INTERAGENCY AGREEMENT	1. IAA NO. NRC-HQ-25-14-D-0003/M0001	PAGE 1 OF 2

2. ORDER NO.	3. REQUISITION NO.	4. SOLICITATION NO

5. EFFECTIVE DATE	6. AWARD DATE	7. PERIOD OF PERFORMANCE
01/14/2015	01/14/2015	02/17/2014 TO 01/31/2019

8. SERVICING AGENCY	9. DELIVER TO
ARGONNE NATIONAL LAB ALC: DUNS: +4: US DEPARTMENT OF ENERGY 9800 SOUTH CASS AVENUE LEMONT IL 60439 POC Sean Seamon TELEPHONE NO. 630-252-2077	DAYNA DORITY MAIL STOP TWFN 9-F33 11555 ROCKVILLE PIKE ROCKVILLE MD 20852

10. REQUESTING AGENCY	11. INVOICE OFFICE
ACQUISITION MANAGEMENT DIVISION ALC: 3100001 DUNS: 040535609 +4: US NUCLEAR REGULATORY COMMISSION ONE WHITE FLINT NORTH 11555 ROCKVILLE PIKE ROCKVILLE MD 20852-2738 POC Jeffrey R. Mitchell TELEPHONE NO. 301-287-0955	US NUCLEAR REGULATORY COMMISSION ONE WHITE FLINT NORTH 11555 ROCKVILLE PIKE MAILSTOP O3-E17A ROCKVILLE MD 20852-2738

12. ISSUING OFFICE	13. LEGISLATIVE AUTHORITY
US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP 3WFN-05-C64MP WASHINGTON DC 20555-0001	Energy Reorganization Act of 1974
	14. PROJECT ID EWA (ANL)
	15. PROJECT TITLE (SEE FIELD 18 BELOW)

16. ACCOUNTING DATA
No Funds Obligated

17. ITEM NO.	18. SUPPLIES/SERVICES	19. QUANTITY	20. UNIT	21. UNIT PRICE	22. AMOUNT
	REFERENCE: ZEROREQ-NRO-15-0014 TASK ORDERING AGREEMENT TITLE: Technical Assistance in Support of Agency Environmental and Reactor Programs. Master IAA: MASTER IAA The purpose of this modification is to add the Office of Regulatory Research (RES) as an identified office to order Task Orders off the Enterprise Wide Agreement. As such the Statement of Work is revised to reflect this change. Continued ...				

23. PAYMENT PROVISIONS	24. TOTAL AMOUNT
	$0.00

25a. SIGNATURE OF GOVERNMENT REPRESENTATIVE (SERVICING)	26a. SIGNATURE OF GOVERNMENT REPRESENTATIVE (REQUESTING)
Sean Seamon	

25b. NAME AND TITLE	25c. DATE	26b. CONTRACTING OFFICER	26c. DATE
Sean Seamon, Contracting Officer	2/3/15	JEFFREY R. MITCHELL	11/4/2015

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

FEB 26 2015

ADM002

IAA NO	ORDER NO	PAGE	OF
NRC-HQ-25-14-D-0003/M0001		2	2

Refer to the "Statement of Work" is hereby deleted in its entirety and replaced with the following Statement of Work attached to this Modification No. 1 entitled "Statement of Work Rev No. 1."

All other terms and conditions remain unchanged.

ATTACHMENT NO. 1
NRC-HQ-25-14-D-0003
MODIFICATION NO. 1

STATEMENT OF WORK
REVISION NO.1

TITLE: Technical Assistance in Support of Agency Environmental and Reactor Programs

Task Ordering Agreement Number: NRC-HQ-25-14-D-0003

JCNs: JCNs will be assigned on a task order basis

B&R Numbers: To be assigned with each task order

BOC Code: 251D

NAICS Code: 541690

TAC Numbers: To be assigned to each task order

Docket Number: To be assigned with each task order, if applicable

Fee Recoverable/Non- Fee Recoverable: To be identified with each task order

NRC Issuing Office: NRO

Contracting Officer Representatives: To be assigned to each task order

1.0 BACKGROUND

U.S. Nuclear Regulatory Commission (NRC) regulates the licensing, construction and operation of commercial nuclear power and non-power facilities. The Office of New Reactors (NRO) and Office of Nuclear Reactor Regulation (NRR) with support from the Office of Nuclear Security and Incident Response (NSIR) serves the public interest by enabling the safe, secure, and environmentally responsible use of nuclear power in meeting the nation's energy and research needs. **The Office of Regulatory Research (RES) furthers the regulatory mission of the NRC by providing technical advice, technical tools, and information for identifying and resolving safety issues, making regulatory decisions, and promulgating regulations and guidance.** The activities for reactors **includes, but is not limited to**, reviews of applications for reactor design certifications (DCs), early site permits (ESP), combined license (COL) applications, environmental reviews, reactor pre-application activities, limited work authorizations (LWA), construction permits (CP), operating licenses (OL), license actions (i.e., amendments, relief requests, and exemptions), oversight, **decommissioning** and staff infrastructure development.

NRC anticipates the continued review of COL applications and operating and renewal reactor licensing actions over the next several years as well as a variety of applications for small modular reactors (SMRs). Due to the volume of new and advanced reactor applications as well as licensing actions for operating reactors commercial contractor resources are needed to

augment staff resources. Similarly, NSIR seeks support in security including, but not limited to: physical security, cyber security, access authorization, fitness for duty, materials control and accounting security, transportation security, independent spent fuel storage installation security and support in emergency preparedness.

NUREG-0800, "Standard Review Plan for the Review of Safety Analysis Report for Nuclear Power Plants," exists for the guidance of staff reviewers for performing safety reviews of applications to construct or operate nuclear power plants and the review of applications to approve standard designs and sites for nuclear power plants. The principal purpose of the Standard Review Plan (SRP) is to assure the quality and uniformity of staff safety reviews. It is also the intent of the SRP to make information about regulatory matters widely available and to improve communication between the NRC, the nuclear power industry, and interested members of the public, thereby increasing understanding of the review process.

NUREG-1800,"The Standard Review Plan for Review of License Renewal Applications for Nuclear Power Plants" (SRP-LR), provides guidance to Nuclear Regulatory Commission (NRC) staff reviewers in the Office of Nuclear Reactor Regulation (NRR). These reviewers perform safety reviews of applications to renew nuclear power plant licenses in accordance with Title 10 of the *Code of Federal Regulations* (CFR) Part 54. Consistent with NUREG-0800 the principal purposes of the SRP-LR are to ensure the quality and uniformity of staff reviews and to present a well-defined base from which to evaluate applicant programs and activities for the period of extended operation. In addition, there are a variety of regulatory guides available to support the review process.

An Environmental Safety Review Plan (NUREG-1555), "Standard Review Plans for Environmental Reviews for Nuclear Power Plants: Environmental Standard Review Plan [ESRP]" is prepared for the guidance of staff reviewers in performing environmental reviews of applications related to nuclear power plants. The ESRPs are companions to regulatory guides that address siting and environmental issues. As with NUREG-0800 and NUREG-1800 the purpose of the ESRP is to assure the quality and uniformity of environmental reviews.

2.0 OBJECTIVES

The Laboratory shall provide qualified, competent, and fully trained personnel to perform the required technical assistance and support services under this contract. The contractor is not involved in the determination of NRC policy.

3.0 SCOPE OF WORK

The Laboratory shall provide support in a wide range of technical and scientific disciplines, in accomplishing work related activities aimed at ensuring the overall safety, security and adequacy of nuclear power plant design, construction, operations and environmental protection.

The scope of work involves placement of task orders. Specific performance standards are delineated in Section 6.0, Performance Standards.

