

October 2, 2003

ALL AGREEMENT STATES, MINNESOTA, PENNSYLVANIA

**OPPORTUNITY TO COMMENT ON REVISED DRAFT STP PROCEDURE SA-117,  
“AGREEMENT STATE PROJECT OFFICERS” (STP- 03- 075)**

Enclosed for your review and comment is the revised draft Office of State and Tribal Programs (STP) Procedure SA-117, “Agreement State Project Officers.” This procedure provides the guidelines for the selection and conduct of Agreement State Project Officers. Changes are in redline/strikeout. We would appreciate receiving your comments<sup>\*</sup> within 30 days from the date of this letter.

Thank you for your attention to this matter. If you have any questions regarding this correspondence, please contact me on 301-415-3340 or the individual named below.

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**/RA/**

Paul H. Lohaus, Director  
Office of State and Tribal Programs

Enclosure:  
As stated

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<sup>\*</sup>This information request has been approved by OMB 3150-0029, expiration 06/30/04. The estimated burden per response to comply with this voluntary collection is approximately 6 hours. Forward any comments regarding the burden estimate to the Information and Records Branch (T-6F33), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and to the Paperwork Reduction Project (3150-0029), Office of Management and Budget, Washington, DC 20503. If a document does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, a collection of information.

STP-03-075

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## STP Procedure Approval

### Agreement State Project Officers (ASPOs) SA-117

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Issue Date:

Review Date:

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Paul H. Lohaus  
*Director, STP*

*Date:*

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Josephine M. Piccone  
*Deputy Director, STP*

*Date:*

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Lance J. Rakovan  
*Procedure Contact, STP*

*Date:*

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#### **NOTE**

*The STP Director's Secretary is responsible for the maintenance of this master copy document as part of the STP Procedure Manual. Any changes to the procedure will be the responsibility of the STP Procedure Contact. Copies of STP procedures will be distributed for information.*



<b>Procedure Title:</b> <i>Agreement State Project Officers (ASPOs)</i> <b>Procedure Number: SA-117</b>	<b>Page: 1 of</b>  <b>Issue Date:</b>
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## **I. INTRODUCTION**

This procedure describes the responsibilities and functions of the Agreement State Project Officers (ASPOs).

## **II. OBJECTIVE**

- A. Provide back-up staff support to Regional State Agreements Officers (RSAOs), as requested, through the formal designation of ASPOs.
- B. ~~Identify the ASPO who will be responsible for handling inquiries from specific States and Regional Offices.~~
- ~~C. Ensure that the ASPO is the most knowledgeable Office of State and Tribal Programs (STP) staff person for their respective Agreement States.~~

## **III. BACKGROUND**

The Office of State and Tribal Programs has assigned a specific Agreement State Project Officer to each Agreement State and to each State filing a letter of intent to become an Agreement State. The purpose is to provide further backup and support to the Regional State Agreements Officer and to provide a specific point of contact in STP for each State to handle inquiries from that State and to be knowledgeable about their respective State programs.

## **IV. ROLES AND RESPONSIBILITIES**

- A. The STP Director ensures Agreement States have a designated ASPO point of contact.
- B. The STP Deputy Director coordinates with STP staff, as necessary, in the assignment of specific State ASPOs. Regional Office staff (RSAOs and Regional State Liaison Officers) shall be informed of ASPO changes prior to forwarding the revised list of ASPO assignments to the Agreement States.
- C. The ASPO acts as point-of-contact for STP and for assigned States and provides back-up support to the RSAO, including handling inquiries from assigned States and Regional Offices.

- D. The RSAO keeps STP informed of issues reported by a State (i.e., staffing changes, requests for information) through contact with the appropriate ASPO.

## **V. GUIDANCE**

### **A. ASPO Duties**

1. Participates in the Integrated Materials Performance Evaluation Program (IMPEP) reviews of assigned States if the RSAO for that State is not available.
- B.—2. Conducts one-day periodic management meetings, together with the RSAO who serves as the lead, between IMPEP reviews (see STP Procedure SA-116, Periodic Meetings with Agreement States Between IMPEP Reviews).
- C.—3. Responds to inquiries and requests from Agreement States when the RSAO and/or backup support personnel in the Regional Office are not available.
- D.—4. Maintains channels of communication with the RSAO for the assigned Agreement State.
- E.—5. Requests RSAOs to apprise them of activities in an Agreement State that are of a non-routine nature.
- F.—6. Serves as the STP point of contact for requests for technical or other assistance from Agreement State staff, as needed.
- G.—7. As needed, follows-up on requests for technical or other information from Agreement States, as requested via All Agreement States letters.
- H.—8. Coordinates and requests assistance from Regional Office and Headquarters staff, as needed, to respond to State requests.
- I.—9. Assumes lead responsibility (upon receipt of a letter of intent from the Governor) for negotiation activities for non-Agreement States having an active interest in negotiating an Agreement.

- J.———10. Reviews correspondence, event reports, and regulation promulgation to remain current on activities in assigned States.

**B. Selection of ASPOs and Terms of Appointment**

1. All technical STP staff members, including new staff, should be assigned at least one State.
2. Unless special circumstances exist, ASPO assignments should be for a minimum of three years.
3. Care should be given to uphold a level of continuity for each State. The impact of all potential ASPO assignment changes should be fully considered prior to implementing the change.

**VI. APPENDIX**

No appendices required.

**VII. REFERENCES**

~~None applicable.~~

1. STP Procedure SA-116, *Periodic Meetings with Agreement States Between IMPEP Reviews*, January 21, 2000.