

APPENDIX A

CSSG WORK INSTRUCTIONS

August 2008

This set of specific work instructions is provided by the NCSP manager to set performance expectations for the CSSG. The NCSP manager may modify the CSSG Work Instructions from time to time as deemed necessary. Revisions to these instructions will be promulgated promptly to the CSSG through the Deputy Chair.

CSSG Meetings

- An agenda for each CSSG meeting shall be issued by the Deputy Chair working with the Chair in advance of a scheduled meeting and distributed to the members of the CSSG and the NCSP manager together with any materials needed for review of the agenda items.
- The Deputy Chair of the CSSG shall ensure that the minutes of each meeting are formally recorded. Verbatim minutes of the meetings are not required, but the main points of the issues discussed must at least be summarized and decisions clearly delineated.
- After review and concurrence by the members of the CSSG, the minutes shall be forwarded to the NCSP manager.

CSSG Reports

- The results of any evaluation, review, or similar activity by the CSSG shall be transmitted to the NCSP manager in a formal report. These reports shall represent the consensus position of the CSSG members.
- All formal written correspondence on behalf of, or representing, the CSSG individually or collectively, must be reviewed and approved by the NCSP manager prior to making distribution.
- In the event of serious disagreement with the content of any such report, CSSG members, either individually or with other members, may submit a minority report to the NCSP manager. The NCSP manager will take action as needed to resolve the issues raised by any minority report and inform the authors of that report of the resolution.

CSSG Communications

- CSSG members as part of their duties with the CSSG and the NCSP may answer any informal query (voice or email) from any Departmental element or the Defense Nuclear Facilities Safety Board or its Staff. The NCSP manager should be kept informed of all such communication as appropriate.
- All invitations to external elements (i.e. DNFSB, DNFSB Staff, NRC, etc.) to participate in CSSG and/or NCSP meetings or activities shall be made by the NCSP manager only.
- Deliberations of the CSSG and discussion of issues with the NCSP manager must be kept within the CSSG until such time as an official position is reached and the NCSP manager grants approval to disseminate or discuss the information with non-CSSG members. The CSSG may discuss such issues with NCSP task element managers and/or the Chair of the Nuclear Data Advisory Group as appropriate.
- Discussion topics that the CSSG believes should be vetted with the DNFSB or its Staff must be provided to the NCSP manager who will make the arrangements through appropriate channels. CSSG members are not authorized to unilaterally engage external parties on CSSG or NCSP matters in their capacity as CSSG members.

CSSG Emeritus Activities

- Emeritus members may receive NCSP funding for support of CSSG Taskings subject to a case-by-case approval of the NCSP Manager. In all such cases, the CSSG Chair should propose to the NCSP Manager that such support is desirable during consultation with the NCSP Manager on the details of the Tasking. The CSSG Deputy Chair will provide an estimate of NCSP funding required and advise the NCSP Manager on the impacts of re-directing NCSP funding to Emeritus members.
- Emeritus members may take on tasks that are outside the scope of the CSSG Charter as requested by the NCSP Manager in consultation with the CSSG Chair as part of their continued support to the CSSG. This is subject to the condition that funding for such activities is provided by the requesting organization and do not require expenditure of NCSP funds. Reports of such work would still receive CSSG peer review and review of the NCSP Manager prior to being issued to the requestor.