



governmentattic.org

"Rummaging in the government's attic"

Description of document: Pages from the US Nuclear Regulatory Commission (NRC) Management Directives intranet web pages, 2011

Released date: 29-August-2011

Posted date: 26-September-2011

Source of document: U.S. Nuclear Regulatory Commission
Mail Stop T-5 F09
Washington, DC 20555-001
Fax: 301-415-5130
Email: FOIA.resource@nrc.gov
[Online FOIA Request Form](#)

The governmentattic.org web site ("the site") is noncommercial and free to the public. The site and materials made available on the site, such as this file, are for reference only. The governmentattic.org web site and its principals have made every effort to make this information as complete and as accurate as possible, however, there may be mistakes and omissions, both typographical and in content. The governmentattic.org web site and its principals shall have neither liability nor responsibility to any person or entity with respect to any loss or damage caused, or alleged to have been caused, directly or indirectly, by the information provided on the governmentattic.org web site or in this file. The public records published on the site were obtained from government agencies using proper legal channels. Each document is identified as to the source. Any concerns about the contents of the site should be directed to the agency originating the document in question. GovernmentAttic.org is not responsible for the contents of documents published on the website.

2011-0275

1

**RESPONSE TO FREEDOM OF
INFORMATION ACT (FOIA) / PRIVACY
ACT (PA) REQUEST**

RESPONSE
TYPE



FINAL



PARTIAL

REQUESTER

DATE

AUG 29 2011

PART I. -- INFORMATION RELEASED

- ☐ No additional agency records subject to the request have been located.
- ☐ Requested records are available through another public distribution program. See Comments section.
- ☒ **APPENDICES**
A Agency records subject to the request that are identified in the listed appendices are already available for public inspection and copying at the NRC Public Document Room.
- ☐ **APPENDICES**
Agency records subject to the request that are identified in the listed appendices are being made available for public inspection and copying at the NRC Public Document Room.
- ☐ Enclosed is information on how you may obtain access to and the charges for copying records located at the NRC Public Document Room, 11555 Rockville Pike, Rockville, MD 20852-2738.
- ☒ **APPENDICES**
A Agency records subject to the request are enclosed.
- ☐ 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.
- ☐ We are continuing to process your request.
- ☐ See Comments.

PART I.A -- FEES

AMOUNT *

\$

* See comments
for details



You will be billed by NRC for the amount listed.



None. Minimum fee threshold not met.



You will receive a refund for the amount listed.



Fees waived.

PART I.B -- INFORMATION NOT LOCATED OR WITHHELD FROM DISCLOSURE

- ☐ No agency records subject to the request have been located.
- ☐ Certain information in the requested records is being withheld from disclosure pursuant to the exemptions described in and for the reasons stated in Part II.
- ☐ This determination may be appealed within 30 days by writing to the FOIA/PA Officer, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001. Clearly state on the envelope and in the letter that it is a "FOIA/PA Appeal."

PART I.C COMMENTS (Use attached Comments continuation page if required)

SIGNATURE - FREEDOM OF INFORMATION ACT AND PRIVACY ACT OFFICER

Donna L. Sealing

Donna L. Sealing

**APPENDIX A
RECORDS BEING RELEASED IN THEIR ENTIRETY**

<u>NO.</u>	<u>DESCRIPTION/PAGE COUNT</u>
1.	NRC Mgmt Directives Home Page (2 pgs)
2.	NRC Mgmt Directives Home Page, Online Catalog Link, (8 pgs)
3.	NRC Mgmt Directives Home Page, MD 1.1 Link, (1 pg)
4.	NRC Mgmt Directives Home Page, Overview Link, (4 pgs)
5.	NRC Mgmt Directives Home Page, Drafting Resources Link, (1 pg)
6.	NRC Mgmt Directives Home Page, Timeline Link, (5 pgs)
7.	NRC Mgmt Directives Home Page, FAQs Link, (8 pgs)
8.	NRC Mgmt Directives Home Page, Working Groups Link, (3 pgs)
9.	Rules, Announcements and Directives Branch Office Chart, (1 pg)
10.	NRC Mgmt Directives Home Page, Public Web Site List (1 pg)
11.	Announcement for Mgmt Directives: Hierarchy of Internal NRC Policy and Guidance, (1 pg)
12.	Yellow Announcement, Electronic Publication & Distribution of Mgmt Directives, (1 pg)
13.	List of Yellow Announcements that Should be Reviewed when the Mgmt Directives are Updated, (26 pgs)
14.	NRC Mgmt Directives, "What's New" Archive, (6 pgs)
15.	NRC Mgmt Directives Home Page, NRC Hierarchy of Internal Policy and Guidance Documents, (31 pgs)
16.	NRC Mgmt Directives Home Page, Mgmt Directive 5-Year Plan, (14 pgs)
17.	NRC Mgmt Directives Home Page, MD 10.72 – Awards & Recognition, (2 pgs)
18.	NRC Mgmt Directives Home Page, MD 3.1 Freedom of Information Act Link, (2 pgs)
19.	NRC Mgmt Directives Home Page, MD 10.161 Civil right and Affirmative Employment and Diversity Mgmt Program Link, (1 pg)

**APPENDIX A
RECORDS BEING RELEASED IN THEIR ENTIRETY**

<u>NO.</u>	<u>DESCRIPTION/PAGE COUNT</u>
20.	NRC Mgmt Directives Home Page, MD 6.6. Regulatory Guides Link, (1 pg)
21.	NRC Mgmt Directives Home Page, MD 3.55 Forms Mgmt Program Link, (1 pg)
22.	NRC Mgmt Directives Home Page, MD 10.41 Pay Administration Link, (125 pgs)
23.	NRC Mgmt Directives Home Page, MD 1.1 NRC Mgmt Directives System, (2 pgs)
24.	NRC Mgmt Directives Home Page, Mgmt directives Status Chart, (5 pgs)

NRC Management Directives

Web Assistance for MD Preparation, Editing, and Review

Home
Catalog of Directives
MD 1.1
Overview
Drafting
Timelines
F . R . Q .
Working Groups

Welcome

The NRC's Management Directives (MD) System, managed by the Office of Administration's Rules, Announcements, and Directives Branch (RADB), is the agency's system of internal regulations. Documents in the MD System describe the authorities, responsibilities, policies, and procedures for the major functions of the agency.

Through our online catalog, staff can access searchable, printable PDF versions of all NRC management directives (MDs). Publicly available MDs are published as a document collection in the online Electronic Reading Room.

For writers, revisers, and reviewers of MDs, this Web site provides an overview of the writing and revision process, the standard timelines for planning an MD revision, drafting resources, including samples of key documents and plain language writing guidance, and the current MD Status Chart for tracking MD updates.

We welcome your feedback on this Web site and your suggestions for improving the Management Directive process.

News of Note:

See the July 1, 2009, announcement that notified staff of the NRC hierarchy of internal policy and guidance documents.

See NRC Yellow Announcement No. 116 and our updated FAQs page for information about the recent move to electronic publication of MDs.



- ▶ Management Directive 5-Year Plan (reported quarterly as Corporate Metric CS-ADM-01)
- ▶ MD 10.72 Awards and Recognition July 18, 2011
- ▶ MD 3.1 Freedom of Information Act June 8, 2011
- ▶ MD 10.161 Civil Rights Program and Affirmative Employment and Diversity Management Program April 19, 2011
- ▶ MD 6.6 Regulatory Guides April 12, 2011
- ▶ MD 3.55 Forms Management Program March 30, 2011
- ▶ MD 10.41 Pay Administration March 29, 2011
- ▶ MD 1.1 NRC Management Directives System March 18, 2011
- ▶ Yellow Announcements Related to Management Directives July 30, 2011
- ▶ NRC Hierarchy of Internal Policy and Guidance Documents July 01, 2009

‡ **Current MD STATUS CHART**

‡ **ARCHIVE of recent MD activity**

Before drafting a new or revised MD, contact RADB:

Helen Chang, Team Lead, 301-492-3672

Sue Bogle, Policy Analyst, 301-492-3676

Carrie McCann, Policy Analyst, 301-492-3682

Theresa Barczy, Directives Specialist, 301-492-3666

updated 5 August 2011

For Web site info contact ADM/DAS/RADB

[Home](#) | [MD Catalog](#) | [MD 1.1](#) | [Overview](#) | [Drafting](#) | [Timelines](#) | [FAQ](#) | [Working Group](#)

NRC Management Directives

Web Assistance for MD Preparation, Editing, and Review

[Home](#)[Catalog of Directives](#)[MD 1.1](#)[Overview](#)[Drafting](#)[Timelines](#)[F . A . Q .](#)[Working Groups](#)

Catalog

[Volume 01 - Management Directives](#)[Volume 02 - Information Technology](#)[Volume 03 - Information Management](#)[Part 1](#) - Publications, Mail, and Information Disclosure (3.01-3.25)[Part 2](#) - Records Management (3.50-3.57)[Volume 04 - Financial Management](#)[Volume 05 - Governmental Relations and Public Affairs](#)[Volume 06 - Internal Management](#)[Volume 07 - Legal and Ethical Guidelines](#)[Volume 08 - Licensee Oversight Programs](#)[Volume 09 - NRC Organization and Functions](#)[Volume 10 - Personnel Management](#)[Part 1](#) - Employment and Staffing (10.001-10.016)[Part 2](#) - Position Evaluation and Management, Pay Administration, and Leave Subparts A-C (10.36-10.62)[Part 3](#) - Performance Appraisals, Awards, and Training Subparts A-C (10.67-10.78)[Part 4](#) - Labor Relations, Discipline, Grievances, Appeals, RIFs (10.98-10.103)[Part 5](#) - Benefits, Health Services, and Employee Safety Subparts A-C (10.114-10.133)[Part 6](#) - Senior Executive Service, Senior Level Positions, and Judges Subparts A-C (10.135-10.153)[Part 7](#) - General Personnel Management Provisions (10.156-10.163)[Volume 11 - Procurement](#)[Volume 12 - Security](#)

Volume 13 - Transportation, Facilities, and Property

Volume 14 - Travel

NOTE: « = newer searchable Acrobat pdf

Volume 1 - Management Directives

MD 1.1 - NRC Management Directives System «

Volume 2 - Information Technology

MD 2.1 - Information Technology Architecture ELIMINATED «

MD 2.2 - Capital Planning and Investment Control ELIMINATED «

MD 2.3 - Telecommunications «

MD 2.4 - Acquisition of Federal Information Processing Resources ELIMINATED «

MD 2.6 - Information Technology Infrastructure «

MD 2.7 - Personal Use of Information Technology «

MD 2.8 - Project Management Methodology «

 [top](#)

Volume 3 - Part 1 - Publications, Mail, and Information Disclosure

MD 3.1 - Freedom of Information Act «

MD 3.2 - Privacy Act «

MD 3.4 - Release of Information to the Public

MD 3.5 - Attendance at NRC Staff Sponsored Meetings «

MD 3.6 - Distribution of Unclassified NRC Staff- and Contractor-Generated Reports

MD 3.7 - NUREG-Series Publications «

MD 3.8 - Unclassified Contractor and Grantee Publications in the NUREG Series
ELIMINATED «

MD 3.9 - NRC Staff and Contractor Speeches, Papers, and Journal Articles on
Regulatory and Technical Subjects «

MD 3.11 - Conferences and Conference Proceedings «

MD 3.12 - Handling and Disposition of Foreign Documents and Translations «

MD 3.13 - Printing «

MD 3.14 - U.S. Nuclear Regulatory Commission Public Web Site «

MD 3.15 - Audiovisual and Photographic Services «

MD 3.17 - NRC Information Quality Program «

MD 3.23 - Mail Management «

MD 3.25 - Graphic Design and Production Services «

Volume 3 - Part 2 - Records Management

MD 3.50 - Document Management ELIMINATED «

MD 3.51 - Library Services

MD 3.52 - Availability, Retention, and Indexing of Codes and Standards

MD 3.53 - NRC Records and Document Management Program «

MD 3.54 - NRC Collections of Information and Reports Management «

MD 3.55 - Forms Management Program «

MD 3.56 - Micrographics Management

MD 3.57 - Correspondence Management «

 [top](#)

Volume 4 - Financial Management

[MD 4.1 - Accounting Policy and Practices](#) «
[MD 4.2 - Administrative Control of Funds](#)
[MD 4.3 - Financial Management Systems](#) «
[MD 4.4 - Management Controls](#) «
[MD 4.5 - Shutdown Plan for Period of Lapsed Appropriations](#)
(MD 4.5 Interim Report available to the public on April 8, 2011.)
[MD 4.6 - License Fee Management Program](#) «
[MD 4.7 - NRC Long-Range Planning, Programming, and Budget Formulation](#)

Volume 5 - Governmental Relations and Public Affairs

[MD 5.1 - Intergovernmental Consultation](#) «
[MD 5.2 - Cooperation With States at Commercial Nuclear Power Plants and Other Nuclear Production or Utilization Facilities](#) «
[MD 5.3 - Agreement State Participation in Working Groups](#) «
[MD 5.4 - Official Representation Expenses](#) «
[MD 5.5 - Public Affairs Program](#) «
[MD 5.6 - Integrated Materials Performance Evaluation Program \(IMPEP\)](#) «
[MD 5.7 - Technical Assistance to Agreement States](#) «
[MD 5.8 - Proposed Section 274b Agreements With States](#) «
[MD 5.9 - Adequacy and Compatibility of Agreement State Programs](#) «
[MD 5.10 - Formal Qualifications for Integrated Materials Performance Evaluation Program \(IMPEP\) Team Members](#) «
[MD 5.12 - International Nuclear Event Scale Participation](#) «
[MD 5.13 - NRC International Activities Practices and Procedures](#) «

 [top](#)

Volume 6 - Internal Management

[MD 6.1 - Resolution and Followup of Audit Recommendations](#) «
[MD 6.2 - Continuity of Government and Continuity of Operations Programs](#)
[MD 6.3 - The Rulemaking Process](#) «
[MD 6.4 - Generic Issues Program](#) «
[MD 6.5 - NRC Participation in the Development and Use of Consensus Standards](#) «
[MD 6.6 - Regulatory Guides](#) «
[MD 6.8 - Lessons-Learned Program](#) «

Volume 7 - Legal and Ethical Guidelines

[MD 7.1 - Tort Claims Against the United States](#) «
[MD 7.2 - Claims for Personal Property Loss or Damage](#) «
[MD 7.3 - Participation in Professional Organizations](#) «
[MD 7.4 - Reporting Suspected Wrongdoing and Processing OIG Referrals](#) «
[MD 7.5 - Ethics Counseling and Training](#) «
[MD 7.6 - Public and Confidential Financial Disclosure Reports](#) «
[MD 7.7 - Security Ownership](#) «
[MD 7.8 - Outside Employment](#) «
[MD 7.9 - Ethics Approvals and Waivers](#) «
[MD 7.10 - Political Activity](#) «
[MD 7.12 - Enforcement of Post-Employment Restrictions](#) «

 [top](#)

Volume 8 - Licensee Oversight Programs

[MD 8.1 - Abnormal Occurrence Reporting Procedure](#) «
[MD 8.2 - NRC Incident Response Program](#) «

[MD 8.3 - NRC Incident Investigation Program «](#)
[MD 8.4 - Management of Facility-specific Backfitting and Information Collection «](#)
[MD 8.5 - Operational Safety Data Review «](#)
[MD 8.6 - Systematic Assessment of Licensee Performance \(SALP\) Process - ELIMINATED «](#)
[MD 8.7 - Reactor Operating Experience Program «](#)
[MD 8.8 - Management of Allegations «](#)
[MD 8.9 - Accident Investigation «](#)
[MD 8.10 - NRC Medical Event Assessment Program «](#)
[MD 8.11 - Review Process for 10 CFR 2.206 Petitions «](#)
[MD 8.12 - Decommissioning Financial Assurance Instrument Security Program «](#)
[MD 8.13 - Reactor Oversight Process «](#)
[MD 8.14 - Agency Action Review Meeting \(AARM\) «](#)
[MD 8.17 - Licensee Complaints Against NRC Employees «](#)
[MD 8.18 - NRC Generic Communications Program «](#)

 [top](#)

Volume 9 - NRC Organization and Functions

[MD 9.1 - Organization Management](#)
[MD 9.2 - O/F, Office of the Inspector General «](#)
[MD 9.3 - O/F, Advisory Committee on Reactor Safeguards](#)
[MD 9.5 - O/F, Atomic Safety and Licensing Board Panel](#)
[MD 9.6 - O/F, Office of Commission Appellate Adjudication «](#)
[MD 9.7 - O/F, Office of the General Counsel «](#)
[MD 9.8 - O/F, Office of Investigations «](#)
[MD 9.10 - O/F, Office of the Secretary](#)
[MD 9.11 - O/F, Office of Public Affairs «](#)
[MD 9.13 - O/F, Office of Congressional Affairs «](#)
[MD 9.14 - O/F, Office of International Programs «](#)
[MD 9.15 - O/F, Office of State and Tribal Programs «](#)
[MD 9.17 - O/F, Office of the EDO «](#)
[MD 9.19 - O/F, Office of Enforcement](#)
[MD 9.20 - O/F, Office of the Chief Financial Officer «](#)
[MD 9.21 - O/F, Office of Administration «](#)
[MD 9.22 - O/F, Office of Information Resources Management](#)
[MD 9.23 - O/F, Office for Analysis and Evaluation of Operational Data - ELIMINATED «](#)
[MD 9.24 - O/F, Office of Small Business and Civil Rights](#)
[MD 9.25 - O/F, Office of Human Resources «](#)
[MD 9.26 - O/F, Office of Nuclear Material Safety and Safeguards](#)
[MD 9.27 - O/F, Office of Nuclear Reactor Regulation](#)
[MD 9.28 - O/F, Office of Nuclear Regulatory Research](#)
[MD 9.29 - O/F, Regional Offices](#)

 [top](#)

Volume 10 - Part 1 - Employment and Staffing

[MD 10.1 - Appointments, General Employment Issues, Details, and Position Changes «](#)
[MD 10.2 - Staffing Assistance for International Organizations «](#)
[MD 10.3 - Intergovernmental Personnel Assistance - ELIMINATED «](#)
[MD 10.4 - Military Duty: Restoration and Other Actions - ELIMINATED «](#)
[MD 10.5 - RESERVED](#)
[MD 10.6 - Use of Consultants and Experts «](#)
[MD 10.7 - RESERVED](#)
[MD 10.8 - Clearances Before Separation or Reassignment «](#)
[MD 10.9 - Cooperative Education Program - ELIMINATED «](#)

[MD 10.10 - Recruitment «](#)
[MD 10.11 - Visiting Fellows Program](#)
[MD 10.12 - Use of Advisory Committee Members «](#)
[MD 10.13 - Special Employment Programs «](#)
[MD 10.14 - Employee Trial Period «](#)
[MD 10.15 - Merit Staffing Program «](#)
[MD 10.16 - RESERVED](#)

 [top](#)

Volume 10 - Part 2 - Position Evaluation and Management, Pay Administration, and Leave

Subpart A: Position Evaluation and Management

[MD 10.36 - Position Evaluation and Pay Administration](#)
[MD 10.37 - Position Evaluation and Benchmarks](#)
[MD 10.38 - Position Management](#)

Subpart B: Pay Administration

[MD 10.41 - Pay Administration «](#)
[MD 10.42 - Hours of Work and Premium Pay](#)
[MD 10.43 - Time and Labor Reporting «](#)
[MD 10.44 - Relocation Bonus Program «](#)
[MD 10.45 - Advances in Pay «](#)
[MD 10.46 - Credit Hours «](#)
[MD 10.47 - Retention Allowance Program «](#)
[MD 10.48 - Recruitment Bonus Program «](#)
[MD 10.49 - Student Loan Repayment Program «](#)

Subpart C: Leave

[MD 10.62 - Leave Administration «](#)

 [top](#)

Volume 10 - Part 3 - Performance Appraisals, Awards, and Training

Subpart A: Performance Appraisals

[MD 10.67 - Non-SES Performance Appraisal System](#)

Subpart B: Awards

[MD 10.72 - Awards and Recognition «](#)
[MD 10.73 - Time Off From Duty as an Incentive Award - ELIMINATED «](#)

Subpart C: Training

[MD 10.77 - Employee Training and Development «](#)
[MD 10.78 - NRC Intern Program «](#)

Volume 10 - Part 4 - Labor Relations, Discipline, Grievances, Appeals, RIFs

MD 10.98 - RESERVED

MD 10.99 - Discipline, Adverse Actions, and Separations

MD 10.100 - Appeals From Adverse Actions

MD 10.101 - Employee Grievances

MD 10.102 - Labor-Management Relations Program for Federal Employees«

MD 10.103 - Reduction in Force for Non-SES Employees «

 top

Volume 10 - Part 5 - Benefits, Health Services, and Employee Safety**Subpart A: Benefits**

MD 10.114 - Employee Benefits Program - ELIMINATED «

Subpart B: Health Services

MD 10.122 - Employee Assistance and Wellness Services Program «

Subpart C: Employee Safety

MD 10.130 - Safety and Health Program Under the Occupational Safety and Health Act «

MD 10.131 - Protection of NRC Employees Against Ionizing Radiation «

MD 10.132 - Worker's Compensation Program - ELIMINATED «

MD 10.133 - Light and Limited Duty Program - ELIMINATED «

 top

Volume 10 - Part 6 - Senior Executive Service, Senior Level Positions, and Judges**Subpart A: Senior Executive Service**

MD 10.135 - Senior Executive Service (SES) Employment and Staffing Programs

«
MD 10.136 - Senior Executive Service (SES) Recertification Program - ELIMINATED «

MD 10.137 - Senior Executive Service Performance Management System «

MD 10.138 - Reduction in Force in the Senior Executive Service «

Subpart B: Senior Level Positions

MD 10.145 - Senior Level System «

MD 10.146 - Distinguished Engineers and Scientists Program «

MD 10.147 - RESERVED

MD 10.148 - Senior Level Performance Appraisal System «

Subpart C: Judges

[MD 10.151 - RESERVED](#)
[MD 10.152 - RESERVED](#)
[MD 10.153 - Administrative Judges-Compensation and Staffing](#)

 [top](#)

Volume 10 - Part 7 - General Personnel Management Provisions

[MD 10.156 - RESERVED](#)
[MD 10.157 - Personnel Management Evaluation - ELIMINATED «](#)
[MD 10.158 - NRC Non-Concurrence Process \(DRAFT\) - INTERIM GUIDANCE](#)
[MD 10.159 - The NRC Differing Professional Opinions Program «](#)
[MD 10.160 - Open Door Policy «](#)
[MD 10.161 - Civil Rights Program and Affirmative Employment and Diversity Management Program «](#)
[MD 10.162 - Disability Programs and Reasonable Accommodation «](#)
[MD 10.163 - RESERVED](#)

Volume 11 - Procurement

[MD 11.1 - NRC Acquisition of Supplies and Services «](#)
[MD 11.2 - Receipt and Handling of Unsolicited Proposals - ELIMINATED «](#)
[MD 11.3 - NRC Review of Contractor Invoices - ELIMINATED «](#)
[MD 11.4 - NRC Small and Disadvantaged Business Program «](#)
[MD 11.5 - NRC Instructions for Implementing OMB Circular A-76 Performance of Commercial Activities - ELIMINATED «](#)
[MD 11.6 - Financial Assistance Program «](#)
[MD 11.7 - NRC Procedures for Placement and Monitoring of Work With the U.S. Department of Energy \(DOE\) «](#)
[MD 11.8 - NRC Procedures for Placement and Monitoring of Work With Federal Agencies Other Than the U.S. Department of Energy \(DOE\) «](#)

 [top](#)

Volume 12 - Security

[MD 12 - Glossary «](#)
[MD 12.1 - NRC Facility Security Program «](#)
[MD 12.2 - NRC Classified Information Security Program «](#)
[MD 12.3 - NRC Personnel Security Program «](#)
[MD 12.4 - NRC Telecommunications Systems Security Program «](#)
[MD 12.5 - NRC Automated Information Security Program «](#)
[MD 12.6 - NRC Sensitive Unclassified Information Security Program «](#)
[MD 12.7 - NRC Safeguards Information Security Program](#)

Volume 13 - Transportation, Facilities, and Property

[MD 13.1 - Property Management «](#)
[MD 13.2 - Facility Management «](#)
[MD 13.3 - RESERVED](#)
[MD 13.4 - Transportation Management «](#)
[MD 13.5 - RESERVED](#)

 [top](#)

Volume 14 - Travel

[MD 14.1 - Official Temporary Duty Travel](#) «
[MD 14.2 - Relocation Allowances](#)«

updated 24 June 2011

For Web site info contact [ADM/DAS/RADB](#)

[Home](#) | [MD Catalog](#) | [MD 1.1](#) | [Overview](#) | [Drafting](#) | [Timelines](#) | [FAQ](#) | [Working Group](#)

NRC Management Directives

Web Assistance for MD Preparation, Editing, and Review

[Home](#)[Catalog of Directives](#)[MD 1.1](#)[Overview](#)[Drafting](#)[Timelines](#)[F . A . Q .](#)[Working Groups](#)

MD 1.1

Changes to the NRC Management Directives System (Delegation of Authority)

Management Directive (MD) 1.1 governs the NRC Management Directives Program and describes the process for creating an MD.

On March 18, 2011, the Chairman signed Management Directive (MD) 1.1, "NRC Management Directives System," which includes three important changes to the process for issuing management directives. First, office directors now have issuing authority for routine changes to most directives in their functional areas. Second, office directors are required to review and reissue each directive in its entirety after 5 years or certify that the MD remains current. Third, staff must propose policy to the Commission for its consideration outside the MD system. MDs can no longer be used to formulate significant new agency policy.

These changes implement the recommendations of the Management Directives Working Group (April 2006).

Related Policy Announcements:

* YA-07-0116, Electronic Publication and Distribution of Management Directives (10/10/07).

updated 29 May 2011

For Web site info contact ADM/DAS/RADB

[Home](#) | [MD Catalog](#) | [MD 1.1](#) | [Overview](#) | [Drafting](#) | [Timelines](#) | [FAQ](#) | [Working Group](#)

NRC Management Directives

Web Assistance for MD Preparation, Editing, and Review

Home
Catalog of Directives
MD 1.1
Overview
Drafting
Timelines
F . A . Q .
Working Groups

Overview

Preparing Directives and Handbooks

Management Directives (MDs) are published by the Office of Administration (ADM), which manages the MD review process and ensures that new and revised MDs comply with system standards for content and presentation.

To produce MDs that are easy to read, logically organized, and contain accessible information, please follow these guidelines:

►Directives

Directives state policy, assign major responsibilities to agency officials, and list delegations of authority. They should be concise and follow the prescribed format in MD 1.1, "NRC Management Directives System," that varies little among directives.

►Areas of Special Importance

There are two key areas of special importance in drafting directives: specifying policy clearly and sharply focusing the scope of the responsibilities and authorities section.

Responsibilities and authorities should be limited to areas where agency officials fulfill major responsibilities, exercise discretionary authority, have influence over other agency officials, or may in their exercise of their authority subject themselves, other agency officials, or the agency to litigation. This section should not be so all-inclusive that it merely duplicates an official's position description in a functional area. This section covers the activities of division directors and above only.

►Handbooks

Handbooks contain the system's "how to" procedural information and decision criteria to implement the policy stated in a directive. All policy in a handbook derives from a directive and must be identified by title and number with its directive. A handbook can be issued either with its directive or apart from its directive as a desk reference when it would be convenient to do so.

►Make it Easy To Find Information

Handbooks are reference documents and should be organized and formatted to assist readers in locating information the first and subsequent times it is sought. They must contain minimal finding aids, such as a table of contents and easy-to-see headings, and may contain a subject index also. Their contents and organization vary widely, depending on their purpose and the scope of information covered. As a result, they usually present the greatest challenge to logical organization and clarity of expression.

►Focus on Your Reader's Needs

The most effective way to meet this challenge is to keep the following guidance in mind as you outline and draft the handbook.

- Focus on the target audience for your handbook. Ask yourself: Who will actually use it? What will they use it for?
- Organize the information to highlight each task you want the staff to perform or each point they need to understand.

If your section or branch provides a service, first spell out the nature and scope of the service - what can the staff expect - before explaining the prescribed steps they must follow to obtain that service - how can they get it. If a statute, regulation, or guideline from another agency is crucial to the MD, do not incorporate it whole and undigested. Instead, redraft or summarize it to extract what readers are supposed to know about or do with the information. Use verbatim citations of such material sparingly.

►Obtain Informal Reviews

The best way to check the effectiveness of your draft is to obtain comments from the point of view of people who will actually use your MD. Consider circulating the draft informally to a few people in this audience for review and comment. The goal of such review is to ensure that your reader is able to find the information he or she needs, that nothing important is left out, and that the writing is understandable. These readers can provide invaluable help in ferreting out explanations that need clarification, procedural steps that need to be improved or added, and material that is unnecessarily technical or that could be left out. (To the extent possible, give these reviewers the most complete draft available.) This process will enable you to submit the best draft possible to your office management for review. These reviews should also take place before the draft is submitted to the Rulemaking and Directives Branch (RDB) for editorial and format review and well before your draft MD is circulated to the agency at large for office-level review.

►Obtain Editorial and Format Reviews

Before circulating the draft directive or handbook through the agency for office comments, it must be reviewed for editorial and format standards by RDB. Following this review, the RDB staff will discuss with you any proposed revisions and the process for obtaining comment and approval to issue the MD. The draft is then ready for circulation throughout the agency for office review.

Before changing a manual chapter/appendix to an MD or revising a current MD, first

1. Inform RDB (email Directives.Resource@nrc.gov). Before circulating the MD for office concurrence, submit the material to RDB for the following reviews:

- Format
- Organization

- Editing
- Compliance with requirements of the MD system

2. Following these reviews and preparation by RDB of the MD, submit the MD to NRC offices and regions for a **1-month (20 working days) review and comment period**.

- Please note that OIG is concerned when an office requests a compressed review period. The agency's major components will have a reduced opportunity to make substantive comments concerning the directive's content. Please review your author checklist and confirm that your MD timeline allocates sufficient time for MD review.
- MD 1.1 specifies a formal comment period of approximately 1 month but does permit offices to request shorter comment periods for minor changes or expedited handling. Your office must justify and defend its expedited review request (i.e., a compressed comment period).

3. Upon completion of the comment period—

- Resolve office comments
- Prepare a written resolution of the comments, if necessary (excluding resolution of editorial comments)
- Submit the marked-up MD, the written resolution of comments, and NRC Form 521, "Request for Publication of an NRC Management Directive," signed by the office director or designee, to RDB for processing

4. RDB then incorporates any changes requested by the originating office, completes NRC Form 522, "Approval for Issuance of a Directive or Handbook," and forwards the package containing the MD, the resolution of comments, and the NRC Form 521 for final concurrence. The concurrence chain always includes a final review by the Office of the General Counsel (OGC). The signature package will be routed to the appropriate approving official (e.g., the RDB Chief, Division of Administrative Services, Office of Administration; the Chief Financial Officer; the Executive Director for Operations (EDO); or the Chairman, in accordance with Handbook 1.1). If the MD is being issued by an office director exercising signature authority delegated by the EDO, the package will be routed back to originating office for final concurrence if either RDB or OGC requests changes to the draft submitted for publication under NRC Form 521.

5. Upon completion of the approval process, RDB prepares the directive transmittal sheet, enters the approval date on each page of the MD, enters the final MD into ADAMS, posts the PDF version to the online MD Catalog, requests public Web posting by the OIS Web Team, and notifies the staff by issuing an NRC Announcement.

 [top](#)

[Home](#) | [MD Catalog](#) | [MD 1.1](#) | [Overview](#) | [Drafting](#) | [Timelines](#) | [FAQ](#) | [Working Group](#)

NRC Management Directives

Web Assistance for MD Preparation, Editing, and Review

Home

Catalog of Directives

MD 1.1

Overview

Drafting




Timelines

F . A . Q .

Working Groups

Drafting

Below are links to reference tools for writers and revisers of Management Directives.

- ▶ From the Editor: [Tips for Writers and Revisers of MDs](#)
- ▶ [NRC Plain English Writing Techniques](#)
- ▶ [Plain Language.gov](#) The Plain Language Action and Information Network website
- ▶ [NRC Collection of Abbreviations \(NUREG-0544, Rev. 4\)](#)
- ▶ [Government Printing Office Style Manual \(GPO Web site\)](#) **EXIT**
- ▶ [GPO Style Manual, downloadable PDF version, by chapter \(smaller file sizes\)](#) 
- ▶ [GPO Style Manual, downloadable PDF version, single file \(~7 Mb\)](#) 
- ▶ [Chicago Manual of Style](#)
- ▶ [NRC Style Guide](#)
- ▶ [MD Global Template](#): formatting template and numbering guidance (contact the MD team for the source file and named styles in MS Word)
- ▶ [MD Style Sheet](#) for References
- ▶ [NRC Form 521](#) "Request for Publication or Elimination of an NRC Management Directive" pdf 

Sample documents in PDF, Excel, and Word formats

- ▶ [Comment Request Memo](#)
- ▶ [Comment Resolution](#) (Microsoft Excel file, XLS)
- ▶ [MD Author Checklist](#) (Adobe Acrobat file, PDF)

updated 28 March 2011

For Web site info contact [ADM/DAS/RADB](#)

A-5

NRC Management Directives

Web Assistance for MD Preparation, Editing, and Review

Home
Catalog of Directives
MD 1.1
Overview
Drafting
Timelines
F . A . Q .
Working Groups

Timelines

The Rules, Announcements, and Directives Branch (RADB) has two timelines for processing management directives (MDs):

- a generic timeline that applies to substantive revisions that require approval by the EDO and/or the Chairman or the Commission.
- an expedited timeline that applies to MDs issued by office directors under authority delegated by the Executive Director for Operations (EDO) and to corrections or minor administrative changes suitable for issuance by the RADB Chief, pending the approval of delegated signature authority

The schedule for any MD action can be affected by the size of the MD, the complexity of the revision, or agency/office priorities and workload.

► [Generic Timeline](#)

► [Expedited Timeline](#)

Generic Timeline

The clock starts when the complete manuscript for the directive, handbook, and any exhibits are submitted to RADB for processing. Please note that any significant changes submitted after the original manuscript is submitted restart the clock.

All draft MDs submitted for publication are routed to RDB and the Office of the General Counsel (OGC) for final review before issuance. If RADB or OGC requests changes to the draft submitted by the originating office, the package will be returned to the originating office director for final concurrence.

Action	Weeks	Week No.
Phase 1: Initial editing and formatting by RADB = 1+ weeks		
MD of 10 pages or less	1	1
Each additional 10-page segment	1	+
Phase 2: Office Review and Comment = 6+ weeks		

Handwritten signature/initials

Originating office preparation of comment request	1 - 2	2
Comment period	4	6
Phase 3: Resolution of Office Comments = 4+ weeks		
Originating office resolution of comments	2 - 4	8
RADB incorporation of comments and changes	2 - 4	10
Phase 4: Request MD Publication = 2+ weeks*		
Originating office review and creation of publication request package (NRC Form 521); upon acceptance, upon MD acceptance, the office has met its MD commitment for the agencywide corporate measure (<u>NRC Performance Management SharePoint Site</u>)	2	12
Phases 5-8: Final Approval = 8+ weeks		
RADB preparation of approval package, including NRC Form 522	1	13
Approval process*	6 - 16+	19
Creation of PDF, ADAMS processing, Web posting, and issuance of NRC Announcement	1	20
	Minimum Maximum	20 45+
<p>* Once the NRC Form 521 package materials are received and accepted by the MD Team, your office has met its commitment for the MD 5-Year Plan (CS-ADM-01). If your office has an external external due date driver (SRM, OIG Audit), please alert the MD team because the Congressional Review Act impact (lengthen) your estimated date of MD publication (Phase 8).</p>		

 top

Expedited Timeline

In order to be eligible for expedited review, an MD must meet the following criteria:

1. The major areas in the MD must still be valid. The MD will not be eligible for expedited review if major areas in the MD are no longer valid.
2. The originating office must send a request for expedited review to OIG and OGC. OIG and OGC will be asked to comment on the request before it is granted or denied.
3. ADM, OIG, and OGC have the discretion to grant or deny expedited review of MDs.

For more information on the expedited timeline, please see DH Section VI of MD 1.1.

The clock starts when the draft is submitted to RADB for processing. Note that any additional changes requested after the original draft is submitted will restart the clock. The timeline assumes a shortened final concurrence chain and approval by the originating office director or the RADB Chief. The originating office may request that offices expedite comment and review of drafts when the changes proposed are minor or strictly administrative.

Other factors may affect the length of time necessary to process an individual MD, including the size of the MD, the complexity of the revision, and agency/office workload.

Action	Weeks	Week No.
Phase 1: Initial editing and formatting by RADB = 1+ weeks		
MD of 10 pages or less	1	1
Each additional 10-page segment	1	+
Phase 2: Office Review and Comment = 6+ weeks		
Originating office preparation of comment request	1 - 2	2
Comment period	4	6
Phase 3: Resolution of Office Comments = 4+ weeks		
Originating office resolution of comments	2 - 4	8

RDB incorporation of comments and changes	2 - 4	10
Phase 4: Request MD Publication = 2+ weeks*		
Originating office review and creation of publication request package (NRC Form 521); upon acceptance, upon MD acceptance, the office has met its MD commitment for the agencywide corporate measure (NRC Performance Management SharePoint Site)	2	12
Phases 5-8: Final Approval = 5+ weeks		
RADB preparation of approval package, including NRC Form 522	1	13
Concurrence by RADB	1	14
Concurrence by OGC	2	16
Concurrence by OIG	2	16
Concurrence by HR (required for MD Vol. 9)	2	16
Final concurrence by originating office director (if RADB or OGC requests changes) *	0 - 2	16
Creation of PDF, ADAMS processing, Web posting, and issuance of NRC Announcement	1	17
	Minimum Maximum	17 29+
<p>* Once the NRC Form 521 package materials are received and accepted by the MD Team, your office has met its commitment for the MD 5-Year Plan (CS-ADM-01). If your office has an external external due date driver (SRM, OIG Audit), please alert the MD team because the Congressional Review Act impact (lengthen) your estimated date of MD publication (Phase 8).</p>		

 top

MD 1.1, "NRC Management Directives System," specifies a formal comment period of approximately 1 month but does permit offices to

request shorter comment periods for minor changes or expedited handling (paragraph C.6 of the handbook). Your office must justify and defend its expedited review request.

Please inform RADB (email Directives.Resource@nrc.gov) if you require a compressed comment period to meet your MD due date or if you have any other concerns or issues regarding your MD.

updated 10 November 2010

For Web site info contact [ADM/DAS/RADB](#)

[Home](#) | [MD Catalog](#) | [MD 1.1](#) | [Overview](#) | [Drafting](#) | [Timelines](#) | [FAQ](#) | [Working Group](#)

NRC Management Directives

Web Assistance for MD Preparation, Editing, and Review

[Home](#)[Catalog of Directives](#)[MD 1.1](#)[Overview](#)[Drafting](#)[Timelines](#)[F . A . Q .](#)[Working Groups](#)

Frequently Asked Questions

» Electronic Publication of MDs

- ▶ [What should be done with the 14-binder hard-copy sets of MDs maintained by many offices?](#)
- ▶ [How can I get a hard copy of an MD?](#)
- ▶ [How do I print specific pages in an MD?](#)
- ▶ [When I specify the page range I want in the print dialog box, the wrong pages print out. How can I print the pages I want?](#)
- ▶ [What if my office needs to print multiple hard copies of an MD?](#)
- ▶ [ADM used to publish the entire MD System Catalog on CD-ROM – is the catalog still distributed in that format?](#)
- ▶ [Why don't the page numbers in the MD itself match the page numbers that display at the bottom of the browser window?](#)
- ▶ [Working with two sets of page numbers is confusing. Can't ADM fix this problem?](#)

» Creating and Revising MDs

- ▶ [I've never written or revised an MD - where do I start?](#)
- ▶ [Who will need to sign my MD?](#)
- ▶ [How soon can I get my MD published?](#)
- ▶ [How do I format the references?](#)
- ▶ [Why is there both a comment period AND an approval period?](#)
- ▶ [How do I include tables and graphics in my MD?](#)

» General Questions

- ▶ [How do I perform a text search of an individual MD?](#)
- ▶ [How do I search the MD Catalog as a whole?](#)
- ▶ [When I search the MD System, the Search Results page brings up a bunch of files with weird names like "C:\MyFiles\acmwpdoc\ManDir\1.1\MasterDTtrans.wpd" - what does this mean?](#)
- ▶ [The "EDO Updates" issued on 10/18/07 and 12/1/06 mentioned an ongoing initiative to improve the MD program. How can I find out more about upcoming changes?](#)

top

► What should be done with the 14-binder hard-copy sets of MDs maintained by many offices?

→ ADM will no longer distribute hard-copy material to update the 14-binder sets of MDs formerly maintained by agency offices. Offices may discard binder sets at their convenience; there is no need to return the binders to ADM for disposal.

Please note that the MDs listed below contain sensitive information and are not available to the public; discard them in the appropriate security waste containers:

☐ [MD 3.23 - Mail Management](#)

☐ [MD 12.5 - NRC Automated Information Security Program](#)

top

► How can I get a hard copy of an MD?

→ MDs are published online in a printable PDF format to facilitate printing from agency workstations. To print a hard copy of the most current version of an MD —

- Access the online [MD Catalog](#) on the intranet.
- Locate and **click on the link for the MD** you want to print. The PDF version of the MD will open in your browser window.
- Choose **File > Print** from the drop-down menu. The print dialog box will open.
- To print the entire MD, hit the **OK button** in the print dialog box. To print a limited number of pages from the MD, see the [answer to the next question](#).

Some NRC employees prefer to work with hard copies of MDs that they consult on a regular basis. If you maintain a hard copy of an MD for desktop reference, remember to print a new copy directly from the online catalog each time you receive an NRC Announcement that the MD has been revised or updated.

top

► How do I print specific pages in an MD?

→ MDs are published online in a printable PDF format to facilitate printing from agency workstations. To print a limited number of pages from an MD —

- Access the online [MD Catalog](#) on the intranet.
- Locate and **click on the link for the MD** you want to print. The PDF version of the MD will open in your browser window.

- Determine the **PDF page numbers** of the pages you want to print. The PDF page numbers are displayed in a small box, flanked by forward and backward navigation buttons, at the bottom of the browser window. This box shows the actual PDF page number of the page you are viewing and indicates the total number of pages in the document. For instance, when you are viewing page 15 in a 60-page document, the box will show "15 of 60." Note that the PDF page numbers are **not** the same as the page numbers in the document itself.
- Choose **File > Print** from the drop-down menu. The print dialog box will open.
- In the **Print Range** section of the print dialog box, enter the PDF page number range you want printed — "Pages from: ___ to: ___."
- Hit the **OK button** in the print dialog box.

 [top](#)

► When I specify the page range I want in the print dialog box, the wrong pages print out. How can I get the pages I want?

➔ When printing an MD from a PDF file, make sure you don't specify page numbers in the print dialog box that you have read directly off the document pages viewed in your browser window. These page numbers are not recognized by the Adobe Acrobat Reader software that displays the PDF document in your browser.

Instead, look for a small box, flanked by forward and backward navigation buttons, at the bottom of the browser window. This box appears whenever you view a PDF file online. It shows the **PDF page number** of the page you are viewing and indicates the total number of pages in the document. For instance, when you are viewing page 15 in a 60-page document, the box will show "15 of 60." The page numbers that display in this box are recognized by Adobe Reader; use these page numbers when specifying the print range in the print dialog box.

For a detailed explanation of why the page numbers in the document don't match the PDF page numbers, click [here](#). For information on how this misalignment will be resolved as the MD System evolves, click [here](#).

 [top](#)

► What if my office needs to print multiple hard copies of an MD?

➔ Offices occasionally need multiple hard copies of MDs to hand out at an agency meeting, to use as training material, or for distribution to NRC contractors or licensees. Printing large numbers of MDs from agency workstations in such cases is not cost-efficient. Multiple hard copies of MDs should be ordered through the agency's centralized printing service.

To order bulk printing of MDs through ADM's [Printing and Mail Services Branch](#) —

- Complete **NRC Form 20**, "Request for Printing and Graphics Services."
- **Attach the MD** or the MD pages you need printed, either in hard copy or as electronic files saved to a CD-ROM. Instructions for

preparing a CD-ROM are given below.

- **Mail or carry** the completed NRC Form 20 and attachment(s) to

*Reproduction and Distribution Services
OWFN P1-33
NRC Headquarters*

To prepare a CD-ROM as an attachment to NRC Form 20:

- Go to the online [MD Catalog](#) and open the PDF version of the MD to be printed.
- **Save the PDF file** to your desktop or hard drive.
- If only part of the MD is needed in hard copy, manipulate the file in **Adobe Acrobat Pro** to delete pages that you do not want printed, then save the file under an appropriate new name, such as PrintPagesMD#.#.#.
- **Save** all the files to be printed on a **CD-ROM**.
- Clearly **label the contents** of the CD-ROM.
- Keep **backup copies** of the files you send to Reproduction and Distribution Services on your hard drive until your print order is delivered.

Allow at least 3 business days for [Reproduction and Distribution Services](#) to fulfill your order and an additional business day for delivery if the hard copies will be delivered to you by agency mail.

 [top](#)

► ADM used to publish the entire MD System Catalog annually on CD-ROM – is the catalog still distributed in that format?

➔ No. ADM has not published the MD System Catalog on CD-ROM since June 2003. An August 2004 survey of CD-ROM users indicated that the easy availability of up-to-date MDs on the intranet and the NRC Public Web Site had caused a sharp decline in demand for the CD-ROM version of the catalog. This strong user preference for distribution via the Web led ADM to discontinue CD-ROM publication of the catalog.

 [top](#)

► Why don't the page numbers in the MD itself match the page numbers that display at the bottom of the browser window?

➔ MDs are currently created in a Word document format designed for print rather than online publication. The MD page numbering system uses Roman numerals for pages that contain "front matter," such as the cover page and table of contents. The page numbers then restart with the Arabic numeral "1" on the first page presenting actual content. Because most MDs comprise both a directive and a handbook, each with its own front matter, the page numbering can reset three times in an MD document.

This traditional page numbering system is easily navigable in the printed document, but it causes problems when the MD is converted to a printable PDF file for online posting. When the Word file of the MD is

converted to the PDF format in Adobe Acrobat Pro, the Adobe software assigns a single sequence of Arabic page numbers to the pages in the document, beginning with "1" for the very first page in the PDF file. The Adobe-assigned page numbers show up in a small box, flanked by forward and backward navigation buttons, that appears at the bottom of the browser window when the PDF file is viewed. In the case of an MD created in Word using a mixed page numbering system, the Adobe-assigned sequential page number will never match the document page number that appears on the page displayed by the browser.

The Adobe-assigned page numbers that display in the bottom of the browser window are the page numbers recognized by the Adobe Acrobat Reader plug-in that displays the MD and sends instructions to your printer. That's why you must use these numbers when specifying MD page numbers to print.

