

Dear FOIA Requester:

The FOIA Improvement Act of 2016, which was enacted on June 30, 2016, made several changes to the Freedom of Information Act (FOIA). Federal agencies must revise their FOIA regulations to reflect those changes by December 27, 2016. In addition to revising our regulations, we intend to update the Form 464, which we use to respond to FOIA requests.

In the interim, please see the comment box in Part I.C of the attached Form 464. The comment box includes information related to the recent changes to FOIA that is applicable to your FOIA request, including an updated time period for filing an administrative appeal with the NRC.

Sincerely yours,

*Stephanie Blaney /S/*

Stephanie Blaney  
FOIA Officer



# RESPONSE TO FREEDOM OF INFORMATION ACT (FOIA) REQUEST

2017-0217

1

RESPONSE TYPE  INTERIM  FINAL

**REQUESTER:**

Michael Ravnitzky

**DATE:**

01/13/2017

**DESCRIPTION OF REQUESTED RECORDS:**

- 1) A copy of the current listing or printout of the Office of the Executive Director of Operations (OEDO) Procedures (all years)
- 2) A copy of the current listing or printout of OEDO Notices (all years)

### PART I. -- INFORMATION RELEASED

- Agency records subject to the request are already available in public ADAMS or on microfiche in the NRC Public Document Room.
- Agency records subject to the request are enclosed.
- Records subject to the request that contain information originated by or of interest to another Federal agency have been referred to that agency (see comments section) for a disclosure determination and direct response to you.
- We are continuing to process your request.
- See Comments.

### PART I.A -- FEES

AMOUNT\*

\$

\*See Comments for details

- You will be billed by NRC for the amount listed.
- None. Minimum fee threshold not met.
- You will receive a refund for the amount listed.
- Fees waived.

### PART I.B -- INFORMATION NOT LOCATED OR WITHHELD FROM DISCLOSURE

- We did not locate any agency records responsive to your request. *Note:* Agencies may treat three discrete categories of law enforcement and national security records as not subject to the FOIA ("exclusions"). 5 U.S.C. 552(c). This is a standard notification given to all requesters; it should not be taken to mean that any excluded records do, or do not, exist.
- We have withheld certain information pursuant to the FOIA exemptions described, and for the reasons stated, in Part II.
- Because this is an interim response to your request, you may not appeal at this time. We will notify you of your right to appeal any of the responses we have issued in response to your request when we issue our final determination.
- You may appeal this final determination within 30 calendar days of the date of this response by sending a letter or email to the FOIA Officer, at U.S. Nuclear Regulatory Commission, Washington, D.C. 20555-0001, or [FOIA.Resource@nrc.gov](mailto:FOIA.Resource@nrc.gov). Please be sure to include on your letter or email that it is a "FOIA Appeal."

### PART I.C COMMENTS ( Use attached Comments continuation page if required)

In conformance with the FOIA Improvement Act of 2016, the NRC is informing you that you have the right to seek assistance from the NRC's FOIA Public Liaison.

**SIGNATURE - FREEDOM OF INFORMATION ACT OFFICER**

*Stephanie A. Blaney*

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## OEDO Procedures Type View

| <input type="checkbox"/>                          | No.           | Title  | Owner             | Latest Revision | Comments                             | Guidance                | Link                   |
|---|---------------|--|-------------------|-----------------|--------------------------------------|-------------------------|------------------------|
| <b>[-] Guidance : (1)</b>                         |               |  |                   |                 |                                      |                         |                        |
|   | 100           | Preparing and Maintaining OEDO Procedures and Notices              | Jack Foster       | 2/17/2012       | Verified complete 5/27/14            |                         | ML12019A365            |
| <b>[-] Guidance : Budget Activities (1)</b>       |               |  |                   |                 |                                      |                         |                        |
|   | P0601         | Strategic Add/Shed/Defer Process                                   | Maria Schofer     | 12/8/2015       |                                      | Budget Activities       | ML15342A417            |
| <b>[-] Guidance : Communications (6)</b>          |               |  |                   |                 |                                      |                         |                        |
|   |               | Communication Website  |                   |                 |                                      | Communications          | Communications Website |
|   | N2009-0430-01 | Communication Plans  |                   | 2/2/2009        |                                      | Communications          | ML090210721            |
|   | P0410         | Weekly Information Report  | Lance Rakevan     | 7/1/2006        |                                      | Communications          | ML061720521            |
|   | P0420         | Semiannual Report to Congress, Revision 2                          | Roger Rihm        | 7/24/2012       | Verified complete 7/3/13             | Communications          | ML12202B190            |
|   | P0440         | Congressional Correspondence Response Process                      | Roger Rihm        | 2/18/2011       | Verified complete 7/3/13             | Communications          | ML110350594            |
|   | P0450         | Foreign and Domestic Travel Threat Response Process, Revision 1    | Christian Araguas | 12/28/2016      |                                      | Communications          | ML16342B935            |
| <b>[-] Guidance : Coordination Activities (9)</b> |               |  |                   |                 |                                      |                         |                        |
|   | P0210         | EDO Procedure for Coordination with ACRS/ACNW, Revision 1          | Chen              | 3/15/2013       |                                      | Coordination Activities | ML13051A757            |
|   | P0220         | Coordination with the Institute of Nuclear Power Operations (INPO) | Peduzzi           | 9/30/2010       | Verified complete 7/3/13             | Coordination Activities | ML102560529            |
|   | P0230         | Staff Requirements Memoranda Coordination                          | Dudek             | 8/16/2006       | Revision est. time when done 2 weeks | Coordination Activities | ML060250566            |
|   | P0240         | Guidance for Preparing Briefing Packages                           | Sanfilippo        |                 | Verified complete 09/19/13           | Coordination Activities | ML13262A361            |
|   | P0240         | Appendix A - Template: Standard Briefing Package Format            | Sanfilippo        |                 | Verified complete 7/8/13             | Coordination Activities | ML13262A365            |
|   | P0250         | Guidance on Supporting Government Accountability Office Audits     | Jesse Arildsen    |                 |                                      | Coordination Activities | ML13266A159            |
|   | P0260         | Tracking Agency Participation with External Organizations          | Sanfilippo        | 6/2/2006        | verified complete 8/1/13             | Coordination Activities | ML061390299            |
|   | P0270         | Guidance on Supporting Office of Inspector General Audits          | Jesse Arildsen    | 11/13/2014      |                                      | Coordination Activities | ML14294A806            |

