



U.S. Nuclear Regulatory Commission
Office of Nuclear Material Safety and Safeguards

Division of Fuel Management

Division Instruction

Division Instruction No.: **ADM - FM - 3, Revision No. 0**

Division Instruction Title: **Administrative Functions**

Effective Date: **September 11, 2020**

Primary Contact: **Licensing Assistant**

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OFFICE\DIV:	NMSS/DFM	NMSS/DFM	NMSS/DFM	NMSS/DFM	NMSS/DFM	NMSS/DFM
NAME:	WWheatley*	SFiguroa*	ELee*	JGoodridge*	CTyler*	DMarcano*
DATE:	5/21/20	5/22/20	5/28/20	5/29/20	7/08/20	8/21/20
OFFICE\DIV:	NMSS/DFM	NMSS/DFM	NMSS/DFM			
NAME:	BWhite*	Tech Asst*	Dir or Deputy Dir*			
DATE:	8/25/20	6/3/20	9/11/20			

OFFICIAL RECORD COPY

Administrative Functions

1. OBJECTIVES

To provide guidance for the staff on the main administrative practices in the Division of Fuel Management (DFM).

2. GUIDANCE SECTION

2.1 *Tracking & Processing Documents Submitted to Administrative Assistant (AA)*

2.1.1 Requests and tracking of documents processed by AAs

The staff should add correspondence and documents that require assistance from the administrative staff to the AAs log. The AA document [log](#) is the resource for documents done by an individual AA. Appendix B of this DI includes the instructions for adding documents in the administrative assistant document log.

Please note the AAs do not maintain the G:\Drive folder. The staff may store their working files in the applicable folder on the G:\Drive or a SharePoint site.

2.1.2 Document processing

- a) The administrative assistant periodically checks the staff tracking work log for new items. The log should be checked daily and several times each day. The administrative assistant should consider adding alerts to the system to prompt her/him of new incoming work.
- b) The administrative assistant removes the new work from either the “Dispatching” or “Incoming Work.”
 - 1) The administrative assistant processes the “work item.” If the “work item” will not be completed by the “date due,” the administrative assistant will notify the requestor.
 - 2) The administrative assistant will attempt to resolve scheduling problems; if unable, will notify the Division’s lead administrative assistant.
- c) If, for any reason, the staff member decides to remove an item from the “Dispatching” or “Incoming Work” in-box, the staff member shall note it in the log and include the date in which the document was removed from the log.

2.2 *Time & Attendance (T&A) or Human Resource Management System (HRMS)*

2.2.1 Entry process and reminders

2nd Monday and Wednesday

Timekeepers send a reminder email for staff to enter and complete their time into HRMS by close of business Thursday (except on special circumstances).

2nd Friday

Timekeepers verify time completion and send an email to the appropriate management for action for those DFM staff who have not entered HRMS entries.

T&A Tuesday

Changes to time entries should not be made on Mondays, since a corrected card can be done on Tuesdays without causing approval issues.

2.2.2 Guidance when staff are not available to enter time before close out

The Branch Chief (BC) instructs the AA what CAC and time to enter, if the staff person is out of the office. It is the AA's responsibility to complete the timesheet as the BC instructs and to then send an email to the BC and the staff person notifying them of the charges. The email should advise the staff person they may need to do a corrected card, and, in some cases, they may need to do a "more than 6 weeks" memo.

2.2.3 Administrative checks and balances of time entries

T&A Monday

Timekeepers verify completion of all units in DFM and send an email to those DFM staff who have not entered or who have "exceptions" HRMS entries with a carbon copy (cc:) to their appropriate management and Division Administrative Assistant.

12-Noon

Timekeepers verify that all DFM's T&A units have been approved by management and then sends an email to the NMSS Front Office notifying of DFM's completion of T&A.

See Management Directive (MD) 10.43, "Time and Labor Reporting," for guidance on reporting time (Ref. 4.1).

(http://www.internal.nrc.gov/MDs/md10.43_DT-20-02.pdf).

2.3 *Division Weekly Highlights*

The "Highlights" help the Division Director and Deputy Director (DFM management) to be prepared for the NMSS stand up meeting that usually takes place on Monday morning. The audience for this report is DFM management.

The staff provides input to the [DATLAS](#) file on the Division’s technical assistant (TA) SharePoint site for the Division Weekly Highlights by 12:00pm on Wednesdays (see Appendix C of this DI).

