

May 29, 2001

MEMORANDUM TO: David B. Matthews, Director, DRIP
Bruce A. Boger, Director, DIPM
John A. Zwolinski, Director, DLPM
Jack R. Strosnider, Director, DE
Gary M. Holahan, Director, DSSA
Richard J. Barrett, Director, FLO

FROM: Jacqueline E. Silber, Director **/RA/**
Program Management, Policy Development and Planning Staff
Office of Nuclear Reactor Regulation

SUBJECT NRR OFFICE INSTRUCTIONS

In carrying out our FY2002 new initiative to improve office infrastructure, the first three NRR Office Instructions were issued in September 2000 and defined (1) the overall program, (2) the transition plan to implement the program, and (3) the requirements for developing and maintaining Office Instructions. The transition plan starts with an initial list of Office Instructions and their assignment to "primary contacts" and "responsible managers". The list, as of 5/2/2001 with schedules for completing transition by December 2002, is attached.

Discussions with NRR's Leadership Team and, eventually with NRR's Executive Team, need to be continued to ensure that the transition schedule will be met with available resources while not disrupting other activities. A meeting with the Leadership Team will be scheduled to get your views on the transition plan, additional assignments or changes in scheduling, and the long-term maintenance of Office Instructions.

On a parallel track, my staff met in January 2001 with the primary contacts and responsible managers to ensure complete understanding of the first three Office Instructions and how they relate to NRR performance measures.

Finally, in accordance with OI-GENREQ-101, my staff developed a data base and a periodic tracking report that was initiated in early February 2001 to follow Office Instruction development and subsequent maintenance.

If you have any questions please contact Michael MacWilliams (x1877 Email MLM4) and Debbie McCain (x1219 Email DLM2).

Attachment: As stated

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DISTRIBUTION:

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OFFICE	PIMB:PMAS	E	PIMB:PMAS	E	PMAS:NRR	
NAME	EGreher		LBarnett		JSilber	
DATE	05/25 /01		05/25/01		05/29 /01	

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DOCUMENT NAME: g:\pimb\eam\nrr office instructions1.wpd

ORIGINATOR NAME: EGREHER

SECRETARY NAME: EILEEN LO

SUBJECT: NRR OFFICE INSTRUCTIONS

	NAME	DATE
1.	<u>EGREHER</u>	<u> / /01</u>
2.	<u>LBARNETT</u>	<u> / /01</u>
3.	<u>JSILBER</u>	<u> / /01</u>

NRR OFFICE INSTRUCTIONS

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<u>Type¹</u>	<u>#</u>	<u>Title</u>	<u>Primary</u>	<u>RespMgr</u>	<u>OL#</u>	<u>Tac#</u>	<u>ComplDate²</u>	<u>Status</u>
GEN	100	The NRR Office Instruction System	W Reckley	J Silber	n/a	MB1246	<u>9/25/00</u>	issued
GEN	101	Transition to NRR Office Instruction Sys.	W Reckley	J Silber	n/a	MB1246	<u>9/25/00</u>	issued
ADM	100	Preparing & maintaining Office Instruc.	W Reckley	J Silber	100	MB1246	<u>9/25/00</u>	issued
ADM	101	NRR Process Improvement Program	R Gramm ³	J Hannon	n/a	MB1246	6/30/01	
ADM	102	NRR Process for DPVs	J Peralta	S Collins	n/a	MB1246	9/30/01	
ADM	103	Work Planning Center Interactions	M Boyle	J Silber	303	MB1246	5/31/01	
ADM	104	Action Plans	B Sweeney	C Carpenter	504	MB1246	7/31/01	
ADM	200	Signature and Concurrence Process	D McCain	J Silber	101	MB1246	6/30/01	
ADM	201	Preparing, Maintaining and Revising NRR Operating Plan	M Case	J Silber	n/a	MB1246	3/31/02	
ADM	202	Property Management	B Dean	J Silber	n/a	MB1246	12/31/01	
ADM	203	License Fees	M Kaltman	J Silber	201	MB1246	3/31/02	
ADM	300	Document Mangement (non-ADAMS)	T Carter	J Silber	n/a	MB1246	12/31/01	update
ADM	301	Information Technology Management	M MacWilliam	J Silber	n/a	MB1246	9/30/01	
ADM	302	Web Management	C Konzman	J Silber	n/a	MB1246	9/30/01	
ADM	303	Obtaining and Using OMB Clearances	D McCain	J Silber	502	MB1246	9/30/01	
ADM	304	Entering Documents into ADAMS	M Kaltman	J Silber	n/a	MB1246	4/30/01	
ADM	305	Searching/Retrieving from ADAMS	tbd		J Silber	n/a	MB1246	tbd
ADM	400	Time and Attendance	B Davis	J Silber	115	MB1246	9/30/01	

¹ GEN=general requirements, ADM=administrative, LIC=licensing, COM=communications, RNWL = renewal, OVRST = oversite/inspections, INTL=international

² Underlined dates are actual date completed, otherwise date is estimated date of completion.

