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1.1

U.S. NUCLEAR REGULATORY COMMISSION

DIRECTIVE TRANSMITTAL

TN: DT–98–20

To: NRC Management Directives Custodians

Subject: Transmittal of Directive 1.1, "NRC Management Directives System"

Purpose: Directive and Handbook 1.1 are being revised to make changes necessary to accommodate the agency reorganizations of 1997. Also, Handbook Part VI, "Announcements," has been deleted, because the function moved from the Office of Administration to the Office of the Chief Information Officer. New MD 3.3, "Internet and Intranet Publication and Management," undergoing development, will contain more detailed information regarding announcements. During the interim, user instructions regarding announcements can be found on the NRC's Internal Web. In addition to the preceding, other editorial and format changes were made to reflect the current style, including excluding as exhibits forms that are now in WP under the Informs icon. The handbook also adds a new procedure for ADM to prepare a memorandum for the EDO who will transmit to the Commission for its information those management directives that contain any policy or procedures that may affect the workings of the Commission.

Office and Division of Origin: Office of Administration
Division of Administrative Services

Contact: Sarah Wigginton, 415–7164

Date Approved: August 9, 1993 (**Revised: August 7, 1998**)

Volume: 1 Management Directives

Directive: 1.1 NRC Management Directives System

Availability: Rules and Directives Branch
Office of Administration
(301)415–7164 or (301)415–7086

OFFICE OF ADMINISTRATION

NRC Management Directives System

Directive 1.1

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NRC Management Directives System
Directive 1.1

Policy
(1.1–01)

It is the policy of the U.S. Nuclear Regulatory Commission to communicate to NRC employees the basic NRC policies, requirements, and procedures necessary for the agency to comply with Executive orders, pertinent laws, regulations, and the circulars and directives of other Federal agencies. NRC prepares and issues directives and handbooks, as well as revisions to these documents, to meet the requirement that all Federal agencies have an internal management directive system.

Objectives
(1.1–02)

To ensure that management directives—

- Effectively communicate policies, objectives, responsibilities, authorities, requirements, guidance, and information to NRC employees. (021)
- Properly and consistently reflect the decisions of the Commission and the Executive Director for Operations. (022)

Organizational Responsibilities and Delegations of Authority
(1.1–03)

Chairman
(031)

- Approves the creation, revision, or elimination of management directives for offices reporting directly to the Chairman. (a)

Chairman
(031) (continued)

- On the basis of the review and recommendation of the Commission, approves the creation, revision, or elimination of all management directives that formulate significant agency policy. (b)
- Approves the creation, revision, or elimination of management directives for offices reporting directly to the Commission when the action relates to routine or administrative matters. (c)

The Commission
(032)

- Approves the creation, revision, or elimination of management directives for offices reporting directly to the Commission, unless these actions are routine or administrative in nature. (a)
- Recommends to the Chairman the creation, revision, or elimination of all management directives that formulate significant agency policy. (b)

Executive Director for Operations (EDO)
(033)

- Approves the creation, revision, or elimination of management directives for offices reporting directly to the EDO. (a)
- Approves management directives for offices reporting to the EDO involving policy matters that are consistent with previously established Commission guidance or practice and that do not require approval by the Chairman or the Commission. (b)
- Grants exceptions to or approves deviations from the provisions of the NRC Management Directives System, unless the exceptions or deviations raise significant policy issues. If significant policy issues are raised, consults with Executive Council before bringing them to the attention of the Commission. (c)

Chief Financial Officer (CFO) and Chief Information Officer (CIO)
(034)

Approve the creation, revision, or elimination of management directives for his or her office if those directives involve policy matters that are consistent with previously established Commission guidance or practice and that do not require approval by the Chairman or the Commission.

