

INTERAGENCY AGREEMENT  
BETWEEN  
GRADUATE SCHOOL, USDA  
AND  
U.S. NUCLEAR REGULATORY COMMISSION

Pursuant to the Economy Act of 1932, the Nuclear Regulatory Commission (NRC) and the Graduate School, USDA (Graduate School), desire to enter into an Interagency Agreement whereby the Graduate School will provide the necessary services for NRC Personnel Policies and Practices Seminar for Supervisors and Managers.

Article I - Statement of Work (Est. \$17,067.00)

A. Phase I: Update of the Course

The Contractor shall provide an update of NRC's four (4) day course of instruction in NRC Personnel Policies and Practices. The current materials being used in this course, which is specifically tailored for NRC Supervisors and Middle Level Managers, will be provided to the Contractor. Although the original course has been developed by NRC, the Contractor is responsible for the currency of course materials, reflecting changes to NRC personnel policies and practices, e.g., the sections on Labor Management Relations, Performance Appraisals and Position Management; the advent of the Senior Executive Service; and the impact of NRC-NTEU negotiations. The Contractor will be provided access to appropriate NRC staff for this purpose. The content of the course will include, but not be limited to the following:

- 1) An Overview of NRC Policies (including their rationale).
- 2) The Role of the Supervisor as a Personnel Manager.
- 3) Position Management.
- 4) Position Classification.
- 5) Staffing.
- 6) Management Development and Employee Training.
- 7) Employee Performance Appraisal.
- 8) Incentives, Awards, and Recognition.
- 9) Discipline, Grievances, and Appeals.
- 10) Labor Management Relations.
- 11) Leave Administration.
- 12) Employee Counseling and Problem Resolution.
- 13) The Civil Service Reform Act of 1978.

Specifically, the Contractor shall provide a fully experienced, qualified personnel specialist to update course materials and develop specific lesson plans. This individual will review all current training materials, as well as the body of printed policies, rules and regulations pertaining to personnel management with NRC. This individual will be available to meet NRC's schedule of meetings with subject matter personnel. These meetings will be designed to discuss current requirements and to obtain understanding of the changes needed.

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Ten (10) draft copies of the Update of Course Materials and Lesson Plans, Phase III, shall be submitted to the NRC, Attention: Ms. Carolyn Bassin for preliminary inspection within sixty (60) days after agreement execution. This shall be reviewed by the Project Officer and approved or returned with comments within five (5) days after receipt of draft.

Ten (10) copies of the final Update of Course Materials and Lesson Plans, Phase I, shall be submitted within five (5) days after the receipt of the Project Officer's approval of the draft.

B. Phase II - Training Course Sessions (Est. \$6,036.00)

The Contractor shall provide a pilot session. This training session, for approximately twenty (20) OMP and personnel department employees, will provide NRC the opportunity to observe an actual training situation for the purpose of critique/recommendations for changes.

Each training session will be comprised approximately of thirty (30) participants. Each course will consist of approximately thirty (30) hours (five (5), six (6) hour sessions running for two (2) consecutive weeks).

The Contractor shall develop and administer tests to determine knowledge levels at least at the beginning of each training session, as required, and at its conclusion. Similarly, the Contractor will provide for a comprehensive evaluation by each participant at the conclusion of each training session.

C. Periodic Reports and Session Evaluations for Phase III  
(Subject to exercise of the option)

Provide periodic status reports and session evaluations by each participant.

Article II - Period of Performance

The period of performance of work set forth herein shall be for eighty (80) days after the date of contract award.

Article III - Deliverable Items/Delivery Schedule

<u>Phases</u>	<u>Description</u>	<u>Quantity</u>	<u>Schedule</u>
I.	Update of Course Materials (to include lesson plans & techniques for presentation)	See Article IV	See Article I-A.
II.	Conduct Pilot Course	1	Within ten days of Phase I in its entirety The scheduling within the ten day period is to be mutually agreed upon by both parties
III.	Option I Item: Conduct Training Session	4 - 6	To be mutually agreed by the parties upon exercising the option by the Contracting Officer
IV.	Summary of Periodic Reports and Sessions Evaluations	As Required	Within ten days after completion of each session

Course materials and lesson plans shall be delivered, all transportation charges paid to the NRC, Attention: Ms. Carolyn Bassin.

Article IV - Phase III - Option

Phase III - Option is to provide additional training and extend the period of performance through Fiscal Year 1981 (Est. \$28,380.00).

The NRC may, at any time within eighty (80) days after execution of this agreement, require the contractor to conduct four to six (4-6) additional courses, as set forth under Article I. This option shall be exercised if at all, by written notice signed by the Contracting Officer and sent within the option period specified above.

Article V - Government Furnished Property

The NRC will provide all classroom training space to conduct the course. All other materials to be furnished by the Contractor.

POOR ORIGINAL

Article VI - Project Officer

Carolyn Bassin is hereby designated as the Contracting Officer's authorized representative (hereinafter called the Project Officer (PO)) for technical aspects of this contract. The PO is not authorized to approve or request any action which results in or could result in an increase in contract cost; or terminate, settle any claim or dispute arising under the contract; or issue any unilateral directive whatever.

The Project Officer is responsible for: (1) monitoring the Contractor's technical progress, including surveillance and assessment of performance, and recommending to the Contracting Officer changes in requirements; (2) interpreting the scope of work; (3) performing technical evaluation as required; (4) performing technical inspections and acceptances required by this contract; and (5) assisting the Contractor in the resolution of technical problems encountered during performance. Within the purview of this authority, the Project Officer is authorized to review all costs requested for reimbursement by contractors and submit recommendations for approval, disapproval, or suspension for supplies, services required under the contract. The Contracting Officer is responsible for directing or negotiating any changes in terms, conditions, or amounts cited in the contract.

For guidance from the Project Officer to the Contractor to be valid, it must: (1) be consistent with the description of work set forth in the contract (2) not constitute new assignment of work or change to the expressed terms, conditions, or specifications incorporated into this contract; (3) not constitute a basis for an extension to the period of performance or contract delivery schedule; and as stated above, (4) not constitute a basis for any increase in the contract cost.

Article VII - Contract Administration Data

1. Estimated Cost and Obligation of Funds

The estimated cost of Phase I and II is \$23,103.00. The amount presently obligated by the Commission is \$23,103.00, chargeable to B&R No. 41-20-27-202 and Appropriation Symbol 31X0200.400.

2. Indirect Cost Rates

Indirect cost rates will be determined by the current negotiation agreement between the Department of Labor (DOL) and Graduate School, USDA.

3. Billing Instructions

The Graduate School shall submit to the NRC itemized monthly vouchers indicating funds expended both on a monthly and a cumulative basis, in accordance with the following billing attached.

ACCEPTED:

GRADUATE SCHOOL, USDA

BY: *P. S. Lambert*

TITLE: *Head, Special Programs*

DATE: *9/24/80*

ACCEPTED:

U.S. NUCLEAR REGULATORY COMMISSION

BY: *M. J. Mattia*

TITLE: *Chief Administrative Contracts Branch*

DATE: *9/23/80*

POOR ORIGINAL