

NRC Management Directives

Web Assistance for MD Preparation, Editing, and Review

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▶ What should be done with the 14-binder hard-copy sets of MDs maintained by many offices?

➔ ADM will no longer distribute hard-copy material to update the 14-binder sets of MDs formerly maintained by agency offices. Offices may discard binder sets at their convenience; there is no need to return the binders to ADM for disposal.

Please note that the MDs listed below contain sensitive information and are not available to the public; discard them in the appropriate security waste containers:

[MD 3.23 - Mail Management](#)

[MD 12.5 - NRC Automated Information Security Program](#)



▶ How can I get a hard copy of an MD?

➔ MDs are published online in a printable PDF format to facilitate printing from agency workstations. To print a hard copy of the most current version of an MD —

- Access the online [MD Catalog](#) on the intranet.
- Locate and **click on the link for the MD** you want to print. The PDF version of the MD will open in your browser window.
- Choose **File > Print** from the drop-down menu. The print dialog box will open.
- To print the entire MD, hit the **OK button** in the print dialog box. To print a limited number of pages from the MD, see the [answer to the next question](#).

Some NRC employees prefer to work with hard copies of MDs that they consult on a regular basis. If you maintain a hard copy of an MD for desktop reference, remember to print a new copy directly from the online catalog each time you receive an NRC Announcement that the MD has been revised or updated.



▶ How do I print specific pages in an MD?

➔ MDs are published online in a printable PDF format to facilitate printing from agency workstations. To print a limited number of pages from an MD —

- Access the online [MD Catalog](#) on the intranet.
- Locate and **click on the link for the MD** you want to print. The PDF version of the MD will open in your browser window.

- Determine the **PDF page numbers** of the pages you want to print. The PDF page numbers are displayed in a small box, flanked by forward and backward navigation buttons, at the bottom of the browser window. This box shows the actual PDF page number of the page you are viewing and indicates the total number of pages in the document. For instance, when you are viewing page 15 in a 60-page document, the box will show "15 of 60." Note that the PDF page numbers are **not** the same as the page numbers in the document itself.
- Choose **File > Print** from the drop-down menu. The print dialog box will open.
- In the **Print Range** section of the print dialog box, enter the PDF page number range you want printed — "Pages from: ___ to: ___."
- Hit the **OK button** in the print dialog box.

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▶ When I specify the page range I want in the print dialog box, the wrong pages print out. How can I get the pages I want?

➔ When printing an MD from a PDF file, make sure you don't specify page numbers in the print dialog box that you have read directly off the document pages viewed in your browser window. These page numbers are not recognized by the Adobe Acrobat Reader software that displays the PDF document in your browser.

Instead, look for a small box, flanked by forward and backward navigation buttons, at the bottom of the browser window. This box appears whenever you view a PDF file online. It shows the **PDF page number** of the page you are viewing and indicates the total number of pages in the document. For instance, when you are viewing page 15 in a 60-page document, the box will show "15 of 60." The page numbers that display in this box are recognized by Adobe Reader; use these page numbers when specifying the print range in the print dialog box.

For a detailed explanation of why the page numbers in the document don't match the PDF page numbers, click [here](#). For information on how this misalignment will be resolved as the MD System evolves, click [here](#).

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▶ What if my office needs to print multiple hard copies of an MD?

➔ Offices occasionally need multiple hard copies of MDs to hand out at an agency meeting, to use as training material, or for distribution to NRC contractors or licensees. Printing large numbers of MDs from agency workstations in such cases is not cost-efficient. Multiple hard copies of MDs should be ordered through the agency's centralized printing service.

To order bulk printing of MDs through ADM's [Printing and Mail Services Branch](#) —

- Complete **NRC Form 20**, "Request for Printing and Graphics Services."
- **Attach the MD** or the MD pages you need printed, either in hard copy or as electronic files saved to a CD-ROM. Instructions for

preparing a CD-ROM are given below.

- **Mail or carry** the completed NRC Form 20 and attachment(s) to

*Reproduction and Distribution Services
OWEN P1-33
NRC Headquarters*

To prepare a CD-ROM as an attachment to NRC Form 20:

- Go to the online [MD Catalog](#) and open the PDF version of the MD to be printed.
- **Save the PDF file** to your desktop or hard drive.
- If only part of the MD is needed in hard copy, manipulate the file in **Adobe Acrobat Pro** to delete pages that you do not want printed, then save the file under an appropriate new name, such as PrintPagesMD#.#.#.
- **Save** all the files to be printed on a **CD-ROM**.
- Clearly **label the contents** of the CD-ROM.
- Keep **backup copies** of the files you send to Reproduction and Distribution Services on your hard drive until your print order is delivered.

Allow at least 3 business days for [Reproduction and Distribution Services](#) to fulfill your order and an additional business day for delivery if the hard copies will be delivered to you by agency mail.

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▶ ADM used to publish the entire MD System Catalog annually on CD-ROM – is the catalog still distributed in that format?

➔ No. ADM has not published the MD System Catalog on CD-ROM since June 2003. An August 2004 survey of CD-ROM users indicated that the easy availability of up-to-date MDs on the intranet and the NRC Public Web Site had caused a sharp decline in demand for the CD-ROM version of the catalog. This strong user preference for distribution via the Web led ADM to discontinue CD-ROM publication of the catalog.

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▶ Why don't the page numbers in the MD itself match the page numbers that display at the bottom of the browser window?

➔ MDs are currently created in a Word document format designed for print rather than online publication. The MD page numbering system uses Roman numerals for pages that contain "front matter," such as the cover page and table of contents. The page numbers then restart with the Arabic numeral "1" on the first page presenting actual content. Because most MDs comprise both a directive and a handbook, each with its own front matter, the page numbering can reset three times in an MD document.

