

OFFICE OF NUCLEAR REACTOR REGULATION

LIC-508	Development, Issuance, and Closure of Interim Staff Guidance for the Office of Nuclear Reactor Regulation
Volume 500	Regulatory Improvement
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<p>Summary: LIC-508, "Development, Issuance, and Closure of Interim Staff Guidance for the Office of Nuclear Reactor Regulation," defines the process and provides guidance for developing, issuing, and closing interim staff guidance (ISG). This revision incorporates best practices that align with the development of other agency guidance documents and includes the requirement for periodic reviews of ISGs.</p>	
Training:	None
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Office Instruction: LIC-508, "Development, Issuance, and Closure of Interim Staff Guidance for the Office of Nuclear Reactor Regulation" Dated: April 6, 2020

ADAMS Accession No.: ML19275D549

*via e-mail

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1. **POLICY**

A staff position is an explicit U.S. Nuclear Regulatory Commission (NRC) staff interpretation of measures that, if taken, will satisfy the more generally stated, legally binding body of regulations found in the *Code of Federal Regulations* (CFR).

Staff positions are typically documented in guidance such as standard review plans (SRP) (e.g., NUREG-0800, "Standard Review Plan (SRP) for the Review of Safety Analysis Reports for Nuclear Power Plants: LWR [light-water reactor] Edition") and regulatory guides (RG).

The purpose of interim staff guidance (ISG) is to provide temporary guidance to staff until more durable guidance is incorporated into established NRC regulatory processes (e.g. the SRP). In general, ISGs should be created for unique situations that are not currently addressed in NRC guidance documents. As such, the staff should provide the estimated date when the ISG would no longer be applicable and a plan for withdrawing the ISG. Approved ISGs can be useful in facilitating expedited resolution of emerging technical or licensing issues. To the extent that staff positions and guidance cannot be developed and issued in a timely manner within established NRC regulatory processes, ISGs may be developed to provide staff guidance concerning issues not currently addressed or issues where further clarification is warranted.

2. **OBJECTIVES**

The objective of this office instruction (OI) is to provide a documented and controlled process to ensure that ISGs that cover temporary staff positions or guidance are properly evaluated, documented, and implemented, where appropriate.

This OI ensures that final ISGs are transitioned, where appropriate, to established NRC regulatory processes within a reasonable timeframe to support ISG closure. The ISG should be incorporated into the appropriate SRP, or NRC regulations, as these documents are updated. Corresponding changes to NRC inspection procedures, technical basis documents (e.g., NUREGs), and guidance for applicants and licensees in RGs may also be appropriate.

Although most ISGs provide guidance to NRC staff, they are publicly available, and licensees may review them to understand the NRC staff processes. Draft and final ISGs are located on the NRC's public website (<http://www.nrc.gov/reading-rm/doc-collections/isg/>).

3. **BACKGROUND**

As stated in 10 CFR 50.34(h),

Conformance with the Standard Review Plan (SRP).

...

(3) The SRP was issued to establish criteria that the NRC staff intends to use in evaluating whether an applicant/licensee meets the Commission's regulations.

The SRP is not a substitute for the regulations, and compliance is not a requirement...

Implementation of the criteria and guidelines contained in the SRP is one way for the NRC staff to find that an application provides reasonable assurance that a licensee will comply with NRC regulations and that the conduct of licensed activities will provide adequate protection of public health and safety. The SRP is also intended to make information regarding regulatory matters publicly available to enhance communication with external stakeholders and improve their understanding of the staff review criteria.

RGs are guidance to applicants and licensees. They describe acceptable methods for meeting specific parts of NRC regulations, techniques used by the staff for evaluating specific problems or postulated events, or data needed by the staff for reviewing applications for permits and licenses. RGs are also used to endorse standards or industry documents for use in regulatory applications, where appropriate.

