

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

MD 9.25	ORGANIZATION AND FUNCTIONS, OFFICE OF THE CHIEF HUMAN CAPITAL OFFICER	DT-17-185
<i>Volume 9:</i>	Organization and Functions	
<i>Approved By:</i>	Victor M. McCree Executive Director for Operations	
<i>Date Approved:</i>	December 23, 2016	
<i>Cert. Date:</i>	N/A, for the latest version of any NRC directive or handbook, see the online MD Catalog .	
<i>Issuing Office:</i>	Office of the Chief Human Capital Officer	
<i>Contact Name:</i>	Vivian Dean	Servicing Human Resources Specialist (names and phone numbers are listed here)
EXECUTIVE SUMMARY		
Management Directive (MD) 9.25, “Organization and Functions, Office of the Chief Human Capital Officer,” is revised to reflect the current organizational structure and authorities of the Office of the Chief Human Capital Officer (OCHCO) and to reflect the name change of the office from the Office of Human Resources to OCHCO. The handbook for MD 9.25 has been deleted.		

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For updates or revisions to policies contained in this MD that were issued after the MD was signed, please see the Yellow Announcement to Management Directive index ([YA-to-MD index](#)).

I. SUPERVISION

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

II. FUNCTIONS

OCHCO plans, develops, implements, and directs policies, programs, and services to provide for the effective acquisition, organization, utilization, training, development, and retention of the agency's human capital. Specifically, OCHCO—

- A.** Provides overall leadership and management of U.S. Nuclear Regulatory Commission human capital planning and human resources planning, policy, and program development.
- B.** Establishes accountability for achievement of human capital goals; monitors performance and provides feedback.
- C.** Delivers human resources (HR) services in support of the NRC's strategic management of human capital.
- D.** Plans and implements NRC policies, programs, and services to provide employment services and operations, labor and employee relations, organizational development, training, and human capital information and analysis.
- E.** Provides advice and support for the planning, development, implementation, oversight, and evaluation of HR information systems.
- F.** Administers and manages the NRC work-life services program, including oversight of the employee assistance program and the headquarters child care facilities, health unit, and fitness center.
- G.** Participates in the agencywide planning, budgeting, and performance management process, and integrates OCHCO's plans and budget with the agency's programs and mission including—
 - 1. Leading the development of the agency's strategic human capital planning strategies and documents,
 - 2. Developing and implementing the OCHCO performance and operating plans consistent with agencywide programmatic goals and objectives, and
 - 3. Assisting and advising NRC management in the planning and implementation of human capital goals consistent with agency policies and mission.

- H. Establishes policy guidance and criteria for implementation of HR programs in the regions, assesses the effectiveness of established HR programs, and determines whether the regions are implementing the programs in a manner consistent with program requirements.
- I. Plans, implements, and provides agencywide training and development policies and programs designed to establish, maintain, and enhance the regulatory, technical, professional, and leadership skills needed by NRC employees to accomplish the mission of the agency.

III. DELEGATION OF AUTHORITY TO THE CHIEF HUMAN CAPITAL OFFICER (CHCO)

The CHCO is authorized and directed to—

- A. Carry out the functions and responsibilities assigned by this or other official directives or communications, subject to the limitations they may prescribe. Delegations of authority for specific actions and applicable limitations are also contained in NRC management directives (MDs) covering specific subjects.
- B. Administer the HR management program of the NRC and provide final interpretation of HR policy in accordance with Federal laws, Executive Orders, Office of Personnel Management and other governmental regulations, where applicable, and in accordance with NRC policies and directives.
- C. Issue MDs in Volume 10, "Personnel Management," Part 1, "Employment, Staffing"; Part 2, "Position Evaluation and Management, Pay Administration, and Leave"; Part 3, "Performance Appraisals, Awards, and Training"; Part 4, "Labor Relations, Discipline, Grievances, Appeals, RIFs [reductions in force]"; and Part 5, "Benefits, Health, Services, and Employee Safety," Subpart B, "Health Services." (See the NRC Memorandum to Miriam L. Cohen, Chief Human Capital Officer, from Mark A. Satorius, Executive Director for Operations, "Delegation of Authority to Issue Management Directives in Volume 10, Parts 1 through 4, and Part 5, Subpart B," dated May 22, 2015 ([ML15110A403](#))).
- D. Provide credit for non-Federal service or active uniformed service that would not otherwise be creditable for purposes of determining service for annual leave accrual rates for new or reoccurring appointees. (See NRC Memorandum to Paul E. Bird, Director, Office of Human Resources, from Luis A. Reyes, Executive Director for Operations, "Delegation of Authority to Credit Non-Federal Service Toward Annual Leave Accrual Rates," dated May 5, 2005 ([ML051240251](#))).

