

ATTACHMENT 1

**PERFORMANCE WORK STATEMENT
ACQUISITION FOR ADMINISTRATIVE SUPPORT SERVICES**

OBJECTIVE:

The purpose of this contract is to provide the U.S. Nuclear Regulatory Commission (NRC) with supplemental administrative support services to provide coordination and support for a wide variety of on-site administrative services in support of the NRC's Headquarters Administrative Services Center (ASC) located at 11555 Rockville Pike, Rockville, Maryland.

STATEMENT OF WORK:

The administrative support services obtained under this contract shall be performed in accordance with the terms and conditions stated in this contract and any additional provisions included in the individual task area for each type of service (function). Each NRC task area will identify the period for performance of the services and describe the scope of that task area, including the minimum requirements for acceptable performance of those specific services. For each task area, NRC has provided the approximate average staffing level used in the past to provide the acceptable level of service specified in that task area.

In Attachment A, NRC has provided a copy of the current procedures used by NRC to accomplish each of the functions covered by this contract. These step-by-step instructions also include a copy of the standard forms and other related information for processing/documenting each of these services.

The contractor shall perform each task area in accordance with the procedures stated in Attachment A. However, if the contractor identifies a more efficient alternative method to process and document any of these services (while maintaining the same or higher service level, i.e., service quality, quantity and accuracy of records), the contractor may request approval from the NRC Project Officer (NRC PO) to modify Attachment A to deviate from the current procedure for that service, in order to implement the new procedure. If the NRC PO approves the change, the contractor shall immediately update Attachment A to reflect the change and proceed to perform under the new procedure. The contractor shall ensure Attachment A is continuously updated to reflect the current procedures for all services performed under this contract and the contractor shall ensure that all services are performed in accordance with the current procedures in Attachment A and the task area.

In the event the guidance/procedures in Attachment A do not cover a situation that occurs during performance of any services under this contract, the contractor shall request any specific, task-oriented verbal guidance necessary to accomplish the services from the NRC PO. The contractor shall document this guidance provided by the NRC PO in the appropriate section of Attachment A, in order to prevent the need for the NRC PO to provide repetitive guidance for responding to a reoccurrence of the same or similar situation.

GENERAL CONTRACT REQUIREMENTS

Throughout the contract period, the contractor shall ensure:

1. Services performed under this contract are provided with an emphasis on providing the customer with the information and/or service they need, while projecting an overall attitude of patient, courteous service to all customers;
2. Opportunities for improving the efficiency, tracking or quality of the services provided are communicated to the NRC PO for possible update of the procedures in Attachment A;
3. The procedures in Attachment A are updated promptly (new procedures are incorporated into Attachment A within 2 days of being approved by the NRC PO) to reflect the current process being used to provide each service;
4. The procedures in Attachment A are updated completely/accurately to provide step-by-step guidance for accomplishing all services covered by this contract;
5. All services are continuously performed in accordance with the procedures stated in Attachment A, unless the NRC PO has provided advance approval of any deviation;
6. On-site contract personnel are dressed appropriately for an office environment;
7. On-site contract personnel are fluent in the English language, both verbally and in writing;
8. Accurate records are maintained of the services requested/provided; and
9. Periodic reports are delivered complete and in accordance with contract schedules.

CONTRACTOR QUALITY CONTROL

Failure by the contractor to comply with either the general Terms and Conditions of this contract, the specific requirements stated in an individual task area, or the current procedures in Attachment A, shall constitute a "valid complaint" under this contract. The contractor shall monitor performance of these services with an emphasis on minimizing the recurrence of any "valid complaints."

OVERALL PRIORITIZATION OF SERVICES

Services under each task area shall be performed on a first-in/first-out basis. Any deviation from this prioritization method shall be approved in advance by the NRC PO. The NRC PO shall determine the relative priority of concurrent or urgent service requests. Occasionally, an unusually large or urgent service request will require the contractor to focus the majority of the on-site resources on a single task area to meet urgent project deadlines. If the NRC PO agrees that the specific situation warrants this level of urgent processing, NRC will not hold the contractor responsible for temporary delays in other services that arise as a direct

Enclosure

result of the urgent project consuming the contractor's on-site resources.

PROFESSIONAL CONDUCT

The services performed under this contract include frequent direct contact with NRC personnel of all levels, which requires that all on-site contractor personnel use appropriate language and dress for an office environment at all times. Profanity shall be excluded from any form of communication during performance of services under this contract.

OCCASIONAL OVERTIME REQUIREMENTS

Occasionally, an unusually large or urgent service request will require the contractor to provide NRC with support outside the normal business day stated for a task area. The contractor shall provide an overtime support request by the NRC PO and receive payment for the services performed in accordance with the overtime hourly rates established as part of this contract. NRC will pay the contractor one-half the applicable overtime hourly-rate amount for each full 30-minute increment of services performed. Overtime services performed shall be paid on the basis of the first 30-minute increment of overtime paid, and thereafter each full 30-minute increment after the first half-hour receives a half-hour of overtime pay.

CONTRACT SCHEDULE

The period of performance of this contract shall begin with a 8.5month base period from March 16, 2005-November 30, 2006, and include 4 additional one-year options thereafter.

CONTRACT DELIVERABLES

In addition to the reports listed in Attachment A for each task area, the contractor shall provide the NRC PO with the information reports listed below, organized by each task area:

MONTHLY REPORTS:

The contractor shall provide the following information in a monthly report to the NRC PO within 2 weeks after completion of each calendar month:

- An updated copy of the current procedures and guidance for Attachment A;
- A list of any discrepancies/complaints during the period which were determined by the NRC PO to be "valid complaints;"
- A list of any discrepancies/complaints during the period which were the same or similar to previous discrepancies/complaints; and
- For each "valid complaint" listed for the period, identification of the corrective action implemented by the contractor to prevent the same or similar discrepancy from happening again.

ANNUAL REPORT:

The contractor shall maintain a record of the quantity of each type of service provided during the preceding fiscal year. Within 2 weeks after completion of each fiscal year, the contractor shall provide the NRC PO with a report identifying the quantity of each type of service provided during the preceding year.

PERFORMANCE MEASURE:

Failure by the contractor to comply with any of the following shall constitute a "valid complaint" under this contract:

1. General contract requirements of this contract;
2. Specific requirements stated for an individual tasks area; or
3. The current procedures in Attachment A.

PERFORMANCE STANDARD:

No more than four (4) total discrepancies per calendar-month period, in which the NRC PO verifies the discrepancy is a "valid complaint" for noncompliance with any contract requirement.

PERFORMANCE INCENTIVE:

NRC will deduct the following amounts from the monthly invoice payment for any month in which the contractor fails to comply with the contractor performance standard stated above:

- 0-3 Valid complaints per calendar-month period will result in no deduction;
- 4 Valid complaints per calendar-month period will result in 1% of the total monthly invoice being deducted;
- 5 Valid complaints per calendar-month period will result in 2% of the total monthly invoice being deducted;
- 6 Valid complaints per calendar-month period will result in 3% of the total monthly invoice being deducted;
- 7 Valid complaints per calendar-month period will result in 4% of the total monthly invoice being deducted; and
- 8 Valid complaints per calendar-month period will result in 5% of the total monthly invoice being deducted.
- 9 Valid complaints per calendar-month period will result in 6% of the total monthly invoice being deducted.

NOTE: Under the Performance Incentives listed above, NRC will not deduct more than a total of 6% from the monthly invoice. NRC recognizes that during the initial startup period of this contract, there may be incidences of valid complaints due to the challenges of transition. Consequently, during the first month of this contract, NRC will not take a monetary deduction for the contractor exceeding the allowable number of valid complaints.

TASK AREA #1: ON-SITE SUPPORT FOR THE NRC ASC

SUBTASK #A - OPERATION OF THE ASC CUSTOMER SERVICE HELP DESK (CSHD)

HISTORICAL STAFFING USED = 1.2 FTE

The NRC ASC includes a central "Customer Service Help Desk" (CSHD) currently located on the 2nd floor of the NRC One White Flint North Building in Rockville, Maryland. The services available from the ASC CSHD are provided continuously throughout each Federal workday (Monday-Friday, from 7:15 a.m. - 5:00 p.m., except Federal holidays). The contractor shall provide continuous coverage and support for the following services during these hours.

1. **Monitoring incoming NRC customer service requests.**
NRC customer service requests are submitted to the ASC CSHD by:
(A) customers arriving at the CSHD physical location (in person);
(B) customers telephoning the CSHD;
(C) customers e-mailing the CSHD; and
(D) customers submitting a service request via the ASC Service Request System (SRS)
(note: the SRS is an internal NRC network-based automatic service request submittal/tracking system).
During the hours of operation for the CSHD, the contractor shall continuously monitor incoming customer services requests from the four (4) communication methods listed above in accordance with the procedures in Attachment A.
2. **Refer customers to service-specific contacts.**
In the event an incoming request for service or information is not within the scope of services provided directly by the CSHD, the contractor shall accurately refer customers to the appropriate contacts in accordance with the procedures in Attachment A.
3. **Schedule meeting room reservations for customers.**
The contractor shall schedule and coordinate meeting room reservations (including requirements for video teleconferencing) in accordance with the procedures in Attachment A.
4. **Distribute, receive, and track NRC Dosimeter badges.**
The contractor shall process NRC customer requests for the issue/return and tracking of NRC Dosimetry badges in accordance with the procedures in Attachment A.
5. **Distribute/Track NRC Monthly Transit Subsidy.**

The contractor shall distribute and track the NRC monthly transit subsidy provided to NRC employees in accordance with Attachment A.

6. **Distribute/Track NRC Systems Furniture Keys.**

The contractor shall distribute and track NRC systems furniture keys in accordance with Attachment A.

7. **Distribute ASC-related forms and publications and assist customers with accurate form completion.**

The contractor shall distribute ASC-related forms and assist customers with their completion in accordance with the procedures in Attachment A.

8. **Process NRC Visitor Parking Requests.**

The contractor shall coordinate requests for on-site parking at the NRC Headquarters location for persons visiting the NRC location in accordance with the procedures listed in Attachment A.

9. **Special Item Loan.**

The contractor shall manage the inventory and loan of a "point and shoot" camera with film and international travel kits (electrical converters and adaptors that allow use of U.S. appliances in foreign countries).

PERFORMANCE STANDARD:

No more than three incidents per calendar month in which the NRC PO verifies a "valid complaint" for any services performed under this SUBTASK #A.

SUBTASK #B: COORDINATION AND SUPPORT OF NRC HEADQUARTERS SPECIAL EVENTS/SERVICES

HISTORICAL STAFFING USED = 2.8 FTE

1. **Support for Commission functions.**

The contractor shall provide support for NRC Commission functions in accordance with the procedures in Attachment A.

2. **Support for NRC Bulletin Boards.**

The contractor shall provide support for NRC bulletin boards in accordance with the procedures in Attachment A.

3. **Support for NRC Office Signage.**

The contractor shall provide support for NRC office signage in accordance with the procedures in Attachment A.

4. **Support for NRC-owned Flags.**

The contractor shall provide support for NRC-owned flags in accordance with the

procedures in Attachment A.

5. Scheduling and Coordination of NRC Special Events.

The contractor shall provide support for scheduling and coordination of NRC special events and special services in accordance with the procedures in Attachment A.

6. Administrative Services Support Tasks

The contractor shall perform as requested by the NRC PO, Administrative Services support tasks in accordance with the procedures in Attachment A.

PERFORMANCE STANDARD:

No more than three incidents per calendar month in which the NRC PO verifies a "valid complaint" for any services performed under SUBTASK #B.

TASK AREA #2: ON-SITE SUPPORT FOR NRC PROPERTY MANAGEMENT SERVICES

HISTORICAL STAFFING USED - 1.0 FTE

SUBTASK A Physical inspection and support for NRC on-site meeting rooms.

The contractor shall periodically inspect NRC on-site meeting rooms in accordance with the procedures listed in Attachment A.

SUBTASK B Filing and organization of NRC Property Management Reference Materials and related records.

These materials shall be organized in accordance with the procedures in Attachment A.

SUBTASK C Performance of accurate data entry of NRC Property Management transactions into the NRC Property Management database.

The contractor shall ensure each transaction is completed/documented in accordance with the procedures in Attachment A.

SUBTASK D Assistance with the physical inventory of NRC furniture, equipment, and supplies.

The contractor shall provide support for the inventory of NRC furniture, equipment, and supplies in accordance with the procedures in Attachment A.

SUBTASK E On-site property identification and assistance.

The contractor shall provide property identification and assistance in accordance with the procedures in Attachment A.

SUBTASK F Receiving Supply Deliverables.

The contractor shall provide on-site support for receiving supplies from supply vendors in the NRC Supply Store and document all deliveries as required.

NOTE: The support for this activity shall include standing, walking, bending, stooping, and independently lifting items up to 30 lbs. in weight.

PERFORMANCE STANDARD:

No more than three incidents per calendar month in which the NRC PO verifies a "valid complaint" for any services performed under this Task Area #2.

**Acquisition for Administrative Support Services for
Headquarters Administrative Services Center - Statement of Work**

OUTLINE

TASK AREA #1: ON-SITE SUPPORT FOR THE NRC ASC

SUBTASK #A = OPERATION OF THE ASC CUSTOMER SERVICE HELP DESK

1. Monitor incoming NRC customer service requests
2. Refer customers to service-specific contacts
3. Schedule meeting room reservations for customers
4. Distribute, receive, and track NRC Dosimeter badges
5. Distribute/track NRC Monthly Transit Subsidy
6. Distribute/track NRC Systems Furniture Keys
7. Maintain and distribute ASC-related forms and publications, and assist customers with accurate form completion
8. Process NRC visitor parking requests
9. Special item loan

**SUBTASK #B = COORDINATION AND SUPPORT OF NRC HEADQUARTERS SPECIAL
EVENTS/SERVICES**

1. Support for Commission functions
2. Support for NRC bulletin boards
3. Support for NRC office signage
4. Support for NRC flags
5. Scheduling and coordination of NRC special events
6. Administrative support services tasks

TASK AREA #2: ON-SITE SUPPORT FOR NRC PROPERTY MANAGEMENT SERVICES

SUBTASK #A = Physical inspection and support for on-site meeting rooms

SUBTASK #B = Filing and organization of NRC Property Management Reference Materials and related records

SUBTASK #C = Performance of accurate data entry of NRC Property Management transactions into the NRC Property Management database

SUBTASK #D = Physical assistance with the inventory of NRC furniture, equipment, and supplies

SUBTASK #E = On-site property identification and assistance

SUBTASK #F = Receiving supply deliverables

Attachment 1

**Acquisition for Administrative Support Services for
Headquarters Administrative Services Center - Statement of Work**

The procedures listed herein provide specific requirements and guidance for accomplishing the various tasks covered by this contract. These procedures have been organized consistent with the sequence and scope of the contract's "task areas." The contractor shall not deviate from these procedures without obtaining the prior approval from the NRC PO.

**TASK AREA #1: ON-SITE SUPPORT FOR THE NRC ADMINISTRATIVE
SERVICES CENTER (ASC)**

**SUBTASK #A = ON-SITE OPERATION OF THE ASC CUSTOMER SERVICE HELP DESK
(CSHD)**

1. Monitor incoming NRC customer service requests.

NRC customer service requests are submitted to the ASC CSHD by:

- (1) customers arriving at the CSHD physical location (in person);
- (2) customers telephoning the CSHD;
- (3) customers e-mailing the CSHD; and
- (4) customers submitting a service request via the ASC Service Request System (SRS)
(Note: the SRS is an internal NRC network-based automated service request submittal/tracking system).

During the hours of operation for the CSHD, the contractor shall continuously monitor incoming customer service requests from the four (4) communication methods listed above, and either provide the information and/or assistance requested by the customer or refer the customer to the appropriate person (NRC staff or another contractor) who is responsible for that type of service, in accordance with the guidance provided herein. The contractor shall document and track the status of all service requests received by the CSHD from initial receipt through completion of each request.

Assisting customers arriving at the CSHD physical location (in person):

Customers shall be greeted as they arrive at the CSHD (to acknowledge their arrival) and this greeting shall include direct "eye contact" being made with all customers, followed by the following verbal greeting: "Hello, Good morning (or "Good afternoon" as applicable), how may I help you?" Customers shall be assisted on a first-come/first-serve basis unless an unusual situation clearly justifies deviating from this sequence (i.e., urgent action approved by the NRC PO). An apology for the delay shall be given to any customers who wait more than one minute for service.

Assisting customers telephoning the CSHD:**Answering the phone:**

Calls shall normally be answered before the 3rd ring. Answer all calls in a pleasant, upbeat voice, stating: "Good morning (or afternoon as applicable), Administrative Services Center, this is (state your name), how may I help you?"

Taking messages directly from customers:

When a customer requests to leave a message, ensure the message includes the following minimum information and provide the message to the intended recipient upon their return to the office:

1. The person in ASC they called;
2. First and last name of the person who called;
3. Telephone number of the person who called;
4. Date and time of the call; and
5. Reason for the call.

Place this information on Optional Form 393 (see Exhibit #1). This form is available in the NRC's Supply Store.

Handling telephone voice mail messages:

During the workday, no more than 3% of all calls to the ASC CSHD shall be allowed to go to voice mail, with a goal of answering all calls "directly." The CSHD phone shall be monitored constantly and any calls allowed to go to voice mail shall be returned (customer called back) within 15 minutes of the incoming call. At the start of each workday, the voice mail box shall be checked for any messages received since the close-of-business of the previous workday. Any messages found shall be returned during the first half hour of that workday.

Call forwarding:

The CSHD service goal is to provide service whenever possible without referral to others. The following procedures shall be used when customer requests are not within the scope of services provided directly by the CSHD and must be forwarded to others:

For calls forwarded to ASC staff:

- A. Inform the caller that you need to put them on "hold" temporarily while you transfer the call.
- B. Prior to transferring the call, contact the ASC staff person and inform them that you need to forward a call to them.
- C. Inform the caller that you are transferring them to (name of ASC staff person) and proceed to transfer the call.
NOTE: If the ASC staff person is not available to take the call, inform the caller that you can either transfer them to the ASC person's voice mail or take a message. If the call is "urgent," offer to transfer the caller to the ASC staff person's "back up" for that particular service.

For calls forwarded to non-ASC staff:

- A. Inform the caller that the information and/or service requested is not part of the scope of services provided by the ASC and you need to transfer them to the correct organization to help them.
- B. Prior to transferring the call, provide the caller with the person's name, organization and telephone number you intend to transfer them to (in case contact is not made).
- C. Always inform the caller that they should call you back in the event the referral does not meet their service needs.

2. Refer customers to service-specific contacts.

The contractor shall use the attached list of contacts (**Exhibit #2**) to refer customers requesting services or information that are not within the scope of services provided by the CSHD.

3. Schedule meeting room reservations for customers.

Requests to schedule/coordinate meeting room reservations consist of two major types of meeting requests - those that require video teleconference (VTC) equipment support and those that do not.

Requests for Conference Support:

A. Video Teleconference Support

The contractor is responsible for managing the scheduling of NRC video teleconference meetings using the Video Teleconferencing Scheduling System (VTCS). Currently the VTCS accommodates approximately 1,000 meetings a year between NRC Headquarters, regional offices, the Technical Training Center (TTC), and non-NRC offices. The Office of Information Services (OIS) is responsible for all technical VTC requirements and operations.

Under the VTCS, the following routine VTCS procedures are performed to place a VTC reservation:

- Employees enter the meeting requirements and participants.
- Each VTC unit owner schedules their offices' meetings.
- OIS approves technical requirements (including capacity of system by taking into account other meetings scheduled).
- ASC confirms all scheduled meetings after all unit owners and OIS have approved conference participation.

The attached "VTC Handbook" is provided as **Exhibit #3**. This handbook is primarily designed for unit owners and employees who schedule video teleconference meetings. This Handbook identifies roles and responsibilities, provides "step-by-step" procedure guidance, and identifies VTC contacts and unit owners.

The attached "VTC Administrator Procedures" are provided as **Exhibit #4**. These procedures provide specific guidance to the contractor in managing the VTC

program.

The following are the specific responsibilities of the contractor for VTC using the VTCS:

Effectively schedules meetings in accordance with these requirements and immediately notifies the project officer of any problems that affect execution of accurate reservations.

- Confirms meetings approved by the unit owners and OIS by 1:00 p.m. daily.
- Sends a reminder notice 48 hours before the scheduled meeting time to Unit owners who have not acted upon a pending request.
- Rejects next day meetings not approved by unit owners or OIS by 1:00 p.m. eastern time.
- Schedules all next day meetings upon receipt of request.
- Schedules all after-hours meetings upon receipt of request.
- Serves as unit owner for auditorium VTC unit.
- Serves as unit owner for open units.
- Ensures accuracy of the VTCS by promptly completing changes, including updates to system units and unit owners, following approval by the NRC PO.
- Provides customer assistance to all users including providing assistance to regional coordinators and VTC facilitators.
- Prepares the monthly VTC Meetings Report within five working days following months' end.
- Facilitates resolution of scheduling problems between various VTC constituents.
- Prepares regular reports of system use and ad hoc requests from the NRC PO.
- Updates the VTC Handbook and Administrator Procedures after approval of draft by the NRC PO.

Requests that do not include Video Teleconference support

B. General

It is the contractor's responsibility to coordinate and oversee the Conference Room Scheduler System (CRS), monitor usage, coordinate special setups, correct problems, assist customers in finding the location of their meeting, identify technical problems, and assist customers with reservations, if needed.

Headquarters general-use conference rooms are scheduled through the use of the CRS. These approximately 50 rooms vary in capacity from 6 to 40 occupants. Most reservations are made directly by customers using their own desktop computers.

Four floors in the Two White Flint North building have adjoining rooms that can be used for one large meeting or two smaller meetings by opening or closing a divider. These rooms may have special setup requirements that the contractor shall coordinate with the NRC custodial contractor. Special setup requests for other rooms are infrequent.

The Supply Room in OWFN on the P-1 level stocks VCRs, DVDs, TV monitors, overhead projectors, slide projectors and computerized projectors that customers may sign out for use in those conference rooms not already equipped with these items. Customers may view the equipment already assigned for a particular room via the CRS.

Employee assistance

Customers can access the CRS through the ADM icon under the agency-wide Autos menu. The contractor shall assist customers in learning to use the CRS or make reservations for customers upon request. See **Exhibit #5** for employee instructions on use of the CRS. The contractor shall report technical CRS problems to the CIO Customer Support Center (415-1234, CSC).

Periodic room reservations

"Periodic" room reservations require a room to be held for more than five consecutive days or for the same time and on the same day each month (e.g., every third Thursday at 10:00 a.m.). These requests shall be approved by the NRC PO before placing into the CRS. The contractor shall obtain all the information required by the CRS from the requestor prior to requesting NRC PO approval.

CRS coordination

The contractor shall coordinate and oversee the CRS to identify problems, identify usage trends, and prepare reports. The contractor shall not use the Update Controls drop-down menu that consists of "Update Rooms," "Update Mail," "Update Control Records," and "Update Conference Room Equipment." The contractor shall notify the NRC PO for changes needed to these screens.

Daily actions

By 7:35 a.m. each morning, the contractor shall:

- Run a hard copy report of all meetings for that day. This report shall be posted at the Front Desk for quick reference.
- Send a FIXIT to the NRC custodial contractor specifying any special setups needed that day or for opening or closing of TWFN large room partitions.
- Perform system update for periodic meetings by going to "Daily Actions," selecting "Update Periodics," waiting for the screen to open, and clicking on "Update."

Conference phone reservations

The contractor shall receive requests for Conference Phones (commonly referred to by the brand name, "Shure" unit) and send the service request by e-mail to the following OIS staff and contractors.

<u>E-MAIL ID</u>	<u>NAME</u>
MWB	Melvin Buford
BLB2	Boris Brown

DXR
GWL

Donald Rowe
George Lopez

The e-mail shall request setup of a conference phone and include the following information:

1. Date and time of meeting
2. Meeting location (building and room number)
3. The requester's name and telephone number

The requester shall be sent a "cc" of the e-mail service request.

How to handle disputes regarding room scheduling and missing chairs, tables, and/or equipment

Disputes

Should there be a dispute over who has a reservation for a room, the contractor may inform the parties of the reservation status in the CRS. The contractor shall immediately try to find an alternative meeting space for the nonrecord party. After the meeting time, contact the nonrecord party and obtain a copy of their CRS confirmation, if available, and notify the NRC PO of the incident.

Missing tables and chairs

The contractor should follow the following actions if receiving notice that missing tables and chairs are affecting the conduct of a meeting:

Use CRS to see if furniture from an unused nearby room can temporarily be used. If so, reserve this room and respond on site with the custodial contractor, if needed, to relocate the furniture. Following the meeting, take action to return the furniture to the proper room. Contact the Property Specialist about replacement/retrieval actions, check upcoming reservations for this room and take appropriate action to relocate the meeting, if necessary.

4. Distribute, receive and track NRC dosimeter badges.

General

Dosimeter badges are small devices that measure the amount of radioactivity absorbed. The contractor is responsible for the inventory management and issue of dosimeter badges to NRC customers from the ASC front service desk.

Questions about these procedures shall be referred to the NRC PO. Routine working problems may be resolved directly with the dosimeter contractor, Landauer, Inc., Dorothy Nordstrom, customer service representative, (708) 755-7000 or (800) 323-8830. The NRC Landauer account number is 153676. Questions about the

requirements for an employee to obtain a dosimeter (Management Directive 10.131) or regarding the NRC agreement with Landauer may be directed to Richard Struckmeyer, NMSS, the NRC Dosimeter Program Manager. Unusual problems or any situation that could affect the timeliness, availability, or integrity of the dosimeter program shall be identified to the NRC PO immediately.

Dosimeter badges are received from Landauer prior to the beginning of each calendar quarter. The badges are entered into the database using the "Quarterly Receipt Processing Method" established by the ASC, and may be issued to approved customers anytime during the quarter. At the end of the quarter, an e-mail is sent to all customers requesting that they return badges that had been issued to them. The ASC then sends these badges, along with all unused badges, to the contractor for processing.

Dosimeter badges are issued and tracked using the ASC Dosimeter Tracking System. The system may be accessed at the front service desk computer through the "Dosimeter" icon. The dosimeter badge number is a five-digit number located on the back of the dosimeter following the badge type. When using the Dosimeter Tracking System, use only the first four digits, e.g., badge number "00018" becomes "0018."

All issues of dosimeter badges shall be approved by a Radiation Safety Officer (RSO). Richard Struckmeyer (415-5447, RKS) is the RSO for NMSS. Roger Pederson (415-3162, RLP) is the RSO for NRR and all other offices.

Dosimeter Tracking System

The NRC PO is responsible for system changes and updating system access authorizations. The contractor is responsible for advising the NRC PO of the need for access changes and system changes that are needed to correct problems or improve system performance and customer service.

Quarterly receipt processing

Badges for the new quarter are normally received from Landauer on approximately the 15th working day of the last month in the quarter. Do not throw away the box the dosimeters are received in, as this box is used for shipping the dosimeters back to Landauer at the end of the quarter.