Deputy Director for Management Services (DEDM)
(035)

- Provides oversight of the NRC management directives system. (a)
- For offices reporting to the EDO, recommends to the EDO directives that should be created, revised, or eliminated. (b)

Director, Office of Administration (ADM)
(036)

- Develops and administers the NRC management directives system, including the issuance of policies and procedures, the provision of advice and guidance, and the review of its operation and effectiveness throughout NRC. (a)
- Approves for publication or revision certain management directives that incorporate requirements imposed on the NRC (see Part II(D)(5) of Handbook 1.1). (b)
- Approves the elimination of management directives under the purview of ADM, as described in Part II(D)(5) of Handbook 1.1. (c)

Office Directors and Regional Administrators
(037)

- Ensure that pertinent NRC policies, requirements, procedures, and management information of continuing relevance to their program areas are incorporated into the NRC management directives system. (a)
- Incorporate Executive orders, pertinent laws, regulations, circulars, and directives of other Federal agencies into NRC management directives to the extent necessary to show clearly the requirements that are placed on NRC. (b)
- Following guidance in Part II of Handbook 1.1, prepare and obtain approval of management directives necessary to carry out assigned functions, ensure the accuracy and currency of the directives, and eliminate those that become obsolete. (c)

Director, Division of Administrative Services (DAS), ADM
(038)

- Reviews new or revised management directives submitted for issuance for their adherence to the policies and procedures contained in this directive, including use of the proper format and editorial standards. (a)
- Ensures that directives receive proper review through NRC Form 521, "Request for Publication or Elimination of an NRC Management Directive" (Exhibit 2 of Handbook 1.1). (b)

Applicability
(1.1–04)

The policy and guidance in this directive and handbook apply to all NRC employees.

Handbook
(1.1–05)

Handbook 1.1 contains guidelines for the preparation, revision, review and approval, distribution, control, filing, use, and elimination of management directives.

Effective Date
(1.1–06)

Management directives go into effect immediately upon their issuance. When a specific effective date is necessary because of a management determination or to satisfy a legal or administrative requirement, the effective date must be specified in the directive. When a directive is revised or eliminated, the approval date of the NRC Form 522, "Approval for Issuance or Elimination of an NRC Management Directive," becomes the effective date.

References
(1.1–07)

A Manual of Style, The University of Chicago Press, Chicago, latest edition.

Code of Federal Regulations—

10 CFR Part 1, "Statement of Organization and General Information."

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(Revised: August 7, 1998)

References

(1.1–07) (continued)

10 CFR Part 9, "Public Records,"

41 CFR 101-11.209, "Directives Management."

Energy Reorganization Act of 1974, as amended (42 U.S.C. 5801 et seq.).

Freedom of Information Act (5 U.S.C. 552).

General Services Administration, "Directives Management: Information Resources Management Handbook," December 1986.

NRC Memorandum to L. Joseph Callan, Executive Director for Operations, from John C. Hoyle, Secretary; Staff Requirements – COMNJD-98-003-NRC Staff Office Procedures; May 18, 1998.

NUREG-0325, "NRC Organization Charts and Functional Statements."

NUREG-0544, Revision 3, "NRC Collection of Abbreviations," March 1992.

NUREG-1379, "NRC Editorial Style Guide," October 1989.

U.S. Government Printing Office Style Manual, 1984.

Words Into Type, Prentice-Hall, Inc., Englewood Cliffs, New Jersey, latest edition.

NRC Management Directives System

Handbook 1.1

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Part I

Structure of the NRC Management Directives System

Volumes (A)

The NRC management directives system is structured to cover broad, major NRC functions and programmatic responsibilities. As such, these functions and responsibilities may be under the purview of one or more organizational units at any particular time. Because these organizations are subject to change over time, the management directives system is divided into sequentially-numbered volumes, each of which addresses a specific NRC function. These volumes are: (1)

- Volume 1 Management Directives
- Volume 2 Computer Operations and Telecommunications Programs
- Volume 3 Information Management
  - Part 1 Publications, Mail, and Information Disclosure
  - Part 2 Records Management
- Volume 4 Financial Management
- Volume 5 Governmental Relations and Public Affairs
- Volume 6 Internal Management
- Volume 7 Legal and Ethical Guidelines
- Volume 8 Licensee Oversight Programs
- Volume 9 NRC Organization and Functions