2.3.1 Division Weekly Highlights include the following:

- a) Documents going to the NMSS front office in the next two weeks
- b) Meetings of note for the next week – any meetings that Division Management should be aware of
- c) Significant accomplishments in the last week – issues of interest to the Division or Office
- d) Other major upcoming activities, including major conferences and all international travel in the next two weeks – any activities that Division management should be aware of in the upcoming week or two weeks

2.3.2 The staff e-mails the highlights to their Branch Chief by 12:00 pm on Wednesday.

2.3.3 Branch Chiefs confirm that the information in the [DATLAS](#) is accurate by 3:00 pm on Friday.

- a) Non-casework issues
- b) Meetings, public outreach, executive correspondence
- c) Staff Training and Travel
- d) Employee/Staffing Issues

2.4 *Helpful Correspondence References for Staff*

The purpose of these reference guidance documents is to establish procedures for preparing and handling NRC correspondence, establish a consistent approach in developing such documents throughout the division, to produce correspondence that is uniform in style and format and to follow Federal and NRC policies and procedures for managing correspondence.

2.4.1 U.S. Nuclear Regulatory Commission (NRC) Correspondence Sample Formats and Directions see [MD 3.57](#) and NRC Editorial Style Guide (Refs. 4.2 and 4.3)

2.4.2 [OEDO 370](#), “Setting Due Dates for EDO-Controlled Action Items and Requesting Extensions Transfers” (Ref. 4.4)

2.4.3 [OEDO 440](#), “Congressional Correspondence Response Process” (Ref. 4.5)

- a) Letter signed by Office Director
- b) Letter for Chairman's Signature
- c) Memorandum for Office Director's signature
- d) Format for Sensitive Commission Papers
- e) Format for Non-Sensitive Commission Papers
- f) Memorandum to the Commission from EDO

2.5 Guidance for Preparing Commission Briefing Materials

- 2.5.1 See [SECY Guidelines](#) for NRC staff preparation for Commission Meetings
- 2.5.2 Preparation of [Briefing slides for Commission Meetings](#)
- 2.5.3 More information on Commission meetings, including agenda planning, can be found in the Internal Commission Procedures, Chapter IV – Commission Meetings/Hearings: <http://www.nrc.gov/about-nrc/policy-making/internal.html>

2.6 Tracking Documents Submitted to the Licensing Assistant (LA)

- 2.6.1 Enterprise Project Identifier (EPID) Requests
 - a) To establish a new activity code for T&A reporting, the primary contact or lead employee (i.e., the technical reviewer, the project manager, or the lead inspector) for a work activity is responsible for requesting an EPID be open by the LA. New activity codes should be requested and established in advance to allow sufficient time for employees to report their hours associated with the new work.
 - b) The staff emails the EPID request to the LA and includes the following information:
 - (1) Facility Name/Docket No.:
 - (2) Title:
 - (3) Type:
 - (4) Activity:
 - (5) Start Date: *(This Date should be the date of the incoming document)*
 - (6) ADAMS Accession No.: ML *(if applicable)*

- (7) Billable/Non-billable: *(identify if action is billable or non-billable)*
- c) Once the LA receives the needed information from staff the LA will enter the EPID request into the CAC system. After the request is submitted to the NMSS Time and Labor (T&L) Coordinator they will go into the CAC system and either approve or deny the EPID request. The T&L Coordinator will then send an email notifying the LA and staff member the EPID has been approved and opened. The staff should send an email request to their immediate supervisor requesting to have the EPID added to their HRMS profile.

2.6.2 Freedom of Information Act and Privacy Act ([FOIA and PA](#))

NRC administers policies, programs, and procedures to ensure NRC compliance with the [Freedom of Information Act \(FOIA\)](#) and the [Privacy Act \(PA\)](#), 5 U.S.C. 552 and 5 U.S.C. 552a. NRC's regulations on public records are found in [10 CFR Part 9](#) of the *Code of Federal Regulations*. The FOIA generally provides any person the right, enforceable in court, to obtain access to Federal agency records.