Upon receipt, inventory the badges against the manifest provided to verify all badges have been received. If discrepancies are found, notify the customer service representative, the NRC PO and the Dosimeter Program Manager by e-mail.

Regular dosimeter badges are called "gamma beta" badges. With each shipment, there are a few special blank badges, called neutron dosimeters.

They shall be the highest numbered blank badges, have an orange dot on the back of the badge, and be labeled "neutron" on the manifest.

Using the verified manifest list or the badges, enter the new badge numbers into the Dosimeter Tracking System as follows:

- Select the appropriate monthly quarter and current year.
- Enter the badge number.
- Scan the bar code on the dosimeter package to record the binary code.
- Select either "permanent," "blank," or "beta gamma blank," or "beta gamma neutron."
 - a) Permanent Selection - Click on "down" arrow to search list for previously entered names. Click "verify name" if found. (By verifying the name, the information will automatically register for that person).
 - b) Blank Selection - Enter only badge number, scan the bar code and click OK.

A wooden badge rack is provided for easy storage of badges. For ease of access, permanent badges shall be placed in alphabetical order and blank badges placed in numerical order.

In addition to the permanent and temporary badges, there shall be several badges labeled as "Control." These Control badges do not get issued and are used for background readings against which readings of the issued badges are compared.

Issue

Persons authorized regular use of badges have permanent badges assigned to them by the RSO through the dosimetry contractor. Each of these permanent badges have the employee's name on them. Blank (temporary) badges are used for issue to persons not assigned permanent badges.

Permanent badge issue

Obtain the person's name and select the badge from the dosimeter rack. Enter the Dosimeter Tracking System through the "Dosimeter" icon.

- a. Select the appropriate calendar quarter, e.g., "Second Quarter."
- b. Scan the employee's picture identification badge using the computer scanner. This will record the employee's social security number in the computer system. (For employees with permanent dosimeters, all pertinent information will automatically appear on the screen once the badge is scanned.)
- c. Enter the last date of the quarter as the estimated return date.
- d. Select the employee's office using the drop-down screen.
- e. Select your name as "Issued by" using the drop-down screen.
- f. Remove the dosimeter from the package and again verify the person's name and badge number. Give the dosimeter to the employee and remind them that it must

be returned by the last working day of the quarter.

To issue dosimeters to the security guards and mail room staff, follow all steps above except (b). Use the prepared lists with SSNs and issue badges accordingly. After all new badges are issued in the Dosimeter Tracking System, make the following contacts for pickup of the new badges and return of the past quarter badges:

- Security guards: call the 24-hour security guard station (415-2056)
- Mail room: call Roger Pedersen (415-3162).

Temporary badge issue

Temporary badges are issued using the blank dosimeters. Ensure that the employee is authorized to receive a temporary dosimeter badge by either:

1. Verifying that the employee's name is on the current approved dosimeter issue list provided by the RSO. These persons have been certified to use the dosimeter based upon completion of required training, or
2. Receiving a completed "Authorization to Receive an NRC Dosimeter" form signed by the RSO. Forms signed by Acting RSOs or managers are also acceptable. File this approval form in the Dosimeter Operations Binder for future reference in case the RSO does not update the dosimeter issue list promptly.

Issue temporary dosimeter badges as follows:

- a. Enter the Dosimeter Tracking System through the "Dosimeter" icon.
- b. Select the appropriate calendar quarter, e.g., "Second Quarter."
 - c. Scan the employee's picture identification badge using the computer scanner. This will record the employee's social security number in the computer system. (The Dosimeter Tracking System will automatically issue the next available dosimeter number first.)
 - d. Enter the employee's name if it does not appear automatically.
 - e. Enter the last date of the quarter as the estimated return date.
 - f. Select the employee's office using the drop-down screen.
 - g. Select your name as "Issued by" using the drop-down screen.
 - h. Remove the dosimeter from the package and again verify the person's name and badge number.
- i. Apply the person's name to front (top) of the badge using the NRC-provided label maker.
 - j. Give the dosimeter to the employee and remind them that it must be returned by the last working day of the quarter.
 - k. Provide first-time recipients with instructions for use (attached to RSO authorization form).

Issue of Neutron Dosimeter badges

RSOs will approve the issue of neutron badges, either in writing, or by e-mail. Follow the above procedures for issue of blank dosimeter badges after selecting "neutron" as the category of badge being issued.

Return

Employees may return badges at any time during the quarter if they have no plans for additional use. To process the return:

1. Enter the Dosimeter Tracking System through the "Dosimeter" icon;
2. Always verify the "Quarter" and "Year;"
3. Enter the number of the dosimeter badge being returned;
4. Click OK; and
5. Place the badge in the dosimeter return box - do not place back on the wooden badge rack.

End of calendar quarter processing

Within three working days of the end of the calendar quarter:

1. Access the Dosimeter Tracking System and run copies of the reports that show the issue and return status of all permanent and temporary badges for the quarter. Send a copy of these reports to the Landauer customer service representatives, the NRC PO, and all RSOs.
2. Send an e-mail to all employees who have not returned their issued dosimeter badges. Ask them to return their badges immediately so it may be furnished to the contractor for processing.

By the 15th of the month, all badges should have been returned. Notify the NRC PO and appropriate RSOs of any badges not returned and proceed with processing as follows:

1. Access the Dosimeter Tracking System and run copies of the dosimeter reports that show the issue and return status of all permanent and temporary badges for the quarter.
2. Obtain the returned dosimeters (permanent and temporary) from the dosimeter return box and check off against the report to make sure all issued dosimeters are accounted for. After verification, place the dosimeters in a plastic bag(s) along with at least two control badges.
3. Place all unissued dosimeters and at least one control badge in a separate plastic bag(s) and apply the yellow label provided by the contractor for unused badges.
4. Using the box the dosimeters had been received in, place all dosimeters in the box, add appropriate cushioning material for protection, seal for shipping, and add an address label for the designated Landauer processing address. Should the original box be unavailable, prominently mark the shipping box with "DO NOT X-RAY" in red letters.

5. Prepare NRC Form 420, "Request for Premium Mail Service," (**Exhibit #6**) requesting shipment of the package via three-day expedited, non-USPS package service. The NRC PO will approve the NRC Form 420.
6. Place the package at the mail stop for pickup by mail staff.
7. Follow up with mail services staff if a copy of the completed NRC Form 420, indicating shipment, is not received within two working days.

If all badges are not available for return to Landauer with the end-of-quarter shipment, follow these procedures:

1. Retain one control badge (do not mail with quarterly shipment).
2. Retain receipt for delinquent badges using the above procedures.
3. Mail the delinquent badges with other badges at the end of the next quarter.

5. Distribute/track NRC monthly transit subsidy.

General

The NRC provides a public transportation subsidy of up to \$105 each month to encourage NRC employees to take public transportation instead of driving their automobiles to work. NRC employees who are full-time permanent status, and who do not purchase monthly NRC garage permits, are eligible to participate in this program. The NRC PO will specifically approve any exceptions to this basic eligibility criteria,

e.g., foreign assignee participation. When applying, employees certify that they will use the fare media for their daily commute from home to work and return.

Applications are available in the ASC (NRC Form 546, "Application for Full Share Program," **Exhibit #7**) on INFORMS Application, or NRC employees can come to the ASC for assistance in filling out the application.

The subsidy fare media is issued to employees in two forms, SmarTrip cards and Metrocheks. Metrochek is a fare voucher that looks and works like a Metrorail farecard. Metrocheks can also be redeemed by employees for Metrobus tokens or MARCRail vouchers. There are currently approximately 393 employees who use Metrocheks for their monthly subsidy.

SmarTrip cards are issued to employees who primarily use Metrorail as their commuting mode. SmarTrip cards (<http://www.wmata.com/riding/smartrip.cfm>) are permanent, rechargeable, plastic farecards, like a credit cards, that are embedded with a special computer chip that keeps track of the value of the card. After employees have been approved for SmarTrip Cards, the NRC PO transfers the amount of each employee's subsidy each month to Metro. The employee then simply downloads the subsidy amount onto their SmarTrip card at the Metro station. No monthly visit to the ASC is needed for employees using the SmarTrip card as their monthly subsidy.

Processing subsidy applications

The contractor shall provide assistance to employees in completing NRC Form

546 "Application for Full Share Program" (see **Exhibit #4**). Upon receipt of a completed

Form 546, the contractor shall enter the application data into the Metrochek Distribution System (MDS). The NRC PO will then review the application and determine the amount of the subsidy and the mode of fare media, Metrochek or SmarTrip card. The NRC PO will notify the applicant of these determinations.

Metrochek inventory

Prior to the beginning of each month, the NRC PO will provide the contractor with Metrocheks to be issued to employees for the upcoming month. The amount of the Metrocheks provided will cover all currently approved applicants plus an additional amount to cover applications approved by the NRC PO during the month. The contractor shall sign a receipt specifying the amount of Metrocheks received. The NRC PO will provide the contractor with additional Metrocheks if needed during the month.

The contractor is responsible for accounting for and safeguarding the Metrocheks. The NRC will furnish the contractor with a safe for which the contractor may set the combination to secure the Metrocheks.

On the last working day of each month, the contractor shall run a report of all Metrocheks issued and provide a reconciliation report with the balance of Metrocheks not issued to the NRC PO. The contractor shall be responsible for any missing Metrocheks.

Issue of Metrocheks

The contractor is responsible for the issuance of Metrocheks to employees as follows:

The contractor shall begin issuing the current month's Metrocheks on the first working day of each month through the 20th of each month. The contractor shall issue Metrocheks to employees at all times during ASC hours, unless a shorter period is requested by the NRC PO (such as only during the first week of each month, etc.).

The contractor shall use the ASC Metrochek Distribution System (MDS) to issue Metrocheks as follows:

To access the MDS:

- Select the "Metrochek" icon.
- Click on **Actions**.
- Select **Issue Metrocheks**.
- Scan employee's badge.

- Issue Metrocheks in the amount that is shown on the screen.
- There are several foreign assignees whose NRC badges do not have bar codes. For these individuals, click on the MDS, click on **Action**, then click on **Issue Metrocheks**, type in code that corresponds with that person (see chart at ASC desk), issue Metrocheks in the amount shown on screen.
- Scan employee's badge.
- Click on **Verify & Update**.
- Issue Metrocheks in the amount shown on screen, and
- Click on **Clear** button to refresh the screen.

Any problems with the MDS shall be documented by the contractor and provided to the NRC PO immediately.

5a. Reconciliation procedures for Metrocheks.

In order to ensure appropriate controls are in place to monitor the distribution and accounting of the Metrochek Program, the following are procedures for reconciliation;

Procedure

On the last working day of each month, the NRC PO reviews the Metrochek inventory and updates the MDS to adjust the account balance for the next month's distribution. In addition, the NRC PO issues a memorandum of inventory and the monthly Metrochek distribution to the Support Services contractor. This memorandum provides a detailed listing of the total dollar amount of the distribution and each denomination of Metrocheks. This memorandum is signed by the NRC PO, the Support Services contractor accepting the monthly Metrochek distribution and an office witness. On a daily basis, the Support Services contractor must reconcile the daily inventory and provide the NRC PO a report

at the end of each day. This report (see below for example) consists of the following:

- beginning Metrochek balance
- employee names (last/first) with amounts issued
- total amount distributed
- ending Metrochek balance for the day
- identification of new applicants
- identification of any discrepancies with attached explanation

At the end of the current month, the NRC PO shall collect the remaining inventory in the cash box. The contractor shall provide the NRC PO with a report detailing the breakdown of the current Metrochek inventory. The NRC PO will then issue the memorandum of inventory, update the MDS and issue the Metrochek inventory to the contractor. All daily inventory reports will be tallied and compiled into a month-end report. This report shall be provided to the Chief, Administrative Services Branch, within five days of the end of the next month.

5b. Metrochek inventory example

September 11, 2002

Metrochek Distribution and Inventory Report for

A. Beginning Metrochek Balance: \$ 8,544.00

B. Metrocheks issued to:

	<u>Last Name</u>	<u>First Name</u>	<u>Metrochek (\$)</u>
	Cook	John	
			64.00
	Croote	Tammy	
			20.00
	Nelson	Robert	
			20.00
	O'Shaughnessy	Michele	
		100.00*	
	Rodgers	Mary	
			20.00
	Rico	Kimberly	
			100.00**
	Walker	Shamica	
			20.00
	Wang	Hai-Boh	
			20.00

C. Total Amount Distributed: - \$ 364.00

D. Ending Metrochek Balance: \$ 8,180.00

* New applicant

** Discrepancy - Received \$100.00, MDS shows \$44.00

6. **Distribute/track NRC systems furniture keys.**

The ASC maintains and provides systems furniture (pedestal file or flipper door) workstation keys to employees and badged contractors upon request. Refer problems with systems furniture locks to Joanna Lilley, Facilities Branch, (e-mail JEL1), 415-6743. Refer all other key requests or locksmith services to the Susan Cusseaux, Physical Security Branch, T6 E26, 415-6545 or 415-7407.

Key storage and maintenance

Storage

Usually, OWFN workstation keys begin with the prefix "SL" and TWFN workstation keys begin with the prefix "KA." These keys are maintained in zip-lock bags stored in labeled bins in cabinets at the ASC Front Service Desk. This cabinet is to be kept locked during off hours of the ASC.

Inventory replenishment

The contractor shall establish a method of monitoring the inventory level for all workstation keys to minimize key outages. Ninety-five (95) percent of the time, no more than two key numbers shall have a zero balance (out of stock).

The contractor shall initiate key replenishment actions to Joanna Lilley, Facilities Branch, (e-mail JEL1), 415-6743. Purchase requests shall be grouped together for efficient purchasing (e.g., place order every sixty days). The e-mail request shall suggest quantities needed based upon available space and usage. The contractor shall monitor the order status until keys are received, then verify key receipt based upon the manifest. The contractor shall assume a lead time of six to eight weeks from the time of order until receipt of keys.

Upon receipt of the replenishment keys, the contractor shall bag the keys in zip-lock bags and place them in the appropriate storage bins. A supply of zip-lock bags will be furnished by the ASC. The contractor shall advise the NRC PO when this supply needs to be replenished.

Issue

Ask the requester if the key will be used for his or her workstation (a secretary may pick up a key for an executive). If not, the key may not be issued without the NRC PO's approval. Ask the requester for the key code, e.g., SL432. If not known, the requester may obtain the code from the center of the lock cylinder.

Go to the desktop icon labeled "KEY" and select either the "Permanent Issue" or "Temporary Loan" box, as appropriate. Follow the system prompts and enter the key code, workstation location, and person's Autos ID. When completed, issue the key to the requester. The system shall also be used for the return of workstation keys.

If the key requested is out of stock, contact Joanna Lilley. She may have a key or be able to replace the workstation cylinders with another lock number.

7. Maintain and distribute ASC forms and publications, and assist customers with accurate form completion.

Forms

Upon request, the contractor shall provide ASC forms to the NRC customer and assist them with accurate completion of the form. These ASC forms are:

- Application for Full Share, NRC Form 546 (**Exhibit #7**)
- Application for Parking Permit, NRC Form 505 (**Exhibit #8**)
- Application for Handicap Parking Permit, NRC Form 505A (**Exhibit #9**)

Upon receipt of a completed form, the contractor shall review the form to ensure it is completed fully and correctly. For any discrepancy found, the contractor shall contact the customer and identify any changes or additions needed to achieve full and correct completion of the form.

Upon receipt of a properly completed paper form, the contractor shall document the date/time the form was received using the NRC-supplied date stamp machine located at the CSHD and forward the form to the appropriate ASC staff person or contractor for processing. The contractor shall monitor the inventory of ASC-related forms stocked at the CSHD location and replenish the forms by double-sided photocopying.

Publications

The contractor shall maintain the following commuter transportation publications in the hallway rack located adjacent to the ASC and in the holders provided at the ASC Front Desk:

- Ride On Bus time tables, 1 through 124
(replenishment contact: (240) 777-7433)
- MARC Rail schedule information
(replenishment contact: 1-800-325-RAIL)
- Metrorail, Metrochek and SmarTrip guides
(replenishment contact: (202)-637-7000)
- Alternative Parking Locations guide
- Other commuter or ASC program guidance approved by the NRC PO

The contractor shall maintain these publications so that outages do not occur with normal usage.

8. Process NRC visitor parking requests.

General

The ASC front desk is responsible for processing visitor parking requests. Requests may be received via e-mail, telephone or walk-up. When receiving requests for visitor parking, obtain the following information.

1. Name of visitor
2. Organization/company
3. Date and approximate time of arrival
4. Purpose on site (e.g., meeting with Mr. Smith or repairing copier equipment in room T-3C7)
5. Vehicle make, model and license number (nonmandatory info, record if known)
6. NRC contact person and telephone number

All requesters shall be advised to register their visitors into the ADM Visitor Information System located on the agency-wide menu. Caution requesters of perimeter road parking that parking is granted on a "space available" basis. Should parking not be available at the time of the visit, security officers will provide the visitors with a map of off-site parking locations.

ative Internal Information**- Perimeter road parking**

Parking is available at no charge on the perimeter road outside the TWFN building for:

- 1) Visitors, contractors, or service providers who do not work at the NRC on a regular basis (either full- or part-time). Persons with NRC picture I.D. badges are considered to be working regularly at the NRC and may not park on the perimeter road.
- 2) Guests invited to special NRC functions or support activities (e.g., featured speaker in auditorium, Noontime Concert performers, EWRA vendors, Red Cross (blood drive) personnel, employee family members attending retirement receptions or caterers supporting functions).
- 3) Other Federal government employees with an agency badge.
- 4) Non-headquarters NRC employees on official travel.
- 5) Representatives of the National Treasury Employees Union attending a meeting or conducting representational business, when requested through the Chief, Labor Relations (or designee).

- Garage visitor parking

Garage visitor parking is limited to the following:

- 1) Commission, EDO and Office Director visitors.
- 2) Contract drivers who will be using NRC vehicles for driver service can park in spaces reserved for NRC vehicles.

Garage visitors do not include the following:

- 1) NRC Headquarters employees; and,
- 2) NRC contractors or service providers (e.g., Energy Federal Credit Union employees), except for the contract drivers identified above.

Processing visitor parking requests

Visitor parking requests are processed through use of e-mails sent in a format titled "FIXIT." The FIXIT format is contained in **Exhibit #10** and is available on the "G" drive under "ASC," file named "FIXIT."

Garage parking

The contractor shall send FIXITs for garage visitor parking to the following e-mail addresses with a "cc" copy to the requester. It is recommended that the contractor establish an e-mail group distribution for this purpose. The FIXIT shall indicate that the visitor parking is free of charge.

FIXITs for parking for Commission, EDO and Office Director visitors shall indicate these visitors may park in the reserved area on the OWFN P1 level. The contractor shall notify the NRC PO when P-1 reserved parking will exceed five vehicles for a specific day.

- ▶ Bertinia Smith
- ▶ Cynthia Harbaugh
- ▶ Elizabeth Langley
- ▶ Guard station driveway
- ▶ OWFL Security OWFL
- ▶ Richie Fisher
- ▶ Sandra Schoenman
- ▶ Security TWFL
- ▶ SS2 Security
- ▶ Susan Cusseaux
- ▶ Dennis Turner
- ▶ O and M
- ▶ Colonial Parking
- ▶ O and M Project Officer

Perimeter road visitor parking

The contractor shall send FIXITS for Perimeter road visitor parking to the following addresses with a "cc" copy to the requester. It is recommended that the contractor establish an e-mail group distribution for this purpose.

- ▶ Bertinia Smith
- ▶ Cynthia Harbaugh
- ▶ Elizabeth Langley
- ▶ Guard station driveway
- ▶ OWFL Security OWFL
- ▶ Richie Fisher
- ▶ Sandra Schoenmann
- ▶ Security TWFL
- ▶ SS2 Security
- ▶ Susan Cusseaux
- ▶ Dennis Turner
- ▶ ASC (if FIXIT is not originated from ASC log on)

At least daily, the contractor shall run a copy of all parking FIXITs and file them in the parking binder located at the front desk.

A detailed document will be issued upon award of this contract as to how to handle Commissioner visitors.

9. Special item loan

Camera

The contractor shall maintain two digital cameras with computer diskettes and a "point and shoot" camera with film for use when requested by customers for NRC-supported events. The contractor shall track all reservations and loans to ensure the cameras are available for use when requested. The contractor shall secure the cameras in the NRC-provided safe when not in use. The contractor shall maintain a minimum of six floppy disks, two spare battery chargers, six rolls of 35MM film and a spare lithium battery, which may be replenished upon request by contacting the A/V staff (Bob Miller, 415-6851, blm1).

The A/V staff will provide the contractor with instructions on use of the cameras, and the contractor shall brief customers on its use at the time of loan pickup. Problems with the cameras should be directed to the A/V staff.

Upon return of the "point and shoot" camera to the ASC, the contractor shall remove the film from the camera (if not already removed by customer) and;

- Send an e-mail to the A/V staff, with a "cc" to the customer, stating that you are forwarding the film to them for development. State in the e-mail the customer's name and telephone number.
- Place the film in a sealed envelope with a copy of the e-mail and send to "Attention A/V staff," mail stop T6 E7.
- The A/V staff will contact the customer about development requirements.

International travel kits

The contractor shall maintain international travel kits for use when requested by customers for official foreign travel. The contractor shall track all reservations and loans to ensure the travel kits are available for use when requested. The contractor shall become knowledgeable about the use of the travel kits using the guidance provided, in order to render assistance and respond to customer questions. The travel kits should be kept locked in NRC-provided cabinets when not in use. There are eight travel kits in stock. The contractor shall notify the NRC PO when these kits need repair or replacement.

SUBTASK #B: COORDINATION AND SUPPORT OF NRC HEADQUARTERS SPECIAL EVENTS/SERVICES

1. Support for Commission functions.

The ASC is responsible for setups for Commission meetings, normally held in the Commission Meeting Room on the OWFN 1st floor and occasionally in the 18th floor conference room. The contractor shall be provided with a schedule of upcoming Commission meetings for the next month by the NRC PO.

Setup of Commission meetings consists of the following:

Room check

The Commission Meeting Room shall be in appropriate order and condition, but it is important to check before each meeting to ensure it is ready for occupancy. Check shall include the following:

<u>Item</u>	<u>Remedy contact</u>
- Furniture setup, cleaning or trash pickup	Call custodial contractor and later send confirming FIXIT
- Light bulb replacement, temperature or mechanical problems	Call operations and maintenance contractor and send confirming FIXIT
- Other problems noted, such as missing flags	NRC PO

The contractor shall stay on-site until all problems are corrected and notify the NRC PO of status.

Inventory management and cleaning

The contractor shall maintain a supply of pencils and 8 ½" x 11" lined paper tablets in the supply closet of the Commission Ready Room, adjacent to the Commission Meeting Room. This inventory shall be managed so that there are always enough supplies available to support the next Commission Meeting. Replenishment of pencils and tablets can be obtained through the NRC PO.

The contractor shall maintain a supply of water glasses, water carafes, and serving trays. These items are stored in the Commission Ready Room cabinets and counter. The contractor shall monitor the inventory of these items and advise the NRC PO if the quantities of any item fall below a two-meeting supply level.

The contractor shall keep all glasses, carafes, and trays, sanitary, soap free, and spotless. After washing, turn water carafes upside down and let air-dry. No dirty items shall be left on the Commission table, in the kitchen or in other areas. Items may be cleaned at the Commission Ready Room sink or in the dishwasher located in the Commission Kitchen on the 18th floor.

The contractor shall monitor the supply of dishwashing detergent, baking soda, dishcloths and towels and notify the NRC PO when replenishment is needed. The container of baking soda in the refrigerator shall be replaced every 90 days.

Table setup

The contractor shall be provided with requirements for the setup for each meeting. Setups are normally performed approximately one hour before meetings, subject to other meetings being held in the Commission Meeting Room. Setups shall always be completed no later than 40 minutes prior to the Commission Meeting to allow Office of the Secretary time to review arrangements. The security officer located at the elevator lobby will provide a key for entrance to the Commission Ready Room.

The contractor shall set up for each meeting in accordance with the requirements provided (normally a diagram), supplemented by any guidance from the NRC P Officer or Office of the Secretary. Routine setup consists of the following:

- Lined paper tablets and pencils. The contractor shall sharpen the pencils to a fine point using the sharpener provided in the Commission Ready Room.
- Water glasses set on trays lined with paper towels.
- Water carafes filled with ice water as follows:
 - 1) Obtain fresh ice from the New Reg Café.
 - 2) For water, use the spigot, which has a water filter, located in the Commission Ready Room. Allow cold water to run a minute, to aerate it for freshness, before filling the carafe.

The contractor shall remove all glasses, carafes and trays from the Commission Meeting Room on the same day following completion of the meeting.

Filter replacement

There are water filters installed under the sinks in Commission Meeting Room and the Commission 18th floor kitchen. The contractor shall label the filter housing with the date the filter was changed and notify the NRC PO if there is no indication the filter has been changed within a year.

2. Support for NRC bulletin boards.

General bulletin board coordination

In OWFN, an official NRC bulletin board is located on the second floor outside the ASC. Employees may post notices of job vacancies, commuter information, employee union business, and other office employee announcements on this board. Employees must obtain approval in advance from the NRC PO. In TWFN, official and National Treasury Employee Union notices are placed on the tack surfaces located on each floor at the intersections of Corridors A and B and Corridors B and C. Announcements shall be removed after 30 days, or sooner, if the date on the notice has passed.

The contractor shall monitor the boards and remove notices after 30 days or sooner if the date on the notice has passed. The bulletin boards are located as follows in the White Flint Complex:

OWFN building

Second floor

Copy room on floor 3 through 16

Garage elevator lobbies P2 and P3

Outside Supply Store P1

TWFN building

Tack surfaces on each floor at the intersections of corridors A and B;
and corridors B and C

Copy room on floors 2 through 10

Garage elevator lobbies P1 through P4

"Missing Children Notice" bulletin boards

In accordance with Executive Memorandum, "Missing Persons or Children Notices in Federal Facilities," dated January 19, 1996, the NRC posts missing children notices in both the OWFN and TWFN buildings. The contractor is responsible for removing the old notices, and printing and posting the approximately 12 new notices on each of these boards monthly. The contractor shall print the notices in accordance with guidance provided by the GSA Missing Child Notice Program www.r6.gsa.gov/pbs/kids/guidnc.htm and the National Center for Missing and Exploited Children www.ncmec.org.

3. Support for NRC office signage.

General

The contractor is responsible for coordinating the NRC headquarters interior building signage program (i.e., employee workstation/office signs and directional signs for lobbies and corridors). The contractor shall prepare requests for all other signs for procurement action by the NRC PO.

Processing requests

The contractor shall receive requests from customers for workstation and office signs via ADM's Service Request System, "Request for Signs" module under the agency-wide program. Requests for other signs will be provided by the Facilities Branch and the NRC PO to include requirements for directory boards. The contractor shall follow the following steps to process the request.

Ordering

1. Verify that all requests for lobby or corridor signs have been initiated or approved by the Facilities Branch. If not, obtain approval from Bill Harris, DFS. Customers may directly request signs for their office or workstation. Workstation/office signs consist of a holder with up to four inserts.
2. Review the request for obvious mistakes and contact the requester for any clarification needed.

