

SUBJECT: SENIOR NUCLEAR MANAGERS' GROUP

The purpose of this Notice is to broaden the scope of activities of the Department's Senior Nuclear Managers' Group (SNMG). I consider the SNMG an essential forum for those Program Secretarial Officers (PSO) involved in nuclear matters to exchange views, iron out differences, and become knowledgeable of efforts of their counterparts. I look to that group to ensure the Department's programs are consistent with respect to nuclear safety policy, rules, Orders, and procedures. The SNMG is not an entity unto itself. It has no authority nor does it in any way detract from or replace line responsibility. It is my intention to meet regularly with the SNMG to discuss issues of concern. I also expect the Under Secretary to attend these meetings periodically.

In order to make this group more effective, I am establishing the following set of procedural guidelines to take effect immediately. The cooperative functioning of this group can have a profound beneficial effect on how well the Department carries out its responsibilities in the nuclear arena.

1. The Senior Nuclear Managers Group shall consist of the following individuals:

Assistant Secretary for Nuclear Energy  
Assistant Secretary for Defense Programs  
Assistant Secretary for Environmental Restoration and Waste Management  
Assistant Secretary for Environment, Safety and Health  
Director, Office of Civilian Radioactive Waste Management  
Director, Office of Nuclear Safety  
Director, Office of New Production Reactors  
Director, Office of Energy Research  
Principal Deputy Assistant Secretary for Facilities, Office of Defense Programs  
Departmental Representative to the Defense Nuclear Facilities Safety Board

2. The SNMG should attempt to meet monthly at regularly scheduled times. Additional meetings may be called by the Chairperson as appropriate. SNMG meetings will be for principals only. It is my intention to attend some portion of each meeting.
3. The Chair shall rotate among the SNMG in the order listed above. The Chairperson shall serve for a period of 3 months.
4. The Chairperson should issue an agenda at least one week prior to the meeting. The meetings should be of sufficient duration to allow full discussion of agenda items.
5. An Administrator for the SNMG shall be assigned to coordinate the efforts of the group. The Administrator should act as a collection point for information and Issues that need coordination among the SNMG and shall handle the administrative requirements of the meetings. I am assigning Richard Starostecki, Special Assistant to the Principal Deputy Assistant Secretary for Facilities, the collateral duty of Administrator for the Senior Nuclear Managers' Group.
6. At each regularly scheduled monthly meeting, a DOE Field Office Manager shall be invited by the Chairperson to attend. Other Program Secretarial Officers or DOE managers also may be invited by the Chairperson, depending on their need to provide input to the matters being discussed.

I encourage and expect the SNMG to add to these guidelines outlined above as necessary.

This SEN does not affect the Naval Nuclear Propulsion Program.

JAMES D. WATKINS  
Admiral, U.S. Navy (Retired)