3.1 PRE-APPLICATION

Requirements: The Laboratory shall provide technical assistance in the review of design-specific and other documentation reports, (e.g., technical reports, "white papers," preliminary system designs or features, programmatic plans) in support of DC, ESP, COL, CP, OL and environmental review activities for new and advanced reactors. These assistance requirements may include topical report review; acceptance review; COL application template development, Construction Inspection Procedure program interface and support; NUREG-0800, 10 CFR Parts 50 and/or 52 rulemaking and other rulemaking, as necessary; and interactions with stakeholders through communication plans and public meetings.

Deliverables: The Laboratory shall develop documentation to address their comments and submit written reports as required to state findings. This documentation will be provided to the Contracting Officer Representative (COR) as stated in the individual task orders.

Acceptance Criteria: Any written comments or requests for additional information (RAIs) on the documents reviewed shall be delivered in the required format and quality guidelines, within the schedule established, and accepted by the COR.

Additional Guidance and/or References: The Laboratory shall reference Section 7.3 regarding access controls for sensitive information.

3.2 LICENSING SUPPORT

Requirements: The Laboratory shall provide technical assistance in the review of numerous interrelated licensing activities supporting operating reactors, new large light water reactors, and advanced reactors.

These technical assistance activities include:

Review of Design Certifications by supporting an acceptance review, a technical review, and a rulemaking to certify the design. This will require reviewing design information with Inspections, Tests, Analyses and Acceptance Criteria (ITAAC), postulated site parameters, interface requirements, resolution of severe accident issues, and testing requirements.

Review of documentation in support of Design Approval activities. Assistance includes performance of acceptance reviews, technical reviews, reviews of final design information with ITAAC, postulated site parameters, interface requirements, resolution of severe accident issues, testing requirements, as necessary, for the NRC to certify the design; and other related activities. DA submittals to be reviewed may include either a complete design or major portions of a complete design.

Review of documentation in support of Manufacturing License activities. Assistance includes performance of acceptance reviews, technical reviews, rulemaking support, review of Applicant organizational and technical qualifications, programmatic plans, reviews of preliminary and final

safety analysis reports, reviews necessary to verify that manufacturing activities comply with design requirements; and other related activities.

Review of the safety and environmental portion of new reactor licensing applications. These reviews include preparation of environmental impact statements (EISs), interfacing with applicants, coordination with state and federal agencies, and supporting public meetings and site audits. Also the contractor shall support the safety and environmental portion of the mandatory hearing on new reactor licensing; site safety reviews; emergency preparedness reviews; evacuation time estimates; environmental protection reviews; environmental assessments for DCs and other new reactor rulemaking activities.

Review of the environmental portion of Small Modular Reactor (SMR) licensing applications. These include reviews of applicant preliminary and final environmental reports, development of environmental assessments, assistance in preparation of EIS, interfacing with applicants, coordination with state and federal agencies, and supporting public meetings and site audits. Also, the Laboratory shall support the environmental portion of the mandatory hearing on SMR licensing and other related rulemaking activities as-needed.

Review of documentation in support of Limited Work Authorization/Construction Permit activities under 10 CFR Part 50. These assistance requirements include reviews of applicant organizational, technical, and financial qualifications, construction and fuel cycle cost estimates, programmatic plans, preliminary safety analysis reports, plans for redress of activities performed under the LWA; and other related activities.

Review of documentation in support of LWA/ESP activities under 10 CFR Part 52. These assistance requirements include reviews of applicant organizational, technical, and financial qualifications, programmatic plans, preliminary safety analysis reports, site safety and security analysis reports, plans for redress of activities performed under the LWA; and other related activities.

Review of documentation in support of Operating License activities. These assistance requirements may include reviews of applicant organizational, technical, and financial qualifications, operating cost estimates, design acceptability, operational programs, site safety and security, final/updated safety analysis reports, design verification, construction permit and other related activities.

Review of COLs for new and advanced reactors. It is noted that the COL may reference an ESP, a standard DC, both, or neither. The Laboratory will support the necessary reviews to resolve all safety, security and environmental issues to allow the NRC to authorize construction and conditional operation including ITAAC and license amendments. The Laboratory shall also review financial qualifications, decommissioning funding assurances, need for power, capitalization, support design acceptance criteria (DAC), emergency preparedness and security requirements for the COL.

Review of the safety, security and environmental portions of operating reactors licensing, license renewal, or topical report applications. The review may consist of a portion, or the entire

contents of an application. The Laboratory shall support the required reviews to resolve all safety, security and/or environmental issues to allow the NRC to authorize approval of the operating reactor licensing or license renewal request. The tasks may involve: an acceptance review of the application; preparation of input for a safety evaluation, an environmental assessment, and/or an EIS, including RAIs; coordination with state and federal government agencies and Indian Nations; support of public meetings, participation in site audits, support of ACRS presentations; and other associated tasks.

Provide technical assistance to aid development and implementation of policies, processes, and guidance documents associated with review and approval of licensing and license renewal applications, as well as pre-application activities, staff and management interactions with industry, internal reporting requirements, and interfacing with stakeholders.

Deliverables: Detailed deliverable requirements and schedules will be provided in individual task orders. The Laboratory shall submit the required documentation to the COR. Any RAI and Technical Evaluation Reports (TER) generated as a result of these reviews will be provided to the COR for processing.

Acceptance Criteria: Written comments or reports, evaluation inputs, RAIs, or TER inputs shall be delivered in the required format and quality guidelines within the schedule established, and accepted by the COR.

Additional Guidance and/or References: The Laboratory shall utilize 10 CFR Parts 50, 51, 52, 54 and associated applicable 10 CFR internal references as necessary, to support the safety, security and environmental reviews. The Laboratory shall use NUREG-0800, "Standard Review Plan for the Review of Safety Analysis Reports for Nuclear Power Plants: LWR Edition," NUREG-1437 "Generic Environmental Impact Statement for License Renewal of Nuclear Plants," NUREG-1555 "Standard Review Plans for Environmental Reviews for Nuclear Power Plants: Environmental Standard Review Plan," NUREG-1800 "Standard Review Plan for Review of License Renewal Applications for Nuclear Power Plants, " NUREG-1801 "Generic Aging Lessons Learned (GALL) Report," and the following NRR Office Instructions (LIC 101 – License Amendment Review Procedures, LIC 102 – Relief Request Reviews, LIC 103 – Exemption from NRR Regulations, LIC 109 – Acceptance Review Procedures, LIC 201 – NRR Support to the Hearing Process, LIC 203 – Procedural Guidance for Preparing Environmental Assessments and Considering Environmental Issues, LIC – 600 Review of Technical Specifications Task Force Travelers and Creation of CLIIP Model Applications), as necessary, to support the safety and environmental reviews. Also any applicable Design Specific Review Standards (DSRS) provided by the NRC (the DSRS will be unique for each SMR design; and performs the reference function provided by NUREG 0800 in previous safety reviews).

The Contractor shall reference Section 7.3 regarding access controls for sensitive information.

3.3 OVERSIGHT

Requirements: The Laboratory shall provide technical assistance in the review of numerous interrelated oversight activities supporting operating reactors, new large light water reactors,

and advanced reactors during all phases of the lifecycle from construction through operation. The activities associated with oversight include: quality assurance, vendor inspections, plant inspections, assessment and enforcement, operator licensing, preoperational/start-up testing, nondestructive examination and inspections, tests, analyses and acceptance criteria (ITAAC).

Deliverables: Detailed deliverable requirements and schedules will be provided in individual task orders. The Laboratory shall submit the required documentation to the COR. Any RAI and Technical Evaluation Reports (TER) generated as a result of these reviews will be provided to the COR for processing.

Acceptance Criteria: Written comments or reports, evaluation inputs, RAIs, or TER inputs shall be delivered in the required format and quality guidelines within the schedule established, and accepted by the COR.