Although neither SRPs nor RGs impose requirements on applicants or licensees, the methods, techniques, and data described in SRPs and RGs are acceptable to the NRC staff for meeting NRC regulations. The public has had an opportunity to provide input to SRPs and RGs since they are noticed for public comment in the *Federal Register*. Applicants or licensees may use alternatives, if sufficient information is provided to demonstrate that NRC regulations are satisfied.

The NRC staff or external stakeholders may identify guidance within an SRP or RG that is unclear, incorrect, or requires revision to reflect current technical or licensing practices. In these cases, new staff guidance or clarifications of existing guidance may be warranted. However, the new guidance or clarification may be needed prior to the next scheduled update of the relevant SRP or RG. In the interim, the ISG process allows staff to identify and address specific areas in guidance documents that need to be revised, until the appropriate NRC regulatory guidance can be updated.

4. BASIC REQUIREMENTS

4.1 Objective

This OI outlines the process that NRR will follow to develop, issue, review, and close ISGs. The Oversight and Support Branch (IRSB) within NRR's Division of Reactor Oversight (DRO) provides project management support to facilitate the development, issuance, review, and closure of ISGs.

4.2 ISG Process

The basic steps involved in the ISG process are presented below.

A. Issue Identification

1. A technical or regulatory issue is identified, which leads to the proposal of new or revised staff guidance. Issues may be identified and proposed by any NRR staff member or external NRC stakeholder (i.e., member of the public, licensee, industry group). The NRR lead BC will determine if an issue warrants the

development of an ISG. Issues raised by external stakeholders will be sponsored by a lead NRR division.

2. The assigned NRR lead documents the proposal for new or revised guidance in writing. The proposal should be documented in an internal memorandum (non-publicly available) from the lead branch chief (BC) to the lead NRR division director. Include the IRSB BC within DRO on distribution. The memo should address whether the proposed guidance:
 - a. Is new or tied to rulemaking efforts.
 - b. Is subject to backfitting, forward fit, and issue finality considerations.
 - c. Justifies the development of an ISG. In general, ISGs should be created for unique situations. As such, the staff should provide the estimated date when the ISG would no longer be applicable and a plan for withdrawing the ISG.

In general, the development tasks within the ISG process are duplicative of the tasks required for the development and issuance of an SRP or RG (e.g., concurrence by appropriate technical staff, public comment, advisory committee review, and Office of the General Counsel (OGC) review). Although there may be near-term benefits associated with the issuance of an ISG, there may be less efficiency gained long-term because the staff will also have to perform similar steps again when transitioning the ISG to more durable regulatory guidance in an SRP or reflecting staff positions in an RG. Nonetheless, if an ISG is warranted for this situation, the memo should describe why an ISG is being used in lieu of an SRP update and state the estimated date that the final ISG will be transitioned to an SRP, or other NRC guidance documents.

A template for an ISG justification memorandum is available in the Agencywide Documents Access and Management System (ADAMS) under Accession No. [ML19309F577](#).

3. Once the memorandum is issued, an ISG project manager (PM) will be assigned from IRSB to coordinate with the NRR lead. The ISG PM, in coordination with the NRR lead, will arrange a meeting to discuss the proposal with the NRR lead division director. Staff within IRSB, the Office of Nuclear Regulatory Research, the Office of Enforcement, and the OGC, or other program office, should be included in these discussions, as appropriate. This will ensure that the appropriate level of communication and consistency is maintained throughout the agency on technical, licensing, legal, and policy matters.
4. After the NRR lead division director approves the development of an ISG, the lead division director informs the NRR Leadership Team. The NRR lead will prepare the draft ISG for concurrence.

B. Preparing the Draft ISG

1. In general, the NRR lead will develop the draft ISG within approximately one to three months of receiving approval from the NRR lead division director to

proceed. In parallel with the development of the draft ISG, the NRR lead will also prepare the draft *Federal Register* notice (FRN).