For information on how this misalignment will be resolved as the MD System evolves, see the [answer to the next question](#).

 [top](#)

► Working with two sets of page numbers is confusing. Can't ADM fix this problem?

→ ADM's Management Directives (MD) Team is developing a new, streamlined document format in MS Word that will ensure that the page numbers used in the document match those displayed in the browser window. The new format will eventually be used for all MDs. However, because the new format will impose a different paragraph numbering system and layout on MD documents, converting existing MDs will require significant coordination with MD authors and will take some time. The 170 MDs currently in the catalog will be converted to the new format as they are sent to ADM for major revision. ADM anticipates that the entire catalog will be converted to the new format within 5-7 years.

► I've never written or revised an MD - where do I start?

→ Start by reading [MD 1.1, "NRC Management Directives System,"](#) which contains instructions and formatting for an MD. If you have questions, contact [ADM's MD Team](#).

► Who will need to sign my MD?

→ The Chief of the [Rulemaking, Directives, and Editing Branch \(RDEB\)](#), Division of Administrative Services (DAS), Office of Administration (ADM); the Chief Financial Officer; the Executive Director for Operations (EDO); or the Chairman of the Commission, depending on the organization responsible for the MD, the delegation of authority in the functional or policy area covered by the MD, and the scope and nature of any revisions. Office directors reporting to the EDO may authorize issuance of certain MDs under signature authority delegated by the EDO.

 [top](#)

► How soon can I get my MD published?

➔ The time needed varies with the complexity of the project and the level of agency approval required to issue the MD. Allow time to draft the MD or revision, circulate the draft to other agency offices for comment, resolve office comments on the document, obtain management concurrence, and route the signature package to the approving authority.

An initial conversion from a manual chapter to an MD or a major revision of an existing MD can take many months to complete; most of this time is spent soliciting and resolving office and management comment on the draft. New MDs or revisions that incorporate major policy changes must be signed by the EDO or the Chairman, so plan for additional time at the final approval stage if your project falls into that category. MDs eligible for approval by an office director reporting to the EDO can be issued more expeditiously. Minor and strictly administrative changes to an MD that fall within the approval authority delegated to the RDEB Chief (DAS/ADM) can be drafted, reviewed, and finalized in a matter of weeks.

See our [timelines](#) to get a general idea of the turnaround times for MD projects of varying complexity. [Contact the MD Team](#) to discuss a schedule for your particular MD project.

▶ How do I format the references?

➔ See our [style sheet](#).

▶ Why is there both a comment period AND an approval period?

➔ The comment period gives affected offices a chance to review your MD and suggest changes. The approval process permits the MD to be concurred on by cognizant authorities, such as RDEB, DAS, ADM, OGC, EDO, CFO, and the Chairman, if necessary. These rounds of review cannot be combined because they serve different purposes.

▶ How do I include tables and graphics in my MD?

➔ You may create them in MS Word or have them created for you by [Graphics Services](#).

 [top](#)

▶ How do I perform a text search of an individual MD?

➔ All of the recently revised MDs are in a searchable .pdf format. Use the "Edit" and "Find (on this Page)" commands in your Internet Explorer menu if the Adobe "Search PDF" function does not automatically display when you open the MD file.

▶ How do I search the MD Catalog as a whole?

➔ A systemwide search capability is available using the intranet search engine on the [NRC@Work](#) home page.

- Type your search keywords into the **Intranet Search box** in the upper right-hand corner of the home page.
- Use the pull-down menu to the right of the search box to **select Only NRC Mgmt Directives**.
- Click the **GO** button next to the pull-down menu to get search results.
- On the **NRC Intranet Search results** page, click the **Advanced** button to further refine your search of the MD Catalog.

 [top](#)

- When I search the MD System, the Search Results page brings up a bunch of files with weird names like "C:\MyFiles\acmwpdoc\ManDir\1.1\MasterDTtrans.wpd" - what does this mean?

Don't be put off by the weird names - these are actually MD files being returned by the search engine. The file-path file names are default titles that were assigned by Adobe Acrobat Pro when the MD files were originally converted from Word to the PDF format. When the intranet search engine scans MD System files, it reads the document properties (or metadata) for PDF files in the system and displays these properties as part of the entry for each document returned in the search results. The MD Team is in the process of adding informative metadata to all PDFs in the system so that search results will be easier to understand and give users better information about the content of the files returned.

- The "EDO Updates" issued on 10/18/07 and 12/1/06 mentioned an ongoing initiative to improve the MD program. How can I find out more about upcoming changes?

→ An interoffice working group formed by ADM to assess and recommend changes to the agency's MD program completed its final report in July 2006. For more information on the working group, see the Management Directives Working Group page.

Some of the process improvements recommended by the working group and approved by the EDO have already been implemented:

- YA-07-0116 announced the move to electronic publication of MDs.

 [top](#)

updated 28 August 2008

For Web site info contact [ADM/DAS/RDEB](#)

[Home](#) | [MD Catalog](#) | [MD 1.1](#) | [Overview](#) | [Drafting](#) | [Timelines](#) | [FAQ](#) | [Working Group](#)

NRC Management Directives

Web Assistance for MD Preparation, Editing, and Review

Home
Catalog of Directives
MD 1.1
Overview
Drafting
Timelines
F . A . Q .
Working Groups

Working Groups

► **Working Group to Develop Hierarchy of NRC Internal Policy and Guidance Documents (June 2009)**

► **Working Group to Review Management Directives Program (April 2006)**

Working Group to Develop Hierarchy of NRC Internal Policy and Guidance Documents (June 2009)

In July 2008, the Office of the Inspector General (OIG) issued "Memorandum Report: Audit of the NRC's Controls Over the Process for Eliminating Management Directives" (OIG-08-A-14) (ML082000929). The OIG recommended that the NRC develop and publish an official hierarchy of NRC guidance (Recommendation 2).

An agencywide working group (WG) led by the Office of Administration (ADM) convened from May 2009 through June 2009. The WG members provided lists of internal policy and guidance documents used in their offices and regions, categorized the documents, agreed on a hierarchy structure, and resolved conflicting comments by consensus. ADM recorded the WG actions, including approach, schedule, and meetings, in an action plan.

On June 9, 2009, the WG finalized the hierarchy comprising a diagram translating equivalent document categories supplemented by a document census, which includes document locations. ADM recorded WG comments in a comment resolution document. The Director of ADM forwarded the hierarchy documents to the OIG in July 2009.

► **Action Plan: Hierarchy of NRC Internal Policy and Guidance Documents**

► **General Categories for NRC Hierarchy of Internal Policy and Guidance Documents and NRC Internal Policy and Guidance Documents** 6 June 2009 (ML091630335)

► **Comment Resolution Document**

Update

► **General Categories for NRC Hierarchy of Internal Policy and Guidance Documents and NRC Internal Policy and Guidance Documents** 3 August 2009

(unpublished, interim version 1.1, that includes additions on page 13)

For more information about the working group or hierarchy, e-mail Directives.Resource@nrc.gov or contact Helen Chang, MD Team Leader, at 301-492-3672.

Working Group Documents Meetings

- ▶ Working Group Concurrence - 28 May 2009 (ML091600125)
 - [Hierarchy Diagram](#)
 - [Census Document](#)
 - [Comment Resolution Document](#)
- ▶ Kickoff Meeting - 16 April 2009 (ML091130354)
 - [Kickoff Meeting Presentation](#)
 - [Kickoff Meeting Notes](#)
 - [Hierarchy Diagram](#)
 - [Working Group Timeline](#)
- ▶ Comment Resolution Meeting - 21 May 2009 (ML091600133)
 - [Meeting Notes](#)

Working Group to Review Management Directives Program (April 2006)

The Executive Director for Operations (EDO) asked NRC staff to review the Management Directives (MD) Program in order to see how it could be improved, kept more up to date, and made more responsive to NRC needs.

An interoffice working group led by the Office of Administration (ADM) conducted a review of the agency's MD program from June 2005 through April 2006. The group's findings and recommendations are set out in its final report. The Director of ADM and the Deputy Executive Director for Information Services and Administration forwarded the report to the EDO in November 2006.

- ▶ [Final Report of the MD Working Group](#) July 2006
- ▶ [Executive Summary and List of Recommendations](#)
- ▶ [Memorandum to the EDO](#) 11/7/06

In December 2006, the EDO approved the recommendations of the Working Group and directed ADM to take the lead in implementing the suggested process improvements.

- ▶ [EDO Update](#) 12/1/06

For more information about the working group, the final report, or ADM's ongoing implementation effort, e-mail Directives.Resource@nrc.gov or contact Helen Chang, MD Team Leader, at 301-492-3672.

Working Group Documents

- ▶ [Charter](#)
- ▶ [WG Roster](#)
- ▶ [Updated Action Plan](#) 12/05/06
- ▶ [Communication Plan](#)
- ▶ [Enhancements Memo](#)
- ▶ [10/19/05 Slides](#)
- ▶ [Other Agency Practices](#)

Other Federal Agency MD Systems

- ▶ [US Department of Agriculture](#)
- ▶ [National Institutes of Health](#)

Meeting Minutes

- ▶ [15 June 2005](#)
- ▶ [29 June 2005](#)
- ▶ [14 July 2005](#)
- ▶ [04 August 2005](#)
- ▶ [18 August 2005](#)
- ▶ [01 September 2005](#)
- ▶ [15 September 2005](#)
- ▶ [29 September 2005](#)
- ▶ [13 October 2005](#)
- ▶ [27 October 2005](#)
- ▶ [10 November 2005](#)
- ▶ [01 December 2005](#)

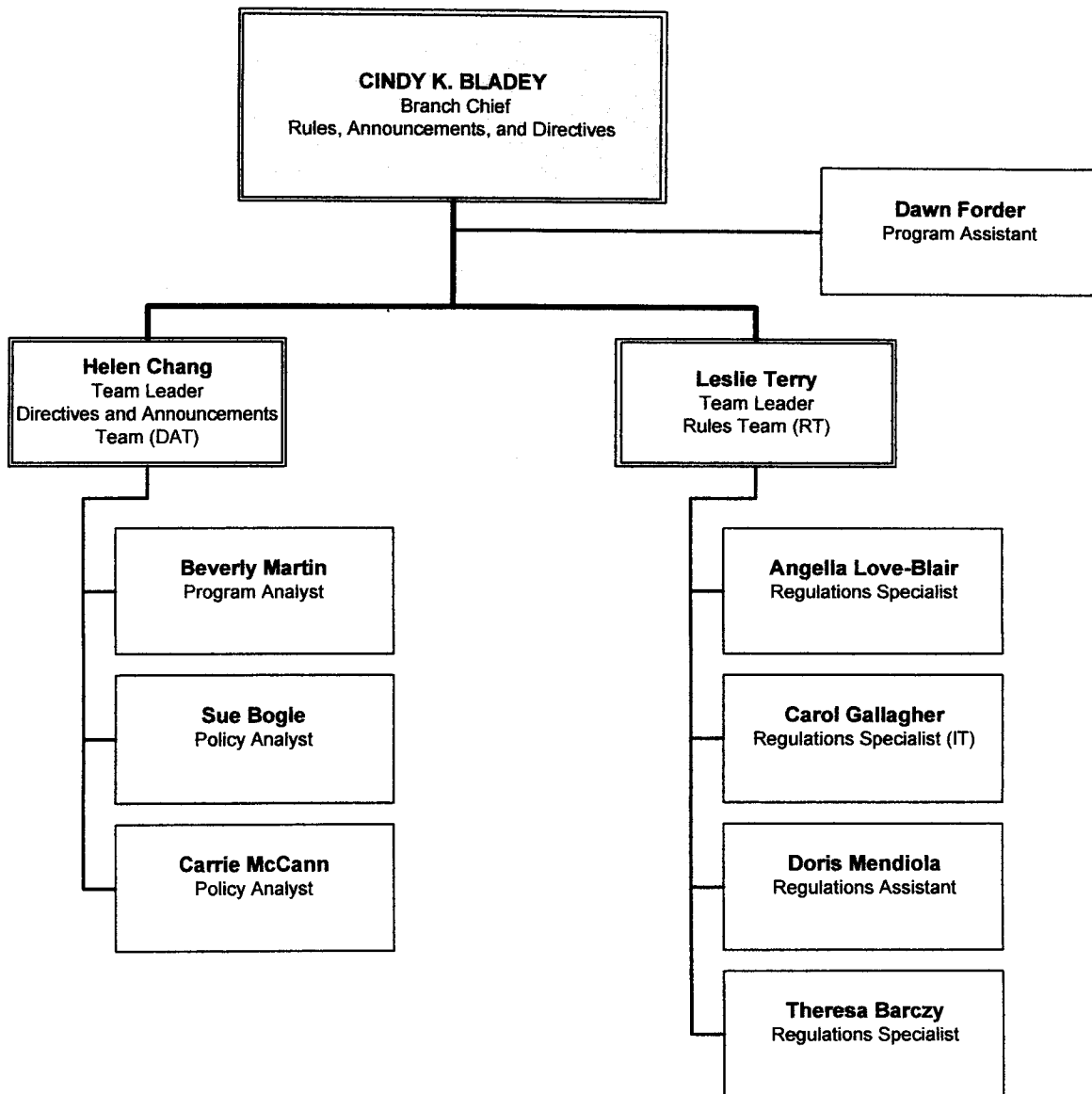
- ▶ [Department of Interior](#)
 - ▶ [NASA](#)
 - ▶ [Department of Labor \(OSHA\)](#)
 - ▶ [Health and Human Services](#)
 - ▶ [Department of Energy](#)
 - Focus Group Questions**
 - ▶ [For authors and reviewers](#)
 - ▶ [For NRC MD users](#)
 - Early Staff & Management Feedback**
 - ▶ [Management Themes](#) 10/05/05
 - ▶ [Staff Themes](#) 10/17/05
- ▶ [15 December 2005](#)
 - ▶ [12 January 2006](#)
 - ▶ [19 January 2006](#)
 - ▶ [01 February 2006](#)
 - ▶ [09 February 2006](#)
 - ▶ [16 February 2006](#)
 - ▶ [02 March 2006](#)
 - ▶ [09 March 2006](#)
 - ▶ [16 March 2006](#)
 - ▶ [23 March 2006](#)
 - ▶ [30 March 2006](#)
 - ▶ [27 April 2006](#)

updated 5 November 2010

For Web site info contact [ADM/DAS/RADB](#)

[Home](#) | [MD Catalog](#) | [MD 1.1](#) | [Overview](#) | [Drafting](#) | [Timelines](#) | [FAQ](#) | [Working Group](#)

RULES, ANNOUNCEMENTS, AND DIRECTIVES BRANCH (RADB)
Division of Administrative Services (DAS)
Office of Administration (ADM)



(as of 6/30/2011)



Home > NRC Library > Document Collections > Management Directives

Management Directives

Management Directives contain the policies and procedures that govern the internal NRC functions necessary for the agency to accomplish its regulatory mission.

- Volume 1 Management Directives
- Volume 2 Information Technology
- Volume 3 Information Management
- Volume 4 Financial Management
- Volume 5 Governmental Relations and Public Affairs
- Volume 6 Internal Management
- Volume 7 Legal and Ethical Guidelines
- Volume 8 Licensee Oversight Programs
- Volume 9 NRC Organization and Functions
- Volume 10 Personnel Management
- Volume 11 Procurement
- Volume 12 Security
- Volume 13 Transportation, Facilities, and Property
- Volume 14 Travel

Page Last Reviewed/Updated Sunday, March 13, 2011

©2000- 2011 NRC

A-1D

[NRC@WORK Home](#)[Public Site](#)Search Intranet:

NRC Announcement

July 1, 2009 - Management Directives: Hierarchy of Internal NRC Policy and Guidance

On June 9, 2009, an agencywide working group finalized a hierarchy of internal policy and guidance documents. The participating offices included ADM, EDO, FSME, HR, NMSS, NRO, NRR, NSIR, OCFO, OE, OGC, OI, OIS, RES, SBCR, SECY, and the regions. The hierarchy is designed to assist those NRC employees delegated responsibility for implementing policy. In conjunction with the 5-year plan for updating agency management directives, the hierarchy provides staff with additional guidance on "translating" between offices when applying current Commission policy.

The hierarchy is now available through the Office of Administration's Web page, under Management Directives, Working Groups, and the following link:
www.internal.nrc.gov/ADM/DAS/cag/mandirs/index.html.

CONTACT: Questions and comments about the hierarchy may be directed to Mike Lesar, ADM/DAS/RDB, at Directives.Resource@nrc.gov.

If you have difficulty accessing a Web link in this announcement, contact the NRC Announcement Coordinator, Beverly Martin, ADM/DAS, at 301-492-3674 or e-mail Announcement.Program@nrc.gov.

[Announcements by Date](#) | [Announcements by Category](#)

[Back](#)

NRC@WORK Home

Public Site

Search Intranet: Entire Site Submit

NRC Yellow Announcement

UNITED STATES
NUCLEAR REGULATORY COMMISSION

Announcement No. 116

Date: October 10, 2007

To: All NRC Employees

SUBJECT: ELECTRONIC PUBLICATION AND DISTRIBUTION OF MANAGEMENT DIRECTIVES

As part of an ongoing initiative to modernize the NRC Management Directives (MD) System, the Office of Administration (ADM) has instituted electronic publication of MDs. Distribution of hard copies has been discontinued. New and revised MDs are now published directly to the [online MD Catalog](#), available on the NRC intranet. Publicly available MDs will continue to be made available on the [NRC Public Web Site](#) as a document collection in ADAMS.

When a new or revised MD is published to the online MD Catalog, ADM will notify all employees by issuing an NRC Announcement that includes a direct hyperlink to the printable PDF version of the MD. In the case of a new issuance, the announcement will briefly describe the content of the MD; if an existing MD has been revised, a summary of major changes will be included. NRC Announcements of this type will carry the prefix "Management Directives" in the subject line and will be archived under this category heading on the [NRC Announcements Web site](#).

MD 1.1, "NRC Management Directives System," is currently under revision. When issued, the updated Handbook 1.1 will reflect the move to electronic publication of MDs.

For further information on the elimination of paper publication, visit the [Frequently Asked Questions](#) page on the MD Web site. Questions, suggestions, and comments may be directed to ADM's Management Directives Team at Directives@nrc.gov.

/RA/

Timothy F. Hagan, Director
Office of AdministrationManagement Directive Reference: [MD 1.1, "NRC Management Directives System"](#)[NRC Yellow Announcements Index](#)

A handwritten signature in black ink, appearing to be "A-12" or similar, written diagonally.

Yellow Announcements That Should Be Reviewed When the MD's are Updated

MD #	MD Title	Related Yellow Announcements	Title of Yellow Announcement
1.001	NRC Management Directives System	YA-76-0216	Responsibilities for Management Directives and Announcements
		YA-90-0188	NRC's Management Directives System
		YA-07-0116	Electronic Publication and Distribution of Management Directives
2.003	Telecommunications	YA-76-0253	Long Distance Telephone Use
		YA-77-0174	Telephone Inquiries Regarding Petitions for Rule Making and Proposed Rules
		YA-88-0177	Revision of Manual Chapter 0270 (Telecommunications)
		YA-88-0178	Revised Code of Conduct Requirements Relating to Acceptance of Refreshments at Widely-Attended Gatherings and Interview Travel Expenses; Recent Office of Government Ethics Guidance Resulting from Independent Counsel Report
		YA-89-0008	Pager Replacement and Justification
		YA-89-0038	Request for Telecommunications Services
		YA-89-0071	Voice Message Exchange
		YA-90-0094	Facsimile Services
		YA-91-0033	Control of Federal Telecommunications Systems (FTS) Costs
		YA-93-0033	Improper Use of Telecommunications Services
		YA-96-0049	Termination of Facsimile Services in OWFN Mail Communications Center
		YA-01-0077	Use of the Internet at NRC
		YA-01-0081	Annual Ethics Training
		YA-03-0009	Annual Ethics Training
		YA-03-0099	Annual Ethics Training
		YA-04-0069	Annual Ethics Training
		YA-05-0086	Annual Ethics Training
		YA-06-0060	Use of NRC Calling Cards While on Official Temporary Duty Travel
		YA-06-0065	Use of E-Mail and Other Information Technology at NRC
		YA-06-0103	Annual Ethics Training
		YA-07-0016	Personal Cellular Device Reimbursement Policy and Procedures
		YA-07-0139	Annual Ethics Training
2.006	Information Technology Infrastructure	YA-09-0121	Federal Leadership on Reducing Text Messages While Driving
		YA-10-0030	Gambling on Federal Property
		YA-11-0005	Interim Guidance on the Use of Social Media
2.007	Personal Use of Information Technology	YA-76-0253	Long Distance Telephone Use
		YA-01-0077	Use of the Internet at NRC
		YA-01-0081	Annual Ethics Training
		YA-02-0051	Use of Personal Digital Assistants (PDAs)
		YA-02-0054	Misuse of Agency Computers
		YA-03-0009	Use of the Internet at NRC
		YA-03-0099	Annual Ethics Training
		YA-04-0013	Use of the Internet at NRC
		YA-04-0069	Annual Ethics Training
		YA-05-0022	Use of the Internet at NRC
		YA-05-0086	Annual Ethics Training
		YA-06-0065	Use of E-Mail and Other Information Technology at NRC
		YA-06-0101	Policy Reminder on Personal Use of Information Technology and Consequences for Misuse
		YA-06-0103	Annual Ethics Training
		YA-07-0139	Annual Ethics Training
		YA-10-0030	Gambling on Federal Property

A-13

Yellow Announcements That Should Be Reviewed When the MD's are Updated

MD #	MD Title	Related Yellow Announcements	Title of Yellow Announcement
		YA-10-00169	Annual Ethics Training: Ethics Rules On Use of E-Mail, Internet, And Other Information Technology
		YA-11-0005	Interim Guidance on the Use of Social Media
2.008	Project Management Methodology	YA-06-0055	Issuance of Draft Management Directive 2.8, "Project Management Methodology," As Interim Policy Guidance
		YA-11-0038	Continued Implementation of Homeland Security Presidential Directive 12 for Access to U.S. Nuclear Regulatory Commission Facilities and Information Systems
3.001	Freedom of Information Act	YA-88-0040	Processing Freedom of Information Act Requests
		YA-97-0118	Release of Sensitive Information
		YA-96-0102	Release of Sensitive Information
		YA-99-0023	Release of Sensitive Information
		YA-77-0117	Civil Service Commission Regulation on the Disclosure of Information From Official File Folders
		YA-08-0021	Policy Revision: Policy Prohibiting the Use of Peer-to-Peer Software, and its Impact on Processing Sensitive and Unclassified Non-Safeguards Information on NRC Information Technology Systems, Mobile Devices, and Home Computers
		YA-08-0063	Information Security and Records Management Requirements When Using Information Sharing and Learning Technologies Such as Sharepoint and Tomoye
		YA-09-0054	New Freedom of Information Act Procedures
		YA-11-0005	Interim Guidance on the Use of Social Media
3.002	Privacy Act	YA-76-0207	Privacy Act Statement for NRC Manpower System Card, Forms NRC-721a and NRC-721b
		YA-77-0031	Personnel Performance Appraisals
		YA-82-0030	Safeguarding of Classified Information
		YA-83-0119	Word Processing Security for Sensitive Unclassified Information
		YA-84-0012	Obligations Under the Freedom of Information Act (FOIA)
		YA-89-0105	Review of Records for Compliance With the Privacy Act
		YA-90-0114	Union Negotiations
		YA-91-0122	Employee Obligations Under the Privacy Act
		YA-93-0070	Privacy Act Responsibilities and Rights
		YA-93-0091	The President's Memorandum on the Freedom of Information Act and Openness in Government
		YA-96-0102	Release of Sensitive Information
		YA-97-0118	Release of Sensitive Information
		YA-99-0023	Release of Sensitive Information
		YA-00-0049	The Privacy Act: What You Should Know
		YA-01-0051	Employee Responsibilities Under the Privacy Act
		YA-02-0082	NRC's Privacy Act Systems of Records and Responsibilities
		YA-05-0064	Personal Privacy Information
		YA-06-0039	Safeguarding Personal Privacy Information
		YA-06-0069	Protection of Personally Identifiable Information
		YA-07-0071	Privacy at the NRC
		YA-07-0096	Guidance for Periodic Review of Agency Network Drives for the Presence of Personally Identifiable Information
		YA-07-0106	Safeguarding Against and Responding to the Breach of Personally Identifiable Information
		YA-07-0114	Clarification of Waiver Policy for Personally Identifiable Information and Issues Pertaining to Sensitive Unclassified Non-Safeguards Information

Yellow Announcements That Should Be Reviewed When the MD's are Updated

MD #	MD Title	Related Yellow Announcements	Title of Yellow Announcement
		YA-08-0021	Policy Revision: Policy Prohibiting the Use of Peer-to-Peer Software and Its Impact on Processing Sensitive Unclassified Non-Safeguards Information on NRC Information Technology Systems, Mobile Devices, and Home Computers
		YA-08-0063	Information Security and Records Management Requirements When Using Information Sharing and Learning Technologies Such as Sharepoint and Tomoye
		YA-09-0008	Privacy Act Systems of Records Notices
		YA-09-0116	Personally Identifiable Information Responsibilities Awareness and Acknowledgement of Understanding
		YA-11-0005	Interim Guidance on the Use of Social Media
		YA-11-0018	Notification of Incident Relating to Improper Handling of PII
3.004	Release of Information to the Public	YA-76-0211	Suspense Files for Requests from the Public for Information Regarding Licensing Proceedings
		YA-77-0174	Telephone Inquiries Regarding Petitions for Rule Making and Proposed Rules
		YA-77-0187	Local Public Document Room Branch
		YA-83-0119	Word Processing Security for Sensitive Unclassified Information
		YA-86-0016	National Security Decisions Directive 197 (NSDD 197)
		YA-86-0062	Security Refresher Briefings
		YA-89-0001	Computer Security
		YA-90-0005	Computer Security
		YA-95-0024	Release of Information to the Public
		YA-96-0102	Release of Sensitive Information
		YA-97-0118	Release of Sensitive Information
		YA-98-0109	Policy on Timing the Release of Documents to the Public in the ADAMS Environment
		YA-99-0023	Release of Sensitive Information
		YA-99-0059	NRC Process for Releasing Documents to the General Public
		YA-99-0085	Availability of Meeting Handouts
		YA-99-0109	Policy on Timing the Release of Documents to the Public in the ADAMS Environment
		YA-00-0019	Making Documents Available to the Public
		YA-00-0039	Revised Policy Goal on Timing the Release of Documents to the Public in the ADAMS Environment
		YA-02-0043	Policy on Enhancing Participation in Public Meetings
		YA-03-0037	Inadvertent Release of Classified or Sensitive Unclassified Information
		YA-05-0064	Personal Privacy Information
		YA-06-0045	Policy on Video News Releases
		YA-06-0067	Reminder of Policy Goal on Timing the Release of Documents to the Public in the ADAMS Environment
		YA-07-0025	Employee Awareness
		YA-08-0021	Policy Revision: Policy Prohibiting the Use of Peer-to-Peer Software, and its Impact on Processing Sensitive and Unclassified Non-Safeguards Information on NRC Information Technology Systems, Mobile Devices, and Home Computers
		YA-08-0063	Information Security and Records Management Requirements When Using Information Sharing and Learning Technologies Such as Sharepoint and Tomoye
		YA-11-0005	Interim Guidance on the Use of Social Media
3.005	Attendance at NRC Staff Sponsored Meetings	YA-94-0115	Announcing NRC Staff Meetings Open to the Public

Yellow Announcements That Should Be Reviewed When the MD's are Updated

MD #	MD Title	Related Yellow Announcements	Title of Yellow Announcement
		YA-02-0043	Policy on Enhancing Participation in Public Meetings
3.007	NUREG-Series Publications	YA-79-0136	Availability of Technical Writing Style Guide
		YA-05-0051	New Policy: Applying OMB Peer Review Guidelines
		YA-08-0123	Policy Clarification and Procedure Change: Paperwork Reduction Act Statement Procedures and Revisions to NRC Form 426 on Publication of NUREG
3.009	NRC Staff and Contractor Speeches, Papers, and Journal Articles on Regulatory and Technical Subjects	YA-79-0056	Manual Chapter 3205 - NRC Staff Speeches, Papers and Journal Articles on Regulatory and Technical Subjects
		YA-82-0071	Page Charges - Chapter 3205, NRC Staff Speeches, Papers and Journal Articles on Regulatory and Technical Subjects
		YA-05-0051	New Policy: Applying OMB Peer Review Guidelines
3.015	Audiovisual and Photographic Services	YA-02-0015	Software Use at NRC
		YA-06-0045	Policy on Video News Releases
3.016	NRC Announcement Program	YA-76-0216	Responsibilities for Management Directives and Announcements
		YA-01-0039	Agency Policy and Procedures for Announcements of Interest to Employees
		YA-93-0023	Consolidation of Flyers Into a Weekly Announcement
		YA-04-0018	Revised NRC Announcement Program
		YA-08-0117	New NRC Announcement System
3.023	Mail Management	YA-81-0087	Misuse of Official Mail
		YA-87-0148	Delivery of Personal Mail to the Office
		YA-89-0101	Good Mail Practices
		YA-96-0032	Non-Work Related Mail
3.025	Automated Graphics Services	YA-91-0047	Warning Against Copyright Infringements
		YA-96-0078	Improper Use of Color Reproduction Using NRC Equipment
		YA-02-0015	Software Use at NRC
		YA-07-0111	Guidance for Use of the NRC Logo
3.053	NRC Records and Document Management Program	YA-84-0022	Management Controls on Use of Convenience Copies
		YA-92-0041	Reduction in Paper Campaign at NRC Headquarters and Regional Offices, April 6-29, 1992
		YA-94-0134	Communicating Information Electronically
		YA-96-0047	Procedures for Handling Official Records Transmitted by E-mail
		YA-99-0023	Release of Sensitive Information
		YA-03-0086	NRC Issues Its E-Rule and Guidance to Allow Electronic Submissions to the Agency
		YA-04-0039	Procedures for Handling Official Records Transmitted by E-mail
		YA-07-0058	Management Directive 3.53, "NRC Records and Document Management Program"
		YA-08-0160	Media Neutral Record Schedules
		YA-11-0005	Interim Guidance on the Use of Social Media
3.054	NRC Collections of Information and Reports Information	YA-08-0123	Policy Clarification and Procedure Change: Paperwork Reduction Act Statement Procedures and Revisions to NRC Form 426 on Publication of NUREG
		YA-11-0005	Interim Guidance on the Use of Social Media

Yellow Announcements That Should Be Reviewed When the MD's are Updated

MD #	MD Title	Related Yellow Announcements	Title of Yellow Announcement
3.055	Forms Management Program		
3.056	Micrographics Management	YA-82-0134	Document Control and Micrographic Services
3.057	Correspondence Management	YA-79-0029	Revision in the Standard Size of Paper for Use in the Federal Government
		YA-77-0164	Unauthorized Use of NRC Facilities
		YA-82-0075	Improper Use of Business Reply Mail (BRM)
		YA-86-0060	Misuse of Official NRC Mail
		YA-89-0101	Good Mail Practices
		YA-97-0083	Responsibilities of Employees With Respect to Receipt of Agency Correspondence
		YA-99-0008	Plain Language Guidance for Agency Writing
		YA-99-0059	NRC Process for Releasing Documents to the General Public
		YA-05-0080	Management Directive 3.57
		YA-01-0057	Ensuring the Technical Accuracy and Readability of NRC Documents and Correspondence
		YA-02-0053	Use of Web Addresses in NRC Public Documents
4.001	Accounting Policies and Practices	YA-06-0063	Policies and Procedures for Internal Use Software Development Projects
		YA-09-0037	Reminder of Policy and Procedures for Internal Use Software
		YA-09-0051	Software Selection for the Financial Accounting and Integrated Management Information System
		YA-09-0070	Invoice Approval Process - Changes Effective July 6, 2009
4.002	Administrative Control of Funds	YA-89-0065	Recent Procurement Integrity Legislation
		YA-89-0112	Recent Procurement Integrity Legislation
		YA-91-0081	Appointment of Chief Financial Officer for the NRC
		YA-97-0009	Electronic Funds Transfer for Employee Payments
		YA-09-0070	Invoice Approval Process - Changes Effective July 6, 2009
4.004	Management Controls	YA-09-0070	Invoice Approval Process - Changes Effective July 6, 2009
5.005	Public Affairs Program	YA-06-0045	Policy on Video News Releases
		YA-11-0005	Interim Guidance on the Use of Social Media
5.013	NRC International Activities Practices and Procedures	YA-77-0017	Foreign Gifts and Decorations Act of 1966: Employee Responsibilities
		YA-89-0216	Reporting of Foreign Gifts Above Minimal Value
		YA-90-0005	Ethics Reform Act of 1989
		YA-90-0185	Reporting of Foreign Gifts Above Minimal Value
		YA-92-0008	Reporting of Foreign Gifts Above Minimal Value
		YA-92-0011	Staff Assignments to International Organizations
		YA-93-0004	Reporting of Foreign Gifts Above Minimal Value
		YA-94-0005	Reporting of Foreign Gifts Above Minimal Value
		YA-10-0010	Reporting Foreign Gifts of More Than Minimal Value Received in Calendar Year 2009
		YA-11-0009	Reporting Foreign Gifts of More Than Minimal Value Received in Calendar Year 2010
6.002	Continuity of Government and Continuity of Operations Programs	YA-10-0112	Mandatory Continuity of Operations Awareness Training for All Nuclear Regulatory Commission Employees

Yellow Announcements That Should Be Reviewed When the MD's are Updated

MD #	MD Title	Related Yellow Announcements	Title of Yellow Announcement
6.003	The Rulemaking Process	YA-77-0174	Telephone Inquiries Regarding Petitions for Rule Making and Proposed Rules
		YA-91-0026	Staff Assistance to Prospective Petitioners
		YA-92-0012	Staff Assistance to Prospective Petitioners for Rulemaking
		YA-93-0017	Staff Assistance to Prospective Petitioners for Rulemaking
		YA-94-0016	Staff Assistance to Prospective Petitioners for Rulemaking
		YA-99-0092	Staff Assistance to Prospective Petitioners for Rulemaking
		YA-03-0086	NRC Issues Its E-Rule and Guidance to Allow Electronic Submissions to the Agency
6.005	NRC Standards Program	YA-00-0018	NRC Standards Program
7.003	Participation in Professional Organizations	YA-97-0011	Procurement Integrity Act, Professional Organization Participation
		YA-97-0106	Annual Ethics Briefing
		YA-98-0104	Annual Ethics Briefing
		YA-11-0005	Interim Guidance on the Use of Social Media
7.004	Reporting Suspected Wrongdoing and Processing OIG Referrals	YA-80-0016	U.S. Government Policy on Sexual Harassment
		YA-80-0102	EEOC Guidelines on Sexual Harassment
		YA-83-0134	Identifying Misconduct (Including Fraud) and Waste
		YA-84-0085	Clarification of Procedures For Addressing Allegations of Harassment, Intimidation, or Other Forms of Discrimination By Licensees and Applicants or Their Contractors or Subcontractors
		YA-86-0153	Refresher Briefing on the Prevention of Sexual Harassment
		YA-89-0042	Establishment of the Office of Inspector General
		YA-91-0072	EEO Counseling
		YA-91-0177	Responsibilities for Reporting Violations to the Office of the Inspector General
		YA-94-0018	Reporting Suspected Wrongdoing - Office of the Inspector General (OIG)
		YA-95-0054	Reporting Suspected Wrongdoing - Office of the Inspector General (OIG)
		YA-96-0014	Integrity Awareness
		YA-97-0029	Handling of Allegations
		YA-99-0058	Reporting Suspected Wrongdoing - Office of the Inspector General
		YA-02-0060	Report Suspected Wrongdoing Through the Internet
		YA-02-0078	Inquiries From Inspector General Offices from Other Federal Agencies
		YA-03-0037	Inadvertent Release of Classified or Sensitive Unclassified Information
		YA-07-0124	Inquiries From Inspector General Offices from Other Federal Agencies
		YA-09-0073	Inquiries From Inspector General Offices from Other Federal Agencies
7.005	Ethics Counseling and Training	YA-78-0160	Ethics in Government Act of 1978
		YA-80-0083	Conflict of Interest Information
		YA-81-0057	Information Regarding Conflicts of Interest (10 CFR Part 0)
		YA-83-0083	Information Regarding Conflicts of Interest (10 CFR Part 0)
		YA-84-0046	Information Regarding Conflicts of Interest (10 CFR Part 0)
		YA-85-0114	Information Regarding Conflicts of Interest (10 CFR Part 0)

Yellow Announcements That Should Be Reviewed When the MD's are Updated

MD #	MD Title	Related Yellow Announcements	Title of Yellow Announcement
		YA-86-0188	Information Regarding Conflicts of Interest (10 CFR Part O)
		YA-87-0177	Acceptance of Food and Refreshments From Prohibited Sources
		YA-88-0025	Information Regarding Conflicts of Interest (10 CFR Part O)
		YA-89-0022	Information Regarding Conflicts of Interest (10 CFR Part O)
		YA-90-0005	Ethics Reform Act of 1989
		YA-90-0055	Information Regarding Conflicts of Interest (10 CFR Part O)
		YA-91-0037	Information Regarding Conflicts of Interest (10 CFR Part O)
		YA-92-0104	Standards of Conduct
		YA-92-0147	New Government-Wide Standards of Conduct Regulations
		YA-93-0081	Attending Hospitality Suites; Dining With Prohibited Sources; Speaking at Industry-Sponsored Conferences; Compensation for Off-Duty Speaking, Teaching, or Writing; Newly Issued Management Directives on Ethics-Related Issues
		YA-94-0089	Annual Ethics Training
		YA-95-0078	Confidential Financial Disclosure and Annual Ethics Training
		YA-96-0007	The Lobbying Disclosure Act of 1995
		YA-96-0034	Standards of Conduct
		YA-96-0114	Amendments to Standards of Conduct Regulations
		YA-97-0011	Procurement Integrity Act, Professional Organization Participation
		YA-97-0019	New Regulations Exempting Certain Financial Interests From Conflict of Interest Law
		YA-97-0106	Annual Ethics Briefing
		YA-98-0104	Annual Ethics Briefing
		YA-99-0005	New Year's Message From the Office of Government Ethics
		YA-99-0036	Office of Government Ethics Message on Gift Rules
		YA-99-0102	Annual Ethics Briefing
		YA-01-0081	Annual Ethics Training
		YA-02-0034	Annual Ethics Training - Financial Interest Exemptions
		YA-03-0099	Annual Ethics Training
		YA-04-0069	Annual Ethics Training
		YA-05-0086	Annual Ethics Training
		YA-06-0103	Annual Ethics Training
		YA-07-0139	Annual Ethics Training
		YA-77-0017	Foreign Gifts and Decorations Act of 1966: Employee Responsibilities
		YA-77-0125	New Regulations Governing Outside Employment: Annual Review of Confidential Statements of Employment and Financial Interests
		YA-78-0074	Annual Review of Confidential Statement of Employment and Financial Interests
		YA-79-0035	Proposed Modification of Regulations Regarding Ownership of Stocks, Bonds, and Other Security Interests by NRC Employees
		YA-79-0086	Ownership of Stocks, Bonds, and Other Security Interests by NRC Employees; Recent Amendments to the Ethics in Government Act; Annual Review of Confidential Statements by NRC Employees Grades GS-13-15
		YA-80-0130	Revised List of Stocks, Bonds and Other Security Interests Which Certain NRC Employees are Prohibited from Owning
		YA-81-0005	Notice of Right to Request Union Representation
		YA-81-0038	Revised List of Stocks, Bonds and Other Security Interests Which Certain NRC Employees are Prohibited From Owning
		YA-81-0112	Revised List of Stocks, Bonds and Other Security Interests Which Certain NRC Employees are Prohibited From Owning
7.006	Public and Confidential Financial Disclosure Reports		

Yellow Announcements That Should Be Reviewed When the MD's are Updated

MD #	MD Title	Related Yellow Announcements	Title of Yellow Announcement
		YA-82-0039	Revised List of Stocks, Bonds and Other Security Interests Which Certain NRC Employees are Prohibited from Owning; 1982 Stock Ownership Certification
		YA-83-0049	Revised List of Stocks, Bonds and Other Security Interests Which Certain NRC Employees are Prohibited from Owning; 1983 Stock Ownership Certification
		YA-83-0053	Clarification to Revised List of Stocks, Bonds and Other Security Interests Which Certain NRC Employees are Prohibited from Owning
		YA-83-0064	Misuse of NRC Mail System
		YA-84-0029	Revised List of Stocks, Bonds and Other Security Interests that Certain NRC Employees are Prohibited From Owning; 1984 Stock Ownership Certification
		YA-85-0046	Revised List of Stocks, Bonds and Other Security Interests That Certain NRC Employees are Prohibited From Owning; 1985 Stock Ownership Certification
		YA-86-0048	Revised List of Stocks, Bonds and Other Security Interests Which Certain NRC Employees are Prohibited From Owning; 1986 Stock Ownership Certification
		YA-86-0061	Change in Computation of Retirement Annuity for Part-Time Employment
		YA-87-0050	Revised List of Stocks, Bonds and Other Security Interests Which Certain NRC Employees are Prohibited From Owning; 1987 Stock Ownership Certification
		YA-88-0073	Revised List of Stocks, Bonds and Other Security Interests That Certain NRC Employees are Prohibited from Owning; 1988 Stock Ownership Certification
		YA-89-0044	Revised List of Stocks, Bonds, and Other Security Interests that Certain NRC Employees are Prohibited From Owning; 1989 Stock Ownership Certification
		YA-89-0059	New Executive Order on Principles of Ethical Conduct for Federal Employees
		YA-89-0216	Reporting of Foreign Gifts Above Minimal Value
		YA-90-0005	Ethics Reform Act of 1989
		YA-90-0055	Information Regarding Conflicts of Interest (10 CFR Part O)
		YA-90-0056	Revised List of Stocks, Bonds and Other Security Interests that Certain NRC Employees are Prohibited from Owning; 1990 Stock Ownership Certification
		YA-91-0028	Revised List of Stocks, Bonds, and Other Security Interests that Certain NRC Employees are Prohibited From Owning; 1991 Stock Ownership Certification
		YA-92-0008	Reporting of Foreign Gifts Above Minimal Value
		YA-93-0081	Attending Hospitality Suites; Dining with Prohibited Sources; Speaking at Industry-Sponsored Conferences; Compensation for Off-Duty Speaking, Teaching, or Writing; Newly Issued Management Directives on Ethics-Related Issues
		YA-93-0108	Revised List of Prohibited Securities
		YA-95-0078	Confidential Financial Disclosure and Annual Ethics Training
		YA-97-0091	Revised List of Stocks, Bonds and Other Security Interests that Certain NRC Employees are Prohibited from Owning
		YA-98-0104	Annual Ethics Briefing
		YA-99-0036	Office of Government Ethics Message on Gift Rules
		YA-99-0042	Notice of Right to Request Union Representation
		YA-99-0081	Revised List of Stocks, Bonds and Other Security Interests that Certain NRC Employees are Prohibited from Owning

Yellow Announcements That Should Be Reviewed When the MD's are Updated

MD #	MD Title	Related Yellow Announcements	Title of Yellow Announcement
		YA-99-0102	Annual Ethics Briefing
		YA-00-0072	Revised List of Stocks, Bonds and Other Security Interests that Certain NRC Employees are Prohibited from Owning
		YA-00-0086	Annual Ethics Training
		YA-01-0063	Revised List of Stocks, Bonds and Other Security Interests that Certain NRC Employees are Prohibited from Owning
		YA-01-0081	Annual Ethics Training
		YA-02-0067	Revised List of Stocks, Bonds and Other Security Interests that Certain NRC Employees are Prohibited from Owning
		YA-03-0009	Use of the Internet at NRC
		YA-03-0088	Revised List of Stocks, Bonds and Other Security Interests that Certain NRC Employees are Prohibited from Owning
		YA-03-0099	Annual Ethics Training
		YA-04-0069	Annual Ethics Training
		YA-05-0076	Revised List of Stocks, Bonds and Other Security Interests that Certain NRC Employees are Prohibited from Owning
		YA-05-0086	Annual Ethics Training
		YA-06-0086	Revised List of Stocks, Bonds and Other Security Interests that Certain NRC Employees are Prohibited from Owning
		YA-06-0103	Annual Ethics Training
		YA-07-0115	Revised List of Stocks, Bonds and Other Security Interests that Certain NRC Employees are Prohibited from Owning
		YA-07-0139	Annual Ethics Training
		YA-10-0010	Reporting Foreign Gifts of More Than Minimal Value Received in Calendar Year 2001
7.007	Security Ownership	YA-90-0005	Ethics Reform Act of 1989
		YA-90-0032	Required Divestiture of Assets by NRC Employees
		YA-90-0055	Information Regarding Conflicts of Interest (10 CFR Part O)
		YA-90-0056	Revised List of Stocks, Bonds and Other Security Interests that Certain NRC Employees are Prohibited from Owning; 1990 Stock Ownership Certification
		YA-90-0065	Office of Government Ethics Regulations on Deferral of Taxes Where NRC has Required Employee to Divest Security Interest
		YA-90-0077	Deferral of Taxes on Gain from Required Divestiture of Security Interests Between November 30, 1989 and April 18, 1990
		YA-92-0037	Revised List of Stocks, Bonds and Other Security Interests that Certain NRC Employees are Prohibited from Owning; 1992 Stock Ownership Certification
		YA-94-0045	Supplemental Conduct Regulations
		YA-94-0072	Revised List of Stocks, Bonds and Other Security Interests that Certain NRC Employees are Prohibited from Owning
		YA-95-0078	Confidential Financial Disclosure and Annual Ethics Training
		YA-95-0083	Revised List of Stocks, Bonds and Other Security Interests that Certain NRC Employees are Prohibited from Owning
		YA-96-0085	Revised List of Stocks, Bonds, and Other Security Interests that Certain NRC Employees are Prohibited from Owning
		YA-97-0106	Annual Ethics Training
		YA-98-0080	Revised List of Stocks, Bonds and Other Security Interests that Certain NRC Employees are Prohibited from Owning
		YA-98-0104	Annual Ethics Briefing
		YA-99-0102	Annual Ethics Briefing
		YA-00-0072	Revised List of Stocks, Bonds and Other Security Interests that Certain NRC Employees are Prohibited from Owning
		YA-00-0086	Annual Ethics Training

