

U.S. NUCLEAR REGULATORY COMMISSION MANAGEMENT DIRECTIVE (MD)

MD 9.21 ORGANIZATION AND FUNCTIONS, OFFICE OF ADMINISTRATION		DT-16-03
Volume 9:	NRC Organization and Functions	
Approved by:	Victor M. McCree Executive Director for Operations	
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EXECUTIVE SUMMARY		
Directive 9.21 is being revised to reflect the current organizational structure and authorities of the Office of Administration. The handbook for MD 9.21 has been deleted.		

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I. SUPERVISION

The Office of Administration (ADM) is under the supervision of the Director who reports to the Deputy Executive Director for Materials, Waste, Research, State, Tribal, Compliance, Administration, and Human Capital (DEDM).

II. FUNCTIONS

The office provides centralized administrative and logistical support services for headquarters, specifically in the areas of procurement, property management, facilities support, transportation, security, publications services, review and development of rulemaking, mail and distribution services, and management directives, as well as certain support services for the regional offices. The office also develops and implements policies and programs for these support services. Specifically, the office—

- A.** Reviews administrative and management policies, practices, and procedures on an NRC-wide basis, and in consultation with other office directors, makes recommendations to the DEDM for appropriate improvements.
- B.** Reviews and makes recommendations regarding contract actions that require approval of the DEDM, the Executive Director for Operations (EDO), or the Commission.
- C.** Represents assigned functional areas in meetings, conferences, and hearings before outside groups, including other Federal agencies, Congress, and the public.
- D.** Prepares and issues, in conjunction with the DEDM, delegations and assignments of authority to office directors at headquarters and the regional administrators for the implementation of specific ADM programs described in Section III of this directive. Establishes policy guidance and criteria for implementation of each of these programs in headquarters and the regions. Assesses the effectiveness of each established program and determines whether the headquarters offices and regions are implementing these programs in an adequate and consistent manner in order to evaluate the degree to which the policy guidance and criteria are being met.
- E.** Performs other functions as assigned by the Chairman, the Commission, the EDO, or the DEDM.

III. DELEGATION OF AUTHORITY TO THE DIRECTOR

The Director of ADM is authorized and directed to take actions as necessary to carry out the functions assigned by this directive or other official directives or communications, subject to the limitations prescribed therein. This delegation includes the authority to—

A. Serve in the following roles:

1. Chief Acquisition Officer (CAO),
2. Competitive Sourcing Official,
3. Senior Procurement Executive,
4. Chief Sustainability Officer,
5. Senior Accountable Officer for Suspension and Debarment,
6. Suspension and Debarment Official,
7. Strategic Sourcing Accountability Official,
8. Inventory Appeal Authority,
9. Acquisition Career Manager, and
10. Inventory Challenge Authority.

B. Administer the U.S. Nuclear Regulatory Commission (NRC) security and classification programs under Federal laws, where applicable; Executive orders; security directives; circulars; manuals; and the *Code of Federal Regulations*.

C. Serve as the agency's designated Senior Procurement Executive as required by Executive Order No. 12352, "Federal Procurement Reforms," and administers the contracting activities of the NRC, including contracts, grants, and interagency agreements.

D. Approve non-competitive contracts in accordance with FAR 6.304, "Approval of the Justification."

E. Administer the NRC procurement and financial assistance activities provided that an appropriate submittal is made to the Commission for any action required by law or regulation to be submitted for Commission approval.

F. Develop, implement, and coordinate the "NRC Management Directives System."

- G. Develop policy options for consideration on matters under the director's delegated authority.
- H. Supervise, direct, coordinate, and approve Section III activities, including administrative functions of the various organizational components within the office.
- I. Administer NRC fire safety processes, including the development, implementation, and management of all facility fire safety activities.
- J. Designate the Agency Safety and Health Official for the management and administration of the "NRC Safety and Occupational Health Program."
- K. Serve as the NRC high-level official for the "Plan for Retrospective Analysis of Existing Rules," as required by Executive Order 13579.
- L. Designate proposing and deciding officials for all disciplinary matters and/or adverse actions associated with the suspension and/or revocation of any NRC employee's access authorization (national security clearance) and employment clearance, including, but not limited to, indefinite suspension and removal from the Federal service. This authority is delegated to the Director, ADM, and may not be redelegated.