3. Prepare a NRC 460, "Request for Editing Forms, Graphics, or Publication" (see **Exhibit #11**). For efficiency, requests may be held and bundled with other requests for up to 10 working days, except when the request is from a Commission office.
4. Obtain NRC PO approval.
5. Update Service Request System to show the status of the item as "Ordered."
6. Submit order to Graphics Section.

Receipt

1. Receive signage and inspect to ensure signage is as required.
2. Install all directional signs in hallways and corridors.

Workstation and office signage shall be installed or delivered within five working days of receipt as follows:

1. Install all signs. (Most signs are either applied by tape or hung from workstation tops.) NRC will install any sign with special installation requirements.
2. For inserts for existing signage:
 - 1) Install inserts for OWFN 17th and 18th floor locations.
 - 2) Mail to requester for other locations.
- 3) Update Service Request System to show the status of items as "Completed."

Project coordination

The contractor shall maintain copies of all signage records, including all pending calls and completed calls in files or binders that are easily accessible for review by the NRC PO.

Other signs

The contractor shall prepare requirements for all other signs, including directory boards, for procurement action by the NRC PO within five working days of request receipt. The requirements shall be prepared in the format required by the vendor. The contractor shall inspect and install new signs within five days of receipt. (NRC will install any sign with special installation requirements.)

For directory boards, the contractor shall immediately replace outdated individuals, titles and organizations with a blank strip pending receipt of new sign inserts.

4. Support for NRC Flags.

The ASC is responsible for maintaining the NRC and American flags flown on the flagpoles in front of the building. The contractor shall store and monitor the condition and quantity of both flags to ensure that the flags are in excellent condition and are available at all times.

Basic inventory

The contractor shall ensure that the following minimum quantity of flags are in excellent condition and are available at all times:

- 8 U.S. flags
- 6 NRC flags

Coordination with Security Officers

The on-site security officers are responsible for raising and lowering the building flags. The contractor shall provide two U.S. and NRC flags to the security officers (one for display and one for backup purposes).

Rotation

Every other Wednesday the on-site security officers will bring the flags to the ASC for replacement. The contractor shall issue the replacement flags to the on-site security officers and accept the flags being turned in for inspection. The flags may also be turned in to the ASC at other times if damaged.

Inspection

The contractor shall inspect all flags for damage or significant wear (any rips, noticeable fraying in the fabric, easily apparent fading, etc.). Damaged or worn flags shall be considered no longer to be a fitting emblem for display and action shall be taken for repair or replacement. The NRC PO may be consulted if the contractor is uncertain if a flag needs repair or replacement.

Repair or replacement

When flags need repair or replacement, the contractor shall prepare a written request to the NRC PO. For flags needing repair, the request shall specify the extent of repair needed. Dependent upon the number of flags on hand, actions shall be bundled. Assume a 45-day lead time for repairs, a 90-day lead time for U.S. flag purchases, and a 150-day lead time for NRC flag purchases.

5. Scheduling and coordination of NRC special events

General

The ASC is responsible for scheduling and coordinating use of auditorium and other special event space including the auditorium atrium, exhibit area, cafeteria and The Green (elevated lawn area between the two NRC Headquarters buildings). This support includes arranging for staging and seating

configurations, and coordinating user requirements with other appropriate organizations, including the Division of Facilities and Security and ASC's audiovisual services. See **Exhibit #12** for a description of special event areas, capacity and amenities.

NRC's custodial contractor is responsible for the setup of the interior space (auditorium, auditorium atrium, exhibit area, cafeteria) in accordance with the ASC's direction. Setup for events on The Green are handled through other contractor support.

Use and priority

Requests will normally be honored on a first-come/first-serve basis; however, the contractor should contact the NRC PO if the Commission or EDO office requests space already booked. All requests for use of space after working hours should be forwarded to the NRC PO.

Care of the auditorium

In an effort to preserve the condition of the auditorium, the contractor shall have sufficient trash cans in the rear of the auditorium and ensure that trash and materials that accumulate during a meeting are removed. Monitor the condition of the auditorium and inform the NRC PO if changes result in any deterioration of the auditorium condition, e.g., significant carpet stains, etc.

Signage

The contractor will post special signs or posters when provided by users.

Reservations

Suggest to employees that requests be submitted at least two weeks in advance (30 days for seminar configuration) of the event. Reservations are made through the Special Area Scheduler (SAS). Ensure that the event is requested by an NRC employee for an official purpose and that the support requests are within capabilities. Use of the TWFN exhibit area, TWFN Cafeteria and The Green for nonofficial, but NRC-supported activities, such as retirement receptions and EWRA events, must be approved by the NRC PO before reservations are completed.

Generally, allow two hours between events to accommodate setup requirements. Exceptions can be made when only minor setup changes are needed between events.

Scheduling for special event space is accomplished using the SAS which is separate from the Conference Room Scheduling System used for regular meeting room reservations. Check the SAS and complete the reservation. The SAS will send an automatic e-mail to the requestor upon the contractor completion of the reservation process. See **Exhibit #5** for "How to Use the SAS."

----- INTERNAL INFORMATION -----

If the auditorium is not available on the dates and times requested, discuss with the requestor about possible alternate dates. The contractor shall also inform the requestor about the following other possible sources of meeting space:

- Commission Meeting Room, capacity 108, contact Dave Gamberoni (301-415-1651)
- ACRS Meeting Room, capacity 100, contact Barbara Jo White (301-415-7130)
- ASLBP Meeting Room, capacity 70 (courtroom-type setting), contact Mack Cutchin (301-415-7397)
- HR Training Room, capacity 30, contact the Professional Developmental Center (301-415-7750)

In cases where the event cannot be accommodated on-site, contact the NRC PO for possible off-site space booking.

Support requirement determination

Normally, no later than two weeks prior to an event, contact the requestor to review the support requirements for the event. Remind the requestor to notify ASC immediately if the activity is canceled.

The following is a checklist that may be used to review requirements with the requestor:

General

1. Date received ____/____/____
2. Requestor's name/title _____
3. Requesting organization _____
4. Telephone number _____ Mail Stop _____ E-mail ID# _____
5. Fax number _____
6. Date(s) of program _____
7. Time _____ to _____
8. Purpose/title and brief description of activity _____
9. Total number of NRC and outside participants: _____
NRC _____ Other Federal agency _____ Public _____
Other(specify) _____

Special Requirements

1. Support furnishings
The following items should be sketched on the area layout. The ASC has several basic setup diagrams that can be used for this purpose. Complete the following specifying none or how many)

Tables _____ Location(s) _____
Chairs _____ Location(s) _____
Lectern _____
Stage _____ Special setup? _____
Handicap ramp _____
Flipchart(s) _____

Tables skirted (specify which tables) _____

Piano _____

Special signs to be posted _____

Extra trash cans _____

2. Audiovisual (specify by Checkmark)

Screen projection via camera _____

VCR/monitor _____

35mm projector _____

Special lighting _____

Overhead projector _____

Video recording _____

(Ask requester to submit requirements via Service Request System or via separate NRC Form 30, to mail stop T6-E5. Note that a written release must be obtained from any non-NRC participant.)

Photographer _____

(Ask requester to submit requirements via Service Request System or via separate NRC Form 30, to mail stop T6-E5).

Other (specify) _____

3. Food ☐ YES ☐ NO

4. Use auditorium catering kitchen? ☐ YES ☐ NO

5. Other

a. Parking ☐ Yes (Provide guidance on current parking availability and eligibility)

☐ No

b. Sensitive unclassified information is to be discussed?

☐ Yes (Contact NRC PO)

☐ No

c. Media is apt to be interested/attend activity?

☐ Yes (Notify OPA)

☐ No

d. Other support (specify) _____

Confirmation of requirements by requester

After review of the requirements with the requester, ask them to confirm their requirements through use of NRC Form 30, "Request for Administrative Services."

The Form 30 should specify:

- Requestor's name, title and organization. Provide alternate contact if possible;
- Telephone number, mail stop, and e-mail ID;
 - Official purpose/title and brief description of proposed activity;
 - Date(s) and times needed
 - Estimated number of NRC and outside participants. Divide participants into categories, e.g., 30 NRC employees, 10 employees from other Federal agencies, 60 members from the public;
- Staging, seating, audiovisual and other requirements; and
- Attach diagram or describe special setups.

Coordination with other offices

Monthly schedule and requirement

The contractor shall compose a monthly schedule and requirements of activities for the upcoming month for all special space reservations to be issued one week before the first day of the month, e.g., April's monthly schedule should be submitted on March 25th. This schedule should include the date(s), time, contact person and telephone number, title of the activity, and room requirements, and number of participants (see **Exhibit 12a**). Copies of this schedule should be forwarded to the NRC PO; Chief, ASC; Chief, Physical Security Branch; Sandra Schoenmann, Physical Security Branch; Nancy Turner Boyd, Facilities Branch; Bob Miller, Audiovisual staff; and Dennis Tarner, ASC.

Setup directions to custodial contractor

Every Thursday prepare setup drawings for the next week and provide to the custodial manager (fax number 415-7725) followed by a confirming FIXIT request. The FIXIT shall include the following information: (see **Exhibit 12b**).

- A statement of the week that is being set up
- Specify date, area to be set up, and the time setup is to be completed
- Specify the room setups
- Concurrence copies of the FIXIT sent to the facilities staff and NRC PO

On-site support

Prior to the event, establish a time on the day of the event to meet with the requester to review the setup and other support requirements. Try to schedule this on-site review at least one hour prior to the event to allow time for changes and corrections, if needed. Upon arrival, make sure the space is ready for the event including checking for temperature, lighting, and cleaning. If space is not set up according to the drawing, contact custodial manager via telephone (415-0145) or pager (301-629-0410) immediately. Contact other support offices as necessary.

Prior to leaving the event site, provide the requester with a business card identifying yourself with contact numbers in case problems or questions arise.

Support for Commission Representation Events

The contractor shall provide coordination and planning assistance in setup of Commission luncheons, placement of tables and chairs for the number of guest invited, placing tablecloths on tables, place number of napkins needed for setting. After the event, provide soiled linen to the appropriate NRC PO to have them cleaned. Upon receipt of clean linen, ensure that they are placed in the appropriate storage area. Ensure the area where event was held is back to its original setup after an event. Report any deficiencies that need to be corrected to the appropriate officials.

Support for All Employees Meeting and Annual Awards Ceremony

The NRC All Employees Meeting and Annual Awards Ceremony events are held once a year. The contractor shall provide coordination and planning assistance and on-site support for these events including arranging for volunteer ushers, completing stage setup and coordinating visitor parking.

6. Administrative Services Support Tasks

General

The contractor shall perform tasks as requested by the NRC PO, such as preparing temporary event signs, assembling data for special ASC reports, preparing materials for ASC exhibits, assisting with Commission kitchen inventory, gathering information on request for obtaining off-site meeting spaces, and performing data entry for ASC system conversions.

Setting Up For Representative Events on the 18th Floor

The ASC is responsible for setups for Commission Representative Events, normally held in the Commission Dining Room and Executive Conference Room. The contractor shall be provided with a schedule of upcoming events by the NRC PO.

Setup of Representative Events in the Dining Room

The Commission Dining Room should be in appropriate order and condition.

- The chairs and tables shall be placed as directed.
- Place tablecloth on the table
- Place napkins on table

After the function, ensure that the room is back to its original setup. The contractor shall monitor the inventory of the linen and utensils to advise the NRC PO if the quantities of any item need to be replaced. No dirty linen are to be left in the Dining Room. All soiled linen are to be given to NRC PO to be cleaned.

For setup of a signing ceremony

Obtain appropriate items for this setup from the NRC PO. Ensure that the room is in appropriate order and condition. Remove all unnecessary items from the Commission conference table, e.g., pads, pencils, water carafes and trays. Contact the audiovisual staff to remove table microphones.

Processing Electronic Approval List for Parking

Prepare the electronic approval list for parking on a quarterly/monthly basis through the Parking Management Information System (PMIS). Place original and updated applications into the PMIS. Ready the PMIS for approval process. Maintain the wait list. Notify applicants of their placement on the wait list. Notify the proper project staff on those individuals who did not purchase a permit. Send out reminder notices to those individuals who have not purchased permits before the approval period ends.

Under the PMIS, use the following instructions for processing the approval system:

Please Note:

Before running the system - Set the computer clock to the 20th day (need to get this authorization if not running on Renea's computer). The system is run on the 19th day of the calendar each month. If the 19th falls on a nonworking day, then run it on the next working day.

1. Click on **"PMIS new"**
Type in password
Click **"OK"**
2. Preparing System for Issuance of Monthly Parking Permits
 - Click on **"File"**
 - Click on **"Update Controls"**
 - Click on **"Page 3" This is the Monthly Authorization E-mail Message**
There are two types of authorizations; a quarterly authorization and a monthly authorization. The quarterly authorizations are run on the month prior to the beginning of each calendar quarter (December, March, June, September). The months to run the monthly authorizations are January, February, April, May, July, August, October, and November.

See **Exhibit #17-1** for standard message for monthly notification to be typed in this area. Update the date period for sale; sale date is always the 20th day of the month. If the 20th falls on a weekend, the sale date will begin on the first working day following the 20th.

See **Exhibit #17-2** for standard message for quarterly approval to be typed in this area.

After updating message, click on **"OK"**

3. Now you are ready to run the system for the monthly or quarterly approval. Click on **"Create Approval List (quarterly)."** For the monthly approval list, click on **"Renew Approval List (monthly)."**
4. Once the approval has been finalized, print a copy of the current screen. Close screen upon printing the screen.
5. Click on **"Report."** Scroll down to **"Monthly Parking Log."** A print screen will appear to print report. Hold on to this report in the event the system in the O&M office goes down. This copy can be taken to the O&M office so that they can manually sell permits.
6. When you have individuals on the wait list, prepare an email to them. Go to **"action,"** click on **"Process Wait List,"** then click on **"Search Waiting Listing."** Now, click on **"Print."** Prepare an email informing them that they are on the wait list. See **Exhibit #17-3** e-mail. Click **"close."**
7. Lastly, reset your computer to the current date.

Note: To run program from my desktop, go to the icon **"Shortcut to PMIS & Metrochek,"** and click on **"PMIS New."**

Process for Disapproving "Non-payers" for the Month

1. Enter password
2. Click **"OK"**
3. Click on **"Reports"**
4. Scroll down to and click on **"Current Month Non-Payers"**
5. To print this listing, click on **"Print"**
6. Close page
7. Click on **"Actions"**
8. Scroll down and click on **"View Approval List (and disapprove applicant)"**
9. From the **"Non-Payers"** list, disapprove applicants on **"Approval List."** Scroll down or type in names. Then click on the **"Disapprove"** button. You will get a **"confirm box"** asking, **"Are you sure you want to disapprove Applicant name?"** You should click **"Yes."** It will confirm again the person you disapprove. Proceed to disapprove every name on the **"Non-Payers"** list.
10. Once you have completed disapproving the non-payers, close the screen. Go to the wait list to approve applicants.
11. Click on **"actions."**
12. Scroll down to **"Process Wait List."**
13. Place a **"1"** in the **"Prorate Days"** block.
14. In the **"Parking Permits Remaining,"** this block should equal the number of applicants you have disapproved from the approval listing.

15. Click on **"Search Waiting List."** Print this listing out. Now you are ready to approve applicants on the Waiting List. Starting at the top of the page with applicant number 1 through the number remaining in the **"Parking Permits Remaining"** box, approve each applicant based on the number of available spaces. Close this page when you have finished with the approval. Now close the program.
16. Send an e-mail (see **Exhibit #17-4** e-mail to the O&M contractor) of those applicants that are disapproved and those who are approved from the wait list.
17. Send another e-mail to the NRC PO, ASC Branch Chief, and the Senior Administrative Services Specialist with the names of applicants disapproved and approved from the wait list.
18. Send an e-mail to those approved from the wait list for parking (see attached sample e-mail). The applicants should be a **bcc**. The purpose of sending the applicants on **bcc** is to avoid conflict with the Union or other applicants. Also, place the NRC PO, Renea Bailey, on **cc** of this e-mail.
19. Send an e-mail to those that remain on the wait list for parking (see **Exhibit #17-5** sample e-mail). Place all applicants on **bcc**. Also, place the NRC PO, Renea Bailey, on **cc** of this e-mail.

Incidental Administrative Services Tasks (ISTs)

The contractor shall perform (on an "as needed" basis as requested by the NRC PO) Incidental Administrative Services Tasks (ISTs), such as gathering information for special reports or other statistical input. The NRC estimated there will be 120 ISTs per year. Each IST shall not exceed ten hours labor, and it is estimated that most ISTs will not exceed 2-1/2 hours.

The NRC PO will issue ISTs via e-mail to the contractor. For urgent ISTs, the request may be verbal followed by the e-mail. The IST's e-mail shall provide a brief description of the services required and estimated hourly level of effort.

The contractor shall complete ISTs with an estimated level of effort of three hours or less within two working days. The contractor shall complete all other ISTs within four working days. The NRC PO may establish an expedited schedule for completion of ISTs to meet service requirements that cannot be changed, and, when needed, for urgent, unusual, or emergency type situations. Should the contractor request an extension for completion of ISTs, prior NRC PO approval is required. The contractor shall report completion of ISTs using an e-mail response to the original request.

TASK AREA #1 - REPORT DELIVERABLES

The contractor shall provide the NRC PO with the following information within 10 calendar days after the completion of each Federal fiscal year quarter:

- The quantity of each type of service supported during the period including:
 - ▶ Quantity of "walk-in" customers assisted by the CSHD
 - ▶ Quantity of customers telephoning the CSHD
 - ▶ Quantity of customers e-mailing the CSHD
 - ▶ Quantity of customers contacting the CSHD that were referred to non-ASC personnel to obtain the service or information they need
 - ▶ Quantity of meeting room requests scheduled for customers
 - ▶ Quantity of video teleconference requests scheduled for customers
 - ▶ Quantity of dosimeter badges issued
 - ▶ Quantity of customers issued a monthly transit subsidy
 - ▶ Quantity of replacement keys issued
 - ▶ Quantity of ASC forms issued to customers
 - ▶ Quantity of visitor parking requests processed
 - ▶ Quantity of individual office signs processed
 - ▶ Quantity of services provided to support NRC flags
 - ▶ Quantity of Commission functions supported
 - ▶ Quantity of non-Commission Special Events supported during the period, broken-out by the following areas:
 - Events held in Commission Hearing Room
- Events held in Auditorium
- Events held in Exhibit Area
- Events held in TWFN Cafeteria
- Events held outside on The Green
- Events held in all other locations
- ▶ Quantity of monthly parking permits NRC sold each month
- ▶ Quantity of daily parking permits NRC sold each month
- ▶ Quantity of NRC employees receiving a transit subsidy each month broken-down by those receiving a MetroChek vs. those using the SmartCard
- ▶ Total cost of NRC transit subsidy disbursements each month
- ▶ Quantity of NRC vehicle requests processed each month broken-down by:
 - Vehicles dedicated to repetitive tasks (mail runs, guard tours, warehouse deliveries, etc.) vs. ad hoc vehicle requests for a U-Drive-It vehicle to support local travel
 - Executive driver requests received vs performed, broken-down by requests driven by NRC staff vs. contract drivers

TASK AREA #2 - ON-SITE SUPPORT FOR NRC PROPERTY MANAGEMENT SERVICES

SUBTASK #A = Physical inspection and support for NRC on-site meeting rooms.

General:

The ASC is responsible for monitoring the readiness of NRC on-site meeting rooms including the equipment, furniture and office supplies assigned to each room. Each NRC meeting room has been assigned a "maximum seating capacity," which is the most staff the room can accommodate at the same time and a "standard configuration," which is a floor plan showing the correct placement of tables and chairs within that room. (This floor plan is posted on the inside of each meeting room's entrance door.)

Based on this "maximum seating capacity," NRC has furnished each meeting room with the quantity of chairs required to accommodate the room's "maximum seating capacity" and an appropriate quantity of tables. Other meeting-related items assigned for each room may include TV, VCR, overhead projector, projection screen, speaker phone and video-teleconference unit. The attached **Exhibit #13** provides the on-site location (room number) of each meeting room and a list of items that have been assigned to each room. A floor plan showing the correct placement of tables and chairs is posted on the inside of each meeting room's entrance door.

Monthly meeting room inspections:

Each month, the contractor shall complete an inspection of each NRC on-site meeting room listed in **Exhibit #13** and during this inspection the contractor shall:

- Identify missing/damaged/extra equipment and furniture;
- Ensure the items are in the correct location (configuration) within the meeting room;
- Identify other problems within the room, e.g., dirty table tops, room light bulbs out;
- Operate all assigned equipment: TV/monitor, VCR, overhead projector, and drop-down projection screen to ensure working order;
- Check the room's storage closet for items that are not listed in **Exhibit #13** as being stored in that closet (may find items such as boxes of meeting materials, easels, equipment from other meeting rooms, etc.);
- Ensure that overhead projectors have spare light bulbs in the unit's storage compartment.

During the inspection of each room, the contractor shall return the room to that room's assigned "standard configuration." Within four working hours of the inspection of each room, the contractor shall initiate the action listed to resolve the following common discrepancies:

TYPE OF DISCREPANCY

Light outage
Table/chair or floor dirty
Trash can full
Supplies missing
Furniture missing/broken/dirty
Equipment missing/broken
Extra equipment/furniture in room
Wrong equipment/furniture in room
Other items in room

ACTION TO BE INITIATED

Send a FIXIT service request
Send a FIXIT service request
Send a FIXIT service request
Report the issue to the NRC PO
Report the issue to the NRC PO
Report the issue to the NRC PO
Report the issue to the NRC PO
Report the issue to the NRC PO
Report the issue to the NRC PO

Unscheduled inspections:

In the event the ASC receives notification of an issue with one of the meeting rooms, the contractor shall immediately verify the problem and initiate the above action to resolve the reported discrepancy. Any discrepancy not listed above shall be reported to the NRC PO.

Within one working day of each inspection, the contractor shall provide the NRC PO with a report of the rooms inspected and identify problems and any corrective actions taken. The NRC PO will review the report and determine resolution needed for pending items. The contractor shall assist in recommending resolution actions and in implementing the corrective actions determined by the NRC PO, including generating the NRC documentation required and assisting with replenishing the items that are found to be missing/inoperable/damaged. The contractor shall maintain a historical record for each meeting room inspection, discrepancies found, corrective actions taken, and current status of the room's furniture/equipment and configuration.

SUBTASK #B = Filing and organization of NRC Property Management Reference Materials and related records.

Property records:

The contractor shall file documents in numerical sequence and setup additional files as needed. Filing is to be completed weekly.

- a. NRC Form 30 = "Request for Administrative Services"
(This activity averages approximately 55 documents per week.)
- b. Acquisition documents (purchase orders and contracts)
(This activity averages approximately 15 documents per week.)

Vendor catalogs and item research

a. Replacement of expired "GSA schedule" and "open market" catalogs

NRC maintains a file of approximately 150/each various vendor catalogs used to identify sources for the purchase of Equipment, Furniture and Supplies which are organized in alphabetical order using the vendor's name. Each quarter (every three months) the contractor shall perform a review of each of these vendor catalogs and identify those catalogs which have expired (price lists and/or models are no longer current). For those catalogs that have expired, the contractor shall contact the vendor and request a new current catalog be mailed to NRC. When the replacement catalog is received, the contractor shall replace the expired catalog. (Catalogs usually need to be replaced every two years.)

b. New catalogs

Upon request by the NRC PO, the contractor shall place calls to new vendors requesting new catalogs for NRC use. When the catalog is received, the contractor shall file the catalog in alphabetical order. (Estimated number of calls: three per month)

c. Vendor research

Upon request by the NRC PO, the contractor shall conduct searches for sources (new vendors) for NRC to obtain various administrative property items. Searches shall be done using Internet, Yellow Pages, vendor catalogs, or other sources. (Frequency: approximately three times a month)

SUBTASK #C = Performance of accurate data-entry of NRC Property Management transactions into the NRC Property Management database.

Requisition logging and tracking

Requisition entry

NRC uses a "Requisition Number" to identify and track individual requests for equipment, furniture, supplies or administrative services. The NRC Property Management area maintains the NRC's central "Requisition Number Tracking System" (RNTS), which is used to assign and track the next sequential 6-digit numerical tracking number as new requests are processed.

As new requests are received, the contractor shall use the NRC RNTS to assign each request with the next sequential requisition tracking number and then log the request into the RNTS database. The contractor shall enter the following data from the request into the RNTS database:

- Name of requester
- Requisition date
- Description of items requested
- NRC organization of requestor
- Transaction type, using the following codes:
 - ▶ F1 = "Furniture Issue" (requests furniture to be provided from warehouse)
 - ▶ F2 = "Furniture Pickup" (requests furniture to be returned to warehouse)
 - ▶ F4 = "Furniture Stock Replenishment" (requests the purchase of standard "stock" furniture to replenish the warehouse inventory levels of that item)
 - ▶ F5 = "Furniture Special Purchase" (requests the purchase of non-standard furniture for a specific need which is not to be "stocked" in the NRC warehouse)
 - ▶ E1 = "Equipment Issue" (requests equipment to be provided from warehouse)
 - ▶ E2 = "Equipment Pickup" (requests equipment to be returned to warehouse)
 - ▶ E3 = "Equipment Move" (requests equipment to be moved between offices)
 - ▶ E4 = "Equipment Stock Replenishment" (requests the purchase of standard "stock" furniture to replenish the warehouse inventory levels of that item)
 - ▶ E5 = "Equipment Special Purchase" (requests the purchase of non-standard furniture for a specific need which is not to be "stocked" in the NRC warehouse)
 - ▶ S1 = "Supply Issue" (requests supplies to be provided from warehouse)
 - ▶ S2 = "Supply Pickup" (requests supplies to be returned to warehouse)
 - ▶ S4 = "Supply Stock Replenishment" (requests the purchase of standard "stock" supplies to replenish the warehouse inventory levels of that item)
 - ▶ S5 = "Supply Special Purchase" (requests the purchase of non-standard supplies for a specific need which is not to be "stocked" in the NRC warehouse)
 - ▶ IM = "Item Move" (requests a furniture or supply item to be moved between offices)
 - ▶ M = "Maintenance" (requests repair services on NRC equipment)
 - ▶ S = "Subscriptions" (Requests purchase of a subscription)

(Workload Frequency: approximately 10 requisitions per day.)

Coordination/tracking of NRC specialized approvals

The contractor shall ensure requests that require special approval/coordination by NRC organizations (with oversight responsibility for that activity) are coordinated to obtain the necessary review/approvals. **Exhibit #14** provides a listing of the types of requests requiring these special approvals and the NRC organization, which the contractor shall contact to coordinate the approval.

Prior to mailing the request to another organization for their review/approval, the contractor shall document where/when the request was sent in the RNTS. The contractor shall include a

note with the request for the reviewing organization to "review and return." When the request is returned, the contractor shall log the requisition back into the RNTS. The contractor shall monitor the status of all requests sent out for approval and followup with organizations not returning requisitions within six working days.