Yellow Announcements That Should Be Reviewed When the MD's are Updated

MD #	MD Title	Related Yellow Announcements	Title of Yellow Announcement
		YA-01-0063	Revised List of Stocks, Bonds and Other Security Interests that Certain NRC Employees are Prohibited from Owning
		YA-01-0081	Annual Ethics Training
		YA-02-0067	Revised List of Stocks, Bonds and Other Security Interests that Certain NRC Employees are Prohibited from Owning
		YA-03-0009	Use of the Internet at NRC
		YA-03-0088	Revised List of Stocks, Bonds and Other Security Interests that Certain NRC Employees are Prohibited from Owning
		YA-03-0099	Annual Ethics Training
		YA-04-0058	Revised List of Stocks, Bonds and Other Security Interests that Certain NRC Employees are Prohibited from Owning
		YA-04-0069	Annual Ethics Training
		YA-05-0076	Revised List of Stocks, Bonds and Other Security Interests that Certain NRC Employees are Prohibited from Owning
		YA-05-0086	Annual Ethics Training
		YA-06-0086	Revised List of Stocks, Bonds and Other Security Interests that Certain NRC Employees are Prohibited from Owning
		YA-06-0103	Annual Ethics Training
		YA-07-0115	Revised List of Stocks, Bonds and Other Security Interests that Certain NRC Employees are Prohibited from Owning
		YA-07-0139	Annual Ethics Training
		YA-08-0141	Revised List of Stocks, Bonds and Other Security Interests that Certain NRC Employees are Prohibited from Owning
		YA-09-0109	Revised List of Stocks, Bonds and Other Security Interests that Certain NRC Employees are Prohibited from Owning
		YA-10-0141	Revised List of Stocks, Bonds and Other Security Interests that Certain NRC Employees are Prohibited from Owning
7.008	Outside Employment	YA-94-0045	Supplemental Conduct Regulations
		YA-01-0034	Annual Ethics Training - Financial Interest Exemptions
		YA-01-0081	Annual Ethics Training
		YA-03-0099	Annual Ethics Training
		YA-04-0069	Annual Ethics Training
		YA-05-0086	Annual Ethics Training
		YA-06-0103	Annual Ethics Training
		YA-07-0139	Annual Ethics Training
		YA-10-0082	Ethics Rules Relating to Foreign Governments
7.009	Ethics Approvals and Waivers	YA-87-0177	Acceptance of Food and Refreshments From Prohibited Sources
		YA-89-0131	Acceptance of Food and Refreshments From Outside Parties
		YA-90-0169	Update on Ethics Reform Act of 1989 – the Honorarium Prohibition
		YA-92-0006	New Exception to Honoraria Ban
		YA-92-0135	Acceptance of Refreshments From Nuclear Industry Sources
		YA-93-0081	Attending Hospitality Suites; Dining with Prohibited Sources; Speaking at Industry-Sponsored Conferences; Compensation for Off-Duty Speaking, Teaching, or Writing; Newly Issued Management Directives on Ethics-Related Issues
		YA-96-0018	Honoraria Ban
		YA-10-0010	Reporting Foreign Gifts of More Than Minimal Value Received in Calendar Year 2009
7.010	Political Activity	YA-76-0315	Political Activity and Voting
		YA-88-0075	Provisions of the Hatch Act
		YA-93-0037	18 U.S.C. §603

Yellow Announcements That Should Be Reviewed When the MD's are Updated

MD #	MD Title	Related Yellow Announcements	Title of Yellow Announcement
		YA-93-0081	Attending Hospitality Suites; Dining with Prohibited Sources; Speaking at Industry-Sponsored Conferences; Compensation for Off-Duty Speaking, Teaching, or Writing; Newly Issued Management Directives on Ethics-Related Issues
		YA-93-0089	Hatch Act Reform Amendments of 1993
		YA-94-0013	Honoraria Ban and Hatch Act Amendments
		YA-94-0102	Political Recommendations for Federal Jobs
		YA-94-0109	Hatch Act Regulations
		YA-94-0134	Communicating Information Electronically
		YA-96-0056	Hatch Act Regulations
		YA-01-0034	Annual Ethics Training - Financial Interest Exemptions
		YA-01-0081	Annual Ethics Training
		YA-02-0034	Annual Ethics Training
		YA-03-0099	Annual Ethics Training
		YA-04-0069	Annual Ethics Training
		YA-05-0086	Annual Ethics Training
		YA-06-0103	Annual Ethics Training
		YA-07-0139	Annual Ethics Training
7.012	Enforcement of Post-Employment Restrictions	YA-77-0053	Commission Regulations Covering Conduct of Employees
		YA-78-0025	Commission Regulations Covering Conduct of Employees
		YA-86-0096	Standards of Conduct Requirements Applicable to Employment Negotiations
		YA-93-0081	Attending Hospitality Suites; Dining with Prohibited Sources; Speaking at Industry-Sponsored Conferences; Compensation for Off-Duty Speaking, Teaching, or Writing; Newly Issued Management Directives on Ethics-Related Issues
		YA-97-0011	Procurement Integrity Act, Professional Organization Participation
		YA-99-0102	Annual Ethics Briefing
		YA-08-0104	New Post-Employment Regulations - Annual Ethics Training
8.008	Management of Allegations	YA-99-0023	Release of Sensitive Information
		YA-03-0064	Assignment of Allegations Policy and Program Oversight Functions to the Office of Enforcement
8.011	Review Process for 10 CFR 2.206 Petitions	YA-94-0033	Review of Proprietary Documents
8.013	Reactor Oversight Process	YA-99-0052	Revamping the Oversight Program for Commercial Nuclear Power Plants
8.014	Agency Action Review Meeting	YA-99-0052	Revamping the Oversight Program for Commercial Nuclear Power Plants
8.017	Licensee Complaints Against NRC Employees	YA-05-0054	New Management Directive 8.17, "Licensee Complaints Against NRC Employees"
9.018	O/F, Office of Consolidation	YA-94-0078	Elimination of MD 9.18
9.015	O/F, Office of State and Tribal Programs	YA-10-0045	NRC Tribal Protocol Manual
		YA-10-0119	NRC Tribal Protocol Event

Yellow Announcements That Should Be Reviewed When the MD's are Updated

MD #	MD Title	Related Yellow Announcements	Title of Yellow Announcement
9.020	O/F, Office of the Chief Financial Officer	YA-08-0163	Reorganization in the Office of the Chief Financial Officer
9.025	O/F, Office of Human Resources	YA-95-0066	NRC Strategic Assessment and Rebaselining
		YA-96-0069	Strategic Assessment and Rebaselining Initiative
		YA-02-0044	Strategic Workforce Planning
9.027	O/F, Office of Nuclear Reactor Regulations	YA-80-0026	Reorganization of the Office of Nuclear Reactor Regulation
		YA-80-0041	Reorganization of the Office of Nuclear Reactor Regulation
10.001	Appointments, General Employment Issues, Details and Position Changes	YA-77-0042	Executive Development - Pilot Rotational Program
		YA-82-0033	Certification of Position Description
		YA-06-0085	Elimination of "Sons and Daughters" Restriction
		YA-07-0134	Staffing Process Enhancements
10.005	Elimination of Pension Offset for Rehired Federal Retirees	YA-06-0020	Elimination of Pension Offset for Certain Rehired Federal Retirees Under the Energy Policy Act of 2005
10.010	Recruitment	YA-80-0163	Responsibilities of Selecting Officials and of the Division of Organization and Personnel in the Selection Process
		YA-84-0017	Hiring Commitments
10.012	Use of Advisory Committee Members	YA-89-0113	NRC's Revised Advisory Committee Regulations
10.013	Special Employment Programs	YA-88-0050	Federal Employee Education and Assistance Fund (FEEA) 1988 Scholarship Program
		YA-89-0072	Federal Employee Education and Assistance Fund (FEEA) 1989 Scholarship Program
		YA-90-0058	Federal Employee Education and Assistance Fund (FEEA) 1990 Educational Program
		YA-91-0109	NRC Graduate Fellowship Program
		YA-92-0102	NRC Senior Fellowship Program
		YA-92-0126	Policy Statement Regarding People With Disabilities
		YA-93-0111	FY 1994 NRC Senior Fellowship Program
		YA-94-0003	NRC Graduate Fellowship Program
		YA-94-0092	NRC Graduate Fellowship Program
		YA-95-0073	NRC Graduate Fellowship Program
		YA-00-0009	Hiring People With Disabilities in the NRC
		YA-02-0074	Graduate Fellowship Program
		YA-02-0025	Graduate Fellowship Program
		YA-06-0025	Transportation and Lodging Expenses of Student Employees
		YA-06-0085	Elimination of "Sons and Daughters" Restriction
		YA-07-0134	Staffing Process Enhancements
		YA-09-0081	Noncompetitive Appointing Authority for Certain Military Spouses
		YA-10-0048	Veterans Employment Initiative
		YA-10-0063	Veterans' Employment Initiative Operational Plan
		YA-10-0099	NRC Graduate Fellowship Program
10.014	Employee Trial Period	YA-76-0237	New Probationary Period Requirement
		YA-93-0110	New Trial Period Requirements
10.015	Merit Staffing Program	YA-02-0049	Changes in Eligibility Requirements
		YA-06-0085	Elimination of "Sons and Daughters" Restriction

Yellow Announcements That Should Be Reviewed When the MD's are Updated

MD #	MD Title	Related Yellow Announcements	Title of Yellow Announcement
		YA-07-0134	Staffing Process Enhancements
10.041	Pay Administration	YA-77-0085	Curtailment of Overtime
		YA-80-0122	Justifications for Overtime Work
		YA-99-0053	Changes in Resident Inspector Compensation Policy
		YA-02-0076	Calendar Year 2003 Pay Period Schedule
		YA-07-0087	Changes in Grade Point Average Required to Qualify for Appointment at the Grade 07 Level Based on Superior Qualifications
10.042	Hours of Work and Premium Pay	YA-79-0116	Compressed Work Schedules
		YA-84-0095	Changes in NRC Hours of Work
		YA-84-0125	Part-Time Employment Program
		YA-85-0048	Time in Travel Status
		YA-85-0131	Part-Time Employment Program
		YA-88-0045	Compressed Work Schedule
		YA-89-0060	Compressed Work Schedule (CWS) for Non-Bargaining Unit Employees
		YA-90-0105	Documentation of Compressed Work Schedule Usage
		YA-97-0115	Flexible Workplace (FLEXIPLACE) Program
		YA-01-0066	National Emergency Work Schedules
		YA-01-0010	Overtime Pay for Travel to Training
		YA-02-0047	Changes in Premium Pay
		YA-04-0012	Overtime and Compensatory Time Off
		YA-05-0005	Compensation for Non-Overtime Work-Related Travel Undertaken by Part-Time Employees
		YA-06-0005	Compensation for Non-Overtime Work-Related Travel Undertaken by Part-Time Employees
		YA-07-0048	Changes to "Regular" Compensatory Time Off and Special Compensatory Time Off for Travel
		YA-07-0109	Special Circumstances Work at Home Policy
		YA-08-0103	Work Flexibilities at the NRC
		YA-10-0007	NEWFLEX Work Schedule Information
		YA-10-0014	Sunday Premium Pay for Part-Time Employees
10.043	Time and Labor Reporting	YA-77-0154	Review of NRC Flexitime Program
		YA-79-0116	Compressed Work Schedules
		YA-81-0004	Inauguration Day, January 20, 1981
		YA-81-0072	Implementing the Collective Bargaining Agreement with the National Treasury Employees Union (NTEU)
		YA-82-0029	Working on Holidays to Accrue Religious Observance Time
		YA-83-0033	Supervisory Requests for Employees to Work Overtime
		YA-86-0130	Granting Time Off For Religious Observance
		YA-87-0038	Interim Collective Bargaining Agreement is Effective April 6, 1987; And Changes in NRC Hours of Work
		YA-87-0143	Granting Time Off For Religious Observance
		YA-88-0151	Granting Time Off For Religious Observance
		YA-91-0114	Granting Time Off For Religious Observance
		YA-92-0116	?
		YA-93-0077	Granting Time Off For Religious Observance
		YA-93-0117	Work-at-Home Policy
		YA-94-0099	Granting Time Off For Religious Observance
		YA-94-0110	Reporting and Certifying Time and Attendance
		YA-96-0062	Granting Time Off For Religious Observance

Yellow Announcements That Should Be Reviewed When the MD's are Updated

MD #	MD Title	Related Yellow Announcements	Title of Yellow Announcement
		YA-00-0026	Physical Fitness Activities
		YA-02-0024	Credit Hours
		YA-02-0041	Employees' Roles and Responsibilities -- Human Resources Management System
		YA-02-0077	Compensatory Time Off for Religious Observance
		YA-03-0032	Expanded-Compressed Work Schedule (E-CWS)
		YA-04-0004	Employees' Roles and Responsibilities -- Human Resources Management System
		YA-04-0012	Overtime and Compensatory Time Off
		YA-05-0046	Employees' Roles and Responsibilities for Time and Labor Reporting
		YA-06-0015	Employees' Roles and Responsibilities -- Human Resources Management System, Time and Labor Reporting
		YA-07-0090	Approving Official Roles and Responsibilities for Time and Labor Reporting
		YA-07-0091	Policy Reminder - Employee Roles and Responsibilities for Time and Labor Reporting
		YA-10-0016	Updated Management Directive 10.43, Time and Labor Reporting
		YA-10-0043	HRMS and Labor System Upgrade
		YA-10-89	HRMS Time and Labor Menu-Driven Computer-Based Training System
10.044	Relocation Bonus Program	YA-02-0022	Changes in the Federal Travel Regulations for Relocation Allowances
		YA-94-0125	Changes for Reactor Program Resident Inspectors and Senior Resident Inspectors
		YA-05-0036	New Regulations Pertaining to Recruitment, Relocation and Retention Incentives
		YA-09-0118	Criteria for Recruitment, Relocation, and Retention Incentives
10.047	Retention Allowance Program	YA-05-0036	New Regulations Pertaining to Recruitment, Relocation and Retention Incentives
		YA-09-0118	Criteria for Recruitment, Relocation, and Retention Incentives
10.048	Recruitment Bonus Program	YA-05-0036	New Regulations Pertaining to Recruitment, Relocation and Retention Incentives
		YA-09-0118	Criteria for Recruitment, Relocation, and Retention Incentives
10.50	Elimination of Pension Offset for Rehired Federal Retirees	YA-10-0103	Waiver of Pension Offsets for Certain Rehired Federal Retirees Under the National Defense Authorization Act for Fiscal Year 2010
10.062	Leave Administration	YA-76-0323	Scheduling of Annual Leave
		YA-76-0331	advanced Sick Leave Requests
		YA-77-0141	Granting Time Off for Religious Observances
		YA-77-0148	Scheduling of Annual Leave
		YA-77-0192	Advanced Sick Leave Requests
		YA-77-0182	Emergency Closing of NRC Offices in The Washington Metropolitan Area
		YA-78-0132	Excused Absence for Voting
		YA-79-0113	Scheduling of Annual Leave
		YA-80-0076	Excused Absence for Draft Registration
		YA-80-0097	Granting Time Off for Religious Observance
		YA-80-0123	Scheduling and Restoration of Annual Leave
		YA-80-0125	Excused Absences for Voting

Yellow Announcements That Should Be Reviewed When the MD's are Updated

MD #	MD Title	Related Yellow Announcements	Title of Yellow Announcement
		YA-81-0097	Granting Time Off for Religious Observance
		YA-81-0108	Scheduling and Restoring Annual Leave
		YA-81-0125	Changes in Accrual and Use of Military Leave
		YA-83-0030	Instructions Concerning Attendance During and After Washington, DC Area February 11 Snowstorm
		YA-83-0043	Service Credit Deposit for Post-1956 Military Service (Catch-62)
		YA-83-0044	Mutual Obligation of Employee and Supervisor to Schedule Annual Leave
		YA-83-0084	Granting Time Off for Religious Observance
		YA-83-0087	Assuring Accuracy of Time and Attendance Cards
		YA-83-0113	Excused Absences for Voting
		YA-83-0115	Scheduling and Restoring Annual Leave
		YA-84-0026	Mutual Obligation of Employee and Supervisor to Schedule Annual Leave
		YA-84-0106	Excused Absences for Voting
		YA-84-0110	Office Closing Information for the Washington Metropolitan Area
		YA-84-0113	Scheduling and Restoring Annual Leave
		YA-84-0126	Certification of Time and Attendance Cards
		YA-85-0028	Mutual Obligation of Employee and Supervisor to Schedule Annual Leave
		YA-85-0084	Military Leave
		YA-85-0089	Granting Time Off for Religious Observance
		YA-86-0026	Mutual Obligation of Employee and Supervisor to Schedule Annual Leave
		YA-86-0163	Scheduling and Restoring Annual Leave
		YA-87-0010	Absence for Maternity Reasons
		YA-87-0169	Scheduling and Restoring Annual Leave
		YA-88-0046	Excused Absence to Vote in Primary Election
		YA-88-0181	Scheduling and Restoring Annual Leave
		YA-89-0189	Scheduling and Restoring Annual Leave
		YA-89-0178	Office Closing Information for the Washington Metropolitan Area
		YA-90-0146	Excused Absence for Voting
		YA-90-0158	Office Closing Information for the Washington Metropolitan Area
		YA-90-0161	Scheduling and Restoring Annual Leave
		YA-91-0030	Sick Leave for Adoptive Parents
		YA-91-0156	Scheduling and Restoring Annual Leave
		YA-92-0052	Maternity, Paternity, and Adoptive Leave Options
		YA-92-0123	Scheduling and Restoring Annual Leave
		YA-92-0124	Excused Absence for Voting
		YA-92-0139	Office Closing Information for the Washington Metropolitan Area
		YA-93-0076	Family and Medical Leave Act of 1993 (FMLA)
		YA-93-0093	Scheduling and Restoring Annual Leave
		YA-94-0042	Maternity, Paternity, and Family and Medical Leave Options
		YA-94-0120	Scheduling and Restoring Annual Leave
		YA-94-0133	Office Closing and Early Dismissal Information for the Washington Metropolitan Area
		YA-94-0138	Excused Absence for Bone Marrow or Organ Donation
		YA-95-0005	Sick Leave for Adoption Purposes
		YA-95-0082	Scheduling and Restoring Annual Leave
		YA-95-0093	Emergency Closing of NRC Offices in The Washington Metropolitan Area
		YA-95-0095	Policy Change for Premium Hours and Some Categories of Absences

Yellow Announcements That Should Be Reviewed When the MD's are Updated

MD #	MD Title	Related Yellow Announcements	Title of Yellow Announcement
		YA-96-0080	Excused Absence for Voting
		YA-96-0087	Scheduling and Restoring Annual Leave
		YA-96-0097	Emergency Office Closing and Early Dismissal Information for the Washington Metropolitan Area
		YA-97-0046	Presidents' Memorandum on Expanded Family and Medical Leave Policies
		YA-97-0098	Scheduling and Restoring Annual Leave
		YA-98-0094	Scheduling and Restoring Annual Leave
		YA-98-0096	Emergency Office Closing and Early Dismissal Information for the Washington Metropolitan Area
		YA-99-0074	Time and Labor Reporting
		YA-99-0079	Scheduling and Restoring Annual Leave
		YA-99-0101	Emergency Office Closing and Early Dismissal Information
		YA-99-0107	Leave Transfer Program
		YA-00-0050	Sick Leave For Family Care Purposes
		YA-00-0062	Time and Labor Reporting for Software Development Projects (Supplement to 1999-074)
		YA-00-0065	Scheduling and Restoring Annual Leave
		YA-00-0087	Emergency Office Closing, Early Dismissal, and Delayed Arrival Information
		YA-01-0017	Service Credit Deposit for Post-1956 Military Service ("Catch-62")
		YA-01-0053	Scheduling and Restoring Annual Leave
		YA-01-0073	Restoring Annual Leave for Employees Responding to the Events of September 11
		YA-02-0064	Scheduling and Restoring Annual Leave
		YA-02-0080	Emergency Office Closing, Early Dismissal, and Delayed Arrival Information
		YA-03-0087	Scheduling and Restoring Annual Leave
		YA-03-0100	Return of Activated Military Members to Federal Civilian Employment
		YA-03-0092	Emergency Office Closing, Early Dismissal, and Delayed Arrival Information
		YA-04-0054	Scheduling and Restoring Annual Leave
		YA-04-0063	Emergency Office Closing, Early Dismissal, and Delayed Arrival Information
		YA-04-0064	Claims Resulting from Military Leave Charged on Non-workdays
		YA-05-0034	New Flexibility to Credit Non-Federal or Uniformed Service for Annual Leave Accrual Rates
		YA-05-0060	Scheduling and Restoring Annual Leave
		YA-05-0084	Emergency Office Closing, Early Dismissal, and Delayed Arrival Information
		YA-06-0014	Claims Resulting from Military Leave Charged on Non-workdays
		YA-06-0074	Scheduling and Restoring Annual Leave
		YA-06-0076	Changes in Regulations Governing the Use of Sick Leave
		YA-06-0089	Emergency Office Closing, Early Dismissal, and Delayed Arrival Information
		YA-07-0117	Scheduling and Restoring Annual Leave
		YA-07-0130	Emergency Office Closing, Early Dismissal, and Delayed Arrival Information
		YA-08-0112	Updated on Excused Absence for Employees Returning From Active Military Duty
		YA-08-0137	Scheduling and Restoring Annual Leave
		YA-08-0147	Emergency Office Closing, Early Dismissal, and Delayed Arrival Information

Yellow Announcements That Should Be Reviewed When the MD's are Updated

MD #	MD Title	Related Yellow Announcements	Title of Yellow Announcement
		YA-09-0108	Emergency Office Closing, Early Dismissal, and Delayed Arrival Information
		YA-10-0113	Changes in Leave Guidelines that Define Family Member
		YA-10-0134	Scheduling and Restoring Annual Leave
		YA-10-0147	Emergency Office Closing, Early Dismissal, and Delayed Arrival Information
		YA-10-0147	Emergency Office Closing, Early Dismissal, and Delayed Arrival Information
10.067	Non-SES Performance Appraisal System	YA-77-122	Disposition of Old Personnel Appraisals
		YA-77-0008	NRC Personnel Performance Appraisal System
		YA-83-0093	Employee Performance Appraisals
		YA-84-0081	Employee Performance Appraisals
		YA-85-0080	Employee Performance Appraisals
		YA-86-0131	Employee Performance Appraisals
		YA-88-0030	Guidance on the Use of Performance Indicators
		YA-89-0030	Mid-Year Performance Appraisal Progress Review
		YA-89-0145	Non-SES Performance Appraisals and Performance Plans
		YA-89-0200	Revised Guidance on the Use of Performance Indicators
		YA-90-0140	Non-SES Performance Appraisals and Performance Plans
10.072	Incentive Awards	YA-80-0086	Employee Suggestions
		YA-06-0006	Referral Awards
		YA-04-0046	Changes In Award Authorities
10.077	Employee Training and Development	YA-96-0104	Requests for Training
10.078	NRC Intern Program	YA-76-0291	FY 1977 NRC Intern and Cooperative Employment Programs
10.099	Discipline, Adverse Actions and Separations	YA-95-0052	Communication and Management Resolution of Inappropriate Regulatory Actions By NRC Staff
10.102	Labor-Management Relations Program for Federal Employees	YA-79-0074	Labor Relations Guide No. 79-1
		YA-79-0094	Labor Relations Guide No. 79-1
		YA-80-0001	Notice of Right to Request Union Representation
		YA-80-0151	Labor Relations Guide No. 81-1
		YA-81-0117	Clarification of Appeal Rights in Collective Bargaining Agreement
		YA-81-0122	Labor Relations Guide 81-2
		YA-81-0132	NTEU Bulletin Boards
		YA-81-0138	Labor Relations Guide No. 81-3
		YA-90-0167	Notice of Right to Request Union Representation
		YA-92-0140	Notice of Right to Request Union Representation
		YA-95-0047	Notice of Right to Request Union Representation
		YA-96-0052	Notice of Right to Request Union Representation
10.114	Employee Benefits Program	YA-78-0155	Changes in Length-of-Service Requirements for Retirees' Life, Health Insurance
		YA-92-0031	Temporary Continuation of Health Benefits Coverage

Yellow Announcements That Should Be Reviewed When the MD's are Updated

MD #	MD Title	Related Yellow Announcements	Title of Yellow Announcement
10.130	Safety and Health Program Under the Occupational Safety and Health Act	YA-76-0238	NRC Safety Policy
		YA-76-0332	Reporting of Unsafe or Unhealthful Working Conditions
		YA-77-0136	Safety Inspection Program
		YA-77-0138	Accident Reporting
		YA-92-0161	Procedures to Follow for an On-the-Job Injury
		YA-93-0056	Procedures to Follow for an On-the-Job Injury
		YA-97-0114	Discussion of Safety and Compliance
10.135	Senior Executive Service (SES) Employment and Staffing Programs	YA-99-0051	Senior Executive Service Candidate Development Program
10.146	Distinguished Engineers and Scientists Program	YA-92-0025	Distinguished Engineers and Scientists Program
10.148	Senior Level Performance Appraisal System	YA-94-0130	Establishment of Additional Senior Level Positions
10.158	NRC Non-Concurrence Process	YA-76-0209	Free Flow of Internal Information and Viewpoints
		YA-06-0095	Issuance of Draft Management Directive 10.158, "NRC Non-Concurrence Process," as Interim Policy
		YA-07-0027	Open, Collaborative Working Environment
10.159	NRC Differing Professional Opinions Program	YA-85-0098	Differing Professional Opinions
		YA-87-0100	Differing Professional Opinions
		YA-87-0130	Differing Professional Opinions
		YA-95-0067	Differing Professional Views or Opinions (DPVs/DPOs)
		YA-04-0035	Revised Management Directive 10.159...(OE assumed responsibility for program)
		YA-07-0027	Open, Collaborative Working Environment
		YA-08-0124	Differing Views Resources
10.160	Open Door Policy	YA-07-0027	Open, Collaborative Working Environment
		YA-08-0124	Differing Views Resources
10.161	NRC Equal Employment Opportunity Program	YA-77-0093	Guide for Timely Processing of Discrimination Complaints
		YA-77-0124	NRC Federal Women's Program
		YA-77-0166	Ad Hoc Committee on Age Discrimination
		YA-77-0185	Affirmative Action Advisory Committee
		YA-77-0189	Ad Hoc Committee on Age Discrimination
		YA-79-0140	NRC Equal Employment Opportunity Program
		YA-80-0016	U.S. Government Policy on Sexual Harassment
		YA-80-0102	EEOC Guidelines on Sexual Harassment
		YA-80-0116	NRC Committee on Age Discrimination
		YA-86-0115	Prevention of Sexual Harassment
		YA-86-0153	Refresher Briefing on the Prevention of Sexual Harassment
		YA-91-0072	EEO Counseling
		YA-92-0069	Preventing Sexual Harassment in the Workplace
		YA-92-0115	Processing of Federal Sector EEO Complaints
		YA-93-0018	Standards of Conduct - Sexual Harassment
		YA-93-0105	Sexual Harassment Prevention Brochure

Yellow Announcements That Should Be Reviewed When the MD's are Updated

MD #	MD Title	Related Yellow Announcements	Title of Yellow Announcement
		YA-94-0037	Discrimination-Free Workplace
		YA-95-0092	Discrimination-Free Workplace
		YA-98-0034	Sexual Harassment Prevention Program
		YA-99-0095	EEO Discrimination Complaint Process
		YA-00-0016	Equal Employment Opportunity and Diversity Policy Statement
		YA-08-0013	Equal Employment Opportunity and Diversity Management at the NRC
		YA-09-0012	Equal Employment Opportunity and Diversity Management at the NRC
		YA-09-0072	Equal Employment Opportunity Complaint Process
		YA-09-0078	Equal Employment Opportunity and Diversity Management at the NRC
10.162	Disability Programs and Reasonable Accommodation	YA-92-0126	Policy Statement Regarding People With Disabilities
		YA-93-0006	Self-Identification of a Disability
		YA-00-0009	Hiring People With Disabilities in the NRC
		YA-08-0111	Requests for Reasonable Accommodation
		YA-11-0006	Changes in Leave Guidelines
11.001	NRC Acquisition of Supplies and Services	YA-89-0065	Recent Procurement Integrity Legislation
		YA-89-0112	Recent Procurement Integrity Legislation
		YA-89-0074	Recent Procurement Integrity Legislation
		YA-90-0005	Ethics Reform Act of 1989
11.002	Receipt and Handling of Unsolicited Proposals	YA-89-0065	Recent Procurement Integrity Legislation
		YA-89-0074	Recent Procurement Integrity Legislation
		YA-90-0005	Ethics Reform Act of 1989
11.004	NRC Small and Disadvantaged Business Program	YA-10-0027	Commitment to Support Small Business Program
12.001	NRC Security Facility Program	YA-76-0212	Security Infractions
		YA-76-0288	NRC Headquarters Bomb Threat Procedures
		YA-76-0304	Safety Hazards in Public Corridors
		YA-76-0317	Security Infractions
		YA-76-0329	Smoking in GSA-Controlled Buildings and Facilities
		YA-77-0172	Smoking in Elevators
		YA-79-0132	NRC Headquarters Bomb Threat Procedures
		YA-80-0159	Access to Building Exits
		YA-83-0123	NRC Headquarters Bomb Threat Procedures
		YA-87-0089	Fitness for Duty Policy
		YA-89-0001	Computer Security
		YA-89-0012	NRC Internal Control Program
		YA-90-0005	Computer Security
		YA-91-0007	Increased Security
		YA-91-0024	New Smoking Policy - One White Flint North
		YA-91-0032	Security at NRC Facilities
		YA-91-0116	After Hours Access to NRC Buildings
		YA-92-0137	Computer Security
		YA-94-0068	New Smoking Policy
		YA-94-0097	Unlawful Stopping of Vehicles on Marinelli Road

Yellow Announcements That Should Be Reviewed When the MD's are Updated

MD #	MD Title	Related Yellow Announcements	Title of Yellow Announcement
		YA-94-0142	Modifications to White Flint Security
		YA-96-0001	NRC Photo-Identification Badge Policy
		YA-96-0006	Security Upgrades
		YA-96-0081	Security Upgrades - White Flint North Complex
		YA-96-0102	Release of Sensitive Information
		YA-97-0002	Control of Vehicular Access onto the Rear Drive
		YA-97-0014	Workplace Threats and Violence
		YA-99-0047	Bomb Threat Evacuation Procedures
		YA-03-0037	Inadvertent Release of Classified or Sensitive Unclassified Information
		YA-10-0127	Security System Enhancements: Activation of Tailgating Detection Systems at the White Flint Complex
12.002	NRC Classified Information Security Program	YA-86-0154	Security Refresher Briefing
		YA-86-0179	Protection of Sensitive Unclassified Documents
		YA-88-0112	Computer Security Act of 1987 - PL 100-235 - The Identification of Computer Systems that Process Sensitive Unclassified Information
		YA-88-0168	Labels for Magnetic Media and Other Media that Contain Classified Data
		YA-88-0191	Destruction of Classified and Sensitive Unclassified Information
		YA-89-0001	Computer Security
		YA-89-0017	Implementation of the SF-312, "Classified Information Nondisclosure Agreement"
		YA-89-0128	Pickup of Classified Material
		YA-90-0005	Computer Security
		YA-91-0063	Implementation of the Revised SF 312, "Classified Information Nondisclosure Agreement," January 1991 Version
		YA-91-0075	Computer Security
		YA-91-0137	Classified and Sensitive Unclassified Waste
		YA-94-0012	Reduction in Paper Campaign at NRC Headquarters February 14-March 25, 1994
		YA-96-0102	Release of Sensitive Information
		YA-04-0024	No Comment Policy for Classified and Safeguards Information
		YA-11-0005	Interim Guidance on the Use of Social Media
12.003	NRC Personnel Security Program	YA-78-0130	The NRC Alcoholism and Drug Abuse Program
		YA-87-0094	Drug Testing Policy Statement
		YA-88-0139	General Notice of NRC Drug Testing Program
		YA-89-0006	NRC Drug Testing Plan
		YA-89-0007	Voluntary Referral Provisions of the NRC Drug Testing Program
		YA-89-0136	NRC Drug Testing Program - Split Urine Specimen Collection and Testing
		YA-89-0143	NRC's Drug Testing Program
		YA-89-0215	NRC Applicant Drug Testing
		YA-90-0053	NRC Drug Testing Plan - Use of Second Laboratory in Split Urine Specimen Testing
		YA-90-0114	Union Negotiations
		YA-90-0115	General Notice of NRC Drug Testing Program - Bargaining Unit Employees
		YA-90-0125	Security Procedures Related to the New Reg Café (OWFN)
		YA-90-0159	Drug Testing
		YA-90-0170	NRC Drug Testing Manual
		YA-91-0007	Increased Security

Yellow Announcements That Should Be Reviewed When the MD's are Updated

MD #	MD Title	Related Yellow Announcements	Title of Yellow Announcement
		YA-91-0128	Modification to NRC's Drug Testing Program
		YA-92-0098	Drug Testing Program
		YA-94-0074	NRC Drug Testing Manual
		YA-94-0090	NRC Drug Testing Program - Revised Guidelines
		YA-95-0103	NRC Drug Testing Manual
		YA-95-0065	Bomb Threat Evacuation Procedures
		YA-99-0032	Reminder About Reportable Security Information
		YA-08-0040	General Notice of NRC Drug Testing Program Changes and Notice of Employee Awareness Sessions
		YA-10-0058	Revised Mandatory Guidelines for Federal Workplace Drug Testing Programs
		YA-10-0069	Change: Revised Implementation Date for Changes to Mandatory Guidelines for Federal Workplace Drug Testing Programs
		YA-10-0122	Revised Mandatory Guidelines for Federal Workplace Drug Testing Programs
12.004	NRC Telecommunications Systems Security Program	YA-02-0051	Use of Personal Digital Assistants (PDAs)
12.005	NRC Automated Information Security Program	YA-86-0061	Microcomputer User Responsibilities
		YA-87-0184	Computer Security Guides
		YA-89-0001	Computer Security
		YA-89-0155	Columbus Day Computer Virus
		YA-90-0005	Computer Security
		YA-91-0011	Local Area Network Virus Infection
		YA-91-0075	Computer Security
		YA-91-0127	Personal Computer Virus Infection and Removal of Unauthorized Computer Software
		YA-92-0021	Personal Computer Virus Alert
		YA-02-0051	Use of Personal Digital Assistants (PDAs)
		YA-03-0062	Modified Handling of Safeguards Info for Byproduct Material Licensees
		YA-06-0039	Safeguarding Personal Privacy Information
		YA-06-0065	Use of E-Mail and Other Information Technology at NRC
		YA-06-0069	Protection of Personally Identifiable Information
		YA-06-0101	Policy Reminder on Personal Use of Information Technology and Consequences for Misuse
		YA-07-0106	Safeguarding Against and Responding to the Breach of Personally Identifiable Information
		YA-07-0114	Clarification of Waiver Policy for Personally Identifiable Information and Issues Pertaining to Sensitive Unclassified Non-Safeguards Information
		YA-08-0006	NRC Policy and Procedures for Copying, Scanning, Printing, and Faxing Safeguards and/or Classified Information
		YA-08-0021	Policy Revision: Policy Prohibiting the Use of Peer-to-Peer Software, and its Impact on Processing Sensitive Unclassified Non-Safeguards Information on NRC Information Technology Systems, Mobile Devices, and Home Computers
		YA-08-0063	Information Security and Records Management Requirements When Using Information Sharing and Learning Technologies Such as Sharepoint and Tomoye
		YA-08-0070	Information Technology Implementation Policy – Computer Security Incident Response and Personally Identifiable Information Incident Response

Yellow Announcements That Should Be Reviewed When the MD's are Updated

MD #	MD Title	Related Yellow Announcements	Title of Yellow Announcement
		YA-08-0092	Information Technology Implementation Policy – Computer Security Information Protection Policy
		YA-08-0093	Information Technology Implementation Policy – Updated Computer Security Incident Response and Personally Identifiable Information Incident Response
		YA-08-0126	Personally Identifiable Information and Employee Identification Number
		YA-08-0157	Information Technology Security Policy - Encryption of Data at Rest
		YA-09-0035	Information Technology Security Policy - Laptop Security Policy
		YA-09-0057	Computer Security Rules of Behavior Policy
		YA-09-0116	Personally Identifiable Information Responsibilities Awareness and Acknowledgement of Understanding
		YA-11-0005	Interim Guidance on the Use of Social Media
		YA-11-0014	Home Wireless Networks and Blackberry-Auto Bluetooth Pairing
		YA-11-0038	Continued Implementation of Homeland Security Presidential Directive 12 for Access to U.S. Nuclear Regulatory Commission Facilities and Information Systems
12.006	NRC Sensitive Unclassified Information Security Program	YA-87-00185	Disclosure of Classified and Sensitive Unclassified Information
		YA-88-0112	Computer Security Act of 1987 - PL 100-235 - The Identification of Computer Systems that Process Sensitive Unclassified Information
		YA-88-0191	Destruction of Classified and Sensitive Unclassified Information
		YA-90-0005	Computer Security
		YA-91-0075	Computer Security
		YA-94-0012	Reduction in Paper Campaign at NRC Headquarters February 14-March 25, 1994
		YA-03-0062	Modified Handling of Safeguards Info for Byproduct Material Licensees
		YA-03-0079	Interim Guidance for Official Use Only Information
		YA-04-0024	No Comment Policy for Classified and Safeguards Information
		YA-05-0077	Policy Revision: NRC Policy and Procedures for Handling, Marking, and Protecting Sensitive Unclassified Non Safeguards Information (SUNSI)
		YA-06-0069	Protection of Personally Identifiable Information
		YA-07-0025	Employee Awareness
		YA-07-0096	Guidance for Periodic Review of Agency Network Drives for the Presence of Personally Identifiable Information
		YA-07-0114	Clarification of Waiver Policy for Personally Identifiable Information and Issues Pertaining to Sensitive Unclassified Non-Safeguards Information
		YA-08-0082	Fiscal Year 2009 - Fiscal Year 2010 and Cross-Fiscal Year Travel Procedures
		YA-08-0092	Information Technology Implementation Policy – Computer Security Information Protection Policy
12.007	NRC Safeguards Information Security Program	YA-11-0005	Interim Guidance on the Use of Social Media
13.001	Property Management	YA-76-0239	NRC Protection Program
		YA-84-0060	Responsibility for Personal Property
		YA-94-0141	Liability for Personal Property Owned or Leased by the Government
		YA-96-0088	Security of Laptop Computers and Related Computer Equipment
		YA-00-0089	Security of Laptop Computers

Yellow Announcements That Should Be Reviewed When the MD's are Updated

MD #	MD Title	Related Yellow Announcements	Title of Yellow Announcement
		YA-02-0051	Use of Personal Digital Assistants (PDAs)
13.002	Facilities Management	YA-89-0201	Implementing Expanded Paper Recycling Program
		YA-92-0129	Fire Emergency Evacuation Procedures
		YA-92-0141	Quality Work Environment
		YA-92-0168	Posting Notices and Announcements
		YA-93-0003	Expansion of Recycling Program at OWFN
		YA-93-0014	Posting Notices and Announcements
		YA-93-0114	Access to TWFN Garage From OWFN
		YA-10-0075	Emergency Evacuation and Assembly and Accountability Exercise
		YA-10-0081	Emergency Evacuation and Assembly and Accountability
		YA-11-0065	U.S. Nuclear Regulatory Commission Climate Change Adaptation Policy Statement
13.004	Transportation Management	YA-99-0082	Reminder to All Employees on the Approval of Ground Transportation While on Official Travel
		YA-09-0113	Seatbelt Use on NRC Shuttle Buses
		YA-09-0121	Federal Leadership on Reducing Text Messaging While Driving

Yellow Announcements That Should Be Reviewed When the MD's are Updated

MD #	MD Title	Related Yellow Announcements	Title of Yellow Announcement
14.001	Official Temporary Duty Travel	YA-76-0197	Control of Official Travel
		YA-76-0202	Changes to Procedures for Obtaining Payment for Travel Advances, Payment for Local Travel, and Payment for Miscellaneous Small Purchases
		YA-77-0049	Cash Payment for Rental Cars Used for Official Travel
		YA-77-0083	Lodging Reservations and Cancellations
		YA-77-0127	Change in Procedures for Processing Travel Advances and Reimbursements
		YA-78-0122	Official Travel
		YA-79-0135	Repayment of Outstanding Travel Advances
		YA-80-0129	Guidelines for Use of Contract Air Service - Alternate Carriers and Amtrak
		YA-85-0090	Return Travel From an Uncontrollable Event
		YA-85-0095	Reimbursement of Local Travel Expenses
		YA-86-0015	Accounting for Travel Advances and Travel Vouchers
		YA-86-0048	Processing of NRC Form 279, "Request and Authorization for Official Travel"
		YA-86-0072	Implementation of New Federal Travel Regulations
		YA-86-0083	Reimbursement of Local Travel Expenses
		YA-86-0108	Cash Payments on Travel Vouchers
		YA-86-0142	Cash Payments of Travel Vouchers
		YA-86-0182	Cash Payments on Travel Vouchers
		YA-89-0126	Distribution of NRC Chapter 1501, "Official Travel"
		YA-89-0131	Acceptance of Food and Refreshments From Outside Parties
		YA-89-0165	Acceptance of Travel Benefits From Licensees and Others Regulated by NRC
		YA-89-0209	Suggestions for Official Travel
		YA-90-0005	Required Procedural Changes in Processing Travel Advance and Voucher Payments
		YA-90-0057	Travel Services
		YA-90-0074	Other Than Coach-Class or Equivalent Air Accommodations
		YA-90-0109	Prompt Settlement of Travel Authorizations
		YA-91-0134	Combining Personal With Official Travel
		YA-92-0077	Telephone Calls to Residence While on Official Travel
		YA-92-0082	Lodging Occupancy Tax Exemption Certificates
		YA-92-0135	Acceptance of Refreshments From Nuclear Industry Sources
		YA-93-0001	Frequent Flyer Benefits
		YA-93-0169	Changes to the Federal Travel Directory as a Result of the Hotel and Motel Fire Safety Act of 1990
		YA-95-0043	Use of the American Express Travel Charge Card
		YA-97-0004	Travel Regulation Revisions
		YA-97-0070	Frequent Flyer Benefits
		YA-98-0081	Citibank Replaces American Express Travel Charge Card
		YA-99-0044	Local Travel Policy Revision Redefining Taxable Travel Reimbursements for Temporary Work Location
		YA-99-0082	Reminder to All Employees on the Approval of Ground Transportation While on Official Travel
		YA-00-0013	Two Month Postponement on the Mandatory Usage of the Government Sponsored Charge Card for Official Travel
		YA-00-0032	Mandatory Use of the Government Sponsored Charge Card for Official Government Travel
		YA-01-0010	Overtime Pay for Travel to Training
		YA-01-0019	Mandatory Use of Carlson Wagonlit Travel for All Common Carrier Reservations and Related Car Rental Reservations
		YA-02-0008	Using Frequent Traveller Benefits

Yellow Announcements That Should Be Reviewed When the MD's are Updated

MD #	MD Title	Related Yellow Announcements	Title of Yellow Announcement
		YA-02-0012	Change in Travel Purpose Codes
		YA-02-0036	Use of Citibank Travel Charge Card
		YA-03-0035	Mandatory Use of the Government Sponsored Charge Card for Official Government Travel
		YA-03-0093	Straight Pay for Work-Related Travel Undertaken by Part-Time Employees
		YA-04-0055	New Travel Purpose Codes
		YA-05-0011	New Type of Compensatory Time Off for Travel
		YA-06-0018	Managing the Cost of Official Travel
		YA-06-0060	Use of NRC Calling Cards While on Official Temporary Duty Travel
		YA-06-0084	NRC Travel Card Management Plan
		YA-06-0090	Changes to the Social Security Requirement for Travel Forms
		YA-06-0092	Change in Travel Reservation Process
		YA-07-0086	Availability of a Generic Travel Card for Foreign Travel
		YA-07-0143	NRC Cross-Servicing of Travel Payments Effective January 2, 2008
		YA-08-0005	Additional Information Related to Permanent Change of Station Reimbursements for Employees Receiving Benefits
		YA-08-0033	Reminder Regarding Use of Premium Class Airline Travel
		YA-08-0072	Travel Reimbursement Reminders
		YA-08-0085	Baggage Fees
		YA-08-0090	Paperless Delivery of Processed Travel Authorizations
		YA-09-0034	Updated Policies Regarding the Use of Premium Class Airline Travel
		YA-09-0050	Department of Homeland Security Flight Program
		YA-09-0084	Updated Travel Policy on Levels of Approval
		YA-10-0002	New Mileage Reimbursement Rates for Privately Owned Vehicles Effective January 1, 2010
		YA-10-0053	eTravel Foreign Travel Authorizations and Restricted Travel
		YA-10-0076	eTravel Enhanced Capabilities
		YA-10-0106	Temporary Delay in Travel and Commercial Payment Voucher Processing Resulting From the Financial Accounting Integrated Management Information System Implementation
		YA-10-0106	Secure Flight Information
		YA-10-0120	FY2011 Per Diem Rates
		YA-10-0162	Updating Travel Charge Card Information in eTravel
		YA-11-0004	New Mileage Reimbursement Rates for Privately-Owned Vehicles Effective January 1, 2011
		YA-11-0028	Reminder on Use of Travel Charge Card Policies
		YA-11-0048	NRC Travel Charge Card Training
14.002	Relocation Allowance	YA-11-0068	Changes to Government-Wide Relocation Policies
Miscellaneous		YA-76-0269	Supergrade Positions
		YA-76-0271	Employee-Owned Electrical Equipment
		YA-76-0272	Final Paycheck Processing for Separating Employees
		YA-76-0333	NRC's Regulatory Mission
		YA-77-0023	Agreement Between U.S.N.R.C. and AFGE Local 2195
		YA-77-0193	NRC Policy on Selective Placement Program for Handicapped Individuals and Disabled Veterans
		YA-78-0105	Staff Communications with Congress
		YA-78-0151	Certification of Union Election Results
		YA-79-0014	Certification of NTEU in the Regions

Yellow Announcements That Should Be Reviewed When the MD's are Updated

MD #	MD Title	Related Yellow Announcements	Title of Yellow Announcement
		YA-80-0046	Combined Federal Campaign: OPM Publishes New Rules
		YA-80-0049	Dissolution of the Paperwork Reduction Subgroup and Transfer of Functions Under the Federal Report Act From the Division of Rules and Records to Technical Information and Document Control
		YA-80-0161	Official Recognition of Blacks in Government (BIG)
		YA-89-0144	Credit for Past Service as a Law Enforcement Officer and Firefighter
		YA-90-0091	Commission Policy Statement on Below Regulatory Concern
		YA-90-0102	Emergency Ride Home Program
		YA-91-0006	Principles of Good Regulation
		YA-91-0017	Headquarters Recycling Program
		YA-91-0069	Retirement Credit When Deductions Have Been Refunded, And Credit For National Guard Technician Service
		YA-91-0073	Elevator Etiquette and Use at OWFN
		YA-92-0047	Metrickation
		YA-93-0116	Early Retirement Update
		YA-94-0054	Development of an Organizational Values Statement for the NRC
		YA-94-0124	Standards of Conduct
		YA-95-0004	Voluntary Separation Incentive Payments (VSIP or Buyouts) and Voluntary Early Retirement
		YA-95-0077	Fiscal Year 1996 Voluntary Early Retirement Authority
		YA-96-0071	Debt Collection Improvement Act of 1996
		YA-96-0079	Fiscal Year 1997 Voluntary Early Retirement Authority
		YA-97-0014	Workplace Threats and Violence
		YA-97-0063	Extension of Current Voluntary Early Retirement Authority
		YA-97-0068	Retirement Credit for Certain FERS Employees with Prior Nonappropriated Fund Service
		YA-97-0086	Guidelines on Religious Freedom in the Federal Workplace
		YA-97-0094	Special Evaluation of NRC's Organizational Safety Culture and Climate
		YA-98-0079	Voluntary Separation Incentive Payments (Buyouts)
		YA-99-0062	Voluntary Early Retirement Authority
		YA-00-0006	U.S. Nuclear Regulatory Commission Alternative Dispute Resolution Program
		YA-01-0075	Child Care Tuition Assistance
		YA-02-0040	Child Care Tuition Assistance
		YA-02-0054	Workstation Ergonomic Program
		YA-02-0065	Child Care Tuition Assistance
		YA-07-0004	NRC Policy for Preventing and Eliminating Harassing Conduct in the Workplace
		YA-08-0098	Realignment of EDO Functions
		YA-08-0139	Internal Safety Culture Task Force
		YA-09-0013	Internal Controls - Responsibility of All NRC Employees
		YA-09-0014	Commission Approves Credit Monitoring Services for Victims of NRC Personally Identifiable Information Breaches
		YA-09-0021	Child Care Subsidy Program
		YA-09-0032	Security/Safety: Personal Evacuation Kits
		YA-10-0002	New Mileage Reimbursement Rates for Privately Owned Vehicles Effective January 1, 2010

◀ home

What's New?