Additional Guidance and/or References: The Contractor shall utilize the appropriate Inspection Manual Chapters (IMCs) to support any inspection activities.

3.4 REGULATORY INFRASTRUCTURE

Requirements: The Laboratory shall provide technical assistance in developing and reviewing the required infrastructure to support the DC, COL, ESP, and operating reactor applications. This may require assisting the staff in updating office instructions, NUREG-0800, NUREG-1555, 10 CFR Part 50 and Part 52, communication plans, reviewing industry documentation, developing templates and licensing procedures, and supporting public meetings.

Deliverables: The Laboratory shall document their reviews and submit written reports as required to support their findings. This documentation will be provided to the COR as stated in the individual task orders.

Acceptance Criteria: Any written reviews or reports on the documents reviewed shall be delivered in the required format and quality guidelines, within the schedule established, and accepted by the COR.

Additional Guidance and/or References: The Laboratory shall reference Section 7.3 regarding access controls for sensitive information.

3.5 LITIGATION SUPPORT

Requirements: The Laboratory shall provide litigation support at hearings and other similar processes. This includes, but is not limited to: providing written documentation of work performed during technical reviews; providing expert testimony and reports; reviewing and analyzing expert testimony/reports of other parties in the litigation.

Deliverables: The Laboratory shall document their reviews and submit written reports as required to support their findings, and provide expert testimony.

Acceptance Criteria: Any written reviews or reports on the documents reviewed shall be delivered in the required format and quality guidelines, within the schedule established, and accepted by the COR.

Additional Guidance and/or References: The Laboratory shall reference Section 7.3 regarding access controls for sensitive information.

4.0 WORK REQUIREMENTS

The Laboratory shall provide support in the following areas related to reactor activities: (Additional information can be found at http://www.nrc.gov/reactors.html):

(a) Support revision to regulatory and guidance documents as assigned to support application reviews (e.g., NUREG-0800, 10 CFR Parts 50, 51, 52, 54 and related guidance);

(b) Support reviewing, assessing and evaluating submittals (license applications, technical reports, safety analyses, topical reports, amendments, and similar documents for new, advanced, operating, or renewal license applications) and prepare RAIs if necessary;

(c) Prepare input to SERs by utilizing NRC provided templates and instructions;

(d) Prepare for and travel to Headquarters, Regional offices or plant sites to participate in audits, inspections, and attend meetings at other NRC locations, with applicants, potential applicants and licensees and/or reactor vendors;

(e) Support conduct of reviews of new reactor designs, assist in siting issues, and provide support for any required regulatory development; and

(f) Support rulemaking activities.

The task orders will be placed by the Contracting Officer (CO). The Laboratory shall submit a technical and cost proposal in response to the task order Request for Proposal. The Laboratory shall perform each task order in accordance with the final project plan approved by the COR.

The Laboratory shall follow a quality control plan which outlines the procedures and system they will use for document version control, technical input tracking, change management, and technical and editorial reviews. The Laboratory shall organize, track, and manage changes in a structured, systematic, and transparent manner, throughout the review and production of each deliverable. Further information regarding the staffing plan and project plan are provided in Attachments 1 and 2.

5.0 PERSONNEL QUALIFICATIONS

All personnel performing work under this agreement shall have pertinent technical experience by discipline and technical area, including Laboratory Project Managers and team members. Experience in these disciplines and technical areas must be related to the design, construction, operation, maintenance, security, inspection and environmental review of nuclear power plants. Emphasis is placed on experience that is related to safety, security and environmental impact where judgments are made as to whether applicable codes and federal regulations are being, or have been, implemented and/or followed. It is the responsibility of the Laboratory to propose technical staff, employees, subcontractors or specialists who have the required educational background, experience, security clearance and/or access authorization or combination thereof, to meet both the technical and regulatory objectives of the work specified in the task order statement of work (SOW). The number of personnel required will vary during the course of the agreement. The availability of qualified Laboratory personnel who shall possess the minimum experience, educational background, and combination thereof, will be negotiated on each task order.

5.1 LABORATORY PROJECT MANAGER

The Laboratory shall provide a responsible Project Manager, who shall possess, at a minimum, a Bachelor's Degree in Engineering or Science and ten years of direct project management experience in professional commercial nuclear support services. This individual shall also be considered as key personnel under the agreement and serve as primary contact. As a minimum the Laboratory's Project Manager shall have the following responsibilities:

(1) oversight responsibility for all task orders placed under this agreement;

(2) oversight responsibility for the efforts and access authorization of any Laboratory team that is assembled for each task order placed under any resultant contract;

(3) perform other project management duties that are necessary for the successful completion of task orders and overall contract requirements;

(4) ensure the quality and schedule of deliverables so that all information and data are accurate and complete in accordance with the SOW for each task order; and

(5) interface closely with the COR.

5.2 REQUIRED TECHNICAL DISCIPLINES AND SPECIALIZED TECHNICAL AREAS

The Laboratory shall provide:

(a) Engineering and Scientific Disciplines Required:

(A minimum of a Bachelor's Degree in Engineering/Science or equivalent experience and at least ten years direct nuclear power related experience in each of the disciplines is required.)

Mechanical Systems

Nuclear Systems
Chemical Systems
Specialized Nuclear Power Plant Related Systems, Structures, or Components Expertise
Electrical Systems
Structural and System Materials
Thermal Hydraulics and Fluid Dynamics
Reactor Systems
Reactor Physics
Reactor Fuel and Fuel Cycle
Risk and Reliability
Severe Accident Progression and Mitigation Alternatives
Radiological Engineering and Waste Management
Containment Systems
Fire Protection
Materials
Licensing
Computer Science
Meteorology and Air Quality
Site Hazards
Hydrology and Water Resources
Geology
Seismology
Geotechnical
Terrestrial Ecologist
Aquatic Ecologist
Health Physicist
Transportation
Socio-Economist
Environmental Justice
Benefits Assessment
Demography, Socioeconomics and Environmental Justice
Land Use Review
Alternative Review
Historic Review

(b) Specialized Technical Areas:

Advanced Reactor Designs
New Reactor Designs
Operating Reactor Designs
Risk and Reliability Assessment
Fracture Mechanics
Reactor Construction: management and inspection methods and techniques
Reactor Design: inspection methods and techniques
Reactor Core Analysis
Computational Numerical Methods

Reactor Fuel Mechanical Design
Reactor Fuel Metallurgy
Reactor Core Design
Fuel Handling Systems
Radioactive Source Term Assessment
Emergency Preparedness
Security Engineering
Target Set Analysis
Defense Strategy Assessments
Evacuation Time Estimates
Accident Analysis
Dose Assessment
Atmospheric Dispersion: pertaining to radioactive materials and toxic chemicals
Internet Software Development
Planning and Scheduling
Human Factors
Equipment Qualification
Chemical Engineering
Fire Protection Engineering
Instrumentation & Controls
Reactor Operations
Operator Licensing
Metallurgy
Criticality
Corrosion and Fatigue
Construction Inspection
Structural Analysis
Site Characterization
Environmental Reviews
Economics
Document Management
Knowledge and Information Management Systems
Geographical Information Systems
Text Editor
Text Processor

6.0 PERFORMANCE STANDARDS

Laboratory performance for each task order will be evaluated based on meeting the performance standard established for each task order and shall be documented on the performance evaluation form (Attachment 3). It should be noted that award of subsequent task orders will be based on the assigned Laboratory's ability to meet the schedule, milestones, and deliverable requirements of the preceding task orders.

The deliverables required under this agreement shall conform to the standards contained, or referenced, in the SOW for each task order. The Performance Requirements Summary

(Attachment 4) outlines the performance requirements, deliverables, acceptable standards, surveillance method, and incentives and/or deductions applicable to the assigned task). Individual task orders may modify the performance requirements depending on the task order scope of work.

