

May 17, 2005

MEMORANDUM TO: James E. Horn, Manager
HR Services and Benefits
Office of Human Resources

FROM: Timothy F. Hagan, Director **/RA/**
Office of Administration

SUBJECT: EMPLOYEE SUGGESTION (501) EVALUATION

The Office of Administration (ADM) has completed its evaluation of Martin J. Kerlin's suggestion to scrutinize and update the distribution list of Management Directive custodians and reduce the distribution of hard copies, expand the existing electronic announcement process to notify all employees as updates are issued, and create an index of updates that would inform employees of effective dates.

ADM is adopting the suggestion that the announcement process be expanded to notify all employees as updates are issued. We are working with the Office of Information Services to develop appropriate procedures and anticipate that the suggestion will be implemented with the first Management Directive issued after May 20, 2005. Regarding the suggestion that the Management Directive custodian list be scrutinized to reduce the distribution of hard copies, ADM conducted such a review in the summer of 2004 and reduced hard copy distribution by approximately 33 percent. ADM will consider the suggestion to create an index of updates as part of a working group evaluation of the Management Directives process that will begin soon.

In recognition of Mr. Kerlin's personal interest in facilitating employee awareness of internal NRC policies and procedures, we are recommending him for a monetary award of \$100. A Form 52 is attached. Also attached is a completed NRC Form 364, "Evaluation of Suggestion." If you have any questions concerning this matter, please contact Michael T. Lesar, Chief, Rules and Directives Branch, 415-7163.

Attachments: As stated (2)

SISP Review Needed