



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D. C. 20555

OCT 09 1980

MEMORANDUM FOR: Record

FROM: L. J. Schaub
Resources Planning and Evaluation Staff, CON

SUBJECT: PHASE II DOE CONTRACT GROUP MEETING OCTOBER 8, 1980

The following people met to discuss the work remaining in the Phase II project:

HRose, IE
VTolson, IE
DLoosley, NMSS
BGrenier, NRR
WKirvan, MPA
WBatson, RES
HColeman, DC/ADM
BMcLaughlin, RPE/CON
LSchaub, RPE/CON

The work remaining was outlined by attachment 1. Material representing the "first cut" at a draft bulletin to accomplish Task I was distributed. A preliminary working paper on training was distributed and mention made that Carolyn Brassin, ADM - training would assist us in establishing a training course.

The revised DOE/NRC Manual Chapter 1102 will be developed as Task 1 progresses. Coordination and perhaps common delivery of the DOE work management and the commercial contract management training was deemed worthy of investigation. Making the Manual Chapter 1102/contract SOEWs, 189s, and 173s and other management documentary and process look alike to the manager seemed another goal.

Inputs for the two sets of documents are solicited from each member on a when-ready basis so that revised documentary can be available for review by the group by October 22, 1980.

A handwritten signature in dark ink, appearing to be "L. J. Schaub".

L. J. Schaub
Resources Planning and Evaluation Staff
Office of the Controller

CC: Dr. Tamin

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POOR ORIGINAL

10/2/80

PHASE II CONTRACT GROUP

"EL JOBBO"

1. ACQUIRE / MANAGE DOE WORK
ELEMENTS OF MGT. INFORMATION
COST FACTOR

MC 1102 TYPE NRC INSTRUCTION

2. TRAINING
OBJECTIVES
SUBJECT MATTER

3. REVISED DOE/NRC MC 1102 DRAFT

4. TARGET DATE - OCT 31, 1980

Published in advance of incorporation in
NRC Manual 1401
File and retain in Manual until superseded.

UNITED STATES NUCLEAR REGULATORY COMMISSION
NRC MANUAL

BULLETIN

NO. 1401

DATE:

SUBJECT: MANAGEMENT OF WORK OBTAINED UNDER THE DOE/NRC MEMORANDUM OF
UNDERSTANDING FOR GOODS OR TECHNICAL AND RESEARCH SERVICES.

I. Purpose

This Bulletin provides guidelines which promote effective and efficient planning, execution, closeout and documentation of work placed with the DOE under the DOE/NRC Memorandum of Understanding (MOM) dated February 24, 1978. Key procedures and essential elements of cost and management information are specified to support various phases of the work.

II. Scope

This Bulletin applies to all Offices including Boards, Panels and Committees of the NRC.

Elements of CostWhy

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| 1. Direct scientific/professional labor cost and associated manhours | This provides an indication of the amount of technical effort expended to produce the desired product |
| 2. Direct support labor and associated manhours | This cost should be segregated from item (1) so that item (1) can stand out. Also this labor is usually at a lower cost per unit |
| 3. Fringe benefits associated with direct labor | |
| 4. Material, supplies, and noncapitalized equipment | |
| 5. ADP costs | Could be a large factor in the bill |
| 6. Subcontracts | Tech monitor should be aware of extend outsiders (other than lab personnel are involved in project) |
| 7. Capital Equipment | May have to be returned to government after contract closes |
| 8. Direct travel | Tech monitor should always be aware of travel bills, this cost can be better controlled if it is made visible |
| 9. Indirect cost including labor | Formula for computing should be made known |
| 10. G&A if separate from item (9) | |