7.0 DELIVERABLES

7.1 Monthly Letter Status Report (MLSR)

In accordance with MD 11.7, the DOE Laboratory shall submit a Monthly Letter Status Report (MLSR) by the 20th day of each month to:

- NRC CO and COR

With copies to the following:

- Office of Administration/Division of Contracts (electronic copy only) to ContractsPOT.Resource@nrc.gov
- Others as defined in the task order statement of work

The MLSR shall be submitted electronically. See Attachment 5 for the content and format of the Monthly Letter Status Report. Each MLSR submission shall include a projected six-month spending plan of the total estimated costs, at a minimum.

7.2 Electronic Spending Plan

Along with the MLSR, the DOE Laboratory shall submit the n Electronic Spending Plan on a monthly basis. as specified in the Instruction & Logistics sheet of the Excel file (Attachment 6). The file shall remain in electronic form and shall be sent as a separate file in an e-mail to the CO and COR.

7.3 Technical Reporting Requirements

Unless otherwise specified in a task order, the Laboratory shall provide all deliverables as draft products. The COR will review all draft deliverables (and coordinate any internal NRC staff review, if needed) and provide comments back to the contractor. The Laboratory shall revise the draft deliverable based on the comments provided by the COR, and then deliver the final version of the deliverable. When mutually agreed upon between the Laboratory and the COR, the Laboratory may submit preliminary or partial drafts to help gauge the Laboratory's understanding of the particular work requirement.

The Laboratory shall provide deliverables in hard copy and electronic formats. The electronic format shall be provided in MS Word or other work processing software approved by the COR. For each deliverable, the Laboratory shall provide one hard copy to the COR and an electronic copy to the COR and CO, unless specified otherwise in the task order. The schedule for deliverables shall be contained in the approved project plan for the task order effort.

The types, quantities, and distribution of the reports will be specified in each task order and shall be submitted by the Laboratory. Typically, the reports will involve:

Technical Evaluation Report (TER): Requests for this type of report are made when a formal report is required but the distribution is limited. As appropriate, the draft and final TERs will summarize the work performed, results attained, findings, conclusions and recommendations.

NUREG/CR Report: This is the most formal Laboratory report and is requested when there is significant and important compilation of information and wide distribution of the report as a stand-alone document is required and when the staff believes the document will be referenced frequently. NUREG/CR reports require the completion/execution of an NRC form 426A, to be completed by the Laboratory and sent to the Technical Monitor for processing. For further information refer to Management Directive 3.7, "NUREG-Series Publications"

Trip Report: In general, every trip for which results are not directly incorporated into either of the above types of reports should be documented in a short, concise trip report. Trips that are used as an input to an inspection report need not have a trip report (see the paragraph below).

Technical Letter Reports: All other reports and documents and other information (e.g., RAI, computer software, inspection report inputs) due to be delivered by the Laboratory under the contract that do not fall under the other types of reports listed above are transmitted under the cover of a "Technical Letter Report."

The transmittal letter and cover page of each report or deliverable should reference the agreement number, the job control number (JCN), task order number and title, NRC technical assignment control (TAC) number or inspection report number, and the facility name and docket number, as appropriate. Certain deliverables may need to be prepared in NUREG or NUREG/CR format. If draft reports are required, the number of drafts expected will be stated in each task order. If proprietary or other sensitive information will be included in the report, the report will identify the proprietary or other sensitive information and specify the means of handling this information.

The decision, determination, or direction by the NRC that information possessed, formulated or produced by the Laboratory constitutes sensitive unclassified or safeguards information is solely within the authority and discretion of the NRC. In performing work under this agreement, the Laboratory shall clearly mark sensitive unclassified and safeguards information, to include for example, "OUO-Allegation Information" or "OUO-Security Related Information" on any reports, documents, designs, data, materials, and written information, as directed by the NRC. In addition to marking the information as directed by the NRC, the Laboratory shall use the applicable NRC cover sheet (e.g., NRC Form 461, "Safeguards Information") in maintaining these records and documents. The Laboratory shall ensure that sensitive unclassified and safeguards information is handled, maintained and protected from unauthorized disclosure,

consistent with NRC policies and directions. The Laboratory shall comply with the requirements to mark, maintain, and protect all information, including documents, summaries, reports, data, designs, and materials in accordance with the provisions of Section 147 of the Atomic Energy Act of 1954, as amended, its implementing regulations (10 CFR 73.21), Sensitive Unclassified and Non-Safeguards Information policies, and NRC Management Directive and Handbook 12.6. Some reports containing sensitive information will require the contractor to access NRC's Safeguards Information Local Area Network and Electronic Safe (SLES). The contractor shall coordinate with the COR for access to SLES.

Results of this work, other than pre-decisional, proprietary or sensitive information, may be published in the open literature provided the speech, article, or paper has been reviewed and approved by the COR and by the appropriate NRC official prior to its presentation or submission in accordance with procedures established in NRC Management Directives 3.10, "NRC Contractor Unclassified Papers, Journal Articles and Press or Other Media Releases on Regulatory and Technical Subjects." All requests for approval will be sent to the NRC CO with a copy sent to the task order COR. It is recognized that the NRC requires as a minimum that the paper include the statement, "Work Supported by the U.S. Nuclear Regulatory Commission." In addition, the Laboratory will coordinate with the CO and COR to determine whether any additional caveats or disclaimers are necessary.

8.0 PROCEDURES FOR PLACING TASK ORDERS UNDER THIS PROJECT

Task order request for proposal (TORFP): When the need for a task order arises, the NRC CO will send a TORFP which may include the following as appropriate:

(1) Scope of work/meetings/travel and deliverables;
(2) Reporting requirements;
(3) Period of performance - place of performance;
(4) Applicable special provisions;
(5) Technical skills required; and
(6) Estimated level of effort.

Task Order Technical Proposal: By the date specified in the TORFP, the Laboratory shall deliver to the CO a written or verbal (as specified in the TORFP technical proposal submittal instructions) technical proposal that provides a staffing plan, and project plan for performance of the effort. The staffing and project plan shall be submitted in the format (or similar format) of Attachments 1 and 2 of the SOW.

Cost Proposal: The Laboratory's cost proposal for each task order must be fully supported by cost and pricing data adequate to establish the reasonableness of the proposed amounts. When the Laboratory's estimated cost for the proposed task order exceeds $100,000 and the period of performance exceeds six months, the Laboratory may be required to submit a Laboratory Spending Plan (LSP) as part of its cost proposal. The TORFP indicates if a LSP is required.

For each task order request for proposal, the Laboratory shall identify all key personnel and the number of staff hours that will be committed to complete the work specified in the task order. The Laboratory shall include the resumes for all professional personnel proposed to be utilized in the performance of any resulting task order, unless otherwise available as part of the basic contract. The Laboratory shall submit the task order proposal to the CO.

Task Order Award: After reaching agreement on the approach and estimated cost of the task order with the Laboratory, the CO will issue the task order. The Laboratory shall perform all work described in task orders issued by the CO. Task orders include the following:

(1) SOW/meetings/travel and deliverables;
(2) Reporting requirements;
(3) Period of performance;
(4) Key personnel;
(5) Applicable special provisions; and
(6) Total task order amount including any fixed fee.

Within five work days of receipt of the task order, the Laboratory shall acknowledge receipt and acceptance of the task order and return it to the CO.

Accelerated Task Order Procedures: In case of urgency, the NRC may request that the DOE Laboratory immediately begin work before a definitive task order under an existing DOE approved task ordering agreement is negotiated in accordance with MD 11.7. When this accelerated procedure is requested by the NRC, DOE agrees to begin promptly negotiating the terms of the task order under the existing agreement. Once agreement is reached, a task order will be issued by the COR in accordance with the procedure described above.