Volumes (A) (continued)

- Volume 10 Personnel Management
  - Part 1 Employment and Staffing
  - Part 2 Position Evaluation and Management, Pay Administration, and Leave
  - Part 3 Performance Appraisals, Awards, and Training
  - Part 4 Labor Relations, Discipline, Grievances, Appeals, RIFs
  - Part 5 Benefits, Health Services, and Employee Safety
  - Part 6 Senior Executive Service, Senior Level Positions, and Judges
  - Part 7 General Personnel Management Provisions
- Volume 11 Procurement
- Volume 12 Security
- Volume 13 Transportation, Facilities, and Property
- Volume 14 Travel

When more than one binder is needed to accommodate the functional area designated for that volume, each binder will carry the volume number and identify the subcategories within the principal functional area. For example, see the entries for Volumes 3 and 10 in the preceding list. (2)

Directives in Volume 9 contain statements of organization and functions of NRC offices and regions, and are a means by which the Chairman, the Commission, and the Executive Director for Operations may assign functions and delegate authority to office directors and regional administrators. (3)

Directives (B)

Directives specify policy, objectives, responsibilities, authorities, and other requirements in specific functional areas. They are formal issuances that guide, inform, and instruct NRC employees in the performance of their jobs and communicate policies to enable employees to work effectively within the agency, with other agencies, and with the public. (1)

Directives refer to the topic-specific issuances of the broad functions covered in each volume. They are numbered consecutively (2.1, 2.2, 2.3, etc.) within each volume in order of original issuance, and they are usually accompanied by a handbook. (2)

Directives, at the time of initial conversion, will have the former manual chapter numbers given in parentheses after the management directive number for reference purposes. The former manual chapter numbers will be removed when the directive is revised and reissued. (3)

Handbooks (C)

Handbooks contain instructional material consisting of procedures, guides, standards, reporting requirements, exhibits, and identification of pertinent laws that require compliance with the policy stated in the directives. They should provide implementation guidance to employees throughout the NRC for the policy given in their associated directive. However, handbooks should not contain the extensive detail that is commonly found in specific desk procedures that apply only internally to a particular NRC organization. (1)

Handbooks may either be attached to their associated directive or issued separately, depending on their purpose, scope, and usefulness. They bear the same number and title as their associated directive. (2)

Revisions (D)

Revisions bear the number of the relevant directive and/or handbook. Each revision will be distributed with a transmittal sheet that contains a brief explanation of the change(s) to the directive. (1)

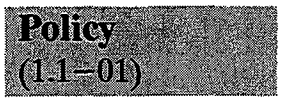
When a directive is eliminated, its number is reserved for future use. (See Part II(F) for further information about eliminating directives.) (2)

Part II
Preparing Directives in Functional Areas for Volumes 2 Through 8 and 10 Through 14

Directives (A)

Directives in Volumes 2 through 8 and 10 through 14 set forth policy, assign major responsibilities to agency officials, and provide the lines of authority and other requirements in specific NRC functional areas, **not** by NRC organization. (1)

Directives must be organized into identifiable sections and subsections in accordance with the following guidelines. When necessary, other sections may be added. Each section fulfills a specific purpose related to the directive and is uniquely identified for ease of cross-referencing. In numbering the sections in the directive, the directive number precedes each section number. For example, in Management Directive 1.1, Section 01 appears as follows:



Subsections of Section 1.1-01 are numbered individually (011), (012) . . . (0110), (0111), and so forth. (2)

Directives are organized into the following sections: (3)

- **Policy**

  (Section 01) (a)

  This section contains a broad statement succinctly stating the agency's intent regarding the functional area covered by the directive and why it was issued. It also may indicate any portions of the functional area that the directive does not cover.

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Directives (A) (continued)

- **Objectives**

  (Section 02) (b)

  This section states the goals of the functional area that affect the policy.

