



United States Nuclear Regulatory Commission

*Protecting People and the Environment*

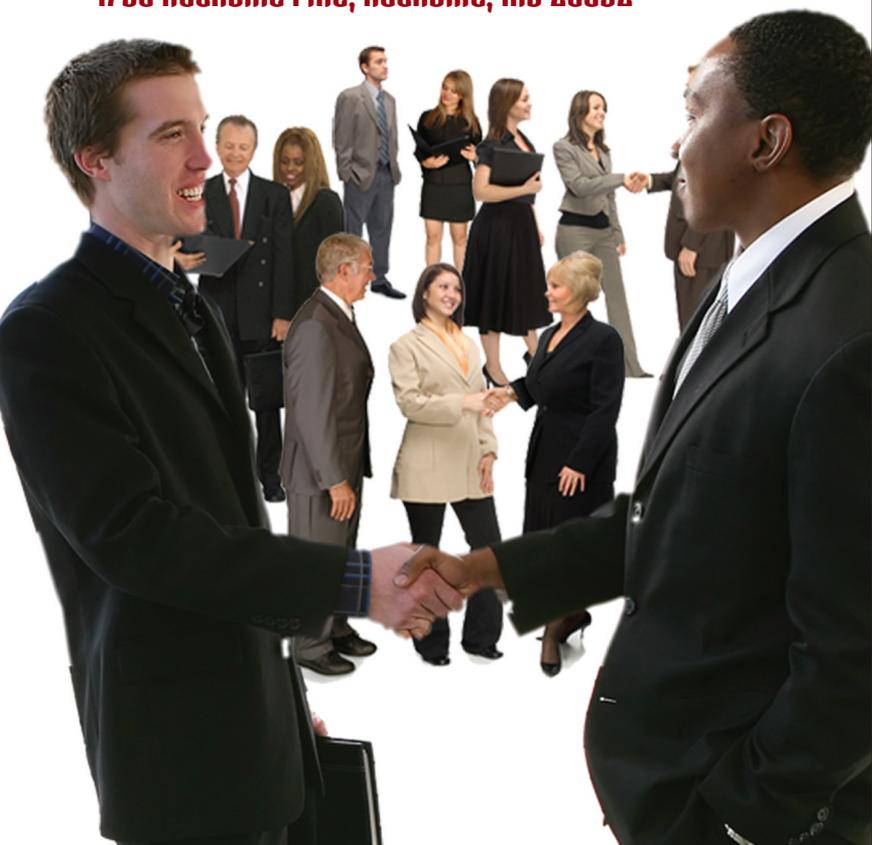
# **NRC Small Business Meet & Greet Session**

**Thursday,  
August 7, 2008**

**9:30am-1:30pm**

**Washington Rockville Hilton**

**1750 Rockville Pike, Rockville, MD 20852**



## **About The U.S. Nuclear Regulatory Commission**

Congress established the U.S. Nuclear Regulatory Commission (NRC) on January 19, 1975, as an independent agency to regulate commercial and institutional uses of nuclear energy. The NRC's purpose is defined by the Atomic Energy Act of 1954, as amended, and the Energy Reorganization Act of 1974, as amended. These acts provide the foundation for regulating the Nation's civilian use of nuclear materials. NRC leadership consists of a five-member Commission. The President nominates members to serve 5-year terms with the consent of the U.S. Senate and designates one member as Chairman.

To fulfill the NRC's responsibility to protect the public health and safety, promote the common defense and security, and protect the environment, the agency performs three principal regulatory functions. The NRC (1) establishes standards and regulations, (2) issues licenses for nuclear facilities and users of nuclear materials, and (3) inspects facilities and other uses of nuclear materials to ensure compliance with regulatory requirements.