Task Order Modification:
In the event that the need for a work scope or cost ceiling modification is required after acceptance of the task order, the COor the DOE Laboratory requesting the change shall initiate contact with the other to reach agreement. Upon completion of negotiations, a modification to the task order that incorporates the agreed upon changes will be issued by the CO.

9.0 MEETINGS AND TRAVEL

Each task order will specify any required meetings or travel to nuclear power plant sites throughout the United States; NRC offices in Rockville, Maryland; NRC regional offices; and any other location required for performance of the work detailed in the task order statement of work. Prior to any trip taken during the period of performance under this agreement that is within the work scope limits, the Laboratory shall obtain approval from the COR or CO if the travel exceeds the total number of person-trips negotiated.

10.0 NRC FURNISHED MATERIALS

Any reports, documents, equipment, and other materials required by the Laboratory to perform the work will be stated in the NRC Furnished Materials Section of the task order. In general, the

task order COR will provide those NRC documents related to the task order that is readily available. Laboratory staff will identify any additional NRC documentation that is needed and the COR will determine whether it will be provided by NRC or obtained directly by Laboratory from Agencywide Document Access Management System (ADAMS), the NRC Public Document Room, or the NRC public web site.

11.0 ORGANIZATIONAL CONFLICT OF INTEREST INFORMATION

Upon submitting a proposal to the NRC, each DOE Laboratory would continue to acknowledge the disclosure requirements of: 1) the NRC Clause, the NRC Conflict of Interest, Management Directive 11.7, Section 2.3.2.12 and Section 2.33; and 2) the provisions of the Memorandum of Understanding (MOU) between DOE and NRC, dated 1998 (which states, in part, that DOE recognizes that Section 170A of the Atomic Energy Act of 1954, as amended, requires that NRC be provided with disclosures on potential conflicts when NRC obtains technical, consulting, research and other supporting services). DOE further recognizes that the assignment of NRC work to DOE laboratories must satisfy NRC's organizational conflict of interest (OCOI) standards.

Therefore, each DOE Laboratory, in its proposal to NRC (which will be incorporated into an interagency agreement between NRC and DOE), is required to make an assertion per #1 or #2 of Part A below. If the DOE Laboratory selects #1, then, it must also fill out the accompanying Part B; whereby the DOE Laboratory must, again, make an assertion by answering each of the five (5) NRC OCOI provisions per the NRC Acquisition Regulation (NRCAR).

PART A:

"In accordance with [INSERT NAME OF DOE LABORATORY] role in, and responsibility for, disclosing its relationships with organizations which conduct business in the same and/or similar technical area as described by the present and/or ongoing NRC project's scope of work, and in accordance with the NRC clause as stated herein, [INSERT NAME OF DOE LABORATORY] hereby asserts that it has examined its relationships with all such organizations, and has also examined its current and future/planned work, and where appropriate, its past work (generally for the previous five years), for DOE and other organizations, and [INSERT NAME OF DOE LABORATORY] states the following:

1) [INSERT NAME OF DOE LABORATORY] hereby discloses the following relationships _____ [state the name of persons, organizations, and business relationships, etc. **] _____ that may give rise to a potential OCOI. (DOE Laboratory must answer the questions in Part B below);

Or

2) [INSERT NAME OF DOE LABORATORY] to the best of its knowledge and belief, asserts that it has no current work, planned work, and where appropriate, past work for DOE and others (to mean - organizations in the same and/or similar technical area as the present and/or ongoing NRC project scope of work); and [INSERT NAME OF DOE LABORATORY] hereby asserts that

it is not aware of any same/similar technical work that would give rise to any potential OCOI as defined in the Atomic Energy Act of 1954, as amended, and in the NRC/DOE MOU.

Signed: _____

PART B:

In accordance with [INSERT NAME OF DOE LABORATORY] role/responsibility regarding OCOI disclosure, as stated in Part A, above [INSERT NAME OF DOE LABORATORY] further discloses, to the best of its knowledge and belief, that:

1) [INSERT NAME OF DOE LABORATORY] and/or any of its organizational affiliates* as defined in Part A above [does/does not] provide advice and recommendations to the NRC in the same technical area (e.g., fire protection, probable risk assessment, seismic, vulnerability analysis, fracture mechanics) where it is also providing consulting assistance to any organization regulated by NRC. If [INSERT NAME OF DOE LABORATORY] "does" - the [INSERT NAME OF DOE LABORATORY] hereby discloses such organization(s) in Part A above;

2) [INSERT NAME OF DOE LABORATORY] and/or any of its organizational affiliates as defined in Part A above [does/does not] provide advice and recommendations to the NRC on the same or similar matter (e.g., particular licensing amendment, particular EIS, particular high level waste repository site) on which it is also providing assistance to any organization regulated by NRC. If [INSERT NAME OF DOE LABORATORY] "does" - the [INSERT NAME OF DOE LABORATORY] hereby discloses such organization(s) in Part A above;

3) [INSERT NAME OF DOE LABORATORY] and/or any of its organizational affiliates as defined in Part A above [will/will not] be required to evaluate its own products or services, or has been substantially involved in the development or marketing of the products or services of another entity. If [INSERT NAME OF DOE LABORATORY] "does" - the [INSERT NAME OF DOE LABORATORY] hereby discloses such organization(s) in Part A above;

4) [INSERT NAME OF DOE LABORATORY] and/or any of its organizational affiliates as defined in Part A above [does/does not] have a conflicting role, given the award of the present and/or ongoing NRC project, in which its judgment or the judgment of any of its organizations may be biased in relation to its work for NRC. If [INSERT NAME OF DOE LABORATORY] "does" – the [INSERT NAME OF DOE LABORATORY] hereby discloses such conflicting role(s) with organization(s) in Part A above;

5) [INSERT NAME OF DOE LABORATORY] and/or any of its organizational affiliates as defined in Part A above [are/are not] soliciting or performing concurrent work at an applicant or licensee site, while performing work in the same/similar technical area for NRC at the same site. If [INSERT NAME OF DOE LABORATORY] "does" – then the [INSERT NAME OF DOE LABORATORY] hereby discloses such organization(s) in Part A above."

Signed: _____

*Organization affiliate – Business concerns which are affiliates (related) to each other when either directly or indirectly, one concern or individual controls or has the power to control another, or when a third party (i.e., parent firm) has the power to control both.

** The Atomic Energy Act of 1952 uses the term "person" to mean any entity – e.g., sole proprietorship, partnership, joint venture, corporation; university; limited partnership, subchapter S corporation; limited liability company, etc.

The OCOI disclosure requirement extends to any subcontractors the DOE laboratory intends to use under the agreement.

12.0 LICENSE FEE

Plant specific licensing actions are fee recoverable. Each task order will state whether or not the work is license fee recoverable.

13.0 SECURITY REQUIREMENTS

Work performed under this agreement may have specific security requirements. Individual task orders will define the security requirements necessary for the scope of work being performed.

14.0 ATTACHMENTS:

1. Staffing Plan Format
2. Project Plan Format
3. Performance Evaluation Plan
4. Performance Requirements Summary
5. Monthly Letter Status Report Requirements
6. Electronic Spending Plan (Excel Spreadsheet)

Staffing Plan Format

The staffing plan shall identify all proposed organizational resources to be dedicated to the task order effort. The plan shall clearly indicate the capabilities of the proposed personnel to perform the effort described in the statement of work for the specific task order effort. The following (or similar) format shall be used to represent the staffing plan. The staffing plan shall include the name, discipline/expertise, project role, and estimated hours of all personnel proposed to accomplish the effort, as well as, all proposed consultants and subcontract personnel. For all personnel not initially proposed in the base agreement, provide a resume.

You are also required to identify any current/former NRC employees (list name, title, and date individual left NRC and provide a brief description of the individual's role under this proposal). If there are no current/former NRC employees involved, a negative statement is required.