- **Organizational Responsibilities and Delegations of Authority**

  (Section 03) (c)

This section contains statements—(i)

- Reflecting delegations of authority to particular NRC officials to perform certain functions and exercise certain authorities (*a*)
- Describing the scope of responsibility assigned to specific NRC officials to fulfill major responsibilities (*b*)
- Describing how NRC officials exercise certain discretionary or legal authority (*c*)

This section also contains statements regarding those individuals to whom NRC officials delegate responsibilities in a functional area. They should appear in the following descending order. (ii)

- The authorities, if any, that the Chairman, the Commissioners, the Executive Director for Operations (EDO), the Chief Financial Officer (CFO), or the Chief Information Officer (CIO) reserve for themselves, including the delegation of those authorities (*a*)
- The authorities of the office directors and the regional administrators who are affected, following, in most cases, the hierarchy as illustrated in NUREG-0325 (*b*)
- The authorities of appropriate division directors who are functionally concerned (*c*)

This section may not discuss responsibilities and authorities below the division level unless the proposed entry, by virtue of the responsibility or other considerations, warrants its placement in the directive. (iii)

Directives (A) (continued)

- **Applicability**
  (Section 04) (d)

  This section states to whom the directive and the handbook apply.

- **Handbook**
  (Section 05) (e)

  This section states what the handbook contains, such as procedures, guides, and standards.

- **Other Sections**
  (Section 06)

  The following two sections are examples of optional sections that might be included in a directive, a reference section being quite common. Any other directive sections deemed necessary must be numbered sequentially and inserted before the reference section, which must appear last.

  – **Definitions**

    This section defines terms used in a special context in the directive or if their meaning would not otherwise be clear to all those who use the directive. For more than five definitions, a separate glossary should be prepared and included at the end of the handbook. (i)

  – **References**

    This section cites laws, regulations, Executive orders, Commission actions, delegations of authority, other NRC directives, directives of other Government agencies, and so forth, that impose requirements on NRC, are cross-referenced or addressed in the directive, or that otherwise pertain directly to the directive. (ii)

Handbooks (B)

Types (1)

Handbooks are either attached to their associated directive or are issued separately. Handbooks of continuing reference value that would be useful as a desktop manual may be issued separately,

Handbooks (B) (continued)

Types (1) (continued)

although they also must be located in the appropriate binder for that directive. In either case, a handbook must be paginated and contain a table of contents independent of the directive to which it pertains.

Format (2)

The handbook must be identified by title and number with its directive, as illustrated on the cover for this handbook. Handbooks are reference documents and should be organized and formatted to assist readers in locating the information they need quickly. While it is not mandatory that all handbooks follow a prescribed format, offices are strongly encouraged to follow the format and page design of this handbook as a useful model to achieve as much consistency as possible. An office proposing or requesting an alternative format for a handbook must consult with and obtain prior approval from the Chief, Rules and Directives Branch (RDB), Division of Administrative Services (DAS), Office of Administration (ADM). (a)

The handbook should be limited in coverage to information about its associated directive. (b)

The handbook should contain only those requirements or responsibilities that are broadly covered in its associated directive and not be as detailed as a desk procedure. (c)

The handbook may contain useful finding aids, such as—(d)

- Visually discrete headings that accurately describe the contents of a section (i)
- The use of different typeface styles and sizes to help readers differentiate among levels of information (ii)

The handbook may contain exhibits. However, forms that have been placed on WordPerfect under the Informs icon will not be included as exhibits. The text should identify form type (e.g., Standard Form, NRC Form, or Optional Form), form number, and the title (only the first time the form is mentioned) and instruct the reader to access the form through the WordPerfect Informs icon. (e)

Review of Directives (C)

The review process for a directive and/or handbook provides an opportunity for all major components of the NRC to make substantive comments concerning its content. A record of this review will be indicated on NRC Form 521, "Request for Publication or Elimination of an NRC Management Directive" (Exhibit 2), and in the originating office's comment and resolution summary.