- a) Please see [Management Directive 3.1, "Freedom of Information Act"](#) for policies and procedures of this directive (Ref. 4.6).
- b) The FOIA request should be processed in accordance with the standard instructions How to Respond to a FOIA Request at ADAMS Accession No. ML060590485. NRC [Form 511](#), "Program Office Response to a FOIA Request," is available in the NRC Forms Library for your use.
- c) The FOIA request is sent by the NMSS FOIA Coordinator to the LA. The LA reviews the incoming documentation and sends the FOIA request to the staff person they believe may have records responsive to the request. The staff person will determine if the division has responsive records to the request. If the staff does have responsive records, they should send the FOIA response to the LA. The LA will forward the response to the NMSS FOIA Coordinator for closeout of the FOIA. If the staff does not have responsive records or does not believe the FOIA should be assigned to our division, they should respond back with "No records." If staff recommends that another office should be tasked under this FOIA request, please advise the LA.
- d) The FOIA request should be processed in accordance with the standard guidance provided above. You are encouraged to ask for a scoping discussion with the requester when you believe it would be beneficial. You are encouraged to ask for assistance in performing adequate ADAMS searches if you have any difficulty doing a search.

- e) [NRC Form 496](#), "Report of Staff Resources for Processing FOIA Requests," is available in the NRC Forms Library for staff's use.
- f) To ensure that search time is calculated appropriately and consistently, search is the time spent by any staff member looking for material subject to a request, either manually or by automated means, including time spent in page-by-page or line-by-line identification of responsive material within records. Searches should identify all paper and electronic records maintained by the office, including records in any file centers or other remote locations, all versions in ADAMS, SharePoint, or other shared drives, as well as individual staff members' Outlook, Office, and other computer programs.
- g) To ensure that review time is calculated appropriately and consistently, review is the time spent by any staff member during the initial examination of a record to determine whether the information may be withheld, including the time spent preparing the record for release (e.g., bracketing or describing the information to be redacted), but not including time spent resolving general legal or policy issues about whether to apply a particular exemption (such as conferring with your management, asking OGC for legal advice, or deciding about foreseeable harm).

2.6.3 *Federal Register* Notice (FRN)

FRNs usually address a particular aspect of the agency's licensing activities and frequently affect a named party, usually the licensee or a perspective licensee. Many NMSS FRNs are required by law to be published; we are required to notice EAs and EISs under NEPA and we are required to notice docketing and hearing opportunities for license amendments; others are published voluntarily to provide the public with general information of interest to a wider audience than are usually served by the agency.

- a) Staff should send the FRN to the LA for review and concurrence.
- b) As of October 1, 2018, the process for approving officials digitally signing FRNs changed from Public Key Cryptography Standards (PKCS) to a native Microsoft (MS) Word non-visible digital signature. The step-by-step MS Word non-visible digital signature guideline is found in ADAMS under Accession No. [ML18221A383](#). More information, including a list of Frequently Asked Questions, is available in the NRC's Service Catalog at <http://drupal.nrc.gov/ocio/catalog/31270>. User Guide: Digitally Sign Documents for Submission to the Office of the Federal Register (*Federal Register* Notices, including General Notices, Rules, Petitions for Rulemaking, Policy Statements, etc.). See ADAMS Accession No. [ML18221A383](#).

- c) To prevent publication delays, please follow the [Digital Signature Workflow](#), use the [Electronic Submission Checklist](#), and draft each FRN using the templates provided in the [Federal Register Notice Templates Library](#) on SharePoint.

2.6.4 Public Meeting Notice System (PMNS)

PMNS is a tool used to inform the public of upcoming agency public meetings. The system allows you to create, modify, or cancel upcoming public meetings; search for past meetings; and generate reports. Closed meetings are not entered into PMNS.

- a) Staff should request access rights to PMNS. In order to be granted access rights to the system please send an email to the OCIO staff at PublicMeetingHelp@nrc.gov. The request will be processed and an email confirming your access will be sent in a reply. After being granted access to the system the following URLs will take you to the key PMNS sites.
- b) Go to <https://adamsicm.nrc.gov/pmns> to access the PMNS system.
- c) Go to <https://adamsicm.nrc.gov/pmns/> to access the site where meetings are published.
- d) Go to <https://www.nrc.gov/pmns/mtg> to access the public site.
- e) Staff should use PMNS to post public meeting notices to the NRC public site (see [PMNS Full User Guide](#)). The [User Manual](#) (Ref. 4.7) and other useful guidance such as the [PMNS – Quick Reference Guide](#), Ref. 4.8) can be found at NRC Applications, PMNS, Help Tab, PMNS Help folder. Obtain Division Director or Deputy Director concurrence if the notice will not meet the 10-day metric posting. Remember the 10 day metric does not include the day of the meeting. (Do not count the day of the meeting as part of the 10 days.)