July 2011

- ▶ MD 10.72 Awards and Recognition July 18, 2011

June 2011

- ▶ MD 3.1 Freedom of Information Act June 8, 2011

April 2011

- ▶ MD 10.161 Civil Rights Program and Affirmative Employment and diversity Management Program April 19, 2011
- ▶ MD 6.6 Regulatory Guides April 12, 2011
- ▶ MD 4.5 Interim Report--Shutdown Plan: Contingency Plan for Periods of Lapsed Appropriations April 8, 2011

March 2011

- ▶ MD 3.55 Forms Management Program March 30, 2011
- ▶ MD 10.41 Pay Administration March 29, 2011
- ▶ MD 1.1 NRC Management Directives System March 18, 2011

February 2011

- ▶ MD 13.1 Property Management February 16, 2011

December 2010

- ▶ MD 7.8 Outside Employment December 20, 2010

November 2010

- ▶ MD 8.8 Management of Allegations November 15, 2010

October 2010

- ▶ MD 5.2 Cooperation With States at Commercial Nuclear Power Plants and Other Nuclear Production or Utilization Facilities October 29, 2010
- ▶ MD 9.7 Organization and Functions, Office of the General Counsel October 4, 2010
- ▶ MD 8.13 Reactor Oversight Process October 3, 2010

September 2010

- ▶ MD 7.10 Political Activity September 27, 2010

A-14

July 2010

- ▶ MD 10.38 Position Management July 19, 2010
- ▶ MD 4.6 License Fee Management Program July 17, 2010
- ▶ MD 7.5 Ethics Counseling and Training July 1, 2010

June 2010

- ▶ MD 10.102 Labor-Management Relations Program for Federal Employees June 15, 2010
- ▶ MD 3.25 Graphic Design and Production Services June 3, 2010
- ▶ MD 7.2 Claims for Personal Property Loss or Damage June 2, 2010

May 2010

- ▶ MD 7.1 Tort Claims Against the United States May 21, 2010

April 2010

- ▶ MD 9.29 Organization and Functions, Regional Offices April 15, 2010
- ▶ MD 10.41 Pay Administration April 12, 2010
- ▶ MD 9.8 Organization and Functions, Office of Investigations April 5, 2010

March 2010

- ▶ MD 13.1 Property Management March 8, 2010

January 2010

- ▶ MD 7.6 Public and Confidential Financial Disclosure Reports January 18, 2010

November 2009

- ▶ MD 6.4 Generic Issues Program November 17, 2009

September 2009

- ▶ MD 7.3 Participation in Professional Organizations September 29, 2009
- ▶ MD 7.7 Security Ownership September 29, 2009
- ▶ MD 7.9 Ethics Approvals and Waivers September 29, 2009
- ▶ MD 7.10 Political Activity September 29, 2009
- ▶ MD 10.43 Time and Labor Reporting September 29, 2009
- ▶ MD 7.12 Enforcement of Post-Employment Restrictions September 01, 2009

April 2009

- ▶ MD 9.10 Organization and Functions, Office of the Secretary April 20, 2009
- ▶ MD 3.17 NRC Information Quality Program April 9, 2009

March 2009

- ▶ MD 10.41 Pay Administration March 23, 2009
- ▶ MD 8.14 Agency Action Review Meeting, AARM March 16, 2009
- ▶ MD 8.18 NRC Generic Communications Program March 5, 2009

February 2009

- ▶ MD 1.1 NRC Management Directives System February 17, 2009
- ▶ MD 3.4 Release of Information to the Public February 6, 2009

August 2008

- ▶ MD 3.14 U.S. Nuclear Regulatory Commission Public Web Site August 6, 2008

June 2008

- ▶ MD 12.7 NRC Safeguards Information Security Program June 25, 2008
- ▶ MD 5.13 NRC International Activities Practices and Procedures June 6, 2008

April 2008

- ▶ MD 4.2 Administrative Control of Funds April 11, 2008

February 2008

- ▶ MD 10.41 Pay Administration Feb. 29, 2008

September 2007

- ▶ MD 5.4 Official Representation Expenses Sept. 25, 2007
- ▶ MD 10.37 Position Evaluation and Benchmarks Sept. 11, 2007

August 2007

- ▶ MD 5.3 Agreement State Participation in Working Groups Aug. 22, 2007
- ▶ MD 7.6 Public and Confidential Financial Disclosure Reports Aug. 2, 2007
- ▶ MD 7.7 Security Ownership Aug. 2, 2007
- ▶ MD 12.1 NRC Facility Security Program Aug. 2, 2007
- ▶ MD 12.2 NRC Classified Information Security Program Aug. 2, 2007

June 2007

- ▶ MD 3.2 Privacy Act Jun. 27, 2007
- ▶ MD 2.8 Project Management Methodology Jun. 19, 2007
- ▶ MD 2.1 Information Technology Architecture eliminated Jun. 19, 2007
- ▶ MD 2.2 Capital Planning and Investment Control eliminated Jun. 19, 2007

April 2007

- ▶ MD 10.41 Pay Administration Apr. 10, 2007
- ▶ MD 3.5 Attendance at NRC Staff Sponsored Meetings Apr. 10, 2007

March 2007

- ▶ MD 3.50 Document Management - eliminated Mar. 15, 2007
- ▶ MD 3.53 NRC Records and Document Management Program Mar. 15, 2007
- ▶ MD 11.8 NRC Procedures for Placement and Monitoring of Work With Federal Agencies Other Than the U.S. Department of Energy (DOE) Mar. 2, 2007
- ▶ MD 11.7 NRC Procedures for Placement and Monitoring of Work With the U.S. Department of Energy (DOE) Mar. 2, 2007

January 2007

- ▶ MD 9.7 Organization and Functions, Office of the General Counsel Jan. 5, 2007
-

September 2006

- ▶ MD 8.7 Reactor Operating Experience Program Sept. 28, 2006

August 2006

- ▶ MD 14.2 Relocation Allowances Aug 15, 2006
- ▶ MD 6.8 Lessons-Learned Program Aug 1, 2006

July 2006

- ▶ MD 2.7 Personal Use of Information Technology July 28, 2006
- ▶ MD 12.2 NRC Classified Information Security Program July 28, 2006

June 2006

- ▶ MD 8.2 NRC Incident Response Program June 16, 2006

May 2006

- ▶ MD 3.54 NRC Collections of Information and Reports Management May 22, 2006

April 2006

- ▶ MD 7.4 Reporting Suspected Wrongdoing and Processing OIG Referrals April 28, 2006

- ▶ MD 13.2 Facility Management April 24, 2006

March 2006

- ▶ MD 3.1 Freedom of Information Act March 30, 2006
- ▶ MD 8.14 Agency Action Review Meeting (AARM) March 29, 2006
- ▶ MD 11.1 NRC Acquisition of Supplies and Services March 29, 2006

February 2006

- ▶ MD 6.1 Resolution and Followup of Audit Recommendations Feb. 20, 2006
- ▶ MD 10.41 Pay Administration Feb. 16, 2006
- ▶ MD 10.137 Senior Executive Service Performance Management System Feb. 15, 2006

January 2006

- ▶ MD 7.6 Public and Confidential Financial Disclosure Reports
Jan. 27, 2006
 - ▶ MD 7.7 Security Ownership Jan. 27, 2006
 - ▶ MD 9.2 Organization and Functions, Office of the Inspector General 1/17/2006
-

December 2005

- ▶ MD 11.6 Financial Assistance Program 12/22/2005
- ▶ MD 12.2 NRC Classified Information Security Program 12/06/2005

October 2005

- ▶ MD 3.57 Correspondence Management 10/18/2005

September 2005

- ▶ MD 10.41 - Pay Administration 09/23/2005
- ▶ MD 8.2 - NRC Incident Response Program 09/19/2005
- ▶ MD 4.1 Accounting Policy and Practices 09/09/2005

August 2005

- ▶ MD 8.9 Accident Investigation 08/26/2005
- ▶ MD 13.4 - Transportation Management 08/23/2005

July 2005

- ▶ MD 6.4 - Generic Issues Program 07/29/2005
- ▶ MD 10.162 - Disability Programs and Reasonable Accommodation 07/29/2005
- ▶ MD 4.3 Financial Management Systems 07/07/2005

June 2005

- ▶ MD 14.1 Official Temporary Duty Travel 06/07/2005
- ▶ MD 10.138 Reduction in Force in the Senior Executive Service 06/07/2005
- ▶ MD 6.3 The Rulemaking Process 06/02/2005

May 2005

- ▶ MD 2.4 Acquisition of Federal Processing Resources ELIMINATION 05/10/2005
- ▶ MD 8.17 Licensee Complaints Against NRC Employees 05/05/2005

April 2005

- ▶ [MD 9.7 O/F Office of the General Counsel](#) 04/15/2005

March 2005

- ▶ [MD 2.6 - Information Technology Infrastructure](#) 03/07/2005
- ▶ [MD 10.41 - Pay Administration](#) 03/01/2005

February 2005

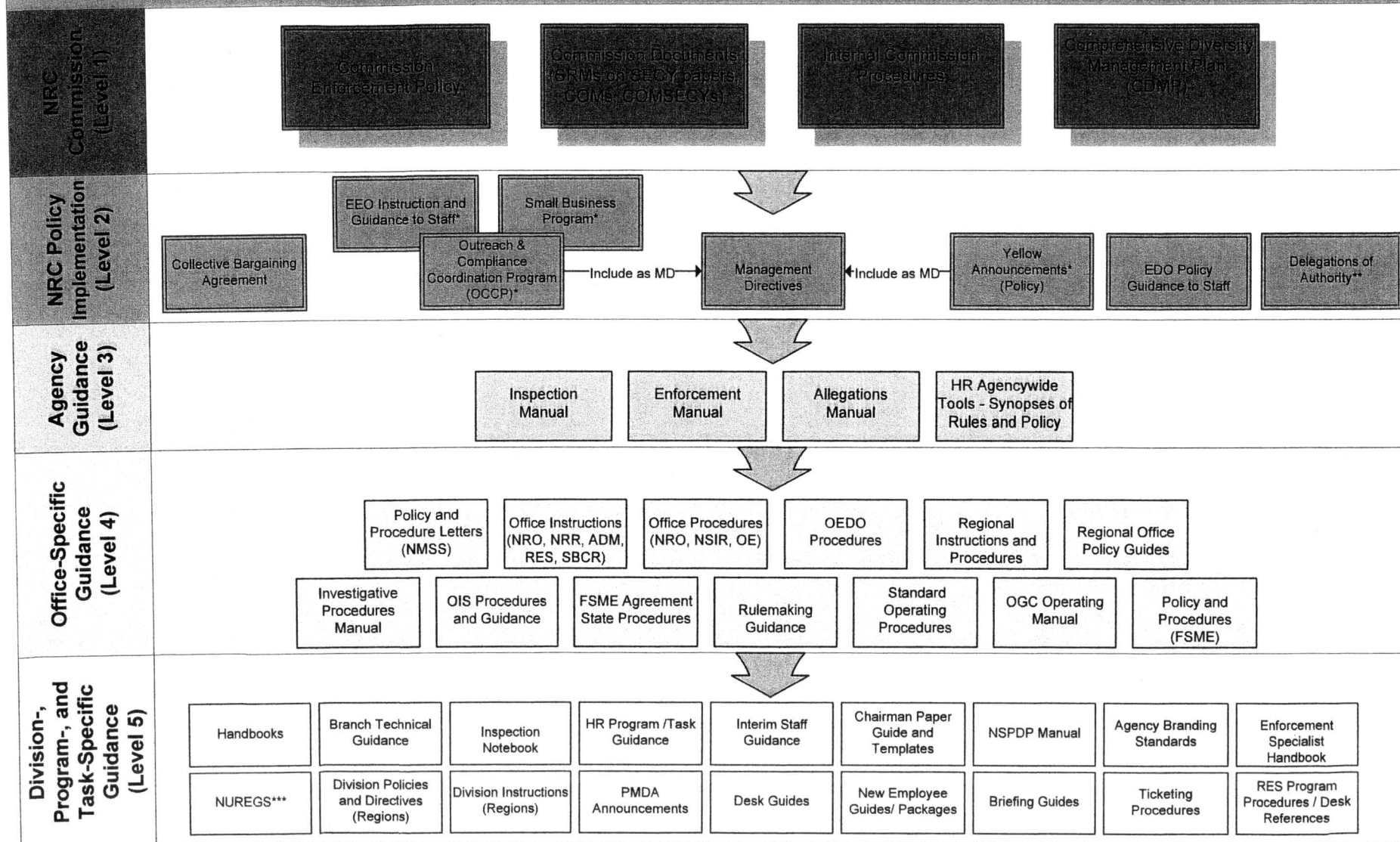
- ▶ [MD 10.77 - Employee Training and Development](#) 02/08/2005

January 2005

- ▶ [MD 9.8 Organization and Functions, Office of Investigations](#) 01/21/2005

 [top](#)

General Categories for NRC Hierarchy of NRC Internal Policy and Guidance Documents (6/11/09)



Note: Outside stakeholder guidance is not addressed here. This hierarchy includes only internal staff policy and guidance. Regarding Levels 4 and 5, the WG distinguished office-level policy and division-, program-, and task-specific policy to provide greater guidance to users. See the comment resolution document for the discussion on combining Levels 4 and 5 into one category.

* EEO Instructions, Small Business Program Guidance, the OCCP, and Yellow Announcements will be incorporated into MDs.

** DOAs also may appropriately be categorized at other levels.

*** NUREGs have a variety of uses but usually are used to communicate with outside stakeholders. NUREGs that are exceptions to this category (i.e., function more than manuals or generic guidance to staff) include the Standard Review Plan (NUREG-0800), the Commissioner's Assistant Handbook, and internal NUREGs (occupant emergency plans, distribution lists, style guides, etc.).

Encl. a 2
ML091630335

NRC INTERNAL POLICY AND GUIDANCE DOCUMENTS
(6/11/09)

HIERARCHY LEVEL	HIERARCHY CATEGORY	GENERAL DOCUMENT CATEGORY	SPECIFIC DOCUMENTS (TITLE)	LOCATION
ADM				
2	NRC Policy Implementation	Management Directives		Internal Website
4	Office-Specific Guidance	ADM (Front) Office Instructions	Time and Labor, Travel, EDO Procedures	ADAMS, G:\
4	Office-Specific Guidance	Rulemaking Guidance	Interoffice procedures on notices, Rulemaker.gov, writing NRC Regulations, etc.	Internal Website, http://www.internal.nrc.gov/ADM/rulemaking/rulemakinghome.html
5	Division-, Program-, and Task-Specific Guidance	NUREGs	NUREG-1770, "Occupant Emergency Plan"	Internal Website, http://www.internal.nrc.gov/ADM/emergency_safety/occupantemergplan.html
5	Division-, Program-, and Task-Specific Guidance	New Employee Guides/Packages	New Employee's Welcome Package	Office G:\
5	Division-, Program-, and Task-Specific Guidance	NUREGs	NUREG-0650, Rev. 2, "Preparing NUREG Series Publications"	Internal Website, http://www.internal.nrc.gov/ADM
5	Division-, Program-, and Task-Specific Guidance	NUREGs	NUREG-1379, Rev. 2, "Editorial Style Guide"	Internal Website, http://www.internal.nrc.gov/ADM
5	Division-, Program-, and Task-Specific Guidance	Agency Branding Standards	Agencywide standards for all NRC documents	Internal Website, http://www.internal.nrc.gov/ADM
5	Division-, Program-, and Task-Specific Guidance	Program Procedures / Desk References	Clearance Adjudication Procedures	Office G:\
5	Division-, Program-, and Task-Specific Guidance	Program Procedures / Desk References	Announcement Program SOP	Office G:\
5	Division-, Program-, and Task-Specific Guidance	Program Procedures / Desk References	Announcement Program internal staff Web site	http://nrcweb.nrc.gov:8600/WAS/ (login required)
5	Division-, Program-, and Task-Specific Guidance	Program Procedures / Desk References	Management Directive Program Procedures	Office G:\
5	Division-, Program-, and Task-Specific Guidance	Program Procedures / Desk References	Parking Guidance--agencywide process for parking: application, payment, etc.	Internal Website, http://www.internal.nrc.gov/ADM
5	Division-, Program-, and Task-Specific Guidance	Program Procedures / Desk References	Drug testing procedures	Office G:\

**NRC INTERNAL POLICY AND GUIDANCE DOCUMENTS
(6/09/09)**

HIERARCHY LEVEL	HIERARCHY CATEGORY	GENERAL DOCUMENT CATEGORY	SPECIFIC DOCUMENTS (TITLE)	LOCATION
5	Division-, Program-, and Task-Specific Guidance	Program Procedures / Desk References	ADM Guidance on Requesting Extensions, Transfers, etc., on Green Tickets, WITS Items and Office Tracked Actions	ML081690651
5	Division-, Program-, and Task-Specific Guidance	Program Procedures / Desk References	Procedures for Processing Documents in ADAMS	ML081130797
5	Division-, Program-, and Task-Specific Guidance	Program Procedures / Desk References	Time and Labor Reporting	ML090840080
5	Division-, Program-, and Task-Specific Guidance	Program Procedures / Desk References	Freedom of Information Act Requests	ML082200489
5	Division-, Program-, and Task-Specific Guidance	Program Procedures / Desk References	SRS: Service Request System Software	Employee Desktops
5	Division-, Program-, and Task-Specific Guidance	Program Procedures / Desk References	Automated Acquisition Management System	Contract Writing System Software
5	Division-, Program-, and Task-Specific Guidance	Chairman Paper Guide and Templates	Chairman Paper Process and Templates	Internal Website, http://www.internal.nrc.gov/ADM/contracts/contractshome.html

NRC INTERNAL POLICY AND GUIDANCE DOCUMENTS
(6/09/09)

HIERARCHY LEVEL	HIERARCHY CATEGORY	GENERAL DOCUMENT CATEGORY	SPECIFIC DOCUMENTS (TITLE)	LOCATION
EDO				
1	NRC Commission	Internal Commission Procedures		SECY's Internal Website - http://www.nrc.gov/about-nrc/policy-making/internal.html
1	NRC Commission	Commission Documents	SECY Briefing Guidance	SECY's Internal Website - http://www.internal.nrc.gov/SECY/pdf/briefing_guidance.pdf
2	NRC Policy Implementation	Management Directives	Management Directive 3.57 - "Correspondence Management"	Internal Website
2	NRC Policy Implementation	Management Directives	Management Directive 14.1 - "Official Temporary Duty Travel"	Internal Website
2	NRC Policy Implementation	Yellow Announcements		Internal Website - http://www.internal.nrc.gov/announcements/create/
2	NRC Policy Implementation	Management Directives	Management Directive 10 - "Personnel Management"	Internal Website
2	NRC Policy Implementation	Management Directives	Management Directive 9.17 - O/F, Office of the EDO	Internal Website
2	NRC Policy Implementation	Management Directives	Management Directive 9.29 - O/F, Regional Offices	Internal Website
2	NRC Policy Implementation	Management Directives	Management Directive 11 - "Procurement"	Internal Website
2	NRC Policy Implementation	Management Directives	Management Directive 12 - "Security"	Internal Website
2	NRC Policy Implementation	Management Directives	Management Directive 13 - "Transportation, Facilities, Property"	Internal Website
3	Agency Guidance	EDO Policy Guidance to Staff	Internal and external communications policy and tools ("bring together all available resources")	Internal Website: Communication Website, http://www.internal.nrc.gov/communications/
3	Agency Guidance	EDO Policy Guidance to Staff	Computer Security Information	Internal Website: CSO Website

**NRC INTERNAL POLICY AND GUIDANCE DOCUMENTS
(6/09/09)**

HIERARCHY LEVEL	HIERARCHY CATEGORY	GENERAL DOCUMENT CATEGORY	SPECIFIC DOCUMENTS (TITLE)	LOCATION
3	Agency Guidance	EDO Policy Guidance to Staff	OIS Website on SUNSI information	Internal Website: OIS Website
4	Office-Specific Guidance	EDO Procedures	OEDO Procedure - 0210: EDO Procedure for Coordination with ACRS/ACNW	Internal Website; ADAMS ML053130433
4	Office-Specific Guidance	EDO Procedures	OEDO Procedure - 0230: Staff Requirements Memoranda Coordination	Internal Website; ADAMS ML060250566
4	Office-Specific Guidance	EDO Procedures	OEDO Procedure - 0240: Guidance for Preparing Briefing Packages	Internal Website; ADAMS ML060250566
4	Office-Specific Guidance	EDO Procedures	OEDO Notice - 2008-0240-01: Additional Guidance for OEDO Procedure - 0240, "Guidance for Preparing Briefing Packages"	Internal Website; ADAMS ML083240904
4	Office-Specific Guidance	EDO Procedures	OEDO Procedure - 0260: Tracking Agency Participation with External Organizations	Internal Website; ADAMS ML061390299
4	Office-Specific Guidance	EDO Procedures	OEDO Procedure - 0280: Audit Follow-up Process	Internal Website; ADAMS ML070190082
4	Office-Specific Guidance	EDO Procedures	OEDO Notice - 2008-0290-01: Foreign Travel Involving Multiple Travelers	Internal Website; ADAMS ML070190082
4	Office-Specific Guidance	EDO Procedures	OEDO Procedure - 0310: Notes to Commissioners' Assistants	Internal Website; ADAMS ML062300196
4	Office-Specific Guidance	EDO Procedures	OEDO Procedure - 0350: NRC Daily Notes and One-Week Look Ahead - Revision 3	Internal Website; ADAMS ML090410460
4	Office-Specific Guidance	EDO Procedures	OEDO Procedure - 0370: Setting Due Dates for EDO-Controlled Action Items and Requesting Extensions and Transfer - Revision 1	Internal Website; ADAMS ML083020494
4	Office-Specific Guidance	EDO Procedures	OEDO Procedure - 0380: Document Review (Being Revised) (Internal Use)	Internal Website; ADAMS ML062000080
4	Office-Specific Guidance	EDO Procedures	OEDO Procedure - 0410: Weekly Information Report	Internal Website; ADAMS ML061720521
4	Office-Specific Guidance	EDO Procedures	OEDO Procedure - 0420: The Quarterly Report to Congress	Internal Website; ADAMS ML060670609
4	Office-Specific Guidance	EDO Procedures	OEDO Notice - 2009-0430-01: Communication Plans	Internal Website; ADAMS ML090210721

**NRC INTERNAL POLICY AND GUIDANCE DOCUMENTS
(6/09/09)**

HIERARCHY LEVEL	HIERARCHY CATEGORY	GENERAL DOCUMENT CATEGORY	SPECIFIC DOCUMENTS (TITLE)	LOCATION
4	Office-Specific Guidance	EDO Procedures	OEDO Notice - 2009-0480-01, "Virtual Meeting Pilot Project"	Internal Website; ADAMS ML090430100
4	Office-Specific Guidance	EDO Procedures	OEDO Procedure - 0510: Preparing for Commission Meetings, Including Preparation of Briefing Slides, Background Notebooks, and Other Related Documents	Internal Website; ADAMS ML090370548
4	Office-Specific Guidance	EDO Procedures	OEDO Procedure - 0520: Individual Commissioner Briefings	Internal Website; ADAMS ML070100320
4	Office-Specific Guidance	EDO Procedures	OEDO Procedure - 0810: Welcome Aboard - New OEDO Staff	Internal Website; ADAMS ML060250465
4	Office-Specific Guidance	EDO Procedures	OEDO Procedure - 0820: Reporting Time and Attendance for OEDO Staff	Internal Website; ADAMS ML061440002
4	Office-Specific Guidance	EDO Procedures	OEDO Procedure - 0830: Telework for the Office of the Executive Director for Operations	Internal Website; ADAMS ML090570122
4	Office-Specific Guidance	EDO Procedures	OEDO Procedure - 0910: Senior Performance Official Reports	Internal Website; ADAMS ML070460331
4	Office-Specific Guidance	EDO Procedures	OEDO Notice 2009-0910-01: Senior Performance Mid-Year Review	Internal Website; ADAMS ML090560804
4	Office-Specific Guidance	EDO Procedures	OEDO Procedure - 0920: Senior Management Availability For Response to Imminent Security Threats	Internal Website; ADAMS ML061700199
4	Office-Specific Guidance	EDO Procedures	OEDO Procedure - 0930: Tasks Force Charters	Internal Website; ADAMS ML061880227
4	Office-Specific Guidance	EDO Procedures	OEDO Procedure - 0940: EDO Procedure for Implementing the Lessons-Learned Oversight Board	Internal Website; ADAMS ML062550002
4	Office-Specific Guidance	EDO Procedures	Issuance of Delegation/Redelegation of Signature Authority for the Office of the Executive Director for Operations (To: Those on the Attached List; From: L A Reyes - Dated 02/15/08)	Internal Website - ADAMS ML080430016 (To be an OEDO Procedure Soon)
4	Office-Specific Guidance	OIS Procedures and Guidance	OIS Management Control Program Procedures	ADAMS ML050940133

**NRC INTERNAL POLICY AND GUIDANCE DOCUMENTS
(6/09/09)**

HIERARCHY LEVEL	HIERARCHY CATEGORY	GENERAL DOCUMENT CATEGORY	SPECIFIC DOCUMENTS (TITLE)	LOCATION
5	Division-, Program-, and Task-Specific Guidance	NUREGs	NUREG-1350, "Information Digest"	Internal Website; hard copy

**NRC INTERNAL POLICY AND GUIDANCE DOCUMENTS
(6/09/09)**

HIERARCHY LEVEL	HIERARCHY CATEGORY	GENERAL DOCUMENT CATEGORY	SPECIFIC DOCUMENTS (TITLE)	LOCATION
FSME				
4	Office-Specific Guidance	FSME Policy and Procedures		ADAMS & http://www.internal.nrc.gov/FSME/PolicyandProcedures.html
4	Office-Specific Guidance	FSME Agreement State Procedures		ADAMS & http://nrc-stp.ornl.gov/procedures.html

**NRC INTERNAL POLICY AND GUIDANCE DOCUMENTS
(6/09/09)**

HIERARCHY LEVEL	HIERARCHY CATEGORY	GENERAL DOCUMENT CATEGORY	SPECIFIC DOCUMENTS (TITLE)	LOCATION
HR				
2	NRC Policy Implementation	Management Directives	MD and 10.62, "Leave Administration"	http://www.internal.nrc.gov/ADM/DAS/cag/Management_Directives/md10.62.pdf
2	NRC Policy Implementation	Yellow Announcements	YA 076, 10/06, "Changes in Regulations Governing Use of Sick Leave"	http://www.internal.nrc.gov/announcements/yellow/2006-076.html
2	NRC Policy Implementation	Yellow Announcements	YA 036, 5/16/05 "New Regulations Pertaining to Recruitment, Relocation, and Retention Incentives"	http://www.internal.nrc.gov/announcements/yellow/2005/2005-036.html
2	NRC Policy Implementation	Collective Bargaining Agreements	CBA Articles 16, 17, 20	http://www.internal.nrc.gov/HR/pdf/cba.pdf
3	Agency Guidance	HR Agencywide Tools - Synopses of Rules and Policy	Chart comparing FMLA and sick leave for family purposes	http://www.internal.nrc.gov/HR/pdf/comparison-fmla-sick-leave-chart.pdf
3	Agency Guidance	HR Agencywide Tools - Synopses of Rules and Policy	Fact sheets and templates on student loan repayment and recruitment, relocation, and retention incentives	http://www.internal.nrc.gov/HR/incentive-programs.html
4	Office-Specific Guidance	SOPs	SOP on Crediting NonFederal Service for Leave Accrual	HR employee's intranet
5	Division-, Program-, and Task-Specific Guidance	HR Program/Task Guidance	"Recommendations Based on Review of Resident Inspector Program Relocation Incentive Algorithm" and "Resident Inspector Relocation Incentive Determination Guidelines," updated July 2005"	ADAMS Accession No.: ML052230185
5	Division-, Program-, and Task-Specific Guidance	HR Program/Task Guidance	FAQs Resident Inspector Program Relocation Incentives	http://www.internal.nrc.gov/HR/pdf/ri-relo-questions.pdf
5	Division-, Program-, and Task-Specific Guidance	HR Program/Task Guidance	Alphabetical Listing of Relocation Incentives	http://www.internal.nrc.gov/HR/pdf/relocation-incentives-alpha.pdf
5	Division-, Program-, and Task-Specific Guidance	HR Program/Task Guidance	"NRC Job Aid, Getting Started for Learners" (iLearn tutorial)	http://papaya.nrc.gov/Training/JobAidLearners.ppt
5	Division-, Program-, and Task-Specific Guidance	HR Program/Task Guidance	What Leave Transfer Recipients, Supervisors and Timekeepers Need to Know About Time & Labor Reporting	http://www.internal.nrc.gov/HR/pdf/leave-share-tl-guidance.pdf

**NRC INTERNAL POLICY AND GUIDANCE DOCUMENTS
(6/09/09)**

HIERARCHY LEVEL	HIERARCHY CATEGORY	GENERAL DOCUMENT CATEGORY	SPECIFIC DOCUMENTS (TITLE)	LOCATION
NMSS				
2	NRC Policy Implementation	Management Directives		http://www.internal.nrc.gov/ADM/DAS/cag/mandirs/mdcat.html
3	Agency Guidance	Inspection Manual		http://www.nrc.gov/reading-rm/doc-collections/insp-manual/
4	Office-Specific Guidance	NMSS Policy and Procedure Letters		ADAMS
5	Division-, Program-, and Task-Specific Guidance	Handbooks	Secretarial Handbook	http://internal.nrc.gov/NMSS/Communications/policies-procedures/sample-formats-10-31-05.pdf . Hard copy also maintained by each secretary.
5	Division-, Program-, and Task-Specific Guidance	Handbooks	Licensing Assistant Handbook	NMSS does not, at present, have a Licensing Assistant Handbook.
5	Division-, Program-, and Task-Specific Guidance	Handbooks	2008 FCSS Project Management Handbook	NMSS Internal Web site and ADAMS (ML081130292)
5	Division-, Program-, and Task-Specific Guidance	Handbooks	Fuel Cycle Safety and Safeguards Licensing Assistant Handbook	NMSS Internal Web site and ADAMS (ML082520765)
5	Division-, Program-, and Task-Specific Guidance	Handbooks	Issuance of Revised Fuel Cycle Project Manager's and Licensing Assistant's Handbooks.	NMSS Internal Web site and ADAMS (ML082540291)
5	Division-, Program-, and Task-Specific Guidance	Handbooks	Fuel Cycle Safety and Safeguards Secretary Handbook	NMSS Internal Web site and ADAMS (ML091240098)
5	Division-, Program-, and Task-Specific Guidance	Handbooks	Project Manager Handbook	Maintained by each project manager.
5	Division-, Program-, and Task-Specific Guidance	New Employee Guides/Packages	New Employee's Welcome Package	Hard copy maintained by NMSS/HR staff.
5	Division-, Program-, and Task-Specific Guidance	NUREGs	Standard Review Plans and Review Standards (e.g., NUREG-0800, "Standard Review Plan for the Review of Safety Analysis Reports for Nuclear Power Plants")	http://www.nrc.gov/reading-rm/basic-ref/srp-review-standards.html
5	Division-, Program-, and Task-Specific Guidance	NUREGs	High Level Waste - NUREGs 1563, 0856, 1298, 1804, 1297	External Web site

NRC INTERNAL POLICY AND GUIDANCE DOCUMENTS
(6/09/09)

HIERARCHY LEVEL	HIERARCHY CATEGORY	GENERAL DOCUMENT CATEGORY	SPECIFIC DOCUMENTS (TITLE)	LOCATION
5	Division-, Program-, and Task-Specific Guidance	NUREGs	Spent Fuel Storage and Transportation - NUREGs 1536, 1567, 1609, 1617	External Web site
5	Division-, Program-, and Task-Specific Guidance	Interim Staff Guidance		www.nrc.gov/reading-rm/doc-collections/isg/
5	Division-, Program-, and Task-Specific Guidance	Branch Technical Guidance		Maintained within each branch at the secretary's desk.
5	Division-, Program-, and Task-Specific Guidance	NUREGS	Standard Review Plans	Various locations within NUREGS
5	Division-, Program-, and Task-Specific Guidance	NSPDP Manual		Developed and issued by HR. Distributed by NMSS-HR staff to each new NSPDP hire.

NRC INTERNAL POLICY AND GUIDANCE DOCUMENTS
(6/09/09)

HIERARCHY LEVEL	HIERARCHY CATEGORY	GENERAL DOCUMENT CATEGORY	SPECIFIC DOCUMENTS (TITLE)	LOCATION
NRO				
4	Office-Specific Guidance	Office Instructions	NRO Office Instructions	ADAMS; http://nrr10.nrc.gov/NRO/readingroom/office-instructions/index.cfm
4	Office-Specific Guidance	Office Procedures	NRO Procedures for Adding Documents to ADAMS	ADAMS [ML072540647]
5	Division-, Program-, and Task-Specific Guidance	New Employee Guides/Packages	NRO New Employee Handbook	http://nrr10.nrc.gov/NRO/handbook/index.cfm

NRC INTERNAL POLICY AND GUIDANCE DOCUMENTS
(6/09/09)

HIERARCHY LEVEL	HIERARCHY CATEGORY	GENERAL DOCUMENT CATEGORY	SPECIFIC DOCUMENTS (TITLE)	LOCATION
NRR				
4	Office-Specific Guidance	Office Instructions	NRR Office Instructions	http://nrr10.nrc.gov/nrr-office/webapps/OI/OI-listing.cfm
5	Division-, Program-, and Task-Specific Guidance	Handbooks	DORL Handbook	http://nrr10.nrc.gov/nrr-office/DORLHandbook/index.html
5	Division-, Program-, and Task-Specific Guidance	Handbooks	Decommissioning Project Manager's Handbook	http://nrr10.nrc.gov/nrr-office/projects/drpm/decom-handbook/Cover%20Page.html
5	Division-, Program-, and Task-Specific Guidance	Handbooks	Environmental Project Manager's Handbook	http://nrr10.nrc.gov/rlepenv/index.html
5	Division-, Program-, and Task-Specific Guidance	Handbooks	Non-Power Reactor Project Manager's Handbook	http://nrr10.nrc.gov/projects/drpm/np-rx-handbook/Cover%20Page.html
5	Division-, Program-, and Task-Specific Guidance	Handbooks	Owners Group, Vendor, and Nuclear Energy Institute Project Manager's Handbook	http://nrr10.nrc.gov/projects/drpm/og-v-nei-handbook/Cover%20Page.html
5	Division-, Program-, and Task-Specific Guidance	Inspection Notebook	DRA Licensing and Operational/Maintenance Support SDP Inspection Notebook Page (SUNSI)	http://nrr10.nrc.gov/adt/dssa/spsb/webpages/srapage/sdpnotebooks/sdpindex.html

**NRC INTERNAL POLICY AND GUIDANCE DOCUMENTS
(6/09/09)**

HIERARCHY LEVEL	HIERARCHY CATEGORY	GENERAL DOCUMENT CATEGORY	SPECIFIC DOCUMENTS (TITLE)	LOCATION
NSIR				
4	Office-Specific Guidance	Office Procedures	NSIR Office Procedures (Administration): ADM-100, ADM-101, ADM-102, ADM-103, ADM-105, ADM-107, ADM-108, ADM-110, ADM-111, ADM-112, ADM-113, ADM-116, ADM-118, ADM-119	ADAMS; NSIR Website: http://148.184.213.252/NSIR/ppd/office-procedures.htm
4	Office-Specific Guidance	Office Procedures	NSIR Office Procedures (Communications): COM-200, COM-201, COM-204, COM-210, COM-211, COM-215, COM-216, COM-217	ADAMS; NSIR Website: http://148.184.213.252/NSIR/ppd/office-procedures.htm
4	Office-Specific Guidance	Office Procedures	NSIR Office Procedures (Financial): FIN-300, FIN-301, FIN-302, FIN-303	ADAMS; NSIR Website: http://148.184.213.252/NSIR/ppd/office-procedures.htm
4	Office-Specific Guidance	Office Procedures	NSIR Office Procedures (Security): SEC-500, SEC-503, SEC-506, SEC-508	ADAMS; NSIR Website: http://148.184.213.252/NSIR/ppd/office-procedures.htm
4	Office-Specific Guidance	Office Procedures	NSIR Office Procedures (Travel): TRV-601, TRV-603	ADAMS; NSIR Website: http://148.184.213.252/NSIR/ppd/office-procedures.htm
4	Office-Specific Guidance	Office Procedures	NSIR Office Procedures (Training): TRN-701	ADAMS; NSIR Website: http://148.184.213.252/NSIR/ppd/office-procedures.htm
4	Office-Specific Guidance	Office Procedures	NSIR Office Procedures (Licensing): LIC-800, LIC-802, LIC-802	ADAMS; NSIR Website: http://148.184.213.252/NSIR/ppd/office-procedures.htm

NRC INTERNAL POLICY AND GUIDANCE DOCUMENTS
(6/09/09)

HIERARCHY LEVEL	HIERARCHY CATEGORY	GENERAL DOCUMENT CATEGORY	SPECIFIC DOCUMENTS (TITLE)	LOCATION
OE				
1	Commission Documents	Commission Enforcement Policy	Commission Enforcement Policy (revision in progress)	http://www.nrc.gov/about-nrc/regulatory/enforcement/enforce-pol.html
2	NRC Policy Implementation	Management Directives	MD 8.8-Management of Allegations (revision in progress)	http://www.internal.nrc.gov/ADM/DAS/cag/Management_Directives/md8.8.pdf
2	NRC Policy Implementation	Management Directives	MD 10.159-The Differing Professional Opinions Program	http://www.internal.nrc.gov/ADM/DAS/cag/Management_Directives/md10.159.pdf
2	NRC Policy Implementation	Management Directives	MD 10.158-The Non-Concurrence Process (draft MD in progress)	http://www.internal.nrc.gov/OE/nonconcur/DraftNon-ConcurrencePolicy.pdf
3	Agency Guidance	Enforcement Manual		http://www.nrc.gov/about-nrc/regulatory/enforcement/guidance.html
3	Agency Guidance	Allegations Manual		(Note: separation of Handbook-revision in progress)
4	Office-Specific Guidance	Office Procedures	Action Item Tracking System	Office G:\Drive
4	Office-Specific Guidance	Office Procedures	Time and Labor	Office G:\Drive
4	Office-Specific Guidance	Office Procedures	Property Guidelines	Office G:\Drive
5	Division-, Program-, and Task-Specific Guidance	Enforcement Specialist Handbook		Office G:\Drive
5	Division-, Program-, and Task-Specific Guidance	New Employee Guides/Packages	New Employee's Welcome Package	Office G:\Drive

**NRC INTERNAL POLICY AND GUIDANCE DOCUMENTS
(6/09/09)**

HIERARCHY LEVEL	HIERARCHY CATEGORY	GENERAL DOCUMENT CATEGORY	SPECIFIC DOCUMENTS (TITLE)	LOCATION
			OGC	
4	Office-Specific Guidance	OGC Operating Manual		Law Library, OWFN 15th Floor

**NRC INTERNAL POLICY AND GUIDANCE DOCUMENTS
(6/09/09)**

HIERARCHY LEVEL	HIERARCHY CATEGORY	GENERAL DOCUMENT CATEGORY	SPECIFIC DOCUMENTS (TITLE)	LOCATION
			OI	
4	Office-Specific Guidance	OI Investigative Procedures Manual (IPM)		Office G:\Drive

NRC INTERNAL POLICY AND GUIDANCE DOCUMENTS
(6/09/09)

HIERARCHY LEVEL	HIERARCHY CATEGORY	GENERAL DOCUMENT CATEGORY	SPECIFIC DOCUMENTS (TITLE)	LOCATION
OIS				
4	Office-Specific Guidance	OIS Procedures and Guidance	0001 Preparing and Maintaining OIS Procedures (ML050940080)	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	0100 Administrative Services and Programs	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	0101 Management Control Program Procedures (ML050940133)	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	0102 External Guidance Compliance (ML043020011)	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	0103 Steps in Processing a Management Directive and Handbook (ML043020009)	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	0104 Budget Planning, Formulation, and Execution (ML051180408)	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	0108 Space/Move Procedure (ML090680586)	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	0200 Management Principles and General Practices	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	0201 ADAMS Procedures (ML051530529)	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	0202 Developing a Communications Strategy/Plan (ML060380741*)	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	0203 Business Process Change Management Procedures (ML050940250)	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	0204 Administrative Lists (ML050280289)	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	0205 Records Management Procedures (ML050460067)	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	0206 Responding to NRC Employee Suggestion Program Submissions (ML052630159)	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	0207 Rev 2, OIS Originated Agency Announcements and Network Bulletins (ML083220205)	http://www.internal.nrc.gov/ois/internal/policy-procedures.html

NRC INTERNAL POLICY AND GUIDANCE DOCUMENTS
(6/09/09)

HIERARCHY LEVEL	HIERARCHY CATEGORY	GENERAL DOCUMENT CATEGORY	SPECIFIC DOCUMENTS (TITLE)	LOCATION
4	Office-Specific Guidance	OIS Procedures and Guidance	0208 Public Meeting Notices (ML052000049)	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	0300 Meetings	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	0301 Scheduling, Planning, and Conducting Meetings (ML052300139)	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	0302 Arranging and Holding Off-Site Meetings (ML053640005)	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	0400 Payroll	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	0402 Technical Assignment Control Guidelines (ML070160037)	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	0500 Personnel	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	0501 Award Procedures (ML051260033)	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	0502 Position Evaluation Procedures (ML050940328)	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	0503 Temporary Assignment Procedures (ML050940361)	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	0504 Recruitment Procedures (ML050940393)	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	0505 New Employee Checklist Procedures (ML042780006)	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	0506 Appraising Employees (ML051780243)	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	0507 Revision 0, Employee Rotational Procedures (ML060670049)	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	0508, Rev 0, Employee-of-the-Month (EOM) Award Program Procedures	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	0600 Training and Employee Development	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	0601 Training Procedures (ML060340059)	http://www.internal.nrc.gov/ois/internal/policy-procedures.html

**NRC INTERNAL POLICY AND GUIDANCE DOCUMENTS
(6/09/09)**

HIERARCHY LEVEL	HIERARCHY CATEGORY	GENERAL DOCUMENT CATEGORY	SPECIFIC DOCUMENTS (TITLE)	LOCATION
4	Office-Specific Guidance	OIS Procedures and Guidance	0700 Travel	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	0701 Travel Procedures (ML060060142)	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	9000A: Office of Information Services (includes Front Office)	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	9000A-0001, Rev 1, NWF FTE Usage and Tracking Procedures	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	9000A-0002, Rev 0, Delegation of Authority Procedure	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	9000A-0003, Rev 0, Preparing Input for the OIS WAR and OEDO Procedure	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	9000A-0004, Rev 0, Assigning, Tracking, and Closing Action Tickets Procedure	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	9000A-0005, Rev 1, Developing and Maintaining Content for the OIS Web Site Procedure (ML070110214)	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	9000B: Program Management, Policy Development and Analysis Staff	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	9000B-0002, Rev 0, Tracking and Participation with External Organizations Procedure	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	9000C: Infrastructure and Computer Operations Division	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	9000D: Business Process Improvement and Application Development Division	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	9000D-0001 Biannual Systems Inventory Update (ML070640564)	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	9000D-0002 Entering New System Inventory (SI) Data in the US NRC Info Control Database (NSICD) (ML071240245)	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	9000D-0003, Rev 0, Updating and Tracking the Plan of Action and Milestones (ML071450290)	http://www.internal.nrc.gov/ois/internal/policy-procedures.html

NRC INTERNAL POLICY AND GUIDANCE DOCUMENTS
(6/09/09)

HIERARCHY LEVEL	HIERARCHY CATEGORY	GENERAL DOCUMENT CATEGORY	SPECIFIC DOCUMENTS (TITLE)	LOCATION
4	Office-Specific Guidance	OIS Procedures and Guidance	9000D-0004 Ensure Contingency Plans are Tested Annually for Major Applications (MA) and General Support Systems (GSS) (ML071630185)	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	9000D-0005 Ensure Timely Initiation of Certification and Accreditation Efforts (ML072360003)	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
4	Office-Specific Guidance	OIS Procedures and Guidance	9000E: Information and Records Services Division	http://www.internal.nrc.gov/ois/internal/policy-procedures.html
5	Division-, Program-, and Task-Specific Guidance	Desk Guides	Secretarial Business Rules	http://www.internal.nrc.gov/ois/internal/secy-rules.pdf

NRC INTERNAL POLICY AND GUIDANCE DOCUMENTS
(6/09/09)