Staffing Plan - Task Order

Name	Expertise	Project Role (task)	Title	Est. Hours

Attachment 1

Project Plan Format

The project plan shall clearly describe your organization's planned technical and management approach to performing the effort described in the statement of work for the specific task order. You shall describe your proposed technical approach by task or phase, identifying for each, the schedule, milestones, and deliverables (in Microsoft Project[7] or similar format); the methodology, innovations, and quality control measures to be used; problems and risks anticipated, as well as your risk mitigation plans. You shall also describe the management and administrative controls your organization will employ to meet the cost, performance, and schedule requirements of the effort. Once established, and approved by the COR, the project management plan, inclusive of schedule, shall form the basis for accomplishment of the task order and shall be used as a means to assess performance.

Project Plan Approach
A team of experts (e.g., Key Personnel) as identified in the attached staffing plan will be assigned to this effort. The effort will be conducted according to the following process and schedule. Innovations to be used to ensure the schedule is met consist of use of Microsoft Project[7] or similar format.

Task Name	Duration	Projected Start Date	Projected Finish Date
Authorization to Proceed - Staff assignments finalized			
Meeting with NRC for review of Project Plan			
Finalized Project Plan submitted (Deliverable)			
Task 1 - AAA			
Task 2 - BBB Report Completed (Deliverable)			
Internal Performance assessment completed (mid-project)			
Lessons learned documented			
Review NRC completed Performance Assessment and provide comments & lessons learned			

Quality Control — All deliverable products will receive peer review by an independent experienced editor and technical reviewer prior to being submitted to NRC. A NUREG template will be used by all reviewers.

Risk Mitigation	The schedule for this effort is critical to completion of the entire review and update program. As such, a web-based database will be used to accumulate and share updated reports. Staff will meet with all stakeholders to discuss changes prior to incorporation of the changes into the final document to eliminate numerous iterations.

Performance Evaluation Plan

Agreement No. Task Order #: Rating Period: MM/DD/YYYY to MM/DD/YYYY

COR: (Contractor) PM:

Assessment of Task Order Performance

Category	Rating			
I. Technical Performance	Excellent	Satisfactory	Unsatisfactory	N/A
Appropriate Standard Review Plan (SRP)/Environmental Impact Statements (EIS) Sections/Licensing Documents/Amendments Reviewed				
Incorporation of Comments				
II. Task Management	Excellent	Satisfactory	Unsatisfactory	N/A
Timeliness (Schedule)				
III. Budget Management	Excellent	Satisfactory	Unsatisfactory	N/A
Budget Compliance				

Note: A written justification is required, and must be attached, for any rating of Unsatisfactory; however, comments may still be provided with a Satisfactory rating if there are issues of concern.

COR
I certify that the above evaluation is accurate.

Comment:

Signature Date

Attachment 3

Rating Scale and Subcategory Definition

Appropriate Documents Reviewed and Technical Input Submitted

- Excellent - Reviewed all appropriate documents and provided input as specified in the Task Order. Interfaced with NRC staff as required to collect their inputs, and made recommendations in a clear and concise manner.

- Satisfactory - Addressed all appropriate documents as specified in the Task Order. Communication with the NRC staff was infrequent (less than weekly) but adequate.

- Unsatisfactory - Did not address 2 or more appropriate input requirements as specified in the Task Order. Communications with NRC staff was infrequent and inadequate.

Budget

- Excellent - Performed all work specified in the Task Order at or within the initial budget.

- Satisfactory - Performed all identified tasks within the NRC adjusted budget that was adjusted for issues outside the Contractor's control. Contractor identified budget and schedule issues promptly to NRC to allow adequate time to evaluate the situation and revise the budget as needed.

- Unsatisfactory - Failed to complete work specified in the Task Order within budget. Did not adequately keep NRC advised of issues that could affect the task budget or schedule.

Incorporation of Comments

- Excellent - Communicated effectively and in a timely manner with NRC to incorporate NRC comments promptly and correctly. Resolved or incorporated major comments in one iteration. General and editorial comments were resolved quickly and ahead of schedule. Questions and potential issues were resolved in a highly professional manner.

- Satisfactory - Communicated adequately with the NRC staff to collect and incorporate comments. One or more rounds of comment resolution were required to resolve major issues. General and editorial comments were resolved within the established scheduled time period.

- Unsatisfactory - Communication between the contractor and NRC was inadequate to identify and incorporate comments in a timely manner. Several iterations of comment resolution were insufficient to incorporate the NRC comments. Major issue resolution was not pursued appropriately, and general and editorial comments were not adequately addressed, which caused a schedule delay.

Timeliness

- Excellent - Completed all tasks on or ahead of schedule
- Satisfactory - Completed all tasks at or ahead of the schedule revised due to circumstances beyond the contractor's control.
- Unsatisfactory - Exceeded the agreed upon (or revised) schedule by greater than 2 business days.

Performance Requirements Summary

Performance Requirements and Deliverables	Standard	Method of Review	Incentive/Deduction
Management Controls	A Project Plan shall be established consistent with the NRC licensing review schedule. The format for this Project Plan is provided in Attachment 2. Once established, and approved by the COR, the project plan, inclusive of schedule, shall form the basis for accomplishment of the task order and shall be used as a means to assess performance.	The COR or designee will review. The licensing review schedule will be updated and monitored on a frequent basis. The COR shall assess the performance of the contractor for each task order using the Performance Evaluation Plan provided in Attachment 3.	Full payment for 100 percent compliance. Items determined to be missing or incorrect will be corrected by the contractor. Award of subsequent task orders will be based on the assigned contractors ability to meet the schedule, milestones, and deliverable requirements of the preceding orders as documented on Attachment 3.
Technical Evaluation Report	The format is provided in each task order. The content should address the relevant portion of the reference standard and any Safety Evaluation Report (SER) writing templates furnished by the NRC.	The COR or designee will review the technical letter report to the standards to assure compliance. The COR shall assess the performance of the contractor for each task order using the Performance Evaluation Plan provided in Attachment 3.	Full payment for 100 percent compliance. Items determined to be missing or incorrect will be corrected by the contractor. Award of subsequent task orders will be based on the assigned contractor's ability to meet the schedule, milestones, and deliverable requirements of the preceding orders as documented on Attachment 3.

Performance Requirements and Deliverables	Standard	Method of Review	Incentive/Deduction
Request for additional information (RAIs)	Guidance for writing RAIs is provided in each task order.	The COR or designee will review the RAIs to the standards to assure compliance. The COR shall assess the performance of the contractor using the Performance Evaluation Plan provided in Attachment 3.	Full payment for 100 percent compliance. Items determined to be missing or incorrect will be corrected by the contractor. Award of subsequent task orders will be based on the assigned contractor's ability to meet the schedule, milestones, and deliverable requirements of the preceding orders documented on Attachment 3.

MONTHLY LETTER STATUS REPORT INSTRUCTIONS

In accordance with Management Directive 11.7, NRC Procedures for Placement and Monitoring of Work with the U.S. Department of Energy, the DOE Laboratory must submit an electronic Monthly Letter Status Report (MLSR) by the 20th day of each month to the Contracting Officer's Representative (COR), the Contracting Officer (CO), and ContractsPOT.Resource@nrc.gov. If the project is a task ordering agreement, a separate MLSR and a summary project MSLR must be submitted for each task order. A task order MLSR is required even if work was not performed during the reporting period. When NRC determines that work under a task order was completed and that the final costs are acceptable, the task order may be omitted from the MLSR.