2.6.5 Sensitive Unclassified Non-Safeguards Information (SUNSI) Review

- a) The “NRC Policy and Procedures for Handling, Marking, and Protecting Sensitive Unclassified Non-Safeguards Information (SUNSI),” available on the internal NRC Security Web site at <http://www.internal.nrc.gov/sunsi/>.
- b) The LA receives the external correspondence via ERIDS distribution. The email is then sent to staff for the SUNSI Review and, if applicable, to notify staff of a licensing action.

2.7 Scanning Paper Documents and Adding to ADAMS Navigator

Appendix C includes the steps for scanning and adding paper documents to the

ADAMS Navigator.

2.8 Editorial Review of NMSS Correspondence

Appendix D includes the guidance for requesting QTE service.

3. RESPONSIBILITIES AND AUTHORITIES

No additional responsibilities not already stated in Section 2.

4. REFERENCES

- 4.1 U.S. Nuclear Regulatory Commission, Management Directive 10.43, “Time and Labor Reporting,” http://www.internal.nrc.gov/MDs/md10.43_DT-20-02.pdf
- 4.2 U.S. Nuclear Regulatory Commission, Management Directive 3.57, “Correspondence Management,” December 2, 2016, ADAMS Accession No. ML18073A163.
- 4.3 U.S. Nuclear Regulatory Commission, “NRC Editorial Style Guide,” NUREG-1379, May 2009, <https://www.nrc.gov/reading-rm/doc-collections/nuregs/staff/sr1379/>.
- 4.4 U.S. Nuclear Regulatory Commission, EDO Procedure 0370, “Setting Due Dates for EDO-Controlled Action Items and Requesting Extensions Transfers,” March 24, 2009, ADAMS Accession No. ML083020717.
- 4.5 U.S. Nuclear Regulatory Commission, EDO Procedure 440, “Congressional Correspondence Response Process,” August 8, 2017, ADAMS Accession No. ML110350594.
- 4.6 U.S. Nuclear Regulatory Commission, Management Directive 3.1, “Freedom of Information Act,” <http://www.internal.nrc.gov/MDs/md3.1.pdf>
- 4.7 U.S. Nuclear Regulatory Commission, “Public Meeting Notice System (PMNS),” User Manual, February 1, 2000, ADAMS Accession No. [ML19016A393](http://www.adams.nrc.gov/ML19016A393).
- 4.8 U.S. Nuclear Regulatory Commission, “Quick Reference Guide: Public Meeting Notice System (PMNS),” November 2019, ADAMS Accession No. [ML19016A391](http://www.adams.nrc.gov/ML19016A391).

Appendix A. Change History

Date	Description of Changes	Revision
9/11/20	Initial Issuance and Training. This division instruction is based on division instruction SFM-3, "Administrative Processes" (ADAMS Accession No. ML052630444) of the former Division of Spent Fuel Management.	0

Appendix B. Administrative Assistants Log

All work submitted to the AA, including concurrence packages, will be logged in the [Administrative Assistant Document Log](#). This log is located in the NMSS SharePoint site. The data needed for the columns in the log are detailed below:

- (1) “Priority”: Generally, “high,” normal,” or “low.”

High indicates work needed within 1 to 2 days or close to a metric

Normal indicates work needed within 3-5 days

Low indicates work not needed within 6 days, no pressing timeframe

NOTE: If a specific work item needs prompt attention, or is “high” priority, verbally notify the administrative assistant. It is advisable to follow up with an email message.

- (2) “Status”: This table is not filled in by the work requestor and is defaulted to ‘open’.

<u>‘OPEN’</u>	Default.
<u>‘IN PROGRESS’</u>	The AA that is assigned changes the status to ‘In progress’ to indicate that the work request is actively being processed.
<u>‘CLOSED’</u>	Indicates that work on this request has been completed.