- E. Provide labor relations and employee relations guidance and supporting services to NRC managers and staff; develop and implement labor relations partnership policies and procedures; negotiate and administer collective bargaining agreements, including grievances on matters that fall within the scope of the Equal Employment Opportunity complaint process and the authority to award compensatory damages consistent with law (see NRC Memorandum to Miriam L. Cohen, Chief Human Capital Officer, from Victor M. McCree, Executive Director for Operations, "Confirmation of Chief Human Capital Officer Authority in Equal Employment Opportunity Grievances," dated November 29, 2016 ([ML16309A150](#))); and conduct day-to-day interactions with the employee union.

IV. REDELEGATION OF AUTHORITY BY THE CHIEF HUMAN CAPITAL OFFICER (CHCO)

- A. The CHCO may, except where expressly prohibited, redelegate to others authority delegated by this or other official directives or communications, subject to the limitations stated below and to other stipulations the CHCO may deem necessary.
- B. Redlegation must be made in writing and a copy filed with the Office of the Executive Director for Operations (OEDO), the Office of the Inspector General (OIG), the Office of the Secretary (SECY), and the Office of the General Counsel (OGC).
- C. The CHCO must stipulate in each delegation of authority any limitations on further re delegation.
 1. During the absence of the CHCO, the Deputy CHCO is delegated authority to act for the CHCO. (See the NRC Memorandum to Jody L. Hudson, Deputy Chief Human Capital Officer from Miriam L. Cohen, Chief Human Capital Officer, "Delegation of Authority," dated March 28, 2013 ([ML13087A373](#)).)
 2. In accordance with MD 9.29, "Organization and Functions, Regional Offices," and MDs in Volume 10, Personnel Management, Parts 1 through 7, the CHCO delegates authority to the regional administrators to perform specific HR management functions. (See the NRC Memorandum to the Regional Administrators from Miriam L. Cohen, CHCO, "Delegation of Authority," dated May 3, 2011 ([ML111010404](#)).)
 3. The authority to execute appointment affidavits and administer oaths of office is delegated to the Deputy Associate Director for the Technical Training Center. (See the NRC Memorandum to the Deputy Associate Director for the Technical Training Center, Office of Human Resources, from the Director, Office of Human Resources, "Delegation of Human Resources Management Authority To the Deputy Associate Director the Technical Training Center," dated April 11, 2008 ([ML16188A309](#)).)

V. ORGANIZATIONAL STRUCTURE AND INTERNAL ASSIGNMENTS

- A. Organizational charts and functional descriptions for OCHCO 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 the Deputy Executive Director and be approved by the Executive Director for Operations (EDO).
- B. Deviations from the standard organizational structure that affect positions or functions at the branch level must have the concurrence of the Deputy CHCO and must be approved by the CHCO.

VI. REFERENCES

Nuclear Regulatory Commission Documents—

Memorandum to Paul E. Bird, Director, Office of Human Resources, from Luis A. Reyes, Executive Director for Operations, “Delegation of Authority to Credit Non-Federal Service Toward Annual Leave Accrual Rates,” May 5, 2005 ([ML051240251](#)).

Memorandum to the Deputy Associate Director for the Technical Training Center, Office of Human Resources, from the Director, Office of Human Resources, “Delegation of Human Resources Management Authority to the Deputy Associate Director for the Technical Training Center,” April 11, 2008 ([ML16188A309](#)).

Memorandum to the Regional Administrators from Miriam L. Cohen, CHCO, “Delegation of Authority,” May 3, 2011 ([ML111010404](#)).

Memorandum to Jody L. Hudson, Deputy Chief Human Capital Officer from Miriam L. Cohen, Chief Human Capital Officer, “Delegation of Authority,” March 28, 2013 ([ML13087A373](#)).

Memorandum to Miriam L. Cohen, Chief Human Capital Officer, from Mark A. Satorius, Executive Director for Operations, “Delegation of Authority to Issue Management Directives in Volume 10, Parts 1 through 4, and Part 5 Subpart B,” May 22, 2015 ([ML15110A403](#)).

Memorandum to Miriam L. Cohen, Chief Human Capital Officer, from Victor M. McCree, Executive Director for Operations, “Confirmation of Chief Human Capital Officer Authority in Equal Employment Opportunity Grievances,” November 29, 2016 ([ML16309A150](#)).

United States Code, Title 5, “Government Organization and Employees.”