personnel. (041)

- The director shall stipulate any limitations on further redelegations of authority that he or she makes. (042)

- The director shall maintain a file of all redelegations. (043)

Redelegation of Authority to the Deputy Director
(9.11-05)

The deputy director is authorized to act for the director during his or her absence.

Organizational Structure and Internal Assignments
(9.11-06)

The Office of Public Affairs is a single organizational component with no subdivisions.