- a. A template for an ISG is available in the ADAMS under Accession No. [ML16130A682](#).
 - b. A draft ISG FRN template is available in ADAMS under Accession No. [ML14094A364](#). The FRN contains the basis for the ISG along with a brief discussion of the NRC's plans to transition the ISG, where appropriate, into established NRC regulatory guidance.
 - c. The normal public comment period for a draft ISG is 30 days. For complex issues, the staff may provide a longer public comment period (e.g., 45-day or 60-day period).
2. After both documents are prepared and entered into ADAMS, the NRR lead will provide the ADAMS Accession numbers for the draft ISG and FRN to the ISG PM for review and comment. The NRR lead will ensure that the ISG PM is assigned owner rights to the documents in ADAMS. The assigned ISG PM will:
 - a. Provide comments to the NRR lead within 2 weeks of receipt.
 - b. Coordinate with the appropriate administrative assistants to prepare a concurrence package.
 3. When the draft ISG is ready for concurrence, the ISG PM will provide the draft ISG to QTE.Resource@nrc.gov for a technical edit.
 4. Following the incorporation of additional edits to the draft ISG and draft FRN, the ISG PM will route both documents electronically through the concurrence process to support issuance for public comment.
 5. Interactions with the Advisory Committee on Reactor Safeguards (ACRS) should be conducted in accordance with the most current Memorandum of Understanding signed by the EDO and ACRS Executive Director. The ISG PM will transmit the draft ISG (and any supporting documents) by e-mail to the Executive Director and technical support BC for the ACRS at the same time it is routed to the program office(s) for review, comment, and concurrence. The e-mail should identify whether the ISG is new or tied to rulemaking efforts, provide the estimated date to issue the draft ISG for public comment, and request that the ACRS determine whether it prefers to review the draft ISG before it is issued for public comment and/or after public comments are addressed. Upon receipt, the ACRS will determine if it wants to review the ISG during its next full committee meeting, which occurs around the first week of the month, except for January and August, when there are no full committee meetings. The ACRS will inform the ISG PM by e-mail of any decision to review the draft ISG within 3 business days after the full committee meeting. Note that documentation should be sent to the ACRS support staff at least 2 weeks before the Committee meets so that the Members may be properly prepared to discuss the issue.

- a. The ACRS has agreed that the NRC staff does not have to wait for an ACRS decision before issuing the draft ISG for public comment, unless the draft ISG is new or tied to rulemaking. However, the ACRS would like an opportunity to review draft ISGs where the subject is new or tied to rulemaking before they are issued for public comment.
 - b. If the ACRS chooses not to review the draft ISG, the ACRS Executive Director will document this decision in a memorandum to the NRC Executive Director for Operations (EDO) after the full committee meeting at which it was discussed.
 - c. If the ACRS chooses to review the draft ISG, the ACRS support staff will contact the cognizant staff in the program office to schedule the necessary ACRS meeting(s). The ACRS support staff will also inform NRC staff if the ACRS would like the review to be done before issuing the draft ISG for public comment, during, or after the public comment period. Any comment or concern provided by the ACRS should be addressed prior to issuing the draft ISG for public comment or during the preparation of the final ISG as requested by the ACRS.
6. Review and concurrence (statement of no legal objection (NLO)) by OGC is required on the draft ISG and FRN. The ISG PM will submit both documents by e-mail to the OGC Mailroom (RidsOgcMailCenter.Resource@nrc.gov) to request a legal review of the NRC staff's guidance and FRN. The Legal Research Center (LRC), within OGC, will also be assigned to review the FRN for format and content to ensure the document meets the Office of the Federal Register requirements. The NRR lead is responsible for resolving comments associated with OGC's review of the draft ISG.
- C. Release for Public Comment
1. Upon completion of the required internal reviews, management approvals, and OGC NLO, the ISG PM will:
 - a. Coordinate with OGC's LRC on the issuance of the draft ISG in the *Federal Register*. Additional information on the NRC's FRN process can be found at <https://drupal.nrc.gov/ogc/32869>.
 - b. Request that the DRO licensing assistant submit a request to NRRWebServicesResource@nrc.gov to post the FRN of the draft ISG to the NRC's public Web site <https://www.nrc.gov/public-involve/doc-comment.html#isg>.
 - c. Inform interested external stakeholders via letter or e-mail, as appropriate, once the draft ISG is available for public comment in the *Federal Register*.
 2. Depending upon the complexity and level of public interest, the lead technical division may hold a public meeting on the draft ISG during the public comment period to allow interested parties to discuss relevant issues. Members of the

public will be instructed in public meetings to provide any formal comments for NRC staff consideration on the draft ISG through <http://www.regulations.gov>.