- (3) “Title”: Name of the document or work request.
- (4) “Description”: A brief description of the work item. This is how the administrative assistant will refer to specific work items, therefore, it is important that the entries be specific enough so that a given work item may be uniquely identified (e.g., “Ltr from Branch to Jones on Inspection Findings”).
- (5) “Instructions\Comments”: Optional field for clarifying comments. Also used by the AA to indicate where a work item may be in the process of concurrence/status.
- (6) “Related Issues”: Optional field information; not widely used.
- (7) “Completed Date”: Used by the AA at completion of request.
- (8) “AA Assigned”: Indicates the AA working on the request.
- (9) “ADAMS Accession No.”: Filled in by the AA.
- (10) “Ticket No.”: If the item is ticketed, indicate the ticket number in this column.
- (11) “Due to”: Drop down menu that provides Office and Division names or abbreviations. Used to supplement Ticketed items.
- (12) “Due date”: Input the date; used to supplement Ticketed items.
- (13) “Branch”: Drop down menu that provides Division of origin.

Appendix C. Scanning and Processing Documents

All NRC-generated documents are to be added to ADAMS Navigator in their electronic form [e.g., a MSWord (.doc, .docx) file, a PowerPoint (.ppt, .pptx) file, etc.] whenever they are a file type that can be declared as an Official Agency Records (OAR) in ADAMS Navigator. (Refer to the [ADAMS Navigator User Manual](#) Section *File Types that can be Declared as OARs* on page 276 for a list of files that can be declared as OARs.) If you have NRC-generated document to add to ADAMS Navigator that does not exist in an electronic form that can be declared as an OAR, send the paper copy to the DPC for scanning and entry. These are the steps for requesting scanning and processing of a paper copy:

- a) Fill out the “Request for Headquarters Document Processing Center Scanning Services” Form, ADAMS Accession No. ML003696531.
- b) Attach a copy of the document to be scanned.
- c) Deliver scanning form (ADAMS Accession No. ML003696531) to DFM administrative assistant or to drop off boxes located at NRC File Center, T5-F27, or the Document Control Desk, O3-H4.
- d) The DPC will scan the document and send the following example e-mail including the ADAMS Accession No. of the document.

“The document you submitted to HQ DPC for scanning, OCR'ing and creation of minimum profile, has been completed. This document (ADAMS Accession No. ML032720735) was entered and can be viewed in ADAMS. Profile and Distribution of this document still needs to be completed.”

- e) Complete the Profile and Distribution on the scanned document. (Refer to Chapter 6 in ADAMS Desk Reference Guide, ADAMS Accession No. ML051110390)
 - (1) Using the ADAMS Accession No., find document in ADAMS
 - (2) Right click and copy the document
 - (3) Paste document in your Employee Personal Folder
 - (4) Right click on document, click on “properties.”
 - (5) Update as a minimum the following in the profile:
 - (i) Document Date
 - (ii) Availability - Public/Non Public
 - (iii) Title
 - (iv) Docket No.
 - (v) Keyword - Type in NMSS

- (vi) Package No. - If part of a package
 - (vii) Date to be released
 - (viii) Document Sensitivity - Non-Sensitive/Sensitive
 - (ix) Click “OK”
- f) Profile for Document Security Access Levels (see [ADAMS Navigator User Manual](#) Section *About Security Access Levels and Rights for Documents* on page 56). Also, see ADAMS Document Submission Form, NRC Form 665, Instructions, and Cheat Sheet for MD 3.4 Codes and Security Access Levels and Rights (ADAMS Accession No. ML15313A310).
- Under the Document Security Window, as a minimum, ensure/grant:
- (1) “Document Processing Center” with “Owner” access level
 - (2) “NMSS-DFM-Administrative Assistant” with “Owner” access level
 - (3) “Records Manager” with “Owner” access level
 - (4) “NRC Users” with “Viewer” access level
- g) Copy and Paste document in the appropriate “ADAMS DPC Processing Center” Document Manager Folder. There are three folders: (see [ADAMS Navigator User Manual](#))
- (1) ADAMS Desk Reference Guide
 - (2) Immediate Public Release for DPC
 - (3) Normal Processing for DPC
- h) After DPC has made the document an OAR, they will send a confirmation e-mail titled “HQ DPC processing is complete.”

