



UNITED STATES
NUCLEAR REGULATORY COMMISSION
REGION IV
1600 EAST LAMAR BOULEVARD
ARLINGTON, TEXAS 76011-4511

September 11, 2023

PG 3009.2 - SIGNIFICANT TECHNICAL OR ADMINISTRATIVE RECOGNITION


EFFECTIVE: Upon Issuance

CONTACT: DORS/IPAT

SUPERSEDES: PG 3009.1

DISTRIBUTION: Standard

APPROVAL:



John D. Monninger Deputy Regional Administrator

Lantz, Ryan signing on behalf
of Monninger, John

on 09/11/23

REVISION: This revision clarifies responsibility for assigning of STAR numbering, routing for approval, and distribution of the approved STAR (including the recipient); and making approved STARS prominently available on the Region IV web page.

A. Purpose/Discussion

To establish a procedure for developing, approving, and distributing STARS.

STARS are written and distributed to: (1) communicate and share inspection findings, techniques, and insights; (2) highlight administrative accomplishments that improve the inspection program; and (3) recognize individual or group achievements which contribute to meeting the NRC's strategic plan and performance goals. STARS do not have to be inspection findings. Rather, STARS describe topics which (a) further our safety mission by enabling us to alert the licensee or industry to potentially degrading performance, (b) provide an agency benefit by describing a generic issue or program weakness that may be applicable at other facilities; (c) describe a unique inspection/review method or technique; (d) provide insights involving NRC coordination and communication during

Enclosures

1. Sample Template
2. Nomination for Non-Monetary Award Form

cc: Executive Technical Assistant, OEDO

the inspection or review process; or (e) describe a significant contribution that supports implementation of the inspection program. The following criteria should be considered when determining if a STAR warrants documentation:

- Did the staff member gain unique insights or use an approach that was particularly effective and that modeled one or more of NRC's values?
- Was there a license review or inspection approach utilized that should be shared with other inspectors/reviewers?
- Did the staff member introduce efficiencies within the region or division's work?
- Was perseverance or a strong questioning attitude a significant factor in identifying or resolving an issue?
- Did the activity prompt or lead a licensee to implement corrective actions to improve safety or security?
- Did the staff member demonstrate good initiative in identifying or proposing an area for improvement in processing documents?
- Did the staff member make an observation outside the expected scope of the inspection/review and pursue it because of its potential significance?
- Did the staff member demonstrate initiative by proposing a solution or addressing activities that went beyond normal work duties?

The overall objective of the process is to recognize behaviors that reflect the Principles of Good Regulation, NRC Values, the Region IV Vision, and to share insights that could be of interest to others.

B. Action

Organizational Responsibilities

1. Division Director/Deputy Director
Approve(s) issuance of STARs and monetary/non-monetary awards.
2. Branch Chief/Supervisor/Staff
 - a. Recommend STARs and non-monetary awards. Consider monetary award before non-monetary for STARs.
 - b. Assigns STAR number.
 - c. Drafts STAR writeup and Monetary/Non-Monetary Award.
 - d. Routes to Division Director/Deputy for approval.

- e. Posts the pdf file of approved STAR with the signature of the approving official to the Region IV SharePoint page: "[Region IV STARS](#)" button > 20YY > [Issued STARS](#) folder for distribution.

3. Inspection Program and Assessment Team (IPAT)/Team Leader (TL)

- a. Develops guidance and maintains the STAR process.
- b. Manages the Power Automate Flow for automatic email distribution.

- C. Implementation

1. Staff are encouraged to propose a STAR and non-monetary award (forms included as enclosures, and templates are available in the [Region IV STARS](#) folders) for their peers based on the guidance in this policy guide. Enclosures 1 and 2 are for information only. The STARS folder contains Templates for use when drafting STARS. The proposed STAR should be developed using the following guidance:
 - a. The STAR should be no longer than one page.
 - b. The write-up should include: (1) title, person's name; (2) a description of the issue; (3) if applicable, include the inspection procedure used; (4) how the individual identified the issue; (5) the significance of the issue; (6) corrective actions; and (7) the resulting safety or administrative benefit.
 - c. The last paragraph shall describe the value-added by the action. This shall include one or more of the following:
 - NRC values: Integrity, Service, Openness, Commitment, Cooperation, Excellence, and Respect (ISOC CER).
 - Behaviors delineated in the Region IV Vision Statement: Together, we work to foster a culture of high trust that maximizes professional growth and inspires leadership at all levels.
2. The staff member proposing the STAR will forward the STAR writeup details to the STAR individual's branch chief. The branch chief will go to the [Region IV STARS](#) folder for the current year and, using the "Step 1 – STAR Numbering List" spreadsheet, enter the STAR Title into the spreadsheet for the next sequential number.
3. The Branch Chief or designee will save a copy of the STAR and Non-Monetary Award (or monetary) templates using the "Step 2 – STAR Template" and "Step 3 – Nomination for non-Monetary Award" files (the templates are Read Only). The Branch Chief or designee will fill out the forms and then convert the two separate documents to Adobe pdf. They will then prepare the forms for electronic signature, and then submit (via email or other electronic means) the two documents to the appropriate Director or Deputy Director for approval. The documents must be converted to pdf documents to allow for electronic signatures prior to submitting for approval.

4. Division Directors review and electronically sign the pdf documents and return to the appropriate Branch Chief or designee for issuance.
5. Once approved, the Branch Chief will uploaded/save the STAR (only) to the “Issued STARs” folder (for the current year) for automatic distribution, and the non-monetary award is provided to the STAR recipient and Region IV Human Resources representative (Administrative Support Team Leader of the Correspondence and Admin Support Team).
 - a. When saving, ensure the File Name is formatted with ‘*STAR Number, Last name, Short Description*’.
 - b. When a document is added to the “Issued STARs” folder, an email will automatically be sent to the distribution list recipients via a Power Automate flow, maintained by IPAT. Distribution will include:
 - Region IV personnel
 - Directors of DRP/DRS in RI, RII, RIII, and Director of NRR/DRO
 - Inspection Manual Coordinator – for consideration for inclusion in the Regional Newsletter.

DOCUMENT NAME: ROPG 3009.2 Significant Technical or Administrative Recognition

ADAMS ACCESSION NUMBER: **ML22350A787**

SUNSI Review by: JDixon ADAMS: Yes Non-Publicly Available Non-Sensitive Keyword: MD 3.4 B.1

OFFICE	D:DORS	D:DRMA	D:DRSS	NTEU	DRA:ORA
NAME	RLantz	JLopez	MMuessle	RAzua	JMonninger
SIGNATURE	REL	JLL	GMB for MEM	RVA	REL for JDM
	12/23/22	01/03/23	12/27/22	01/03/23	09/11/23

OFFICIAL RECORD COPY

NOMINEE'S NAME: _____
JUSTIFICATION: _____

Recommended by: _____

Division Director or Above Approval: _____

Date: _____

***** FORWARD APPROVED COPY TO HUMAN RESOURCES *****

NON-MONETARY AWARD SELECTED: _____

RECEIVED/SIGNATURE: _____

Date: _____