The office director or the regional administrator responsible for initiating or revising a directive or handbook shall send a draft to RDB, DAS, ADM, for review and editing. The originating office must submit the following materials to RDB so that the directive can be reviewed and processed: (1)

- A typed, double-spaced copy of the directive and, when appropriate, the handbook, including an up-to-date original paper copy of any exhibits not available through the WordPerfect InForms icon. (a)

- A computer diskette of the text of the directive and the handbook in a WordPerfect file or an e-mail transmission of the document (b)

After its review, RDB will prepare the directive in the new format and return it to the originating office for its submittal to offices and regions for their review and comment. (2)

Routinely, draft directives are sent to all major NRC components, including the regional offices. If the directive does not require agencywide review, it should be sent to those offices or regions to which the directive assigns responsibilities or which are actually or potentially affected by the exercise of authority granted to the office issuing the directive. (3)

As a minimum, the Office of the General Counsel (OGC) and the Office of the Inspector General (OIG) must review each new or revised directive before it is issued. The review of the directive by the OIG, however, does not constitute approval of the directive in cases of later audit or investigation. Other offices also may review the directive, as deemed appropriate by the issuing organization (see Exhibit 1). (4)

A draft of a new or revised directive or handbook need not be circulated for review to offices other than OIG, OGC, and ADM when it incorporates the following kinds of information: (5)

Review of Directives (C) (continued)

- Federal statutes, Executive orders, or NRC regulations (a)
- Regulations or directives of other Federal agencies to show any requirements placed on NRC (b)
- EDO, CFO, CIO, or Commission decisions for which no discretionary authority is granted (c)
- NRC reorganizational changes previously approved by the appropriate authority (d)
- Routine administrative changes (e)

The affected offices and regions have 20 working days to review and comment on draft and revised directives, although a shorter review period may be specified for brief revisions or for directives requiring expedited handling. The originating office may consider extending this comment period for draft directives that are unusually lengthy or complex. (6)

The originating office will incorporate comments of reviewers to the extent feasible. Where significant, unresolved differences arise between the originating offices and offices reviewing a draft directive, the originating office shall submit a summary of the disputed issues to the EDO for resolution when the dispute involves an office or offices reporting to the EDO. When the dispute involves offices reporting to the Commission, a summary of the disputed issue must be submitted to the Chairman for resolution. (7)

After obtaining the necessary reviews and comments, the originating office must submit to RDB a marked copy of the directive that reflects editorial and substantive comments. The originating office also must submit a completed NRC Form 521 (Exhibit 2), which provides the following information: (8)

- Originating division and office (a)
- Title and number of the directive (b)
- Basic authority for issuance or elimination (c)
- Type of issuance (d)
- Summary of the purpose and significance of the directive in 200 or fewer words (e)

Review of Directives (C) (continued)

- Attached summary of comments received and how the comments were resolved, except those comments that relate to editorial or format concerns (f)
- Recommended distribution, including numbers of copies for the originator and any other person specified, as well as mailing labels if applicable (g)
- List of offices to which the directive and/or handbook were sent for review (h)
- Staff contact for the directive (i)
- Signature of the office director recommending issuance or elimination of the directive and/or handbook (j)
- For directives and/or handbooks in Volume 9 of the NRC management directives system, the signatures of both the director of the affected office and the Director, Office of Human Resources (k)

Approval of Directives (D)

The approval process for a directive and/or handbook has been kept to a minimum because of the extensive review process that occurs before the director of the originating office submits the directive and/or handbook for approval (see Exhibit 2). During the approval process only a significant legal or policy issue should cause a change to the directive and/or handbook. If such a change is necessary, the directive and/or handbook will be returned to the staff contact of the originating office.