HIERARCHY LEVEL	HIERARCHY CATEGORY	GENERAL DOCUMENT CATEGORY	SPECIFIC DOCUMENTS (TITLE)	LOCATION
REGIONS				
4	Office-Specific Guidance	Regional Instructions and Procedures	Regional Instructions	RI Website; Resources (http://12k3web.nrc.gov/reginstruct/index.htm); ADAMS/Main Library/Region I/Regional Instructions
4	Office-Specific Guidance	Regional Instructions and Procedures	Regional Instructions	RII Website; Resources; http://r2.nrc.gov/roi/index.htm
4	Office-Specific Guidance	Regional Instructions and Procedures	Regional Procedures	RIII Website; Resources (http://r3intra.nrc.gov/regionalproc/200series.htm); ADAMS/Main Library/Region III/Regional III Procedures
4	Office-Specific Guidance	Regional Office Policy Guides		RIV Office G:\Drive
5	Division-, Program-, and Task-Specific Guidance	Division Policies and Directives (Regions)	DRP Policies	RI Website; DRP page; (http://r12k3web.nrc.gov/_drp/policy/index.aspx)
5	Division-, Program-, and Task-Specific Guidance	Division Policies and Directives (Regions)	DRS Policies - Division of Reactor Safety Policy Manual	RI Website; DRS page; (http://r12k3web.nrc.gov/_drs/policy/index.aspx)
5	Division-, Program-, and Task-Specific Guidance	Division Policies and Directives (Regions)	DNMS Directives	RI Website; DNMS page; (http://r12k3web.nrc.gov/_dnms/policy/index.aspx); ADAMS/Main Library/Region I/DNMS/DNMS Directives
5	Division-, Program-, and Task-Specific Guidance	Division Policies and Directives (Regions)	DRM Policies	RI Office S:\Drive
5	Division-, Program-, and Task-Specific Guidance	Division Instructions (Regions)	"How To" Instructions	RI Website; DRM page; (http://r12k3web.nrc.gov/_drm/HowTo/index.aspx)

**NRC INTERNAL POLICY AND GUIDANCE DOCUMENTS
(6/09/09)**

HIERARCHY LEVEL	HIERARCHY CATEGORY	GENERAL DOCUMENT CATEGORY	SPECIFIC DOCUMENTS (TITLE)	LOCATION
5	Division-, Program-, and Task-Specific Guidance	Division Instructions (Regions)	DRP Instructions	RIII Website; DRP page; http://r3intra.nrc.gov/regionalproc/200series.htm ; ADAMS/Main Library/Region III/RIII Divisional Instructions/DRP Division Instructions
5	Division-, Program-, and Task-Specific Guidance	Division Instructions (Regions)	DRS Instructions	RIII Website; DRS page; http://r3intra.nrc.gov/regionalproc/200series.htm ; ADAMS/Main Library/Region III/RIII Divisional Instructions/DRP Division Instructions
5	Division-, Program-, and Task-Specific Guidance	Division Instructions (Regions)	DNMS Instructions	RIII Website; DNMS page; http://r3intra.nrc.gov/regionalproc/200series.htm ; ADAMS/Main Library/Region III/RIII Divisional Instructions/DNMS Division Instructions
5	Division-, Program-, and Task-Specific Guidance	Division Instructions (Regions)	DRMA Instructions	RIII Website; DNMS page; http://r3intra.nrc.gov/regionalproc/200series.htm ; ADAMS/Main Library/Region III/RIII Divisional Instructions/DNMS Division Instructions
5	Division-, Program-, and Task-Specific Guidance	Division Policies and Directives (Regions)	Division Policy Guides: 9000 Series	RIV Office G:\Drive

NRC INTERNAL POLICY AND GUIDANCE DOCUMENTS
(6/09/09)

HIERARCHY LEVEL	HIERARCHY CATEGORY	GENERAL DOCUMENT CATEGORY	SPECIFIC DOCUMENTS (TITLE)	LOCATION
RES				
2	NRC Policy Implementation	Management Directives		
2	NRC Policy Implementation	Yellow Announcements		
4	Office-Specific Guidance	RES Office Instructions	ADM-001, Revision 0, RES Office Instruction Process	http://www.internal.nrc.gov/RES/policy/oi-Word-sources/oi-adm01.pdf
4	Office-Specific Guidance	RES Office Instructions	ADM-002, Revision 02, Tracking, Editing, and Quality Assurance for Controlled Correspondence and Other Documents	http://www.internal.nrc.gov/RES/policy/oi-Word-sources/oi-adm02-final-track-correspondence.pdf
4	Office-Specific Guidance	RES Office Instructions	ADM-003, Revision 0, Procedures for Handling Request to Withhold Proprietary Information	ADAMS # ML051720552
4	Office-Specific Guidance	RES Office Instructions	ADM-004, Revision 2, Regulatory Guide Development, Revision, and Withdrawal Process	ADAMS # ML072250362
4	Office-Specific Guidance	RES Office Instructions	ADM-005, Revision 0, Administrative Procedures for Using Consultants	ADAMS # ML052090255
4	Office-Specific Guidance	RES Office Instructions	ADM-007, Revision 0, RES Information Quality Procedures (OL-2J) – Information Correction Request (ICR) (for interim use pending issuance of MD 3.X)	ADAMS # ML052090250
4	Office-Specific Guidance	RES Office Instructions	ADM-008, Revision 0, Office Administrative Practices	ADAMS # ML052270497
4	Office-Specific Guidance	RES Office Instructions	ADM-010, Revision 0, License Fee Billing	ADAMS # ML052690336
4	Office-Specific Guidance	RES Office Instructions	ADM-011, Revision 1, International Travel Planning and Reporting	ADAMS # ML080920752
4	Office-Specific Guidance	RES Office Instructions	ADM-012, Revision 0, Information Security - Sensitive Unclassified Nonsafeguards Information (SUNSI)	ADAMS # ML053460391
4	Office-Specific Guidance	RES Office Instructions	ADM-013, Revision 0, Development and Management of Unclassified International Agreements	ADAMS # ML053630056

**NRC INTERNAL POLICY AND GUIDANCE DOCUMENTS
(6/09/09)**

HIERARCHY LEVEL	HIERARCHY CATEGORY	GENERAL DOCUMENT CATEGORY	SPECIFIC DOCUMENTS (TITLE)	LOCATION
4	Office-Specific Guidance	RES Office Instructions	ADM-014, Revision 0, Participation in Domestic Conferences, Symposia and Code Committee Meetings	ADAMS # ML070780173
4	Office-Specific Guidance	RES Office Instructions	ADM-015, Revision 0, RES Pandemic Plan	ADAMS # ML090090662
4	Office-Specific Guidance	RES Office Instructions	BUD-001, Revision 0, Overview of RES Budget Formulation and Implementation	ADAMS # ML053400226
4	Office-Specific Guidance	RES Office Instructions	BUD-002, Revision 0, Financial Management Controls for Budget Execution	ADAMS # ML053640238
4	Office-Specific Guidance	RES Office Instructions	BUD-003, Revision 0, Reallocation of Resources	ADAMS # ML052150007
4	Office-Specific Guidance	RES Office Instructions	BUD-004, Revision 0, Technical Assignment Control (TAC) Guidelines	ADAMS # ML052650229
4	Office-Specific Guidance	RES Office Instructions	CNT-001, Revision 0, Sole Source Acquisition	ADAMS # ML053360566
4	Office-Specific Guidance	RES Office Instructions	CNT-002, Revision 0, Responsibility of Source Evaluation Panel	ADAMS # ML053360583
4	Office-Specific Guidance	RES Office Instructions	CNT-003, Revision 0, Unsolicited Proposals	ADAMS # ML053340523
4	Office-Specific Guidance	RES Office Instructions	CNT-004, Revision 0, Implementation of the New Chairman Contract Review Process	ADAMS # ML053540028
4	Office-Specific Guidance	RES Office Instructions	COM-001, Revision 2, Guidance on Preparing Routine Daily and Weekly Reports, including RES Plan of the Day/Week, EDO Daily Notes, One-Week Look Aheads, Weekly Information Reports, and Commissioner Assistants Notes	ADAMS # ML062910098
4	Office-Specific Guidance	RES Office Instructions	COM-002, Revision 0, Requirements for Legislative and Regulatory Document Review by the Office of the Inspector General	ADAMS # ML051460493
4	Office-Specific Guidance	RES Office Instructions	COM-004, Revision 0, Procedures for Identifying the Need for and Obtaining OMB Clearances	ADAMS # ML051870414

**NRC INTERNAL POLICY AND GUIDANCE DOCUMENTS
(6/09/09)**

HIERARCHY LEVEL	HIERARCHY CATEGORY	GENERAL DOCUMENT CATEGORY	SPECIFIC DOCUMENTS (TITLE)	LOCATION
4	Office-Specific Guidance	RES Office Instructions	COM-005, Revision 0, RES Internal Web Communications	ADAMS # ML052280042
4	Office-Specific Guidance	RES Office Instructions	COM-008, Revision 0, Addressing Staff Concerns and the Differing Professional Opinion Program	ADAMS # ML053180245
4	Office-Specific Guidance	RES Office Instructions	COM-010, Revision 0, Staff Interfaces with Commissioners' Offices	ADAMS # ML 052910082
4	Office-Specific Guidance	RES Office Instructions	COM-011, Tracking Agency Participation with External Organizations for Other than Standards Development	ADAMS # ML061800413
4	Office-Specific Guidance	RES Office Instructions	IMT-001, Revision 0, Guidance and Procedures for the Acquisition of Information Technology Resources	ADAMS # ML052770503
4	Office-Specific Guidance	RES Office Instructions	IMT-002, Revision 0, Computer Security	ADAMS # ML053490234
4	Office-Specific Guidance	RES Office Instructions	IMT-003, Revision 0, Guidance and Procedures for Information and Computer Security for Foreign Assignees	http://www.internal.nrc.gov/RES/policy/oi-Word-sources/oi-imt03-computer-security.pdf
4	Office-Specific Guidance	RES Office Instructions	PRM-001, Revision 0, Process for New Work Requests: Responding to Informal Assistance, Research Assistance and User Need Requests	ADAMS # ML082610298
4	Office-Specific Guidance	RES Office Instructions	PRM-002, Project Management Guidelines for Large Multi-Divisional Projects	ADAMS #: ML051730143
4	Office-Specific Guidance	RES Office Instructions	PRM-003, Review and Approval of DOE Vouchers and Information on Monthly Letter Status Reports	ADAMS # ML052210267
4	Office-Specific Guidance	RES Office Instructions	PRM-004, Revision 0, Closing Out Completed or Terminated DOE Projects	ADAMS # ML053410454
4	Office-Specific Guidance	RES Office Instructions	PRM-005, Revision 0, Identifying Potential Research Projects	ADAMS # ML051440354
4	Office-Specific Guidance	RES Office Instructions	PRM-006, Revision 0, Planning Research Programs	ADAMS # ML053540391

**NRC INTERNAL POLICY AND GUIDANCE DOCUMENTS
(6/09/09)**

HIERARCHY LEVEL	HIERARCHY CATEGORY	GENERAL DOCUMENT CATEGORY	SPECIFIC DOCUMENTS (TITLE)	LOCATION
4	Office-Specific Guidance	RES Office Instructions	PRM-007, Revision 0, Implementing Research Projects	ADAMS # ML053610285
4	Office-Specific Guidance	RES Office Instructions	PRM-008, Revision 0, Operating Plan - Development, Integration and Revision	ADAMS # ML053630361
4	Office-Specific Guidance	RES Office Instructions	PRM-009, Revision 0, Office Performance Measure Reporting	ADAMS # ML051180003
4	Office-Specific Guidance	RES Office Instructions	PRM-010, Revision 0, Peer Review of RES Projects (for interim use pending issuance of MD 3-xx)	http://www.internal.nrc.gov/RES/policy/oi-Word-sources/oi-prm10-peer-review-of-res-projects.pdf
4	Office-Specific Guidance	RES Office Instructions	PRM-011, Revision 0, Handling Contractor Concerns about RES Programs	ADAMS # ML051650047
4	Office-Specific Guidance	RES Office Instructions	PRM-012, Software Quality Assurance for RES-sponsored Codes	http://www.internal.nrc.gov/RES/policy/oi-Word-sources/oi-prm12-software-quality-assurance-for-res-codes.pdf
4	Office-Specific Guidance	RES Office Instructions	TEC-001, Coordination of RES Operating Experience Issues and Products with the NRC Operating Experience (OpE) Program	ADAMS # ML 052430255
4	Office-Specific Guidance	RES Office Instructions	TEC-002, Revision 0, Procedures for Processing Generic Issues	ADAMS # ML052580524
4	Office-Specific Guidance	RES Office Instructions	TEC-003, Research Information Letter Development Process	ADAMS # ML062680418
4	Office-Specific Guidance	RES Office Instructions	TRN-001, Revision 1, RES Training Policy for External Training	http://www.internal.nrc.gov/RES/policy/oi-Word-sources/oi-trn01-RES-Training-Policy.pdf
5	Division-, Program-, and Task-Specific Guidance	PMDA Announcements	PMDA Announcement 09-11, Policy for Accounting for Internal Use Software	Internal Web site (http://www.internal.nrc.gov/RES/communication/pmda-announcements/index.html); ADAMS # ML090820194
5	Division-, Program-, and Task-Specific Guidance	PMDA Announcements	PMDA Announcement 07-15, Personal Cellular Device Reimbursement Policy and Procedures	http://www.internal.nrc.gov/RES/tools/Reimbursement%20Policy%20Changes1-22-2007.pdf

**NRC INTERNAL POLICY AND GUIDANCE DOCUMENTS
(6/09/09)**

HIERARCHY LEVEL	HIERARCHY CATEGORY	GENERAL DOCUMENT CATEGORY	SPECIFIC DOCUMENTS (TITLE)	LOCATION
5	Division-, Program-, and Task-Specific Guidance	New Employee Guides/Packages	New Employee Orientation	http://www.internal.nrc.gov/RES/policy/NewEmployee/New%20Employee%20Orientation%20Guide.doc
5	Division-, Program-, and Task-Specific Guidance	Program Procedures / Desk References	RES Buddy System	http://www.internal.nrc.gov/RES/policy/NewEmployee/Buddy_System.doc
5	Division-, Program-, and Task-Specific Guidance	Program Procedures / Desk References	Pre-Arrival Information for New Employees	http://www.internal.nrc.gov/RES/policy/NewEmployee/Pre-Arrival%20Information%20for%20New%20Employees.doc
5	Division-, Program-, and Task-Specific Guidance	Program Procedures / Desk References	Protocol for RES Editing	http://www.internal.nrc.gov/RES/policy/ProtocolforRESEditing.doc
5	Division-, Program-, and Task-Specific Guidance	Program Procedures / Desk References	Guidelines for NRC Staff Preparation of Commission Briefing Materials	http://www.internal.nrc.gov/SECY/pdf/briefing_guidance.pdf
5	Division-, Program-, and Task-Specific Guidance	Program Procedures / Desk References	RES Supervisory Guide for HR Processes	http://www.internal.nrc.gov/RES/policy/Supervisor_Guide/Index.html
5	Division-, Program-, and Task-Specific Guidance	Program Procedures / Desk References	RES Procedures for Processing/Tracking Rotations	http://www.internal.nrc.gov/RES/policy/Tracking_Rotation.pdf
5	Division-, Program-, and Task-Specific Guidance	Program Procedures / Desk References	RES Delegation of Authority Guidance	ADAMS # ML080720461

NRC INTERNAL POLICY AND GUIDANCE DOCUMENTS
(6/09/09)

HIERARCHY LEVEL	HIERARCHY CATEGORY	GENERAL DOCUMENT CATEGORY	SPECIFIC DOCUMENTS (TITLE)	LOCATION
SBCR				
1	Agency Guidance	The Comprehensive Diversity Management Plan	NUREG/BR-0316 Rev.3 - The AEDM CDMP, Nov. 2008.	http://www.internal.nrc.gov/SBCR/NRC Brochure_2008.pdf
2	NRC Policy Implementation	Management Directives		Internal Website
2	NRC Policy Implementation due to External Federal Mandates (to be added to MDs)	EEO Instruction and Guidance to Staff	EEO Staff Instruction and Guidance: Employment Discrimination Complaint Process	http://www.nrc.gov/about-nrc/civil-rights/eeo/edc-process.html
2	NRC Policy Implementation due to External Federal Mandates (to be added to MDs)	EEO Instruction and Guidance to Staff	EEO Alternative Dispute Resolution: ADR in the NRC's Equal Employment Opportunity Program	http://www.nrc.gov/about-nrc/civil-rights/eeo/edc-process/eeo-adr-program.html
2	NRC Policy Implementation due to External Federal Mandates (to be added to MDs)	Outreach and Compliance Coordination Program (OCCP)	Outreach and Compliance Coordination Program	http://www.nrc.gov/reading-rm/doc-collections/commission/secys/2007/secy2007-0065/2007-0065scy.pdf
2	NRC Policy Implementation due to External Federal Mandates (to be added to MDs)	Outreach and Compliance Coordination Program (OCCP)	OCCP Minority Serving Institutions Program	http://www.internal.nrc.gov/SBCR/Minority-Serving-Institutions-Program.pdf
2	NRC Policy Implementation due to External Federal Mandates (to be added to MDs)	Outreach and Compliance Coordination Program (OCCP)	OCCP Policy Issue Information	http://www.nrc.gov/reading-rm/doc-collections/commission/secys/2007/secy2007-0065/2007-0065scy.pdf

**NRC INTERNAL POLICY AND GUIDANCE DOCUMENTS
(6/09/09)**

HIERARCHY LEVEL	HIERARCHY CATEGORY	GENERAL DOCUMENT CATEGORY	SPECIFIC DOCUMENTS (TITLE)	LOCATION
2	NRC Policy Implementation due to External Federal Mandates (to be added to MDs)	Outreach and Compliance Coordination Program (OCCP)	OCCP Limited English Proficiency guidelines: Title VI Guidance Against National Origin Discrimination Affecting Limited English Proficient Persons	http://nrcweb.nrc.gov:8600/SBCR/fr3-3-2004.html
2	NRC Policy Implementation due to External Federal Mandates (to be added to MDs)	Small Business Program Guidance	Small Business Contracting Programs	http://www.nrc.gov/about-nrc/contracting/procure.html
4	Office-Specific Guidance	Office Instructions	SBCR (Front) Office Instructions	Office G:\SBCR procedures

NRC INTERNAL POLICY AND GUIDANCE DOCUMENTS
(6/09/09)

HIERARCHY LEVEL	HIERARCHY CATEGORY	GENERAL DOCUMENT CATEGORY	SPECIFIC DOCUMENTS (TITLE)	LOCATION
SECY				
1	Commission Documents	Internal Commission Procedures		Available from SECY's internal Web site and on the NRC's external web site at http://www.nrc.gov/about-nrc/policy-making/internal.html
2	NRC Policy Implementation	Management Directives	M.D. 9.10 Organization and Functions of the Office of the Secretary	Internal and External Web
2	NRC Policy Implementation	Management Directives	M.D. 3.4 Release of Information to the Public	Internal and External Web
<p>Note: This census is an inventory of internal policy and guidance documents for each office in terms of broad categories illustrated with specific examples. Thus, each office may not have guidance that corresponds to each broad category illustrated on the visual hierarchy. In addition, additional examples for each category as well as additional categories may exist that are not included on in the census.</p> <p>Documents outside the scope are not listed (i.e., 10 CFR, regulatory guides, documents addressed primarily to outside stakeholders, etc.)</p>				

NRC's Five Year Plan to Update Management Directives (as of 08/10/2011)

Note: Deadline is met when the following are received and accepted by the Management Directives Team: (1) Completed NRC
(Green = MD met its due date, Yellow = MD is due next quarter, Red = MD is overdue, White = MD due date after next quarter)

OFFICE	MD #	MD TITLE	DUE DATE MONTH	DUE DATE YEAR	NO. PAGES	EDO STATUS REPORT*	DATE LAST PUB.	AGE IN YEARS	CURRENT (< 5 yrs)?	ASSIGNED STAFF
ACRS	9.3	O/F, Advisory Committee on Reactor Safeguards	TBD	TBD	5	N/A	10/6/85	25.86	N	N/A
ADM	1.1	NRC Management Directives System	February	2009	23	DT-09-02	3/18/11	0.40	Y	Theresa Barczy
ADM	3.25	Automated Graphic Services	January	2010	33	DT-10-08	6/3/10	1.19	Y	Woody Machalek
ADM	3.6	Distribution of Unclassified NRC Staff- and Contractor-Generated Reports	March	2010	40	Green	1/17/86	25.58	N	Linda Schneider
ADM	3.13	Reproduction and Distribution	March	2010	18	Green	5/12/00	11.25	N	Linda Schneider
ADM	12	Glossary of Security Terms	April	2010	39	Green	7/15/94	17.08	N	Calvin Byrd
ADM	13.1	Property Management	July	2010	41	DT-10-02	2/16/11	0.48	Y	Sharon Boone
ADM	3.9	NRC Staff and Contractor Speeches, Papers, Presentations, and Journal Articles on Regulatory and Technical Subjects	January	2011	45	Green	11/16/95	15.74	N	Beverly Martin
ADM	13.1	Property Management	February	2011	41	DT-11-01	2/16/11	0.48	Y	Sharon Boone
ADM	1.1	NRC Management Directives System	March	2011	23	DT-11-02	3/18/11	0.40	Y	Theresa Barczy
ADM	3.12	Handling and Disposition of Foreign Documents and Translations	March	2011	23	Red	7/12/01	10.08	N	Helen Chang
ADM	3.11	Conferences and Conference Proceedings	April	2011	55	Green	11/4/97	13.77	N	Beverly Martin
ADM	3.7	NUREG-Series Publications	September	2011	45	White	8/17/04	6.98	N	Caroline Hsu
ADM	3.15	Audiovisual and Photographic Services	September	2011	22	White	6/17/91	20.16	N	Christine Kundrat

Enclosure 2

* Note: Green status means due date is met: the OD (author) requests MD publication (i.e., NRC Form 521) and the MD team accepts the Form 521 package for issuance (CS-ADM-01).

A-16

NRC's Five Year Plan to Update Management Directives (as of 08/10/2011)

OFFICE	MD #	MD TITLE	DUE DATE MONTH	DUE DATE YEAR	NO. PAGES	EDO STATUS REPORT*	DATE LAST PUB.	AGE IN YEARS	CURRENT (< 5 yrs)?	ASSIGNED STAFF
ADM	6.3	The Rulemaking Process	September	2011	60	White	6/2/05	6.19	N	Theresa Barczy
ADM	12.3	NRC Personnel Security Program	September	2011	81	White	4/27/04	7.29	N	Janice Kelsh
ADM	3.23	Mail Management	October	2011	42	White	10/3/02	8.86	N	Reginald Stansbury
ADM	11.6	Financial Assistance Program	January	2012	31	White	12/22/05	5.64	N	Lori Konovitz
ADM	13.4	Transportation Management	June	2012	31	White	8/23/05	5.97	N	Reginald Stansbury
ADM	13.2	Facility Management	July	2012	15	White	4/24/06	5.30	N	Bahman Rowhani
ADM	11.7	NRC Procedures for Placement and Monitoring of Work With the U.S. Department of Energy (DOE)	October	2012	142	White	3/2/07	4.44	Y	Jill Daly
ADM	11.1	NRC Acquisition of Supplies and Services	January	2013	252	White	3/29/06	5.37	N	Joseph Schmidt
ADM	11.8	NRC Procedures for Placement and Monitoring of Work With Federal Agencies Other Than the U.S. Department of Energy (DOE)	January	2013	96	White	3/2/07	4.44	Y	Jill Daly
ADM	12.1	NRC Facility Security Program	March	2013	106	Green	8/2/07	4.02	Y	Darlene Fenton
ADM	10.130	Safety and Health Program Under the Occupational Safety and Health Act	June	2013	55	White	3/4/02	9.44	N	Patricia Liegey
ADM	3.16	NRC Announcement Program	July	2013	11	White	1/0/00	N/A	N	Beverly Martin
ADM	13.1	Property Management	March	2015	41	White	2/16/11	0.48	Y	Sharon Boone
ADM	3.25	Automated Graphic Services	June	2015	33	White	6/3/10	1.19	Y	N/A
ADM	1.1	NRC Management Directives System	March	2016	23	White	3/18/11	0.40	Y	Theresa Barczy
ADM	9.21	O/F, Office of Administration	TBD	TBD	22	N/A	5/26/93	18.22	N	N/A

Enclosure 2

* Note: Green status means due date is met: the OD (author) requests MD publication (i.e., NRC Form 521) and the MD team accepts the Form 521 package for issuance (CS-ADM-01).

NRC's Five Year Plan to Update Management Directives (as of 08/10/2011)

OFFICE	MD #	MD TITLE	DUE DATE MONTH	DUE DATE YEAR	NO. PAGES	EDO STATUS REPORT*	DATE LAST PUB.	AGE IN YEARS	CURRENT (< 5 yrs)?	ASSIGNED STAFF
ASLBP	9.5	O/F, Atomic Safety and Licensing Board Panel	TBD	TBD	5	N/A	5/10/84	27.27	N	N/A
CFO	10.43	Time and Labor Reporting	November	2009	70	DT-09-13	9/29/09	1.86	Y	Jackie Jones
CFO	4.5	Shutdown Plan for Period of Lapsed Appropriations	April	2010	34	Green	11/4/87	23.78	N	Joel Dorfman
CFO	4.6	License Fee Management Program	July	2010	11	DT-10-11	7/17/10	1.07	Y	Renu Suri
CFO	4.7	NRC Long-Range Planning, Programming, and Budget Formation	August	2010	176	Red	10/1/89	21.87	N	Anthony C. Rossi
CFO	4.4	Internal Control	November	2010	50	Green	5/18/04	7.23	N	David Holley
CFO	9.20	O/F, Office of the Chief Financial Officer	August	2011	23	White	3/7/02	9.43	N	Ed New
CFO	14.1	Official Temporary Duty Travel	September	2011	99	White	6/7/05	6.18	N	Michele Ricker
CFO	4.1	Accounting Policy and Practices	April	2012	31	White	9/9/05	5.92	N	Susan Stengel
CFO	14.2	Relocation Allowances	October	2012	17	White	8/15/06	4.99	Y	N/A
CFO	4.3	Financial Management Systems	November	2012	33	White	7/7/05	6.10	N	Randell Dofat
CFO	4.2	Administrative Control of Funds	April	2013	266	White	4/11/08	3.33	Y	Deborah Mahdi
CFO	10.43	Time and Labor Reporting	September	2014	70	White	9/29/09	1.86	Y	Jackie Jones
CFO	4.6	License Fee Management Program	July	2015	11	White	7/17/10	1.07	Y	N/A
CSO	12.5	NRC Automated Information Security Program	November	2011	149	White	9/12/03	7.92	N	Bill Dabbs
FSME	5.2	Memoranda of Understanding With States	August	2010	34	DT-10-16	10/29/10	0.78	Y	Rosetta Virgilio
FSME	5.1	Intergovernmental Consultation	August	2011	16	White	4/5/93	18.36	N	Rosetta Virgilio

Enclosure 2

* Note: Green status means due date is met: the OD (author) requests MD publication (i.e., NRC Form 521) and the MD team accepts the Form 521 package for issuance (CS-ADM-01).

NRC's Five Year Plan to Update Management Directives (as of 08/10/2011)

OFFICE	MD #	MD TITLE	DUE DATE MONTH	DUE DATE YEAR	NO. PAGES	EDO STATUS REPORT*	DATE LAST PUB.	AGE IN YEARS	CURRENT (< 5 yrs)?	ASSIGNED STAFF
FSME	8.12	Decommissioning Financial Assurance Instrument Security Program	October	2011	25	White	4/3/98	13.36	N	Roman Przygodzki
FSME	5.8	Proposed Section 274b Agreements with States	August	2012	20	White	9/9/04	6.92	N	Torre Taylor
FSME	5.10	Formal Qualifications for Integrated Materials Performance Evaluation Program (IMPEP) Team Members	August	2012	56	White	1/5/99	12.60	N	Janine Katanic
FSME	5.6	Integrated Materials Performance Evaluation Program (IMPEP)	September	2012	113	White	2/26/04	7.46	N	Michelle Beardsley
FSME	5.7	Technical Assistance to Agreement States	September	2012	14	White	11/19/04	6.73	N	Karen Meyer
FSME	5.9	Adequacy and Compatibility of Agreement State Programs	September	2012	32	White	2/27/98	13.46	N	Kathleen Schneider
FSME	8.10	NRC Medical Event Assessment Program	September	2012	29	White	7/6/94	17.11	N	Sophie Holiday
FSME	5.3	Agreement State Participation in Working Groups	November	2012	52	White	8/22/07	3.97	Y	Duncan White
FSME	10.131	Protection of NRC Employees Against Ionizing Radiation	July	2014	76	White	1/17/03	8.57	N	John O'Donnell and Henry Lynn
FSME	5.2	Cooperation With States at Commercial Nuclear Power Plants and Other Nuclear Production or Utilization Facilities	October	2015	34	White	10/29/10	0.78	Y	Rosetta Virgilio
FSME	9.15	O/F, Office of Federal and State Materials and Environmental Programs	TBD	TBD	11	N/A	8/24/04	6.96	N	Barbara Fleming

Enclosure 2

* Note: Green status means due date is met: the OD (author) requests MD publication (i.e., NRC Form 521) and the MD team accepts the Form 521 package for issuance (CS-ADM-01).

NRC's Five Year Plan to Update Management Directives (as of 08/10/2011)

OFFICE	MD #	MD TITLE	DUE DATE MONTH	DUE DATE YEAR	NO. PAGES	EDO STATUS REPORT*	DATE LAST PUB.	AGE IN YEARS	CURRENT (< 5 yrs)?	ASSIGNED STAFF
HR	10.41	Pay Administration	March	2009	126	DT-09-05	3/29/11	0.37	Y	Tracy Scott
HR	10.153	Administrative Judges- Compensation and Staffing	August	2009	18	Green	3/2/93	18.45	N	Nancy Johns
HR	10.38	Position Management	April	2010	14	DT-10-12	7/19/10	1.06	Y	Len Carsley
HR	10.72	Incentive Awards	June	2010	50	DT-11-08	7/18/11	0.06	Y	Allison Tallarico
HR	10.12	Use of Advisory Committee Members	September	2011	25	White	8/26/02	8.96	N	N/A
HR	10.99	Discipline, Adverse Actions, and Separations	September	2011	46	White	6/5/87	24.20	N	Angela Bolduc
HR	10.100	Appeals From Adverse Actions	September	2011	28	White	6/5/87	24.20	N	Angela Bolduc
HR	10.101	Employee Grievances	September	2011	25	White	6/5/87	24.20	N	Raymond Thoman
HR	10.42	Hours of Work and Premium Pay	December	2011	100	White	7/12/89	22.09	N	Nancy Johns
HR	10.46	Credit Hours	December	2011	18	White	11/5/02	8.77	N	Larry Davidson
HR	10.62	Leave Administration	February	2012	128	White	11/19/01	9.73	N	Tracy Scott
HR	10.137	Senior Executive Service Performance Management System	August	2012	78	White	2/15/06	5.48	N	Nancy Johns
HR	10.1	Appointments, General Employment Issues, Details and Position Changes	March	2013	76	White	10/10/95	15.84	N	Larry Davidson
HR	10.15	Merit Staffing Program	March	2013	96	White	2/21/96	15.48	N	Larry Davidson
HR	10.41	Pay Administration	March	2013	126	White	3/29/11	0.37	Y	N/A
HR	10.102	Labor Management Relations Program for Federal Employees	April	2013	10	DT-10-09	6/15/10	1.15	Y	Angela Bolduc
HR	10.67	Non-SES Performance Appraisal System	June	2013	49	White	8/13/90	21.01	N	Alison Tallarico
HR	10.50	Pension Offset Waivers	July	2013	0	White	1/0/00	N/A	N	Nancy Johns
HR	10.78	NRC Intern Program	August	2013	40	White	11/15/91	19.75	N	Nancy Johns

Enclosure 2

* Note: Green status means due date is met: the OD (author) requests MD publication (i.e., NRC Form 521) and the MD team accepts the Form 521 package for issuance (CS-ADM-01).

NRC's Five Year Plan to Update Management Directives (as of 08/10/2011)

OFFICE	MD #	MD TITLE	DUE DATE MONTH	DUE DATE YEAR	NO. PAGES	EDO STATUS REPORT*	DATE LAST PUB.	AGE IN YEARS	CURRENT (< 5 yrs)?	ASSIGNED STAFF
HR	10.13	Special Employment Programs	December	2013	94	White	4/14/00	11.33	N	Nancy Johns
HR	10.77	Employee Training and Development	January	2014	10	White	2/8/05	6.50	N	N/A
HR	10.41	Pay Administration	March	2014	126	DT-10-04	3/29/11	0.37	Y	Tracy Scott
HR	10.41	Pay Administration	March	2014	126	DT-11-03	3/29/11	0.37	Y	Tracy Scott
HR	10.41	Pay Administration	March	2014	126	N/A	3/29/11	0.37	Y	Tracy Scott
HR	10.41	Pay Administration	March	2014	126	White	3/29/11	0.37	Y	N/A
HR	10.36	Position Evaluation and Pay Administration	August	2014	20	White	6/5/87	24.20	N	Tracy Scott
HR	10.135	Senior Executive Service (SES) Employment and Staffing Programs	August	2014	111	White	2/20/96	15.48	N	N/A
HR	10.14	Employee Trial Period	November	2014	35	White	3/16/98	13.41	N	N/A
HR	10.37	Position Evaluation and Benchmarks	December	2014	63	White	9/11/07	3.92	Y	N/A
HR	10.103	Reduction in Force for Non-SES Employees	March	2015	55	White	11/4/02	8.77	N	N/A
HR	10.102	Labor Management Relations Program for Federal Employees	June	2015	10	White	6/15/10	1.15	Y	N/A
HR	10.38	Position Management	July	2015	14	White	7/19/10	1.06	Y	N/A
HR	10.148	Senior Level Performance Appraisal System	October	2015	77	White	10/4/93	17.86	N	N/A
HR	10.2	Staffing Assistance for International Organizations	December	2015	23	White	4/16/99	12.33	N	N/A
HR	10.122	Employee Assistance and Wellness Services Program	May	2016	26	White	12/13/02	8.66	N	N/A
HR	10.6	Use of Consultants and Experts	September	2016	40	White	5/10/02	9.26	N	N/A
HR	10.45	Advances in Pay	February	2017	25	White	3/25/03	8.38	N	N/A

Enclosure 2

* Note: Green status means due date is met: the OD (author) requests MD publication (i.e., NRC Form 521) and the MD team accepts the Form 521 package for issuance (CS-ADM-01).

NRC's Five Year Plan to Update Management Directives (as of 08/10/2011)

OFFICE	MD #	MD TITLE	DUE DATE MONTH	DUE DATE YEAR	NO. PAGES	EDO STATUS REPORT*	DATE LAST PUB.	AGE IN YEARS	CURRENT (< 5 yrs)?	ASSIGNED STAFF
HR	10.138	Reduction in Force in the Senior Executive Service	March	2017	37	White	6/7/05	6.18	N	N/A
HR	10.145	Senior Level Service	August	2017	89	White	6/12/96	15.17	N	N/A
HR	10.8	Clearances Before Separation or Reassignment	October	2017	27	White	9/10/02	8.92	N	Pamela Easson
HR	10.10	Recruitment	December	2017	42	White	7/13/92	19.09	N	N/A
HR	10.49	Student Loan Repayment Program	January	2018	33	White	7/29/04	7.04	N	N/A
HR	10.146	Distinguished Engineers and Scientists Program	May	2018	18	White	2/4/99	12.52	N	N/A
HR	10.162	Disability Programs and Reasonable Accommodation	August	2018	18	White	7/29/05	6.04	N	N/A
HR	9.1	Organization Management	TBD	TBD	34	N/A	6/12/87	24.18	N	N/A
HR	9.25	O/F, Office of Human Resources	TBD	TBD	15	N/A	7/13/04	7.08	N	N/A
HR	10.11	Visiting Fellows Program	TBD	TBD	17	Green	4/23/02	9.30	N	Len Carsley
HR	10.28	O/F, Office of Nuclear Reactor Research	TBD	TBD	14	N/A	2/21/96	15.48	N	N/A
HR	10.44	Relocation Bonus Program	TBD	TBD	32	Green	6/12/02	9.17	N	Nancy Johns
HR	10.47	Retention Allowance Program	TBD	TBD	26	Green	8/19/99	11.98	N	Nancy Johns
HR	10.48	Recruitment Bonus Program	TBD	TBD	29	Green	7/29/99	12.04	N	Nancy Johns
HR	10.51	Recruitment, Relocation, and Retention Incentives	TBD	TBD	0	N/A	1/0/00	N/A	N	Nancy Johns
HR	TBD	Telework	TBD	TBD	0	N/A	1/0/00	N/A	N	Sandra Johnson
NMSS	8.5	Operational Safety Data Review	September	2012	40	White	12/23/97	13.64	N	Stan Echols and Booma Venkataraman
NMSS	8.15	Managing Plant-Specific and Generic Backfitting of Gaseous Diffusion Plants	September	2013	0	White	1/0/00	N/A	N	N/A

Enclosure 2

* Note: Green status means due date is met: the OD (author) requests MD publication (i.e., NRC Form 521) and the MD team accepts the Form 521 package for issuance (CS-ADM-01).

NRC's Five Year Plan to Update Management Directives (as of 08/10/2011)

OFFICE	MD #	MD TITLE	DUE DATE MONTH	DUE DATE YEAR	NO. PAGES	EDO STATUS REPORT*	DATE LAST PUB.	AGE IN YEARS	CURRENT (< 5 yrs)?	ASSIGNED STAFF
NMSS	9.26	O/F, Office of Nuclear Material Safety and Safeguards	TBD	TBD	29	N/A	10/27/89	21.80	N	N/A
NMSS	TBD	Revised Fuel Cycle Oversight Project	TBD	TBD	0	N/A	1/0/00	N/A	N	Michael Raddatz
NRO	9.30	O/F, Office of New Reactors	May	2012	10	N/A	1/0/00	N/A	N	Beverly Holmes
NRR	8.14	Agency Action Review Meeting (AARM)	March	2009	26	DT-09-04	3/16/09	2.40	Y	Shaun Anderson
NRR	8.18	NRC Generic Communications Program	March	2009	41	DT-09-03	3/5/09	2.43	Y	Anthony Markley
NRR	8.13	Reactor Oversight Process	April	2010	32	DT-10-14	10/3/10	0.85	Y	Audrey Klett
NRR	8.7	Reactor Operating Experience Program	February	2012	14	White	9/28/06	4.87	Y	John Thorp
NRR	8.11	Review Process for 10 CFR 2.206 Petitions	August	2012	70	White	10/25/00	10.80	N	Tanya Mensah
NRR	8.17	Licensee Complaints Against NRC Employees	September	2012	23	White	5/5/05	6.27	N	Donald Norkin
NRR	8.14	Agency Action Review Meeting (AARM)	March	2014	26	White	3/16/09	2.40	Y	K. Jocelyn Lian
NRR	8.18	NRC Generic Communications Program	March	2014	18	White	3/5/09	2.43	Y	N/A
NRR	8.13	Reactor Oversight Process	October	2015	32	White	10/3/10	0.85	Y	N/A
NRR	9.27	O/F, Office of Nuclear Reactor Regulation	TBD	TBD	33	N/A	7/13/89	22.09	N	N/A
NSIR	6.2	Continuity of Operations	December	2010	21	Green	8/3/89	22.03	N	David Cornelius and Frank Collins
NSIR	5.12	International Nuclear Event Scale Participation	September	2011	112	White	3/13/02	9.42	N	Cynthia Jones
NSIR	8.2	NRC Incident Response Program	December	2011	36	White	6/16/06	5.15	N	Peter Alter

Enclosure 2

* Note: Green status means due date is met: the OD (author) requests MD publication (i.e., NRC Form 521) and the MD team accepts the Form 521 package for issuance (CS-ADM-01).

NRC's Five Year Plan to Update Management Directives (as of 08/10/2011)

OFFICE	MD #	MD TITLE	DUE DATE MONTH	DUE DATE YEAR	NO. PAGES	EDO STATUS REPORT*	DATE LAST PUB.	AGE IN YEARS	CURRENT (< 5 yrs)?	ASSIGNED STAFF
NSIR	8.3	NRC Incident Investigation Program	May	2012	43	White	3/27/01	10.38	N	Jeff Grant
NSIR	8.9	Accident Investigation	May	2012	26	White	8/26/05	5.96	N	Peter Alter
NSIR	12.4	NRC Telecommunications System Security Program	May	2012	49	White	12/8/99	11.68	N	Nancy Fontaine
NSIR	12.2	NRC Classified Information Security Program	May	2013	116	White	8/2/07	4.02	Y	N/A
NSIR	12.7	NRC Safeguards Information Security Program	June	2013	86	White	6/25/08	3.13	Y	Frederick Sullivan
NSIR	9.23	O/F, Office of Nuclear Security and Incident Response	TBD	TBD	0	N/A	12/29/99	11.62	N	N/A
OCA	9.13	O/F, Office of Congressional Affairs	TBD	TBD	8	N/A	7/8/93	18.10	N	N/A
OCAA	9.6	O/F, Office of Commission Appellate Adjudication	TBD	TBD	7	N/A	7/30/91	20.04	N	N/A
OE	10.159	The NRC Differing Professional Opinions Program	October	2011	37	White	5/16/04	7.24	N	Renee Pedersen
OE	10.158	NRC Non-Concurrence Process	June	2013	22	White	11/29/06	4.70	Y	Renee Pedersen
OE	8.8	Management of Allegations	September	2013	112	DT-10-17	11/15/10	0.73	Y	David Vito
OE	10.160	Open Door Policy	July	2015	12	White	8/28/97	13.96	N	Renee Pedersen
OE	8.8	Management of Allegations	November	2015	112	White	11/15/10	0.73	Y	David Vito
OE	9.19	O/F, Office of Enforcement	TBD	TBD	4	N/A	5/9/89	22.27	N	N/A
OE	10.165	Alternate Dispute Resolution	TBD	TBD	0	N/A	1/0/00	N/A	N	N/A
OEDO	9.17	O/F, Office of the EDO	January	2010	20	Green	9/12/91	19.92	N	Mindy Landau
OEDO	9.29	O/F, Regional Offices	January	2010	6	DT-10-05	4/15/10	1.32	Y	John Adams and Leigh Trocine
OEDO	3.57	Correspondence Management	September	2010	136	Green	10/18/05	5.81	N	Cathy Jaegers

Enclosure 2

* Note: Green status means due date is met: the OD (author) requests MD publication (i.e., NRC Form 521) and the MD team accepts the Form 521 package for issuance (CS-ADM-01).

NRC's Five Year Plan to Update Management Directives (as of 08/10/2011)

OFFICE	MD #	MD TITLE	DUE DATE MONTH	DUE DATE YEAR	NO. PAGES	EDO STATUS REPORT*	DATE LAST PUB.	AGE IN YEARS	CURRENT (< 5 yrs)?	ASSIGNED STAFF
OEDO	6.1	Resolution and Followup of Audit Recommendations	February	2011	56	Green	2/20/06	5.47	N	Jesse Arildsen
OEDO	9.29	O/F, Regional Offices	April	2015	6	White	4/15/10	1.32	Y	N/A
OGC	7.8	Outside Employment	June	2009	13	Green	7/12/94	17.09	N	John Szabo
OGC	9.7	O/F, Office of the General Counsel	December	2009	21	DT-10-15	10/4/10	0.85	Y	Sara McAndrew
OGC	7.3	Participation in Professional Organizations	January	2010	24	DT-09-09	9/29/09	1.86	Y	John Szabo
OGC	7.1	Tort Claims Against the United States	May	2010	29	DT-10-06	5/21/10	1.22	Y	Carol H. Lazar
OGC	7.2	Claims for Personal Property Loss or Damage	January	2011	27	DT-10-07	6/2/10	1.19	Y	Carol H. Lazar
OGC	7.5	Ethics Counseling and Training	July	2011	8	DT-10-10	7/1/10	1.11	Y	John Szabo
OGC	7.9	Ethics Approvals and Waivers	January	2012	23	DT-09-11	9/29/09	1.86	Y	John Szabo
OGC	7.10	Political Activity	July	2012	24	DT-09-12	10/27/10	0.79	Y	John Szabo
OGC	7.6	Public and Confidential Financial Disclosure Reports	January	2013	35	DT-10-01	1/18/10	1.56	Y	John Szabo
OGC	7.7	Security Ownership	July	2013	30	DT-09-10	9/29/09	1.86	Y	John Szabo
OGC	7.3	Participation in Professional Organizations	September	2014	24	White	9/29/09	1.86	Y	John Szabo
OGC	7.7	Security Ownership	September	2014	30	White	9/29/09	1.86	Y	John Szabo
OGC	7.9	Ethics Approvals and Waivers	September	2014	23	White	9/29/09	1.86	Y	John Szabo
OGC	7.10	Political Activity	September	2014	24	DT-10-13	10/27/10	0.79	Y	John Szabo
OGC	7.12	Enforcement of Post-Employment Restrictions	September	2014	15	DT-09-08	9/1/09	1.94	Y	John Szabo
OGC	7.12	Enforcement of Post-Employment Restrictions	September	2014	15	White	9/1/09	1.94	Y	John Szabo
OGC	7.6	Public and Confidential Financial Disclosure Reports	January	2015	35	White	1/18/10	1.56	Y	John Szabo
OGC	7.1	Tort Claims Against the United States	May	2015	29	White	5/21/10	1.22	Y	N/A

Enclosure 2

* Note: Green status means due date is met: the OD (author) requests MD publication (i.e., NRC Form 521) and the MD team accepts the Form 521 package for issuance (CS-ADM-01).

NRC's Five Year Plan to Update Management Directives (as of 08/10/2011)

OFFICE	MD #	MD TITLE	DUE DATE MONTH	DUE DATE YEAR	NO. PAGES	EDO STATUS REPORT*	DATE LAST PUB.	AGE IN YEARS	CURRENT (< 5 yrs)?	ASSIGNED STAFF
OGC	7.2	Claims for Personal Property Loss or Damage	June	2015	27	White	6/2/10	1.19	Y	N/A
OGC	7.5	Ethics Counseling and Training	July	2015	8	White	7/1/10	1.11	Y	John Szabo
OGC	7.10	Political Activity	September	2015	24	White	10/27/10	0.79	Y	John Szabo
OGC	9.7	O/F, Office of the General Counsel	October	2015	21	White	10/4/10	0.85	Y	Sara McAndrew
OI	9.8	O/F, Office of Investigations	January	2010	6	DT-10-03	4/5/10	1.35	Y	Sandra Hackworth
OI	9.8	O/F, Office of Investigations	April	2015	6	White	4/5/10	1.35	Y	Sandra Hackworth
OIG	7.4	Reporting Suspected Wrongdoing and Processing OIG Referrals	January	2012	13	White	4/28/06	5.29	N	Maryann Grodin
OIG	9.2	O/F Office of the Inspector General	June	2012	11	White	1/17/06	5.56	N	Maryann Grodin
OIP	5.4	Official Representation Expenses	December	2012	32	White	9/25/07	3.88	Y	Joan McDevitt
OIP	5.13	NRC International Activities Practices and Procedures	June	2013	51	White	6/6/08	3.18	Y	N/A
OIP	9.14	O/F, Office of International Programs	October	2013	11	White	7/30/01	10.04	N	Joan McDevitt
OIS	3.4	Release of Information to the Public	February	2009	86	DT-09-01	2/6/09	2.51	Y	Donna Sealing/Tom Smith
OIS	2.3	Telecommunications	December	2009	86	Green	1/22/93	18.56	N	Stan Wood
OIS	3.1	Freedom of Information Act	February	2011	74	DT-11-07	6/8/11	0.17	Y	Russ Nichols
OIS	3.55	Forms Management Program	February	2011	14	DT-11-04	3/30/11	0.36	Y	Tremaine Donnell

Enclosure 2

* Note: Green status means due date is met: the OD (author) requests MD publication (i.e., NRC Form 521) and the MD team accepts the Form 521 package for issuance (CS-ADM-01).