D. Resolution of Public Comments

Once the public comment period closes, all public comments provided in response to the ISG will be made public in ADAMS, as appropriate. The NRR lead will apply the following general guidelines to document the NRC's comment resolution. It should be noted that the final comment resolution document could be used as a reference during future revisions. The comment resolution document should contain enough information to not only address the comment provided, but to provide some background for knowledge management.

1. Organize/Group Comments (According to Topics)
2. List Other Comments Outside of Grouped Comments (if any)
3. Recommended Format:
 - a. Within each category, repeat comments as written by the commenter, if necessary, summarize the comments for conciseness and clarity.
 - b. At the end of the comment or comment summary, reference the specific public comments and the letters by which they were provided to the NRC. Specific comments are referred to in the form [XXX]-[YYY]-[ZZZ], where: [XXX] represents the commenter abbreviation, [YYY] represents the letter number, and [ZZZ] represents the sequential comment number from that commenter.
 - c. Comment responses should begin with a direct statement of the NRC staff's position on a comment (e.g., "The NRC agrees with the comment" or the "NRC disagrees with the comment").
 - 1) If the NRC staff agrees with a comment, explain why and provide a clear statement as to how the relevant language in the ISG was revised or supplemented to address the comment. Include the following language at the end of the comment response: "The final ISG was changed by *<describe the change; if necessary by quoting the newly revised language>*."
 - 2) If the NRC staff disagrees with a comment and no change was made to the ISG, then explain why and provide the following language at the end of the comment response: "No change was made to the final ISG as a result of this comment."
 - 3) If the NRC staff agrees in part or disagrees in part with a comment, provide a clear explanation as to which parts of the comment the NRC staff agrees or disagrees with and why. Include the appropriate language as described above depending on whether the ISG was changed as a result of the comment.

E. Preparation and Coordination of the Final ISG

1. The NRR lead for the ISG will:
 - a. Prepare the final ISG. Revise the ISG if any changes resulted from the staff's resolution of public comments. Prepare a tracked change and clean version of the document to facilitate the review of any changes during the concurrence process. The resolution of all public comments will be included as an enclosure to the final ISG.
 - b. Prepare the *Federal Register* notice. A final ISG FRN template is available in ADAMS under Accession No. [ML15259A002](#).
 - c. Prepare the Congressional Review Act (CRA) summary for the final ISG. A link to the CRA summary template is available on SharePoint at: <https://usnrc.sharepoint.com/teams/NMSS-Congressional-Review-Act> and is available in ADAMS under Accession No. [ML17090A465](#).
2. After all three documents are prepared and entered into ADAMS, the NRR lead will ensure that the ISG PM is assigned owner rights in ADAMS and will provide the ISG PM with the ADAMS Accession numbers. The ISG PM will submit the documents for technical editing (QTE.Resource@nrc.gov) if significant revisions were made to the ISG as a result of public comments.
3. Following the incorporation of edits to the final ISG and the FRN, the ISG PM will route these documents electronically through the concurrence process.
4. If the staff's resolution of public comments does not result in substantive revisions to the ISG, the final ISG should be transmitted by e-mail to the ACRS at the same time it is routed to OGC for a second round of NLO review. The ISG PM should follow the same process used to inform the ACRS of the draft ISG (Refer to Section 4.2.B.5 of this OI). The NRR lead determines if the revisions are substantive or not.
5. If the staff's resolution of public comments does result in substantive revisions, then the ISG PM will e-mail the final ISG to the ACRS at the same time it is routed to the affected program office(s) for a second round of review, comment, and concurrence. The ACRS will determine whether it would like to review the final ISG during its next scheduled full committee meeting.
 - a. If the ACRS chooses not to review the final ISG, the ACRS Executive Director will document this decision in a memorandum to the EDO.
 - b. If the ACRS chooses to review the final ISG, the ACRS support staff will coordinate with cognizant staff to schedule the necessary ACRS meeting(s). The ISG should not be issued as final until all affected program offices, OGC, and ACRS comments and concerns are addressed.
6. Review and concurrence (statement of NLO) by OGC is required on all final ISGs and the associated FRN. The ISG PM will coordinate the review of the staff's