(Frequency: approximately one requisition per day)

Providing request status queries

The NRC's RNTS can perform searches on any of the system's data fields used to document information on requests. The contractor shall conduct automated searches in the RNTS when a customer asks for the status of their request or other information, such as the date the request was sent to another organization to review/approve.

(Frequency: approximately one search per day)

Property and Supply System processing

The contractor shall input, update and complete requests in the NRC's automated Property and Supply System (PASS-2). These requests will be limited to standard "issue" or "receipt" transactions for controlled equipment or furniture with established property records. Data fields to be completed are prompted by the PASS-2 system based upon the type of transaction. These data fields include requisition number, equipment tag number, location, property account, and completion date. The NRC PO will provide any additional specific information required to process each transaction such as "NRC property account" designations, etc. The contractor shall make copies of all actions and provide to the NRC PO for the daily data entry file.

(Frequency: approximately 10 requisitions per day)

SUBTASK #D = Physical assistance with the inventory of NRC furniture, equipment and supplies.

Warehouse property:

The contractor shall assist with the physical inventory and reconciliation of warehouse furniture, systems furniture, transwall partitions and components, stock equipment, supplies, and special storage items. Note: The support for this activity shall include standing/walking for extended periods and independently lifting items up to 75 lbs. in weight.

(Frequency: one inventory per year, two staff persons for approximately three days per inventory)

Paper:

The contractor shall perform a weekly inventory of the type of copier paper (letter size paper = 8.5" x 11" and legal size paper = 8.5" x 14") in each of the NRC on-site copier rooms on each floor of the two NRC White Flint North buildings. Refer to **Exhibit #15** for the "OWFN Building Copy Room Paper Inventory Worksheet" and **Exhibit #16** for the "TWFN Building Copy Room

Paper Inventory Worksheet." These worksheets identify locations to be inventoried and the total quantity of letter size paper that should be maintained at each location (maximum stock). For each location, the contractor shall enter the following on the **Copy Room Inventory Worksheet**:

1. Record the physical inventory quantity for each type paper (number of full boxes);
2. For letter size paper, subtract the inventory quantity from the maximum quantity and record the "quantity to be delivered" in the space provided. All stations are to be maintained at a level of one box of legal paper.

SUBTASK #E = On-site property identification and assistance

The contractor shall provide support in response to calls for "general assistance" including:

1. Assisting customers with adjustment of chairs (ergonomic, etc.)
2. Identifying type of furniture or administrative equipment item needed for replacement
3. Resolving minor furniture maintenance problems, coordinating warranty service, and assisting with recall item processing

(Frequency: approximately two to three calls per week)

SUBTASK #F = Receiving supply deliverables

The contractor shall provide on-site support for receiving (inspecting, recording, and documenting that what was received matches what was ordered) supplies from supply vendors in the NRC Supply Store and document all deliveries as required. NOTE: The support for this activity shall include standing, walking, bending, stooping, and independently lifting items up to 30 lbs. in weight.

TASK AREA #2 - REPORT DELIVERABLES

The contractor shall provide the NRC PO with the following information within 10 calendar days after the completion of each Federal fiscal year quarter:

For each meeting room inspected during the quarter, list the quantity of each type of discrepancy found, broken-out by the following areas:

- Rooms that were missing chairs
- Rooms that had extra chairs
- Rooms that had broken or soiled chairs
- Rooms that were missing tables
- Rooms that had extra tables
- Rooms that were missing the overhead projector
- Rooms that had an inoperable overhead projector
- Rooms that had a malfunctioning drop-down projection screen
- Rooms that were missing the TV
- Rooms that had a broken TV
- Rooms that were missing the VCR
- Rooms that had a broken VCR
- Rooms that were missing the telephone
- Rooms that were missing the VTC unit
- Rooms that had trash requiring custodial services
- Rooms that were not in correct configuration
- Rooms that had excess items stored in them or in their storage closets

BILLING INSTRUCTIONS FOR
FIXED PRICE CONTRACTS

General: The contractor shall prepare vouchers or invoices as prescribed herein. FAILURE TO SUBMIT VOUCHERS/INVOICES IN ACCORDANCE WITH THESE INSTRUCTIONS WILL RESULT IN REJECTION OF THE VOUCHER/INVOICES AS IMPROPER.

Form: Claims shall be submitted on the payee's letterhead, voucher/invoices, or on the Government's Standard Form 1034, "Public Voucher for Purchases and Services Other than Personal," and Standard Form 1035, "Public Voucher for Purchases Other than Personal--Continuation Sheet." These forms are available from the U.S. Government Printing Office, 710 North Capitol Street, Washington, DC 20401.

Number of Copies: An original and three copies shall be submitted. Failure to submit all the required copies will result in rejection of the voucher/invoice as improper.

Designated Agency Billing Office: Vouchers/Invoices shall be submitted to the following address:

U.S. Nuclear Regulatory Commission
Division of Contracts and Property Management - T-7-I-2
Washington, DC 20555-0001

A copy of any invoice which includes a purchase of property valued at the time of purchase at \$5000 or more, shall additionally be sent to:

Chief, Property Management Branch
Division of Facilities and Property Management
Mail Stop - T-7-D-27
Washington, DC 20555-0001

HAND-DELIVERY OF VOUCHERS/INVOICES IS DISCOURAGED AND WILL NOT EXPEDITE PROCESSING BY THE NRC. However, should you choose to deliver vouchers/invoices by hand, including delivery by any express mail service or special delivery service which uses a courier or other person to deliver the vouchers/invoices in person to the NRC, such vouchers/invoices must be addressed to the above Designated Agency Billing Office and will only be accepted at the following location:

U.S. Nuclear Regulatory Commission
One White Flint North - Mail Room
11555 Rockville Pike
Rockville, MD 20852

HAND-CARRIED SUBMISSIONS WILL NOT BE ACCEPTED AT OTHER THAN THE ABOVE ADDRESS

Note that the official receipt date for hand-delivered vouchers/invoices will be the date it is received by the official agency billing office in the Division of Contracts.

Agency Payment Office: Payment will continue to be made by the office designated in the contract in Block 12 of the Standard Form 26 or Block 25 of the Standard Form 33, whichever is applicable.

Frequency: The contractor shall submit a voucher or invoice only after the NRC's final acceptance of services rendered or products delivered in performance of the contract unless otherwise specified in the contract.

Preparation and Itemization of the Voucher/Invoice: The voucher/invoice shall be prepared in ink or by typewriter (without strike-overs). Corrections or erasures must be initialed. To be considered a proper voucher/invoice, all of the following elements must be included:

1. Contract number.
2. Sequential voucher/invoice number.
3. Date of voucher/invoice.
4. Payee's name and address. (Show the name of the contractor and its correct address. In addition, when an assignment of funds has been made by the contractor, or a different payee has been designated, include the name and address of the payee). Indicate the name and telephone number of the individual responsible for answering questions which the NRC may have regarding the voucher/invoice.
5. Description of articles or services, quantity, unit price, and total amount.
6. For contractor acquired property list each item purchased costing \$50,000 or more and having a life expectancy of more than 1 year and provide: (1) an item description, (2) manufacturer, (3) model number, (4) serial number, (5) acquisition cost, (6) date of purchase, and (7) a copy of the purchasing document.
7. Weight and zone of shipment, if shipped by parcel post.
8. Charges for freight or express shipments. Attach prepaid bill if shipped by freight or express.
9. Instructions to consignee to notify the Contracting Officer of receipt of shipment.
10. Travel Reimbursement (if applicable)

The contractor shall submit claims for travel reimbursement as a separate item on its fixed-price invoice/voucher in accordance with the following:

Travel reimbursement. Total costs associated with each trip must be shown in the following format:

<u>Start Date</u>	<u>Destination</u>	<u>Costs</u>
From:	From:	
To:	To:	\$

Provide supporting documentation (receipts) for travel expenditures in excess of \$75.00 in an attachment to the invoice/voucher.

For Indefinite Delivery contracts or contracts under which progress payments are authorized, the final voucher/invoice shall be marked "FINAL VOUCHER" OR "FINAL INVOICE."

Currency: Billings may be expressed in the currency normally used by the contractor in maintaining his accounting records and payments will be made in that currency. However, the U.S. dollar equivalent for all vouchers/invoices paid under the contract may not exceed the total U.S. dollars authorized in the contract.

Supersession: These instructions supersede any previous billing instructions.

NRC FORM 187

(1-2000)
NRCMD 12

U.S. NUCLEAR REGULATORY COMMISSION

AUTHORITY

The policies, procedures, and criteria of the NRC Security Program, NRCMD 12, apply to performance of this contract, subcontract or other activity.

**CONTRACT SECURITY AND/OR
CLASSIFICATION REQUIREMENTS****COMPLETE CLASSIFIED ITEMS BY
SEPARATE CORRESPONDENCE****1. CONTRACTOR NAME AND ADDRESS**

Lanmark Technology, Inc.
10560 Main Street, Suite LL-10A
Fairfax, VA 22030

**A. CONTRACT NUMBER FOR COMMERCIAL
CONTRACTS OR JOB CODE FOR DOE
PROJECTS (Prime contract number must be shown
for all subcontracts.)**

NRC-10-06-400**B. PROJECTED
START DATE****03/01/2006****C. PROJECTED
COMPLETION DATE****11/30/2010****2. TYPE OF SUBMISSION**

- ☒ **A. ORIGINAL**
☐ **B. REVISED (Supersedes all
previous submissions)**
☐ **C. OTHER (Specify)**

3. FOR FOLLOW-ON CONTRACT, ENTER PRECEDING CONTRACT NUMBER AND PROJECTED COMPLETION DATE**A. DOES NOT APPLY****B. CONTRACT NUMBER****DATE****4. PROJECT TITLE AND OTHER IDENTIFYING INFORMATION****Administrative Support Services****5. PERFORMANCE WILL REQUIRE****A. ACCESS TO CLASSIFIED MATTER OR CLASSIFIED INFORMATION**

- ☐ **YES (If "YES," answer 1-7 below)**
☒ **NO (If "NO," proceed to 5.C.)**

**NOT
APPLICABLE****NATIONAL SECURITY****RESTRICTED DATA****SECRET****CONFIDENTIAL****SECRET****CONFIDENTIAL****1. ACCESS TO FOREIGN INTELLIGENCE INFORMATION****2. RECEIPT, STORAGE, OR OTHER SAFEGUARDING OF
CLASSIFIED MATTER. (See 5.B.)****3. GENERATION OF CLASSIFIED MATTER.****4. ACCESS TO CRYPTOGRAPHIC MATERIAL OR OTHER
CLASSIFIED COMSEC INFORMATION.****5. ACCESS TO CLASSIFIED MATTER OR CLASSIFIED
INFORMATION PROCESSED BY ANOTHER AGENCY.****6. CLASSIFIED USE OF AN INFORMATION TECHNOLOGY
PROCESSING SYSTEM.****7. OTHER (Specify)****B. IS FACILITY CLEARANCE REQUIRED?****YES****NO****C. ☐ UNESCORTED ACCESS IS REQUIRED TO PROTECTED AND VITAL AREAS OF NUCLEAR POWER PLANTS.****D. ☐ ACCESS IS REQUIRED TO UNCLASSIFIED SAFEGUARDS INFORMATION.****E. ☒ ACCESS IS REQUIRED TO SENSITIVE IT SYSTEMS AND DATA.****F. ☒ UNESCORTED ACCESS TO NRC HEADQUARTERS BUILDING.**

FOR PROCEDURES AND REQUIREMENTS ON PROVIDING TEMPORARY AND FINAL APPROVAL FOR UNESCORTED ACCESS, REFER TO NRCMD 12.

6. INFORMATION PERTAINING TO THESE REQUIREMENTS OR THIS PROJECT, EVEN THOUGH SUCH INFORMATION IS CONSIDERED UNCLASSIFIED, SHALL NOT BE RELEASED FOR DISSEMINATION EXCEPT AS APPROVED BY:

NAME AND TITLE

A. Renea Bailey, NRC Project Officer

SIGNATURE

A. Renea Bailey

DATE

2/2/06

7. CLASSIFICATION GUIDANCE

NATURE OF CLASSIFIED GUIDANCE IDENTIFICATION OF CLASSIFICATION GUIDES

8. CLASSIFIED REVIEW OF CONTRACTOR / SUBCONTRACTOR REPORT(S) AND OTHER DOCUMENTS WILL BE CONDUCTED BY:



AUTHORIZED CLASSIFIER (Name and Title)



DIVISION OF FACILITIES AND SECURITY

9. REQUIRED DISTRIBUTION OF NRC FORM 187 Check appropriate box(es)



SPONSORING NRC OFFICE OR DIVISION (Item 10A)



DIVISION OF CONTRACTS AND PROPERTY MANAGEMENT



DIVISION OF FACILITIES AND SECURITY (Item 10B)



CONTRACTOR (Item 1)



SECURITY/CLASSIFICATION REQUIREMENTS FOR SUBCONTRACTS RESULTING FROM THIS CONTRACT WILL BE APPROVED BY THE OFFICIALS NAMED IN ITEMS 10B AND 10C BELOW.

10. APPROVALS

SECURITY/CLASSIFICATION REQUIREMENTS FOR SUBCONTRACTS RESULTING FROM THIS CONTRACT WILL BE APPROVED BY THE OFFICIALS NAMED IN ITEMS 10B AND 10C BELOW.

NAME (Print or type)	SIGNATURE	DATE
A. DIRECTOR, OFFICE OR DIVISION	SIGNATURE	DATE
Mark J. Flynn, Director, DAS/ADM	<i>Mark J. Flynn</i>	2/2/06
B. DIRECTOR, DIVISION OF FACILITIES AND SECURITY	SIGNATURE	DATE
Sharon D. Stewart, Acting Dir., DFS/ADM	<i>Sharon D. Stewart</i>	2/8/06
C. DIRECTOR, DIVISION OF CONTRACTS AND PROPERTY MANAGEMENT (Not applicable to DOE agreements)	SIGNATURE	DATE
Mary Lynn Scott, Director, DCPM/ADM	<i>Mary Lynn Scott</i>	2/8/06

REMARKS



U.S. Department of Labor

Employment Standards
Administration Wage and Hour
Division

www.dol.gov/esa



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Code	Title	Grade
47043	ABLE SEAMAN, DAY/DECK UTILITY	NONE
47042	ABLE SEAMAN, MAINTENANCE	NONE
47041	ABLE SEAMAN, WATCH	NONE
	ACCOUNTING CLERK	
01011	ACCOUNTING CLERK I	GS - 2
01012	ACCOUNTING CLERK II	GS - 3
01013	ACCOUNTING CLERK III	GS - 4
01014	ACCOUNTING CLERK IV	GS - 5
29010	AIR TRAFFIC CONTROL SPECIALIST, CENTER	GS - 12
29011	AIR TRAFFIC CONTROL SPECIALIST, STATION	GS - 9
29012	AIR TRAFFIC CONTROL SPECIALIST, TERMINAL	GS - 10
23010	AIRCRAFT MECHANIC (Airframe and Powerplant Mechanic)	WG - 10
23040	AIRCRAFT MECHANIC HELPER (Airframe and Powerplant Mechanic Helper)	WG - 5
23050	AIRCRAFT QUALITY CONTROL INSPECTOR (formerly 99095)	WG - 11
23060	AIRCRAFT SERVICER (Airport Utility Worker)	WG - 7
23070	AIRCRAFT WORKER	WG - 8
31010	AIRPLANE PILOT	GS - 11
27004	ALARM MONITOR	GS - 5
12010	AMBULANCE DRIVER	WG - 6
99020	ANIMAL CARETAKER	WG - 4
23100	APPLIANCE MECHANIC	WG - 9
	ARCHEOLOGICAL TECHNICIAN	
99023	ARCHEOLOGICAL TECHNICIAN I	GS - 4
99024	ARCHEOLOGICAL TECHNICIAN II	GS - 5
99025	ARCHEOLOGICAL TECHNICIAN III	GS - 7
5010	ASSEMBLER	WG - 2

13002 AUDIOVISUAL LIBRARIAN	GS - 7/8	Compliance
05005 AUTOMOBILE BODY REPAIRER, FIBERGLASS	WG - 10	Assistance NEW
05010 AUTOMOTIVE GLASS INSTALLER	WG - 8	Information for...
05040 AUTOMOTIVE WORKER	WG - 8	New
07010 BAKER	WG - 8	Businesses
24510 BARBER	WG - 7	State Labor Laws
24540 BEAUTICIAN	WG - 7	State Labor
23120 BICYCLE REPAIRER	WG - 6	Law Topics
28010 BLOCKER AND BRACER	WG - 8	State Labor
47010 BOATSWAIN (Bosun)	NONE	Offices
25010 BOILER TENDER	WG - 10	News Room
08010 BRUSH/PRECOMMERCIAL THINNER	GS - 4	News Releases
31030 BUS DRIVER	WG - 7	Calendar
23125 CABLE SPLICER	WG - 10	About Wage-Hour
CARNIVAL SERVICES		What Does
99041 CARNIVAL EQUIPMENT OPERATOR	WG - 5	Wage-Hour
99042 CARNIVAL EQUIPMENT REPAIRER	WG - 6	Do?
99043 CARNIVAL WORKER	WG - 2	Who's Who
23130 CARPENTER, MAINTENANCE	WG - 9	Directory
23140 CARPET LAYER	WG - 8	Find the Office
29030 CARTOGRAPHIC TECHNICIAN	GS - 7	Nearest You
99030 CASHIER	GS - 2	Wage and Hour
47341 CHIEF COOK	NONE	Stats
47340 CHIEF COOK/STEWARD	NONE	Wage and Hour
47101 CHIEF ELECTRICIAN	NONE	Continues to
47342 CHIEF STEWARD/STEWARD-COOK/STEWARD-BAKER	NONE	Maintain High
24570 CHILD CARE ATTENDANT	GS - 4	Enforcement
24580 CHILD CARE CENTER CLERK	GS - 6	Levels for FY
08040 CHOKER SETTER	WG - 3	2005
4600 CHORE AIDE	WG - 1	Wage and Hour
9040 CIVIL ENGINEERING TECHNICIAN	GS - 7	Continues to
1030 CLEANER, VEHICLES	WG - 2	Maintain High
9035 COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR	GS - 9	Enforcement
3010 COMPUTER DATA LIBRARIAN	GS - 4	Levels for FY
COMPUTER OPERATOR		2004
3041 COMPUTER OPERATOR I	GS - 4	Wage and Hour
3042 COMPUTER OPERATOR II	GS - 5	Maintains High
3043 COMPUTER OPERATOR III	GS - 6	Enforcement

03044 COMPUTER OPERATOR IV	GS - 7
03045 COMPUTER OPERATOR V	GS - 8
COMPUTER PROGRAMMER	
03071 COMPUTER PROGRAMMER I	GS - 5
03072 COMPUTER PROGRAMMER II	GS - 7
03073 COMPUTER PROGRAMMER III	GS - 9
03074 COMPUTER PROGRAMMER IV	GS - 11
COMPUTER SYSTEMS ANALYST	
03101 COMPUTER SYSTEMS ANALYST I	GS - 9
03102 COMPUTER SYSTEMS ANALYST II	GS - 11
03103 COMPUTER SYSTEMS ANALYST III	GS - 12
07041 COOK I	WG - 6
07042 COOK II	WG - 8
47370 COOK-BAKER/SECOND COOK/SECOND COOK-BAKER/ASSISTANT COOK	NONE
27006 CORRECTIONS OFFICER	GS - 6
15030 COUNTER ATTENDANT	WG - 2
01030 COURT REPORTER	GS - 5
27010 COURT SECURITY OFFICER	GS - 6
12020 DENTAL ASSISTANT	GS - 5
99050 DESK CLERK	GS - 4
27040 DETENTION OFFICER	GS - 6
07070 DISHWASHER	WG - 2
01050 DISPATCHER, MOTOR VEHICLE	GS - 5
99080 DIVER	NONE
99090 DIVER TENDER	WG - 10
01060 DOCUMENT PREPARATION CLERK	GS - 3
DRAFTER	
9061 DRAFTER I	GS - 3
9062 DRAFTER II	GS - 4
9063 DRAFTER III	GS - 5
9064 DRAFTER IV	GS - 7
5040 DRY CLEANER	WG - 5
1090 DUPLICATING MACHINE OPERATOR	GS - 3
7100 ELECTRICIAN	NONE
7102 ELECTRICIAN/SECOND ELECTRICIAN	NONE
5070 ELECTRICIAN, AUTOMOTIVE	WG - 9
3160 ELECTRICIAN, MAINTENANCE	WG - 10
3181 ELECTRONICS TECHNICIAN, MAINTENANCE I	WG - 8

23182 ELECTRONICS TECHNICIAN, MAINTENANCE II	WG - 9
23183 ELECTRONICS TECHNICIAN, MAINTENANCE III	WG - 10
09010 ELECTROSTATIC SPRAY PAINTER	WG - 9
11060 ELEVATOR OPERATOR	WG - 2
23220 ELEVATOR REPAIRER HELPER	WG - 5
23230 ELEVATOR REPAIRER HELPER, PROBATIONARY	NONE
23210 ELEVATOR REPAIRER	WG - 10
99095 EMBALMER	GS - 9
12040 EMERGENCY MEDICAL TECHNICIAN	GS - 5
47130 ENGINE UTILITYMAN	NONE
ENGINEERING TECHNICIAN	
29081 ENGINEERING TECHNICIAN I	GS - 3
29082 ENGINEERING TECHNICIAN II	GS - 4
29083 ENGINEERING TECHNICIAN III	GS - 5
29084 ENGINEERING TECHNICIAN IV	GS - 7
29085 ENGINEERING TECHNICIAN V	GS - 9
29086 ENGINEERING TECHNICIAN VI	GS - 11
29090 ENVIRONMENTAL TECHNICIAN	GS - 7
EXHIBITS SPECIALIST	
13011 EXHIBITS SPECIALIST I	GS - 5
13012 EXHIBITS SPECIALIST II	GS - 7
13013 EXHIBITS SPECIALIST III	GS - 9
13260 FABRIC WORKER	WG - 7
18070 FALLER/BUCKER	WG - 5
7080 FAST FOOD SHIFT LEADER	WG - 1
7090 FAST FOOD WORKER	WG - 1
FILE CLERK (REPLACED)	
1110 FILM/TAPE LIBRARIAN	GS - 4
5070 FINISHER, FLATWORK, MACHINE	WG - 2
3290 FIRE ALARM SYSTEM MECHANIC	WG - 10
3310 FIRE EXTINGUISHER REPAIRER	WG - 6
3100 FIRE LOOKOUT	GS - 4
7070 FIREFIGHTER	GS - 6
7160 FIREMAN-WATERTENDER	NONE
7100 FLIGHT SIMULATOR/INSTRUCTOR (PILOT)	GS - 11
7100 FOOD SERVICE WORKER (Cafeteria Worker)	WG - 2
130 FORESTRY EQUIPMENT OPERATOR	WG - 6
160 FORESTRY/LOGGING HEAVY EQUIPMENT OPERATOR	WG - 8

08190 FORESTRY TECHNICIAN	WG - 8
08190 FORESTRY TRUCKDRIVER	WG - 8
21071 FORKLIFT OPERATOR	WG - 5
23340 FUEL DISTRIBUTION SYSTEM MECHANIC	WG - 10
21010 FUEL DISTRIBUTION SYSTEM OPERATOR	WG - 6
09040 FURNITURE HANDLER	WG - 3
09070 FURNITURE REFINISHER	WG - 9
09100 FURNITURE REFINISHER HELPER	WG - 5
09110 FURNITURE REPAIRER, MINOR	WG - 7
11090 GARDENER	WG - 6
GENERAL CLERK	
01115 GENERAL CLERK I	GS - 1
01116 GENERAL CLERK II	GS - 2
01117 GENERAL CLERK III	GS - 3
01118 GENERAL CLERK IV ✓	GS - 4
08250 GENERAL FORESTRY LABORER	WG - 2
23370 GENERAL MAINTENANCE WORKER	WG - 8
47490 GENERAL VESSEL ASSISTANT	NONE
21150 GRAPHIC ARTIST	GS - 9
GUARD	
27101 GUARD I	GS - 4
27102 GUARD II	GS - 5
28020 HATCH TENDER	WG - 8
23400 HEATING, REFRIGERATION AND AIR-CONDITIONING MECHANIC	WG - 10
23430 HEAVY EQUIPMENT MECHANIC	WG - 10
23440 HEAVY EQUIPMENT OPERATOR	WG - 10
24630 HOMEMAKER	GS - 7
11121 HOUSEKEEPING AIDE I	WG - 1
11122 HOUSEKEEPING AIDE II	WG - 2
11120 HOUSING REFERRAL ASSISTANT	GS - 6
ILLUSTRATOR	
3041 ILLUSTRATOR I	GS - 5
3042 ILLUSTRATOR II	GS - 7
3043 ILLUSTRATOR III	GS - 9
9240 INSPECTOR	NONE
9160 INSTRUCTOR	GS - 9
3460 INSTRUMENT MECHANIC	WG - 10
1150 JANITOR	WG - 2

01311 KEY ENTRY OPERATOR I	GS - 2
01312 KEY ENTRY OPERATOR II	GS - 3
29210 LABORATORY TECHNICIAN (Laboratory Tester)	GS - 6
23470 LABORER	WG - 2
11210 LABORER, GROUNDS MAINTENANCE	WG - 3
13047 LIBRARIAN	GS - 8
13050 LIBRARY TECHNICIAN	GS - 5
12070 LICENSED PRACTICAL NURSE	NONE
12071 LICENSED PRACTICAL NURSE I	GS - 3
12072 LICENSED PRACTICAL NURSE II	GS - 4
12073 LICENSED PRACTICAL NURSE III	GS - 5
99300 LIFEGUARD	GS - 3
28030 LINE HANDLER	WG - 8
08260 LIVESTOCK CARETAKER	WG - 6
08161 LOADER OPERATOR	WG - 8
23500 LOCKSMITH	WG - 9
19010 MACHINE-TOOL OPERATOR (TOOLROOM)	WG - 9
23530 MACHINERY MAINTENANCE MECHANIC	WG - 10
23550 MACHINIST, MAINTENANCE	WG - 10
11240 MAID OR HOUSEMAN	WG - 1
01140 MAIL CLERK	GS - 2
23580 MAINTENANCE TRADES HELPER	WG - 5
21020 MATERIAL COORDINATOR	WG - 7
21030 MATERIAL EXPEDITER	WG - 7
21040 MATERIAL HANDLING LABORER	WG - 2
29240 MATHEMATICAL TECHNICIAN	GS - 7
07130 MEAT CUTTER	WG - 8
12100 MEDICAL ASSISTANT	GS - 4
12130 MEDICAL LABORATORY TECHNICIAN	GS - 4
12160 MEDICAL RECORD CLERK	GS - 4
12190 MEDICAL RECORD TECHNICIAN	GS - 7
01070 MESSENGER (COURIER)	GS - 5
13640 MILLWRIGHT	WG - 10
15100 MOBILE EQUIPMENT SERVICER	WG - 6
19310 MORTICIAN	GS - 9
15130 MOTOR EQUIPMENT METAL MECHANIC	WG - 10
5160 MOTOR EQUIPMENT METAL WORKER	WG - 8
5190 MOTOR VEHICLE MECHANIC	WG - 10

