UNITED STATES
NUCLEAR REGULATORY COMMISSION
ADVISORY COMMITTEE ON REACTOR SAFEGUARDS
WASHINGTON, DC 20555 - 0001

May 16, 2016

MEMORANDUM TO: Victor M. McCree
Executive Director for Operations

FROM: Andrea D. Valentin, Executive Director /RA/
Advisory Committee on Reactor Safeguards

SUBJECT: DOCUMENTATION OF RECEIPT OF APPLICABLE OFFICIAL NRC NOTICES TO THE ADVISORY COMMITTEE ON REACTOR SAFEGUARDS FOR MAY 2016

During the 634th meeting of the Advisory Committee on Reactor Safeguards (ACRS), May 5-7, 2016, the Committee considered the NRC communications forwarded by OCHCO (attached) as items for their awareness and any actions as appropriate. This memorandum documents the receipt of the attached communications by the ACRS members.

No response to this memorandum is required.

Attachment: As stated

cc: A. Vietti-Cook, SECY
T. Inverso, OEDO
R. Lewis, OEDO

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Accession No: **ML16130A106** **Publicly Available** **Y** **Sensitive** **N**
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OFFICE	ACRS	SUNSI Review	ACRS	
NAME	QNguyen	QNguyen	ADValentin	
DATE	05/06/2016	05/06/2016	05/18/2016	

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UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, DC 20555 - 0001

October 2, 2015

MEMORANDUM TO: Stephen G. Burns
Chairman

FROM: Victor M. McCree */RA/*
Executive Director for Operations

Miriam Cohen */RA/*
Chief Human Capital Officer

Edwin Hackett */RA/*
Executive Director
Advisory Committee on Reactor Safeguards

SUBJECT: COMMUNICATION OF OFFICIAL NRC NOTICES TO THE ADVISORY COMMITTEE ON REACTOR SAFEGUARDS

By Memorandum dated August 13, 2015, you tasked us to develop a process for ensuring that the Advisory Committee on Reactor Safeguards (ACRS) members are kept appropriately informed of important NRC announcements affecting their employment and their responsibilities as special government employees. The enclosed describes the key elements of the process that we have developed. Certain elements of this process were in-place previously, but we have expanded and enhanced our process to improve its effectiveness and documentation.

ACRS has found historically, that the most effective means for disseminating this type of information to the ACRS members is via periodic in-person briefings and training sessions, such as those conducted annually by the Office of the General Counsel (OGC). We have tried to focus our process on balancing those briefings with written communications and documentation of receipt and understanding.

Please let us know if you have any questions or comments.

Enclosure:
As stated

cc: Commissioner Svinicki
Commissioner Ostendorff
Commissioner Baran
A. Vietti-Cook, SECY
M. Doane, OGC

ATTACHMENT

Ensuring Appropriate Communications with the Advisory Committee on Reactor Safeguards (ACRS) Members Regarding the U.S. Nuclear Regulatory Commission (NRC) Announcements Affecting their Employment and their Responsibilities as Special Government Employees (SGE's)

1. It is the primary responsibility of the ACRS management to ensure that appropriate communications are made with the members and that the members acknowledge receipt and confirm their understanding of the information.
2. The Office of the Chief Human Capital Officer /Office of the Executive Director for Operations will provide ACRS management with any communications and updates which are deemed important regarding employment or other information for SGE's on a monthly basis.
3. At the monthly ACRS Planning and Procedures meeting, ACRS will conduct an "affirmation session" where members will be asked to confirm receipt and understanding of any pertinent communications. ACRS will document the affirmation in a memorandum.
4. The Office of the General Counsel (OGC) will continue to provide an annual in-person ethics briefing to all ACRS members. At this session, ACRS members will be required to sign an acknowledgement that they have received and understood the latest ethics information provided by OGC. ACRS management and staff will ensure any appropriate follow-up with the ACRS members, including confirmation of member access to the OGC ethics website and other pertinent information.
5. OGC will continue to provide ethics counseling regarding questions on an individual basis with ACRS members or via ACRS management.
6. Email communications to ACRS members on this type of information will be made by ACRS management and will include the members preferred personal email addresses as well as their NRC email addresses as required by Presidential Directive.

ATTACHMENT