

THE OFFICE OF NUCLEAR REACTOR REGULATION (NRR) OFFICE INSTRUCTIONS

The NRR Office Instruction System consists of various procedures and guidance documents. These documents are intended to help the NRR staff perform their jobs and also to explain NRR processes to agency stakeholders. Most of the office instructions are public records and are available on the NRC electronic recordkeeping system (ADAMS). An index of the NRR Office Instructions is provided below. To obtain a copy of an NRR Office Instruction, click on the "Web-Based Access to ADAMS" link, enter the Office Instruction number (e.g., "ADM-100") into the search field, and press enter.

Web-Based Access to ADAMS
<http://www.nrc.gov/reading-rm/adams/web-based.html>

OI NUMBER
REVISION NO.**SUBJECT****ADMINISTRATIVE**

ADM-100, Revision 1	Preparing and Maintaining NRR Office Instructions
ADM-101, Revision 1	NRR Corrective Action Plan (CAP)
ADM-200, Revision 9	Delegation of Signature Authority
ADM-201	Preparing, Maintaining and Revising The NRR Operating Plan
ADM-202, Revision 1	NRR Policy on Property Management
ADM-203, Revision 1	License Fees Certification Process
ADM-301, Revision 4	Information Technology (IT) Management
ADM-302, Revision 2	Web Management
ADM-304, Revision 1	ADAMS Document Submission and Use
ADM-305	E-Rule Implementation in NRR
ADM-307, Revision 1	Freedom of Information Act Requests
ADM-309, Revision 1	NRR Office Moves
ADM-310	Information Quality Program -Information Correction Process
ADM-400, Revision 1	NRR Policy on Time and Labor Reporting
ADM-402	(Unescorted) Site Access at Nuclear Power Plants
ADM-403,	Radiation Protection Procedures for NRR Personnel
ADM-404	Human Resources Field Policy Handbook
ADM-405	NRR Quality Initiative Program
ADM-501, Revision 1	NRR External Training Policy - NRC Form 368
ADM-502	NRR Nuclear Safety Professional Development Program (NSPDP)
ADM-503	NRR Employee Orientation and Training Guide
ADM-504	Qualification Program

BUDGET

BUD-101	NRR Internal Planning, Budgeting and Performance Management (PBPM) Process (DRAFT)
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COMMUNICATIONS

COM-101	NRR Interfaces with NMSS
COM-102	NRR Interfaces with the Office of the Inspector General (OIG)
COM-103	NRR Interfaces with the Advisory Committee on Reactor Safeguards (ACRS)
COM-104	NRR Interfaces with the Office of Enforcement (OE)
COM-105, Revision 2	NRR Interfaces with the Office of Investigations (OI)
COM-106, Revision 2	Control of Task Interface Agreements
COM-107, Revision 2	Reports of Misconduct by NRC Staff
COM-109, Revision 1	NRR Interfaces With the Office of the General Counsel (OGC)
COM-110, Revision 2	NRR Policy on Routine Weekly and Daily Reports
COM-111	Managing the Interfaces Between Safety, Security, and Emergency Preparedness
COM-112	Tracking NRR Participation with External Organizations

COMMUNICATIONS (Continued)

COM-201, Revision 3	Public Outreach and Communication Plans
COM-202, Revision 1	Meetings With Applicants, Licensees, Vendors or other Members of the Public
COM-203, Revision 1	Informal Interfacing and Exchange of Information with Licensees and Applicants
COM-204, Revision 2	Interfacing with Owners Groups, Vendors and NEI
COM-206, Revision 1	Industry-Sponsored Seminars and Conferences
COM-207, Revision 1	Procedures for Reviewing and Approving Speeches, Presentations, Papers, and Journal Articles by NRR Staff and Contractors

INTERNATIONAL

INTL-100, Revision 1	Procedures for International Activities
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LICENSING

LIC-100, Revision 1	Control of Licensing Bases for Operating Reactors
LIC-101, Revision 3	License Amendment Review Procedures
LIC-102, Revision 1	Relief Request Reviews
LIC-103, Revision 1	Exemptions from NRC Regulations
LIC-105, Revision 1	Managing Regulatory Commitments Made by Licensees to the NRC
LIC-106	Issuance of Safety Orders
LIC-107	Procedures for Handling License Transfers
LIC-200, Revision 1	Standard Review Plan (SRP) Process
LIC-201, Revision 2	NRR Support to Hearing Process
LIC-202	Procedures for Managing Plant-Specific Backfits and 50.54(f) Information Requests
LIC-203, Revision 1	Procedural Guidance for Preparing Environmental Assessments and Considering Environmental Issues
LIC-204, Revision 2	Handling Requests to Withhold Proprietary Information From Public Disclosure
LIC-205, Revision 1	Procedures to NRC's Independent Analysis on Decommissioning Funding Assurance for Operating Nuclear Power Reactors
LIC-300, Revision 1	Rulemaking Procedures
LIC-400	Procedures for Controlling the Development of New and Revised Generic Requirements for Power Reactor Licensees
LIC-401	NRR Reactor Operating Experience Program
LIC-403, Revision 1	Procedures for Handling Deficiency Reports
LIC-500, Revision 3	Processing Requests for Reviews of Topical Reports
LIC-501, Revision 1	Program Coordination for Risk-Informed Activities
LIC-502	Procedure for Development, Implementation, and Management of Actions Plans
LIC-503, Revision 2	Generic Communications Affecting Nuclear Reactor Licensees
LIC-504	Integrated Risk-Informed Decision Making Process for Emergent Issues

OVERSIGHT

OVRST-101	Procedures for Tracking Inspection Reports for Inspections Conducted By NRR Headquarters Staff
OVRST-200, Revision 2	Management of Allegations
OVRST-300	NRR Audit/Self-Assessment Program

RENEWAL

RNWL-100, Revision 1	License Renewal Application Review Process
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