

June 17, 2008

MEMORANDUM TO: R. W. Borchardt  
Executive Director for Operations  
J. E. Dyer  
Chief Financial Officer

FROM: Annette Vietti-Cook, Secretary /RA/

SUBJECT: STAFF REQUIREMENTS - BRIEFING ON NRC INFRASTRUCTURE, 9:00 A.M., FRIDAY, MAY 16, 2008,  
COMMISSIONERS' CONFERENCE ROOM, ONE WHITE FLINT NORTH, ROCKVILLE, MARYLAND (OPEN TO  
PUBLIC ATTENDANCE)

The Commission was briefed by the staff on NRC's Infrastructure with discussions focusing on Human Capital, Information Technology and Information Management, Administration, and Financial Programs. The Commission recognizes the vital role all of these areas play in performing the NRC's mission and appreciates the staff's plans for the future. As a follow-up to the meeting, the staff should accomplish the following:

1. Develop a method for measuring the effectiveness of its training to ensure that the staff is receiving the right training at the right time to do their jobs.
2. Ensure that new hires have the correct balance between training requirements and seeing work projects through to completion.
3. Ensure that exit interviews are taking place and that the process captures feedback on why employees are leaving, including retirees. The process should provide employees leaving the agency with an opportunity to provide any suggested workplace improvements they may have and to identify things that we do well that should be continued.
4. Benchmark the NRC's IT program against other government agencies and the private sector to make sure the NRC is staying current and using best practices.
5. Develop a plan to make interim upgrades to the telephone system to provide staff with message indicator lights and caller id in advance of the system-wide upgrade.
6. As progress is made with Next Generation ADAMS, give consideration to supporting electronic work flow, and integration with the NRC's website.
7. Keep the Commission informed of the status of funding needs associated with development and implementation of the new core financial systems.
8. Consider rotational exchanges between the CFO and Program Offices to promote a better understanding of each other's needs, and to make the agency more efficient.
9. Keep the Commission informed of areas where the NRC can do better, based on observations of what other agencies are doing in the Performance Improvement area.
10. Ensure that the new E-travel system is sufficiently flexible to allow the use of less expensive non-refundable airline tickets, when appropriate.
11. As the new drug testing policy is implemented, keep the Commission informed if any adjustments need to be made to the number or frequency of tests conducted.

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