05220 MOTOR VEHICLE MECHANIC HELPER	WG - 5
05250 MOTOR VEHICLE UPHOLSTERY WORKER	WG - 7
05280 MOTOR VEHICLE WRECKER	WG - 8
08280 NURSERY SPECIALIST	GS - 7
12220 NURSING ASSISTANT	NONE
12221 NURSING ASSISTANT I	GS - 1
12222 NURSING ASSISTANT II	GS - 2
12223 NURSING ASSISTANT III	GS - 3
12224 NURSING ASSISTANT IV	GS - 4
23700 OFFICE APPLIANCE REPAIRER	WG - 9
47190 OILER/DIESEL OILER	NONE
ORDER CLERK	NONE
01191 ORDER CLERK I	GS - 2
01192 ORDER CLERK II	GS - 3
21050 ORDER FILLER	GS - 4
47044 ORDINARY SEAMAN	NONE
23740 PAINTER, AIRCRAFT	WG - 9
05310 PAINTER, AUTOMOTIVE	WG - 9
23760 PAINTER, MAINTENANCE	WG - 9
29360 PARALEGAL/LEGAL ASSISTANT	NONE
29361 PARALEGAL/LEGAL ASSISTANT I	GS - 5
29362 PARALEGAL/LEGAL ASSISTANT II	GS - 7
29363 PARALEGAL/LEGAL ASSISTANT III	GS - 9
29364 PARALEGAL/LEGAL ASSISTANT IV	GS - 11
39350 PARK ATTENDANT (AIDE)	GS - 5
31260 PARKING AND LOT ATTENDANT	WG - 2
31250 PAYROLL CLERK (replaced)	GS - 4
31160 PERIPHERAL EQUIPMENT OPERATOR	GS - 4
PERSONNEL ASSISTANT	
31261 PERSONNEL ASSISTANT I	GS - 3
31262 PERSONNEL ASSISTANT II	GS - 4
31263 PERSONNEL ASSISTANT III	GS - 5
31264 PERSONNEL ASSISTANT IV	GS - 6
1270 PEST CONTROLLER	WG - 7
2250 PHARMACY TECHNICIAN	GS - 6
2280 PHLEBOTOMIST	GS - 4
9400 PHOTOFINISHING WORKER	GS - 3-4
PHOTOGRAPHER	

13071 PHOTOGRAPHER I	GS - 4
13072 PHOTOGRAPHER II	GS - 5
13073 PHOTOGRAPHER III	GS - 7
13074 PHOTOGRAPHER IV	GS - 9
13075 PHOTOGRAPHER V	GS - 11
29390 PHOTOOPTICS TECHNICIAN	GS - 7
23790 PIPEFITTER, MAINTENANCE	WG - 10
47220 PLUMBER-MACHINIST	NONE
23800 PLUMBER, MAINTENANCE	WG - 9
23820 PNEUDRAULIC SYSTEMS MECHANIC	WG - 10
27130 POLICE OFFICER	GS - 6
27131 POLICE OFFICER I	GS - 6
27132 POLICE OFFICER II	GS - 7
15090 PRESSER, HAND	WG - 2
15100 PRESSER, MACHINE, DRYCLEANING	WG - 2
15130 PRESSER, MACHINE, SHIRTS	WG - 2
15160 PRESSER, MACHINE, WEARING APPAREL, LAUNDRY	WG - 2
01270 PRODUCTION CONTROL CLERK	GS - 6
21080 PRODUCTION LINE WORKER (FOOD PROCESSING)	WG - 5
47240 PUMPMAN CHIEF PUMPMAN, QMED PUMPMAN, SECOND PUMPMAN, SECOND PUMPMAN/ENGINE MECHANIC	NONE
5340 RADIATOR REPAIR SPECIALIST	WG - 8
9500 RECREATION SPECIALIST	GS - 7
9510 RECYCLING WORKER	WG - 5
7250 REFRIGERATION ENGINEER	NONE
1300 REFUSE COLLECTOR/ REFUSE TRUCKDRIVER	WG - 2
REGISTERED NURSE (RN)	
2311 REGISTERED NURSE I	GS - 7
2312 REGISTERED NURSE II	GS - 9
2313 REGISTERED NURSE II SPECIALIST	GS - 9
2314 REGISTERED NURSE III	GS - 11
2315 REGISTERED NURSE III ANESTHETIST	GS - 11
2316 REGISTERED NURSE IV	GS - 12
290 RENTAL CLERK	GS - 4
850 RIGGER	WG - 10
610 SALES CLERK	GS - 3
870 SCALE MECHANIC	WG - 8
300 SCHEDULER, MAINTENANCE	GS - 4
620 SCHOOL CROSSING GUARD	WG - 2

47040 SEAMAN	NONE
SECRETARY	
01311 SECRETARY I	GS - 4
01312 SECRETARY II	GS - 5
01313 SECRETARY III	GS - 6
01314 SECRETARY IV	GS - 7
01315 SECRETARY V	GS - 8
01320 SERVICE ORDER DISPATCHER	GS - 4
25040 SEWAGE PLANT OPERATOR	WG - 9
15190 SEWING MACHINE OPERATOR	WG - 6
23890 SHEET-METAL WORKER, MAINTENANCE	WG - 10
21130 SHIPPING PACKER	WG - 4
21100 SHIPPING/RECEIVING CLERK	WG - 4
31290 SHUTTLE BUS DRIVER	WG - 6
08162 SKIDDER OPERATOR	WG - 8
08310 SLASH PILER/BURNER	GS - 4
23910 SMALL ENGINE MECHANIC	WG - 8
99630 SPORTS OFFICIAL	GS - 3
25070 STATIONARY ENGINEER	WG - 10
STENOGRAPHER	
01341 STENOGRAPHER I	GS - 3
01342 STENOGRAPHER II	GS - 4
08040 STEVEDORE I	WG - 7
08050 STEVEDORE II	WG - 9
07400 STEWARD ASSISTANT/GALLEY UTILITYMAN/MESSMAN	NONE
11140 STORE WORKER I	WG - 3
11150 STOCK CLERK (Shelf Stocker; Store Worker II)	WG - 4
1400 SUPPLY TECHNICIAN	GS - 7
9658 SURVEY PARTY CHIEF	WG - 6
1420 SURVEY WORKER	GS - 5
0660 SURVEYING AIDE	GS - 2
0659 SURVEYING TECHNICIAN	GS - 5-6
0690 SWIMMING POOL OPERATOR	WG - 8
0460 SWITCHBOARD OPERATOR-RECEPTIONIST	GS - 3
0220 TAILOR	WG - 7
300 TAXI DRIVER	WG - 5
480 TECHNICAL WRITER	GS - 11
930 TELECOMMUNICATIONS MECHANIC I	WG - 10

23931 TELECOMMUNICATIONS MECHANIC II	WG - 11
23950 TELEPHONE LINEMAN	WG - 10
01510 TEST EXAMINER	GS - 5
01520 TEST PROCTOR	GS - 5
05370 TIRE REPAIRER	WG - 6
19040 TOOL AND DIE MAKER	WG - 13
21210 TOOLS AND PARTS ATTENDANT	WG - 5
11330 TRACTOR OPERATOR	WG - 5
05400 TRANSMISSION REPAIR SPECIALIST	WG - 10
TRAVEL CLERK	
01531 TRAVEL CLERK I	GS - 5
01532 TRAVEL CLERK II	GS - 6
01533 TRAVEL CLERK III	GS - 7
08340 TREE CLIMBER	GS - 2
08400 TREE PLANTER, MECHANICAL	GS - 2
TRUCKDRIVER	
31361 TRUCKDRIVER, LIGHT TRUCK	WG - 6
31362 TRUCKDRIVER, MEDIUM TRUCK	WG - 7
31363 TRUCKDRIVER, HEAVY TRUCK	WG - 8
31364 TRUCKDRIVER, TRACTOR-TRAILER	WG - 8
TYPIST (REPLACED)	
01551 TYPIST I (REPLACED)	GS - 2
01551 TYPIST II(REPLACED)	GS - 3
UNEXPLODED ORDNANCE (UXO)TECHNICIAN	
9491 UNEXPLODED ORDNANCE (UXO)TECHNICIAN I	GS - 9
9492 UNEXPLODED ORDNANCE (UXO)TECHNICIAN II	GS - 11
9493 UNEXPLODED ORDNANCE (UXO)TECHNICIAN III	GS - 12
9494 UNEXPLODED SAFETY OFFICER	GS - 12
9495 UNEXPLODED SWEEP PERSONNEL	GS - 9
7280 UNLICENSED JUNIOR ENGINEER/QUALIFIED MEMBER OF THE ENGINE DEPARTMENT, [QMED]/DECK ENGINE MECHANIC	NONE
9130 UPHOLSTERER	WG - 9
9720 VENDING MACHINE ATTENDANT	WG - 5
9730 VENDING MACHINE REPAIRER (Coin Machine Service Repairer)	WG - 8
9740 VENDING MACHINE REPAIRER HELPER	WG - 5
5190 VENTILATION EQUIPMENT TENDER	WG - 5
7250 WAITER/WAITRESS	WG - 3
1400 WAREHOUSE SPECIALIST (Warehouse Worker)	WG - 5
5250 WASHER, MACHINE	WG - 3

25210 WATER TREATMENT PLANT OPERATOR	WG - 9
29620 WEATHER OBSERVER, SENIOR	GS - 6
29621 WEATHER OBSERVER, COMBINED UPPER AIR AND SURFACE PROGRAMS	GS - 6
29622 WEATHER OBSERVER, UPPER AIR	GS - 6
23960 WELDER, COMBINATION, MAINTENANCE	WG - 10
23965 WELL DRILLER	WG - 10
11360 WINDOW CLEANER	WG - 3
47310 WIPER	NONE
23970 WOODCRAFT WORKER	WG - 10
23980 WOODWORKER	WG - 6
WORD PROCESSOR	
01611 WORD PROCESSOR I	GS - 3
01612 WORD PROCESSOR II	GS - 4
01613 WORD PROCESSOR III	GS - 5
WRANGLER	
08501 WRANGLER I	WG - 6
08502 WRANGLER II	WG - 7

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Office of Personnel Management

The Federal Government's Human Resources Agency

Working for America

2006-GS

INCORPORATING THE 2.10% GENERAL SCHEDULE INCREASE

EFFECTIVE JANUARY 2006

Hourly/Overtime Rates by Grade and Step

Grade	B/O	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	B	7.84	8.10	8.36	8.62	8.88	9.03	9.29	9.55	9.56	9.80
	O	11.76	12.15	12.54	12.93	13.32	13.55	13.94	14.33	14.34	14.70
2	B	8.81	9.02	9.31	9.56	9.66	9.95	10.23	10.52	10.80	11.08
	O	13.22	13.53	13.97	14.34	14.49	14.93	15.35	15.78	16.20	16.62
3	B	9.61	9.93	10.25	10.57	10.89	11.21	11.54	11.86	12.18	12.50
	O	14.42	14.90	15.38	15.86	16.34	16.82	17.31	17.79	18.27	18.75
4	B	10.79	11.15	11.51	11.87	12.23	12.59	12.95	13.31	13.67	14.03
	O	16.19	16.73	17.27	17.81	18.35	18.89	19.43	19.97	20.51	21.05
5	B	12.07	12.47	12.88	13.28	13.68	14.08	14.49	14.89	15.29	15.69
	O	18.11	18.71	19.32	19.92	20.52	21.12	21.74	22.34	22.94	23.54
6	B	13.46	13.91	14.35	14.80	15.25	15.70	16.15	16.60	17.05	17.49
	O	20.19	20.87	21.53	22.20	22.88	23.55	24.23	24.90	25.58	26.24
7	B	14.95	15.45	15.95	16.45	16.95	17.45	17.94	18.44	18.94	19.44
	O	22.43	23.18	23.93	24.68	25.43	26.18	26.91	27.66	28.41	29.16
8	B	16.56	17.11	17.67	18.22	18.77	19.32	19.87	20.43	20.98	21.53
	O	24.84	25.67	26.51	27.33	28.16	28.98	29.81	30.21	30.21	30.21
9	B	18.29	18.90	19.51	20.12	20.73	21.34	21.95	22.56	23.17	23.78
	O	27.44	28.35	29.27	30.18	30.21	30.21	30.21	30.21	30.21	30.21
10	B	20.14	20.82	21.49	22.16	22.83	23.50	24.17	24.84	25.51	26.19
	O	30.21	30.21	30.21	30.21	30.21	30.21	30.21	30.21	30.21	30.21
11	B	22.13	22.87	23.61	24.35	25.08	25.82	26.56	27.30	28.03	28.77
	O	30.21	30.21	30.21	30.21	30.21	30.21	30.21	30.21	30.21	30.21
12	B	26.53	27.41	28.29	29.18	30.06	30.95	31.83	32.71	33.60	34.48
	O	30.21	30.21	30.21	30.21	30.21	30.95	31.83	32.71	33.60	34.48
13	B	31.54	32.60	33.65	34.70	35.75	36.80	37.85	38.90	39.95	41.01
	O	31.54	32.60	33.65	34.70	35.75	36.80	37.85	38.90	39.95	41.01
14	B	37.28	38.52	39.76	41.00	42.24	43.49	44.73	45.97	47.21	48.46
	O	37.28	38.52	39.76	41.00	42.24	43.49	44.73	45.97	47.21	48.46

15	B	43.85	45.31	46.77	48.23	49.69	51.15	52.61	54.08	55.54	57.00
	O	43.85	45.31	46.77	48.23	49.69	51.15	52.61	54.08	55.54	57.00

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Office of Personnel Management

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**MEMORANDUM
OF CALL***Previous editions usable*

TO: _____

☐ YOU WERE CALLED BY— ☐ YOU WERE VISITED BY—

OF (Organization) _____

☐ PLEASE PHONE ► (Enter area code,
if necessary) ☐ DSN☐ WILL CALL AGAIN ☐ IS WAITING TO SEE YOU
☐ RETURNED YOUR CALL ☐ WISHES AN APPOINTMENT

MESSAGE _____

RECEIVED BY _____

DATE _____

TIME _____

NSN 7540-00-634-4018
50363-111
UNICOR FPI-SSTOPTIONAL FORM 363 (Rev. 7-94)
General Services Administration

ASC Services Not Provided by the CSHD

Audiovisual Services	Bob Miller, 415-6851, pager 240-375-7222 Christine Kundrat, 240-375-7222 Control Booth Commission Hearing Room 415-1005 Control Booth Auditorium, 415-0079
Driving Services	Shawn Healy, 415-0452 Reggie Stansbury, 415-2095
Mail Services	Reggie Stansbury, 415-2095
Courier Service, Express	Eddie Weddle, 415-2970
Mail	James Hilliard, 415-1976 (Executive Mail)
Mail Service Window	301-415-7590
Supply Store	301-415-2050 (Steve Eslin, Pam Baer, George Pell)
Warehouse	301-492-0051 (Gary Gladhill or Bill Heron)
Fax Number	301-492-0054
Phone-In Supply Service	301-492-0055

EXHIBIT 2 PAGE 2 OF 3

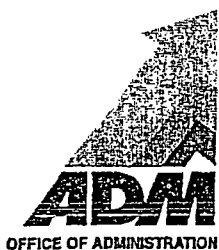
NON-ASC SERVICES AVAILABLE AT NRC

Function	Phone
Air Conditioning (Use e-mail: FIXIT)	
Alarms/Emergencies (Central Alarm Station)	301-415-2200
Audiovisual Equipment Loans (Computerized Projector, VCR/TVs, Slide Projectors)	301-415-2050
Building Maintenance (Use e-mail: FIXIT)	
Cafeteria (OWFN)	301-770-5001
Cafeteria (TWFN)	301-415-5800
Snack-N-Go	301-770-6564
Car Pools (Contact: Commuter Connections or website www.commuterconnections.org)	1-800-745-7433
Cashier (Reimbursements, Convenience Checks)	301-415-8746
Custodian Juan Silva	301-0145 office 301-672-1372 cell 301-629-0410 pgr 301-415-7725 fax 301-415-2061
Express Mail Services	
Elevators Arnold DeVille 301-415-3430, pager no.1-888-793-5397	
Fitness Center	301-415-2056
Graphics Lionel Watkins	301-415-5708
John Orban	301-415-5709
Guards:	
TWFN Garage Booth	301-415-2499
Emergencies	301-415-2000
OWFN Lobby	301-415-2069
Security Support Facility	301-415-2056
TWFN Lobby	301-415-5700
Driveway Kiosk	301-415-2335
Government Bank Card Vicki Gladhill	301-415-6519
NRC Health Unit	301-415-8400
Loading Dock	
OWFN	301-415-2068
TWFN	301-415-5600

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Lost & Found	
ASC and Security (P-1 34, 415-2056)	
Health Center	301-415-8400
Network Announcements (Vicki Yanez)	301-415-6844
e-mail: WAS	
Office Equipment Repair	301-415-2050
Parking Garage Booth	301-415-2172
Payroll	301-415-8050
(MD,VA, DC Deduction Forms, OT questions, leave questions)	
Professional Development Center	301-415-7457
PC problems	301-415-1234
Telephone problems	301-415-1234
Starfire problems	301-415-1234
Safes/Secure Locks	301-415-6545
Travel Office	
Roland Stover, 415-6993	
Vending Machines - NuReg Café	
Malfunctioning Machines, No Products, Lost money (OWFN & TWFN)	301-770-5001
Reserving Commission Meeting Room (Dave Gamberoni)	301-415-1651
Reserving ACRS Hearing Room (Barbara Jo White)	301-415-7130
Reserving ASLBP Hearing Room	301-415-7397

VIDEO TELECONFERENCING HANDBOOK



**Administrative Services Center
Division of Administrative Services**

JUNE 6, 2005

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INTRODUCTION

The Video Teleconferencing (VTC) System is the tool used for the scheduling of video conferences between NRC Headquarters, the regions, the Technical Training Center (TTC), and numerous non-NRC facilities. The VTC System provides a central automated calendar for all video conferences.

The Administrative Services Center (ASC) maintains this Handbook. For more information, please contact the ASC at 301 415-4272 or e-mail address "ASC."

RESPONSIBILITIES

Short descriptions of VTC scheduling responsibilities are listed below. A detailed listing of responsibilities are listed in Exhibit A.

Administrative Services Center (ASC)
Division of Administrative Services
Office of Administration

Manages the VTC Scheduling System and coordinates all VTC meetings.

Infrastructure Operations Branch (IOB)
Information Tech. Infrastructure Division
Office of Information Services

Provides technical support for the VTC scheduling system and for each VTC meeting.

VTC Administrator

The VTC Administrator is a designated ASC staff member or contractor responsible for the **administrative** aspects of the VTC system including coordinating processing of individual VTC meetings and providing notification of meeting approval or disapproval.

VTC Facilitator

The VTC Facilitator is a designated IOB staff member or contractor responsible for the **technical** aspects of the VTC system as well as individual VTC meetings.

Audio Visual (A/V) Coordinator

Provides and installs equipment and tapes for the recording of meetings.

Provides and installs the scan converter for power point presentations.

Operates A/V systems for Commission Meetings and approved auditorium sessions.

Unit Owners

Some NRC organizations have acquired their own VTC equipment to meet recurring needs. **Unit**

owners are those designated individuals who are responsible for these units. The ASC serves as owners for general use units located in T 2 B5, O 3 B4 and the auditorium.

Regional Coordinators

Regional Coordinators schedule meetings and respond to meeting requests.

Requester

A Requester is any individual scheduling a VTC meeting.

GENERAL SCHEDULING PROCESS

In order to complete a reservation for a VTC session (meeting), the following must take place:

- Requester enters the request and schedules the session locations and participants
- Each VTC Unit Owner approves the use of their unit for the session
- VTC Facilitator approves technical requirements (including capacity of system by taking into account other meetings scheduled)
- VTC Administrator approves the VTC session after receiving Unit Owner and VTC Facilitator approvals

The following are the detailed instructions for completing a reservation using the VTC scheduling system.

SCHEDULING / RESCHEDULING A SESSION

Requesters: Please follow the following instructions to schedule or reschedule a VTC session. Please note that a VTC meeting schedule request is not complete until approved by the VTC (Administrator).

Getting Started

- Go to the Agency Wide folder, HQ Service Request System.
- Click on the **Video Teleconferencing** button. The "Video Teleconferencing Scheduling Request" menu screen will appear. This screen begins the scheduling process and allows you to select the following options:
 - ◆ Scheduling Instructions (instructions may be printed from this screen)
 - ◆ Schedule a Session
 - ◆ View / Reschedule / Revise / Delete a Session
 - ◆ Close

Schedule a Session

VTC Meetings may be scheduled between the hours of 8:00 A.M. and 5:00 P.M. (EST). Please note that **all** next-day Meetings must be requested and *confirmed* by 1:00 P.M., and that all Meetings scheduled after 1:00 P.M. (EST) for the next day cannot be scheduled by the requester but rather must be scheduled by the VTC Administrator - contact the ASC at 301 415-4272, "ASC." **The VTC Administrator will notify the VTC Facilitator of all next-day meeting requests approved after 1:00 p.m. daily.**

- Click on the **Schedule a Session** button. A highlighted instruction will appear at the top of the screen:
- Select **Session Date**. (Enter the date or click on the calendar button. Only one Meeting may be scheduled at a time.)

Type in the number of attendees.

- Click on the **Search for Units** button.
- Click on the **Search for Units** button. The system will search for the most suitable location for the date you requested, based on the number of attendees.

A highlighted instruction will say; "Asterisks signify units booked for times indicated" and display the times the units are booked and the times they are available. You cannot schedule a Meeting in a room that is not available. Either of the two units in each region may be used for a VTC.

To proceed with the scheduling, you must select a minimum of two units (locations):

- ◆ the host unit, and
- ◆ one or more remote ones (e.g., region, another one at Headquarters, at TTC, or at non-NRC sites (e.g., Pacific Northwest National Laboratory, Argonne National Laboratory). Important: the VTC Facilitator needs a minimum of 48 hours to test for system compatibility and resolve any operational and communications issues for any conferences with non-NRC participants.

You may only select one of the two locations in each region per Meeting. There is a chance that all the locations that you want to participate in the VTC will not have available sites for the date and times you desire. In such instances, you may click on the buttons at the bottom of the page to search for availability on the **Previous Day**, the **Next Day**, or select **New Search** for a completely different date. If you want a non-NRC site that is not listed, contact the VTC Administrator to add to the Selection List.

After you have found a date in which all desired unit locations and hours are available:

- Select the sites by clicking in the box to the left of the name of the individual unit site (e.g., T2-B5, RGN-I-1), then
- Enter the "Start and End Times" for your Meeting, and

- Click on **Schedule Session**. (Should you be unsuccessful in finding an acceptable date and time to include **all** locations, you should consider telephone (audio) coverage for those locations where VTC resources are not available. Please refer to the information on the "Special Needs Screen," see below.)

Request Information Screen

The "Request Information" screen will automatically display your registered information. Type in the title or topic of your Meeting. Type in the backup requester's e-mail address. The backup requester is an alternate person who should be informed of this Meeting and can be contacted in the event that you cannot be reached. You must type in the Headquarters contact person, the regional contact (or contacts, if the VTC includes more than one regional office) and/or the non-NRC contact and phone number. For NRC locations, the VTC technician's name and phone number are not needed.

Travel Information Screen

The "Travel Information" screen gathers survey data required by the OIS to determine travel cost savings realized by, and provide justification for, VTC Meetings. The information requested in the Travel Information I section is **mandatory**.

◆ Travel Information #1 option

Enter the location "To" which the meeting is being hosted and the location "From" which the meeting is being transmitted. Be aware that there is only one location "To" but that there can be several locations "From." Enter the number of people who would be out of the office and the number of days they would be out of the office to attend the Meeting. Include non-NRC participants if NRC would be responsible for their travel expenses.

◆ Travel Information #2 option

This information is not required.

Special Needs Screen

Complete this information if special accommodations are needed for the meeting. This screen allows you to request:

- ◆ A document camera (to display hard copy)
- ◆ Video recording of the Meeting (Note: VTC Administrator notifies A/V Coordinator to provide recorder and tapes)
- ◆ An audio (telephone) conference "bridge" to support participants who may not have VTC access to the conference or whose units may not be available for a particular Meeting.

Please indicate in the "Other Special Requirements" box the total number of participating locations that will be connected via phone. (Your location counts as

one.) The VTC Facilitator will schedule an audio bridge through the NRC operator and provide the telephone number and access code to the requester.

All conference rooms are equipped with speaker phones. If needed, check the automatic telephone add In Box. Shure Units are normally only needed in large rooms with a large number of participants. **Note:** It is the requester's **responsibility** to contact those locations that will be participating on audio (phone) and informing them of the bridge number and access code.

Complete Scheduling of Session

Click on **Schedule Session** and wait for the confirmation message "Your request is submitted pending approval by ASC" Click on **OK**. You may print a copy of this reservation, then click on **Close** to end the program. Exit the program to allow the system to update the data.

The system notifies all NRC participants of the scheduled Meeting. The VTC Facilitator will contact non-NRC site technicians. The system places the reservation on hold and blocks the availability of the units pending a response of "Approve or Reject" from the VTC staff (e.g., Administrator, Regional Coordinators) at all participating locations. General Requesters should keep abreast of progress by accessing the system, as explained below.

View * Reschedule * Revise * Cancel a Session



VIEW

Click on the **View / Reschedule / Revise / Delete a Session** button. This screen allows requesters to view the Session or meetings they have scheduled for approval. Click on a scheduled session, then on the **View** button. This screen provides the scheduling information, including the permission status. The permission status indicates the waiting or approval status of the units. You may also view the initial Request Info, Travel Info, Special Needs, Comments, and the Status.



RESCHEDULE

Reschedule button allows you to cancel the current session request and reschedule the session. A message box will appear: "Clicking Reschedule Session deletes your currently scheduled session. You may want to check **Schedule Session** first to see if your new choice is available." Another message box will be displayed: "Do you still want to Reschedule?" Click **Yes** or **No**.



REVISE

The **Revise** button allows you to change or update information about an approved session; that is, the title of the session, the names of the participants, or their phone numbers. The **Revise** button **does not** allow you to add or change units, or change the number of participants. You must reschedule the session if you wish to add or change units or times.



CANCEL

The **Cancel** button sends a confirmation message: "Are you sure you want to cancel Session (title) Scheduled (date) Yes or No?" If you click on "Yes," an information box will appear that says "Delete Successful."

APPROVAL BY UNIT OWNERS

Each office has designated a unit owner to approve meetings on his / her unit. The ASC serves as owners for general use units located in T 2 B5, O 3 B4 and the auditorium.

Unit owners are notified by e-mail when a meeting has been scheduled by a requester. Each unit owner *must* immediately acknowledge unit availability by clicking on the "Units" icon, selecting the meeting date, and clicking on **Approve**, **Disapprove** or **Audio Only** in the number of attendees.