The MLSR must include the agreement number; the task order number, if applicable; the job code number; the title of the project; project period of performance; the task order period of performance, if applicable; the COR's name, telephone number, and e-mail address; the full name and address of the DOE Laboratory; the principal investigator's name, telephone number and e-mail address; and the reporting period. In addition, the MLSR must include the following information:

FINANCIAL STATUS SECTION

A. Overall Funding

Provide the following:
Total Ceiling Amount: $
Total Amount of Funds Obligated to Date: $
Total Amount of Funds Expended to Date: $
Percentage of Funds Expended to Date: %
Balance of Obligated Funds Remaining: $
Total Estimated Encumbered Costs: $
Balance Available Less Encumbered Costs: $

Encumbered costs are committed costs (also known as commitments) against a specific purpose. Costs are considered encumbered, or set aside, when funds are reserved for payment once the materials are received or services are rendered.

B. DOE Laboratory Acquired Property

Report all property with an acquisition cost of $5,000 or more, including Information Technology (IT) hardware and software, acquired for the project during the month. Report all sensitive property regardless of cost. The following information is required on each reported property: item; the property description; the manufacturer, model number, and serial number, if applicable; the acquisition cost; the date received; and the DOE or DOE Laboratory property identification number, when appropriate. If property was not acquired during the reporting month, include a negative statement to that effect in the MLSR.

The final MLSR must include a closeout property report certifying that property acquired under the NRC project with an acquisition cost of greater than $5,000, including IT hardware and

software, and sensitive property regardless of cost, is included in the DOE official property records and that the list is complete. For each item listed, the report must contain the item description; manufacturer, the model number, the serial number, if applicable; the acquisition or development cost; the date received, and the DOE or DOE Laboratory property identification number, when appropriate. The closeout property report must identify any ongoing or contemplated NRC projects on which the property could be utilized. The report must identify if property was not acquired under the project, include a negative statement property if requiring special handling based on security, health, safety, or other reasons as to that affect.

C. NRC-Funded Software Developed

Report NRC funded software with a useful life of 2 years or more and a development cost of greater than $5,000. Provide the following information on each NRC funded software: the software name and function; the development cost; the computer language used; the operation system; the physical location of the software and/or the hardware system; the date the software development was completed; and the scheduled replacement date or projected useful life. If the useful like is not readily apparent, the useful life is considered to be 5 years from the day the software was considered operational.

TECHNICAL STATUS SECTION

A. Deliverables/Milestones Schedule

Provide the following information for each deliverable/milestone identified in the SOW: the associated task; the description; the planned completion date; the revised completion date if applicable; and, the actual completion date. The deliverables/milestones schedule must be revised as necessary. Any variance in schedule must be identified and discussed in detail. Discussion must include the cause for the variance, together with any proposed solution to bring the dates within the original planned dates.

B. Progress During Reporting Period

Provide a clear and concise discussion of the work performed during the reporting period. At a minimum, these discussions must include sufficient detail to support the costs reported for the reporting period. A summary of significant meetings and conference calls may be included. In addition, the current status of each task must be identified. **Progress reported as "worked on all tasks" is not acceptable.**

C. Travel

Travel taken during the reporting period must be fully described and must include, at a minimum, the purpose of the travel, whether prior NRC authorization was required and obtained, the names of all travelers, the beginning and ending dates of the travel, and the destination point.

D. Description of Estimated Encumbered Costs
INSERT LANGUAGE HERE

E. Anticipated and Encountered Problem Areas

Problems encountered during the reporting period and anticipated in subsequent period(s) must

be identified. Discussion of problems encountered during the reporting period must include the actual solution. If the solution was not implemented during the reporting period, a detailed discussion of the proposed solution must be included. The status of the problem must be updated in subsequent MLSRs until problem resolution is achieved and reported. Clearly identify the person(s) and/or organization(s) with responsibility to address the problem. If NRC is required to take action to resolve a problem or concern, the COR should be notified separately.

A discussion of the impact on the projected cost and schedule of the project or task order must be included. If the projected actual cost is expected to be greater than or less than the planned cost and/or if the schedule is projected to be longer than or less than the planned schedule, an in depth rationale for the difference(s) must be provided. Actions to mitigate schedule delays and/or cost increases must be thoroughly described.

Problems or circumstances requiring a modification to the level of effort, estimated cost, scope of work, or travel requirements must also be discussed in the MLSR. The COR should be notified separately if a modification is needed. **Such notification must not be delayed until issuance of the MLSR.**

F. Plans for the Next Reporting Period

Provide a concise discussion of work to be performed and a description of anticipated travel during the next reporting period. Describe milestones anticipated to be completed in the next reporting period.

License Fee Recovery Cost Status (Applicable to Fee-Recoverable work only)

Pursuant to the provisions on fees of Title 10 of the *Code of Federal Regulations* Parts 170 and 171, provide the total amount of fee recoverable costs incurred during the reporting period and fiscal year to date for each project or task order. The License Fee Recovery Cost Status (LFRCS) must be on a separate page as part of the MLSR for the agreement, and must be in the format provided in the MLSR template under the LFRCS Section. If fee recoverable costs were not incurred during the reporting period. The DOE Laboratory must indicate if fee recoverable costs should not be rounded to the nearest dollar.

Facilities must be sorted by docket number. Unit numbers, for example, Beaver Valley 2, must be identified for each facility included in the LFRCS table. For projects or task orders that involve more than one unit, each unit must be listed separately and the costs must be split appropriately between the units. Common costs, as defined below, must be identified separately in the LFRCS table and must be divided among all facilities where work was performed during the reporting period. The total of the period costs reported in the LFRCS table must equal the total of the period costs reported in the Financial Status section of the MLSR. In the event the LFRCS and Financial Status section totals are not equal, an explanation for the variance must be provided.

"Common costs" are costs associated with the performance of an overall program that benefit all similar licensees covered under that program or that are required to satisfactorily carry out the program. Common costs include costs associated with the following: preparatory or startup efforts to interpret and reach agreement on methodology, approach, acceptance criteria, regulatory position, or technical reporting requirements; efforts associated with the lead-plant concept that might be involved during the first one or two plant reviews; meetings and

discussions involving the above efforts to provide orientation, background knowledge, or guidance during the course of a program; any technical effort applied to a category of plants; and project management. Common costs, at a minimum, must be reported quarterly in the MLSR. The common costs for the quarter must be apportioned in proportion to the costs incurred during the quarter for each of the plants for which work was performed. DOE laboratories that are able to report common costs on a monthly basis must do so.

SPENDING PLAN UPDATE

The initial DOE Laboratory Project Spending Plan must be included in the initial MLSR. Thereafter, the spending plan must be updated on the MLSR Spending Plan Update Template in Excel, and submitted with the MLSR. Spending plan updates cover two fiscal years (current fiscal year and following fiscal year). Discussion must include significant spending plan variances, the cause for the variance, and proposed solutions to bring the cost within planned amounts. Definitions of spending plan are provided below:

Planned – Spending plan agreed to by the parties in Part 3, Spending Plan, of the DOE Laboratory Project and Cost Proposal for NRC Work.
Revised – Updated spending plan revised by the DOE Laboratory. Spending plan must be updated as necessary.
Actual – Total costs expended by the DOE Laboratory as reported in the MLSR.
Variance – Percentage difference between planned, or revised if applicable, and actual.

