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U. S. NUCLEAR REGULATORY COMMISSION
NRC MANUAL
TRANSMITTAL NOTICE

CHAPTER NRC-0134 ORGANIZATION AND FUNCTIONS
OFFICE OF PERSONNEL

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REMARKS:

This new chapter and appendix reflect the assignment of functions to, and the organizational structure of, the Office of Personnel.

U.S. NUCLEAR REGULATORY COMMISSION
NRC MANUAL

Volume: 0000 General Administration
Part : 0100 Organization

OP

Chapter 0134 ORGANIZATION AND FUNCTIONS
OFFICE OF PERSONNEL

0134-01 SUPERVISION

Under the supervision of a Director who reports to the Executive Director for Operations.

0134-02 FUNCTIONS

Plans, develops, implements, and directs policies, programs, and services to provide for the effective organization, utilization, training, and development of the Agency's human resources. Specifically, the Office:

021 Manages Agency: recruitment; staffing; position management and evaluation; personnel management policy; labor relations; organizational management and development; workforce analysis; personnel and training information systems; executive resources; employee training, benefits and assistance; occupational health and safety program; and personnel program effectiveness.

022 Manages the activities of the organizational units within the Office of Personnel.

023 Represents assigned functional areas in meetings, conferences, and hearings before outside groups, including other Federal agencies, State and local governments, the Congress and private sector organizations.

024 Establishes policy guidance and criteria for implementation of Office of Personnel (OP) programs in the Regions; assesses the effectiveness of established OP programs; and determines whether the Regions are implementing the programs in a manner consistent with program requirements.

025 Performs other functions as assigned.

0134-03 DELEGATION OF AUTHORITY TO THE DIRECTOR

The Director, Office of Personnel, is authorized and directed to:

031 Take such action as is necessary to carry out the functions assigned by this chapter or other official directives or communications, subject to the limitations prescribed therein. (Delegations of authority for specific actions and applicable limitations are contained in manual chapters or other directives covering specific subjects.)

Approved: September 15, 1987

NRC-0134-032

032 Administer the personnel management program of the NRC in accordance with Federal laws, Executive Orders, Office of Personnel Management, and other government regulations where applicable, and with NRC policies and directives.

033 Administer the Agency-wide program for organizational and individual employee development and technical and non-technical training (other than programs provided by the Technical Training Center). Act as the Agency focal point for the approval of Commercial or Inter-Agency procurement of training and development related services, equipment, and supplies other than those supporting Technical Training Center Programs.

034 Administer the Agency's labor-management relations programs.

035 Provide support for the Agency's Executive Resources Board and its subgroups.

036 Administer the Agency's alcohol and drug abuse program.

037 Administer the Agency's occupational health and safety program.

038 Provide employee benefit and assistance programs.

039 Prepare and issue delegations of authority to Regional Administrators for the implementation of specific Office of Personnel programs.

0134-04 DELEGATION OF AUTHORITY TO THE DEPUTY DIRECTOR, OFFICE OF PERSONNEL

The Deputy Director is authorized and directed to act for the Director as necessary during periods of absence.

0134-05 REDELEGATION OF AUTHORITY BY THE DIRECTOR

The Director may, except where expressly prohibited, redelegate to others authority delegated by this or other official directives or communications, subject to the limitations stated below and to such other stipulations as the Director may deem necessary.

