



UNITED STATES
 NUCLEAR REGULATORY COMMISSION
 ADVISORY COMMITTEE ON REACTOR SAFEGUARDS
 WASHINGTON, D. C. 20555

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 2/7/80

ACRS MEMBERS
 ACRS STAFF
 ACRS FELLOWS

Attached is a draft outline of the manner in which the ACRS Fellowship Program will be carried out. The outline has been written to apply to Fellows located in Washington, D. C. and should be complied with, to the degree practical, by ACRS Fellows at other locations.

In order to aid in conducting the Fellowship program, the following designations are made for the Senior Fellows to assist in providing day-to-day technical guidance to the Fellows in carrying out their assignments.

<u>Supervising Sr. Fellow</u>	<u>Abbott</u>	<u>Kastenberg*</u>
Fellows	Bessett Bicket Young	Johnson** Zukor

* maintains liaison with Chen
 (effective 2/1/80 at Cal Tech.)

** maintains liaison with
 Griesmeyer (at UCLA)

<u>Supervising Staff Engr.</u>	<u>Libarkin/McCreless</u>
Fellows	Stampelos

R. F. Fraley
 Executive Director

PROCEDURES FOR ACRS FELLOWS

Background

The ACRS Fellowship Program was established by Congress: "To assist the Advisory Committee on Reactor Safeguards in carrying out its functions, the Committee shall establish a fellowship program under which persons having appropriate engineering or scientific expertise are assigned particular tasks relating to the functions of the Committee." In order to assist the Committee most effectively, the Fellowship Program has been structured so that, when practicable, individual Fellows are assigned to work with Sponsoring ACRS Members whose background and interests are similar to those of the individual Fellow. In those cases where this is not practicable, the Fellows will be assigned to work with designated members of the ACRS Staff.

Member - Fellow Interaction

Fellows have been assigned to work with one Sponsoring ACRS Member or, in a few cases, with more than one Member. It is desirable to have the Members provide technical direction and guidance so that assigned projects are successfully completed in a manner consistent with the needs/ desires of the Member(s) and the Committee. In order to provide the time needed to discuss the scope and content of work being performed by the Fellows and to provide needed guidance, Members should consider setting aside time in Washington to provide for such discussion. In addition, Fellows should take the opportunity to visit the Members at their normal duty station, when appropriate, so that necessary discussion can take place. Supervising Members should be informed of difficulties on a timely basis. Much of a successful Fellowship Program will depend on a successful Member-Fellow interaction.

To supplement the guidance by Members, the Senior Fellows or more experienced ACRS Fellows will be assigned, as appropriate, to provide technical guidance on a day-to-day basis during periods when Members are not available.

In regard to the procedural aspects of assignments which are out of the ordinary, for example direct contact with a utility, vendor, etc., to request information, documents, etc., setting up a visit to a reactor site to obtain information, etc., the Assistant Executive Director should be contacted concerning the best method for such action.

In selected cases, Fellows may also be assigned to work directly with members of the full-time permanent ACRS staff. In these cases, Fellows will receive their technical as well as other guidance from the designated ACRS Staff member. In the event a Working Group consisting of ACRS Fellows and permanent ACRS staff members is needed to accomplish a task, supervising ACRS member(s), permanent staff and/or Fellow(s) will be designated on a case-by-case basis.

Work Assignments

Fellows will be assigned to work with Sponsoring ACRS Members or designated ACRS staff members by the ACRS Assistant Executive Director and will normally receive their work assignments from the Sponsoring ACRS Member they are designated to assist.

Fellows will normally receive assignments from their Sponsoring ACRS Member. These assignments will consist of work designed to aid the Committee in carrying out its statutory functions. To assist in this process, the ACRS Assistant Executive Director will maintain a list of proposed projects, which takes into account suggestions by all ACRS Members and the ACRS Fellows themselves. In order to add a work assignment to this list, the proposing Member/Fellow should provide a brief summary of the work scope and objectives and an indication of its priority. A major effort (anticipated to involve more than 12 man-months effort) will be discussed with the Procedures Subcommittee by the Assistant Executive Director as early as practicable to determine if it is a practical assignment consistent with the intent and resources of the Fellowship Program.

If Fellows are to be asked to perform short term assignments for other than their Sponsoring Member (e.g., in a direct support of an ACRS meeting, or in drafting an ACRS report) they will in effect be reassigned on a short term basis by the Assistant Executive Director. The ACRS Assistant Executive Director will coordinate the assignment with the Sponsoring Member to the degree considered appropriate. The ACRS Office can give Fellows short term assignments, such as attendance at NRC or other meetings, a training session, etc., provided it does not appear that such assignments will interfere unduly with urgent projects for ACRS Members.

For each assignment which is expected to last more than one month, the designated Fellow should develop a general plan of attack (e.g., literature survey, visit to field installations, digest and evaluation of information, etc.) with proposed target dates. This outline will be based on discussions as needed between the Fellow and the person requesting the work.

A list will be published by the ACRS Office (Assistant Executive Director) monthly of the major projects on which Fellows are working. To assist in the preparation of this report, ACRS Fellows should keep the ACRS Assistant Executive Director informed of progress regarding their assignments. (Attachment A should be completed by the Fellows and turned in to Thurston Faulder weekly.)

Document Management

All ACRS Fellows should ensure that material prepared by them is marked "OUO, Prepared for Internal ACRS Use Only, FOIA Exemption 5" if it contains their advice, opinions, or recommendations. If the material contains proprietary or classified information, see H. Alderman for the proper identification of the document. All Fellows are encouraged to communicate with the ACRS Members for whom they are working including providing the Members with preliminary draft material which the Fellow has written. Further distribution of the document for purposes of review (e.g., obtaining the comments of ACRS consultants) or publication will be at the discretion of the Supervising Member. If a document is to be made available to the general public and/or is to be published as a NUREG report, it should be given a "peer" review as noted below.

Contacts

As indicated above, Fellows should maintain contact with Member(s) they are assigned to assist to ensure that they are carrying out their work assignments in the desired manner. Fellows are free to contact ACRS staff members and working level NRC staff members to discuss their assigned projects. If in doubt regarding whom you may/should contact, see the Assistant Executive Director for guidance and assistance.

Publication of Material

Those reports deemed appropriate for publication (e.g., as a NUREG document) or public distribution* will be determined by the Member for whom the work was performed. This will ordinarily be material which conforms to one of the following:

1. Contains significant new analysis and/or data.
2. Represents a major consolidation of information.
3. Is a major report containing significant recommendations.

Arrangements will be made by the Assistant Executive Director to have a review of the above type material performed by two ACRS Members and/or consultants.

The Member requesting work by an ACRS Fellow will be expected to evaluate recommendations by the Fellow in connection with the assignment and introduce them as appropriate into Committee deliberations.

* Material written by ACRS Fellows and requested under the FOIA will be retained or released in accordance with the usual procedures for handling documents of this type.

ATTACHMENT A

ACRS FELLOWS

Week of _____

Name

Activity^{*/}

% of effort

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

^{*/} Indicate items on which work was performed and % of time expended on each. Also, indicate attendance at meetings, training, leave, holiday, etc., so that the total equals 100%.