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NOTE TO: Distribution
FROM: William S. Bivins, NRC Dam Safety Officer
SUBJECT: COMMENTS ON DRAFT CHARTER - DAM SAFETY OFFICER

Per T. Rehm's request, I have developed a draft Charter for the Dam Safety Officer, enclosed. Your comments and suggestions are important if we are to ensure a complete, well thought-out document.

As you will note, the first task is to form an advisory group. The formal request to the Office Directors will follow the EDO's acceptance of the Charter. Please begin the internal process of advising the Director's of the "best" representatives.

I'd appreciate your comments, by telephone if necessary, by April 11, 1980. I will use the comments to finalize the Charter and forward it to the EDO on April 14, 1980.

Original Signed by
William S. Bivins

William S. Bivins
NRC Dam Safety Officer

Enclosure:
As Stated

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Charter - Dam Safety Officer

Purpose:

The "Federal Guidelines for Dam Safety" suggests that each Federal Agency having responsibility for design, construction, operation, or regulation of dams should establish a dam safety office or officer reporting directly to the head of the agency or his designated representative. The purpose of this charter is to identify the bounds of the Nuclear Regulatory Commission Dam Safety Officer.

The Dam Safety Officer is responsible for ensuring that the Nuclear Regulatory Commission, as a matter of policy and actual practice, makes ^{every} responsible and prudent effort to enhance the safety of dams under its jurisdiction.

Generally, the duties of the Officer include surveillance and evaluation of the agency's administrative and technical or regulatory practices related to dam safety concerning design and construction of new dams, and operation, maintenance and rehabilitation of existing dams; recommending improvements in the practices when evaluation reveals safety-related deficiencies; and maintaining an inventory of dams for which the agency is responsible.

The recommendations and programs of the Dam Safety Officer shall be consistent with regulatory nature of the Nuclear Regulatory Commission.

Specific tasks of the Dam Safety Officer are listed in the Functional Statement, below.

Structure:

The Dam Safety Officer serves at the pleasure of the Executive Director of Operations. On matters of dam safety, the Officer reports directly to the EDO in consultation with the Office Directors of NRR, I&E, NMSS, OSD, and RES or their representatives and appropriate intervening levels of management.

Functional Statement:

General

- Form and serve as Chairperson for a Standing Dam Safety Advisory Group comprising the Office Directors of NRC or their representatives.
- Advise the EDO on matters involving dam safety.
- Coordinate the review of research proposals dealing with dam safety.
- Responsible for the ensuring the activities identified in Purpose are accomplished.
- Prepare semi-annual reports advising the EDO on the status of the NRC dam safety efforts.
- On each anniversary of appointment the Dam Safety Officer shall revise this charter to reflect the anticipated accomplishments for the next year.

Specific - (This section to be revised annually as noted above. The Specific Functional Statements are intended to reflect the projected accomplishments for the next year).

- Organize the Standing Dam Safety Advisory Group which involves individual Offices in dam safety matters.
- Prepare a Commission Information Paper identifying the current status of the NRC dam safety program.
- Prepare and present a Commission Action Paper seeking a Commission Policy on the types of dams NRC is to regulate.
- Prepare inventory of dams within NRC's regulatory responsibility.
- Develop communication program to insure the DSO and EDO are aware of incidents related to dam safety.
- Develop an implementation plan, including manpower and budget impacts, for the Federal Guidelines for Dam Safety.