

May 6, 2015

MEMORANDUM TO: Brian E. Holian, Director  
Office of Nuclear Security and Incident Response

FROM: Mark A. Satorius **/RA/**  
Executive Director for Operations

SUBJECT: MEMBERSHIP ON THE U.S. NUCLEAR REGULATORY  
COMMISSION'S EXECUTIVE RESOURCES BOARD

This confirms your appointment as the Office of Nuclear Security and Incident Response's principal member of the U.S. Nuclear Regulatory Commission's (NRC's) Executive Resources Board (ERB).

The ERB plays a vital role in providing broad oversight, review, and program evaluation for policies, programs, and activities relating to the Senior Executive Service (SES), and where appropriate the NRC's Senior Level System (SLS) and supervisor corps, including SES recruitment and staffing activities, establishment and recruitment of SLS positions, SES performance management and pay, strategic workforce planning activities, executive succession planning activities, and agency training and development issues. The ERB's current charter is enclosed.

I appreciate your willingness to take on this important role.

Enclosure:  
As stated

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OEDO r/f                      OCHCO r/f                      HROP r/f (JGallagher)  
DIRECTORY: G:\HRPP\SES SLS Johanna\ERB\ERB Membership  
FILE NAME: ERB Appointment Memo Holian Principle  
ADAMS DIRECTORY & TITLE: Membership on NRC's Executive Resources Board  
ADAMS ACCESSION NUMBER: **ML15118A583**

OFFICE	OCHCO/HRPP	OCHCO/HRPP	OCHCO/HRPP	OCHCO/HROP
NAME	DTaswell	JGallagher	BSanford	JGolder
DATE	04/28 /15	04/29 /15	04/30/15	04/30/15
OFFICE	<del>DOHCO</del>	CHCO	DEDCM	EDO
NAME	<del>JHudson</del>	MCohenJGolder for	Dash	MSatorius
DATE	<del>04/ /15</del>	04/30/15	05/05/15	05/ 06 /15

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## **EXECUTIVE RESOURCES BOARD (ERB) CHARTER**

**PRIMARY RESPONSIBILITY:** Provides broad oversight, review, and program evaluation for policies, programs and activities relating to the Senior Executive Service (SES), and where appropriate the NRC's Senior Level System (SLS) and supervisor corps, including SES recruitment and staffing activities; establishment and recruitment of SLS positions; SES performance management and pay; strategic workforce planning activities; executive succession planning and development; and agency training and development issues.

### **AREAS OF REVIEW:**

#### **SES AND SLS RECRUITMENT AND STAFFING ACTIVITIES:**

Review requests to establish new SES and SLS positions

Review requests to fill vacant SES and SLS positions

Recommend method of filling SES positions (e.g. solicitation of interest, reassignment, CDP selection)

Review proposed candidate lists for SES positions from solicitation of interest responses and succession planning lists

Review membership of rating panels for SES vacancies

Review rating panel's findings and certify best qualified candidates for SES positions

Review selecting official's proposed selection for SES positions

Review requests to reassign current SES

Propose reassignments of current SES

**AREAS OF REVIEW (Con't):**

**SES PERFORMANCE MANAGEMENT AND PAY:**

Review and recommend changes to NRC's SES Performance Management System, including changes to SES Performance Plans

Review and recommend changes to NRC's SES pay policy

Provide policy guidance and oversight to the Performance Review Board

**STRATEGIC WORKFORCE PLANNING ACTIVITIES:**

Provide oversight regarding strategic workforce planning activities

Provide senior management input for changes to the strategic workforce planning process

**MANAGE EXECUTIVE SUCCESSION PLANNING ACTIVITIES:**

Determine whether there are enough near and longer term potential successors for executive positions, consider diversity, and develop strategies to address any gaps

Identify readiness to progress and further specific development, assessment, collaborative learning, mentoring, and/or coaching for each executive

Review on an annual basis, and revise as appropriate, Executive Development Plans (EDPs)

**AREAS OF REVIEW (Con't)**

**AGENCY TRAINING AND DEVELOPMENT ISSUES:**

Evaluate need for and timing of SES Candidate Development Program (CDP)

Determine recommended class size and discipline mix

Develop final CDP selection recommendations

Review/approve Individual Development Plans for SES CDP participants

Monitor and evaluate SES CDP activities and participant performance throughout the entire duration of the program

Evaluate need for and timing of NRC Leadership Potential Program (LPP)

Determine recommended class size and discipline mix

Develop final LPP selection recommendations

Review, discuss, and develop consensus on agency training and development issues such as for SES CDP, development for succession planning

Provide senior management input for changes to agency training and development policies

**OPERATING PROCEDURES FOR ERB MEETINGS:**

Regularly scheduled meetings the first, second, and fourth Friday of each month. Special sessions of the ERB will be scheduled as necessary. The ERB will handle certain activities using email instead of meetings, when appropriate.

ERB Chair acts for full Board, if needed, on selected actions in order to prevent backlog of routine reassignment and staffing actions, etc., that have little or no significant Executive Succession Planning impact. Certain areas of review may be delegated to subgroups.

**SUPPORTING RESOURCES:** The Office of the Chief Human Capital Officer coordinates agenda items and provides agendas and other meeting materials