

WORKING GROUP CHARTER

Revision of Administrative Requirements Rulemaking Plan

PURPOSE: The purpose of the Revision of Administrative Requirements Rulemaking Plan Working Group (WG) is to assist the Division of Rulemaking, Environmental, and Financial Support (REFS) in the Office of Nuclear Material Safety and Safeguards (NMSS) with the development of a rulemaking plan(s) to eliminate or modify certain U.S. Nuclear Regulatory Commission (NRC) administrative requirements identified by a recently conducted retrospective review. The rulemaking will enhance the agency's efficiency and ensure that the agency's regulations remain current and effective. This charter describes the WG's composition, activities, and schedule.

BACKGROUND: The NRC conducted a Retrospective Review of Administrative Requirements (RROAR) initiative to identify outdated or duplicative administrative requirements in Chapter I of Title 10 of the *Code of Federal Regulations* that may be eliminated or modified without an adverse effect on the NRC's mission. The review identified regulatory changes that are administrative in nature that would make information submission, recordkeeping, and reporting processes more efficient for the NRC, applicants, and regulated entities. The NRC staff provided the scope of these regulatory changes in Enclosure 1 to the RROAR Informational SECY paper (ADAMS Accession No. ML21013A026) that is expected to be issued in May 2021. The WG will use this analysis to guide the rulemaking plan development, and if the Commission approves, the subsequent regulatory basis, proposed, and final rule(s).

MEMBERSHIP: This WG is sponsored by NMSS/REFS with direct support from the NRC staff members in the offices of NMSS, Office of Nuclear Reactor Regulation (NRR), Office of the General Counsel (OGC), Office of Nuclear Security and Incident Response (NSIR), Office of Nuclear Regulatory Research (RES), Office of the Chief Information Officer (OCIO), and the Organization of Agreement States, Inc. (OAS). The membership and roles are depicted in the table below. The WG may seek additional expertise on an as-needed basis.

Working Group Member	Organization	Roles and Responsibilities
Andrew Carrera	NMSS/REFS	Co-Project Manager/Rulemaking
Solomon Sahle	NMSS/REFS	Co-Project Manager/Rulemaking
Lynn Ronewicz	NMSS/REFS	Regulation Specialist
Pamela Noto	NMSS/REFS	Cost Analyst
Jill Shepherd	NMSS/REFS	Administrative Regulatory Review
Shawn Harwell	NMSS/REFS	Technical/Programmatic Input
David Cullison	OCIO/GEMSD	Clearance Officer
Christina England	OGC/GCLR	Legal Regulatory Review

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Anthony DeJesus	NSIR/DPCP	Technical/Programmatic Input
Caroline Tilton	NRR/DSS	Technical/Programmatic Input
Michael Mahoney	NRR/DORL	Technical/Programmatic Input
Minh-Thuy Nguyen	RES/DSA	Technical/Programmatic Input
Terry Brock	RES/DSA	Technical/Programmatic Input
Cindy Rosales-Cooper	NSIR/DPR	Technical/Programmatic Input
Caty Nolan	NRR/DRO	Technical/Programmatic Input
Chris Markley	NMSS/DFM	Technical/Programmatic Input
Azmi Djapari (Back-up: Marlone Davis)	NMSS/DFM	Technical/Programmatic Input
Kevin Ramsey	NMSS/DFM	Technical/Programmatic Input
David Tiktinsky	NMSS/DFM	Technical/Programmatic Input
Tom Pham	NMSS/DFM	Technical/Programmatic Input
George Smith	NMSS/MSST	Technical/Programmatic Input
Christopher Jackson	NRR/DSS	Technical/Programmatic Input
David Beaulieu	NRR/DRO	Technical/Programmatic Input
Booma Venkataraman	NRR/DORL	Technical/Programmatic Input
Karen Pinkston	NMSS/DUWP	Technical/Programmatic Input
Priya Yadav	NMSS/DUWP	Technical/Programmatic Input
TBD	Agreement States	Agreement States Program Input

OBJECTIVES: The WG has the following objectives:

1. develop a rulemaking plan package to be submitted to the Commission for approval by late 2021. The package includes a SECY paper, rulemaking plan (or plans), and a resource enclosure;
2. ensure that the rulemaking plan(s) is well coordinated and integrated;
3. resolve issues that arise during the development of the rulemaking plan(s);

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4. ensure that the rulemaking plan(s) meets the Commission’s expectations with respect to content, quality, and timeliness; and
5. provide periodic progress updates and briefings to their senior management to facilitate concurrence on project deliverables.

STEERING COMMITTEE: A steering committee was established and comprised of division directors (DDs) or their designated representative from NMSS, NRR, RES, NSIR, OCIO, OGC, and OAS. The NMSS/REFS DD chairs the committee. To ensure alignment on technical issues, priorities, and the efficient use of resources, the committee’s function is to oversee the development of the rulemaking plan and facilitate the coordination and communication among organizations.

SCHEDULE: The high-level schedule below covers the rulemaking plan development process. A more detailed schedule will be provided to WG members.