guidance with OGC. However, the NRR lead is responsible for resolving all technical comments associated with OGC's review of the final ISG.

F. Congressional Review Act (CRA) Review

The CRA requires Federal agencies to provide Congress with an opportunity to review agency rules. The CRA's definition of "rule" is broad enough to capture many NRC generic actions, including ISGs. Specifically, the CRA's definition of a "rule" includes NRC documents that provide or endorse new interpretations of, or are designed to implement, regulatory requirements or policies. Most ISGs provide at least one acceptable method for implementing regulation; therefore, most ISGs are usually subject to the CRA. Although it is unlikely that any ISG would result in an economic cost and benefits sufficient to make it a "major rule" under the CRA, the staff must briefly assess the impact of the ISG and forward its assessment to NMSS/REFS, which will verify this determination with the Office of Management and Budget (OMB). Upon request, the cost analysts in NMSS/REFS can assist the NRR lead with development of the summary of costs and benefits. In addition, the CRA mandates that agencies submit all "rules" to both houses of Congress and the Government Accountability Office (GAO) before the rules take effect (or, in the case of "major rules," at least 60 days before the rules take effect). This submission requirement permits Congress to review any recently issued agency rule, and to consider passing a law (known as a "resolution of disapproval") that would void it, through an expedited legislative process specified in the CRA. For ISGs that OGC has determined are "rules" under the CRA, the following steps are necessary to ensure CRA compliance.

1. Prior to issuance of the final ISG, the ISG PM will submit the completed CRA summary for the final ISG to NMSS/REFS. Since the CRA applies only to final actions (or non-final actions that are nonetheless approved for interim use), NMSS/REFS will not accept a CRA summary based upon a draft ISG prior to receiving public comment. For efficiency, the completed CRA summary may be provided to NMSS/REFS in parallel with providing the final ISG concurrence package to OGC for review and concurrence. The CRA contact in NMSS/REFS will provide the completed summary for the final ISG to OMB for review. Please note that CRA summaries are provided to OMB once a month, usually within the first few days of each month. Keep the OMB submission timeline in mind when planning the ISG publication schedule. The expected review time for OMB to review the completed CRA summary ranges between 30-60 days.
2. If OMB's review and determination is that the final ISG is not a major rule, NMSS/REFS will inform the ISG PM and/or NRR lead to submit three hard copies of Form GAO-001 to the Office of Congressional Affairs (OCA) for transmittal to Congress and GAO. A copy of the final ISG should be attached to the completed Form GAO-001 for both houses of Congress and GAO. A copy of GAO-001 is available on SharePoint: <https://usnrc.sharepoint.com/teams/NMSS-Congressional-Review-Act>. The SharePoint website also provides a list of CRA office contacts to assist the staff with questions related to the CRA process.
3. If OMB's review and determination is that the final ISG is a major rule, the ISG PM is still required to submit three copies of the final ISG and the GAO-001

forms to OCA for transmittal to Congress and GAO. Also, publication of the ISG must be delayed for 60 days which allows Congress time before the ISG takes effect to review the rule and consider taking legislative action under the CRA. The GAO is required to report each major rule to the appropriate Congressional oversight committee within 15 days of receipt.