## **Contracting With The U.S. Nuclear Regulatory Commission**

### *Making Our Business Your Business*

The NRC supports small business public policies and is committed to increasing contracting opportunities for small businesses, including those small businesses owned by the:

- Disadvantaged
- Women (WOSB)
- Veterans (VOSB)
- Service-Disabled Veterans (SDVOSB)
- Historically Underutilized Business Zone (HUBZone) concerns

In fiscal year 2007, the NRC procured more than \$150 million in products and services. Acquisitions ranged from basic office supplies and administrative support services to construction and engineering, to management and inspection to research and development, all in support of agency mission objectives. The NRC awarded nearly 45% of those contract dollars to small businesses, 14% to small disadvantaged businesses, 9.2% to woman-owned small businesses, 1.6% to service-disabled veteran-owned small businesses, and 4.8% to HUBZone concerns.



# U.S.NRC

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## **NRC Small Business Meet & Greet Session**

**Thursday,  
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**Welcome**

Ms. Diana V. Strong,  
*Small Business Program Manager  
Office of Small Business & Civil Rights*

**Business Introductions**

**NRC Program Office**

Ms. Sharon D. Stewart,  
*Director of Program Management,  
Policy Development, and Analysis Staff  
Office of Information Services*

**Contracts Overview**

Mr. Stephen M. Pool,  
*Branch Chief, Contract Management  
Branch No. 2  
Office of Administration*

**Closing Remarks**

Ms. Diana V. Strong,  
*Small Business Program Manager  
Office of Small Business & Civil Rights*

**Networking**

## **Diana V. Strong**

Diana currently serves the U.S. Nuclear Regulatory Commission as the agency's Small Business Program Manager. She directs a robust agency-wide program, ensuring that maximum practical prime and subcontract opportunities are made available for small business, including small businesses owned by the disadvantaged, women, veterans, service-disabled veterans, and concerns located in Historically Underutilized Business Zones.



Diana served as a Legislative Fellow during the 109th Congress in support of the U.S. House of Representative Committee on Small Business. She has worked for the Departments of Treasury and Navy, the Small Business Administration and the National Institutes of Health overseeing multi-billion dollar acquisition programs in a small business advocacy role and as a contracting official.

Over the last two decades, she has worked in Federal acquisition and small business programs as a contracting and small business operations official, policy and program analyst, writer, speaker and teacher. Her work experience encompasses all forms of acquisition operations, small business program direction, and management. From conception and design of operational structures and web based tools and systems through policy and regulatory development to program delivery, she planned and directed programs designed to increase participation of small businesses Federal contracting. On behalf of Federal agencies, she advised the business community on marketing to the Federal government and other varied business development initiatives. As an expert acquisition and small business speaker and teacher, she addressed and engaged audiences ranging from Federal officials to entrepreneurs, to local community leaders, to Congressional audiences.

Diana earned a Bachelor of Arts degree in Sociology and Psychology from the University of Maryland, College Park, MD and a Master of Science degree in Federal Acquisition and Grants Management from the American University, Washington, D.C.

## **Sharon D. Stewart**

Sharon D. Stewart serves as the Director of Program Management, Policy Development and Analysis Staff, in the Office of Information Services. Ms. Stewart joined the NRC in 1981 and worked in the Office of Nuclear Material Safety and Safeguards. Since joining the Office of Administration (ADM)



staff in 1983, she has held a number of progressively more responsible positions including Senior Contract Administrator; Senior Contractor Negotiator; Chief, Federal Information Processing (FIP) Acquisition Branch; Chief, Contract Management Branch 2; and Chief, Contract Management Center 1. In 2005, Ms. Stewart was selected for her current Senior Executive Service (SES) position of Director, Division of Facilities and Security, ADM. Ms. Stewart has also completed a number of rotational assignments including Assistant to the Director for Acquisition Management and Competitive Sourcing, ADM; Deputy Director, Division of Resource Management and Administration, Region II; and Director, Program Management, Policy Development and Analysis Staff, Office of Nuclear Regulatory Research.

Ms. Stewart received a B.S. degree in Family and Community Development from the University of Maryland. She is a graduate of the SES Candidate Development Program.