Milestones	Dates
WG develops and reviews rulemaking plan package	4/2 – 7/8/2021
OEDO alignment meeting on path forward for ROAR rulemaking plan package	5/25 – 6/14/2021
NMSS/REFS branch chiefs and division directors review and concur on ROAR rulemaking plan package	7/21 – 7/27/2021
Agreement State and NRC interdivision review and concur on ROAR rulemaking plan package	8/4 – 9/4/2021
OGC NLO/reviews ROAR rulemaking plan package	9/20 – 10/1/2021
Office directors review and concur on ROAR rulemaking plan package	10/21 – 11/3/2021
OEDO reviews and signs ROAR rulemaking plan package	11/11 – 11/24/2021
Rulemaking plan package due to SECY	11/30/2021

LEVEL OF EFFORT: To support the schedule and activities listed above through the recommendation and determination of key decisions, approximately 100 hours of effort is expected for non-author WG members to:

1. attend weekly meetings on ROAR rulemaking plan package development and review draft documents before concurrence period, from April – July 2021, approximately 1 hour each meeting;
2. attend weekly meetings and support management briefings during the ROAR rulemaking plan package concurrence period, from August – November 2021, approximately 2 hours each meeting;
3. review ROAR rulemaking plan package for management during the Agreement State and NRC interdivision review and concurrence period, approximately 20 hours total; and
4. attend and support monthly ROAR Steering Committee meetings, from April – November 2021, approximately 1 hour each meeting.

WG meeting dates will be coordinated by the project managers in consultation with the WG, as appropriate, and with the REFS branch chiefs. All WG meetings and briefings will be teleconference supported. Maximum use will be made of available electronic communication options to facilitate interaction within the WG and among its members. Examples of these communications include conference calls, e-mails, and other options.

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WG members should charge their time working on the ROAR rulemaking plan to the CAC 001126; EPID: U-2021-RU5-0000 (Revision of Administrative Requirements (ROAR)). This WG operates as an NRC/Agreement State WG with the roles and responsibilities described in Section IV of "[Agreement State Participation in Rulemaking Working Groups SA-801A](#)," and NRC [Management Directive 5.3](#), "Agreement State Participation in Working Groups."

Kevin Coyne, Acting Director, NRC/NMSS/REFS

Kevin Williams, Director, NRC/NMSS/MSST

David Crowley, Chair, OAS

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SUBJECT: CHARTER FOR NRC/AGREEMENT STATE WORKING GROUP ON
REVISION OF ADMINISTRATIVE REQUIREMENTS RULEMAKING PLAN

DISTRIBUTION:

PUBLIC

ACarrera, NMSS

SSahle, NMSS

PNoto, NMSS

LRonewicz, NMSS

JShepherd, NMSS

SHarwell, NMSS

DCullison, OCIO

CEngland, OGC

ADeJesus, NSIR

CTilton, NRR

MMahoney, NRR

MNguyen, RES

TBrock, RES

KPinkston, NMSS

PYadav, NMSS

TMartinez-Navedo, NMSS

KWilliams, NMSS

TMossman, NMSS

MDavis, NMSS

EStocking, OGC

KCoynne, NMSS

JVazquez, NRR

CNolan, NRR

CMarkley, NMSS

DTiktinsky, NMSS

TPham, NMSS

GSmith, NMSS

CJackson, NRR

DBeaulie, NRR

BVenkataraman, NRR

CRosales-Cooper, NSIR

ADjapari, NMSS

(See next page for concurrence block)

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OFFICE	NMSS/REFS/MRPB/PM	NMSS/REFS/RRPB/PM	NMSS/REFS/MRPB/BC
NAME	ACarrera	SSahle	TMartinezNavedo
DATE	3/29/2021	3/29/2021	3/30/2021
OFFICE	NMSS/REFS/RRPB/BC	NMSS/REFS/RASB/BC	NMSS/REFS/FAB/BC
NAME	IBerrios	CBladey (w/edits)	RTurtill
DATE	4/15/2021	4/16/2021	4/14/2021
OFFICE	NMSS/DFM/IOB/BC	NRR/DSS/STSB/BC	NRR/DORL/LPL2-2/BC
NAME	LCuadrado	VCusumano	DWrona
DATE	4/16/2021	4/14/2021	4/14/2021
OFFICE	RES/DSA/RPB/BC	NSIR/DPR/IPOB/BC	NRO/DRO/IOEB/BC
NAME	JTomon	RKahler	LRegner
DATE	4/09/2021	4/06/2021	4/14/2021
OFFICE	NMSS/DFM/STLB/BC	NMSS/DFM/FFLB/BC	NMSS/DFM/MCAB/BC
NAME	JMcKirgan	JZimmerman	JRubenstone
DATE	4/19/2021	4/14/2021	4/16/2021
OFFICE	NMSS/MSST/SMPB/BC(A)	NRR/DSS/SNSB/BC	NRR/DRO/IRIB/BC
NAME	GSmith	SKrepel	THipschman
DATE	4/14/2021	4/06/2021	4/19/2021
OFFICE	NRR/DORL/LPL3/BC	NMSS/DUWP/RTAB/BC	NMSS/DUWP/LLWPB/BC
NAME	NSalgado	CMcKenney	SKoenick
DATE	4/15/2021	4/08/2021	4/09/2021
OFFICE	NMSS/MSST/SALB/BC	NMSS/MSST/D	NMSS/REFS/D(A)
NAME	BAnderson (w/edits)	KWilliams (TClark for) (w/edits)	KCoyne
DATE	3/29/2021	4/05/2021	4/05/2021

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