IV. REDELEGATION OF AUTHORITY BY THE DIRECTOR

- A. The director shall, except where expressly prohibited, redelegate in writing to others authority delegated by this or other official directives or communications, subject to the limitations stated below and other stipulations that may be deemed necessary.
- B. The director shall send a memorandum specifying the redelegation to the EDO, with a copy to the Secretary of the Commission, the General Counsel, and the Chief Human Capital Officer. Each redelegation will be stored as an official record in the Agencywide Documents Access and Management System.
- C. The director shall stipulate any limitations on further redelegation of authority.
- D. The director shall maintain a file of all redelegations.

V. REDELEGATION OF AUTHORITY TO THE DEPUTY DIRECTOR

- A. The deputy director is authorized and directed to act in the stead of the director during his or her absence. Serves as CAO, as delegated by the Director of ADM, on a temporary basis during times of absence or unavailability.

- B. Serves as the inventory challenge authority as redelegated by the Director of ADM.
- C. Serves as the agency's Competition Advocate unless the authority is redelegated to the Director, Acquisition Management Division (AMD), ADM.

VI. REDELEGATION OF AUTHORITY TO THE DIRECTOR, ACQUISITION MANAGEMENT DIVISION, OFFICE OF ADMINISTRATION

- A. Serves as the head of contracting activities as redelegated by the Director of ADM.
- B. Serves as the agency's Competition Advocate unless the authority is redelegated to the Deputy Director of ADM.
- C. Serves as the Acquisition Career Manager, as redelegated by the Director of ADM, and assigns a senior procurement official.
- D. Approves warrants.

VII. ORGANIZATIONAL STRUCTURE AND INTERNAL ASSIGNMENTS

Organization charts and functional descriptions for ADM and its components are posted on the NRC internal [Web site](#). Deviations from the standard organizational structure that affect positions or functions at the division level or above must have the concurrence of OCHCO and be approved by the EDO or a DEDO. Deviations from the standard organizational structure that affect positions or functions at the branch level must have the concurrence of OCHCO and must be approved by the Director of ADM.

VIII. REFERENCES

Code of Federal Regulations (CFR)

- 10 CFR Part 1, "Statement of Organization and General Information."
- 29 CFR Part 1960, "Basic Program Elements for Federal Employees Occupational Safety and Health Programs and Related Matters."
- 29 CFR Part 1904, "Recording and Reporting Occupational Injuries and Illnesses."
- 29 CFR Part 1910, "Occupational Safety and Health Standards."
- 36 CFR Part 1194, "Electronic and Information Technology Accessibility Standards."
- 41 CFR Part 102-39, "Replacement of Personal Property Pursuant to the Exchange/Sale Authority."

48 CFR Part 1, "Federal Acquisition Regulation (FAR)."

48 CFR Part 6, Subpart 6.304, "Approval of the Justification."

48 CFR Part 20, "Nuclear Regulatory Commission Acquisition Regulation (NRCAR)."

Executive Orders

Executive Order 10450, "Security Requirements for Government Employment," April 27, 1953.

Executive Order 12196, "Occupational Safety and Health Programs for Federal Employees," February 26, 1980.

Executive Order 12352, "Federal Procurement Reforms," March 17, 1982.

Executive Order 12564, "Drug-Free Federal Workplace," September 15, 1986.

Executive Order 12958, "Classified National Security Information," April 17, 1995.

Executive Order 12968, "Access to Classified Information," August 2, 1995.

Executive Order 13381, "Strengthening Processes Relating to Determining Eligibility for Access to Classified National Security Information," June 27, 2005.