MONTHLY LETTER STATUS REPORT

Reporting Period Start Date	**Reporting Period End Date**	
NRC Agreement Number	**Task Order Number (if applicable)**	**Common Cost Center Code**
Project Title		
Period of Performance Start Date	**Period of Performance End Date**	
COR	**Telephone**	**E-mail**
DOE Laboratory		
DOE Site Address		
Principal Investigator	**Telephone**	**E-mail**

Financial Status Section

A. Overall Funding

Current Month Cost: $
Total Ceiling Amount: $
Total Amount of Funds Obligated to Date: $
Total Amount of Funds Expended to Date: $
Percentage of Funds Expended to Date: %
Balance of Obligated Funds Remaining: $
Total Estimated Encumbered Costs: $
Balance Available Less Estimated Encumbered Costs: $

B. DOE Laboratory Acquired Property

Item*	Description	Manufacturer	Model Number	Serial Number	Acquisition Cost ($)	Receipt Date	Property Identification Number

*Asterisk represents sensitive item

C. NRC-Funded Software Developed

Name *	Function	Development Cost ($)	Computer Language Used	Operating System	Location of System	Date Software Completed	Date of Scheduled Replacement/Useful Life

*Asterisk represents sensitive software

Technical Status Section

A. Deliverables/Milestones Schedule

Task	Description	Planned Completion Date	Revised Completion Date (if applicable)	Actual Completion Date

B. Progress During Reporting Period

C. Travel

D. Description of Estimated Encumbered Costs

E. Anticipated and Encountered Problem Areas

F. Plans for the Next Reporting Period

LICENSE FEE RECOVERY COST STATUS
(Sample Task Order)

DOE Contract No./Job Code:

Title:

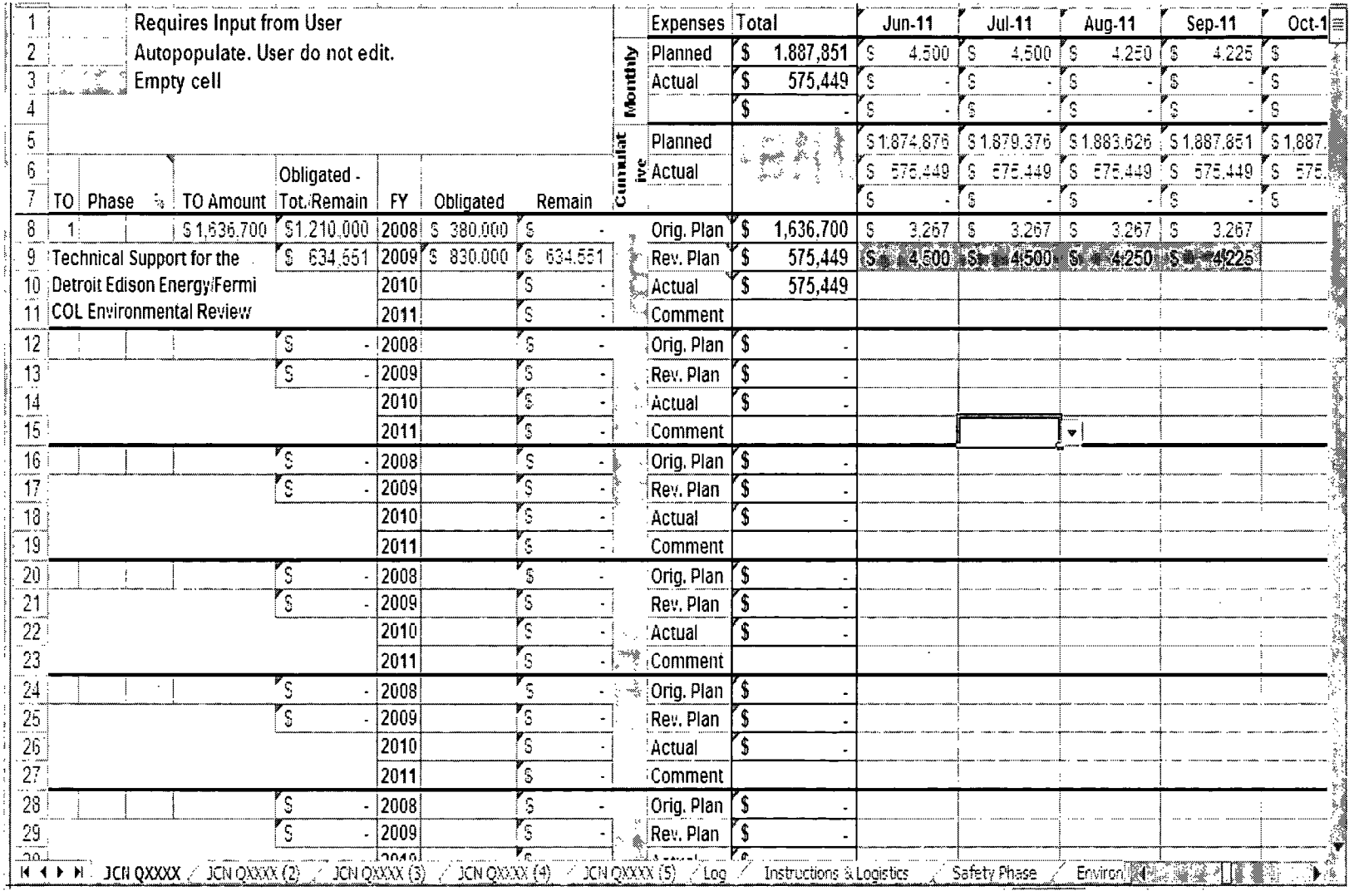
Period:

Report Title	Facility Name	Docket Number	Identification Number	Period Costs	Cumulative Cost This Fiscal Year
Common Costs*					
Task 1					
Task 2					

No license fee recoverable costs were incurred during the reporting period.

*Common costs shall be reported on a quarterly basis in the MLSR at a minimum. Those laboratories that are able to report common costs on a monthly basis shall do so.

SAMPLE ELECTRONIC SPENDING PLAN



Requires Input from User
Autopopulate. User do not edit.
Empty cell

TO	Phase	TO Amount	Obligated - Tot./Remain	FY	Obligated	Remain
1		$ 1,636,700	$1,210,000	2008	$ 380,000	$ -
Technical Support for the			$ 634,551	2009	$ 830,000	$ 634,551
Detroit Edison Energy/Fermi				2010		$ -
COL Environmental Review				2011		$ -
			$ -	2008		$ -
			$ -	2009		$ -
				2010		$ -
				2011		$ -
			$ -	2008		$ -
			$ -	2009		$ -
				2010		$ -
				2011		$ -
			$ -	2008		$ -
			$ -	2009		$ -
				2010		$ -
				2011		$ -
			$ -	2008		$ -
			$ -	2009		$ -
				2010		$ -
				2011		$ -
			$ -	2008		$ -
			$ -	2009		$ -

Expenses	Total	Jun-11	Jul-11	Aug-11	Sep-11	Oct-1
Monthly Planned	$ 1,887,851	$ 4,500	$ 4,500	$ 4,250	$ 4,225	$
Monthly Actual	$ 575,449	$ -	$ -	$ -	$ -	$
	$ -	$ -	$ -	$ -	$ -	$
Cumulative Planned		$ 1,874,876	$ 1,879,376	$ 1,883,626	$ 1,887,851	$ 1,887.
Cumulative Actual		$ 575,449	$ 575,449	$ 575,449	$ 575,449	$ 575.
		$ -	$ -	$ -	$ -	$
Orig. Plan	$ 1,636,700	$ 3,267	$ 3,267	$ 3,267	$ 3,267	
Rev. Plan	$ 575,449	$ 4,500	$ 4,500	$ 4,250	$ 4,225	
Actual	$ 575,449					
Comment						
Orig. Plan	$ -					
Rev. Plan	$ -					
Actual	$ -					
Comment						
Orig. Plan	$ -					
Rev. Plan	$ -					
Actual	$ -					
Comment						
Orig. Plan	$ -					
Rev. Plan	$ -					
Actual	$ -					
Comment						
Orig. Plan	$ -					
Rev. Plan	$ -					
Actual	$ -					
Comment						
Orig. Plan	$ -					
Rev. Plan	$ -					

JCN QXXXX | JCN QXXXX (2) | JCN QXXXX (3) | JCN QXXXX (4) | JCN QXXXX (5) | Log | Instructions & Logistics | Safety Phase | Environ

Attachment 6