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Description of document: Listing of the Nuclear Regulatory Commission (NRC)
Office of the Executive Director of Operations (OEDO)
Procedures and the home page for the EDO Procedures and
Guidance Web Site, 2017

Requested date: 2016

Release date: 13-January-2017

Posted date: 21-January-2019

Source of document: FOIA Request
U.S. Nuclear Regulatory Commission
FOIA Officer
Mailstop: T-2 F43
Washington, DC 20555-0001
Fax: 301-415-5130
Email: FOIA.resource@nrc.gov


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NRC FORM 464 Part I (12-2015)	U.S. NUCLEAR REGULATORY COMMISSION RESPONSE TO FREEDOM OF INFORMATION ACT (FOIA) REQUEST	FOIA <div style="border: 1px solid black; padding: 2px; text-align: center;">2017-0217</div>	RESPONSE NUMBER <div style="border: 1px solid black; padding: 2px; text-align: center;">1</div>						
		RESPONSE TYPE <input type="checkbox"/> INTERIM <input checked="" type="checkbox"/> FINAL							
REQUESTER: <div style="border: 1px solid black; height: 20px;"></div>		DATE: <div style="border: 1px solid black; padding: 2px;">01/13/2017</div>							
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									
<input type="checkbox"/> Agency records subject to the request are already available in public ADAMS or on microfiche in the NRC Public Document Room. <input checked="" type="checkbox"/> Agency records subject to the request are enclosed. <input type="checkbox"/> 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. <input type="checkbox"/> We are continuing to process your request. <input checked="" type="checkbox"/> See Comments.									
PART I.A -- FEES									
<table style="width: 100%;"> <tr> <td style="width: 20%;"> AMOUNT* \$ <div style="border: 1px solid black; width: 80px; height: 20px; display: inline-block;"></div> </td> <td style="width: 40%;"> <input type="checkbox"/> You will be billed by NRC for the amount listed. </td> <td style="width: 40%;"> <input checked="" type="checkbox"/> None. Minimum fee threshold not met. </td> </tr> <tr> <td> *See Comments for details </td> <td> <input type="checkbox"/> You will receive a refund for the amount listed. </td> <td> <input type="checkbox"/> Fees waived. </td> </tr> </table>				AMOUNT* \$ <div style="border: 1px solid black; width: 80px; height: 20px; display: inline-block;"></div>	<input type="checkbox"/> You will be billed by NRC for the amount listed.	<input checked="" type="checkbox"/> None. Minimum fee threshold not met.	*See Comments for details	<input type="checkbox"/> You will receive a refund for the amount listed.	<input type="checkbox"/> Fees waived.
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PART I.B -- INFORMATION NOT LOCATED OR WITHHELD FROM DISCLOSURE									
<input type="checkbox"/> We did not locate any agency records responsive to your request. <i>Note:</i> 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. <input type="checkbox"/> We have withheld certain information pursuant to the FOIA exemptions described, and for the reasons stated, in Part II. <input type="checkbox"/> 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. <input type="checkbox"/> 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 . 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 <div style="border: 1px solid black; padding: 5px;"> Stephanie A. Blaney </div>									

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OEDO Procedures Type View


<input type="checkbox"/> 	No.	Title	Owner	Latest Revision	Comments	Guidance	Link
Guidance : (1)							
	100	Preparing and Maintaining OEDO Procedures and Notices	Jack Foster	2/17/2012	Verified complete 5/27/14		ML12019A365
Guidance : Budget Activities (1)							
	P0601	Strategic Add/Shed/Defer Process	Maria Schofer	12/8/2015		Budget Activities	ML15342A417
Guidance : Communications (6)							
		Communication Website				Communications	Communications Website
	N2009-0430-01	Communication Plans		2/2/2009		Communications	ML090210721
	P0410	Weekly Information Report	Lance Rakovan	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
Guidance : Coordination Activities (9)							
	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

		and Yen-Ju Chen				
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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**RESPONSE TO FREEDOM OF
INFORMATION ACT (FOIA) REQUEST**

2017-0218

1

RESPONSE
TYPE

☐

INTERIM

☒

FINAL

REQUESTER:

DATE:

01/13/2017

DESCRIPTION OF REQUESTED RECORDS:

A copy of the home page for the EDO Procedures and Guidance Web Site located on the employee website at:
<http://www.internal.nrc.gov/oedo/procedures-guidance/index>

PART I. -- INFORMATION RELEASED

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- ☒ See Comments.

PART I.A -- FEES

AMOUNT*

\$

*See Comments for details

☐

You will be billed by NRC for the amount listed.

☒

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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.

The internal web address that you provided is no longer maintained as a current source of the Notices and Procedures. The current listing, as it appears on the Executive Director of Operations' internal website, has been provided to you in our response to FOIA/PA-2017-0217.

