

APPRAISAL OF AEC AND AEC CONTRACTOR PERFORMANCE

0701-037

cooperation with respect to verifying compliance with the safeguards and peaceful uses guarantee provisions of such agreements.

- b. reviews schedules of foreign inspections submitted by Heads of Divisions and Offices, Headquarters, and Managers of Field Offices as to the appropriateness of timing and scheduling in the light of the then current status of international relations with the country or countries involved.
- c. informs the Director, Division of Inspection, quarterly of the schedules of planned foreign inspections to be performed by all Divisions and Offices.

037 The Director, Division of Military Application, and the Director, Division of Security, develop inspection programs and procedures for and conduct foreign inspections in their respective areas of responsibility.

038 Managers of Field Offices:

- a. appraise and prepare written reports of the performance of major cost-reimbursable contractors in those programmatic and administrative areas for which responsibility has been assigned.
- b. prepare written summary appraisals of the overall performance of major cost-reimbursable contractors for which both programmatic and administrative responsibility has been assigned.
- c. on a regular schedule, conduct inspections of subordinate offices and prepare written reports in the areas of nuclear safety, nuclear materials management, security and audit.
- d. conduct inspections of subordinate offices, prepare written reports, follow up on findings and take indicated corrective actions:
 - 1. when problems arise which indicate the need; or
 - 2. when requested by managers of subordinate offices.
- e. appraise multiprogram laboratory performance in areas where pro-

grammatic or administrative responsibilities have been assigned, and submit appraisal reports to the Assistant General Manager for Research and Development in all cases; to the Assistant General Manager for Reactors, and the Director, Division of Military Application, where appropriate; and to the appropriate Headquarters program divisions.

- f. appraise and prepare written reports of administrative performance under Headquarters-designated cost-reimbursable contracts with an annual operating cost over one million dollars and submit these reports to the appropriate Headquarters program division.
- g. follow up on appraisal findings and assure that indicated corrective actions are taken.
- h. prepare a schedule showing the appraisals planned for the following calendar year and provide a copy to the Director, Division of Inspection.
- i. provide contractor performance reports (form AEC-11) to the Director, Division of Contracts or Construction, on specified contractors. (See appendix 0701, IL)
- j. submit a schedule quarterly of planned foreign inspections to the Director, Division of International Affairs.

0701-04 DEFINITIONS

- 041 Appraisal is a basic and inherent managerial responsibility involving a systematic process by which a judgment is made of the quality of programmatic or administrative performance. It is a judgment of performance based on a more deliberate method than mere reaction to a succession of day-to-day happenings. It places emphasis on significant overall results rather than detailed processes through which such results are achieved. It is a critical process by which responsible officials utilize all available information gathering techniques. This information is then evaluated by applying appropriate