

March 2, 2004

MEMORANDUM TO: Jesse L. Funches
Chief Financial Officer

William D. Travers
Executive Director for Operations

FROM: Annette L. Vietti-Cook, Secretary /RA/

SUBJECT: STAFF REQUIREMENTS - BRIEFING ON OCFO PROGRAMS, PERFORMANCE, AND PLANS, 9:35 A.M.,
WEDNESDAY, FEBRUARY 18, 2004, COMMISSIONERS' CONFERENCE ROOM, ONE WHITE FLINT NORTH,
ROCKVILLE, MARYLAND (OPEN TO PUBLIC ATTENDANCE)

The Commission was briefed by the NRC staff on the Office of the Chief Financial Officer's (OCFO) programs, performance, and plans. The Commission commended the staff on its accomplishments in FY 2003 and requested that staff address the following:

1. Keep the Commission fully informed of progress in responding to recommendations in the Office of Inspector General 2002 Survey of NRC's Safety Culture and Climate.
2. Keep the Commission fully informed of any issues that would effect staff's ability to meet the accelerated schedule for the FY 2004 Performance and Accountability Report.
3. Provide to the Commission additional details for licensees with delinquent fees.
4. Address the costs associated with the Baseline National Materials Program, in the fairness and equity paper being submitted to the Commission.
5. Provide a summary report of external reviews of NRC's financial management program, noting in particular the variety of metrics that others use to measure the work that NRC does.
6. Reevaluate the \$3 million threshold for obtaining the Chairman's approval for commercial contractual decisions, and amend the current policy/practice for expenditures requiring Chairman's approval to include not only commercial contractual decisions but also interagency agreements or non-commercial commitments.

Other office staff should use the OCFO's format for presenting background material when developing future Commission program briefings.

cc: Chairman Diaz
Commissioner McGaffigan
Commissioner Merrifield
OGC
OCA
OIG
OPA
Office Directors, Regions, ACRS, ACNW, ASLBP (via E-Mail)
PDR