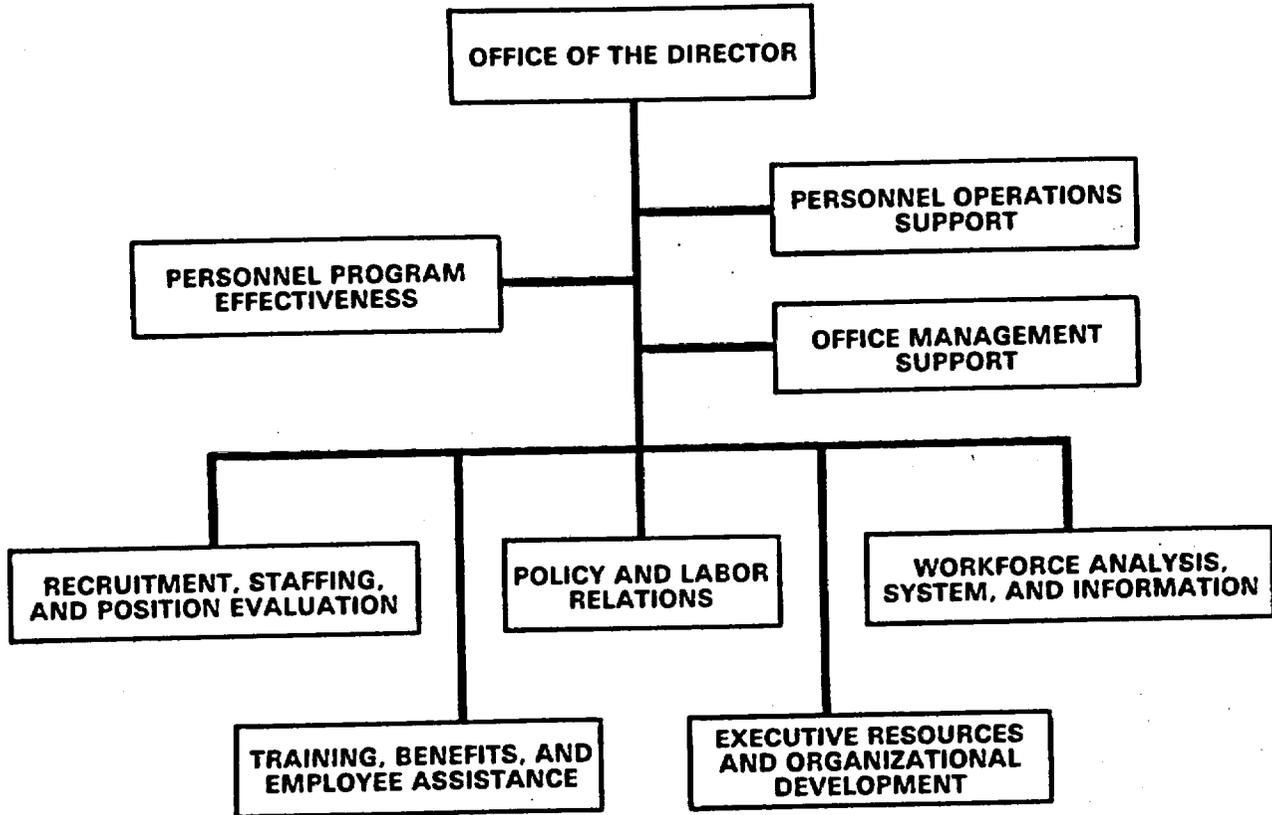
051 Such redelegation must be made in writing and copy filed with the Office of the Executive Director for Operations, SECY and OGC, and the Director, ARM.

052 The Director must stipulate in each such delegation of authority any limitations on further redelegation.

0134-06 ORGANIZATION STRUCTURE AND INTERNAL ASSIGNMENTS

An organization chart showing the internal organization of the Office and a statement of functions of the Office subdivisions are issued by the Director as Appendix 0134, Parts I and II.

PART I
ORGANIZATION CHART



PART II

DISTRIBUTION OF FUNCTIONS

- A. DIRECTOR directs and supervises the execution of agency human resource and organizational management policies and procedures; establishes, recommends, and provides direction of internal organization, functional assignments, policies, and procedures to carry out the functions of the Office of Personnel; provides policy and programmatic advice and assistance in matters of human resource management and utilization, labor-management relations, organizational management and workforce analysis, personnel and training systems and information, employee benefits, personnel program effectiveness, employee development, and technical and non-technical training (except programs provided by the Technical Training Center) to NRC offices; supports the Executive Resources Board and its subgroups; and supports equal opportunity, affirmative action, and upward mobility principles.
- B. DEPUTY DIRECTOR assists the Director in the overall management of the Office, with primary responsibility for furnishing day-to-day management and administrative support in policy and operational matters in the functional areas of the Office. Serves as Acting Director in the absence of the Director.
- C. ASSOCIATE DIRECTOR FOR EMPLOYEE DEVELOPMENT AND TRAINING assists the Director in the management of Office activities related to employee development and technical and non-technical training (except programs provided by the Technical Training Center), and other Office management functions as directed. Develops and implements policies and strategies for programs and activities that provide for executive, managerial, supervisory, and organizational development; and individual employee training and development; integrating these activities to meet the Agency's overall human resource and management development and succession goals. Acts for the Director in the approval of Commercial or Inter-Agency procurement of training and development related services, equipment, and supplies other than those supporting Technical Training Center programs. Represents NRC in Inter-Agency Groups and other public and private sector councils and committees concerned with education, training, and development. Performs such other functions and special projects as the Director may assign.
- D. PERSONNEL PROGRAM EFFECTIVENESS provides Office program planning, analysis and review; conducts independent evaluations of agency personnel programs; develops Office operating plans; coordinates intra-office personnel and training matters; and recommends assignment of personnel to tasks and projects.
- E. FINANCIAL AND ADMINISTRATIVE RESOURCES MANAGER develops and executes the Office budget and provides for fiscal resource