³ Will eventually switch to MKaltman (and JSilber as RespMgr)

NRR OFFICE INSTRUCTIONS

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ADM	401	NRR Awards Program	S Castro	J Silber	117			
ADM	402	(Unescorted) Site Access	B Baxter	G Tracy	904	MB1246	6/30/01	
ADM	403	Radiation Protection Procedures for NRR Personnel	R Pederson	G Tracy	1303	MB1246	6/30/01	
ADM	404	Human Relations Field Policy	M Case	J Silber	n/a	MB1246	12/31/01	
LIC	100	Control of Licensing Basis for Operating Reactors	W Reckley	S Richards	807	MB1241	<u>3/2/01</u>	issued
LIC	101	License Amendment Review Process	W Reckley	S Richards	803	MB1241	6/30/01	update
LIC	102	Relief Request Reviews	M Padovan	H Berkow	808	MB1241	3/31/01	
LIC	103	Requests for Exemptions from NRC Regulations	R Fretz	E Adensam	n/a	MB1241	1/31/02	
LIC	104	Safeguards Reviews	B Baxter	G Tracy	801	MB1241	6/30/02	
LIC	105	Managing Commitments Made by Licensees to the NRC	H Pastis	E Adensam	900	MB1241	6/30/02	
LIC	106	Issuance of Orders	P Madden	S Bajwa	n/a	MB1241	12/31/01	
LIC	107	License Transfers	M Davis, G Dick	C Carpenter	n/a	MB1241	12/31/01	
LIC	200	Maintenance of SRP (NUREG-0800)	F Akstulewicz	J Wermiel	800	MB1241	11/30/01	
LIC	201	NRR Support to Hearing Process	G Dick	S Bajwa	601			
LIC	202	Plant-Specific Backfits	D Pickett		& 603	MB1241	12/31/01	
LIC	203	Environmental Assessments & Considerations	V Hodge	T Marsh	901	MB1241	4/30/02	
LIC	204	Proprietary Information Determinations	K Leigh	C Carpenter	906	MB1241	6/30/01	
LIC	300	Rulemaking Procedures	D Ashley	H Berkow	602	MB1241	5/21/01	update
LIC	301	Procedures for Implementation of New Regulations	S Frattalli	C Carpenter	118	MB1241	4/30/01	
LIC	301	Procedures for Implementation of New Regulations	S Fratalli	C Carpenter	116	MB1241	12/31/01	

NRR OFFICE INSTRUCTIONS

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LIC	400	Control & Review of Generic Requirements	J Shapaker	T Marsh	500	MB1241	6/30/01	
LIC	401	Resolution of Generic Issues	J Shapaker	T Marsh	503	MB1241	9/30/01	
LIC	402	Analysis & Feedback of Operational Safety Data	C Petrone	T Marsh	1301	MB1241	12/30/01	update
LIC	403	Part 21 Notifications & 50.55(e) Reports	V Hodge	T Marsh	1300	MB1241	4/12/01	issued
LIC	404	Reporting of Abnormal Occurrence Events	C Petrone	T Marsh	1302	MB1241	12/30/01	update
LIC	405	Event Response	D Skeen	T Marsh		MB1241	6/30/01	
LIC	500	Processing Requests for Reviews of Topical Reports	J Cushing	S Richards	n/a	MB1241	6/30/01	
LIC	501	Risk-Informed Initiatives & Activities	S Magruder	C Carpenter	n/a	MB1241	7/31/01	
LIC	502	Part 52 Licensing Process	J Wilson	R Barrett	n/a	MB1241	6/30/02	
COM	100	NRR Interfaces with RES	M Fields	S Richards	400	MB1246	6/30/01	
COM	101	NRR Interfaces with NMSS	C Lyon	S Bajwa	n/a	MB1246	5/31/01	
COM	102	NRR Interfaces with OIG	D McCain	J Silber	114	MB1246	12/31/01	
COM	103	NRR Interfaces with ACRS	M Crutchley	J Silber	701	MB1246	7/31/01	
COM	104	NRR Interfaces with OE	V Ordaz	B Borchardt	908	MB1246	12/31/01	
COM	105	NRR Interfaces with OI	J Boska	E Adensam	1001	MB1246	8/31/01	
COM	106	Control of Task Interface Agreements	R Pulsifer	E Adensam	1201	MB1246	6/30/01	
COM	107	Allegations of Improper Actions by NRC Staff	tbd	T Quay	1004	MB1246	12/31/02	
COM	108	NRR Interfaces with Miscellaneous Offices	M Banerjee	B Sheron	n/a	MB1246	12/31/02	
COM	109	NRR Interfaces with OGC	tbd	S Black	n/a	MB1246	6/30/02	
COM	110	NRR Interfaces with OEDO	J Monninger	B Borchardt	n/a	MB1246	6/30/02	
COM	200	Freedom of Information Act (FOIA)	V Tharpe	J Silber	104	MB1246	6/30/01	
COM	201	External Outreach and Communication Plans	tbd	J Silber	n/a	MB1246	9/30/02	
COM	202	Meetings with Applicants, Licensees, ...	T Colburn	E Adensam	903	MB1246	12/31/01	
COM	203	Interfacing with Licensees & Applicants	B Moromey	H Berkow	107	MB1246	7/31/01	

NRR OFFICE INSTRUCTIONS

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COM	204	Interfacing with Industry Groups	P Wen	C Carpenter	n/a	MB1246	7/31/01	
COM	205	Federal Advisory Committee Act (FACA) Requirements	J Monninger	B Borchardt	703	MB1246	12/31/01	
COM	206	Industry Sponsored Seminars or Conferences	J Birmingham	C Carpenter	702	MB1246	7/31/01	update
COM	207	Presentation of Papers at Technical Conferences	G Bagchi	J Strosnider	700	MB1246	6/30/01	
COM	208	Interfacing with Public Interest Groups	M Banerjee	B Sheron	n/a	MB1246	12/31/02	
RNWL	100	License Renewal Application Review Process	S Hoffman	C Grimes	805	MB1242	9/30/01	
OVRST	101	Tracking Inspection Reports for Inspections ⁵						
OVRST	200	Management of Allegations	G Cwalina	T Quay	1003	MB1243	9/30/01	
INTL	100	International Activities	M Cullingford	S Collins	1401	MB1245	12/31/01	

⁴ If there were any DECOM (for decommissioning) Office Instructions, their TAC # would be MB1244.

⁵ PMAS is determining whether an Office Instruction is needed to track non-power reactor inspections.