

September 19, 2005

MEMORANDUM TO: Those on the Attached List

FROM: Timothy F. Hagan, Director /RA/
Office of Administration

SUBJECT: MANAGEMENT DIRECTIVES ACTIVITY PLAN

As a part of our ongoing efforts to improve the Management Directives (MD) process, the Office of Administration (ADM) requests your support in development of a Management Directives Activity Plan for Fiscal Year (FY) 2006. The plan, which will help us support your anticipated requirements, should include all MD activities that your office plans to accomplish during the coming fiscal year. Your office-specific table is attached for this purpose and is available electronically in ADAMS, accession number ML052220680.

Please list the MDs your office intends to create, revise, or convert in Section I of the table. We are especially interested in converting manual chapters (MCs) that have not yet been converted to the management directives system and have specifically identified them in the table.

Section II lists those MDs that are currently being drafted and revised by your office. Please pay particular attention to the anticipated target date for completion. If that date is based on internal or external commitments, please identify those commitments so we can ensure appropriate priority is given to that MD.

For your convenience, Section III lists the MDs under your purview. MDs with the oldest issue dates are listed first. If there is no issue date listed, the MD has either never been issued or has not been converted from the old MC system. Please identify in Section I any activity you plan for these MDs.

Please provide the completed activity form electronically to Michael T. Lesar, Chief of the Rules and Directives Branch, ADM, by October 24, 2005. After we receive the requested information, ADM staff will meet with your staff to develop schedules necessary to ensure the timely completion of each planned activity.

Attachment: As stated

CONTACT: Michael T. Lesar, ADM/DAS/RDB
415-7163 or mtl@nrc.gov.

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DISTRIBUTION: THagan KGreene MFlynn MLScott SStewart MLesar
ADM r/f DAS r/f RDB r/f SBellosi

ADAMS Accession No.: Pkg. ML052220677; memo ML052220663; attachment ML052220680

*See previous concurrence

OFFICE	ADM/DAS/RDB		ADM/DAS		ADM		ADM	
NAME	MLesar*		MFlynn*		KGreene		THagan	
DATE	8/10/05		9/6/05		9/9/05		9/19/05	

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This document is NON-SENSITIVE: (Name or Initials) (Date)

X SISP Review Complete SISP Review Needed

MEMORANDUM TO THOSE ON THE ATTACHED LIST DATED:

SUBJECT: MANAGEMENT DIRECTIVES ACTIVITY PLAN FOR FISCAL YEAR 2006

	<u>Mail Stop</u>	
John T. Larkins, Executive Director, Advisory Committee on Reactor Safeguards/Advisory Committee on Nuclear Waste	T-2	E26
G. Paul Bollwerk, III, Chief Administrative Judge, Atomic Safety and Licensing Board Panel	T-3	F23
Karen D. Cyr, General Counsel	O-15	D21
John F. Cordes, Jr., Director, Office of Commission Appellate Adjudication	O-16	C1
Jesse L. Funches, Chief Financial Officer	T-9	F4
Hubert T. Bell, Inspector General	T-5	D28
Janice Dunn Lee, Director, Office of International Programs	O-4	E21
William N. Outlaw, Acting Director, Office of Congressional Affairs	O-16	C1
Eliot B. Brenner, Director, Office of Public Affairs	O-2	A13
Annette Vietti-Cook, Secretary of the Commission	O-16	C1
William M. Dean, Assistant for Operations, OEDO	O-16	E15
Michael R. Johnson, Director, Office of Enforcement	O-14	E1
Guy P. Caputo, Director, Office of Investigations	O-3	F1
Edward T. Baker, Director, Office of Information Services	T-6	F15
James F. McDermott, Director, Office of Human Resources	T-3	A2
Corenthis B. Kelley, Director, Office of Small Business and Civil Rights	T-2	F18
Jack R. Strosnider, Director, Office of Nuclear Material Safety and Safeguards	T-8	A23
James E. Dyer, Director, Office of Nuclear Reactor Regulation	O-5	E7
Carl J. Paperiello, Director, Office of Nuclear Regulatory Research	T-10	F12
Paul H. Lohaus, Director, Office of State and Tribal Programs	O-3	C10
Roy P. Zimmerman, Director, Office of Nuclear Security and Incident Response	T-4	D22a
Samuel J. Collins, Regional Administrator, Region I	RGN-I	
William D. Travers, Regional Administrator, Region II	RGN-II	
James L. Caldwell, Regional Administrator, Region III	RGN-III	
Bruce S. Mallett, Regional Administrator, Region IV	RGN-IV	

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U.S. Nuclear Regulatory Commission
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**Division of Administrative Services
Director's Office
Routing Slip**

	Name	Initials	Date
	M. Lesar, ADM/DAS/RDB		
	M. Flynn, ADM/DAS		
	K. Greene, ADM		
	T. Hagan, ADM		

MEMORANDUM TO: Those Office Directors on the Attached List

FROM: Timothy F. Hagan, ADM

SUBJECT: Management Directives Activity Plan for Fiscal Year 2006

ADAMS Number:

TICKET DUE DATES: N/A

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From: Joan Jones x 7435

Date: