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National Nuclear Security Administration

Department of Energy
National Nuclear Security Administration
Washington, DC 20585

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MEMORANDUM FOR NUCLEAR CRITICALITY SAFETY PROGRAM TASK
MANAGERS

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SUBJECT: Nuclear Criticality Safety Program Execution Meetings

The following Nuclear Criticality Safety Program (NCSP) technical program review
meetings are directly related to executing and carrying-out program work tasks as defined
in the NCSP Five Year Plan:

- Nuclear Data Advisory Group (NDAG) review meetings
- Criticality Safety Support Group (CSSG) review meetings
- Critical & Subcritical Experiment Design Team (C_EdT) review meetings
- International Criticality Safety Benchmark Evaluation Project (ICSBEP) review
  meetings
- Annual NCSP Technical Program Review
- Annual NCSP Budget Execution Meeting

The objective of each of these working group meetings is to review ongoing technical
work tasks and provide direction for future work activities for their respective technical
program elements in the NCSP. In addition to the noted NCSP working groups, the
CSSG is also tasked with providing nuclear criticality safety (NCS) expert
recommendations to the NCSP Manager on NCS issues within the Department of Energy
(DOE) Complex, and as a result, the CSSG meetings are used to perform and report on
technical work tasks assigned by the NCSP Manager. Therefore, these NCSP working
group meetings enable the day-to-day execution of the NCSP mission. Based on my
review of the attached DOE Memorandum for "Updated Guidance on Conference-
Related Activities and Spending," it is my opinion that the above NCSP technical
program review meetings do not meet the definition of a conference. Please note that the
required reviews for conference attendance must continue to be performed in accordance
with your respective site and DOE procedures; however, the objective of this memo is to
define the program execution meetings that are essential to carrying out NCSP work
tasks.