G. Committee to Review Generic Requirements (CRGR)

The staff will request a CRGR review if any one of the following criteria apply:

1. The EDO directs the staff to seek a CRGR review,
2. Staff identify during the development of the ISG that a potential backfit or forward fit may exist, or
3. Substantive concerns have been raised during the public comment period by stakeholders or staff regarding a potential backfit or forward fit.

When any one of those criteria apply, the ISG PM will e-mail the final ISG to the CRGR technical assistant once the ISG is in its final concurred state. The CRGR may request additional interactions with the staff, as needed. Documentation of CRGR review and endorsement should be kept in the same file as the concurrence package. If the staff concludes that the ISG does not qualify for a CRGR review based upon the criteria shown above, the ISG PM will e-mail the final ISG to the CRGR technical assistant for information purposes only. The e-mail should state that the ISG does not qualify for CRGR review and that a copy is being provided to the CRGR for information purposes only.

H. Final ISG Issuance

The ISG PM will:

1. Obtain a tracking number for the final ISG from the DRO licensing assistant.
2. Obtain the lead Division Director's concurrence and signature on the final ISG.
3. Ensure that documents related to the issuance of the final ISG (e.g., meeting summaries, NRC staff evaluations) are made publicly available, consistent with agency policies on the release of information to the public.
4. Coordinate with OGC/LRC to publish the final ISG in the *Federal Register*.
5. Request that the DRO licensing assistant submit a request to NRRWebServicesResource@nrc.gov to post the FRN of the final ISG to the NRC's public Web site (<http://www.nrc.gov/reading-rm/doc-collections/isg/>).
6. Coordinate with OGC's LRC the issuance of the final ISG in the *Federal Register*. Additional information on the NRC's FRN process can be found at <https://drupal.nrc.gov/ogc/32869>.

I. ISG Periodic Review

The ISG PM will perform a periodic review of ISGs every 2 years. The review will identify: 1) how the ISG has been used to date; 2) rationale for maintaining, revising, or withdrawing the ISG; and 3) specify schedule for revising, withdrawing or assimilating the ISG into more durable guidance.

J. ISG Closure

Upon closure of an ISG, associated guidance will be assessed for development or update. ISGs should be transitioned to the related SRP or other NRC guidance documents or reflected in the related RG, as appropriate, within a reasonable timeframe. Section 4.2.A.2 of this OI requires that the staff prepare an internal memo to document the technical and regulatory basis to support ISG development, including the timeline to transition the ISG to durable guidance. The recommended timeframe proposed in the memo to transition the ISG, or to determine that the ISG is no longer applicable, will be used as a guideline to support the future integration of ISGs into durable NRC guidance, or to rescind the ISG, where appropriate. Once information from an ISG is transitioned into durable NRC guidance, members of the public will have an opportunity to comment during the comment period associated with the respective NRC guidance document.

5. **RESPONSIBILITIES AND AUTHORITIES**

Licensing Assistant

1. Ensures that the document conforms to ISG standards (ISG Template: ADAMS Accession No. [ML16130A682](#)).
2. Proofreads all ISGs and ensures that all references are correct.
3. Assigns tracking numbers to final ISGs.
4. Arranges updates of the ISG portion of the NRC public Web site to make draft and final ISGs publicly available. ([https://www.nrc.gov/public-involve/doc-comment.html#isg \(draft\)](https://www.nrc.gov/public-involve/doc-comment.html#isg%20(draft)) [http://www.nrc.gov/reading-rm/doc-collections/isg/\(final\)](http://www.nrc.gov/reading-rm/doc-collections/isg/(final)))

Administrative Assistant

1. Prepares ISG concurrence packages.
2. Completes ADAMS preparation for signed ISGs and FRNs and submits them to the document processing center for declaring.
3. Electronically dispatches signed ISGs.