Executive Order 13467, "Reforming Processes Related to Suitability for Government Employment, Fitness for Contractor Employees and Eligibility for Access to Classified National Security Information," June 30, 2008.

Executive Order 13488, "Granting Reciprocity on Excepted Service and Federal Contractor Employee Fitness and Reinvestigating Individuals in Positions in Public Trust," January 16, 2009.

Executive Order 13526, "Classified National Security Information," December 29, 2009.

Executive Order 13579, "Plan for Retrospective Analysis of Existing Rules," July 1, 2011.

Executive Order 13693, "Planning for Federal Sustainability in the Next Decade," March 19, 2015.

Nuclear Regulatory Commission Documents

Management Directive—

1.1, "NRC Management Directives System."

3.7, "NUREG-Series Publications."

3.11, "Conferences."

- 3.12, "Handling and Disposition of Foreign Documents and Translations."
- 3.13, "Reproduction and Distribution."
- 3.15, "Multimedia Services."
- 3.16, "NRC Announcement Program."
- 3.23, "Mail Management."
- 3.25, "Graphic Design and Production Services."
- 6.3, "The Rulemaking Process."
- 9.17, "Organization and Functions, Office of the Executive Director for Operations."
- 10.130, "Safety and Occupational Health Program."
- 11.1, "NRC Acquisition of Supplies and Services."
- 12.1, "NRC Facility Security Program."
- 12.3, "NRC Personnel Security Program."
- 13.1, "Property Management."
- 13.4, "Transportation Management."

Memorandum to Director of ADM from Chairman Jaczko, "Designation of the Agency's Senior Official for Climate Change Adaptation Planning" (per Executive Order 13514, "Federal Leadership in Environmental, Energy, and Economic Performance"), dated April 19, 2011 ([ML11082A022](#)).

Memorandum to Director of ADM, from R. W. Borchardt, EDO, "Delegation of Contractual Authority," dated March 31, 2011 ([ML110540450](#)).

Memorandum to Director of ADM from R. W. Borchardt, EDO, "Designation of Strategic Sourcing Accountability Official" (per memorandum dated December 5, 2012, request from the Office of Management and Budget), dated January 14, 2013 ([ML12346A101](#)).

Memorandum to Director of ADM from R. W. Borchardt, EDO, "Designation of the Senior Accountable Officer to Assess the U.S. NRC's Suspension and Debarment Program," dated March 12, 2012 ([ML120270393](#)).

Memorandum to Director of ADM from Victor M. McCree, EDO, "Delegation of Authority for Security-Related Adverse Actions," dated October 22, 2015 ([ML15267A781](#)).

Memorandum to Kathryn O. Greene, Director, Office of Administration, from R.W. Borchardt, EDO, "Delegation of Authority," to oversee the NRC Occupational Safety and Health Program," dated June 9, 2010 ([ML101240970](#)).

Memorandum to S. Stewart-Clark from K. Greene, "Delegation of Senior Procurement Executive and Chief Acquisition Officer Authority," dated December 28, 2011 ([ML11341A088](#)).

NRC Organization Charts and Functional Descriptions Web Site:
<http://www.internal.nrc.gov/>.

Office Instruction ADM-002, "Redelegation of Authority," dated June 2011 ([ML112000396](#)).

Office of Management and Budget

OMB Circular A-76, "Performance of Commercial Activities," revised May 29, 2003.

United States Code

Congressional Review Act of 1996 (Pub. L. 104-121, Section 251).

Contractor Code of Business Ethics and Conduct (Pub. L. 110-252, Title VI, Chapter 1).

Federal Activities Inventory Reform Act (FAIR) of 1998 (Pub. L. 105-270).

Federal Register Act (44 U.S.C. Chapter 15).

Plain Language Act of 2010 (Pub. L. 111-274).

Regulatory Flexibility Act of 1980 (5 U.S.C. 601 et seq.).

Small Business Regulatory Enforcement Fairness Act of 1996 (SBREFA)
(Pub. L. 104-121, as amended).