

Boyer, Rachel

From: Weber, Michael
Sent: Friday, January 13, 2012 7:29 AM
To: Brock, Kathryn; Campbell, Andy; Carpenter, Cynthia; Dorman, Dan; Haney, Catherine; Hilton, Nick; Holian, Brian; McCrary, Cheryl; Merzke, Daniel; Piccone, Josephine; Sanfilippo, Nathan; Satorius, Mark; Sheron, Brian; Uhle, Jennifer; Zimmerman, Roy
Cc: Corley, Cherrie; Brock, Kathryn; Mamish, Nader
Subject: HEADS UP/QUERY - NEW PROCEDURES FOR NRC SPONSORED MEETINGS

Good morning. As you are aware, the NRC has been developing new procedures for planning and coordinating NRC-sponsored meetings, in partial response to directives from OMB and the White House during the last several months. Yesterday's agency announcement featured one about the new procedures, which if you drill down several layers, lands you on the ADM internal webpage and provides the procedures described below. These procedures appear to apply to routine meetings, as well as special meetings such as organizational retreats, training sessions, and similar events. Did you have any opportunity to provide input to these procedures and do you anticipate any difficulties using them?

Agency-Sponsored Meetings and Conferences

Offices shall follow the procedures set forth below when reviewing and approving requests for leasing offsite conference and meeting space, as well as other associated expenses.

Prior to initiating an acquisition, whether via purchase card or commercial contract, ensure that suitable conference/meeting room space is not available within the agency by making a reservation in Outlook or by contacting Administrative Services Center (ASC) Help Desk on (301) 415-4272 for assistance. Regional Administrators (RA) should establish a central point of contact for their regional office. In the event suitable NRC space is not available, the requesting office must obtain email confirmation from the ADM or RA point of contact stating space is not available, and retain the email as part of file documentation.

Off-site meetings that do not involve food, refreshments, or overnight accommodations (under \$3,000):

If suitable NRC space is not available, an office's Government purchase card may be used to acquire offsite conference/meeting space that does not exceed \$3,000.00. For purchase card transactions, the attached checklist entitled "NRC Checklist for Offsite Conferences or Meetings" shall be completed and signed by the Office Director (OD)/RA, and retained in the Purchase Card File.

Off-site meetings involving food, refreshments, or overnight accommodations (under \$3,000):

If NRC space is not available, an office's Government purchase card may be used to acquire offsite conference/meeting space that does not exceed \$3,000.00. For purchase card transactions, the attached checklist entitled "NRC Checklist for Offsite Conferences or Meetings" shall be completed and submitted to DAS/ADM for concurrence, at mail stop O-2 A13 or by e-mail to ConferenceSpaceRequests.Resource@nrc.gov. ADM/DAS will coordinate the request between the requesting office and OGC, as needed, and provide the requesting office with a response indicating if the request has been approved or denied. The Checklist should be submitted to DAS at least 60 days prior to the event to ensure adequate lead time for obtaining OGC approval, if appropriate. Upon OGC concurrence, the requesting office may forward the checklist to the OD/RA for signature, and retain the checklist in the Purchase Card file along with ADM/DAS's email approval.

Off-site meetings with or without food, refreshments, or overnight accommodations (over \$3,000):

If the total cost exceeds \$3,000, NRC Form 400, "Request for Procurement Action (RFPA)," along with appropriate documentation must be submitted to ADM, Division of Contracts (DC) at RFPAS.Resource@nrc.gov. DC will contact the requesting office for additional documentation, as necessary,

to process the request. The checklist entitled "NRC Checklist for Offsite Conferences or Meetings" must be signed by the Office Director/Regional Administrator, and retained by the requesting office.

Related Correspondence

OMB memorandum M-11-35 entitled "Eliminating Excess Conference Spending and Promoting Efficiency in Government," dated September 21, 2011.

NRC Response to OMB memorandum M-11-35 dated November 1, 2011.

Executive Director for Operations (EDO) memorandum entitled "Agency-Sponsored Meeting and Conference Spending," dated November 9, 2011.

Payment of Meals and Refreshments by the Government for NRC Employees

Mike

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