Appendix D. Guidance on QTE

Document authors are encouraged to take a RiskSMART approach to communication when determining the level of editorial review required. All correspondence should be reviewed by the division administrative assistants for formatting, minor proofreading, and entry into ADAMS. Highly visible public communications and/or communications for the signature of the EDO or Commission, generally, should be sent to QTE for formal technical editing. Internal communications for the signature of the NMSS OD or deputy, generally, should be reviewed first by the division licensing assistant (LA) and should receive subsequent review by NMSS/PMDA. Correspondence signed out below the NMSS OD level must be reviewed by the division LA and may be sent to QTE, where appropriate.

QTE recommends authors estimate 3 days turnaround as an average; longer documents will require more time to edit.

PMDA approval to move documents to QTE based on the costs and page count.

Level 1: Documents that will cost less than \$2000 (PMDA will translate this to pages for the division) - send to QTE with a copy to the program analyst in PMDA/OMT.

Level 2: Documents between 2000-4000 send page count and timeframe to the program analyst in PMDA/OMT for approval with notification to the division TA.

Level 3: Documents that cost above the average monthly spending (above \$4000) send page count and timeframe to the program analyst in PMDA/OMT for approval with a copy to the division director or deputy division director.

CORRESPONDENCE	BACKGROUND	EDITORIAL REVIEW BY
CA Notes	OEDO signature	PMDA
Prior pay period adjustments	NMSS signature	PMDA
Policy & Procedures		PMDA
Reorganization Memoranda	NMSS signature	PMDA
Response to OIG Audits and status of audit recommendation memoranda	NMSS signature	PMDA
Routine letters and memoranda	NMSS signature	PMDA
OMB Letters	NMSS signature	PMDA
Summary of RSO Counterpart Meetings	NMSS signature	PMDA

CORRESPONDENCE	BACKGROUND	EDITORIAL REVIEW BY
Non-rulemaking FRNs	OGC's Legal Research Center is responsible for reviewing, editing, and finalizing nonrulemaking documents for publication in the <i>Federal Register</i> , and ensuring documents meet OFR requirements.	OGC/LRC
Proposed and Final Rules, Petition for Rulemaking Notices, and Other Rulemaking FRNs	REFS is responsible for reviewing, editing, and finalizing rulemaking documents for publication in the <i>Federal Register</i> , and ensuring documents meet OFR requirements.	REFS
IMPEP Reports	Usually signed by the DEDM or NMSS Office Director	QTE
Licensee Letters/ Licensee Response Letters	All correspondence going to, or responses being sent by, the Commission; correspondence being signed or concurred on by the EDO; and other complex or sensitive correspondence at the discretion of the office director must be sent to QTE for editing. Routine or templated documents, regardless of signature level, may be sent to PMDA for editing.	QTE/PMDA
MOUs	All memoranda signed by the Chairman, the Commission, or the EDO must be sent to QTE for editing. Transmittal letters or memoranda intended for signature by the EDO or the Commission must be edited by QTE. Other transmittal memoranda/letters may be reviewed by PMDA.	QTE/PMDA
NEIMA Reports	NEIMA reports are reviewed by the EDO before they are sent to the Congress by the Commission, i.e. Section 108.	QTE
Petition Letters 2.206	Lengthy or complex letters should be sent to QTE for editing. The author may choose to send less complex documents to PMDA for editing.	QTE/PMDA
Commission Papers	Commission papers should be edited by QTE.	QTE
Congressional Response Letters for rules and petitions for rulemaking	REFS is responsible for reviewing, editing, and finalizing Congressional response letters related to rules and petitions for rulemaking.	REFS

CORRESPONDENCE	BACKGROUND	EDITORIAL REVIEW BY
Congressional Response Letters unrelated to rules and petitions for rulemaking	All correspondence going to, or responses being sent by, the Commission; correspondence being signed or concurred on by the EDO; and other complex or sensitive correspondence at the discretion of the office director must be sent to QTE for editing. Routine or templated documents, regardless of signature level, may be sent to PMDA for editing.	QTE/PMDA
Regulatory and Environmental Analyses for Rules	These lengthy documents that support proposed and final rules and are not published in the <i>Federal Register</i> must be sent to QTE for editing.	QTE
Regulatory Analysis NUREGs and Guidance	All correspondence going to, or responses being sent by, the Commission; correspondence being signed or concurred on by the EDO; and other complex or sensitive correspondence at the discretion of the office director must be sent to QTE for editing.	QTE