



COMMISSIONER

*Logged  
NRC  
7/27/05*

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

REQUEST REPLY BY:

8/10

July 27, 2005

*RBM*

Approved.

MEMORANDUM TO: Chairman Diaz  
Commissioner Jaczko  
Commissioner Lyons

*[Signature]*  
Nils J. Diaz 7/29/05

FROM: Jeffrey S. Merrifield

*John D. Hone for Jeffrey S. Merrifield*

SUBJECT: STAFF FORMAL MEMBERSHIP IN COMMITTEES  
AND OUTSIDE GROUPS

The staff is involved as official NRC representatives in a large number of professional societies and committees on both a national and international level. This participation and membership has provided a vital contribution to achieving the Agency mission. In addition to being professionally rewarding for members of the staff who participate in these activities, it provides an opportunity for the agency to benefit by, as well as influence, the products of these organizations. Official or informal membership in these various organizations, however, can have resource implications that need to be managed. When a recurrent expenditure of staff time, travel, and other costs is required for preparing and participating in meetings, there is a potential need for more accountability and management.

While I believe it is beneficial and praiseworthy that our staff participate in activities that contribute to our mission, I am also concerned about the lack of information available to the Commission to understand the collective costs of these activities. Currently, individual offices approve and record participation and travel costs, but there is no agency-wide system to manage the issue, including a listing of committees or organizations on which the staff either belongs in an official capacity or for which the staff attends with travel funds provided by the agency. To remedy this situation, the staff should first develop a centralized list of all external organizations, both domestic and international, for which there is either a formal NRC representative or for which the NRC pays for travel for a staff member to attend the organization's meetings, functions, or sponsored meetings. This list should contain both the organization and the NRC staff member associated with that organization, and should be maintained current by staff, be readily accessible to senior management, and be reviewed as part of the annual budget process for appropriate accountability and decision making.

For the purpose of this list, the charter and NRC objectives for participation in committees and organizations requiring recurrent or large commitments should be clearly defined. From my perspective, the list should include standing committees for which we have a commitment to send representatives, such as the American Society of Mechanical Engineers code committees, the International Atomic Energy Agency, and the Nuclear Energy Agency standing committees. The list would not include committees or organizations contacted as part of public outreach activities for a specific rulemaking effort, industry groups which staff meets with to resolve



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FROM: Jeffrey S. Merrifield

SUBJECT: STAFF FORMAL MEMBERSHIP IN COMMITTEES  
AND OUTSIDE GROUPS

*Approved*  
*Steven D. Lyons*  
*Gary Jaczko*

*John O. Thoma for Jeffrey S. Merrifield*

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*Peter B. Lyons*  
Peter B. Lyons 8/01/05  
DATE

FROM: Jeffrey S. Merrifield

*John O. Thoma for Jeffrey S. Merrifield*

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