



STP Procedure Approval

Agreement State Project Officers (ASPOs) SA-117

Issue Date: October 5, 2005

Review Date: October 5, 2008

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NOTE

The STP Director's Secretary is responsible for the maintenance of this master copy document as part of the STP Procedure Manual. Any changes to the procedure will be the responsibility of the STP Procedure Contact.



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I. INTRODUCTION

This procedure describes the responsibilities and functions of the Agreement State Project Officers (ASPOs).

II. OBJECTIVE

- A. To provide back-up staff support to Regional State Agreements Officers (RSAOs), as requested, through the formal designation of ASPOs.
- B. To ensure that the ASPO maintains a high level of awareness of each assigned Agreement State, including current activities and issues.
- C. To provide an NRC headquarters point-of-contact for coordination of each Agreement State's activities and issues.

III. BACKGROUND

The Office of State and Tribal Programs (STP) has assigned a specific Agreement State Project Officer (ASPO) to each Agreement State and to each State filing a letter of intent to become an Agreement State. The purpose is to provide backup and support to the Regional State Agreements Officer (RSAO), provide a specific point of contact in STP for each State to handle inquiries from that State, and ensure that STP staff are knowledgeable about their assigned State programs.

IV. ROLES AND RESPONSIBILITIES

- A. The STP Director assures that each Agreement State has a designated ASPO point-of-contact.
- B. The STP Deputy Director coordinates with STP staff, as necessary, in the assignment of specific State ASPOs. Regional Office staff (RSAOs and Regional State Liaison Officers) shall be informed of ASPO changes prior to forwarding the revised list of ASPO assignments to the Agreement States.

- C. The ASPO acts as point-of-contact for STP and for assigned States and provides back-up support to the RSAO, including handling inquiries from assigned States and Regional Offices. The ASPOs will maintain a high level of awareness of each assigned State, including current activities and issues.
- D. The RSAO keeps STP informed of issues reported by a State (e.g., staffing changes, requests for information) through contact with the appropriate ASPO.

V. GUIDANCE

A. ASPO Duties

- 1. Participates in the Integrated Materials Performance Evaluation Program (IMPEP) reviews of assigned States if the RSAO for that State is not available.
- 2. Conducts periodic meetings, together with the RSAO who serves as the lead, between IMPEP reviews (see STP Procedure SA-116, *Periodic Meetings with Agreement States Between IMPEP Reviews*). In cases where issues are identified that require the meeting's length to be extended, the RSAO, in coordination with the ASPO, will consult with NRC management to estimate the meeting's length.
- 3. Serves as the RSAO backup for handling day-to-day interactions (e.g., telephone calls, informal conversations at meetings, e-mail exchanges) from Agreement States when the RSAO and/or backup support personnel in the Regional Office are not available.
- 4. Maintains channels of communication with the RSAO for the assigned Agreement State.
- 5. Requests RSAOs to apprise them of activities in an Agreement State that are of a non-routine nature.
- 6. Serves as the STP point of contact for requests for technical or other assistance from Agreement State staff, as needed.

7. As needed, follows-up on requests for technical or other information from Agreement States, as requested via All Agreement States letters.
8. Coordinates and requests assistance from Regional Office and Headquarters staff, as needed, to respond to State requests.
9. Assumes lead responsibility (upon receipt of a letter of intent from the Governor) for negotiation activities for non-Agreement States having an active interest in negotiating an Agreement or for an Agreement State requesting an amendment to the State's existing Agreement.
10. Reviews correspondence, event reports, and regulation promulgation to remain current on activities in assigned States.
11. Coordinates with the RSAO, to identify, communicate and document to the MRB, at the direction of STP, NMSS and Regional management, program performance issues (such as changes in State organization, loss of staff, hiring freezes or other issues having a potential adverse effect on program performance) identified through the day-to-day interactions between the States and the ASPO and/or the RSAO before the periodic meeting.
12. Advises the MRB, in collaboration with RSAO, on the issuance of a "letter of support." Procedures and guidelines for the issuance of a "letter of support" are partially outlined in STP Procedures SA-116, *Periodic Meetings with Agreement States Between IMPEP Reviews*, SA-106, *The Management Review Board* and SA-122, *Heightened Oversight and Monitoring*.

B. Selection of ASPOs and Terms of Appointment

1. All technical STP staff members, including new staff, should be assigned at least one State.
2. Unless special circumstances exist, ASPO assignments should be for a minimum of three years.

3. Care should be given to uphold a level of continuity for each State. The impact of all potential ASPO assignment changes should be fully considered prior to implementing the change.

VI. APPENDIX

No appendices required.

VII. REFERENCES

1. STP Procedure SA-106, *The Management Review Board (MRB)*.
2. STP Procedure SA-116, *Periodic Meetings with Agreement States Between IMPEP Reviews*.
3. STP Procedure SA-122, *Heightened Oversight and Monitoring*.