Request.

APPROVAL BY VTC FACILITATOR

The VTC facilitator is notified by e-mail when a meeting has been scheduled by a requester. The VTC Facilitator *must* immediately review technical requirements and capacities and **Approve** or **Reject** the VTC request.

MEETING APPROVAL OR DISAPPROVAL

The VTC Administrator reviews all responses and *confirms* the meeting when the unit owner and VTC Facilitator approves. The system sends a meeting confirmation to all participants.

The VTC Facilitator performs the following activities for approved meetings:

- ◆ Provides the conference room phone number for an outside individual to call in. This information is located in the Comments section.
- ◆ Enters the dial-in numbers for regional staff and the TTC in the Units section under Room Location, and indicate in the Comments section who to call in an emergency while a meeting is in progress.
- ◆ Schedules a test before the day of the meeting to ensure equipment compatibility if the meeting is scheduled with outside NRC participants.

If a meeting is disapproved, the VTC Facilitator will notify the requestor that the meeting has been disapproved and why, and provide assistance in rescheduling the meeting, if needed.

SCHEDULING CALENDAR FOR UNIT OWNERS

The Unit Owner can create a VTC event calendar for any given week by selecting the **Unit** icon, clicking on **Actions**, and selecting **Weekly Calendar**. First, enter the Monday of the week by

keying in the date or by selecting a date from the pop-up calendar. The system then builds a weekly calendar of events. Each VTC session is given its own time frame and box. You can obtain the details by double-clicking on a single event.

EXHIBIT A

VTC RESPONSIBILITIES

VTC Administrator

- Monitors the VTC scheduling system
- Approves, confirms, and rejects meetings
- Rejects next-day meetings not confirmed by 1:00 P.M. (EST)
- Schedules all next-day meetings not confirmed by 1:00 P.M. (EST)
- Schedules all after-hour meetings
- Responds to regional coordinators' concerns
- Coordinates details with VTC Facilitator
- Notifies A/V Coordinator to provide recorder and tapes when requested
- Responds to unit owners' concerns
- Updates data fields when necessary
- Prepares utilization reports
- Schedules Auditorium requests

VTC Facilitator

- Coordinates technical requirements
- Monitors network communications for Multipoint VTC meetings
- Approves or rejects meetings based on whether technical requirements have been met
- Provides dial-in numbers for all meetings
- Contacts non-NRC personnel to coordinate equipment connections
- Sets up the VTC system and dials in (establishes connections) 30 minutes before a point-to-point meeting
- Sets up the VTC system and dials in 60 minutes before a multipoint meeting

EXHIBIT A (continued)
VTC RESPONSIBILITIES

VTC Facilitator (continued)

- Schedules special requests for an audio bridge through the NRC operator and provides the telephone number and access code to the requester.

Audio Visual Coordinator

- Provides and installs equipment and tapes for recording of meetings.
- Provides and installs scan converter for power point presentations.
- Operates A/V systems for Commission Meetings and approved auditorium sessions.

Unit Owners

- Schedule meetings
- Respond to meeting requests

Regional Coordinators

- Schedule meetings
- Respond to meeting requests

Requesters

- Schedule individual meeting requests

EXHIBIT B

VTC CONTACTS

E-mail Contact

Headquarters VTC Administrator -

VTC Sched

Headquarters Unit Owners

<u>Room</u>	<u>Office</u>	<u>Unit</u>	<u>Contact</u>
SS			
T2 B5	ADM	ASC	VTC Sched
O3 B4	ADM	ASC	VTC Sched
O5 B6	NRR	ASC	VTC Sched
O17 B4	EDO	OCM	Jan Lepre (JLL1)
O18F1	OCM	OCM	Lorna Kipfer (LPP)
T2 B3	ACRS	ACRS	Barbara Jo White (BJW2)
T3 B45	ASLBP	ASLBP	Mack Cutchin (JMC3)
T3 B15(PDC)	HR	HR	Carolyn Bassin (CBB)
Commission Hearing Room	SECY	SECY	Darlene Wright (DKW)
Auditorium	ADM	ASC	VTC Sched

Non-NRC Sites

Pacific Northwest National Laboratory	PNNL
Southwest Research Institute	CNWRA
Department of Energy	DOE LV
Department of Energy, Forrestal	DOE Forrestal
Department of Energy, Germantown	DOE Germantown
Department of Energy, W. Valley	DOE W. Valley
Argonne National Laboratory	ANL
Sandia National Laboratory	SNL
U.S. Navy	Navy
National Institutes of Health	NIH
Battelle-Columbus	Battelle-Columbus
Argonne National Laboratory, Paris	ANL-Paris

EXHIBIT B (continued)
VTC CONTACTS

Regional Coordinators

Region I

R1Video

Louis Manning
Pamela Jefferson
Paul Rye Martinson

Region II

R2Video

Judy Coleman
Cyndee Albee
Febbie Martin

Region III

R3Video

Cheryl Hausman
Edward Schweibinz

Region IV

R4Video

John Pellet
Debbie Bacon
Michael Phillips

Technical Training Center

Jack Lewis
Steve Roessler
Russ Anderson

TTC Staff@nrc.gov

Audiovisual Support

AV

Bob Miller

BLM

OIS VTC Project Officer

George Lopez

WL

VTC Facilitators

Boris Brown
Tarsha McPherson

BLB (coordination and scheduling)
TXM2

VTC Administrator Procedures

1. Approve scheduled "open units" and ASC units immediately after they are scheduled.
2. Daily confirm/reject all next day scheduled sessions by 1:00 p.m.
3. Daily review pending sessions from the VTC ADM icon.

Click on VTC ADM icon. Click Actions, click Sessions Pending Approval.

Review sessions - check for scheduling conflicts ie. multi-point sessions scheduled on the same day, same time, or scheduled concurrently without one hour break between meetings.

Check for pending sessions if a W appears this means waiting. If an office has not responded with a (Y) or (N) to remove the W, send a reminder notice 48 hours before the scheduled meeting time, indicating a response is required.

When all Y's appear for all meeting participants or Y, A or N, you may click confirm. Close this screen to refresh the system. The scheduled meeting then moves to the Scheduled Not Yet Held Sessions log. If W's still appear (by 1:00 p.m. the day before the scheduled meeting) you must reject the session.

4. Schedule and confirm all after hour or cutoff time sessions. After hour sessions can be scheduled after 1:00 p.m. each day for next day meetings. Cutoff time sessions can be scheduled and approve the same day. **These sessions must be coordinated with the Artel Contractor.**

Click Actions and scroll to Scheduled After Hours/After Cutoff Session. Enter session date, number of attendees and unit locations. Select type of meeting, After hours or After Cutoff. Enter start and end meeting times. Complete Requested Information, Travel Information I & II, and Special Needs and click schedule session. This meeting will automatically confirm.

5. The last day of each month prepare the FY 2002 Monthly VTC Meetings Report. Retrieve data from VTC Activity Data and insert data on a Quatro Pro spreadsheet. Submit to PO.
6. Revise unit information as requested, mail, site location, employee type. Check with PO before proceeding.

(From Conference room scheduling and management, Employee Assistance)

USING THE CONFERENCE ROOM SCHEDULER SYSTEM (CRS)

To Access the CRS:

- Select the ADM icon under the Agency-Wide Autos menu.
- Select the CRS icon.
- Choose "Schedule By Time" or "Schedule by Availability" by pressing Enter.

Tips in using the CRS:

- Follow the instructions on the green line provided for each screen.
- Select the F1 key to access the Help screen.
- Function keys are listed at the bottom of each screen.
- Select "F" rooms in TWFN (7F5, 8F1, 9F5, and 10F1) only if other medium size rooms are not available. These rooms have dividers that provide capability for large meetings.
- When requesting a large TWFN room (6A1, 7A1, 8A1, 9A1 or 10 A1), the CRS will ask if set-up is needed. If you reserve a large room on same day needed, please call the ASC, 451-2251, to arrange for immediate room set-up.
- Due to a technical limit on the number of simultaneous users, we ask that you complete your transaction in the system promptly to permit others to take advantage of this convenience.

Specific Instructions

By following the directions on the green line for each screen, the CRS should be easy to use. The following instructions provide additional step-by-step guidance for scheduling rooms.

Scheduling By Time:

- Meeting date: Press the F2 key and use the arrow keys to the desired date and press Enter; the date will appear on the screen. If you enter an incorrect date, press F2 to re-enter.

- Number of Attendees: Enter number of people you expect (1-40) to use the room; press Enter.
- Days Needed: Program automatically defaults to "1" or enter the number of days up to 5. Press Enter. If more than 5, call the ASC.
- Meeting Time: Press F2 and scroll to desired beginning time using the arrow keys. Press F5 and continue to ending time and press F5 again and then Enter. You must mark both beginning and ending times with the F5 key. If you choose the wrong time, press the F5 again and it will un-mark the time.
- Room: Press F2. All currently available rooms will appear. Using the arrow keys, scroll to desired room and press Enter.
- Your Last Name: Key in and press Enter.
- Your First Name: Key in and press Enter.
- Reserved for Last Name: If you are reserving this room for someone else, key in their name and press Enter.
- Reserved for First Name: Same as above.
- Meeting Title: Key in and press Enter.
- Phone: Key in your four digit extension and press Enter.
- Press F10 to schedule (You must do this for the system to complete your reservation).
- Press F6 to print confirmation copy of your reservation.

To continue scheduling other times and rooms, press F4 and a fresh screen will appear. Proceed as before.

Scheduling by Availability

- Press F2 and, using the arrow keys, select date and press Enter.
- Enter number of attendees (1-40) and press Enter.
- Press F10 to submit your requirements to the system.
- A screen showing available rooms will appear. The horizontal row of numbers at the top of the screen are the hours of the day with the half hour marked by a vertical slash. The shaded areas are the time the room is taken. Unshaded areas are the times the rooms are available. Select the room by using the arrow keys and scrolling to desired room. Press Enter.

- The next screen that appears shows the date, number of attendees and days needed that you have selected.
- Fill in the rest of the information requested.
- Press F10 to schedule (You must do this for the system to complete your reservation).
- Press F6 to print confirmation copy of your reservation.

To schedule another date, time or room from this screen, press Esc until you are back to the date screen.

REQUEST FOR PREMIUM COST MAIL SERVICE

EXHIBIT 6

REQUESTER: SEND COMPLETED FORM WITH MATERIAL TO: MAIL SERVICES SECTION, ASC/ADM. AFTER PROCESSING, A COPY WILL BE RETURNED TO YOU.

FROM: NAME	ORGANIZATION (Office/Division/Branch)	TELEPHONE NUMBER	MAIL STOP
TYPE OF MAIL SERVICE REQUESTED: <input type="checkbox"/> EXPRESS REQUIRED DELIVERY DATE			
<input type="checkbox"/> PRIVATE COURIER DELIVERY REQUIRED DELIVERY DATE			
<input type="checkbox"/> INTERNATIONAL EXPRESS REQUIRED DELIVERY DATE			

BRIEF DESCRIPTION OF MATERIAL

DESTINATION OF MATERIAL

JUSTIFICATION -- State why premium mail is justified over the use of regular mail.

TELEPHONE NUMBER OF RECIPIENT
(MANDATORY FOR PRIVATE AND INTERNATIONAL EXPRESS)

SIGNATURE - REQUESTER

DATE

FOR MAIL SERVICES SECTION USE ONLY

VENDOR	CALL NUMBER
DATE SHIPPED	PROCESSED BY - SIGNATURE

Pursuant to 5 U.S.C. 552a(e)(3), enacted into law by Section 3 of the Privacy Act of 1974 (Public Law 93-579), the following statement is furnished to individuals who supply information to the U.S. Nuclear Regulatory Commission on NRC Form 546. This information is maintained in a system of records designated as NRC-26 and described at 58 Federal Register 36472 (July 7, 1993), or the most recent Federal Register publication of the Nuclear Regulatory Commission's "Republication of Systems of Records Notices" that is available at the NRC Public Document Room, Gelman Building, Lower Level, 2120 L Street NW, Washington, D.C.

1. **AUTHORITY:** 31 U.S.C. 3511; 26 U.S.C. 132; 41 CFR 101-201.104-3(a); Executive Order 13150, Federal Workforce Transportation; Qualified Transportation Fringe Benefits, 65 FR 4388, January 27, 2000.
2. **PRINCIPAL PURPOSE(S):** To register/apply for the Full Share Program.
3. **ROUTINE USE(S):** Information on this form may used to provide statistical reports to the city, county, State, and Federal Government agencies and to provide the basis for program approval and issue monthly subsidies. This information may also be disclosed to an appropriate Federal, State, local or Foreign agency in the event the information indicates a violation or potential violation of law and in the course of an administrative or judicial proceeding. Information from this form may also be disclosed, in the course of discovery under a protective order issued by a court of competent jurisdiction, and in presenting evidence, to a Congressional office to respond to their inquiry made at your request, or to NRC-paid experts, consultants, and others under contract with the NRC, on a need-to-know basis.
4. **WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION:** It is voluntary that you furnish the requested information. However, failure to provide the requested information may result in the denial of your application for the Full Share Program.
5. **SYSTEM MANAGER(S) AND ADDRESS:**

Chief, Administrative Services Center
Division of Administrative Services
Office of Administration
U.S. Nuclear Regulatory Commission
Washington, DC 20555-0001

APPLICATION FOR FULL SHARE PROGRAM

☐ ORIGINAL APPLICATION☐ UPDATED APPLICATION

The FULL SHARE Program provides a public transportation fringe benefit in the form of a Metrochek to NRC employees. This benefit is for employees who use public transportation and van pools for their commute exclusively from home to work. To qualify for the FULL SHARE Program, employees must register in advance by completing this application. Please forward the completed application to the Administrative Services Center, O-2 B2.

NAME OF EMPLOYEE	COUNTY	SOCIAL SECURITY NO.	E-MAIL I.D.
HOME ADDRESS (Include Zip Code)		OFFICE HOURS From: To: WORK TELEPHONE GRADE GG:	

1. How do you travel to work now? If you use public transportation, which mode do you use to commute to work? (Check as many as apply)

METHOD OF TRAVEL	DAYS PER WEEK	METHOD OF TRAVEL	DAYS PER WEEK
<input type="checkbox"/> DRIVE ALONE		<input type="checkbox"/> METROBUS	
<input type="checkbox"/> CAR POOL		<input type="checkbox"/> METRO RAIL	
<input type="checkbox"/> VAN POOL		<input type="checkbox"/> MARC RAIL	
<input type="checkbox"/> RIDE-ON BUS		<input type="checkbox"/> OTHER (Specify)	

2. If you use metrorail, from which station do you or will you depart from in the a.m.? (Check only one)

<input type="checkbox"/> SHADY GROVE	<input type="checkbox"/> WHITE FLINT	<input type="checkbox"/> HUNTINGTON	<input type="checkbox"/> OTHER (Specify)
<input type="checkbox"/> ROCKVILLE	<input type="checkbox"/> MEDICAL CENTER	<input type="checkbox"/> NEW CARROLLTON	
<input type="checkbox"/> TWINBROOK	<input type="checkbox"/> BETHESDA	<input type="checkbox"/> VIENNA	

3. What is your current or projected round-trip public transportation commuting cost? \$

CERTIFICATION

I hereby acknowledge receipt of the Metrochek as a monthly transportation fringe benefit valued at \$ per month.

This monthly benefit does not exceed my average monthly commuting cost based on a 20-day month commute by public transportation or eligible van pool.

I certify that I will use the fare media purchased under this program exclusively for my regular daily direct commute from home to work and return. I will not give, barter, exchange, convey, or otherwise transfer this benefit to any other person. I understand and agree that false certification may result in disciplinary action taken by my employer up to and including dismissal from employment and possible prosecution for Federal income tax evasion.

SIGNATURE - APPLICANT

DATE

APPLICATION FOR HANDICAP PARKING PERMIT
(Please type or print)☐ ORIGINAL APPLICATION
☐ UPDATED APPLICATION

1. NAME OF APPLICANT	2. ORGANIZATION	3. MAIL STOP	4. E-MAIL I.D.	5. NRC SERVICE COMP. DATE
6. HOME ADDRESS (Include ZIP Code)	7. OFFICE HOURS	8. HOME TELEPHONE	9. OFFICE TELEPHONE	10. STATE AND TAG NUMBER

11. RIDESHARE INFORMATION (Use Continuation Sheets if necessary)

PRINTED NAME	E-MAIL I.D.	SIGNATURE	OFFICE HOURS
HOME ADDRESS (Include ZIP Code)	WORK ADDRESS (NON-NRC EMPLOYEE ONLY)	OFFICE TELEPHONE	HOME TELEPHONE
		MAIL STOP	STATE AND TAG NUMBER
PRINTED NAME	E-MAIL I.D.	SIGNATURE	OFFICE HOURS
HOME ADDRESS (Include ZIP Code)	WORK ADDRESS (NON-NRC EMPLOYEE ONLY)	OFFICE TELEPHONE	HOME TELEPHONE
		MAIL STOP	STATE AND TAG NUMBER

12. TYPE OF VEHICLE (Check appropriate box)☐ VAN ☐ MID-SIZE AUTOMOBILE ☐ COMPACT ☐ FULL-SIZE AUTOMOBILE ☐ TRUCK**13. SIGNATURES**

TITLE AND TYPED/PRINTED NAME	SIGNATURE	DATE
APPLICANT		
ADMINISTRATIVE SERVICE CENTER REPRESENTATIVE		

FOR ADMINISTRATIVE USE ONLY

DATE RECEIVED

DATE OF PERMIT

14. MEDICAL CERTIFICATION FOR HANDICAP PARKING – To be completed by employee's licensed Physician

TYPE OF DISABILITY	DIAGNOSIS	EXPECTED DURATION OF DISABILITY
<input type="checkbox"/> PERMANENT		
<input type="checkbox"/> TEMPORARY (Explain below)		

I, the undersigned licensed Physician, hereby certify that the disabled person in this application has appeared before me and it is my medical opinion that he or she:

- | | |
|---|---|
| <input type="checkbox"/> Has a permanent loss of one or both legs or arms. | <input type="checkbox"/> Has a severe lung disease. |
| <input type="checkbox"/> Has a permanent physical disability which substantially impairs mobility and is so severe that the individual would endure a hardship or be subject to a risk of injury if handicap parking were denied. | <input type="checkbox"/> Has permanent impairment of both eyes. |
| <input type="checkbox"/> Is unable to move at any time without the aid of crutches, wheelchair, or other mechanical devices. | <input type="checkbox"/> OTHER (Explain) _____ |

I certify under penalty of perjury that the statements made herein are true and correct to the best of my knowledge, information, and belief.

NAME OF PHYSICIAN	SIGNATURE OF PHYSICIAN	DATE
ADDRESS OF PHYSICIAN		TELEPHONE

15. THIS SECTION MUST BE COMPLETED BY NRC HEALTH CENTER PHYSICIAN

- ☐ Based on my review of the medical information provided, I concur with this application for handicap parking.
- ☐ Based on my review of the medical information provided, I have no medical basis to concur with this application for handicap parking.

NAME OF PHYSICIAN	SIGNATURE OF PHYSICIAN	DATE
-------------------	------------------------	------

PRIVACY ACT STATEMENT

Pursuant to 5 U.S.C. 552a(e)(3), enacted into law by Section 3 of the Privacy Act of 1974 (Public Law 93-579), the following statement is furnished to individuals who supply information to the U.S. Nuclear Regulatory Commission (NRC) on NRC Form 505A. This information is maintained in a system of records designated as NRC-1 and described at 65 Federal Register 56416 (September 18, 2000), or the most recent Federal Register publication of the NRC's "Republication of Systems of Records Notices" that is available at the NRC Public Document Room, 11555 Rockville Pike, Rockville, MD, or located in the NRC's Agencywide Documents Access and Management System (ADAMS).

1. **AUTHORITY:** 31 U.S.C. 3511; 41 CFR 101-20.104, Parking Facilities; Management Directive 13.4, "Transportation Management," Part I, "White Flint North Parking Procedures."
2. **PRINCIPAL PURPOSE(S):** To maintain an inventory and accountability of NRC-controlled handicap parking spaces and the individuals authorized to use these spaces.
3. **ROUTINE USE(S):** Information in these records may be used to record amount paid and revenue collected for parking; to contact permit holder in case of an emergency or to determine priority for issue of permits. Information may also be disclosed to an appropriate Federal, State, local or foreign agency in the event the information indicates a violation or potential violation of law and in the course of an administrative or judicial proceeding. In addition, this information may be disclosed, in the course of discovery under a protective order issued by a court of competent jurisdiction, and in presenting evidence, to a Congressional office to respond to their inquiry made at your request, or to NRC-paid experts, consultants, and others under contract with the NRC, on a need-to-know basis.
4. **WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION:** It is voluntary that you furnish the requested information, however, not providing the requested information may result in not being issued a permit to park in NRC-controlled handicap parking spaces.
5. **SYSTEM MANAGER(S) AND ADDRESS:** Chief, Administrative Services Center, Division of Administrative Services, Office of Administration, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001

APPLICATION FOR PARKING PERMIT
(Please type or print)☐ ORIGINAL APPLICATION
☐ UPDATED APPLICATION

1. NAME OF APPLICANT	2. ORGANIZATION	3. MAIL STOP	4. E-MAIL I.D.	5. NRC SERVICE COMP. DATE
6. HOME ADDRESS (Include ZIP Code)	7. OFFICE HOURS	8. HOME TELEPHONE	9. OFFICE TELEPHONE	10. STATE AND TAG NUMBER

11. RIDESHARE INFORMATION (Use Continuation Sheets if necessary)

PRINTED NAME	E-MAIL I.D.	SIGNATURE	OFFICE HOURS
HOME ADDRESS (Include ZIP Code)	WORK ADDRESS (NON-NRC EMPLOYEE ONLY)	OFFICE TELEPHONE	HOME TELEPHONE
		MAIL STOP	STATE AND TAG NUMBER
PRINTED NAME	E-MAIL I.D.	SIGNATURE	OFFICE HOURS
HOME ADDRESS (Include ZIP Code)	WORK ADDRESS (NON-NRC EMPLOYEE ONLY)	OFFICE TELEPHONE	HOME TELEPHONE
		MAIL STOP	STATE AND TAG NUMBER
PRINTED NAME	E-MAIL I.D.	SIGNATURE	OFFICE HOURS
HOME ADDRESS (Include ZIP Code)	WORK ADDRESS (NON-NRC EMPLOYEE ONLY)	OFFICE TELEPHONE	HOME TELEPHONE
		MAIL STOP	STATE AND TAG NUMBER
PRINTED NAME	E-MAIL I.D.	SIGNATURE	OFFICE HOURS
HOME ADDRESS (Include ZIP Code)	WORK ADDRESS (NON-NRC EMPLOYEE ONLY)	OFFICE TELEPHONE	HOME TELEPHONE
		MAIL STOP	STATE AND TAG NUMBER

12. TYPE OF VEHICLE (Check appropriate box)☐ VAN ☐ MID-SIZE AUTOMOBILE ☐ COMPACT ☐ FULL-SIZE AUTOMOBILE ☐ TRUCK**13. TYPE OF REQUEST (Check appropriate box)**☐ SINGLE-OCCUPANT VEHICLE ☐ EXECUTIVE ☐ RIDESHARE → ☐ VANPOOL ☐ TWO-MEMBER CARPOOL
☐ MOTORCYCLE ☐ UNUSUAL HOURS * ☐ THREE-MEMBER CARPOOL ☐ FOUR- OR MORE MEMBER CARPOOL**14. SIGNATURES**

TITLE AND TYPED/PRINTED NAME	SIGNATURE	DATE
APPLICANT		
ADMINISTRATIVE SERVICE CENTER REPRESENTATIVE		
OFFICE OF HUMAN RESOURCES REPRESENTATIVE (if applicable) *		
OFFICE DIRECTOR (if applicable) *		

FOR ADMINISTRATIVE USE ONLY

DATE RECEIVED

DATE OF PERMIT

CATEGORY ASSIGNED

PRIVACY ACT STATEMENT

Pursuant to 5 U.S.C. 552a(e)(3), enacted into law by Section 3 of the Privacy Act of 1974 (Public Law 93-579), the following statement is furnished to individuals who supply information to the U.S. Nuclear Regulatory Commission (NRC) on NRC Form 505. This information is maintained in a system of records designated as NRC-1 and described at 65 *Federal Register* 56416 (September 18, 2000), or the most recent *Federal Register* publication of the NRC's "Republication of Systems of Records Notices" that is available at the NRC Public Document Room, 11555 Rockville Pike, Rockville, MD, or located in the NRC's Agencywide Documents Access and Management System (ADAMS).

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2. **PRINCIPAL PURPOSE(S):** To maintain an inventory and accountability of NRC-controlled parking spaces and the individuals authorized to use these spaces.
3. **ROUTINE USE(S):** Information in these records may be used to record amount paid and revenue collected for parking; to contact permit holder in case of an emergency or to determine priority for issue of permits. Information may also be disclosed to an appropriate Federal, State, local or foreign agency in the event the information indicates a violation or potential violation of law and in the course of an administrative or judicial proceeding. In addition, this information may be disclosed, in the course of discovery under a protective order issued by a court of competent jurisdiction, and in presenting evidence, to a Congressional office to respond to their inquiry made at your request, or to NRC-paid experts, consultants; and others under contract with the NRC, on a need-to-know basis.
4. **WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION:** It is voluntary that you furnish the requested information, however, not providing the requested information may result in not being issued a permit to park in NRC-controlled parking spaces.
5. **SYSTEM MANAGER(S) AND ADDRESS:** Chief, Administrative Services Center, Division of Administrative Services, Office of Administration, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001

From: A. Renea Bailey
Subject: Fixit Email for Outside Visitor Parking June 6, 2005

WR# (leave blank for Security Driveway Kiosk)

Please allow the following individual(s) to park in the outside visitor parking:

1. Name of Visitor(s):
2. Organization/Company:
3. Date and approximate time of arrival:
4. Purpose on Site:
5. Vehicle make, model and license number:
6. NRC Contact person and telephone number:

IMPORTANT NOTICE:

For visitors who park on the outside spaces, the driveway guard will direct the visitor to proceed to the lobby entrance of the OWFN or TWFN Buildings. You must meet your visitor(s) at the lobby entrance. The visitor(s) will complete the registration process at the lobby level guard desk (i.e. remember to preregister your visitor in the Visitor Information Profile System). The visitor must be under escort while in the building and escorted back to the lobby entrance of OWFN or TWFN.

