

DPO Appeal Process Checklist

- ▶ EDO has complete discretion to conduct review of DPO appeal in any manner deemed appropriate.
- ▶ Past practice has been for TRPS specialist to brief EDO on summary of case. EDO subsequently interviews submitter, DPO Panel, and possibly staff involved with established position at issue and office manager. DVPM and TRPS specialist attend all meetings.
- ▶ EDO may choose to establish another independent review of issues.
- ▶ Time should be charged to Activity Code ZG0007.

DPO Appeal Deliverables

- DPO Appeal Decision
 - DVPM provides guidance/template for DPO Appeal Decision.
 - DVPM usually reviews decision to ensure consistency with program goals.
 - OEDO specialist may contact DVPM for additional guidance on format and content and previous decisions.
 - DPO Appeal Decision is put in ADAMS as final document iaw template OE-011 and record is kept as Draft Class.
 - DPO Appeal Decision should be delivered directly to submitter in sealed Addressee-Only envelope. (Submitter should be aware of decision before others.)
- Input to Weekly Information Report
 - DVPM provides template.
 - See examples from previous appeals posted on web.
<http://www.internal.nrc.gov/OE/dpo/closed-dpo-cases.html>
 - Goal is 2 weeks from date of DPO Appeal Decision.
- Followup Actions
 - EDO may choose to identify additional recommendations and followup actions (beyond those previously identified in DPO Decision) as a result of review.
 - If followup actions are identified, they should be assigned under separate correspondence to office manager and communicated to the submitter and the DVPM.
 - Goal is 2 weeks from date of DPO Appeal Decision.
 - Followup actions will be tracked in EDATS until they are implemented.
 - Delays in schedule should be communicated to EDO, submitter, and DVPM.

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DPO-2008-001

Subject: Closure Process For Generic Issue (GI) -191

DPO Decision Issued by: Eric Leeds, NRR

DPO Panel: Marissa Bailey, Chair; Kenneth Karwoski, Robert Tregoning

DPO Appeal Milestones and Timeliness Goals

DPO Appeal Milestone	Timeliness Goals	Actual Date
Individual submits DPO appeal (NRC Form 690)	NLT 21 CDs of DPO Decision	6/18/2009
DVPM screens and accepts DPO appeal	6 CDs	6/23/2009
DVPM requests statement of views from OD or RA	5 CDs	6/25/2009
OD or RA provides statement of views to DVPM	14 CDs	7/9/2009
DVPM provides DPO appeal package to EDO	5 CDs	7/15/2009
EDO issues DPO Appeal Decision (8/14/2009 – 9/13/2009)	30 – 60 CDs	
TOTAL CDs (from receipt of DPO appeal)	60 – 90 CDs	

DPO-2008-001

Subject: Closure Process For Generic Issue (GI) -191

Assigned to: Eric Leeds, NRR

DPO Panel: Marissa Bailey, Chair; Kenneth Karwoski, Robert Tregoning

DPO Milestones and Timeliness Goals

DPO Milestone	Timeliness Goals	Actual Date
Individual submits DPO (NRC Form 680)	None	10/1/2008
DVPM screens and accepts DPO	8 days	10/6/2008
DVPM assigns DPO to OD or RA	5 days	10/16/2008
OD or RA establishes DPO Panel	14 days	11/14/2008
DPO Panel conducts review - meets with submitter (\approx 8 days) - establishes Statement of Concerns - collects, reviews, and evaluates information - writes report (\approx 30 days)	150 days	03/19/2009
OD or RA issues DPO Decision	21 days	5/27/2009
DPO TIMELINESS (acceptance of DPO – DPO Decision)	190 days	233 days