This traditional page numbering system is easily navigable in the printed document, but it causes problems when the MD is converted to a printable PDF file for online posting. When the Word file of the MD is

converted to the PDF format in Adobe Acrobat Pro, the Adobe software assigns a single sequence of Arabic page numbers to the pages in the document, beginning with "1" for the very first page in the PDF file. The Adobe-assigned page numbers show up in a small box, flanked by forward and backward navigation buttons, that appears at the bottom of the browser window when the PDF file is viewed. In the case of an MD created in Word using a mixed page numbering system, the Adobe-assigned sequential page number will never match the document page number that appears on the page displayed by the browser.

The Adobe-assigned page numbers that display in the bottom of the browser window are the page numbers recognized by the Adobe Acrobat Reader plug-in that displays the MD and sends instructions to your printer. That's why you must use these numbers when specifying MD page numbers to print.

For information on how this misalignment will be resolved as the MD System evolves, see the [answer to the next question](#).

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▶ Working with two sets of page numbers is confusing. Can't ADM fix this problem?

➔ ADM's Management Directives (MD) Team is developing a new, streamlined document format in MS Word that will ensure that the page numbers used in the document match those displayed in the browser window. The new format will eventually be used for all MDs. However, because the new format will impose a different paragraph numbering system and layout on MD documents, converting existing MDs will require significant coordination with MD authors and will take some time. The 170 MDs currently in the catalog will be converted to the new format as they are sent to ADM for major revision. ADM anticipates that the entire catalog will be converted to the new format within 5-7 years.

▶ I've never written or revised an MD - where do I start?

➔ Start by reading [MD 1.1, "NRC Management Directives System,"](#) which contains instructions and formatting for an MD. If you have questions, contact [ADM's MD Team](#).

▶ Who will need to sign my MD?

➔ The Chief of the [Rulemaking, Directives, and Editing Branch \(RDEB\)](#), Division of Administrative Services (DAS), Office of Administration (ADM); the Chief Financial Officer; the Executive Director for Operations (EDO); or the Chairman of the Commission, depending on the organization responsible for the MD, the delegation of authority in the functional or policy area covered by the MD, and the scope and nature of any revisions. Office directors reporting to the EDO may authorize issuance of certain MDs under signature authority delegated by the EDO.

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▶ How soon can I get my MD published?

➔ The time needed varies with the complexity of the project and the level of agency approval required to issue the MD. Allow time to draft the MD or revision, circulate the draft to other agency offices for comment, resolve office comments on the document, obtain management concurrence, and route the signature package to the approving authority.

An initial conversion from a manual chapter to an MD or a major revision of an existing MD can take many months to complete; most of this time is spent soliciting and resolving office and management comment on the draft. New MDs or revisions that incorporate major policy changes must be signed by the EDO or the Chairman, so plan for additional time at the final approval stage if your project falls into that category. MDs eligible for approval by an office director reporting to the EDO can be issued more expeditiously. Minor and strictly administrative changes to an MD that fall within the approval authority delegated to the RDEB Chief (DAS/ADM) can be drafted, reviewed, and finalized in a matter of weeks.

See our [timelines](#) to get a general idea of the turnaround times for MD projects of varying complexity. [Contact the MD Team](#) to discuss a schedule for your particular MD project.

▶ How do I format the references?

➔ See our [style sheet](#).

▶ Why is there both a comment period AND an approval period?

➔ The comment period gives affected offices a chance to review your MD and suggest changes. The approval process permits the MD to be concurred on by cognizant authorities, such as RDEB, DAS, ADM, OGC, EDO, CFO, and the Chairman, if necessary. These rounds of review cannot be combined because they serve different purposes.

▶ How do I include tables and graphics in my MD?

➔ You may create them in MS Word or have them created for you by [Graphics Services](#).

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▶ How do I perform a text search of an individual MD?

➔ All of the recently revised MDs are in a searchable .pdf format. Use the "Edit" and "Find (on this Page)" commands in your Internet Explorer menu if the Adobe "Search PDF" function does not automatically display when you open the MD file.

▶ How do I search the MD Catalog as a whole?

➔ A systemwide search capability is available using the intranet search engine on the [NRC@Work](#) home page.

- Type your search keywords into the **Intranet Search box** in the upper right-hand corner of the home page.
- Use the pull-down menu to the right of the search box to **select Only NRC Mgmt Directives**.
- Click the **GO** button next to the pull-down menu to get search results.
- On the **NRC Intranet Search results** page, click the **Advanced** button to further refine your search of the MD Catalog.

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- ▶ When I search the MD System, the Search Results page brings up a bunch of files with weird names like "C:\MyFiles\acmwpdoc\ManDir\1.1\MasterDTtrans.wpd" - what does this mean?

Don't be put off by the weird names - these are actually MD files being returned by the search engine. The file-path file names are default titles that were assigned by Adobe Acrobat Pro when the MD files were originally converted from Word to the PDF format. When the intranet search engine scans MD System files, it reads the document properties (or metadata) for PDF files in the system and displays these properties as part of the entry for each document returned in the search results. The MD Team is in the process of adding informative metadata to all PDFs in the system so that search results will be easier to understand and give users better information about the content of the files returned.

- ▶ The "EDO Updates" issued on 10/18/07 and 12/1/06 mentioned an ongoing initiative to improve the MD program. How can I find out more about upcoming changes?

→ An interoffice working group formed by ADM to assess and recommend changes to the agency's MD program completed its final report in July 2006. For more information on the working group, see the Management Directives Working Group page.

Some of the process improvements recommended by the working group and approved by the EDO have already been implemented:

- YA-07-0116 announced the move to electronic publication of MDs.

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For Web site info contact [ADM/DAS/RDEB](#)

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