

U.S. ATOMIC ENERGY COMMISSION
AEC MANUAL

Volume: 0000 General Administration
Part : 0700 Inspections, Investigations, and Appraisals

AEC 0701-01
INS

Chapter 0701 APPRAISAL OF AEC AND AEC CONTRACTOR PERFORMANCE

0701-01 POLICY

- a. To assure the effective management of AEC programs, responsible officials at all levels shall, as part of their regular administration of assigned functions, appraise the performance of AEC contractors.
- b. Except in the areas of nuclear safety, nuclear materials management, security, and audit, formal, routinely scheduled and repetitive appraisals of AEC Field Offices by Headquarters or of subordinate offices by Field Offices are not required.
- c. Periodic inspections of AEC interests outside the sovereign limits of the United States shall be conducted.

0701-02 PROGRAM OBJECTIVES

- a. To provide responsible officials with information as to the:
 1. effectiveness and efficiency with which assigned programmatic and administrative goals are met.
 2. quality of performance of organizational elements, including significant achievements and deficiencies.
 3. adequacy and effectiveness of AEC and contractor policies, procedures and management controls.
 4. compliance with applicable laws, rules, regulations and contract provisions.
 5. actions required for improvement.
- b. To provide contractor performance reports on those AEC contractors who are potential proposers for other AEC work to be awarded by the contractor evaluation board or selection board processes.

0701-03 RESPONSIBILITIES AND AUTHORITIES

- 031 The Director, Division of Inspection:
 - a. develops and recommends policies, procedures and general guides for the appraisal of AEC and AEC contractor performance. (See appendix 0701.)
 - b. determines whether systems for the appraisal of AEC and AEC contractor performance are adequate and are effectively carried out by responsible AEC officials.
 - c. determines whether programs for inspections conducted outside the sovereign limits of the United States are adequate and are effectively carried out by responsible AEC officials.
- 032 Heads of Divisions and Offices, Headquarters, in their respective functional areas:
 - a. keep informed on field office performance, including the adequacy of systems employed by the field office for appraising the performance of subordinate offices and major cost-reimbursable contractors, through such means as routine and special reports, conferences with key personnel, day-to-day contacts, results of inquiry into unusual or problem situations, and inspections.
 - b. upon request, provide the General Manager with an appraisal of field office performance.
 - c. inform the Managers of Field Offices of the substance of their reports to the General Manager.
 - d. for Headquarters-designated cost-reimbursable contracts with an annual operating cost over one million dollars:
 1. appraise programmatic performance when such responsibility is retained in Headquarters.

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