NRR Leads

1. Evaluates the technical and regulatory aspects of the ISG.

2. Identifies the licensees that could be impacted by the ISG.
3. Prepares and leads briefings to discuss ISG proposals with the NRR lead division director.
4. Maintains knowledge and expertise of the appropriate NRC guidance documents relevant to the ISG.
5. Develops the draft and final ISG, comment resolution, FRN, and CRA correspondence.
6. Verifies that the proper concurrences have been added.
7. Resolves and documents the staff resolution of public comments.

Project Managers

1. Assists the technical staff in coordinating the ISG within NRR and other offices through the concurrence process.
2. Supports the planning, coordination, noticing, and facilitation of public meetings, as needed, to support the development and issuance of generic communications, in accordance with Management Directive 3.5, "Attendance at NRC Staff Sponsored Meetings."

NRR Lead Branch Chief

1. Briefs his or her division management and obtains early alignment for developing ISGs. For any ISG that involves more than one NRR division and/or NRC program office, the lead BC will ensure that representatives, as appropriate, are included in these briefings.
2. Determines if an issue warrants the development of an ISG and informs the IRSB BC to request project management support.
3. Assigns an NRR lead reviewer for the ISG.

Oversight and Support Branch Chief

1. Assigns an ISG PM that will coordinate the development and issuance of the ISG and conduct the periodic review of the NRR ISG inventory.
2. Concurs, as needed, on draft and final ISG packages.
3. Tracks the transition of NRR ISGs to support closure.

Division Directors

1. The lead division director or deputy division director that has functional responsibility for the ISG serves as the NRR focal point for the issuance of the ISG.
2. Assesses the need for CRGR review of the ISG, with support from the NRR lead(s).
3. Provides approval for the staff to proceed with the development of an ISG.
4. Provides comments, concurs, and signs ISGs.

ISG Support

OGC - Office responsible for legal review and ensuring that FRNs meet the requirements of 10 CFR.

LRC

1. Responsible for ensuring that the FRN meet the requirements of the Office of the Federal Register as mandated in 10 CFR.
2. Develops and maintains templates for FRNs, which are available at FRN template library on SharePoint at:
<http://fusion.nrc.gov/ocm/team/ogc/law/Templates/Lists/Regulatory%20Guidance%20Development%20Templates/AllItems.aspx>.
3. Arranges the publication of FRNs related to draft and final ISGs in the *Federal Register*.

Office of Administration

1. Provides technical editing for ISGs when submitted at QTE.Resource@nrc.gov and for FRNs related to ISGs through OGC/LRC.
2. Receives, docket, and directs initial distribution of all public comments received on FRNs related to ISGs.

6. PERFORMANCE MEASURES

None

7. PRIMARY CONTACT

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301-415-6197
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8. **RESPONSIBLE ORGANIZATION**