## **Stephen M. Pool**

Mr. Stephen Pool comes with extensive experience in the field of Federal Procurement. Mr. Pool currently serves as the Branch Chief for Contract Management Branch No. 2 and a Contracting Officer in the Division of Contracts, Office of Administration, at the United States Nuclear Regulatory Commission (NRC) and has held this position since January 2007. Mr. Pool joined the NRC in October of 1992 and for the past sixteen years, he has served the agency in contracting officer, contract specialist, and management positions within the Division of Contracts. From June 2005 until January 2007 he served as Procurement Policy Team Leader, Policy Branch, NRC Division of Contracts. He began his Federal civilian career as a Contracting Specialist at the Department of Army, and served in that capacity for approximately 2 ½ years. He holds a Bachelor of Science degree from Virginia Polytechnic Institute and State University.



# Directions to The Hilton Hotel via Public Transportation

## Metrorail

From downtown Washington, DC, take the Red Line (toward Shady Grove) to the Twinbrook Metro station. The Hilton Hotel is located across the street.

Routes and schedules can be obtained by calling Metro at 202-637-7000 or by visiting Metro's Web site at [www.wmata.com](http://www.wmata.com). There you can view a map of the Metro system.

## Amtrak

The most practical way for out-of-town visitors to reach the Hilton Hotel by train is to travel by Amtrak to Union Station in downtown Washington, DC, and then take Metrorail to the Twinbrook Metro Station.

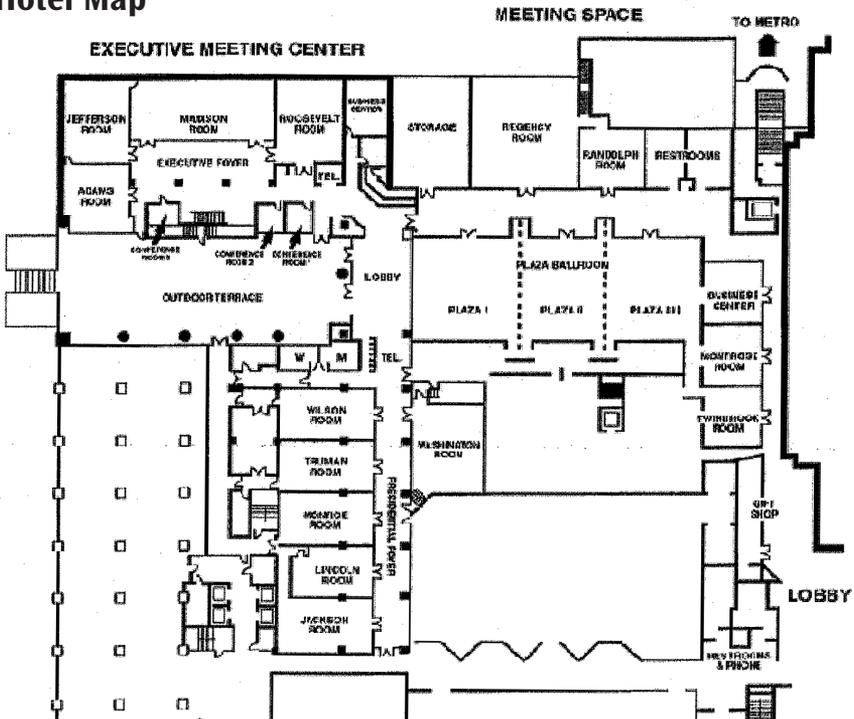
Amtrak can be reached at 1-800-USA-RAIL. You may also visit their Web site at [www.amtrak.com](http://www.amtrak.com)

\* If you are unable or opt not to take public transportation, free parking is available on a first-come, first-served basis at The Hilton Hotel.

## Parking

The Hilton Hotel will provide free parking for the NRC's Meet & Greet Session at the designated parking lots located at the back of the hotel and the hotel's underground parking garage. For Parking Validation please go to the Front Desk and mention the NRC's Meet & Greet Session for free validation.

## Hotel Map





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Office of Small Business & Civil Rights  
11555 Rockville Pike  
Rockville, MD 20852  
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