NRC's Five Year Plan to Update Management Directives (as of 08/10/2011)

OFFICE	MD #	MD TITLE	DUE DATE MONTH	DUE DATE YEAR	NO. PAGES	EDO STATUS REPORT*	DATE LAST PUB.	AGE IN YEARS	CURRENT (< 5 yrs)?	ASSIGNED STAFF
OIS	3.52	Availability, Retention, and Indexing of Codes and Standards	April	2011	9	Green	10/20/87	23.82	N	Anna McGowan
OIS	3.51	Library Services	December	2011	7	White	9/27/82	28.89	N	Anna McGowan
OIS	2.6	Information Technology Infrastructure	February	2012	35	White	3/7/05	6.43	N	Karen Paradiso
OIS	2.7	Personal Use of Information Technology	April	2012	16	White	7/28/06	5.04	N	N/A
OIS	3.54	NRC Collections of Information and Reports Management	April	2012	49	White	5/22/06	5.22	N	N/A
OIS	3.53	NRC Records and Document Management Program	August	2012	144	White	3/15/07	4.41	Y	Deborah Armentrout
OIS	3.56	Micrographics Management	August	2012	16	White	1/0/00	N/A	N	N/A
OIS	3.5	Attendance at NRC Staff Sponsored Meetings	November	2012	50	White	4/10/07	4.34	Y	Sandra Northern and Lance Rakovan
OIS	2.8	Project Management Methodology	February	2013	57	White	6/19/07	4.15	Y	N/A
OIS	3.2	Privacy Act	April	2013	25	White	6/27/07	4.12	Y	N/A
OIS	3.14	U.S. Nuclear Regulatory Commission Public Web Site	August	2013	47	White	8/6/08	3.01	Y	Joan Hoffman and Sally Hardy
OIS	3.17	NRC Information Quality Program	August	2013	76	DT-09-06	4/9/09	2.34	Y	Gregory R. Trussell
OIS	12.6	NRC Sensitive Unclassified Information Security Program	December	2013	41	White	12/20/99	11.65	N	Russ Nichols
OIS	3.4	Release of Information to the Public	February	2014	86	White	2/6/09	2.51	Y	Donna Sealing/Tom Smith
OIS	3.17	NRC Information Quality Program	April	2014	76	White	4/9/09	2.34	Y	N/A

Enclosure 2

* Note: Green status means due date is met: the OD (author) requests MD publication (i.e., NRC Form 521) and the MD team accepts the Form 521 package for issuance (CS-ADM-01).

NRC's Five Year Plan to Update Management Directives (as of 08/10/2011)

OFFICE	MD #	MD TITLE	DUE DATE MONTH	DUE DATE YEAR	NO. PAGES	EDO STATUS REPORT*	DATE LAST PUB.	AGE IN YEARS	CURRENT (< 5 yrs)?	ASSIGNED STAFF
OIS	3.55	Forms Management Program	March	2016	14	White	3/30/11	0.36	Y	Tremaine Donnell
OIS	9.22	O/F, Office of Information Resources Management	TBD	TBD	21	N/A	4/15/87	24.34	N	N/A
OPA	5.5	Public Affairs Program	August	2011	14	White	6/25/99	12.13	N	Holly Harrington
OPA	9.11	O/F, Office of Public Affairs	TBD	TBD	7	N/A	7/9/93	18.10	N	N/A
RES	6.5	NRC Participation in the Development and Use of Consensus Standards	December	2009	34	Green	11/2/99	11.78	N	Michael Case
RES	6.6	Regulatory Guides	April	2011	10	DT-11-05	4/12/11	0.33	Y	Rick Jervey
RES	8.1	Abnormal Occurrence Reporting Procedure	August	2011	34	Green	6/11/01	10.17	N	John Tomon
RES	8.4	Management of Facility-Specific Backfitting and Information Collection	November	2011	65	White	10/28/04	6.79	N	Les Cupidon
RES	6.4	Generic Issues Program	June	2012	110	DT-09-14	11/17/09	1.73	Y	John Kauffman
RES	6.8	Lessons-Learned Program	September	2012	40	White	8/1/06	5.03	N	Trish Gallalee
RES	6.4	Generic Issues Program	November	2014	110	White	11/17/09	1.73	Y	John Kauffman
RES	6.6	Regulatory Guides	April	2016	10	White	4/12/11	0.33	Y	Rick Jervey
RES	9.28	O/F, Office of Nuclear Reactor Research	TBD	TBD	13	N/A	5/26/89	22.22	N	N/A
SBCR	9.24	O/F, Office of Small Business and Civil Rights	December	2009	9	Green	10/1/90	20.87	N	Marva Gary
SBCR	10.161	NRC Equal Employment Opportunity Program	April	2011	23	DT-11-06	4/21/11	0.30	Y	Marva Gary
SBCR	10.164	Outreach and Compliance Coordination Program	December	2012	0	White	1/0/00	N/A	N	Barbara Williams
SBCR	11.4	NRC Small and Disadvantaged Business Program	December	2012	25	White	7/7/94	17.10	N	Diana Strong
SBCR	10.161	NRC Equal Employment Opportunity Program	April	2016	23	White	4/21/11	0.30	Y	Sandra Talley

Enclosure 2

* Note: Green status means due date is met: the OD (author) requests MD publication (i.e., NRC Form 521) and the MD team accepts the Form 521 package for issuance (CS-ADM-01).

NRC's Five Year Plan to Update Management Directives (as of 08/10/2011)

OFFICE	MD #	MD TITLE	DUE DATE MONTH	DUE DATE YEAR	NO. PAGES	EDO STATUS REPORT*	DATE LAST PUB.	AGE IN YEARS	CURRENT (< 5 yrs)?	ASSIGNED STAFF
SECY	9.1	O/F, Office of the Secretary	April	2009	12	DT-09-07	4/20/09	2.31	Y	Sandy Joosten
SECY	9.1	O/F, Office of the Secretary	April	2014	12	White	4/20/09	2.31	Y	N/A

Enclosure 2

* Note: Green status means due date is met: the OD (author) requests MD publication (i.e., NRC Form 521) and the MD team accepts the Form 521 package for issuance (CS-ADM-01).

U.S. NRC MANAGEMENT DIRECTIVES SYSTEM

Office of Administration

Skip Navigation
Public Web Site
NRC@Work Home

Search NRC Intranet

GO

☐ Use Advanced Intranet Search OptionsPolicy and Procedures > Management Directives (MD) System > **MD 10.72**

MD SYSTEM NEWS

MD SYSTEM ANNOUNCEMENT:

This new Management Directives Web site is under construction. Please visit the current Web site for information about the directives system. **More...**

Search Directives

☐ Use Search Options

MD System Links

Recently Issued
MD Catalog
MD Status Report
MD FAQs
MD Home
Comment on MD 10.72
E-mail MD Team
Contact Us

Publication Process

Process Overview
Drafting Tips
Publication Timelines
MD 1.1 Guidance

NRC Policy Links

Index of Policy Announcements
Index of Policy Reminders
Commission Policy Statements
NRC Regulations

Page last modified:
August 3, 2011



MD 10.72 - Awards and Recognition

View Printable PDF

|| Table of Contents ||

Directive 10.72

Date Issued: **07/18/2011**

Policy
Objectives
Organizational Responsibilities and Delegations of Authority
Chairman
Commissioners
Executive Director for Operations (EDO)
Inspector General (IG)
Senior Performance Officials (SPOs)
Director, Office of Human Resources (HR)
Office Directors and Regional Administrators
Office of the Chief Financial Officer (OCFO)
Managers and Supervisors
Employees
Applicability
All NRC Employees
Administrative Law Judges, Experts, Consultants
Directive Handbook
References

Handbook 10.72

Date Issued: **07/18/2011**

General Information
Use of the Awards and Recognition Program
Funding
Appeals and Grievances
Annual Awards Ceremony
Procedural Guidance
Agency-Level and Governmentwide Recognition
Presidential Executive Rank Awards
NRC's Distinguished Service Award
NRC's Meritorious Service Award
NRC's Meritorious Service Award for Equal Employment Opportunity (EEO) Excellence
NRC's Edward McGaffigan, Jr. Public Service Award
NRC's Commendation Award
NRC's Length-of-Service Recognition
NRC's Retirement Recognition
Awards From Outside NRC

|| Change History ||

Summary of Change History

|| Related Policy Documents ||

Related Policy Documents

|| Related Guidance ||

Management Directives Web Site
Publicly Available Management Directives
Office of Human Resource Web Site
General Procedural Guidance for Awards and Recognition

|| Selected Exhibits ||

- 1 - Approval Authorities for Awards
- 2 - Scale for Performance Awards Other Than for Senior Executive Service/Senior Level System Members
- 3 - Award Scales for Suggestions and Special Acts or Services With Tangible Benefits
- 4 - Award Scales for Suggestions and Special Acts or Services With Intangible Benefits

|| Contact ||

Alison Tallarico
Office of Human Resources (HR)
PH: 301-492-3626
Mail Stop: W5-A26

A-17

About Contact	<p>Performance Awards</p> <p>Information Security Reminder: This page on NRC's Internal Web site may contain sensitive information. Check with the information for your service area before posting any information.</p> <p>General Grade (GG) Performance Awards (Bonuses)</p> <p>• = Existing NRC Web Site • = Existing Non-NRC Web Site</p> <p>General Grade (GG) Performance Awards</p> <p>High Quality Increase (HQI) Award</p> <p>Special Recognition Awards</p> <p>Awards for Special Acts or Services</p> <p>Employee-of-the-Month Award</p> <p>Instant Cash Awards</p> <p>Other Awards and Programs</p> <p>Time-Off Awards</p> <p>NRC's Certificate of Appreciation</p> <p>Nonmonetary and Informal Recognition Awards</p> <p>Suggestion Program</p> <p>Gainsharing Program</p> <p>Referral Awards</p>	
---	---	--

U.S. NRC MANAGEMENT DIRECTIVES SYSTEM

Office of Administration

Skip Navigation
Public Web Site
NRC@Work Home

Search NRC Intranet

GO

☐ Use Advanced Intranet Search Options
Policy and Procedures > Management Directives (MD) System > **MD 3.1**

MD SYSTEM NEWS

MD SYSTEM ANNOUNCEMENT:

This new Management Directives Web site is under construction. Please visit the current Web site for information about the directives system. **More...**

Search Directives

 GO

☐ Use Search Options

MD System Links

Recently Issued

MD Catalog

MD Status Report

MD FAQs

MD Home

Comment on MD 3.1

E-mail MD Team

Contact Us

Publication Process

Process Overview

Drafting Tips

Publication Timelines

MD 1.1 Guidance

NRC Policy Links

Index of Policy Announcements

Index of Policy Reminders

Commission Policy Statements

NRC Regulations

Page last modified:
June 23, 2011



MD 3.1 - Freedom of Information Act

View Printable PDF

|| Table of Contents ||

Directive 3.1

Date Issued: 6/8/2011

Policy

Freedom of Information Act (FOIA) and Privacy Act (PA)
Material Not Covered in This Directive

Objectives

Organizational Responsibilities and Delegations of Authority

Chairman

Commission

Executive Director for Operations (EDO)

Deputy Executive Director for Corporate Management (DEDCM) and Chief Freedom of Information Act Officer

Director, Office of Information Services (OIS)

General Counsel (GC)

Secretary of the Commission (SECY)

Director, Office of Nuclear Security and Incident Response (NSIR)

Director, Office of Information Services (OIS)

Office Directors, Regional Administrators, and Chairmen of Boards, Panels, or Committees

Executive Assistant to the Secretary of the Commission (SECY)

Assistant Inspector General for Investigations (AIGI), Office of the Inspector General (OIG)

Freedom of Information Act and Privacy Act Officer (FOIA/PA Officer), OIS

Senior Management FOIA Official

Applicability

Directive Handbook

References

Handbook 3.1

Date Issued: 6/8/2011

REQUEST FOR AGENCY RECORDS

Freedom of Information Act (FOIA) Request Process Principles

Records Exempt From Disclosure

PROCESSING AN INITIAL FREEDOM OF INFORMATION ACT (FOIA) REQUEST

Receipt of a FOIA Request

Assigning FOIA Request Actions to an Office for Processing

|| Change History ||

Summary of Change History

|| Related Policy Documents ||

Related Policy Documents

|| Related Guidance ||

NRC FOIA Web Site: "How to Respond to an Initial FOIA Request"

NUREG-0910, "NRC Comprehensive Records Disposition Schedule"

Freedom of Information Act Guide

Management Directives Web Site

Publicly Available Management Directives

|| Selected Exhibits ||

- 1 - Lines of Responsibility
- 2 - FOIA Statutory Exemptions
- 3 - Personal Record Consideration Checklist
- 4 - Activities for Which Fees Can Be Assessed

|| Contact ||

Mary Jean Raphael

Office of Information Services (OIS)

PH: 301-415-7097

Mail Stop: TWFN 5-F11

A-18

About | Contact

Office Processing
Information Security Reminder: This page on NRC's Internal Web site may contain **sensitive information**. Check with the
 Responding to the Requester
 information outside the agency.

Special Procedures for Processing Records Containing
 Classified Information
 = Exit to NRC Public Site = Exit to Non-NRC Web Site

Special Procedures for Processing Records Containing
 Proprietary Information

Special Procedures for Processing Records Containing
 Agency Action Review Meeting (AARM) Information

Special Procedures for Processing Records Containing
 Agency Action Review Meeting (AARM) Information

Special Procedures for Processing Allegation Records

PROCESSING A FREEDOM OF INFORMATION ACT (FOIA) APPEAL

Receipt of a FOIA Appeal

Assigning FOIA Appeal Actions to Offices

Processing a FOIA Appeal to the Executive Director for
 Operations

Processing a FOIA Appeal to the Secretary of the
 Commission

Processing a FOIA Appeal to the Inspector General (IG)

Dispatch

FEES FOR SEARCH, REVIEW, AND DUPLICATION OF RECORDS CAPTURED BY AN INITIAL FOIA REQUEST

General

Charging Fees Under the FOIA

Requests for Which Fees Are Not Charged

Waiving or Reducing Fees

GLOSSARY

U.S. NRC MANAGEMENT DIRECTIVES SYSTEM

Office of Administration

Skip Navigation

Public Web Site

NRC@Work Home

Search NRC Intranet

GO

☐ Use Advanced Intranet Search OptionsPolicy and Procedures > Management Directives (MD) System > **MD 10.161**

MD SYSTEM NEWS

Search Directives

 GO☐ Use Search Options

MD System Links

Recently Issued

[MD Catalog](#)[MD Status Report](#)[MD FAQs](#)[MD Home](#)[Comment on MD 10.161](#)[E-mail MD Team](#)[Contact Us](#)

Publication Process

Process Overview

[Drafting Tips](#)[Publication Timelines](#)[MD 1.1 Guidance](#)

NRC Policy Links

[Index of Policy Announcements](#)[Index of Policy Reminders](#)[Commission Policy Statements](#)[NRC Regulations](#)

Page last modified:

June 16, 2011



MD SYSTEM ANNOUNCEMENT:

This new Management Directives Web site is under construction. Please visit the current Web site for information about the directives system. [More...](#)

MD 10.161 - Civil Rights Program and Affirmative Employment and Diversity Management Program

[View Printable PDF](#)

|| Table of Contents ||

Directive 10.161

Date Issued: 4/19/2011

[Policy](#)[Objectives](#)[Organizational Responsibilities and Delegations of Authority](#)[Chairman](#)[Commission](#)[Executive Director for Operations \(EDO\)](#)[Office of the General Counsel \(OGC\)](#)[Director, Office of Small Business and Civil Rights \(SBCR\)](#)[Director, Office of Human Resources \(HR\)](#)[Office Directors and Regional Administrators](#)[Definitions](#)[Applicability](#)[Handbook](#)[References](#)

Handbook 10.161

Date Issued: 4/19/2011

[Civil Rights Program \(CRP\)](#)[General](#)[Civil Rights Program Manager \(CRPM\)](#)[Affirmative Employment And Diversity Management \(AEDM\) Program](#)[General](#)[The Affirmative Employment and Diversity Management \(AEDM\) Program Manager](#)[EEO Advisory Committees and Diversity Management Advisory Committees](#)[NRC's Mentoring Program](#)

|| Change History ||

[Summary of Change History](#)

|| Related Policy Documents ||

[Related Policy Documents](#)

|| Related Guidance ||

[Management Directives Web Site](#)[SBCR Web Site](#)[NRC and National Treasury Employees Union, "Collective Bargaining Agreement"](#)[Publicly Available Management Directives](#)[NRC Civil Rights Web Site](#)[NRC Discrimination Complaint Process Pamphlet](#)[Office of Personnel Management, Report on the Federal Equal Opportunity Recruitment Program Plan \(FEORP\)](#)

|| Selected Exhibits ||

|| Contact ||

Barbara Williams

Office of Small Business and Civil Rights

PH: 301-415-7388

Mail Stop: O-3 H8

[About](#) | [Contact](#)

Information Security Reminder: This page on NRC's Internal Web site may contain **sensitive information**. Check with the information owner before distributing outside the agency.

[X](#) = Exit to NRC Public Site | [E](#) = Exit to Non-NRC Web Site

U.S. NRC MANAGEMENT DIRECTIVES SYSTEM

Office of Administration

Skip Navigation
Public Web Site
NRC@Work Home

Search NRC Intranet

GO

☐ Use Advanced Intranet Search Options
Policy and Procedures > Management Directives (MD) System > **MD 6.6**

MD SYSTEM NEWS

MD SYSTEM ANNOUNCEMENT:

This new Management Directives Web site is under construction. Please visit the current Web site for information about the directives system. **More...**

Search Directives

☐ Use Search Options

MD System Links

Recently Issued

MD Catalog

MD Status Report

MD FAQs

MD Home

Comment on MD 6.6

E-mail MD Team

Contact Us

Publication Process

Process Overview

Drafting Tips

Publication Timelines

MD 1.1 Guidance

NRC Policy Links

Index of Policy Announcements

Index of Policy Reminders

Commission Policy Statements

NRC Regulations 

Page last modified:
May 17, 2011



MD 6.6 - Regulatory Guides

View Printable PDF

|| Table of Contents ||

Directive 6.6

Date Issued: 4/12/2011

Policy

Objectives

Organizational Responsibilities and Delegations of Authority

Office of Nuclear Regulatory Research (RES)

Office of Nuclear Reactor Regulation (NRR), Office of New Reactors (NRO), Office of Nuclear Material Safety and Safeguards (NMSS), Office of Federal and State Materials and Environmental Management Programs (FSME), and Office of Nuclear Security and Incident Response (NSIR)

Office of General Counsel (OGC)

Office of Information Services (OIS)

Advisory Committees

Applicability

Directive Handbook

References

Handbook 6.6

Date Issued: 4/12/2011

Introduction

Procedures for the Regulatory Guides

Usage of the Regulatory Guides

Regulatory Guide Format

Required Sections

Regulatory Analyses

References, Bibliography, and Glossary

Appendices

Process For Developing Regulatory Guides

Need for Guidance Identified

Trial Use Guides (Pilot Use)

Harmonization to International Standards

Periodic Update Process

Development of the Draft Guide (DG)

Administratively Changed Guide (ACG)

Withdrawal of a Regulatory Guide

Release of Pre-decisional Regulatory Guide Language

Reviews and Approvals

Advisory Committee Review

Security Review

|| Change History ||

Summary of Change History

|| Related Policy Documents ||

|| Related Guidance ||

Management Directives Web Site

Publicly Available Management Directives 

Committee To Review Generic Requirements Charter

|| Selected Exhibits ||

|| Contact ||



Richard Jervey

Office of Nuclear Regulatory Research

PH: 301-251-7404

Mail Stop: C2 A07M

AAO

About Contact	<p>Review of Guides Incorporating SUNSI, Safeguards or Classified Information</p> <p>Information Security Reminder: This page on NRC's internal Web site may contain sensitive information. Check with the information owner before distributing outside the agency.</p> <p>Editing</p> <p> = Exit to NRC Public Site,  = Exit to Non-NRC Web Site</p> <p>Authorization, Printing, and Distribution</p> <p>Glossary</p>	

U.S. NRC MANAGEMENT DIRECTIVES SYSTEM

Office of Administration

Skip Navigation
Public Web Site
NRC@Work Home

Search NRC Intranet

GO

☐ Use Advanced Intranet Search Options
Policy and Procedures > Management Directives (MD) System > **MD 3.55**

MD SYSTEM NEWS

MD SYSTEM ANNOUNCEMENT:

This new Management Directives Web site is under construction. Please visit the current Web site for information about the directives system. **More...**

Search Directives

 GO

☐ Use Search Options

MD System Links

Recently Issued

MD Catalog

MD Status Report

MD FAQs

MD Home

Comment on MD 3.55

E-mail MD Team

Contact Us

Publication Process

Process Overview

Drafting Tips

Publication Timelines

MD 1.1 Guidance

NRC Policy Links

Index of Policy Announcements

Index of Policy Reminders

Commission Policy Statements

NRC Regulations

Page last modified:
April 19, 2011



MD 3.55 - Forms Management Program

View Printable PDF

|| Table of Contents ||

Directive 3.55

Date Issued: 3/30/2011

Policy

Objectives

Organizational Responsibilities and Delegations of Authority

Office of the General Counsel (OGC)

Director, Office of Information Services (OIS)

Regional Administrators

Director, Division of Administrative Services (DAS), Office of Administration (ADM)

Forms Management Officer, OIS

Applicability

Directive Handbook

Definitions

References

Handbook 3.55

Date Issued: 3/30/2011

Requesting Forms Management Services

Development

Requesting or Reprinting an NRC Form

Form Approval

Request for Exception to U.S. Government Standard Form Use

Design and Construction Standards

Discontinuance of Existing Form

Requesting Review and/or Clearance From Other Federal Agencies

Public Use Forms

U.S. Government Standard and Optional Forms

Other Federal Agency Forms

Forms Processing, Printing, Procurement, Supply, and Stocking

Processing and Printing Time

Procurement

Supply and Stocking

|| Change History ||

Summary of Change History

|| Related Policy Documents ||

|| Related Guidance ||

Forms Management Program Web Site

Management Directives Web Site

Publicly Available Management Directives

Supply Services Web Site

|| Selected Exhibits ||

1 - NRC Form 160, "Request for Forms Management Services"

2 - NRC Form 162, "Request for Review of Form for Privacy Act Statement"

3 - NRC Form 163, "Request for Review of Form"

|| Contact ||

Tremaine Donnell

Office of Information Services

PH: 301-415-6258

Mail Stop: TWFN-5-F42

information owner before distributing outside the agency.

🔗 = Exit to NRC Public Site | 🔗 = Exit to Non-NRC Web Site

U.S. NUCLEAR REGULATORY COMMISSION MANAGEMENT DIRECTIVE (MD)

MD 10.41 PAY ADMINISTRATION DT-11-03

Volume 10, Personnel Management
Part 2: Position Evaluation and Management, Pay Administration, and Leave

Approved By: Sharon D. Stewart-Clark
 Acting Director, Office of Administration

Date Approved: March 29, 2011

Expiration Date: March 29, 2016

Issuing Office: Office of Human Resources

Contact Name: Tracy Scott
 301-492-2239

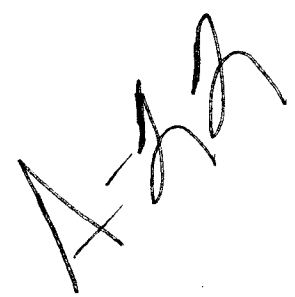
EXECUTIVE SUMMARY

Appendix 4130-C, Part VIII, is being revised to update agency salary schedules. On December 22, 2010, the President signed Executive Order 13561 containing the 2011 pay schedules for various Federal pay systems. The Executive Order provides that the 2011 pay rates for the civilian employee pay schedules covered by the order are not adjusted and remain at 2010 levels. The President also issued a separate memorandum on December 22, 2010, asking agencies to forgo increases to pay schedules and rates set by administrative discretion.

As a result of the January 2011 pay freeze, and to parallel the pay adjustments of the Competitive Service as NRC has done in the past, the NRC pay schedules are frozen at the 2010 pay rates. Attached are Exhibits 1 through 21, which contain the basic pay and special salary schedules for 2011; Exhibits A through U, which contain locality rates for non-law enforcement employees; and Exhibits AA through EE, which contain locality rates for law enforcement officers. The approval date for all Exhibits is December 22, 2010, and the effective date for all schedules is January 2, 2011, except that the effective date for Exhibits 17 and 18 is October 11, 2009.

Exhibit 9 has been revised to confirm that it covers construction resident inspectors who are duty stationed at a licensee site.

Note: Please remove pages 59 through 122 revised, April 12, 2010, and replace with new pages 59 through 122 revised March 29, 2011.

A handwritten signature in black ink, appearing to be 'A. J. Smith', is located in the bottom right corner of the page.

U. S. NUCLEAR REGULATORY COMMISSION
NRC MANUAL
TRANSMITTAL NOTICE

CHAPTER NRC 4130 POSITION EVALUATION AND PAY ADMINISTRATION

SUPERSEDED:

	Number	Date
Chapter	_____	_____
Page	_____	_____
	_____	_____
Appendix	NRC-4130-C, IV	6/10/84
	Pages 23-36	

TRANSMITTED:

	Number	Date
TN	4100-106	_____
Chapter	_____	_____
Page	_____	_____
	_____	_____
Appendix	NRC-4130-C, IV	10/1/86
	Pages 23-36	

REMARKS:

NRC Appendix 4130-C, Part IV, has been revised to conform with new performance appraisal system requirements relating to within-grade increases. Brief descriptions of these changes are listed below. Please insert superseded pages, where applicable.

NRC Appendix 4130-C

1. A specific statement has been added that NRC is not covered by 5 U.S.C. 5331 et seq. or by OPM rules and regulations pertaining to within-grade increases and quality step increases. However, NRC parallels certain provisions of OPM regulations. (See Part IV, B.)
2. Four generic requirements established to grant an employee a within-grade increase (WIGI) have been added. (See Part IV, B.)
3. The procedures for "Acceptable level of competence" have been clarified to indicate that the most recent rating of record from the most recently completed appraisal period must be at least "Fully Successful" to grant a WIGI. (See Part IV, B.6.b.)
4. New procedures have been added requiring a rating of record be prepared when a WIGI decision is not consistent with the employee's most recent rating of record. (See Part IV, B.6.f.)
5. New procedures have been added relating to delays in acceptable level of competence determinations for WIGIs. (See Part IV, B.7.)
6. Specific reasons for waiving the requirement for an acceptable level of competence determination and granting a WIGI are incorporated and expanded. (See Part IV, B.8.)

7. Procedures concerning a denial of WIGI notice have been changed to indicate that a new performance determination will be made not later than 52 calendar weeks following the original eligibility date for the WIGI instead of the date of denial. (See Part IV, 8.11.c.(2)(e))
8. Procedures relating to sustained denial of WIGI cases are clarified by requiring a new performance determination be made no longer than 52 calendar weeks after each denial. (See Part IV, 8.12.)
9. Eligibility criteria, limitations and procedural requirements for high quality increases (HQIs) have been removed and placed in NRC 4151, "Non-SES Performance Appraisal System" since HQIs are now a part of the performance management program. (See Part IV, C.2.)
10. Procedures concerning pay authorization for HQIs are now included in this Appendix. (See Part IV, C.3.)

CONTENTS

	<u>PAGE</u>
PART I GENERAL PROVISIONS.....	1
A. APPLICABILITY.....	1
B. COVERAGE.....	1
C. DOCUMENTATION.....	1
PART II SALARY SCHEDULES AND RATES.....	3
A. SALARY SCHEDULES WITH GRADES AND/OR LEVELS.....	3
1. General Salary Schedule.....	3
2. Special Salary Schedule.....	3
3. Locality Rate Schedule.....	3
4. Federal Executive Salary Schedule.....	4
5. Pay of Administrative Law Judges.....	5
B. SALARY SCHEDULES WITHOUT GRADES.....	5
1. Professional College Recruitment Schedules.....	5
2. Scientific and Technical Pay Authority.....	5
C. APPLYING BASIC RATES TO EMPLOYEES.....	6
1. Pay Computation Rules.....	6
2. Pay of Commission Members.....	6
3. Pay of Consultants, Advisors, Experts, and Members of Boards and Committees.....	6
4. Pay of Locality Rate Employees.....	6
D. LIMITS ON GROSS PAY.....	7
1. Statutory Limitations on Premium Pay.....	7
2. Limitation on Pay from More Than One Civilian Office or Position.....	7
3. Limitation on Pay in Case of Reemployment of Retired Federal Employees.....	7
4. Limitation on Retired or Retirement Pay of Officers of the Uniformed Services in Federal Civilian Employment.....	7
E. MINIMUM SALARY OR WAGE RATES.....	7

CONTENTS

	<u>PAGE</u>
PART III SETTING RATES IN PERSONNEL ACTIONS.....	9
A. APPOINTMENTS.....	9
1. New to Federal Service.....	9
2. From Another Federal Agency.....	9
3. Following a Period of Separation from Federal Service.....	14
4. Effective Date of Appointment.....	14
B. PROMOTIONS.....	14
C. CHANGES TO LOWER GRADE.....	15
D. REASSIGNMENTS.....	16
E. SIMULTANEOUS ACTIONS.....	18
F. RATE ADJUSTMENT FOR GG SUPERVISORS OF LOCALITY RATE EMPLOYEES.....	18
G. EXCEPTIONS TO PRESCRIBED PAY PROCEDURES.....	18
1. Scope.....	18
2. Conditions.....	19
3. Procedures.....	19
PART IV STEP INCREASES.....	23
A. BASIC CONCEPTS.....	23
B. REGULAR STEP INCREASES FOR GENERAL AND SPECIAL SCHEDULE EMPLOYEES.....	23
1. Basic Conditions.....	23
2. Beginning of Period of Creditable Service.....	24
3. Creditable Service.....	24
4. Exclusion From Creditable Service.....	26
5. Equivalent Increases in Pay.....	26
6. Acceptable Level of Competence.....	28
7. Processing Regular Step Increases.....	29
8. Step Increases in Temporary Promotions.....	31
9. Denial of Within-Grade Increase Procedures - Nonbargaining Unit Employees.....	31
10. Further Consideration in Sustained Denial of Within-Grade Increase Cases.....	33
C. HIGH QUALITY INCREASES (GENERAL AND SPECIAL SCHEDULE EMPLOYEES).....	34
1. Background and Purpose.....	34
2. Limitations.....	34
3. Procedures.....	35
4. The Relationship Between a High Quality Increase and a Regular Step Increase.....	35

CONTENTS

	<u>PAGE</u>
D. LOCALITY RATE EMPLOYEES STEP INCREASES.....	35
1. Regular Step Increases.....	35
2. Other Step Increases.....	36
Exhibit - NRC Form 714.....	37
PART V SPECIAL PAY PRACTICES FOR SCIENTIFIC AND TECHNICAL PERSONNEL.....	39
A. AUTHORITY.....	39
B. USES OF THE NRC'S "SCIENTIFIC AND TECHNICAL PAY AUTHORITY".....	39
1. Special Salary Schedules.....	39
2. Administratively Determined (AD) Positions.....	39
3. Supergrade Equivalent Scientific and Technical (S&T) Positions.....	39
PART VI GRADE AND PAY RETENTION.....	41
A. COVERAGE.....	41
B. ACTIONS NOT COVERED.....	41
C. GRADE RETENTION.....	42
1. Actions Covered by Grade Retention.....	42
2. Grade Retention Entitlements.....	43
3. Comparison of Grades in Different Pay Systems.....	43
4. Determination of Applicable Salary Schedule and Rate.....	44
5. Retained Grade Applicability.....	45
6. Priority Consideration During Retained Grade Period.....	45
7. Eligibility for Noncompetitive Consideration for Vacancies.....	46
D. PAY RETENTION.....	46
1. Applicability of Pay Retention.....	46
2. Pay Retention Entitlements.....	46
E. CESSATION OF ENTITLEMENT TO GRADE AND/OR PAY RETENTION.....	48
F. TEMPORARY PROMOTION OR REASSIGNMENT.....	48
G. APPEALS/GRIEVANCES.....	49
H. FURTHER REFERENCE.....	49

CONTENTS

	<u>PAGE</u>
PART VII SEVERANCE PAY.....	51
A. BASIC ENTITLEMENT.....	51
B. STATUTORY FORMULA.....	51
C. PAYMENT OF SEVERANCE PAY.....	52
D. FURTHER REFERENCE.....	52
PART VIII PAY ADJUSTMENTS AT TIME OF EFFECTING NEW PAY SCHEDULES.....	53
A. APPROVAL OF NEW NRC PAY SCHEDULES.....	53
1. General Salary Schedule.....	53
2. Special Salary Schedules and Locality Rate Schedules....	53
B. ADJUSTMENTS TO NEW PAY RATES.....	53
1. Employees Paid Under the NRC General Salary Schedule or a Locality Rate Wage Schedule; and Employees Whose Positions Are Being Moved from the General to a Special Salary Schedule.....	53
2. Employees in Positions Paid Under Special Salary Schedules Which Are Being Returned to the General Salary Schedule or Placed in a Lower Special Salary Schedule.....	54
3. Employees Paid Under Cooperative Student Program Salary Schedules.....	54
4. Simultaneous Actions.....	54
C. EFFECTIVE DATE OF ADJUSTMENTS.....	55
D. APPLICABILITY.....	55

PART IGENERAL PROVISIONS

A. APPLICABILITY

The provisions of this appendix apply to all employees, unless otherwise specified, except:

1. Members of the Senior Executive Service.
2. Experts and consultants (See NRC 4139).
3. Administrative Law Judges appointed under 5 U.S.C. 3105 (see 5 CFR Part 930, Subpart B, "Appointment, Pay, and Removal of Administrative Law Judges").
4. To the extent regulations contained in this appendix conflict with or are modified by the negotiated agreement with the employees' exclusive representative, the negotiated agreement shall govern for employees in bargaining unit positions.

B. COVERAGE

This appendix prescribes the salary and wage schedules under which NRC employees are paid and gives instructions for setting and adjusting the rates of individual employees within these schedules.

C. DOCUMENTATION

Unless specifically stated otherwise, pay-setting personnel actions are documented in accordance with instructions in Federal Personnel Manual (FPM) Supplement 296-33.

PART IISALARY SCHEDULES AND RATESA. SALARY SCHEDULES WITH GRADES AND/OR LEVELS

Most NRC employees are in positions under job evaluation systems with grade designations and concomitant salary schedules. With few exceptions (see 5., below), NRC employees are paid under this appendix in accordance with the appropriate schedule of rates. These schedules are issued, normally annually, as bulletins to this appendix.

1. General Salary Schedule

NRC's General Salary Schedule of 18 grades of per annum rates is adopted by the Executive Director for Operations and is applicable to NRC employees in GG positions unless the position is covered by a special salary schedule. This schedule is normally identical to that in 5 U.S.C. 5332(a), from which NRC is exempt.

2. Special Salary Schedules

To aid in recruitment or retention of employees, the NRC may establish or revise a special schedule of rates for any grade or grades of the General Salary Schedule for application to positions in a particular occupational group or line of work (nationwide or in a particular location). The Director, Division of Organization and Personnel, will make an independent analysis of available data including each special schedule issued by the Office of Personnel Management to determine its applicability to NRC's needs for the recruitment and retention of employees. Directors of Offices and Regional Administrators will advise the Director, Division of Organization and Personnel, whenever a recruitment or retention difficulty develops which may justify adoption or revision of a special schedule. See also Part V below.

3. Locality Rate Schedules

NRC employees in locality rate jobs are paid in accordance with locality rate schedules approved by the Director, Division of Organization and Personnel, based upon schedules issued under the Coordinated Federal Wage System (see FPM Chapter 532).

- a. NRC Authority. By definition of the term "agency" under 5 U.S.C. 5342, NRC is excluded from its coverage. However, NRC conforms to the provisions of the Federal Wage System on a voluntary basis. This conformance permits direct use by NRC of the wage schedules issued in each locality for application by all Federal agencies that are actually covered by the system.

- b. Classification and Grading. Locality rate jobs are classified and graded by the methods and standards described in FPM Chapter 532, and FPM Supplement 532-1.
- c. Pay Schedules. Normally separate pay-rate schedules are provided for nonsupervisory jobs, leaders, supervisory jobs, and certain speciality occupations such as printing and lithographic jobs.

4. Federal Executive Salary Schedule

Chapter 53, Subchapter II, Title 5, U.S.C., contains the "Federal Executive Salary Schedule," consisting of five salary levels and an annual rate of basic pay for each level. NRC positions now designated to these levels are shown below:

<u>Level</u>	<u>NRC Position Included</u>	<u>Energy Reorganiza- tion Act, as Amended</u>	<u>U.S. Code Citation</u>
I	None		
II	Chairman, Nuclear Regulatory Commission	PL 93-438	5 U.S.C. 5313
III	Members, Nuclear Regulatory Commission	PL 93-438	5 U.S.C. 5314
IV	Executive Director for Operations*	PL 93-438	5 U.S.C. 5315
IV	Director, Nuclear Reactor Regulation*	PL 93-438	5 U.S.C. 5315
IV	Director, Nuclear Material Safety and Safeguards*	PL 93-438	5 U.S.C. 5315
IV	Director, Nuclear Regulatory Research*	PL 93-438	5 U.S.C. 5315
V	General Counsel, Nuclear Regulatory Commission*	PL 93-438	5 U.S.C. 5316
V	Five additional officers at Executive Level V to be determined at the discretion of NRC	PL 93-438	5 U.S.C. 5316

*On the date of publication of this appendix, this position is included within the Senior Executive Service (SES) and, also, continues to be a part of 5 U.S. Code 5315 or 5316, as appropriate. The Civil Service Reform Act of 1978 overlaid the SES upon this position; however, the Congress obligated itself to review the continuation of the SES within 5 years from its effective date.

5. Pay of Administrative Law Judges

Administrative Law Judges appointed under 5 U.S.C. 3105 are the only NRC employees who are in positions subject to Chapter 51 of Title 5, U.S.C. Consequently, such Administrative Law Judges shall be paid in appropriate GS grades pursuant to 5 CFR, Part 930, Subpart B rather than this appendix.

B. SALARY SCHEDULES WITHOUT GRADES

The NRC has exercised its authority under Section 161.d. of the Atomic Energy Act of 1954, as amended (as continued by the Energy Reorganization Act of 1974, as amended) to except itself from the Classification Act of 1949 (Chapter 51, 5 U.S.C.) with regard to the classification and pay of its employees whose positions would otherwise be covered by Chapter 51. The NRC has deemed it necessary and prudent to utilize that authority in certain ways to attract and retain the highly qualified personnel required to carry out the Agency's missions, programs and projects.

1. Professional College Recruitment Schedules

Consistent with its statutory authority, NRC establishes, when necessary, salary rates for the recruitment of college and university graduates to meet the demands of the market place in order to attract the high-quality candidates that are deemed necessary to staff entry-level professional positions in the Agency. As required, the Director, Division of Organization and Personnel, issues appropriate salary schedules for professional recruits from the recent graduates of our Nation's colleges and universities. These schedules are issued, when required, as bulletins under this appendix.

2. Scientific and Technical Pay Authority

When the Congress permitted the NRC to continue to use the authority in Section 161.d. of the Atomic Energy Act of 1954, as amended, to except its positions from the civil service laws, it also provided the NRC with the latitude and discretion to fix the pay of scientific and technical personnel, limited only to the highest rate of pay payable to a GS-18 position under the General Schedule of the Classification Act of 1949, as amended.

Thus, when NRC deems it necessary, scientific and technical personnel may be paid any rate of pay up to the level then currently payable to a GS-18 position under the General Schedule. This is often referred to as NRC's "scientific and technical pay authority." This authority may be, and has been, used to establish special salaries for groups of or individual scientific and technical positions. See also Part V below.

C. APPLYING BASIC RATES TO EMPLOYEES

1. Pay Computation Rules

Except as provided in 2., below, the following pay computation rules apply:

- a. the basic per annum rate for an NRC full-time employee is considered as payment for employment during 26 pay periods (see b. below), each consisting of 80 hours of regularly scheduled work.
- b. such employee is paid at 2-week intervals for a pay period which consists of 2 consecutive administrative workweeks.
- c. the basic hourly rate is 1/2087th of the annual rate. If any fraction of a cent results, this is adjusted to the nearest cent, counting one-half cent and over as a whole cent.
- d. the basic biweekly rate is derived by multiplying the hourly rate by 80 (or by the number of hours worked during the pay period, if a part time or intermittent ("W.A.E.") employee).
- e. the current Office of Personnel Management Salary Table is used for information on basic hourly or biweekly rates (as well as premium pay rates for overtime, night, and Sunday and holiday pay) for employees in GG grades or equivalent rates.

2. Pay of Commission Members

The Chairman and Commissioners of the Nuclear Regulatory Commission, whose per annum rates are specified in 5 U.S.C. 5313 and 5314, are exempt from 5 U.S.C. 5504 as "Heads of an Executive Agency." Hence, they are subject to 5 U.S.C. 5505, which states that their pay period covers 1 calendar month and prescribes special rules for division of time and computation of pay on a monthly and fractional monthly basis. (C.G. Decision B-163376 of March 8, 1968.) Pay for a Commissioner commences on the date he/she is sworn into office irrespective of the reporting date for work.

3. Pay of Consultants, Advisers, Experts, and Members of Boards and Committees. See NRC 4139, "Utilization of Consultants and Members."

4. Pay of Locality Rate Employees

NRC locality rate employees, by administrative determination, also are paid at 2-week intervals for a pay period which consists of 2 consecutive administrative workweeks. Where an annual rate is contained in a locality rate schedule, as for certain supervisory employees, hourly and biweekly rates are derived as in 1., above.

D. LIMITS ON GROSS PAY

1. Statutory Limitation on Premium Pay. See NRC 4136.
2. Limitation on Pay from More Than One Civilian Office or Position. See FPM Supplement 990-2, Book 550.
3. Limitation on Pay in Case of Reemployment of Retired Federal Employees. See FPM Supplement 831-1.
4. Limitation on Retired or Retirement Pay of Retired Officers of the Uniformed Services in Federal Civilian Employment.

See FPM Supplement 990-2, Book 550. (In general, under the Dual Compensation Act, 78 Stat. 494, such retired officer is entitled to the full Federal civilian salary, and his/her retired or retirement pay is reduced to an annual amount computed by the responsible military pay center in accordance with the instructions contained in Title 5 of the United States Code.)

E. MINIMUM SALARY OR WAGE RATES

The Fair Labor Standards Act, as amended (see 5 CFR Part 551) requires that all nonexempt employees be paid at or above a prescribed minimum rate. This includes all nonexempt locality rate, graded, and Administratively Determined nongraded employees. Criteria for determining "exempt" or "nonexempt" status are provided in NRC 4136.

The Fair Labor Standards Act requirements are applicable in the 50 States, the District of Columbia, Puerto Rico, the Virgin Islands, Outer Continental Shelf Lands (Chapter 345, 67 Stat 462), American Samoa, Guam, Wake Island, Eniwetok Atoll, Kwajalein Atoll, Johnston Island, and the Canal Zone.

PART IIISETTING RATES IN PERSONNEL ACTIONSA. APPOINTMENTS1. New to Federal Service

- a. An appointment of a person new to Federal service to a position in the NRC (GG or locality rate) shall be made at the minimum step rate of the appropriate grade in the schedule applicable to the position being filled, except where a higher rate may be justifiable under G. below, or in accordance with b., c., and d. immediately below.
- b. Under its scientific and technical pay authority arising from Sec. 161.d. of the Atomic Energy Act of 1954, as amended, the NRC may appoint personnel to scientific and technical positions at individually determined rates of pay not to exceed the maximum rate payable to a GS-18 position under the General Salary Schedule. (Known as "AD" and "S&T" rates - see G. and Part V below.)
- c. Rates of pay for recent college and university graduates may be established periodically to coincide with the Agency's college recruitment program for entry-level professional positions. (See Part II, B.1. above)
- d. Pay schedules are also established from time to time for special employment programs, such as cooperative work-study arrangements with colleges and universities, summer youth employment, and stay-in-school work. Pay rates for these programs are established and revised as required via bulletins to this appendix.

2. From Another Federal Agency

- a. Except as provided in b., below (the "highest previous rate rule"), when an employee is appointed by transfer from another Federal agency without a break in service, the initial NRC pay rate shall be determined as follows:
 - (1) Except as in (5) below, in a transfer at the same GG or locality rate grade, the employee shall receive the step rate payable in NRC for the step of the grade held by the employee in the former agency.

- (2) Except as in (5) below, in a promotion to a position at a higher grade than previously held, (see B. below for definition of "promotion"), the rate in the higher grade will be determined in accordance with B.2. below.
- (3) Except as in (5) and (6) below, in a change to a lower grade than that previously held (see C. below for definition of "change to lower grade"), the rate in the lower grade will be that scheduled step rate which is equal to or next higher than the rate held previously by the employee in the higher grade; or the maximum scheduled rate in the NRC position if there is no scheduled rate which meets the above requirement.
- (4) Except as in (5) and (6) below, when an employee is appointed to a position in NRC from a GM (Merit Pay) position under the Federal Merit Pay System in another agency, the NRC salary shall be set as follows:
 - (a) When appointed in NRC at the same or lower grade as that held in the former agency, the step rate in the applicable NRC salary schedule shall be selected which is closest to the employee's current rate under Merit Pay that does not result in a loss of pay; usually this will be the step rate in NRC immediately above the rate being paid to the employee in the former agency. If the rate being paid to the employee in the former agency is identical to a step rate in the grade to which the employee is appointed in NRC, that step rate shall be selected in NRC. In a change to lower grade appointment, if the rate being paid in the former agency exceeds the rate range of the lower grade, the top step of the lower grade shall be selected.
 - (b) When appointed in NRC to a higher grade, the appointee's new pay rate in the higher grade shall be computed as follows:

The starting point shall be a theoretical calculation of what the person would have been making in NRC had he/she been at a step rate of the grade from which appointed in the applicable NRC salary schedule. That calculation shall be made as described in (a) immediately above. Then, the new salary for the higher grade in NRC shall be established based on the "two-step increase" principle used for GG promotions as described in B.2 below.

