

Attachment 2

**SFPO Delegation of Signature Authority
and
Concurrence Guidance**

ACTION	SIGNATURE AND APPROVAL AUTHORITY
SIGNATURE AUTHORITY¹	
A. Issuing letters on 2.790 proprietary information determinations regarding withholding of information from public disclosure with decision and notice to applicant. (17)	Project Manager
B. Denial of individual amendments. (19)	SFLS Section Chief
C. Denial of license. (18)	Director, SFPO
D. Grant exemptions from 10 CFR Parts 71 and 72 regulations. (20)	SLID Deputy Division Director
E. Grant ASME Code exceptions for 10 CFR Part 72 certificates.	SLID Deputy Division Director
F. Issue SERs for applications and amendments to spent fuel storage casks designs and ISFSI licenses. (46)	SFLS Section Chief
G. Issue, renew, amend and terminate Certificates of Compliance or license for cask designs or for the storage of spent nuclear fuel. (46)	SFLS Section Chief
H. Issue, Certificates and SERs for transportation package applications, and renew, amend and terminate Certificates of Compliance for transportation packages. (47)	SFLS Section Chief
I. Make recommendation to DOT on transportation package revalidations.	SFLS Section Chief
J. Issue, renew, amend and terminate transportation package quality assurance program approvals .(48)	TSSI Section Chief
K. Enter into, extend, modify, and terminate those reimbursable agreements with other entities that do not involve funds. (49)	Deputy Division Director

¹The number in parenthesis refer to delegation authority reference number in the NMSS April 3, 2002 delegation letter.

ACTION	SIGNATURE AND APPROVAL AUTHORITY
L. Issue RAIs for applications and amendments to spent fuel storage casks designs and ISFSI licenses. (21)	Project Manager
M. Issue RAIs for new transportation package applications and amendments to transportation package designs. (21)	Project Manager
N. Issue acceptance review letters, meeting notices and summaries and casework schedules. (21)	Project Manager
O. Issue Notices to the Federal Register & Requests to Publish. (21)	Project Manager
P. Issuance of Standard Review Plans.	TRD Deputy Division Director
Q. Issuance of Inspection Procedures.	SLID Deputy Division Director
R. Issuance of Interim Staff Guidance and SFPO Office Procedures.	Director, SFPO
S. All routine(does not set new policy) correspondence to stakeholders, applicants, certificate holders, general public and licensees. (21)	Project Manager
T. Domestic travel authorizations and vouchers.[MD 14.1]	Immediate Supervisor
U. Internal correspondence between other NRC Offices and Divisions as appropriate	Section Chief
V. Approve of presentations in a foreign country, [MD 3.9], involving no policy decisions	Director, SFPO
W. Approve domestic presentations involving no policy decisions	Deputy Division Director
X. Bulletins, Generic Letters, Information Notices and Regulatory Issue Summaries	Director, SFPO
Y. Training Requests & Authorizations, both internal and NRC Form 368	Immediate Supervisor
Z. Hours of Work & Premium Pay	Immediate Supervisor
AA. User Registrations pursuant to 10 CFR 71.12	Licensing Assistant with Project Manager Concurrence.

Concurrence Guidance

All correspondence should reflect the concurrence or review of those NRC organizations exercising functional responsibility for the subject matter involved. Individuals can limit their concurrence to technical, policy, or legal areas. Documents should be complete and accurate, yet the developmental process must be efficient and timely. To accomplish these objectives, follow the guidelines in par I, Section (J), of the Management Directive Handbook 3.57, "Correspondence Management," and the following additional guidelines for SFPO generated correspondence.

1. When changes, other than correction of typographical errors or modification to improve clarity, are made to a document which has previous concurrences, the document should be returned to the primary author and the appropriate supervisor for their concurrence. If the primary author does not agree with changes made to the document, or some compromise, the primary author or supervisor may choose to rescind his or her concurrence. Instances may exist where additional concurrences by individual other than the primary author would be prudent. Appropriate judgement should be exercised to ensure that all concurrences remain unaffected.
2. To ensure appropriate independent review of certain types of documents, when a nonsupervisory staff member is acting for the supervisor, the staff member should not concur and/or sign on their own work in their acting capacity. The staff member should obtain concurrence or signature from another cognizant supervisor, or the next higher level of management. This requirement does not apply to staff members that are assigned the duties of acting supervisor as part of a personnel action.
3. The Office of the General Counsel should provide a "no legal objection" or "NLO" on correspondence that involves legal issues, regulatory interpretation, correspondence from interveners or relating to an active proceeding, and 10 CFR 2.206 petitions.
4. It is the responsibility of the originators to determine the availability and sensitivity of a document, not the submitters, secretaries or administrative staff.
5. Concurrence should be obtained from the Technical Editor for any document to be signed by the NMSS Office Director or above.