Director, Division of Administrative Services (DAS), Office of Administration (ADM) (1)

The director will review the proposed new or revised directive and/or handbook to the directive to ensure that they adhere to applicable policies and procedures, including the proper format and editorial standards. (a)

The following actions also must be accomplished: (b)

- Process the material and obtain the originating office's approval. (i)

Approval of Directives (D) (continued)

Director, Division of Administrative Services (DAS), Office of Administration (ADM) (1) (continued)

- Submit a copy of NRC Form 522, "Approval for Issuance or Elimination of an NRC Management Directive," and the processed copy of the directive and/or handbook to the appropriate approving officials. (ii)

Chairman (2)

When the directive reflects a delegation of authority to an office reporting directly to the Chairman, such as the Offices of the Inspector General, Chief Financial Officer, Chief Information Officer, Public Affairs, and Congressional Affairs, or an office reporting to the Commission, the Chairman shall approve the directive.

The Commission (3)

When the directive reflects a significant delegation of authority to an office reporting to the Commission, or the directive raises significant policy issues, the Commission shall review the directive before it is submitted to the Chairman for approval.

Executive Director for Operations (EDO) (4)

The EDO shall approve all directives and/or handbooks except those specifically designated for approval by the Chairman or the Director, ADM.

Office of Administration (ADM) (5)

The Director, ADM, may approve a directive and/or handbook for publication when it incorporates requirements imposed on the NRC by the following:

- Federal statutes, Executive orders, or NRC regulations (a)
- Regulations or directives of other Federal agencies to show any requirements placed on the NRC (b)
- EDO or Commission decisions for which no significant discretionary authority is granted with regard to implementation (c)
- NRC reorganizational changes previously approved by the appropriate authority (d)
- Routine administrative changes (e)

Publication and Distribution of Directives and Handbooks (E)

At the time the EDO signs the NRC Form 522 approving a management directive, the EDO also will provide to the Commission for their information a copy of any management directive that contains policies or procedures that may affect the workings of the Commission. The memorandum that the EDO will sign transmitting the management directive to the Commission will be prepared by Chief, RDB, and will be included with any applicable management directive when it is submitted to the EDO for issuance. (1)

The Chief, RDB, will submit approved management directives for publication or elimination to printing. (2)

The transmittal memorandum indicates the purpose of the issuance, the staff member to contact, and directions to retrieve a copy of the management directive. (3)

All directives and handbooks will be distributed to custodians designated by each office to maintain a complete, current set of directives and handbooks. Other copies will be distributed as recommended by the originating office and approved by the Chief, RDB. (4)

Elimination of Directives and Handbooks (F)

Directives and handbooks may be eliminated by the originating office through submission of an NRC Form 521 and a copy of the directive and handbook to be eliminated. As stated on NRC Form 521, OIG and OGC must review any proposal to eliminate a directive. Upon receipt of this package, RDB, DAS, will fill out and submit an NRC Form 522 to the Chairman or the EDO, as appropriate. Once NRC Form 522 has been approved, RDB will notify affected NRC recipients and system custodians through the management directives system monthly update that the directive and handbook have been eliminated. RDB will remove the title of the eliminated directive and handbook from the system and place "Reserved" beside its number for future use.

Writing Guidelines (G)

Techniques (1)

Construct simple declarative sentences in the active voice. They are the easiest sentence structure to understand. Use action verbs in the present tense. Choose words carefully, those that are familiar, concise, and used consistently. (a)

Terminology within a directive must be uniform so that users may readily understand the subject. Terms defined in the directive must be used consistently throughout the directive in which they are defined. (b)

When in doubt, the author should consult the technical editor in RDB, DAS, ADM. Otherwise, following some simple guidelines should aid the author in creating or revising a management directive. (c)

Editorial Standards (2)

The standards for punctuation, abbreviations, spelling, capitalization, and so forth that govern the preferred style for directives are contained in the *U.S. Government Printing Office Style Manual,* the "NRC Editorial Style Guide" (NUREG-1379), and the "NRC Collection of Abbreviations" (NUREG-0544, Rev. 3). There are, of course, many other sources of good writing, such as Chicago University's *A Manual of Style* and the Prentice-Hall Third Edition of *Words Into Type*, that may also provide guidance.