- (5) An employee transferring to an NRC position who has been under grade or pay retention in his/her immediately previous position shall be entitled to continue such grade or pay retention, as applicable, in accordance with Part VI below. However, note that such an employee is not entitled to priority consideration for repromotion - see Part VI, C.6. below.
- (6) An employee transferring to an NRC position at a lower grade than his/her immediately previous position who presents evidence acceptable to the NRC that he/she would be reduced in grade or separated due to reduction-in-force action if he/she remained in the losing agency may be granted grade and/or pay retention, as applicable, in accordance with Part VI below if the approving official and the personnel specialist determine that this would be in the best interest of the NRC. Note that such an employee is not entitled to priority consideration for repromotion - see Part VI, C.6. below.

b. "Highest Previous Rate Rule"

However, in any case described above, the employee may be paid at any step rate for the grade of the new position which does not exceed the employee's highest previous rate, as determined in (3) below. In situations not addressed fully herein, it is the intent of NRC to determine the employee's highest previous rate by following the guidance contained in FPM Supplement 990-2, Book 531, unless following the FPM would conflict with a stated NRC policy or procedure, in which case the NRC policies and procedures prevail. If the highest previous rate falls between two step rates in the grade for the new position, the employee to whom the highest previous rate rule is being applied will normally be given the higher step rate. In no case will an employee be paid less than the minimum step rate for the grade of the position.

- (1) Normally, the highest previous rate should be considered instead of following the rules in a. above only where (a) the work and conduct record of the individual concerned is entirely satisfactory and (b) the training and experience gained at the highest previous pay rate can be anticipated to make a substantial contribution in the performance of the duties of the new position. Thus, after a long absence from work (such as over 2 years in professional or related fields of work or over 10 years in clerical work), or where recent related experience is lacking, or if a new type of work is to be done, the highest previous rate should not normally be applied.
- (2) Whenever an appointee is granted a step rate by application of the "highest previous rate rule," notation must be made on the Notification of Personnel Action (SF-50)

in accordance with FPM Supplement 296-33, stating that the highest previous rate is the basis for selecting the rate.

- (3) An employee's highest previous rate is determined as follows:
- (a) Except as in (b) below, the rate shall be one paid the employee while under an appointment not limited to 90 calendar days or less, or while employed with a regular prearranged tour of duty over a period of at least 90 calendar days, or while employed without a regular prearranged tour of duty on at least 64 calendar days in pay status over a period of at least 90 calendar days.
 - (b) The rate shall not be based on a rate:
 - 1 paid while serving as an expert, advisor, or consultant, under 5 U.S.C. 3109; or
 - 2 resulting from a temporary promotion of less than 90 calendar days' duration.
 - (c) If the highest previous rate was earned in a position subject to the same type of schedule by subsequent amendments of that as the NRC position, it is increased by subsequent amendments of that schedule. EXAMPLE: Employee who was transferring to NRC on June 13, 1982, had been a GS-8/1 in 1963 (then \$6080 per annum). The rate in effect for GG-8/1 (NRC's GG schedule is equivalent to the GS schedule) as of June 13, 1982 was \$17,634, which was thus the current value of the employee's highest previous rate.
 - (d) If the highest previous rate was earned in a position subject to another type of schedule than the NRC position (including a special schedule), an equivalent rate is first selected by comparing the actual rate earned at the time of service with the rates in the schedule to which the NRC position is subject which was in effect as of the last date of the employee's service in that position.
 - 1 When the actual rate is the same as a rate in the schedule to which the NRC position is subject, that rate is the equivalent rate.
 - 2 When the actual rate is the same as a rate which occurs in more than one grade under the schedule to which the NRC position is subject.

the rate which is greater when converted under (e) below is the equivalent rate.

- 3 When the actual rate falls between two rates in the schedule to which the NRC position is subject, the higher rate is the equivalent rate.
 - 4 When the actual rate falls between two rates in more than one grade in the schedule to which the NRC position is subject, the rate which is greater when converted under (e) below is the equivalent rate.
- (e) The rate determined under (d) above is converted to the equivalent rate under the currently effective schedule to which the NRC position is subject, and that rate is the employee's highest previous rate.
- (f) Examples of Highest Previous Rate Determinations:

- 1 Employee who separated from Federal service in March 1963 as Foreign Service Officer, Class 8, \$6095 per annum, was appointed to a GG position in NRC in June 1982. In the GS schedule (equivalent to the current GG schedule) in effect in the AEC (NRC's predecessor agency) during March 1963, the annual rate of \$6095 appeared only once, as the rate for GS-7, step 4. The value of GG-7, step 4, in the GG schedule in effect during June 1982, was \$17,515. This was therefore the employee's highest previous rate.
- 2 Employee who separated from Federal service in March 1963 as a postal field service employee, PFS-4, step 5, \$5205 per annum, was appointed to a GG position in NRC in June 1982. In the GS schedule in effect in the AEC during March 1963, the annual rate of \$5205 appeared twice: as the rates for GS-5, step 5, and GS-6, step 2. The value of GS-5, step 5, in the GG schedule in effect during June 1982, was \$14,566; the value of GG-6, step 2, in that schedule was \$14,806. Since \$14,806 was higher, this was the employee's highest previous rate.
- 3 Employee was appointed by transfer to a GG position in the NRC in December 1982, from a locality rate position in another Federal agency at WG-4, step 3, \$7.46 per hour. The equivalent annual rate for \$7.46 per hour is \$15,517. This rate was between steps 9 and 10 for GG-4 in effect during December 1982, between steps

5 and 6 for GG-5, and between steps 2 and 3 for GG-6. As GG-6, step 3, \$15,895 was higher than either GG-4, step 10 (\$15,531) or GG-5, step 6 (\$15,599), \$15,895 was the employee's highest previous rate.

- (g) The employee's highest previous rate may have been attained in a position in any branch of the Federal government (executive, legislative, or judicial), or in a mixed government ownership corporation (such as one in which there is Federal-State or Federal-County financing and operation). In regard to former service in the legislative branch, the highest previous rate rule may be applied to a Member of the Senate or House of Representatives or an employee whose pay was disbursed by the Secretary of either House, but only where, in either case, the Member or employee has completed 2 or more years of service.

3. Following a Period of Separation from Federal Service

When a person is appointed following a period of separation from Federal service with either the NRC or another Federal agency, the employee may be paid at the first step of the grade or at any step of the grade up to and including the highest previous rate as determined in accordance with 2.b., above. (Note that nonworkdays falling between otherwise continuous periods of service are not considered as interrupting such service (45 C.G. 345).)

4. Effective Date of Appointment. When the appointee enters on duty on a Monday, or on a Tuesday when the preceeding Monday was a legal Federal holiday (or day observed by Federal employees in lieu of a legal Federal holiday), the effective date of the appointment shall normally be the preceeding Sunday, provided the appointee had accepted the appointment prior to the Sunday. (Note that in cases when the Monday is a holiday (or day observed in lieu of a holiday), when the appointee had accepted the appointment prior to the Sunday, and when the appointment was made effective Sunday, the appointee who enters on duty on the Tuesday is entitled to pay for the Monday holiday (45 C.G. 660).)

B. PROMOTIONS

1. Definition: The official change of an employee from one grade level to a higher grade level in the same pay system, or to a position with a higher representative rate under a different pay system.
2. With the exception of employees receiving retained pay under Part VI below (see 5. below) and application of the "highest previous rate rule" (see 3. below), an employee promoted permanently or temporarily from one GG grade to a higher GG grade receives

the lowest step rate in the higher grade that exceeds the employee's step rate in the lower grade by not less than an amount equal to two step increases in the lower grade. An employee promoted permanently or temporarily from one locality rate grade to a higher locality rate grade; or from a GG position to a locality rate position with a higher representative rate; or from a locality rate position to a GG position with a higher representative rate, receives the lowest step rate in the higher grade (not to exceed the top step of the higher grade) which exceeds the employee's step rate in the lower grade by at least four percent of the representative rate of the grade from which promoted. When the promotion is to a position in a different wage area, the employee's pay entitlement shall be determined as if there were two pay actions - a promotion and a re-assignment - and they shall be processed in the order which gives the employee the maximum benefit.

3. The employee may be eligible for a higher rate by reason of application of the "highest previous rate rule" (see A.2.b., above).
4. Time-in-grade requirements for promotion are set forth in Appendix 4108, Part VI.
5. When an NRC employee who is receiving a retained rate of pay under Part VI below is promoted, the employee is entitled to the higher of:
 - a. basic pay at a rate two steps above the rate the employee would have been receiving if Part VI below were not applicable to him/her; or
 - b. his or her existing rate of basic pay.
6. Upon termination of a temporary promotion, the employee concerned will be placed at the step rate in the grade from which temporarily promoted that would have been applicable if the temporary promotion had never taken place - see also Part IV, B.8. below. (See NRC Appendix 4108 for regulations governing making and terminating temporary promotions.)

C. CHANGES TO LOWER GRADE

1. Definition: The official change of an employee from one grade level to a lower grade level in the same pay system, or to a position with a lower representative rate under a different pay system.
2. Involuntary Changes to Lower Grade - When Eligible for Grade and/or Pay Retention

See Part VI for regulations concerning Grade and Pay Retention.

3. Involuntary Changes to Lower Grade - When Not Eligible for Grade and/or Pay Retention

When an employee's change to lower grade is a consequence of performance or conduct deficiencies; or upon the consent of the employee to a demotion in lieu of action for such causes, the employee's pay rate in the lower position may be established at the first step of the grade, or at any step of the grade up to and including the step for which the employee is eligible by reason of application of the "highest previous rate rule" (see A.2.b., above); and a new step increase waiting period shall begin on the effective date of the action.

4. Voluntary Changes to Lower Grade

- a. Except as in 3. above and b. and c. below, when an employee requests a change to lower grade, or is changed to a lower grade for his/her personal convenience, the employee's pay rate in the lower position may be established at the first step of the grade, or at any step of the grade up to and including the step for which the employee is eligible by reason of application of the "highest previous rate rule" (see A.2.b., above); and this action does not provide an equivalent increase nor start a new waiting period for regular within-grade increases in the lower grade.
 - b. Except as in c. below, when an employee requests a change to lower grade with the prospect of repromotion back to the former grade within 6 months (e.g., a demotion to acquire experience in a new line of work), the employee shall be placed in a rate no higher than that rate in the lower grade which, upon promotion back, will place the employee in the rate in the higher grade which he/she would have attained had he/she remained in that grade.
 - c. See Part VI, C.1.c. below for regulations concerning applicability of grade and/or pay retention in voluntary changes to lower grade.
5. See B.6. above for regulations concerning change to lower grade upon termination of temporary promotion.

D. REASSIGNMENTS

1. Definition: The official change of an employee from one position to another position at the same grade in the same pay system, or to a position with the same representative rate under a different pay system.
2. Except as in 3. below or by application of the "highest previous rate rule" (see 5. below), when an employee is reassigned from one position to another position in the same type of grade and salary schedule, the employee's step in the grade shall remain the same.

If the salary schedule for the new position is a special schedule with higher rates than the schedule for the employee's former position, but both are in the same type of schedule (e.g. both are GG), the resultant increase in pay is not considered an equivalent increase nor does it start a new waiting period. (See 3. below for procedures governing reassignment to positions to which a schedule with lower rates applies.)

3. When an employee is reassigned from a position to which a special schedule applies to a position to which a schedule of the same type but with lower rates applies:
 - a. If the change is considered to be for the best interests of the NRC rather than at the employee's request, and is not due to the employee's conduct or performance deficiencies, the employee's step rate shall be determined as follows:
 - (1) If the employee's basic rate in the special schedule is equal to a rate in the grade for the new position, that step rate will be selected.
 - (2) If the employee's basic rate in the special schedule falls between two steps in the grade for the new position, the higher step rate shall be selected.
 - (3) If the employee's basic rate exceeds the maximum step rate in the grade for the new position, the employee shall be entitled to the retained pay entitlements listed in Part VI.
 - b. If the change is solely at the employee's request or for the employee's personal convenience, the employee shall keep the step number in the grade and be reduced in pay. (The circumstances permitting such a change should be recorded in writing, signed by the employee and filed on the left hand side of the employee's OPF.)
 - c. If the change is due to the employee's conduct or performance deficiencies, the employee's pay rate in the new position may be established in accordance with either a.(1) and (2) or b. above, or at any step in the new position which falls between the steps arrived at using a.(1) and (2) and b. above. (However, note that if the employee's pay is thus reduced, the procedures in NRC 4151 governing performance deficiencies, NRC 4171 governing conduct and combined conduct/performance deficiencies, or the collective bargaining agreement, as appropriate, must be followed.)
4. Except by application of the "highest previous rate rule" (see 5. below), when an employee is reassigned between positions in different types of salary schedules (e.g., WG to GG), or from a position paid at an AD rate, or from an ungraded position to a graded position, his/her salary shall be the lowest step in the new position

which is equal to or greater than his/her current position. However, if the employee's salary is above the maximum step of the new position, the employee may be entitled to retained pay under Part VI below.

5. The employee may be eligible for a higher rate by application of the "highest previous rate rule" (see A.2.b. above).

E. SIMULTANEOUS ACTIONS

When an employee becomes entitled to more than one salary change at the same time, the changes will be processed in the order which gives the employee the maximum benefit.

F. RATE ADJUSTMENT FOR GG SUPERVISORS OF LOCALITY RATE EMPLOYEES

1. An employee in a GG position who regularly has continuing responsibility for direct supervision of one or more locality rate employees (including supervisors) may be paid at the step rate (up to the maximum step of the grade) which exceeds the highest basic rate being paid to any such locality rate employee. Only the basic pay (excluding premium pay) of regular full-time locality rate employees may be used as the basis for the setting of the supervisor's step rate.
2. When a GG supervisor receives a cost-of-living allowance and/or a post differential (based on hardship), and the supervised locality rate employees do not receive a separately stated cost-of-living allowance and/or post differential, the supervisor's cost-of-living allowance and/or post differential will be added to the basic rate and the total used for any pay adjustment allowed under 1. immediately above.

G. EXCEPTIONS TO PRESCRIBED PAY PROCEDURES

1. Scope

- a. A new appointment (that is, a first appointment to Federal service) (GG or locality rate) may be made at a step rate of the appropriate grade higher than the minimum step rate as an exception to the pay procedures in this Part when it is determined to be in the best interest of NRC and approved in accordance with the following procedures.
- b. A new appointment to a graded or ungraded "scientific or technical" NRC position may be made at a rate other than a scheduled step rate (an "Administratively Determined," or "AD" rate if within the GG-1-15 range; a "Scientific and Technical," or "S&T" rate if within the GG-16-18 range) up to the highest rate payable to Grade 18 of the current General Schedule under 5 U.S.C. 5332. Such action is taken as an exception to the pay procedures in this Part under NRC's "scientific

and technical pay authority" (see 4130-0424), and approved in accordance with the following procedures.

- c. A new appointment to a graded nontechnical GG-1-15 position may be made at a rate other than a scheduled step rate, provided that the rate falls between the lowest and the highest steps of the position. Such an unscheduled rate is also an "AD" rate, and is approved in accordance with the following procedures.
- d. The salary of an NRC employee being changed from one type of appointment to another (e.g. conversion from an NRC Regular (E) to an NRC Limited (E) appointment) may be set in accordance with a., b., or c. above as an exception to the pay procedures in this Part when it is determined to be in the best interest of the NRC and approved in accordance with the following procedures.

- e. Note that exceptions to the general rule regarding time limits in promotion actions are provided for in Part III.

- 7N-4100-85
21/9/85
f. The salary of an NRC employee may be adjusted by the Director, O&P, to at least equal the minimum salary of an OPM special salary schedule for that series, grade and location in the competitive service.

2. The exception must be within the scope of NRC's authority to fix the pay of employees, as contained in Section 161.d. of the Atomic Energy Act of 1954, as amended, and not in violation of other pay provisions applicable to NRC employees, such as those referenced in Part II.D., "Limits on Gross Pay."

- b. A request for an exception shall be made only after considering operating needs and alternative procedures.
- c. Prior consideration shall be given to the possible impact on other employees and the possible effect in future personnel actions affecting the employee concerned.
- d. Exceptions to prescribed pay procedures shall be approved only to relieve inequities that would result in special circumstances from application of the normal salary procedures in NRC Chapter 4130 and this Appendix. An exception will not be approved if intended primarily to recompense an employee for a loss of premium pay as a result of a change in either position or work schedule; or if intended to persuade a Federal employee to accept a lateral transfer.

3. Procedures

- a. New Appointments. It is the selecting official's responsibility to justify a request that an employment offer be made at a higher step than step 1 of the grade, or at a rate other than a scheduled step rate, as an exception to the pay procedures in this Part. The selecting official shall prepare a written

justification and forward it through the Director, Division of Organization and Personnel, to the appropriate approving official. The written request shall include justification that fully addresses the following points:

- (1) The scope and intensity of the search for qualified candidates.
- (2) Evidence that the candidate to whom the selecting official requests an offer be made possesses:
 - (a) especially applicable qualifications in comparison to other currently certifiable, available candidates, such as outstanding experience which is uniquely adapted to the position; and/or
 - (b) outstanding attainments recognized by leaders and experts in the field of work of the new position.
- (3) Evidence that the candidate would incur a loss of currently earned income if step 1 were offered.
 - (a) That evidence may include:
 - 1 such information as is available to indicate that the candidate will not accept step 1 of the appropriate grade of the position.
 - 2 the candidate's current salary.
 - 3 bonuses the candidate has received over a period of 3 or more years (to be averaged in the NRC's consideration of their value).
 - 4 comparison of private fringe benefit programs (including the regular use of a company car for personal use) to the Federal fringe benefits package of leave, holiday pay, life insurance, health insurance, retirement, bonuses, and awards.
 - 5 additional income from consulting or other services permitted by the current employer to be performed away from the job during normal working hours, and which would be lost if the applicant accepted employment with the NRC.
 - 6 additional income currently being received from other outside employment performed outside currently normal working hours only when the work cannot be performed if the candidate becomes an NRC employee.

- 7 the average annual value over 3 years or more of stock options offered and accepted from the current employer.

(b) Evidence in (3) may not include consideration of:

- 1 additional pay previously or currently received for exposure to work hazards, hardships, inconveniences, or danger, because the NRC job evaluation system (Appendix 4130-A) includes such considerations under its "Working Conditions" and "Effort" evaluation factors. Thus, military pay for flight or submarine duty is not an appropriate pay consideration in NRC unless the basis for the added military pay can be shown to have a direct and immediate relationship to the specific position for which the candidate is to be hired.

- 2 tax differentials between geographic locations.

- 3 overtime pay in the current position.

- 4 anticipated cost-of-living adjustments in the current position.

- 5 remote work site allowances in the current position.

- 6 unreimbursed costs associated with moving the employee's residence, because, if granted, such would be the equivalent of paying for what is not authorized in law.

- (4) Competing offers of employment if applicable. Best evidence is written, signed offers from competing employers. If a written offer is not available, other verifiable forms may be accepted.

- (5) The expected effect, if any, that the requested exception would have on current employees' morale if and when they became aware of this special salary treatment.

- b. Current Employees. (See also Part V, 3., for procedures governing Supergrade Equivalent Scientific and Technical (S&T) positions.) It is the supervisor's responsibility to justify placing an employee in an S&T or an Administratively Determined (AD) position, setting an employee's rate at an S&T or AD rate, or changing that rate, as an exception to the pay procedures in this Part. The supervisor shall prepare a written justification and forward it through the Director, Division of Organization and Personnel, to the appropriate approving official. The justification shall fully explain how the

request meets the conditions set forth in 2. above, and how granting it would be in the best interests of the NRC.

- c. The SF-50 documenting any personnel action at a rate which is an exception to prescribed pay procedures under these provisions shall cite in the remarks section, "The exception to pay procedure was approved by (title of approving official), (date) in accordance with (cite specific section) of Appendix 4130-C, and supporting documentation from (Title of selecting official)." The supporting documentation shall be filed on the right hand side of the employee's official personnel folder along with the SF-50. In cases where the assigned rate is other than a scheduled step rate, the position shall be documented as follows:

- (1) For a graded position, the grade shall be shown in Block 30 on the SF-50, but the step shall be shown in Block 31 as "00."
- (2) For ungraded positions paid in the GG-1-15 range, the grade (Block 30) shall be shown as "AD," and the step (Block 31) as "00."
- (3) For ungraded positions paid in the GG-16-18 range, the grade (Block 30) shall be shown as "SR," and the step (Block 31) as "00." ("SR" is used rather than "ST" because, under OPM's coding system in FPM Supplement 292-1, "ST" applies only to positions filled under 5 U.S.C. 3104, which is not applicable to NRC's positions.) See also Part V for procedures governing Super-grade Equivalent Scientific and Technical (S&T) positions.

PART IV

STEP INCREASES

(Where a negotiated agreement with the employees' exclusive representative conflicts with the provisions of this Part, the negotiated agreement shall govern for bargaining unit employees.)

A. BASIC CONCEPTS

1. It is the policy of NRC to provide step increases to compensate an employee for performance at "an acceptable level of competence" and for "high quality" periods of performance above that normally expected in accordance with requirements specified below. The step increase concept is also used to compute the new pay rate in promotion actions and exceptions to prescribed pay procedures (see Part III of this Appendix).
2. Because of the variety of entitlements which has led to each employee's present step rate, there is no necessary relationship between an employee's step rate within a grade and the level of responsibility and difficulty of that employee's position relative to others in that grade. For example, an employee paid at the second step rate in a GG-13 position is not necessarily performing at a more difficult or responsible level than an employee at the first step rate in a GG-13 position.
3. The value of a step increase varies with pay schedule and grade. In the General Salary Schedule, each step increase is normally worth 3 1/3% of the minimum step rate for the grade.

- B. REGULAR STEP INCREASES FOR GENERAL AND SPECIAL SCHEDULE EMPLOYEES (See collective bargaining agreement with the employees' exclusive representative for bargaining unit employees.) The NRC is not covered by 5 U.S.C. 5331 et seq. or by Office of Personnel Management rules and regulations pertaining to within-grade increases and quality step increases. However, NRC parallels certain requirements and entitlements concerning within-grade increases as set forth in the Federal Personnel Manual (FPM) for GS employees. Therefore, guidance contained in FPM Chapter 531 and FPM Supplement 990-2, Book 531, may be used for further reference unless that guidance specifically conflicts with a stated NRC policy or procedure, in which case the NRC policies and procedures prevail.

NRC employees at less than step 10 of their current grade shall normally earn a within-grade increase by meeting these four requirements:

- The employee's most recent rating of record must be at an acceptable level of competence, e.g., at least Fully Successful;

- The employee must have completed the required waiting period for advancement to the next higher step of the grade;
- The employee must not have received an equivalent increase during the waiting period; and
- There is a determination of satisfactory conduct during the waiting period.

Specific guidance and procedures relating to within-grade increases follow:

1. Basic Conditions

Each GG employee with an NRC Regular (Excepted), NRC Regular (Excepted) (Conditional), NRC Limited (Excepted), NRC Temporary (Excepted), NRC Noncareer (Excepted), or NRC Professional Term appointment (see Appendix 4108 for definitions of types of appointments), who is being paid at a rate in a numbered step below the maximum step for the grade of the position, will be considered for regular step increases to become effective at the beginning of the next pay period following satisfaction of the following conditions:

- a. For full-time employees, and for part-time employees with a prearranged, regularly scheduled tour of duty, completion of the following number of calendar weeks of creditable service, since the date of last equivalent increase, with proper certification of an acceptable level of competence, is required for advancement to the step rate specified:

<u>Required Period of Creditable Service - Number of Calendar Weeks</u>	<u>For Advancement to Step Rates</u>
52	2, 3, or 4
104	5, 6, or 7
156	8, 9, or 10

- b. For intermittent ("WAE," when actually employed) employees (with no prearranged, regularly scheduled tour of duty), completion of the following number of days in pay status during a period of not less than the specified number of calendar weeks of creditable service, since the date of last equivalent increase, with proper certification of an acceptable level of competence, is required for consideration for advancement to the specified numbered step rate:

<u>Required Period of Creditable Service - Days in Pay Status</u>	<u>Minimum Number of Calendar Weeks</u>	<u>For Advancement to Step Rates</u>
260	52	2, 3, or 4
520	104	5, 6, or 7
780	156	8, 9, or 10

2. Beginning of Period of Creditable Service

The period of creditable service for a regular step increase begins upon initial appointment in the Federal service, or upon appointment after a break in service or time in a nonpay status in excess of 52 calendar weeks, or upon receiving an equivalent increase, or upon change to lower grade under Part III, C.3, above.

3. Creditable Service

The following constitutes creditable service:

- a. Continuous paid civilian employment, regardless of type of appointment, in any branch (executive, legislative, or judicial) of the Federal government. (Nonworkdays falling between otherwise continuous periods of service are not regarded as interrupting such service. 45 Comp. Gen. 345.) This includes:
 - (1) paid leave periods other than the period over which a lump-sum leave payment is computed; or
 - (2) continuous service in a position under any NRC or other Federal Government payplan, or full-time or part-time employment as a consultant or adviser.
- b. Time in a nonpay status (including LWOP, unauthorized absences and suspensions) is creditable up to the following limits. Time in a nonpay status in excess of these limits extends the waiting period by the excess nonpay time, and must be made up by creditable service before the step increase may be granted.
 - (1) For a full-time employee, the limit of nonpay time which is creditable depends on the employee's waiting period for step increases, as follows:

<u>Waiting period in Calendar Weeks for Employee's Step</u>	<u>Permitted Creditable Limit in Nonpay Time</u>
52	80 hours
104	160 hours
156	240 hours

(2) For a part-time employee with a prearranged, regularly scheduled tour of duty, the table in (1) above may be used to determine the limit of nonpay time which is creditable by multiplying the limits above by the fraction representing the part of a workweek the employee is scheduled to work. (For example, for a "half-time" employee (one with a regularly scheduled 20-hour workweek), up to 40 hours in nonpay status (one-half of 80) is creditable for advancement in step rate if the employee is in a step requiring a 52-week waiting period.)

(3) Time in a nonpay status has no significance in this regard for intermittent ("W.A.E.") employees, as these have no prearranged, regularly scheduled tour of duty and are paid only for actual time worked.

- c. Paid civilian employment prior to a single nonpay period, including separation, provided such single nonpay period was 52 scheduled workweeks or less.
- d. Service with the Armed Forces when an employee leaves a civilian position to enter the military service, and (1) is reemployed not later than 52 workweeks after separation from active military duty; or (2) is restored to the civilian position after separation from active military duty or hospitalization continuing thereafter as provided by law. (See NRC 4116, "Military Duty: Restoration and Other Actions.")
- e. Service in essential nongovernmental civilian employment in the public interest during a period of war or national emergency if it interrupts otherwise creditable service.
- f. Leave of absence granted an employee while receiving benefits under the Federal Employee's Compensation Act.
- g. Service from the date of an employee's separation from Federal civilian employment with reemployment rights granted by law, Executive Order, or regulation to the date of return to duty in the Federal service through the exercise of those rights.
- h. The period of leave without pay during an employee's assignment with a state or local government or institution of higher education under sections 3371 - 3376 of Title 5, United States Code (the Intergovernmental Personnel Act).

4. Exclusion From Creditable Service

Creditable service does not include time spent in overtime work or the period of time covered by a lump-sum payment or during which a former employee receives severance pay.

5. Equivalent Increases in Pay

- a. The following types of increases are considered equivalent increases if equal to or greater than the difference between the employee's current rate of basic pay and the next higher step rate of the employee's current grade in which the employee is serving or has served during the waiting period under consideration:
- (1) Except as in b. (3) below, an increase resulting from a promotion or appointment by transfer from another Federal agency to a higher grade position in NRC.
 - (2) An increase granted by the Executive Director for Operations or the Director, Office of Administration, under authority to approve exceptions to salary practices, unless the exception action itself specifies the contrary.
 - (3) An increase in step rate granted to GG supervisors of locality rate employees so as to provide a supervisory differential (see Part III.G, above).
 - (4) Unless specifically excepted by the applicable NRC Bulletin, periodic increases established as a part of a formal system of pay increments for employees hired under the NRC Intern Program or other periodic increases in a formal salary system for entry level or developmental positions.
- b. The following types of increases are not considered equivalent increases even where the amount of the increase equals or exceeds the value of a step increase in any grade in which the employee is serving, or has served:
- (1) An increase in basic rates approved within NRC for its General Salary Schedule, a special salary schedule, or a locality rate schedule.
 - (2) A statutory pay adjustment, (such as the "comparability increase"), including an increase in the statutory pay limitation, or "pay cap." However, even if the statutory pay increase for Performance Management and Recognition System (PMRS) employees, formally Merit Pay employees established by OPM in a given year is one-half the average GS increase, the NRC excludes the entire amount of the annual comparability increase from consideration as an equivalent increase for (PMRS) employees. For example, if the statutory pay adjustment for GS employees in October 1985 is 4 percent, and OPM establishes the increase for GM employees that year at 2 percent; if a GM employee later moves into a GG position in the NRC, that portion of his/her October 1985 increase which represents 4 percent of his/her salary just before the increase is not

considered in determining whether he/she received an equivalent increase. (Any increase which he/she received in excess of the 4 percent is considered.) Note that this regulation differs from competitive service practice in this area.

- (3) A repromotion (or appointment by transfer from another Federal agency) to a grade and step at or below one formerly held by the employee, unless the employee was downgraded from that grade and step for personal cause (that is, based on conduct deficiencies or unacceptable performance of the employee). EXAMPLE: An employee receives a within-grade increase (in another agency) to GS-5/8, \$17,750 per annum, on October 31, 1985. On December 12, 1985, the employee is separated by reduction-in-force. On February 6, 1986, the employee accepts an appointment in the NRC to a position at the GG-4/10 level, \$16,723 per annum. On June 12, 1986, the employee is promoted ("repromoted") to the GG-5/8 level. Because the employee had previously held the GG-5/8 step, this repromotion does not constitute an equivalent increase. This would also be true if the employee had requested the downgrade to the GG-4 level. However, if the employee had been downgraded for personal cause (for example, for unacceptable performance), the repromotion would constitute an equivalent increase. Note that this regulation also differs from competitive service practice.
- (4) An increase made for the specific purpose of correcting an error in a previous adverse action.
- (5) An increase resulting from payment of a foreign or a territorial post differential, cost-of-living allowance, or tropical differential (such as in the Canal Zone).
- (6) An increase resulting from a temporary promotion where the approximate period the promotion will be effective is specifically stated (applied when the employee returns to lower grade and former rate of pay - see also 10. below).
- (7) An increase consisting of premium pay earnings for overtime, night, Sunday, or holiday duty.
- (8) An additional step increase granted in recognition of high quality performance (high quality increase). See also C.4. below for the relationship between high quality and within-grade increases.
- (9) An increase resulting from payments of hazard pay differential for irregular or intermittent duty involving physical hardship or hazard.

- (10) An increase granted by the Chairman, Executive Director for Operations, or Director, Office of Administration, under authority to approve exceptions to pay procedures when the SF-50 contains a statement to the effect that the exception does not represent an equivalent increase for purposes of within-grade step increases.

6. Acceptable Level of Competence Determination

- a. "Acceptable level of competence (ALOC)" means "Fully Successful" performance by an employee of the duties and responsibilities of his or her position and satisfactory conduct which warrants advancement of the employee's rate of basic pay to the next higher step of the grade of his or her position.
- b. The rating of record used as the basis for an ALOC determination for a within-grade increase must be the most recent rating of record and must be at least "Fully Successful" to grant a within-grade increase. (See also f. below)
- c. Step increases shall not be granted automatically upon completion of the required period of service, except as stated in 8., below. NRC requires that before an increase can be granted a positive finding must be made that an employee warrants the higher pay when the waiting period requirement is completed.
- d. Before an employee may be granted a step increase, the supervisor (normally the immediate supervisor) must certify that, because the work has been of an acceptable level of competence and because conduct has been satisfactory, the employee warrants pay at the next higher step rate of the grade. The term "supervisor" means the employee's immediate line supervisor unless specifically stated otherwise in writing by the Office Director. (See 4130-037e.)
- e. If an employee's most recent rating of record is below Fully Successful, the employee is not performing at an acceptable level of competence. For appropriate action relating to employees rated below Fully Successful, see NRC Appendix 4151 or the collective bargaining agreement, as appropriate.
- f. When a within-grade increase decision is not consistent with the employee's most recent rating of record, a more current rating of record must be prepared. For example, when an employee who was not performing at an ALOC improves his or her performance to the Fully Successful or higher level, a current rating of record reflecting the new performance level must be prepared as a basis for granting the employee a within-grade increase. (Note: This new rating of record

may be used for all other purposes except it may not be used to determine additional service credit for reduction in force purposes.)

7. Delay In Acceptable Level of Competence Determinations

An acceptable level of competence (ALOC) determination may be delayed when the employee is the subject of an ongoing investigation for alleged misconduct which is unresolved at the end of the required waiting period.

8. Waiver of Requirement for ALOC Determination

An ALOC determination shall be waived and a within-grade increase granted when an employee has not served in any position for 120 calendar days during the final 52 calendar weeks of the required waiting period for one or more of the following reasons:

- a. periods of absence which are counted as creditable service in the computation of a waiting period or periods under B.3. above. (In particular, NRC employees who have transferred to the International Atomic Energy Agency (IAEA), or other "public international agencies," or under Intergovernmental Personnel Act assignments, with reemployment rights to NRC will be processed for step increases without the required determination so that proper deductions required by law may be made from basic pay for life insurance and retirement, if the former employee elects to retain such coverage.)
- b. periods of paid leave.
- c. when the required waiting period is completed during a period for which the employee is entitled to back pay under NRC 4156, and the employee has little or no service during that waiting period because of the unjustified or unwarranted personnel action.
- d. details to another agency or employer for which no rating has been prepared.
- e. for long-term training. In such a situation, there shall be a presumption that the employee would have performed at an ALOC had the employee performed the duties of his or her position of record for 120 calendar days.

9. Processing Regular Step Increases

- a. Approximately six pay periods before each employee will presumably have completed the period of creditable service for the next step rate in the grade, the Division of Organization and Personnel (O&P) will prepare Form NRC 714, "Notice of Within Grade Increase," (see Exhibit, page 37), by completing items 1 through 16. The partially completed Form 714 will be sent to

the appropriate office or division (or other major organizational unit) for transmittal to the employee's supervisor.

- b. Upon receipt of Form NRC 714 the supervisor shall consider the employee concerned and determine whether his/her conduct is satisfactory and whether his/her work is of an acceptable level of competence in accordance with 6. above. If the step increase is determined to be warranted, the supervisor shall sign and date the Certification in Part C of Form NRC 714 and forward the Form NRC 714 to O&P or Regional Personnel Officer (RPO) immediately after certification. If the supervisor cannot sign the Certification, the instructions in 11. below, apply for nonbargaining unit employees, and those in the bargaining agreement apply for bargaining unit employees.
- c. The appropriate Personnel Staffing Specialist (PSS) for a Headquarters Office or RPO for Regional Office shall:
 - (1) ask the payroll office to check the records of the employee for periods of unpaid absence, both excused and unexcused, during the period of service specified in items 8 and 11 of Form NRC-714;
 - (2) note findings in Part B of Form NRC-714, initial in item 17B.;
 - (3) assure that the data on the Form NRC-714 are correct and conform with other requirements set forth in Appendix 4130-C;
 - (4) process a Notification of Personnel Action (SF-50) effecting the within-grade step increase, if all requirements have been properly met; and
 - (5) when nonpay time requires the effective date to be extended, the PSS or RPO shall modify Item 11 of Form NRC-714 by inserting the proper date, and process the SF-50 effecting the within-grade step increase accordingly.
- d. Effective Date:
 - (1) With proper certification as described above, step increases shall be made effective at the beginning of the first pay period following completion of the required waiting period of creditable service. (Note that if a waiting period is completed on the first day of a pay period, the within-grade increase is not made effective until the first day of the following pay period.)
 - (2) When a step increase is delayed beyond the proper effective date solely through administrative error, unintentional delay, or oversight, the step increase shall take effect retroactively as of the date it was properly due.

- (3) If a within-grade increase is to be granted on the same effective date as an NRC general salary increase, the general salary increase will be processed first and the new salaries reflected in items 10 and 14 of the Form NRC-714.
- (4) If a within-grade step increase is to be granted on the same effective date as another personnel action involving an increase or decrease in a basic rate, such as a high quality increase, promotion, demotion, conversion to another pay schedule, administrative pay increase, or administrative pay decrease, the other personnel action and the within-grade step increase shall be processed in the order which provides the employee with the greater pay benefit. (See also Part III, E. above.)

10. Step Increases in Temporary Promotions

- a. An employee, GG or locality rate, given a temporary promotion in accordance with NRC Appendix 4108, Part VI, is entitled to consideration for step increases in the higher grade concerned. The period of creditable service for such step increases begins with the effective date of the temporary promotion, as this promotion constitutes an equivalent increase for this purpose.
- b. At the same time, the employee is also entitled for record purposes to consideration for step increases in the grade from which temporarily promoted. The period of creditable service in the lower grade begins with the date of last equivalent increase in that grade. See also Part III, B.6. above.

11. Denial of Within-Grade Increase Procedures - Nonbargaining Unit Employees (See the collective bargaining agreement for procedures governing bargaining unit employees.)

- a. When upon receipt of Form NRC 714, the supervisor determines that a step increase may not be warranted at the time the employee will complete the required period of creditable service, the supervisor shall follow the procedures below.
- b. The supervisor shall obtain the advice of the Chief, Labor Relations Branch (LRB), Division of Organization and Personnel. The supervisor shall then inform the employee in writing, as explained below, of the determination that the increase may not be warranted, and that the supervisor will make a decision whether or not to deny the increase not later than the date the employee completes the required waiting period. The written notice shall be given to the employee as far in advance of the date the employee will complete the required period of creditable service as is practicable. (When practicable, this should be done at least 60 calendar days in advance of the date the employee will complete the period of creditable service.)

This advance written notice is not appealable or grievable under an Agency or negotiated grievance or appeal procedure; and failure to provide such advance written notice shall not constitute grounds for granting a within-grade increase which would otherwise have been denied.

- (1) If the determination is based on conduct deficiencies alone, the written notice shall explain specifically in what way(s) the employee's conduct is deficient; if appropriate, how the employee may improve his/her conduct and what amount of time will be allowed to improve the conduct (this will be the period of time until the employee completes the required period of creditable service, which should be at least 60 calendar days when practicable); and if appropriate, that failure to improve the conduct will result in denial of the within-grade increase.
 - (2) If the determination is based on performance deficiencies alone, the supervisor shall follow the instructions in either (a) or (b) below depending on the level of performance:
 - (a) for Unacceptable performance, appropriate action as set forth in NRC Appendix 4151, Part II, G.9. shall be followed; or
 - (b) for Minimally Successful performance, a written notice shall be provided to the employee which explains specifically what way(s) the employee's performance is deficient, how the employee may improve his or her performance, the amount of time allowed to improve performance (at least 60 calendar days, when practicable) and that failure to improve performance will result in denial of the within-grade increase at the end of the waiting period.
 - (3) If the determination is based on combined conduct and performance deficiencies, the supervisor, in consultation with the Chief, LRB, shall determine which deficiency is of the greater importance, and shall follow the instructions in the paragraph above (either (1) or (2)) which pertain to that deficiency. If both are of equal importance, the instructions in both paragraphs above shall be followed.
- c. Not later than the date when the employee completes the required period of creditable service, the supervisor shall: obtain the advice of the Chief, LRB; make a final determination as to whether or not the step increase is warranted; and inform the employee in writing of this determination with the concurrence of the Chief, LRB.

- (1) If the supervisor determines that the within-grade increase is warranted, the increase shall be effective on the first day of the pay period immediately following completion of the required period of creditable service.
- (2) If the supervisor determines that the within-grade increase is not warranted, the written notice of this determination shall include:
 - (a) a statement that the within-grade increase is denied, and the effective date;
 - (b) a statement of the reasons for the denial;
 - (c) a statement that the employee has a right to file a grievance concerning the denial under NRC 4157, "Employee Grievances";
 - (d) a statement that if the supervisor determines at a later date that the employee has demonstrated sustained performance at an acceptable level of competence and satisfactory conduct, a new rating of record shall be prepared and a within-grade increase granted at that time.
 - (e) a statement that in any event, a new determination will be made not later than 52 calendar weeks following the original eligibility date for the within-grade increase.
 - (f) a statement that the Form NRC-714 and the written material pertinent to the determination will be filed, along with the SF-50 documenting the denial, on the right-hand (permanent) side of the employee's Official Personnel Folder (OPF). (However, no such pertinent material shall be filed or remain filed in the OPF if a decision is made at a later date that the within-grade increase had been warranted, and that it shall therefore be granted retroactively on the date when the required period of creditable service was completed.)

12. Further Consideration in Sustained Denial of Within-Grade Increase Cases

In the case of an employee whose work has not been certified to warrant a step increase and the increase was denied, a new Form NRC-714 shall be prepared and a new determination shall be made within 52 calendar weeks from what would otherwise have been the effective date of the step increase.

If it is determined that a step increase is warranted, the Form NRC-714 shall be signed in Part C, and the step increase shall

become effective at the beginning of the next pay period that begins on or after the date that the new certification is made.

If, however, by the expiration of 52 calendar weeks after the step increase was otherwise due, it has been determined that the step increase continues not to be warranted, the employee is entitled to the review and notification process described in 11. above or the collective bargaining agreement, as appropriate. In each formal determination to deny the within-grade increase and, for as long as the within-grade increase continues to be denied, determinations will be made after no longer than each 52 calendar weeks. Action should normally be taken by line management to remedy the situation.

C. HIGH QUALITY INCREASES (HQIs)

1. General. An HQI is an increase in an employee's rate of basic pay from one rate of the grade of his or her position to the next higher rate of the same grade based on performance at the "Outstanding" or "Excellent" level, which is expected to continue.
2. Procedural Requirements. Eligibility criteria, limitations and procedural requirements for HQIs are contained in NRC 4151.
3. Pay Authorization for HQIs.
 - a. Documentation. After evaluation and approval of an HQI request based on the procedural requirements in NRC 4151, the Division of Organization and Personnel (O&P) shall forward two signed copies of Form NRC 252, "Nomination for High Quality Increase," and a completed SF 50, "Notification of Personnel Action" to the Division of Accounting and Finance (DAF). These documents shall be the basis for DAF to make payment.
 - b. Amount of Award. The amount of the HQI is determined by employee's grade level and step. An HQI immediately raises the employee's basic rate of pay one additional step for the grade of his or her position.
 - c. Effective Date. HQIs shall normally be made effective at the beginning of the first pay period following approval by O&P. (Note: if the payroll deadline for the next pay period has elapsed, the HQI is not made effective until the first day of the following pay period.)
4. Relationship Between a High Quality Increase and a Regular Step Increase

High quality increases are in addition to regular within-grade step increases and may be granted effective the same date as a within-grade step increase, in which case the regular step increase will be processed first. A high quality increase is not considered an equivalent increase in pay, and an employee does not start a new waiting period for his/her within-grade increase when he/she

receives a high quality increase. However, note that in some cases, a high quality increase may place the employee in a step with a longer waiting period, so that an additional 52 weeks of creditable service is required before the employee is eligible for his/her next within-grade increase. EXAMPLE: An employee receives a within-grade increase to GG-11/6 on June 28, 1981; since advancement to the next step, step 7, requires a 104-week (2-year) waiting period, the employee will be eligible for his/her next within-grade increase on June 26, 1983. However, if the employee receives a high quality increase on May 29, 1983, that will place him/her in step 7; since advancement to the next step (now step 8) requires a 156-week (3-year) waiting period, the employee will not be eligible for his/her next within-grade increase (to step 8) until June 24, 1984, or 156 weeks from the date of his/her last equivalent increase (June 28, 1981). In this type of situation, it is of course greatly to the employee's benefit to delay the high quality increase until the employee has received his/her regular within-grade increase on June 26, 1983.

D. LOCALITY RATE EMPLOYEES STEP INCREASES

1. Regular Step Increases. Locality rate employees with regularly scheduled tours of duty shall be granted step increases upon satisfactory completion of the following requirements:
 - a. Increase to Step 2: completion of 26 calendar weeks of creditable service since last equivalent increase.
 - b. Increase to Step 3: completion of 78 calendar weeks of creditable service since last equivalent increase.
 - c. Increase to Steps 4 and 5 (as applicable): completion of 104 calendar weeks of creditable service since last equivalent increase.
 - d. Additional Requirements: The step increases above shall be granted only if proper certification has been made that (1) the employee's work has been of an acceptable level of competence, and (2) his/her conduct is satisfactory. Certification or non-certification of acceptable level of competence shall follow the same rules and procedures as outlined in B. above.
 - e. NRC adopts and utilizes the Federal Wage System of pay administration for locality rate employees except where it specifically conflicts with a stated NRC policy or procedure. Reference should be made to FPM Supplement 532-1 for discussion of "equivalent increase," waiting periods for employees without regularly scheduled tours of duty, and for guidance on unusual cases, when needed.
2. Other Step Increases. Locality rate employees are not eligible for high quality increases.

Exhibit

NRC FORM 714
(5-81)
NRCM 4130

NOTICE OF WITHIN-GRADE INCREASE

U.S. NUCLEAR REGULATORY COMMISSION

1. ORGANIZATION-NRC-U.S. NUCLEAR REGULATORY COMMISSION	2. PAYROLL PERIOD	3. RUN DATE
4. EMPLOYEE'S NAME	5. NRC ORGANIZATION CODE	6. SOCIAL SECURITY NUMBER

PART A - NOTIFICATION OF BASIC PAY CHANGE

7. NATURE OF ACTION CODE 893 NOTE TO SUPERVISOR: This is a notice of within-grade increase.	8. DATE OF LAST EQUIVALENT INCREASE	9. OLD STEP	10. OLD SALARY
11. DATE EMPLOYEE COMPLETES 52, 104, OR 156 CALENDAR WEEKS, AS APPROPRIATE, FROM DATE OF LAST EQUIVALENT INCREASE (APPROXIMATE EFFECTIVE DATE.)	12. PAY PLAN, OCCUPATION SERIES, GRADE	13. NEW STEP	14. NEW SALARY
15/16. REMARKS:			DATE

PART B - DATA ON UNPAID ABSENCE - FOR FINANCE OFFICE USE

17A. Total number of days and hours of unpaid absences (AWOL, LWOP, SUSP., etc.) during periods from date shown in item 8 through date shown in item 11.	B. INITIALS
--	-------------

PART C - INSTRUCTION TO SUPERVISOR

Within-grade increases are not granted automatically upon completing the required period of service. Please give careful, judicious consideration to the work performance and conduct of this employee during the service period (See the beginning and completion dates shown in items 8 and 11 respectively, above) and determine whether or not a step increase is warranted in accordance with the criteria in Appendix 4130-C. See Appendix 4130-C if the determination cannot be made or is otherwise delayed beyond the date shown in item 11. If a step increase is warranted, sign and date the certification below, forward the "Personnel Folder Copy" to the Division of Organization & Personnel.

CERTIFICATION

I certify that this employee's performance of duties warrants compensation at the next step of his/her grade because (a) the level of competence in terms of fulfilling the requirements and assignments of his/her position is acceptable in that it is, and has been, above that typified by the marginal employee and (b) his/her conduct is satisfactory.