SIGNATURE - FREEDOM OF INFORMATION ACT OFFICER

Stephanie A. Blaney

Glossary	Site Index	Contact Us	Public Site	<input type="text"/>	Entire Site	<input type="button" value="Apply"/>
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U.S. NRC

Office of the Executive Director for Operations

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EDO Procedures and Guidance

Preparing and Maintaining OEDO Procedures and Notices	
OEDO Procedure - 0001: Preparing and Maintaining OEDO Procedures and Notices	Document
OEDO Notice - 2006-0001-01 for OEDO Procedure - 0001, "Preparing and Maintaining OEDO Procedures and Notices"	ML060670606

Coordination Activities	
OEDO Procedure - 0210: EDO Procedure for Coordination with ACRS/ACNW	ML053130433
OEDO Procedure - 0220: Coordination with the Institute of Nuclear Power Operations (INPO)	ML102560529
OEDO Procedure - 0230: Staff Requirements Memoranda Coordination	ML060250566
OEDO Procedure - 0240: Guidance for Preparing Briefing Packages	ML072280271
Appendix A - Template: Standard Briefing Package Format	Word Document
OEDO Procedure - 0290: International Travel, Revision 1	ML103280041

Correspondence Procedures	
OEDO Procedure - 0310: Notes to Commissioners' Assistants	ML062300196
OEDO Procedure - 0350: NRC Daily Notes and One-Week Look Ahead - Revision 4	ML102930506
New Daily Notes Process	Document
OEDO Procedure - 0370: Setting Due Dates for EDO-Controlled Action Items and Requesting Extensions and Transfer - Revision 1	ML083020494
OEDO Notice - 0380-01: SECY Paper Development Process	ML100700636
Approval of OEDO Procedure 0390, "OEDO Expectations for Signature Authority"	ML103570393

Communications	
OEDO Procedure - 0410: Weekly Information Report	ML061720521
OEDO Procedure - 0420: Semiannual Report to Congress, Revision 1	ML092590560
OEDO Notice - 2009-0430-01: Communication Plans	ML090210721
Communication Website	Website
OEDO Procedure - 0440: Congressional Correspondence Response Process	ML110350594






Interaction with the Commission	
OEDO Procedure - 0510: Preparing for Commission Meetings, Including Preparation of Briefing Slides, Background Notebooks, and Other Related Documents	ML090370548
Appendix - Template: Commission Briefing Seating Arrangements	Word Document
OEDO Procedure - 0520: Individual Commissioner Briefings	ML070100320
OEDO Notice - 2011-0530-01: Responding to Commissioner Requests	ML11333A045

Budget Activities	
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EDO Home	Guidance for Submittal of Operating Plans and Quarterly Performance Reports (Click on links on right side of Sharepoint Site under "OEDO Guidance")		Sharepoint Site
About			
History			
Organizational Chart (OEDO)	Organizational Chart (OEDO)		
Organizational Chart (Text)	Organizational Chart (Text)		
Who's Who			
OEDO Personnel Listing	OEDO Personnel Procedures		
Staff Contacts for Major Programs			
OEDO Employee Locator	Miscellaneous		
News from the EDO	OEDO Procedure - 0910: Senior Performance Official Reports, Revision 3 - CANCELLED JULY 2012		ML11210B428
EDO Updates	OEDO Notice - 2011-0910-02: Schedule and Guidance for Fiscal Year 2011 Senior Performance Official Reports and Performance Appraisals, and FY 2012 Performance Plans for All NRC Employees		ML11210B430
EDO Updates	OEDO Procedure - 0920: Senior Management Availability For Response to Imminent Security Threats		ML061700199
Archives	OEDO Procedure - 0930: Tasks Force Charters		ML061880227
NRC Reports			
Key Memos and Guidance			
Special Projects			
	Behavior Matters		
	Facilitation Program		
	Knowledge Management		
	Business Process Improvement		
	Lessons Learned Program		
	OIG Safety Culture & Climate Survey		
	Open, Collaborative Work Environment		
	Performance Management		
	Transforming Assets into Business Solutions		
Communications			
	Communication Web Site		
	EDO Speeches & Briefings		
	EDO's Vision of Success		
	EDO Monthly Management Meetings		
	NRC Daily Notes		
Info for the Commission			
	Procedures		
	Drop-in Briefing Packages		
	Commissioner Assistants Notes		
	Weekly Information Report		
Procedures			
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Guidance			

Guidance

Administrative
Staff Meetings
Sample
Documents
MD 3.57
Templates

 = Link to non-NRC Site  = Link to NRC Public Site  = Adobe PDF  = MS Word  = SharePoint  = PowerPoint

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