Name: (Name of Person Preparing Request-ASC Contractor)

Building/Room: Outside Visitor Parking

Phone: 415-2251

Mail Station: O-2B2

Comments:

DO NOT COMPLETE ANY INFORMATION LISTED BELOW - CONTRACTOR WILL COMPLETE SECTION BELOW

Complete Report: (to be completed by Security Driveway Kiosk)

Action Taken:

Completed By:

Date & Time Completed:

Performed By/Date:

Comments:

REQUEST FOR EDITING, FORMS, GRAPHICS, OR PUBLICATIONS SERVICES

EXHIBIT 11

REQUESTER		REQUESTING OFFICE (Required before request can be started)	DATE OF REQUEST	
TELEPHONE NUMBER		MAIL STOP	DATE AND TIME REQUIRED (not ASAP)	
TITLE OF JOB		FORM OR NUREG NO.	DATE	TIME
		<input type="checkbox"/> CLASSIFIED <input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> PROPRIETARY <input type="checkbox"/> CALL FOR PICKUP <input type="checkbox"/> RETURN BY MAIL <input type="checkbox"/> RETURN BY E-MAIL		

COPYRIGHTED MATERIAL: If copyrighted material is involved, sign here to indicate that you have received permission from the copyright owner to use that material.	SIGNATURE	DATE
---	-----------	------

FORMS ACTION REQUESTED (Check as appropriate) <input type="checkbox"/> New Form <input type="checkbox"/> Revision <input type="checkbox"/> Reprint ORGANIZATIONS COMPLETING THE FORM <input type="checkbox"/> NRC-Wide <input type="checkbox"/> HQ <input type="checkbox"/> Originating Office <input type="checkbox"/> Regional <input type="checkbox"/> Other Agency <input type="checkbox"/> Contractor <input type="checkbox"/> Licensee <input type="checkbox"/> Other (specify) _____	GRAPHICS TYPE OF SERVICE (Check and complete ALL appropriate items) <input type="checkbox"/> Design <input type="checkbox"/> Illustration <input type="checkbox"/> Exhibit <input type="checkbox"/> Presentation <input type="checkbox"/> Other (specify) _____ <input type="checkbox"/> Publication <input type="checkbox"/> Web Graphics <input type="checkbox"/> Consultation <input type="checkbox"/> Multimedia END USE (For information purposes) <input type="checkbox"/> Black & White <input type="checkbox"/> Color <input type="checkbox"/> Film/Negatives <input type="checkbox"/> Vugraphs <input type="checkbox"/> 35mm Slides <input type="checkbox"/> Poster <input type="checkbox"/> Web Use FINAL SIZE No. of Originals Submitted _____ <input type="checkbox"/> 8½" x 11" <input type="checkbox"/> 20" x 30" <input type="checkbox"/> 11" x 17" <input type="checkbox"/> 8½" x 14" <input type="checkbox"/> 30" x 40"	EDITING AND PUBLICATIONS TYPE OF DOCUMENT (Check and complete ALL appropriate items) <input type="checkbox"/> Executive Correspondence/Speech <input type="checkbox"/> Chairman <input type="checkbox"/> Commissioners <input type="checkbox"/> EDO <input type="checkbox"/> Other <input type="checkbox"/> Commission Paper <input type="checkbox"/> Web Content (Public Site or intranet) <input type="checkbox"/> Licensing Document, (Amendment, Safety Evaluation, Order, Director's Decision, RAI, Other) <input type="checkbox"/> Generic Communication (IN, GL, Bulletin, RIS, etc.) <input type="checkbox"/> NUREG-Series Report <input type="checkbox"/> Other Document <input type="checkbox"/> Public <input type="checkbox"/> Internal Primarily Addressed to Public? <input type="checkbox"/> Yes <input type="checkbox"/> No Number of Originals Required _____ <input type="checkbox"/> Single-Spaced <input type="checkbox"/> Double-Spaced Number of Printed Copies Required _____ Date Copies Due _____ Date Posted to External Web _____ Date Posted to Internal Web _____
PRESCRIBING DIRECTIVE (if applicable)	DRAFT APPROVED FOR FINAL BY (Signature)	

REQUIREMENT APPROVED BY (Name and Title)	SIGNATURE	DATE APPROVED
--	-----------	---------------

SPECIAL INSTRUCTIONS (REQUIRED FOR FORMS*)

Explain the necessity and intended use of a new or revised form, why the form supersedes another form, or why the form must be printed and stocked in paper format instead of or in addition to electronic.

CUSTOMER SATISFACTION		Return Completed Form to Mail Stop T-6 E7	
I have received my job and rate the completed work:	ADDITIONAL COMMENTS	INITIALS	
<input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement—customer changes <input type="checkbox"/> Unacceptable—please redo			
		DATE	

Special Events Description

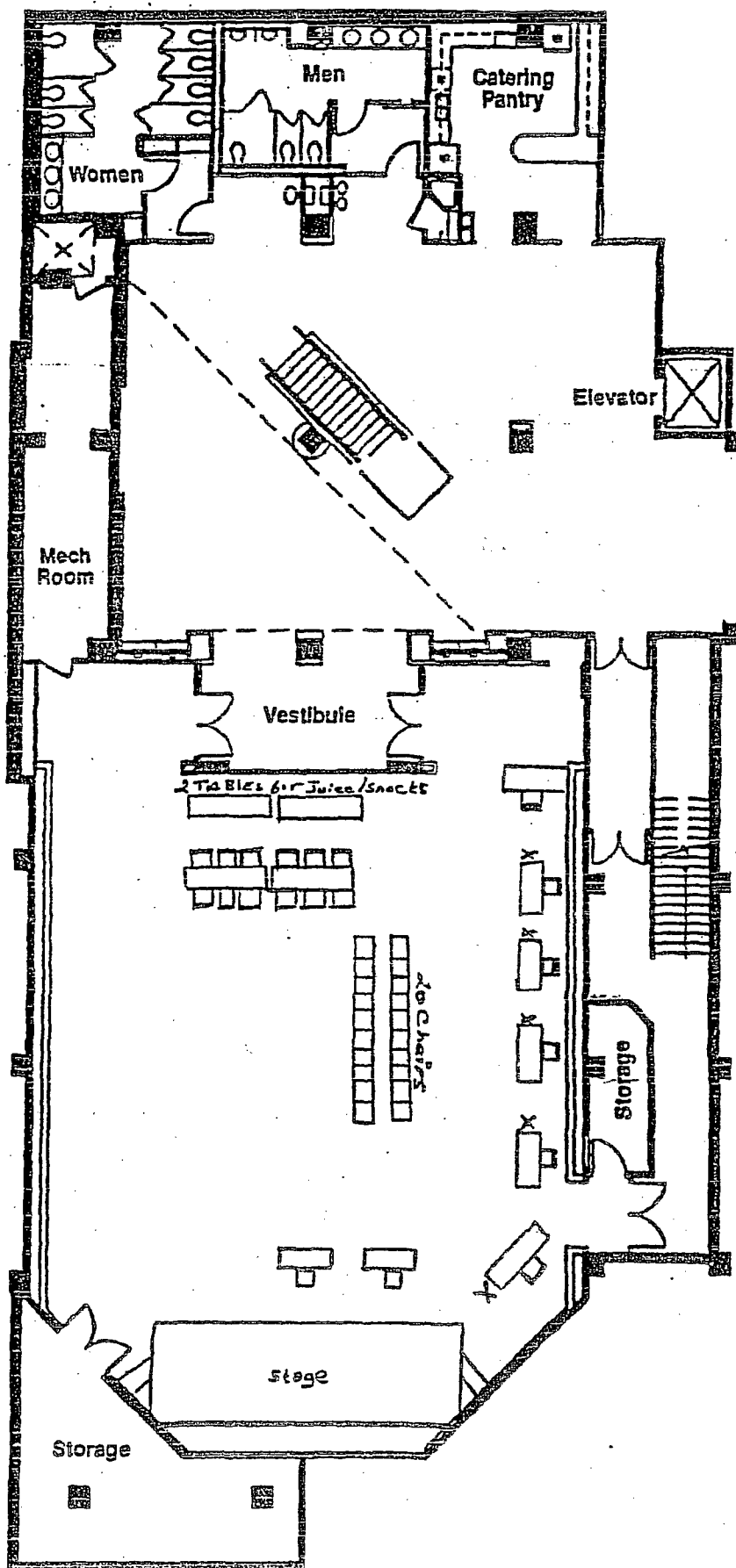
A special event is an activity that has been endorsed by the NRC. These events require considerable planning, close coordination, and meticulous oversight.

Special Events:

- Annual Awards Ceremony
- All Employees Meeting
- Chairman's Broadcasts to staff
- Noontime Concerts
- Employee Picnic
- Public use of auditorium, e.g. Congresswoman Morella's community meetings
- Earth Day activities
- Transportation fairs
- Adopt-A-Road program
- Receptions/luncheons for senior staff
- Diversity programs
- Take Your Child To Work Day
- Blood Drives
- CFC Kick-off
- School Program Events
- Holiday Happenings
- Fitness Fairs
- Book and Craft fairs
- Open Season Health Insurance fair
- Child Development Center Events
- Career Development Workshop
- Meeting Planning
- Other special events

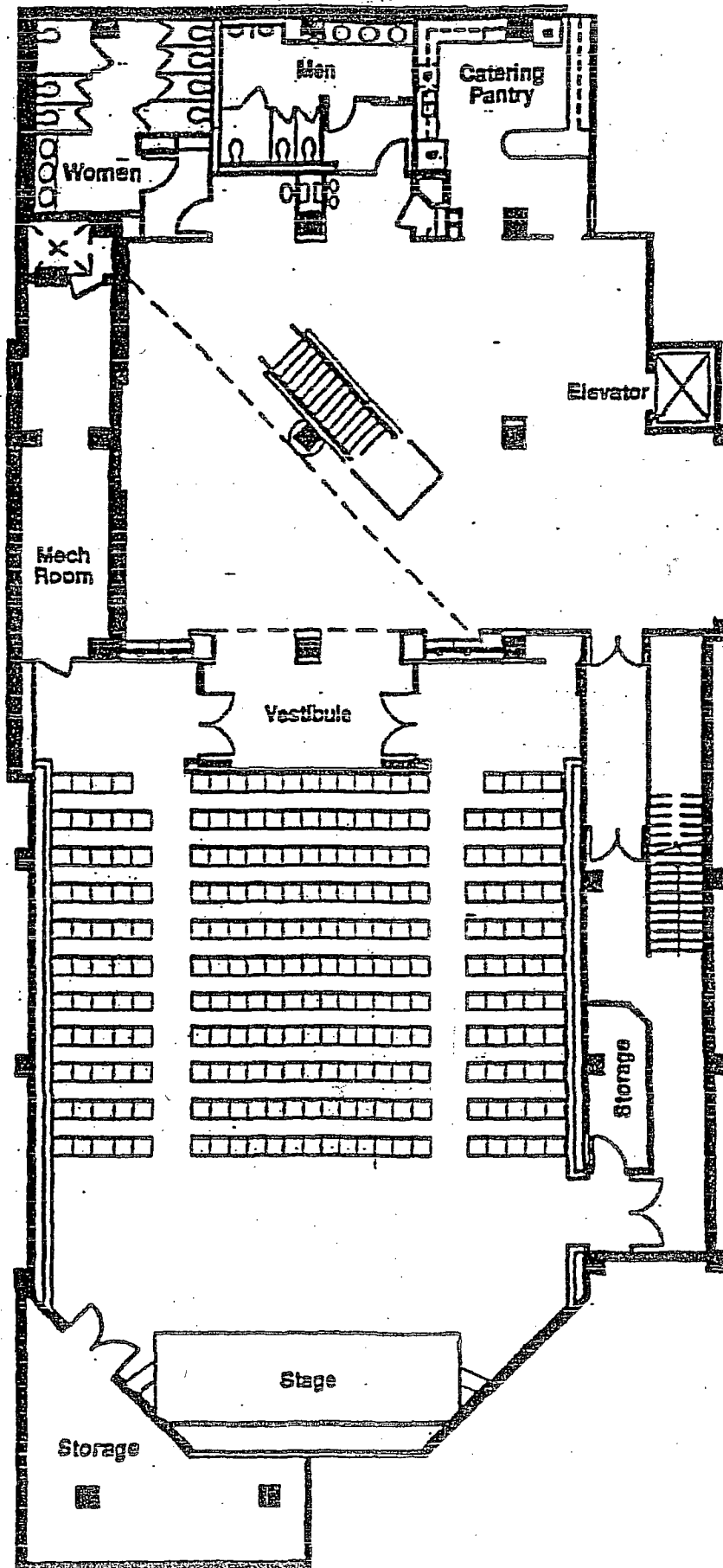
NRC AUDITORIUM

TYPICAL SETUP FOR BLOOD DRIVES



NRC AUDITORIUM
(Theater-Style Seating)

EXHIBIT 12 PAGE 3 OF



**NRC AUDITORIUM,
(Amphitheater-Style Seating)**

EXHIBIT 12 PAGE 4 OF

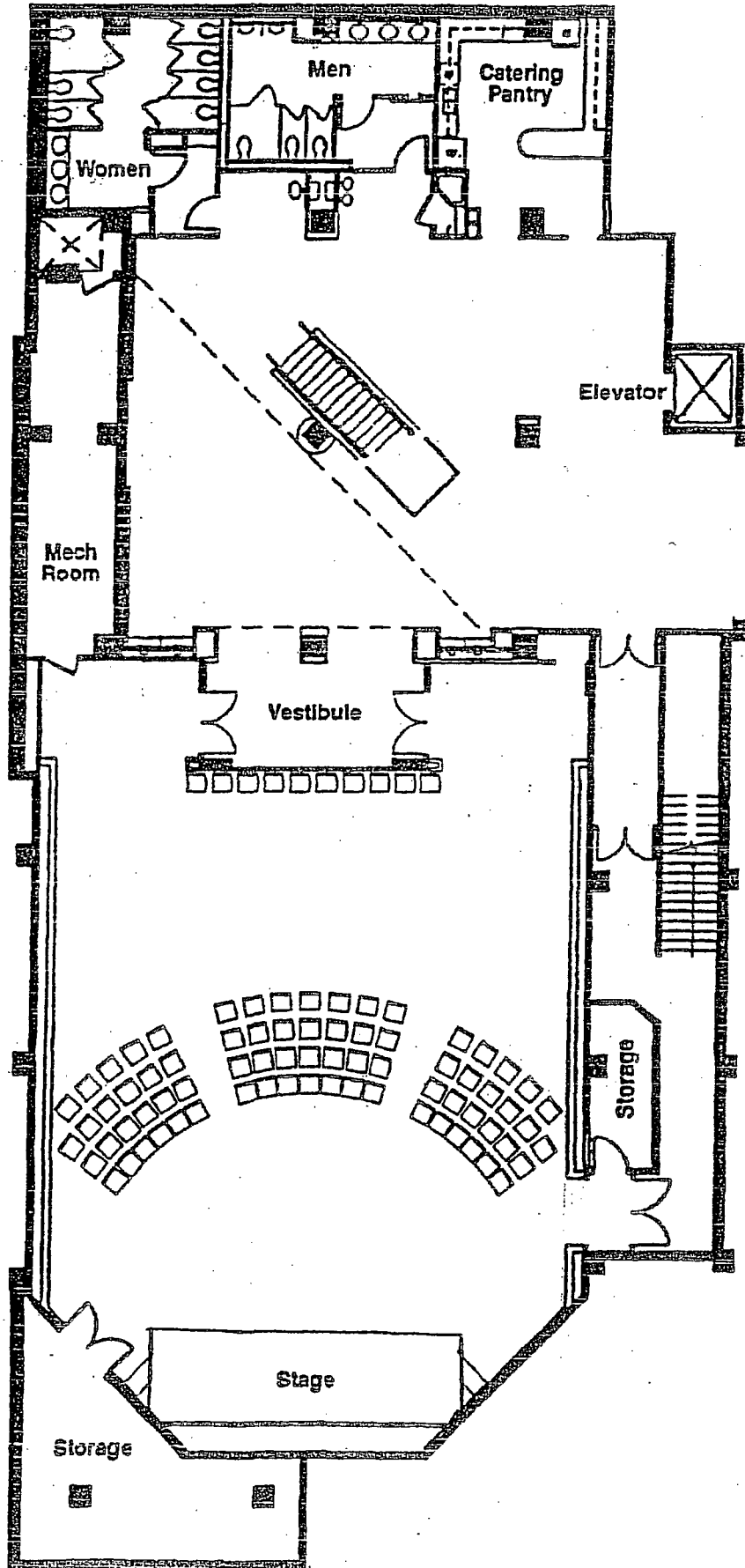
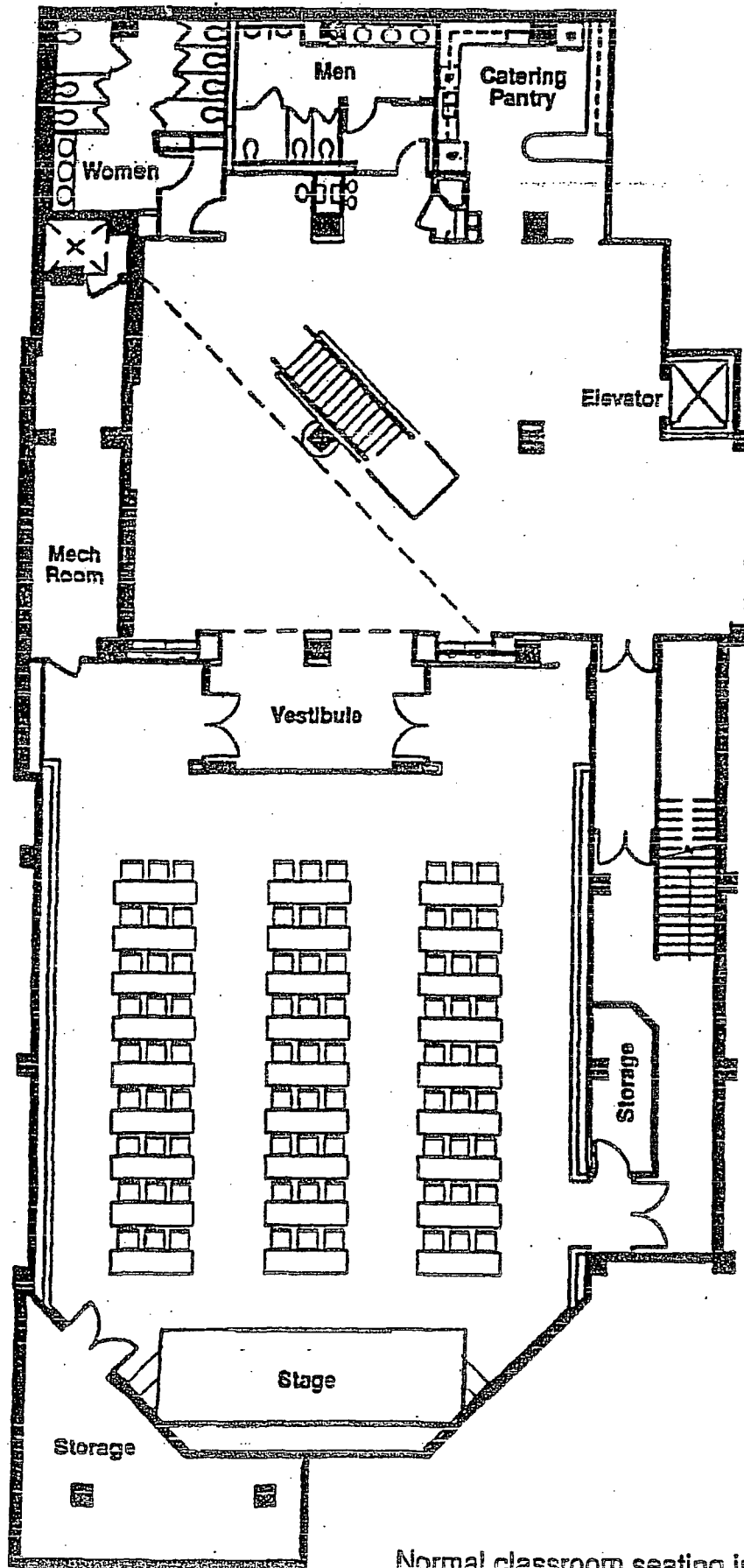
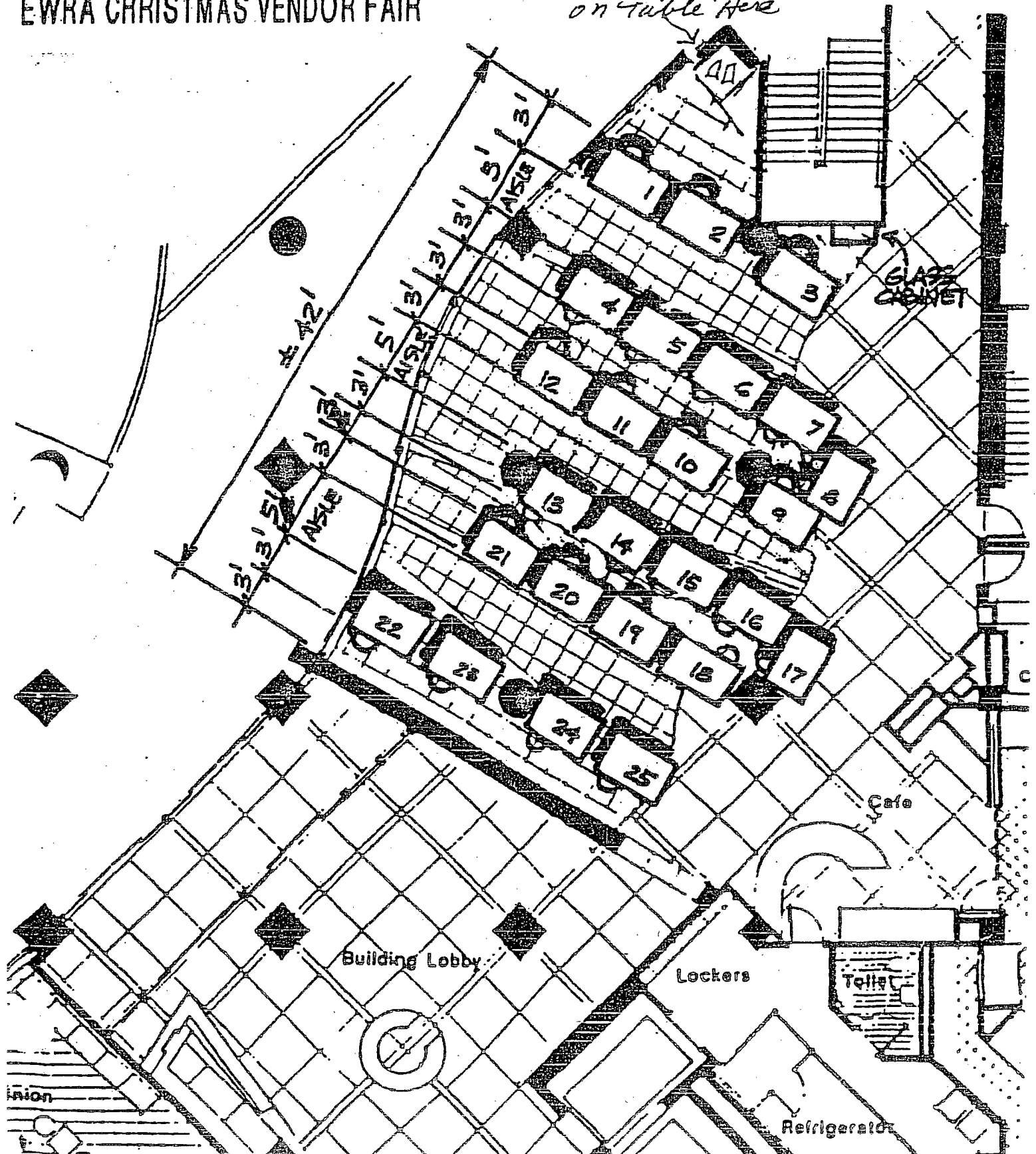


EXHIBIT 12 PAGE 5 OF
NRC AUDITORIUM
(Classroom-Style Seating)

