

U.S. NUCLEAR REGULATORY COMMISSION

DIRECTIVE TRANSMITTAL

TN: DT-93-23

To: NRC Management Directives Custodians

Subject: Transmittal of Management Directive 9.13, "Organization and Functions, Office of Congressional Affairs"

Purpose: Directive 9.13 replaces Manual Chapter and Appendix 0116 (GPA) and was revised to conform to the new management directives system as well as to update and clarify responsibilities for OCA. Included are coordination responsibilities related to OIG, and the functions of the Chief Financial Officer and the Deputy CFO.

Office of Origin: Office of Human Resources

Contact: Huel Meadows, 492-4691
Jim Horn, 492-8275

Date Approved: July 8, 1993

Volume: 9 NRC Organization and Functions

Directive: 9.13, "Organization and Functions, Office of Congressional Affairs"

Availability: Rules and Directives Branch
Office of Administration
Michael T. Lesar, (301) 415-7163
Christy Moore, (301) 415-7086

Organization and
Functions
Office of Congressional
Affairs

Directive

(Formerly
MC 0116) 9.13

Contents

| | |
|---|---|
| Supervision | 1 |
| Functions | 1 |
| Delegation of Authority to the Director | 4 |
| Redelegation of Authority by the Director | 4 |
| Redelegation of Authority to the Associate Director ... | 5 |
| Organizational Structure and Internal Assignments ... | 5 |



U. S. Nuclear Regulatory Commission

Volume: 9 NRC Organization and Functions

OCA

Office of Congressional Affairs

Directive 9.13

Organization and Functions

Supervision

(9.13-01)

The Office of Congressional Affairs is headed by a director who reports to and is under the direction of the Chairman, as the principal executive officer and spokesperson for the Commission.

Functions

(9.13-02)

The office is responsible for administering the agency's Congressional Affairs Program, and for providing advice and assistance to the Chairman, the Commission, and the NRC staff on all NRC relations with the Congress. Specifically, the office—

- Provides the Chairman, the Commission, the Executive Director for Operations (EDO), and the NRC staff with advice and counsel concerning relations with Congress; keeps NRC currently and fully informed on the views of Congress toward NRC policies, plans, and activities; and pursuant to Section 303 of the Atomic Energy Act of 1954, as amended, keeps Congress currently and fully informed of NRC's policies, plans, and activities. (021)

Functions

(9.13-02) (continued)

- Coordinates all official contacts for the Chairman, the Commission, the EDO, and the NRC staff with members of Congress, their committees, and their staffs. (022)
- Serves as the liaison with the NRC oversight committees, other congressional committees, as appropriate, and individual members of Congress with respect to matters of interest and concern to NRC. (023)
- Serves as the contact point for all NRC communications, written and oral, with the Congress; routinely receives copies of all correspondence from members of Congress and congressional committees except for those of a personal nature and those addressed to the Office of the Inspector General; provides for the prompt acknowledgment of this correspondence, as appropriate; reviews and concurs in all NRC responses and other outgoing communications to members of Congress and congressional committees, with the exception of matters within the cognizance of the Inspector General, and coordinates all financial information with the Deputy Chief Financial Officer/Controller before release. (024)
- Transmits routine communications to Congress, including notifications of proposed rulemakings, new and revised regulatory guides, announcements of regulatory actions, studies, reports, public documents, and other items of a routine nature; prepares direct responses to routine congressional requests and inquiries, when appropriate and with the concurrence of the EDO. (025)
- Coordinates internal NRC activities that bear directly on NRC relations with Congress including, but not limited to, all hearings and attendance before the Congress by all NRC personnel, drafting testimony, editing hearing transcripts, and

Functions

(9.13-02) (continued)

preparing supplemental materials, correspondence, and announcements. (026)

- Transmits classified documents to Congress in accordance with NRC security directives and procedures and congressional regulations regarding the transmission of classified material. Transmits documents that are not publicly available (unclassified) with a special cover letter. (027)
- Monitors all legislative proposals, bills, congressional hearings, debates, and other activities of potential interest and concern to NRC and advises the Chairman, the Commission, and the NRC staff, as appropriate. (028)
- Participates in planning and developing NRC's legislative program in close cooperation with the Office of the General Counsel (OGC), coordinates with OGC concerning responses to legislation submitted to the NRC for comment, and coordinates legislative liaison in financial management activities with the Chief Financial Officer or the Deputy Chief Financial Officer/Controller, as appropriate. (029)
- Represents the Commission, as appropriate, in conferences and meetings with members of Congress and their staffs and arranges for appearances for NRC representatives before congressional committees. (0210)
- Coordinates internal NRC activities and arrangements for visits, tours, notifications, presentations, briefings, and other activities with individual members of Congress or congressional committees and their staffs to inform them more fully of the role and activities of NRC and significant events. (0211)

Functions

(9.13-02) (continued)

- Develops and establishes records, policies, and procedures necessary for the effective conduct of NRC relations with Congress, and provides for monitoring the status and timeliness of NRC's responses to congressional correspondence. (0212)
- Performs any other functions assigned by the Chairman. (0213)

Delegation of Authority to the Director

(9.13-03)

- The director is authorized and directed to take any actions necessary to carry out the functions assigned by this directive or other official directives or communications, subject to the limitations they may prescribe. (031)
- In addition, the director is specifically authorized to speak publicly for the NRC on routine matters within his area of responsibility, and without advance clearance on nonroutine matters in those circumstances in which the director is unable to reach the Chairman, other Commissioners, or the EDO, in that order, or when the urgency of the circumstances does not permit sufficient time for advance clearance. The director is not authorized to speak on behalf of the Inspector General without advance clearance. (032)

Redelegation of Authority by the Director

(9.13-04)

The director may, except where expressly prohibited, redelegate in writing to others the authority delegated to the director by this

Redelegation of Authority
by the Director
(9.13-04) (continued)

or other official directives or communications, subject to the limitations stated below and to any other stipulations the director may deem necessary—

- The director shall send a memorandum specifying the redelegation to the EDO, with a copy to the Secretary of the Commission, the General Counsel, and the Director, Office of Personnel. (041)
- The director shall stipulate any limitations on further redelegations of authority that he or she makes. (042)
- The director shall maintain a file of all redelegations. (043)

Redelegation of Authority
to the Associate Director
(9.13-05)

The associate director is authorized to act for the director during his or her absence.

Organizational Structure and
Internal Assignments
(9.13-06)

The Office of Congressional Affairs is a single organizational component with no subdivisions.