|       |                                  |                |           |  |                         |             |
|-------|----------------------------------|----------------|-----------|--|-------------------------|-------------|
| P0290 | International Travel, Revision 1 | Rosales-Cooper | 3/29/2011 |  | Coordination Activities | ML103280041 |
|-------|----------------------------------|----------------|-----------|--|-------------------------|-------------|

**Guidance : Correspondence Procedures (7)**

|       |  |               |            |                                       |                           |             |
|-------|--|---------------|------------|---------------------------------------|---------------------------|-------------|
| P0310 | Notes to Commissioners' Assistants   | Karen Olive   |            | Verified complete 7/8/13              | Correspondence Procedures | ML062300196 |
| P0350 | NRC Daily Notes and One-Week Look Ahead, Revision 4 (Including Additional Attached Information)      | Lance Rakovan | 11/1/2010  |                                       | Correspondence Procedures | ML102930506 |
| P0357 | Correspondence Management  | LaToya Jones  | 12/15/2016 |                                       | Correspondence Procedures | ML16173A109 |
| P0370 | Setting Due Dates for EDO-Controlled Action Items and Requesting Extensions and Transfer, Revision 1 | Rachel Boyer  | 3/24/2009  | UNDER CONSTRUCTION (As of April 2015) | Correspondence Procedures | ML083020494 |
| P0380 | SECY Paper Development Process   | Latif Hamdan  | 12/3/2013  | Revision issued.                      | Correspondence Procedures | ML13329A364 |
| P0380 | SECY Paper Development Process Enclosures - Alignment Meeting Summary and Agreement Update Forms     | Latif Hamdan  | 12/3/2013  |                                       | Correspondence Procedures | ML13329A369 |
| P0390 | OEDO Expectations for Signature Authority  | Roger Rihm    | 1/11/2011  |                                       | Correspondence Procedures | ML103570393 |

**Guidance : Interaction with the Commission (4)**

|       |  |                |           |   |                                 |              |
|-------|--|----------------|-----------|---|---------------------------------|--------------|
|       | Communication Policy for Emergent Law Enforcement or Intelligence Information to the Commission  |                |           | INTERIM GUIDANCE - Until the Development of OEDO-Level Procedure See SECY-16-0079 | Interaction with the Commission | SECY-16-0079 |
| P0510 | Preparing for Commission Meetings, Including Preparation of Briefing Slides, Background Notebooks, and Other Related Documents, Revision 1 | Yen-Ju Chen    | 8/7/2013  |   | Interaction with the Commission | ML12347A129  |
| P0520 | Individual Commissioner Briefings  | Cherrie Corley | 1/18/2007 |   | Interaction with the Commission | ML070100320  |
| P0530 | Responding to Commissioner Requests  |                | 12/5/2011 |   | Interaction with the Commission | ML11333A045  |

**Guidance : Senior Management Procedures (3)**

|       |  |                |           |                          |                              |             |
|-------|--|----------------|-----------|--------------------------|------------------------------|-------------|
| P0920 | Senior Management Availability for Response to Imminent Security Threats     | Peduzzi        | 7/1/2006  | Verified complete 7/3/13 | Senior Management Procedures | ML061700199 |
| P0930 | Task Force Charters  | Dudek          | 1/27/2006 |                          | Senior Management Procedures | ML061880227 |
| P0940 | Guidance for Identifying, Evaluating, and Implementing a Center of Expertise | Samantha Crane | 4/28/2016 |                          | Senior Management Procedures | ML16105A178 |

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