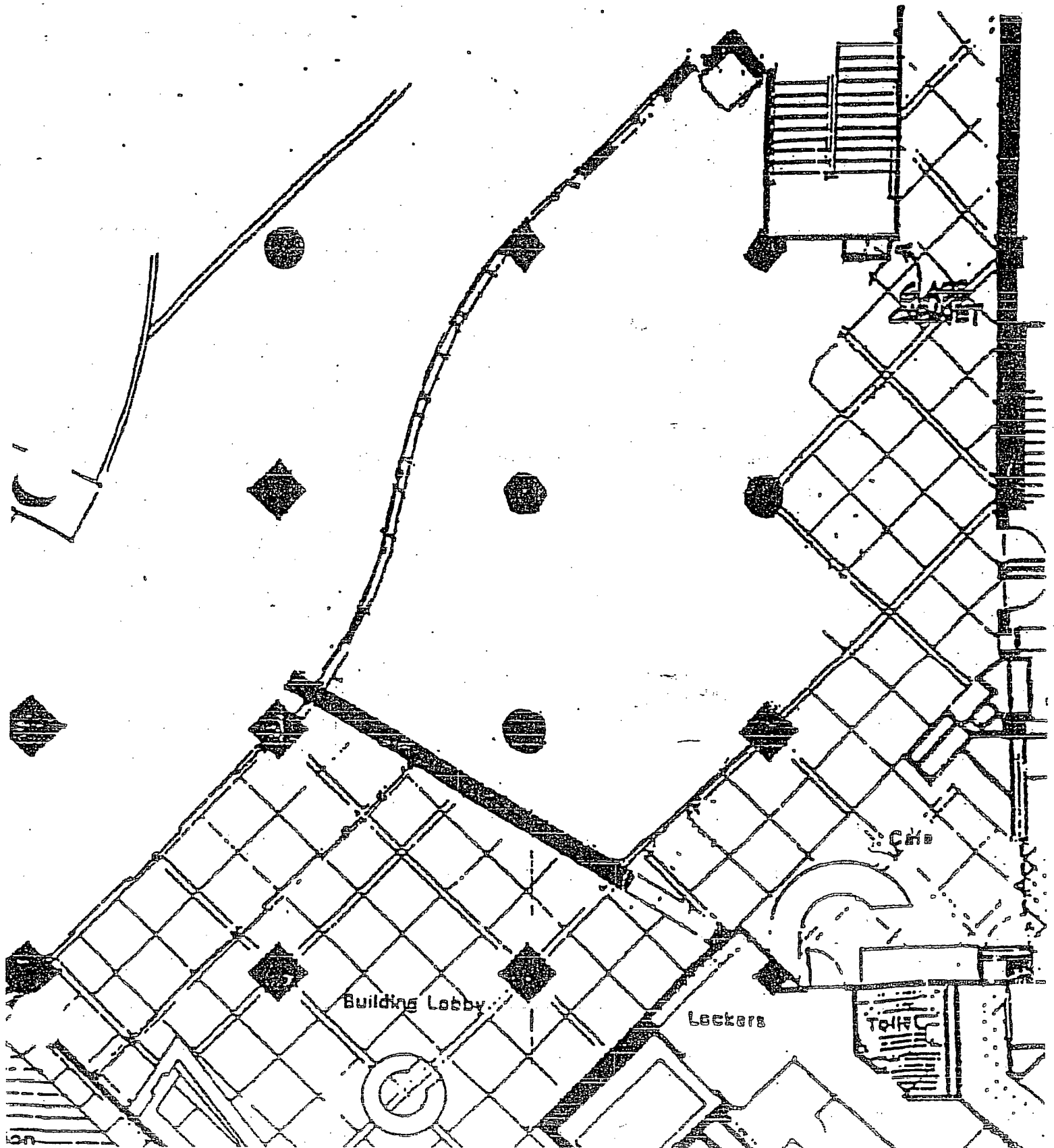


Normal classroom seating is limited to 27 tables

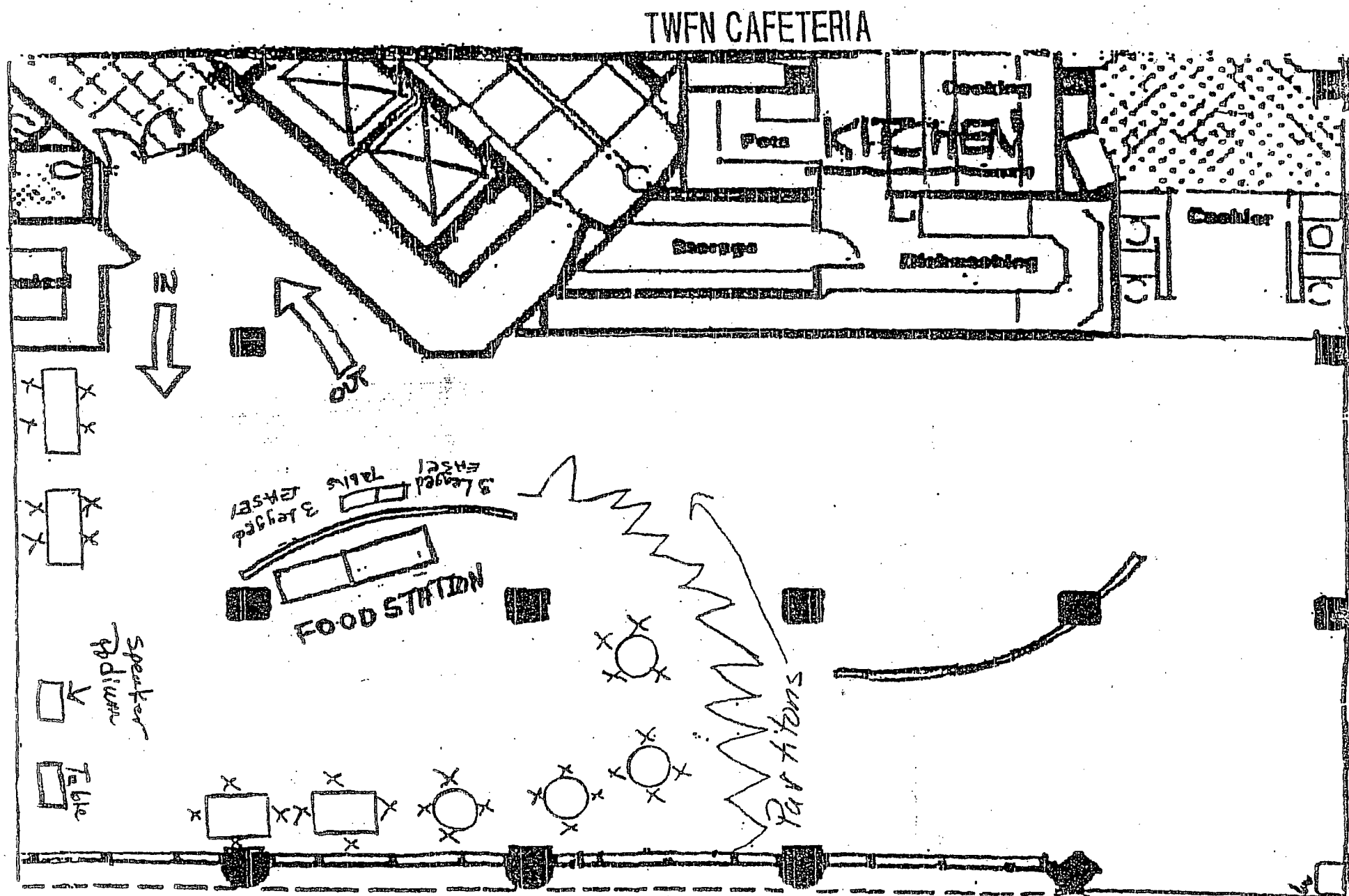
Place Display Model
on Table Here



LAYOUT ~~for~~ EXHIBIT HALL (TWRN)

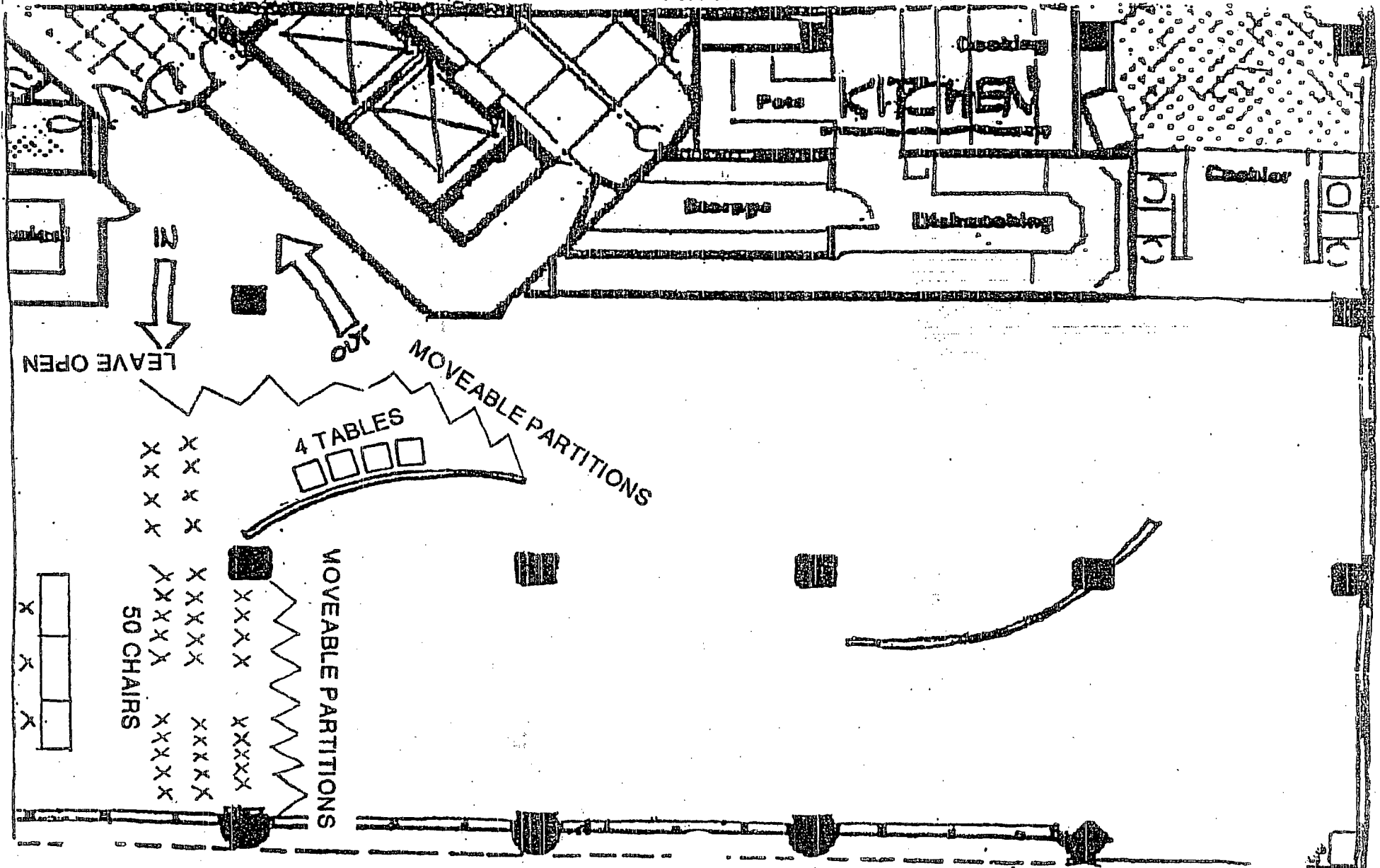


TYPICAL LAYOUT FOR RETIREMENT RECEPTIONS

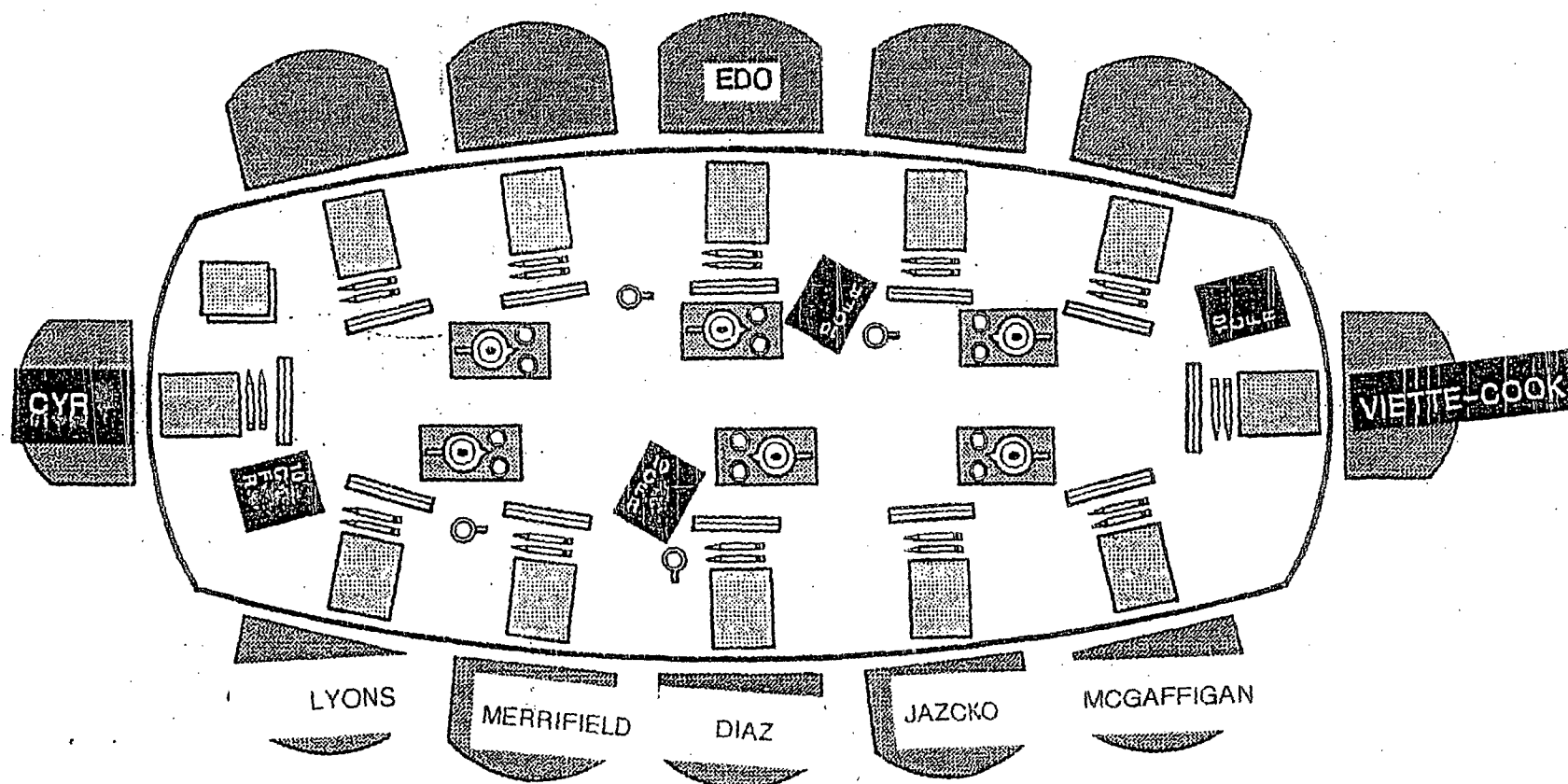


TYPICAL SETUP FOR UNION COFFEES

TWEN CAFETERIA



The Setup for 1st Floor Commission Conference Room and 18th Floor Executive Conference Room



SPECIAL EVENTS MATRIX for October 2005

DATE/ ROOM	TIME	CONTACT PERSON(S)	ACTIVITY/ TITLE	AV & ROOM REQUIREMENTS	NUMBER OF PARTICIPANTS
10/4 AUD	12:30 p.m. 2:30 p.m.	James Hennigan 415-6941	NSIR NSPPD Branch Meeting	Awaiting NRC Form 30.	TBD
10/6 EXH AREA	9:30 a.m. 12:00 p.m.	Rhonda Ford 415-3334 James Horn 415-7703	HR Employee Consultations with Health Care Representatives	Awaiting NRC Form 30.	TBD
10/6 AUD	10:00 a.m. 11:30 a.m.	Janet Burkhardt 415-0423 Phillip Ray 415-2972	OIS/ICOD All Hands Meeting	Awaiting NRC Form 30.	TBD
10/12 AUD (VTC)	12:00 p.m. 1:00 p.m.	Dr. Claude Cadoux 415-8400 Vernetta Wallace 415-8400	Health Center Health Seminar (VTC)	Awaiting NRC Form 30.	TBD
10/18 AUD	7:00 a.m. 12:00 p.m.	Billie Champ 415-1667	NRC Best Place to Work Event	Awaiting NRC Form 30.	TBD

From: Christopher Curtis
To: Audiovisual Requirements
Date: 9/22/05 2:22PM
Subject: A/V Requirements for the Week of September 26, 2005
Place: AV-PHOTO

The audiovisual requirements for the week of September 26, 2005 are as follows (all times listed are actual meeting times):

Monday, September 26, 2005: Auditorium: 1:30 p.m. - 3:00 p.m.

Iris Cutler/OIS/415-7545: OIS/IRSD Quarterly All Hands Meeting

The physical setup will be completed on Friday, September 23, 2005.

Set up (1) one podium microphone.

Place (1) one handheld wireless microphone on the podium.

Place (1) one lapel microphone on the podium.

Tuesday, September 27, 2005: Auditorium: 1:00 p.m. - 6:00 p.m.

Jessica Shin/NMSS/415-8117: NMSS ISCORS Public Meeting

The physical setup will be completed on Monday evening.

Audiovisual equipment testing will be conducted at 10:00 a.m.

A Shure Phone Unit will be installed.

Place (8) eight table microphones on the head table.

Place (2) two standing microphones in the aisles of the audience section.

Set up (1) one podium microphone.

Set up the rear projector for a Powerpoint presentation via a laptop to be operated on the table closest to the left side wall.

Set up the rear projection screen.

Wednesday, September 28, 2005: Auditorium: 2:00 p.m. - 4:00 p.m.

Carol Brown/NRR/415-3298: NRR/DE Division All Staff Meeting

The physical setup will be completed on Tuesday evening.

The requestor has asked for a photographer for (5) five award presentations.

Set up (1) one podium microphone.

Place (2) two lapel microphones on the skirted table.

Place (1) one handheld wireless microphone on the skirted table.

Set up the rear projector for a Powerpoint presentation via a laptop.

Set up (1) overhead slide projector for transparencies.

Set up the rear projection screen.

Lower the drop-down screen.

Thursday, September 29, 2005: Auditorium: 1:30 p.m. - 3:00 p.m.

Donna Lam/HR/415-7036: NRC NSDP Graduation Ceremony 2005

The physical setup will be completed on Wednesday evening.

A rehearsal will be conducted at 10:30 a.m.

This is a 1-way VTC session with all regions and the TTC participating.

The requestor has asked for a photographer for (46) forty-six graduates.

A Shure Phone will be installed as a backup.

Provide microphones for the piano and saxophone player.

Set up (1) one podium microphone.

Set up the rear projector for a CD slide show to be presented before the start of the ceremony.

Set up the rear projection screen.

Friday, September 30, 2005: Auditorium: 9:00 a.m. - 4:45 p.m.

Jon Hopkins/NRR/415-3027: NRR GSI-191, PWR Containment Sumps, Chemical Effects

The physical setup will be completed on Thursday evening.

Place (2) two tables microphones on the head table.

Set up (1) one podium microphone.

Place (1) one handheld wireless microphone on the head table.

Place (1) one lapel microphone on the head table.

Set up the rear projector for a Powerpoint presentation via a laptop.

Set up the rear projection screen.

Room	Size	Extensions
-----	-----	-----
0-03B2	12	1266
0-03B6	12	8558
0-04B4	12	8306
0-04B6	33	3861
0-04B8	12	1627
0-06B2	12	1408
0-06B4	33	1408
0-06B6	10	1406
0-07B2	12	3030
0-07B4	33	3021
0-07B6	12	3018
0-08B4	33	3348
0-08B6	12	2680
0-09B2	12	2281
0-09B4	33	2993
0-09B6	12	2994
0-10B2	12	1655
0-10B4	33	8317
0-10B6	12	8593
0-11B2	12	3462
0-12B2	12	8320
0-12B4	33	8326
0-12B6	12	8323
0-13B2	12	2401
0-13B4	33	1367
0-14B10	12	2948
0-14B8	14	2973
0-16B2	12	8387
0-16B4	33	8381
0-16B6	12	8384
T-02C2	10	0026
T-03C1	10	0028

T-03C4	6	0032
T-07A1	25	0040
T-07B1	6	0044
T-07C1	10	0047
T-07F5	15	0048
T-08A1	25	0050
T-08C1	10	0052
T-08F1	15	0054
T-10A1	25	0063
T-10A3	8	0065
T-10C1	10	0068
T-10C2	10	0071
T-10F3	15	0074

CONFERENCE ROOM EQUIPMENT

Telephone with speaker capacity	-	Available in all conference rooms
Installed projection screen	-	Available in all OWFN conference rooms
Overhead vu-graph projectors	-	Available in all conference rooms
Whiteboard	-	Available in all conference rooms
Television monitors & VCR	-	T-7A1, T8A1, T-9A1 and T-10A1

The following equipment may be checked out on loan from the NRC Supply Store located at O-P1-36.

- television monitors, VCRs and DVDs
- computerized projectors
- overhead projectors

Listing of Types of Requests Requiring Special Approval (NRC Form 30)

- Request for off-site meeting room
- Office moves
- Reimbursement for supplies or services
- Requests for purchasing office supplies, furniture

WHITE FLINT ONE
Copy Room Inventory Worksheet

REQUISITION # _____

DATE _____

<u>LOCATION</u>	<u>MAX. STOCK</u>	<u>INV. QTY.</u>	<u>QTY. TO DELIVER</u>	<u>LEGAL</u>
WO18-F-8	<u>2</u>	<u> </u>	<u> </u>	<u> </u>
WO18-G-7	<u>2</u>	<u> </u>	<u> </u>	<u> </u>
WO18-H-15	<u>2</u>	<u> </u>	<u> </u>	<u> </u>
WO18-F-2	<u>2</u>	<u> </u>	<u> </u>	<u> </u>
WO17-F-2	<u>3</u>	<u> </u>	<u> </u>	<u> </u>
WO17-F-24	<u>3</u>	<u> </u>	<u> </u>	<u> </u>
WO17-H-19	<u>5</u>	<u> </u>	<u> </u>	<u> </u>
WO16-G-4	<u>5</u>	<u> </u>	<u> </u>	<u> </u>
WO16-C-2	<u>7</u>	<u> </u>	<u> </u>	<u>NO</u>
WO16-D-5	<u>2</u>	<u> </u>	<u> </u>	<u> </u>
WO15-G-15	<u>7</u>	<u> </u>	<u> </u>	<u> </u>
WO14-F-6	<u>5</u>	<u> </u>	<u> </u>	<u> </u>
WO13-F-6	<u>6</u>	<u> </u>	<u> </u>	<u> </u>

	MAX.	INV.	DEL.	LEGAL
WO12-F-1	<u>7</u>	<u> </u>	<u> </u>	<u> </u>
WO11-F-3	<u>7</u>	<u> </u>	<u> </u>	<u> </u>
WO10-F-1	<u>6</u>	<u> </u>	<u> </u>	<u> </u>
WO9-F-6	<u>5</u>	<u> </u>	<u> </u>	<u> </u>
WO8-F-6	<u>6</u>	<u> </u>	<u> </u>	<u> </u>
WO7-F-6	<u>6</u>	<u> </u>	<u> </u>	<u> </u>
WO6-F-1	<u>6</u>	<u> </u>	<u> </u>	<u> </u>
WO5-F-6	<u>10</u>	<u> </u>	<u> </u>	<u> </u>
WO4-F-3	<u>6</u>	<u> </u>	<u> </u>	<u> </u>
WO3-F-1	<u>5</u>	<u> </u>	<u> </u>	<u> </u>
WO3-E-11	<u>5</u>	<u> </u>	<u> </u>	<u> </u>
WO2-A-12	<u>5</u>	<u> </u>	<u> </u>	<u> </u>
WO2-B-2	<u>3</u>	<u> </u>	<u> </u>	<u> </u>
WO2-G-7	<u>1</u>	<u> </u>	<u> </u>	<u>1</u>
WO2-D-6	<u>3</u>	<u> </u>	<u> </u>	<u> </u>

TOTAL

WHITE FLINT TWO
Copy Room Inventory Worksheet

REQUISITION # _____

DATE _____

<u>LOCATION</u>	<u>MAX. STOCK</u>	<u>INV. QTY.</u>	<u>QTY. TO DELIVER</u>	<u>LEGAL</u>
WT10-C-18	<u>8</u>	<u> </u>	<u> </u>	<u> </u>
WT10-A-19	<u>10</u>	<u> </u>	<u> </u>	<u> </u>
WT9-C-22	<u>8</u>	<u> </u>	<u> </u>	<u> </u>
WT9-A-23	<u>12</u>	<u> </u>	<u> </u>	<u> </u>
WT9-G-9	<u>5</u>	<u> </u>	<u> </u>	<u> </u>
WT8-A-21	<u>12</u>	<u> </u>	<u> </u>	<u> </u>
WT8-C-20	<u>8</u>	<u> </u>	<u> </u>	<u> </u>
WT7-B-3	<u>8</u>	<u> </u>	<u> </u>	<u> </u>
WT7-A-13	<u>10</u>	<u> </u>	<u> </u>	<u> </u>
WT7-I-2	<u>6</u>	<u> </u>	<u> </u>	<u> </u>
WT6-C-18	<u>7</u>	<u> </u>	<u> </u>	<u> </u>
WT6-A-9	<u>6</u>	<u> </u>	<u> </u>	<u> </u>

	MAX.	INV.	DEL.	LEGAL
WT6-E-36	<u>4</u>	<u> </u>	<u> </u>	<u> </u>
WT5-D-24	<u>4</u>	<u> </u>	<u> </u>	<u> </u>
WT5-C-4	<u>7</u>	<u> </u>	<u> </u>	<u> </u>
WT4-B-7	<u>8</u>	<u> </u>	<u> </u>	<u> </u>
WT4-C-10	<u>10</u>	<u> </u>	<u> </u>	<u> </u>
WT3-C-10	<u>3</u>	<u> </u>	<u> </u>	<u> </u>
WT3-A-8	<u>5</u>	<u> </u>	<u> </u>	<u> </u>
WT3-B33	<u>3</u>	<u> </u>	<u> </u>	<u> </u>
WT2-E-26	<u>6</u>	<u> </u>	<u> </u>	<u> </u>
WT2-A-19	<u>3</u>	<u> </u>	<u> </u>	<u> </u>
WT2-B-9	<u>5</u>	<u> </u>	<u> </u>	<u> </u>
WT2-F-1	<u>3</u>	<u> </u>	<u> </u>	<u> </u>

TOTAL

From: Administrative Service Center <ASC@nrc.gov>
To: <ARB1@NRC.GOV>
Date: 8/19/05 3:12PM
Subject: NRC Monthly Parking Authorization

Please direct replies to Renea Bailey (arb1).

You must purchase your September 2005 parking permit between August 22 through August 31, 2005 or approval will be withdrawn. The garage is at full capacity. If you do not make arrangements to have your permit picked up by 6 00 p.m. on August 31, 2005 your name will be deleted and the parking permit will be offered to the first eligible employee on the waiting list. Employees who expect to be on official travel, leave or absent for any reason are responsible for ensuring that payment is made promptly and that the permit is picked up by a designated representative during the purchase period. Monthly permits are not transferable.

Permits may be purchased between 6 00 a.m. and 6 00 p.m., in the Urban Meridian Joint Venture office on the P-3 level garage of OWFN. The monthly permit fee is \$60.00. Payment may be made by check, money order or cash. Please make checks payable to Urban Meridian Joint Venture. Checks returned to Urban Meridian Joint Venture for insufficient funds are subject to a \$25.00 processing fee.

From: Administrative Service Center <ASC@nrc.gov>
To: <ARB1@NRC.GOV>
Date: 6/17/05 3:11PM
Subject: NRC Monthly Parking Authorization

Please direct replies to Renea Bailey (arb1).

You have been approved for third quarter (July, August and September) parking. You must purchase your July 2005 parking permit between June 20 through June 30, 2005 or approval will be withdrawn. The garage is at full capacity. If you do not make arrangements to have your permit picked up by 6 00 p.m. on June 30, 2005, your name will be deleted and the parking permit will be offered to the first eligible employee on the waiting list. Employees who expect to be on official travel, leave or absent for any reason are responsible for ensuring that payment is made promptly and that the permit is picked up by a designated representative during the purchase period. Monthly permits are not transferable.

Permits may be purchased between 6 00 a.m. and 6 00 p.m., in the Urban Meridian Joint Venture office on the P-3 level garage of OWFN. The monthly permit fee is \$60.00. Payment may be made by check, money order or cash. Please make checks payable to Urban Meridian Joint Venture. Checks returned to Urban Meridian Joint Venture for insufficient funds are subject to a \$25.00 processing fee.

From: Service Center Administrative
To: OandM
Date: 9/30/05 6:26PM
Subject: October 2005 Updated Parking Approval Listing

Jim,

The parking management system has been updated to remove those names of individuals who did not purchase parking permits by 6:00 p.m., September 30, 2005. The list of those individuals will not be forwarded. If your parking attendant searches on a name that is not on the list, please direct the applicant to contact the Administrative Service Center.

Please sell to the following individuals. **(THIS LISTING IS FOR URBAN MERIDIAN JOINT VENTURE EYES ONLY. PLEASE DO NOT SHARE THIS LISTING WITH ANYONE).**

For the names listed below, sell September permits at the prorated rate of \$ 57.00. For all other names listed, sell permits as indicated in bold.

DOE, JIM
DOE, KARL
DOE, KAREN
DOE, SAM

CC: A. Renea Bailey; Christopher Curtis

From: Service Center Administrative
To: Service Center Administrative
Date: 9/30/05 6:26PM
Subject: Your Parking Application Remains on the Wait List

Dear Applicant,

I am sorry to report your application remains on the wait list. Unfortunately, there were only a few applicants from the October 2005 parking approval list that did not purchase. If you would *not* like to remain on the wait list, please let me know. In addition, if you would like to know your position on the wait list, please contact the Administrative Service Center @ 415-2251 or asc@nrc.gov.

Christopher Curtis

CC: A. Renea Bailey; Christopher Curtis