DRO

9. **EFFECTIVE DATE**

April 6, 2020

10. **CERTIFICATION DATE**

April 6, 2025

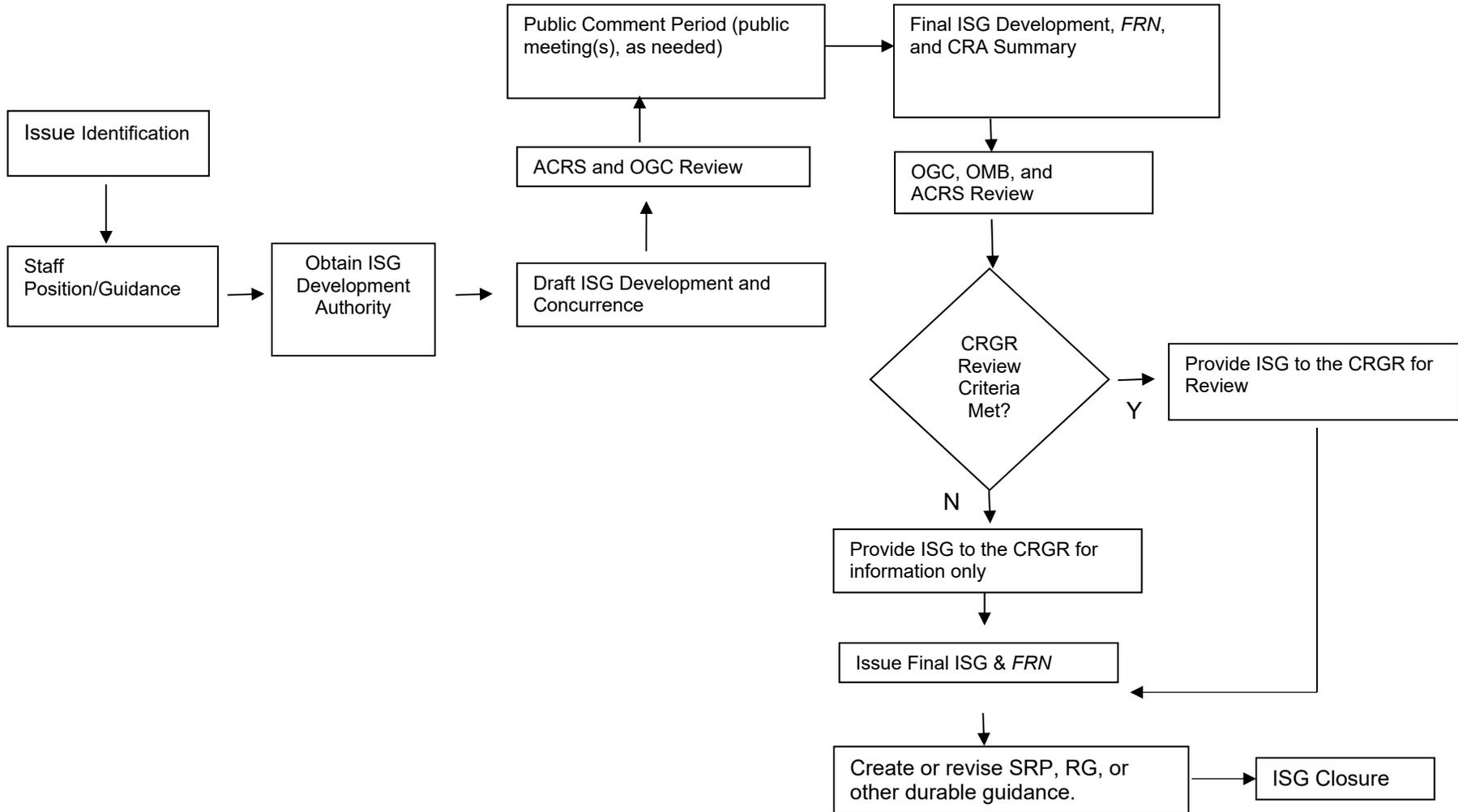
11. **REFERENCES**

None

Enclosures:

1. ISG Process Flow Diagram
2. Appendix A - Change History

NRR ISG Simplified Process Flow Diagram



Appendix A - Change History

Office Instruction LIC-508

(Development, Issuance, and Closure of Interim Staff Guidance for the Office of Nuclear Reactor Regulation)

LIC-508 Change History - Page 1 of 1			
Date	Description of Changes	Method Used to Announce & Distribute	Training
12/22/16	This is the initial issuance of LIC-508, "Development, Issuance, and Closure of Interim Staff Guidance for the Office of Nuclear Reactor Regulation." LIC-508 defines the process and provides guidance for developing, issuing, and closing interim staff guidance (ISG). LIC-508 was coordinated throughout the agency to ensure consistency with ISG guidance and best practices in other NRC program offices.	E-mail to NRR staff	N/A
04/06/2020	This issuance of LIC-508, "Development, Issuance, and Closure of Interim Staff Guidance for the Office of Nuclear Reactor Regulation," defines the process and provides guidance for developing, issuing, and closing interim staff guidance (ISG). This revision incorporates best practices that align with the development of other agency guidance documents and includes the requirement for periodic reviews of ISGs.	E-mail to NRR staff	N/A