Part III

Preparing Directives on NRC Organizations and Functions in Volume 9

Directives on organization and functions issued in Volume 9 of the NRC management directives system are a means by which the Chairman, the Commission, and the Executive Director for Operations establish offices, divisions, and regional offices; assign functions; and delegate authority to the head of each organization. The content and format of this volume are being reconsidered by the Office of Human Resources and the Office of Administration.

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Part IV

Maintenance and Use of the Directives System

Availability for Reference (A)

NRC Employees (1)

The NRC management directives system reflects NRC internal policy and overall instructions to NRC staff. Thus, NRC offices and regions will maintain complete sets of directives. Other organizational components that have a need to refer to them may maintain appropriate portions of the directives system. The Rules and Directives Branch (RDB), Division of Administrative Services (DAS), Office of Administration (ADM), maintains a permanent, up-to-date file of all directives and handbooks issued and revised.

The Public (2)

The NRC management directives system is available to the public in the Commission's Public Document Room in accordance with 10 CFR Parts 1 and 9. These regulations implement the Freedom of Information Act (5 U.S.C. 552).

System Custodians (B)

Office directors and regional administrators will designate system custodians to ensure that complete sets of the directives are accurately maintained. The RDB must be notified of any reassignment or change in the status of system custodian within 2 weeks after reassignment. This is necessary to keep the records of custodians current.

Filing (C)

The NRC management directives system is issued in looseleaf form to facilitate additions and revisions. System custodians must file new directives and revisions when the material is received so that users always have access to up-to-date information. (1)

Directives must be filed in official binders according to the volume, part, and individual directive number. Superseded or eliminated material must be removed and discarded. To maintain system integrity, RDB issues to system custodians the management directives system monthly update (MD/MU) that lists all management directive changes during that month. This MD/MU must be filed in Volume 1 of the Management Directives as a permanent record. (2)

Also to maintain system integrity, RDB periodically reviews each official set of management directives to determine if it is up to date and to provide refresher training. RDB provides each system custodian with any missing or needed material. (3)

Provision of Binders (D)

DAS, ADM, will maintain a stock of binders for the system at the NRC warehouse. These binders are to be used only for NRC management directives. Access to the binders is strictly limited to the appointed system custodians and a small number of NRC employees whose official duties require their access to either full or partial sets. Any request for access to the binders must be addressed to the Chief, RDB, and must provide a justification for access to the binders.

Notification of System Changes (E)

RDB issues a monthly notice to all system custodians that indicates the directives and/or handbooks that have been initially issued, revised, or eliminated during the previous month.

Part V
Distribution and Stocking

Method of Distribution (A)

The Division of Administrative Services, Office of Administration, distributes directives to all system custodians maintaining complete sets or portions of the system, including the Public Document Room, NRC Technical Training Center, and regional offices. (1)

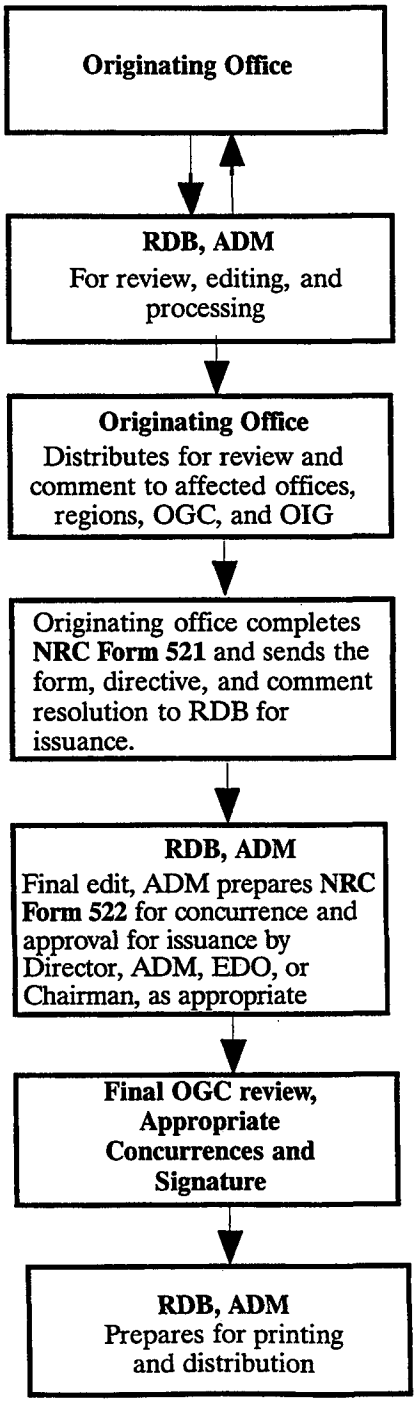
Headquarters offices and regional offices may distribute directives of interest to their employees within their organizational units. (2)

