

February 26, 2007

MEMORANDUM TO: Jesse L. Funches
Chief Financial Officer

Luis A. Reyes
Executive Director for Operations

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

SUBJECT: STAFF REQUIREMENTS - BRIEFING ON OFFICE OF CHIEF FINANCIAL OFFICER (OCFO) PROGRAMS,
PERFORMANCE, AND PLANS, 9:30 A.M., THURSDAY, FEBRUARY 15, 2007, COMMISSIONERS' CONFERENCE
ROOM, ONE WHITE FLINT NORTH, ROCKVILLE, MARYLAND (OPEN TO PUBLIC ATTENDANCE)

The Commission was briefed by the Chief Financial Officer (CFO) and his staff on their accomplishments during the past year and the challenges being addressed in the coming year.

The staff should propose to the Commission an effective and efficient mechanism to address potential Congressional continuing budget resolutions (CR's) as a part of the normal budget formulation process. The staff should ensure that future budgets give priority to maintenance and improvement of agency infrastructure. The staff should update Management Directive 4.7, "Policy and Practices Governing NRC Long-Range Planning, Budget Formulation, and Resource Management" to better reflect the Planning, Budget and Performance Management process and the appropriate roles and responsibilities of the CFO and the Executive Director for Operations (EDO) as determined by the Commission, and as part of this process to look for improvements. In addition, the staff should develop and submit for Commission approval a charter for the Program Review Committee (PRC) which focuses on long range program planning, budgeting and performance management and designates the EDO as Chair of the PRC.

(CFO/EDO)

(SECY Suspense:

TBD

The staff should report the results of the six-month pilot of the e-Travel program to the Commission and provide recommendations on full implementation.

(CFO)

(SECY Suspense:

1/31/08

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