At any time an employee may request a copy of a directive and/or handbook by contacting the Rules and Directives Branch, Office of Administration. (3)

Establishment of Distribution Pattern (B)

Normally, NRC management directives and/or handbooks are sent to system custodians and any special distribution recommended by the staff contact.

Exhibit 1
Directive Review and Approval Process



Approved: August 9, 1993
(Revised: August 7, 1998)

Exhibit 2
NRC Form 521, "Request for Publication or Elimination of an NRC Management Directive"

NRC FORM 521 (9-97) — U.S. NUCLEAR REGULATORY COMMISSION

REQUEST FOR PUBLICATION OR ELIMINATION OF AN NRC MANAGEMENT DIRECTIVE

TO: Division of Administrative Services, ADM

FROM: (Office and Division or Branch)

IDENTIFICATION OF DIRECTIVE

NUMBER AND TITLE: Former No(s) _____

REPLACES Manual Chapter (MC) and Appendix
☐ YES (When replacing MC the first line of purpose should read: "Directive and Handbook X.XX replace Manual Chapter and Appendix X.XX. ") ☐ NO

BASIC AUTHORITY FOR ISSUANCE OR ELIMINATION (Cite Executive order, statute, other directive, etc.):

TYPE OF ISSUANCE: ☐ Directive ☐ Manual Chapter ☐ Handbook ☐ Appendix

TYPE OF ACTION: ☐ New ☐ Revision ☐ Elimination

PURPOSE (Describe in 200 or fewer words) (If eliminating a management directive, provide justification)

Please include in the purpose statement a brief discussion (and section location in the directive or handbook) if any of the following changes were made: (1) changes were made to the responsibilities and authorities, (2) new policy or new procedures were added that affect other offices, (3) new requirements were established that result in additional coordination among offices in a programmatic area, (4) new areas of coverage were added, and (5) any other significant or unusual changes that were made.

☐ Check here if a summary of comments is attached.
☐ Check here if this directive/handbook qualifies for approval by the Director, Office of Administration, pursuant to Handbook 1.1, Part II(D)(5)

Request Distribution (must indicate):

- ☒ Custodians of complete sets
- ☐ Branch Chiefs & Above
- ☐ Division Directors & Above
- ☐ Assistant Directors & Above
- ☐ All Employees
- ☐ Other (Please specify and provide labels)

Check offices to which Directive/Handbook was sent for comment:

☐ ACNW	☐ OCAA	☐ OSP
☐ ACRS	☐ OCFO	☐ RES
☐ ADM	☐ OCIO	☐ RI – RIV
☐ AEOD	☐ OCM	☐ R ____ only
☐ ASLBP	☐ OE	☐ SBCR
☐ EDO	☐ OGC*	☐ SECY
☐ HR	☐ OI	☐
☐ NMSS	☐ OIG*	☐
☐ NRR	☐ OIP	☐
☐ OCA	☐ OPA	☐

*OGC and OIG **must** review each management directive before the office director signs (per MD 1.1).

STAFF CONTACT: | MAIL STOP: | TELEPHONE:

SIGNATURE: OFFICE DIRECTOR OR REGIONAL ADMINISTRATOR

NAME | TITLE

SIGNATURE | DATE

NRC FORM 521 (9-97) PRINTED ON RECYCLED PAPER