(SUPERVISOR)

(DATE)

PART VSPECIAL PAY PRACTICES FOR SCIENTIFIC AND
TECHNICAL PERSONNEL

A. AUTHORITY

Section 161.d. of the Atomic Energy Act of 1954, as amended, authorizes the NRC to fix the pay of scientific and technical personnel without regard to the Classification Act of 1949 (now incorporated into Chapter 51 of Title 5, United States Code) to the extent the NRC deems such action necessary to the discharge of its responsibilities, provided that such pay does not exceed the highest rate of grade 18 of the General Schedule (5 U.S.C. 5332(a)). This generic authorization is often referred to as the Agency's "scientific and technical pay authority." (See also Part II.B. above.)

B. USES OF THE NRC'S "SCIENTIFIC AND TECHNICAL PAY AUTHORITY"

1. Special Salary Schedules

When it is determined that the NRC General Salary Schedule rates of pay are not competitive in the market place for the high quality candidates required to meet the NRC's staffing requirements, NRC designs and establishes its own special salary schedules to meet that competition. In so doing, the NRC may concurrently adopt, in whole or in part, the special salary schedules issued by the Office of Personnel Management pursuant to 5 U.S.C. 5303. NRC special salary schedules are issued as bulletins to this appendix and administered in accordance with the provisions of NRC 4130 and this appendix unless provisions of the bulletin state otherwise.

2. Administratively Determined (AD) Positions. See Part III, G. above.3. Supergrade Equivalent Scientific and Technical (S&T) Positions

In a limited number of cases, the NRC has found it necessary to pay certain scientific and technical personnel at a rate within the GG-16-18 range based primarily on their outstanding qualifications. Qualifications at this level are normally demonstrated only after many years of experience based upon a solid foundation of formal education, all of which leads to the recognition of the individual as outstanding in his/her field of work. Evidence of this recognition may take the form of positions previously held (including positions at the national and international levels in professional societies, standards-setting committees, and honorary professional positions); temporary assignments as consultants or advisors to the highest levels of national scientific and engineering organizations, e.g., National Academy of Sciences, or international organizations, e.g.,

International Atomic Energy Agency; publications written; patents received; and general recognition by the leaders in his/her field of work. These positions are established in accordance with Appendix 4130-B.

Fixing the Pay of Supergrade Equivalent Scientific and Technical (S&T) Positions

- a. General Considerations. By the nature of these positions, the incumbent's pay is a reflection of the worth of the position and the qualifications of the individual. An individual rate of pay for each incumbent is the norm, rather than a schedule of rates as for graded employees. Each incumbent's pay rate is individually determined based upon the particular circumstances of the position and the incumbent.
- b. Guidelines for Establishing Initial Rates of Pay. The justification for an initial rate of pay to a particular individual shall be a sound management determination based upon documented evidence. The procedures under Part III, G.3. above shall be followed in establishing a documented record that the initial pay rate was properly established.
- c. Pay Changes After the Initial Rate is Established.
 - (1) By the individual nature of the rates of pay to incumbents of these positions, they are not eligible for periodic within-grade increases such as those covered under Part IV above. Instead, incumbents of these positions shall receive a salary review during each performance appraisal under NRC 4151. (It is expected that an appraisal will occur annually.) It should be understood that due to the individual nature of the pay setting practices for these positions, there is no presumption of an entitlement to an increase upon each performance appraisal. The supervisory management official over the incumbent should consider the general (comparability) increases for graded employees along with the evaluation of the performance of the individual in making recommendations for salary increases.
 - (2) Recommendations for pay changes should be fully justified in accordance with Part III, G.3. above in a memorandum from the line management official who has the authority to initiate personnel actions at the incumbent's level to the Director, Division of Organization and Personnel, who will analyze the the justification for soundness and appropriateness in consideration of similar actions across the Agency. The Director, Division of Organization and Personnel, shall make his/her recommendation for approval or disapproval to the approving official.
- d. Documentation. See Part III, G.3. above.

PART VIGRADE AND PAY RETENTION

A. COVERAGE

This Part establishes rules for grade and pay retention for employees in graded NRC positions from GG-1 through GG-18 or in prevailing rate schedules in NRC comparable to the Federal Wage System, who hold NRC Regular (Excepted), NRC Regular (Excepted) (Conditional), NRC Limited, and NRC Noncareer Excepted Appointments. This Part does not cover employees who hold NRC Temporary or Professional Term appointments; and does not cover positions in the Senior Executive Service, Scientific and Technical Schedule (S&T) positions, and ungraded positions (Administratively Determined positions). However, the Part does cover employees who move from a position which is not covered to a covered position with a covered appointment, except when the employee's appointment immediately prior to the move was on a temporary or term basis. See Part III, A.2.a. (5) and (6) for applicability to employees transferring from other Federal agencies.

B. ACTIONS NOT COVERED

The provisions of this Part do not apply to the incumbent of a covered position who:

1. Except as in C.1.c. below, is reduced in grade or pay at his/her own request, initiated by the employee for his/her benefit, convenience or personal advantage, including consent to a demotion in lieu of one for personal cause;
2. Is reduced in pay based solely on regulations which govern leaving the Resident Inspector Program and in accordance with provisions of an Employee Compensation Acknowledgment signed by the employee;
3. Is reduced in grade or pay for personal cause (that is, based on conduct deficiencies or unacceptable performance of the employee);
4. Has been temporarily promoted into a higher-graded position and is returned to the grade level from which temporarily promoted or to an intervening grade level; or
5. Is appointed to a covered lower-graded position without a break in service from an NRC Temporary or Term Appointment.

C. GRADE RETENTION

1. Actions Covered by Grade Retention

Grade retention applies to:

- a. The individual who is reduced in grade as a result of individual job evaluation action. Such an individual's position which is being reduced must have been evaluated at a higher grade or grades for at least 1 year (52 consecutive calendar weeks) immediately prior to the effective date of the reduction. (See D. below for applicability of pay retention if this condition is not met.)
- b. The individual who is placed in a lower grade as a result of or in lieu of specific reduction-in-force action. Such an individual must have served for at least 52 consecutive calendar weeks in a position or positions at a grade or grades higher than the grade of the position to which the individual is reduced. Note that this does not mean that the employee must have held his/her current grade for a 52-week period; the requirement is met if he/she has held any grade or grades higher than the one to which reduced for a consecutive 52-week period. The 52 consecutive week requirement may be satisfied by a period of service in one or more positions, in one or more agencies, and at one or more grade levels, and any 52 consecutive week period may be used. (See D. below for applicability of pay retention if the condition above is not met.)
- c. With the prior approval of the Executive Director for Operations (EDO), the individual who meets the 52 consecutive week requirement discussed in b. above and who moves voluntarily to a position in a lower grade during a reorganization or reclassification announced by NRC management in writing.
 - (1) Requests for the EDO's approval shall be routed through the Director, Division of Organization and Personnel (O&P), for his/her recommendations.
 - (2) The EDO's approval shall represent a determination that granting grade and pay retention in the instant case will eliminate the possibility of an adverse effect on another employee or will assist management to achieve its aims. It may be granted on an individual, case-by-case basis, or may specify a group which is being affected, which may be all of NRC, or may be one or more occupational, organizational, or geographic components thereof. The approval shall specify whether grade retention shall automatically be granted to all such employees in the group, or shall be granted by the EDO on a case-by-case basis to such employees in the group; and it shall specify the

time period during which such movements will confer grade retention eligibility.

- (3) When an employee accepts a position with grade retention under the circumstances in this subparagraph, he/she must furnish the personnel specialist a written request stating that he/she requests the action voluntarily, and stating that he/she understands the basic entitlements and restrictions of the grade retention provisions of this Part. That request shall be filed on the left side of the employee's Official Personnel Folder.

- d. See Part III, A.2.a.(5) and (6) above for applicability to actions transferring employees from other Federal agencies.

2. Grade Retention Entitlements

When moving from a position under a covered pay schedule, an employee entitled to grade retention retains the grade held immediately prior to the covered reduction in grade. An employee who is reduced in grade from a position not under a covered pay schedule (see also 3. below) retains the lowest grade of the covered pay schedule in which he/she is placed which has a representative rate (see 4130-0417f.) equal to or higher than the representative rate of the grade held immediately before the reduction. If there is no grade in the covered pay schedule with a representative rate equal to or higher than the representative rate of the grade held immediately before the reduction, the employee retains the highest grade in the new pay schedule. (See 4.d. below for determination of the employee's rate of pay.) The employee entitled to grade retention retains the grade for 2 years (104 calendar weeks) beginning on the date the employee is placed in the lower-graded position. If, during the 2-year period of grade retention, an employee is further reduced in grade under circumstances also entitling the employee to grade retention, the employee continues to retain the previous retained grade for the remainder of the 2-year retention period. At the end of that period, the employee is entitled to retain the grade of the position from which the further reduction in grade was made until 2 years have passed from the date of the further reduction in grade.

3. Comparison of Grades in Different Pay Systems

In some situations it is necessary to determine whether the grade of a position in one pay schedule or pay system (e.g., the GG pay system) is lower than, equal to, or higher than a grade in another (e.g., the WG pay system). In making these determinations, the scheduled representative rates of the grades of the two positions will be compared. If the representative rates are equal, the grades are equal. If they are not equal, the grade with the higher scheduled representative rate is the higher grade.

4. Determination of Applicable Salary Schedule and Rate

- a. Under some circumstances, the salary schedule which applies to an individual may depend on factors other than the pay plan and the grade. (For example, there has been in the NRC a Special Salary Schedule for Resident Inspectors at certain grade levels.) While an employee is entitled to grade retention, the salary schedule which will be used to establish the employee's rate of basic pay is that schedule which applies:
 - (1) to the geographical area in which the employee is actually assigned;
 - (2) to the occupational series (or the specific duties if appropriate--e.g., Resident Inspector duties) of the position which the employee is actually occupying; and
 - (3) to the retained grade.
- b. Except as otherwise provided in c. and d. below, if there is a change in the applicable rate schedule when an employee becomes entitled to grade retention, he/she is entitled to the greater of:
 - (1) the employee's rate of basic pay held before the movement;
 - (2) the rate of basic pay in the rate schedule now applicable (that is, applicable to the position to which the employee is moving) for the grade and step held by the employee before the movement; or
 - (3) the lowest rate of basic pay from the rate schedule now applicable which equals or exceeds the employee's rate of basic pay before the movement.

Thus, for example, if a General Engineer, GG-14/5, is downgraded from a position in NRR to a GG-13 Resident Inspector position under the Resident Inspector Special Salary Schedule at a Resident Inspector site under circumstances which entitle him/her to retained grade, his/her salary during the period of grade retention shall be the salary appropriate to GG-14/5 on the Resident Inspector Special Salary Schedule.

- c. However, when the NRC has an established Special Salary Schedule for the Resident Inspector Program, that schedule is considered applicable only to those employees who are actually at Resident Inspector sites performing Resident Inspector duties. Therefore, when an employee is moving from a Resident Inspector to a non-Resident Inspector position, the employee's rate shall be that rate of basic pay in the rate schedule now applicable (that is, applicable to the non-Resident Inspector position) for the grade and step held by the employee before the movement, even though in most cases this

will result in a reduction in the employee's pay. Thus, for example, if a Resident Inspector, GG-14/5, is downgraded from a position at a Resident Inspector site in which he/she was paid under the Resident Inspector Special Salary Schedule to a GG-13 General Engineer position in NRR under circumstances which entitle him/her to retained grade, his/her salary during the period of grade retention shall be the salary appropriate to GG-14/5 on the (non-Resident Inspector) General Engineer salary schedule. This rule is an exception to b. above, and any resulting reduction in pay does not entitle the employee to the retained pay entitlements of D. below.

- d. When an employee moves from a position not under a covered pay schedule (see 2. above) and is entitled to grade retention, the employee is entitled to the lowest rate of basic pay from the applicable rate schedule for the retained grade which is equal to or exceeds the employee's rate of basic pay before the movement. If there is no such rate, the employee is entitled to his/her rate of basic pay held before the movement.

5. Retained Grade Applicability

During the 2-year period an employee is entitled to a retained grade, the retained grade shall be used as the employee's grade for the purposes of determining pay (including within-grade increases, comparability increases, etc.), retirement, life insurance, eligibility for promotions, and training. The retained grade shall not be used to determine the employee's competitive level for reduction-in-force purposes, or for determining an employee's "exempt/nonexempt" status under the Fair Labor Standards Act.

6. Priority Consideration During Retained Grade Period

The employee entitled to a retained grade under 1.a. or b. above because of change to lower grade from a position in the NRC is also entitled to priority consideration for repromotion. Any such employee will be placed on the Repromotion Priority List and will receive priority consideration for selection (in competition with any other employees entitled to priority consideration) in accordance with appendixes 4170 and 4108 for the period of time specified in those appendixes. Such an employee must be selected unless the selecting official makes a determination in writing that the selection would not be in the best interests of the NRC, and this determination is approved in writing by the Director, O&P. (See also Appendix 4108, Part III.) Employees entitled to retained grade under 1.c. above are not entitled to priority consideration for repromotion; and employees whose grade retention entitlement is based on downgrade or other reduction-in-force action or potential action in another agency are not entitled to priority consideration for repromotion. (See Part III, A.2.a.(5) and (6) above.)

7. Eligibility for Noncompetitive Consideration for Vacancies

The employee who becomes entitled to a retained grade under 1.a., b., or c. above may, at the discretion of the selecting official, be selected for a vacancy with promotion potential no higher than the level of the retained grade as an authorized exception to the competitive procedures of Appendix 4108, Part III. This entitlement to noncompetitive selection for vacancies continues after other grade retention benefits cease for the duration of the employee's employment in the NRC. This entitlement is not applicable to employees whose grade retention entitlement is based on downgrade or other reduction-in-force action or potential action in another agency (see Part III, A.2.a. (5) and (6) above).

D. PAY RETENTION

1. Applicability of Pay Retention

Pay retention provisions of this Part apply to any incumbent of a position covered by this Part whose rate of basic pay would otherwise be reduced for a reason not excluded by B. or C.4.c. above. Such covered reasons include but are not limited to the following:

- a. The expiration of the 2-year period of grade retention.
- b. As a result of individual job evaluation action when the position has not been evaluated at a higher grade or grades for at least 1 year immediately prior to the effective date of the reduction.
- c. As a result of placement in a lower graded position by reduction-in-force action or as approved by the EDO in accordance with C.1.c. above when the individual has not served at a higher grade or grades for at least 52 consecutive calendar weeks.
- d. As the result of placing the employee in a formal developmental program.

2. Pay Retention Entitlements

The rate of basic pay of an employee entitled to pay retention under this Part shall be computed as follows:

- a. Except as otherwise provided in d. below, if the employee's scheduled rate of basic pay before the action which triggers pay retention falls within the pay range of the lower level position to which downgraded, the employee's scheduled rate of basic pay shall be the lowest scheduled rate of basic pay in the employee's grade after the action is taken which equals or exceeds his/her scheduled basic rate of pay before the action; and pay retention entitlements cease.

- b. Except as otherwise provided in d. below, if the employee's rate of basic pay before the action which triggers pay retention falls outside the current pay range of the lower level position, the employee shall be placed in step "00," and the rate of basic pay shall be the lower of (1) or (2) below:

- (1) The employee's scheduled rate of basic pay immediately before the action; or
- (2) 150 percent of the current maximum scheduled rate of basic pay for the grade level of the position to which the employee is downgraded.

Until the employee's scheduled rate of basic pay falls within the scheduled rate range of pay for the position to which downgraded, the employee is entitled to 50% of the amount of each general (comparability) increase in the scheduled maximum rate of basic pay for the position to which downgraded. When the employee's scheduled retained rate of basic pay becomes equal to or less than the maximum scheduled rate for the position to which the employee has been downgraded, the employee is entitled to the scheduled maximum rate for that grade; and pay retention entitlements cease at that time.

- c. Note that in all cases the applicable rate of basic pay is the scheduled rate rather than the payable rate. Thus, if the applicable scheduled rate of basic pay is above the statutory pay limitation ("pay cap"), the employee shall be paid at the rate of the "pay cap," or the payable rate, but all computations shall be made based on the scheduled (or "asterisked") rate, in the same manner as employees not under pay retention are treated; and such employees are entitled to an adjustment in their payable rate when the "pay cap" is adjusted. (Based on FPM Letter 531-52, dated May 25, 1977, the guidance in which was not affected by passage of the Civil Service Reform Act per OPM 12/20/82.)
- d. When the NRC has an established Special Salary Schedule for the Resident Inspector Program, that schedule is considered applicable only to those employees who are actually at Resident Inspector sites performing Resident Inspector duties. Therefore, when an employee entitled to pay retention is moving from a Resident Inspector to a non-Resident Inspector position, his/her retained rate of pay shall be computed as follows:
- (1) A determination shall be made as to what the employee's rate of basic pay would have been prior to the action which triggers pay retention if he/she had not been under the Resident Inspector Special Salary Schedule; and

- (2) Using the rate of pay determined under (1) above as "the employee's rate of basic pay before the action which triggers pay retention," rule a. or b. above, as applicable, will be applied.

E. CESSATION OF ENTITLEMENT TO GRADE AND/OR PAY RETENTION

Grade and/or pay retention entitlements shall cease upon:

1. A break in service of one workday or more.
2. For grade retention, the employee's position change to an "equivalent tenure" position (see definition below) at a grade equal to or higher than the retained grade; and for pay retention, the employee's position change to an "equivalent tenure" position at a rate of basic pay equal to or higher than the retained rate.
3. For grade retention, an employee's declination of a reasonable "equivalent tenure" job offer in his/her present commuting area (all NRC office locations in the Washington, D.C. area are determined to be in the same commuting area) at a grade equal to or higher than the employee's retained grade; and for pay retention, the employee's declination of a reasonable "equivalent tenure" job offer in his/her present commuting area at a rate of basic pay equal to or greater than the retained rate.

("Equivalent tenure" position means one having tenure equal to, or greater than, that of the position creating the grade or pay retention entitlement. For purposes of comparing rates of basic pay with reference to this section, Resident Inspector positions shall be considered to be paid on the same salary schedule as non-Resident Inspector positions in the same series and grade in the NRC.)

4. An employee's demotion for personal cause or at the employee's request.
5. The employee's written request.

F. TEMPORARY PROMOTION OR REASSIGNMENT

An employee's entitlements do not cease if the employee accepts a temporary promotion or reassignment. If a temporary promotion results in a higher rate of pay than that being received by the employee under the provisions of this Part, the employee shall be paid the higher rate of pay while in the temporary position without jeopardizing retained grade or pay entitlements remaining after the expiration of the temporary promotion. However, the temporary promotion or reassignment may not be used as the basis for retained grade or pay entitlements nor shall it interrupt the expiration of the 2-year retention period.

G. APPEALS/GRIEVANCES

1. An employee who is granted grade or pay retention because of a position evaluation action may request formal review of the position evaluation only, under applicable provisions of Appendix 4130-A; and such review is the only appeal right available to employees in position evaluation matters. An employee who is granted grade or pay retention because of a reduction-in-force action may appeal the reduction-in-force action as explained in NRC 4170. The entitlement to grade or pay retention has no effect on either of those review/appeal rights.
2. An employee may file a grievance/appeal related to granting grade and/or pay retention based only on management's alleged failure to comply with applicable provisions of law, rule, regulation, and/or this Part.
3. An employee may grieve/appeal the termination of grade or pay retention benefits only if the termination is based on the employee's declination of a reasonable offer.
4. Grievances/appeals related to management's granting of priority consideration may only be based on alleged failure to consider an employee for a position for which he/she is qualified in the commuting area; or on alleged failure to select a priority consideration candidate based upon a prohibited personnel practice (5 U.S.C. 2302).

H. FURTHER REFERENCE

Although the NRC is not covered by 5 U.S.C. 5361 et seq., it is the intent of this Part (except in paragraph C.4.c. and D.2.d. above) to generally parallel the requirements and entitlements in that law as interpreted by the Office of Personnel Management (OPM). Therefore, where specific situations are not covered by this Part, or where further clarification is needed, the guidance in Federal Personnel Manual (FPM) Chapter 536 and FPM Supplements 532-1 and 990-2, Book 536, should be used. However, in cases where the FPM guidance would conflict with a stated NRC policy or procedure, the NRC policies and procedures prevail.

PART VII
SEVERANCE PAY

A. BASIC ENTITLEMENT

1. Pursuant to 5 U.S.C. 5595, NRC is covered by regulations governing severance pay prescribed by the Office of Personnel Management in FPM Chapter 550.
2. In general, most nontemporary NRC employees who have completed 12 months continuous service as below are eligible for severance pay when involuntarily separated from the service "not by removal for cause on charges of misconduct, delinquency, or inefficiency," if not entitled to an immediate annuity upon separation. Included are separation by reduction-in-force, separation for failure to accept a reassignment to another commuting area (provided the employee has not signed a mobility agreement), and certain resignations in lieu of involuntary separation.
3. Employees may be paid severance pay only if on the date of separation they had been on the rolls of one or more agencies under one or more appointments without time limitation, or temporary appointments that precede or follow an appointment without time limitation, without any break in service of more than 3 calendar days for at least the preceding 12 calendar months.
4. See FPM Chapter 550 and FPM Supplement 990-2, Book 550, for further explanation.

B. STATUTORY FORMULA

The total severance pay to which an employee is entitled pursuant to 5 U.S.C. 5595 upon involuntary separation from NRC is determined as follows:

1. Severance pay consists of two elements:
 - a. a basic severance allowance computed on the basis of 1 week's basic pay at the rate received immediately before separation for each year of civilian service, up to and including 10 years, and 2 weeks of basic pay at that rate for each year of civilian service beyond 10 years, for which severance pay has not previously been received; and
 - b. an age adjustment allowance computed on the basis of 10 percent of the total basic severance allowance for each year by which the age of the recipient exceeds 40 years at the time of separation.

2. In counting years, the employee will be credited, for purposes of 1.a., above, with 25% of a year for each 3 months of creditable civilian service that exceeds 1 or more full years, and, for purposes of 1.b., above, with 25% of a year for each 3 months by which the employee's age exceeds 40.
3. Total severance pay computed as above can not exceed 1 year's pay at the rate received immediately before separation. "One year's pay" is pay for 26 biweekly pay periods in the case of full-time employees. For part-time employees, "1 year's pay" is obtained by multiplying their basic weekly pay (hourly rate times regular hours of service) by 52 weeks. (46 C.G. 664.)
4. In computing an employee's civilian service for this purpose, all service is included that is creditable for annual leave accrual purposes.

C. PAYMENT OF SEVERANCE PAY

1. Upon separation, the NRC will pay the employee the same basic pay at the same pay intervals until the severance pay fund is exhausted, except the final payment consists only of that portion of the severance pay fund remaining.
2. No deductions are made from severance pay other than Federal and State income tax withholding, the hospital portion of FICA tax, and the regular portion of FICA tax if the employee was subject to FICA at the time of separation from the position giving rise to severance pay.

D. FURTHER REFERENCE

Refer to FPM Chapter 550 and FPM Supplement 990-2, Book 550, for further information concerning severance pay.

PART VIIIPAY ADJUSTMENTS AT TIME OF EFFECTING
NEW PAY SCHEDULES

A. APPROVAL OF NEW NRC PAY SCHEDULES

1. General Salary Schedule

The Executive Director for Operations (EDO) approves revision of the NRC General Salary Schedule, upon recommendation of the Director, Division of Organization and Personnel, pursuant to the decision of NRC to establish a compensation system independently of the civil service system (42 USC 2201d.; see 4130-01). The EDO specifies an effective date and an approval date for the new schedule. (Unless otherwise directed by the EDO in writing, the effective date is the same as that established by law or Executive Order for the statutory General Salary Schedule.)

2. Special Salary Schedules and Locality Rate Schedules

The Director, Division of Organization and Personnel, approves revision of NRC special salary schedules and locality rate schedules (see 4130-035b.). On occasions when such revision is to accompany the revision of the General Salary Schedule, the Director, Division of Organization and Personnel, may apply the same effective date and approval date as that established for the General Salary Schedule. The Director, Division of Organization and Personnel, may, however, determine that other dates are more appropriate. Otherwise, NRC special salary schedules are effective at the beginning of the first pay period after the approval of the schedule.

B. ADJUSTMENT TO NEW PAY RATES

1. Employees Paid Under the NRC General Salary Schedule or a Locality Rate Wage Schedule; and Employees Whose Positions Are Being Moved from the General to a Special Salary Schedule

The basic rate of each employee covered by this subsection to whom a new or different schedule applies will be adjusted to the same numbered step rate the employee had immediately prior to the effective date, or to the step rate the employee was entitled to by reason of having satisfied the requirements for a regular step increase immediately prior to the effective date (see Part IV above), except as provided below:

- a. If the employee is receiving retained pay, the procedure in Part VI, D.2. above shall be used to establish the employee's new pay rate.

- b. When a new or different schedule is made effective or applicable retroactively, pay, in the case of employees affected by personnel actions which have occurred since the effective date, shall be adjusted retroactively to reflect those basic rates to which they are entitled under the new or different schedule as if it had been in effect at all times during such period. (This requires reconstruction of the personnel actions, using the rates provided in the new or different pay schedule, and may result in changes in step number as well as rate.)

2. Employees in Positions Paid Under Special Salary Schedules Which Are Being Returned to the General Salary Schedule or Placed in a Lower Special Salary Schedule

An employee's step rate, whose position is subject to a special salary schedule and whose grade or position is being returned to the General Salary Schedule, or being placed in a lower special salary schedule, shall be adjusted as follows:

- a. If the employee has been receiving a rate of basic pay under a special salary schedule equal to a step rate for the employee's grade in the schedule in which the employee's position is being placed (hereafter referred to as the new schedule), that step rate in the new schedule shall be selected.
- b. If the employee has been receiving a rate of basic pay under a special salary schedule which falls between two steps in the rate range for the employee's grade under the new schedule, the higher of the two steps shall be selected.
- c. If the employee has been receiving a rate of basic pay under a special salary schedule that falls outside the rate range for the employee's grade in the new schedule, the employee is entitled to retained pay as described in Part VI above.
- d. When the adoption of a new General Salary Schedule or new lower special salary schedule occurs simultaneously with moving the employee's position to that schedule, the computations above shall be made using the employee's salary before the change and the new schedule.

3. Employees Paid Under Cooperative Student Program Salary Schedules

The basic rate of each employee to whom a new Cooperative Student Program Salary Schedule applies will be adjusted, as appropriate, to the new rate for the combination of academic study completed and NRC work period.

4. Simultaneous Actions

When pay related actions occur simultaneously, they shall be processed in the order which gives the employee the maximum benefit per Part III, E. above.

C. EFFECTIVE DATE OF ADJUSTMENTS

1. Pay adjustments will be made to new rates described in B., above, as of the effective date of the new pay schedule.
2. For group life insurance purposes under Chapter 87 of Title 5, U.S.C., adjustments to new schedule rates will be considered to be effective for the full pay period in which the date of approval falls, when a pay increase is made effective retroactively. (This applies both in determining the amount of insurance coverage to which entitled and in making related payroll deductions.) However, if a locality rate employee dies or retires during the retroactive period, that is, the period beginning with the effective date of a new wage schedule and ending with the date of approval of that schedule, the pay adjustments will be deemed to have been in effect during the full retroactive period.
3. Lump-Sum Leave Payments.
 - a. When a pay schedule is approved to become effective on a later date, lump-sum leave payments for former employees who had separated from the service on or after the date of approval shall be adjusted at the higher rates provided by the new schedule for any portion of the period represented by lump-sum leave payment which begins with the effective date of the new schedule (26 Comp. Gen. 102, (1946), 43 Comp. Gen. 440 (1963), and 47 Comp. Gen. 773 (1968)).
 - b. When a pay schedule is approved, to become effective retroactively on an earlier date, lump-sum leave payments for former employees who had separated from the service at any date prior to the date of approval of the new schedule, and who are not subsequently reemployed prior to the date of approval of the new schedule, shall not be adjusted to reflect basic pay rates in the new schedule, whether or not the period covered by the leave for which lump-sum payment is made extends beyond either the effective date or the date of approval of the new schedule- 26 Comp. Gen. 102 (1946), 31 Comp. Gen. 166 (1951). (See also D.2.a., below, in regard to any separated NRC employee who was reemployed prior to the date of approval of a new schedule.)
 - c. See NRC 1101 in regard to inclusion in the lump-sum leave payment of any step increase to which an employee is entitled as of the date of separation but which has not been processed.

D. APPLICABILITY

1. When a new NRC pay schedule is approved on or before its effective date, adjustments to new basic rates described in B., above, and related premium rates, will be applicable to:
 - a. NRC employees who are on the rolls on the effective date.

- b. former NRC employees who separated to enter service in the Armed Forces of the United States and who are still in such service on the date of approval. (This is for record purposes only, to assure that a former employee who returns to NRC after military service is "restored in such manner as to give him such status in his employment as he would have enjoyed if he had continued in such employment continuously from the time of his entering the armed forces until the time of restoration to such employment" (Section 9 (c) of the Military Selective Service Act of 1967 (50 U.S.C. App., 459)). (See NRC 4116, "Military Duty: Restoration and Other Actions.")
 - c. former NRC employees who transferred from NRC to an international organization (5 U.S.C. 3343, and 3581-4) or were appointed, with statutory reemployment rights, to a position in the Foreign Service Reserve under the Foreign Service Act of 1946, 22 U.S.C. 928, or a position outside the United States under either the Foreign Assistance Act of 1961, 22 U.S.C. 2385(d), or the Peace Corps Act of 1961, 22 U.S.C. 2506(a), and who are still in such employment on the date of approval. The adjustment applies:
 - (1) for record purposes, in view of the former employee's entitlement to be reemployed in NRC in the former position or in a position of not less than like seniority, status, and pay at not less than the base rate applicable for continuous employment in NRC.
 - (2) for purposes of computing civil service retirement and group life insurance deductions, if the employee who transfers to an international organization elects to continue these coverages. See NRC 4113, "Staffing Assistance for International Organizations."
2. When new schedules are approved at a date subsequent to the effective date, adjustments to new basic rates described in B., above, and related premium rates, will be applicable to:
- a. NRC employees who were on the rolls on the date of approval. (This includes NRC employees who are separated and reemployed during the period beginning on the effective date and ending on the date of approval, for services rendered during such period, and for lump-sum leave payments to which entitled (31 Comp. Gen. 199 (1951)).)
 - b. NRC employees who died, or retired and were eligible for an immediate annuity, including discontinued service and disability, but not a deferred annuity, during the period beginning on the effective date and ending on the date of approval, for services rendered during such period, and for lump-sum payments to which entitled. (31 Comp. Gen. 332 (1952)). (The retroactive pay in such cases is not considered as basic pay for purposes of deductions and annuity and computations under

Civil Service Retirement Regulations, and does not operate to increase the amount of an employee's group life insurance coverage, except as specified in C.2., above.)

- c. former NRC employees, who transferred from the NRC to another Federal agency during the period beginning on the effective date and ending on the date of approval, and who are still in the Federal service on the date of approval, for services rendered NRC during such period.
- d. former NRC employees who had separated by resignation from NRC before the date of approval of a new schedule to accept employment with another Federal agency, where there has been no break in service and the date of approval is one of the nonworkdays falling between continuous periods of service for that employee, for services rendered NRC during the period beginning on the effective date of the new schedule and ending on the date of the employee's separation. (47 Comp. Gen. 386 (1968).)
- e. former NRC employees who separated to enter service in the Armed Forces of the United States during the period beginning on the effective date and ending on the date of approval and who are still in such service on the date of approval, for services rendered during such period and for lump-sum leave payments to which entitled (if they had elected such payments on separation). (31 Comp. Gen. 240 (1951).)
 - (1) The adjustment also applies to former NRC employees who separated prior to the effective date to enter service in the Armed Services of the United States and who are still in such service on the date of approval. (This is for record purposes only, as explained in 1.b., above.)
 - (2) Service in the Armed Forces of the United States includes the period prescribed by law for the mandatory restoration of such individual to a position in the Federal Government. This refers to individuals relieved from training and service in the Armed Forces of the United States or discharged from hospitalization following such training and service. The authority is Section 9 of the Military Selective Service Act of 1967 (50 U.S.C. App. 459). (See NRC 4116, "Military Duty: Restoration and Other Actions.")
- f. former NRC employees who, during the period beginning on the effective date and ending on the date of approval, transferred from NRC to an international organization (5 U.S.C. 3343 and 3581-4) or were appointed, with statutory reemployment rights, to a position in the Foreign Service Reserve under the Foreign Service Act of 1946, 22 U.S.C. 928, or one outside the United States either the Foreign Assistance Act of 1961, 22 U.S.C. 3385(d), or the Peace Corps Act of 1961,

22 U.S.C. 2506(a), and who are still in such employment on the date of approval. The adjustment applies:

- (1) for record purposes, in view of the former employee's entitlement to be reemployed in NRC in the former position or in a position of not less than like seniority, status and pay at not less than the base rate applicable for continuous employment in NRC.
- (2) for purposes of computing civil service retirement and group life insurance deductions, if the employee who transfers to an international organization elects to continue these coverages. This pay adjustment applies also for services rendered NRC during such period, to those former NRC employees who are appointed, as above, to a position in the Foreign Service Reserve, or one outside the United States under either the Foreign Assistance Act of 1961 or the Peace Corps Act of 1961, but not to former NRC employees who transferred from NRC to an international organization as these latter were not in Federal employment on the date of approval. (50 Comp. Gen. 173 (1970).) See NRC 4113, "Staffing Assistance for International Organizations," and NRC 4171, "Separations and Adverse Actions."

EXHIBITS

Exhibit 1	General Grade Salary Table 2011-GG	61
Exhibit 2	Executive Schedule (EX)	62
Exhibit 3	Senior Executive Service Schedule (SES)	63
Exhibit 4	NRC Senior Level Service (SLS) Pay Bands	64
Exhibit 5	NRC Administrative Judge Schedule	65
Exhibit 6	Administrative Law Judge Schedule	66
Exhibit 7	Reserved	67
Exhibit 8	Special Salary Schedule for All Professional Series in the GG-800 Engineering Group and the GG-1300 Scientific Group.....	68
Exhibit 9	Special Salary Schedule for All Resident Inspector Program Personnel in Scientific and Technical Positions Who are Duty Stationed at Reactor or Nuclear Facility Sites	72
Exhibit 10	Special Base Rates for Law Enforcement Officers at Grades 3 to 10	76
Exhibit 11	Reserved	77
Exhibit 12	Reserved	78
Exhibit 13	Reserved	79
Exhibit 14	Reserved	80
Exhibit 15	Reserved	81
Exhibit 16	Specific Non-Professional Support Positions in Boston, MA, and Surrounding Areas	82
Exhibit 17	Wage Grade Schedule.....	83
Exhibit 18	Special Schedule for Printing and Litho (XP/SL/SX).....	84
Exhibit 19	NRC Entry-Level Engineering (GG-800 Group), Scientific (GG-1300 Group), and Legal Positions	85
Exhibit 20	Student Career Experience Program and Student Temporary Employment Program Positions (Engineering and Scientific Disciplines) – Annual Pay Rates and Steps	88
Exhibit 20-A	Student Career Experience Program and Student Temporary Employment Program Positions (Engineering and Scientific Disciplines) – Annual Rates by Grade and Step.....	89
Exhibit 20-B	Student Career Experience Program and Student Temporary Employment Program Positions (Administrative and Management Disciplines) – Annual Pay Rates and Steps	90
Exhibit 20-C	Student Career Experience Program and Student Temporary Employment Program Positions (Law Clerk) – Annual Pay Rates and Steps	91

Exhibit 20-D	Student Career Experience Program and Student Temporary Employment Program Positions (Clerical) – Annual Pay Rates and Steps	92
Exhibit 21-A	Information Technology for Headquarters, Region I and Region IV.....	94
Exhibit 21-B	Information Technology at Region II.....	95
Exhibit 21-C	Information Technology at Region III.....	96
Exhibit A	Salary Table 2011-ATL	97
Exhibit B	Salary Table 2011-BOS	98
Exhibit C	Salary Table 2011-CHI.....	99
Exhibit D	Salary Table 2011-CLE.....	100
Exhibit E	Salary Table 2011-DFW.....	101
Exhibit F	Salary Table 2011-DET.....	102
Exhibit G	Salary Table 2011-HAR	103
Exhibit H	Salary Table 2011-HOU.....	104
Exhibit I	Salary Table 2011-HNT	105
Exhibit J	Salary Table 2011-MFL.....	106
Exhibit K	Salary Table 2011-MSP	107
Exhibit L	Salary Table 2011-NY.....	108
Exhibit M	Salary Table 2011-PHL.....	109
Exhibit N	Salary Table 2011-PX.....	110
Exhibit O	Salary Table 2011-PIT	111
Exhibit P	Salary Table 2011-RA.....	112
Exhibit Q	Salary Table 2011-RCH	113
Exhibit R	Salary Table 2011-SAC	114
Exhibit S	Salary Table 2011-SD.....	115
Exhibit T	Salary Table 2011-DCB	116
Exhibit U	Salary Table 2011-RUS	117
Exhibit AA	Salary Table 2011-ATL (LEO).....	118
Exhibit BB	Salary Table 2011-CHI (LEO)	119
Exhibit CC	Salary Table 2011-DFW (LEO)	120
Exhibit DD	Salary Table 2011-PHL (LEO)	121
Exhibit EE	Salary Table 2011-DCB (LEO).....	122

Exhibit 1 General Grade Salary Table 2011-GG

GENERAL GRADE SALARY TABLE 2011-GG

RATES FROZEN AT 2010 LEVELS

Effective January 2, 2011

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step Interval
1	17,803	18,398	18,990	19,579	20,171	20,519	21,104	21,694	21,717	22,269	VARIES
2	20,017	20,493	21,155	21,717	21,961	22,607	23,253	23,899	24,545	25,191	VARIES
3	21,840	22,568	23,296	24,024	24,752	25,480	26,208	26,936	27,664	28,392	728
4	24,518	25,335	26,152	26,969	27,786	28,603	29,420	30,237	31,054	31,871	817
5	27,431	28,345	29,259	30,173	31,087	32,001	32,915	33,829	34,743	35,657	914
6	30,577	31,596	32,615	33,634	34,653	35,672	36,691	37,710	38,729	39,748	1019
7	33,979	35,112	36,245	37,378	38,511	39,644	40,777	41,910	43,043	44,176	1133
8	37,631	38,885	40,139	41,393	42,647	43,901	45,155	46,409	47,663	48,917	1254
9	41,563	42,948	44,333	45,718	47,103	48,488	49,873	51,258	52,643	54,028	1385
10	45,771	47,297	48,823	50,349	51,875	53,401	54,927	56,453	57,979	59,505	1526
11	50,287	51,963	53,639	55,315	56,991	58,667	60,343	62,019	63,695	65,371	1676
12	60,274	62,283	64,292	66,301	68,310	70,319	72,328	74,337	76,346	78,355	2009
13	71,674	74,063	76,452	78,841	81,230	83,619	86,008	88,397	90,786	93,175	2389
14	84,697	87,520	90,343	93,166	95,989	98,812	101,635	104,458	107,281	110,104	2823
15	99,628	102,949	106,270	109,591	112,912	116,233	119,554	122,875	126,196	129,517	3321

Exhibit 2 Executive Schedule (EX)

2011

RATES FROZEN AT 2010 LEVELS

Per Annum Rates

Level I	199,700
Level II	179,700
Level III	165,300
Level IV	155,500
Level V	145,700

Locality adjustments do not apply

Exhibit 3 Senior Executive Service Schedule (SES)

2011

RATES FROZEN AT 2010 LEVELS

**Pay Range
Per Annum Rates**

	Minimum	Maximum
Agencies with a Certified SES Performance Appraisal System*	\$119,554	\$179,700

The SES pay rate is basic pay for all pay computation purposes. Locality adjustments do not apply.

*NRC has received certification of its SES Performance Appraisal System for 2011.

Exhibit 4 NRC Senior Level Service (SLS) Pay Bands

2011

RATES FROZEN AT 2010 LEVELS

**Pay Ranges
Per Annum Rates**

	<u>Basic Pay</u>		<u>Locality Pay Wash. DC Area</u>
SL-3	155,500	Top	165,300*
	155,500	Bottom	165,300*
SL-2	155,500	Top	165,300*
	146,003	Bottom	165,300*
SL-1C	146,002	Top	165,300*
	136,348	Bottom	165,300*
SL-1B	136,347	Top	165,300*
	127,962	Bottom	158,954
SL-1A	127,961	Top	158,953
	119,554	Bottom	148,510

* Rate limited to the rate for level III of the Executive Schedule (5 U.S.C. 5304(g)(2)).

Exhibit 5 NRC Administrative Judge Schedule

2011

RATES FROZEN AT 2010 LEVELS

Per Annum Rates

	<u>Basic Pay</u>		<u>Locality Pay Wash. DC Area</u>
Level E	155,500		165,300*
Level D	155,500		165,300*
Level C	155,500		165,300*
Level B	149,148		165,300*
Level A	149,148	Top	165,300*
	136,325	Bottom	165,300*

* Rate limited to the rate for level III of the Executive Schedule (5 U.S.C. 5304(g)(2)).

Exhibit 6 Administrative Law Judge Schedule

2011

RATES FROZEN AT 2010 LEVELS

Per Annum Rates

	<u>Basic Pay</u>	<u>Locality Pay Wash. DC Area</u>	
AL-1	155,500	165,300*	
AL-2	151,800	165,300*	
			<u>AL-3 WAITING PERIOD FOR HIGHER RATE</u>
AL-3/F	143,700	165,300*	
AL-3/E	135,900	165,300*	2 Years
AL-3/D	127,800	158,753	2 Years
AL-3/C	119,900	148,940	1 Year
AL-3/B	111,800	138,878	1 Year
AL-3/A	103,900	129,065	1 Year

*Rate limited to the rate for level III of the Executive Schedule (5 U.S.C. 5304(g)(2)).

Exhibit 7 Reserved

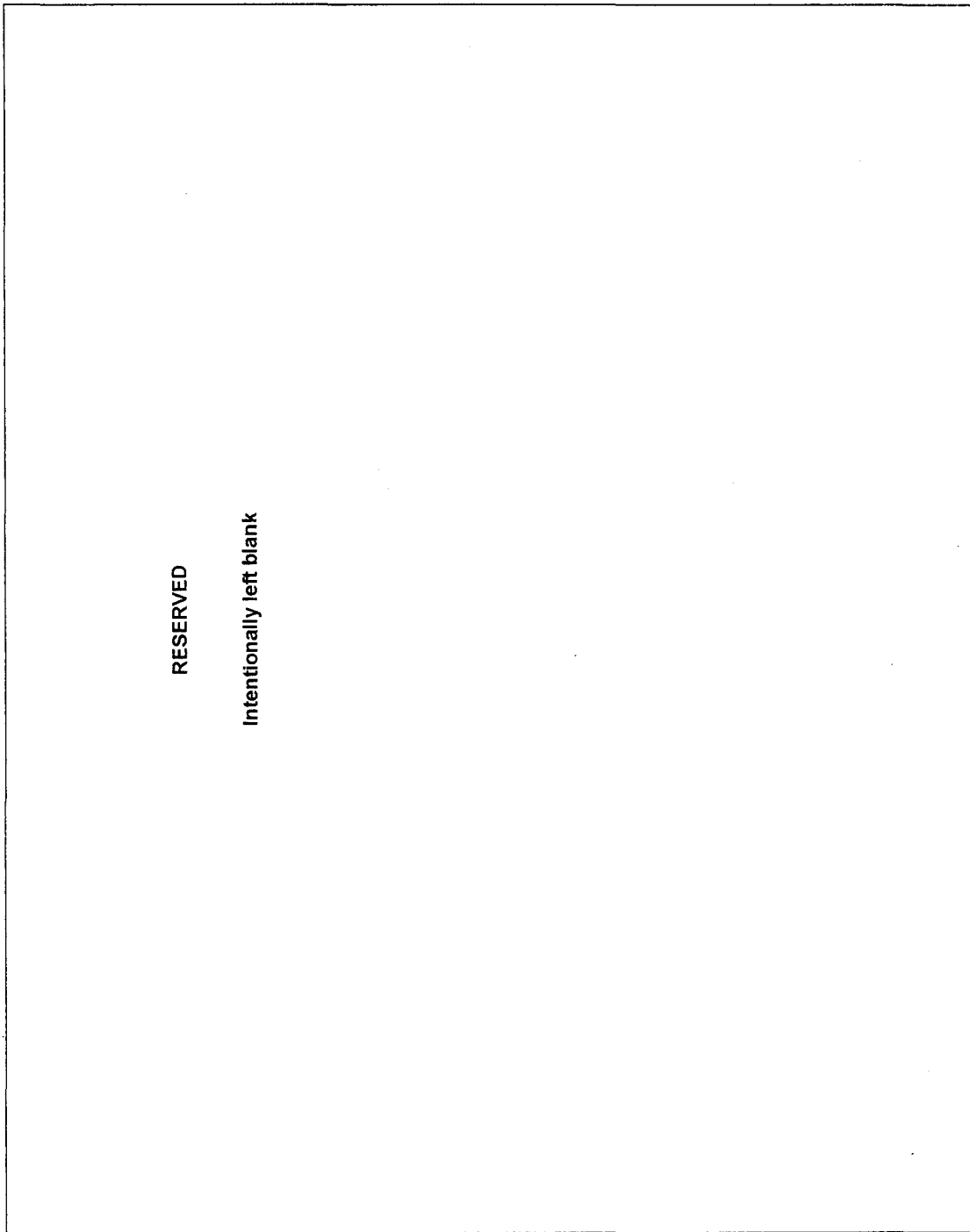


Exhibit 8 Special Salary Schedule for All Professional Series in the GG-800 Engineering Group and the GG-1300 Scientific Group

SPECIAL SALARY SCHEDULE 2011

All Professional Series in the GG-800 Engineering Group and the GG-1300 Scientific Group

Locations: Nationwide

RATES FROZEN AT 2010 LEVELS

Effective January 2, 2011

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step Interval
5	44886	45879	46872	47865	48858	49851	50844	51837	52830	53823	993
7	50290	51518	52746	53974	55202	56430	57658	58886	60114	61342	1228
9	58618	60119	61620	63121	64622	66123	67624	69125	70626	72127	1501
11	67271	69091	70911	72731	74551	76371	78191	80011	81831	83651	1820
12	71921	74101	76281	78461	80641	82821	85001	87181	89361	91541	2180

Establishes a special schedule for NRC professional positions at GG-5 through GG-12 in GG-800 Engineering Group, and GG-1300 Scientific Group.

Employees paid from this schedule do not receive locality adjustments unless the locality rates are higher than the rates on this schedule. Check Exhibits A through U for applicable locality rates.

See Exhibit 19 for entry-level pay rates.

**Exhibit 8 Special Salary Schedule for All Professional Series in the GG-800
Engineering Group and the GG-1300 Scientific Group (continued)**

Purpose

Establishes the special salary schedule for personnel at grades GG-5 through GG-12 in professional series in the GG-800 engineering occupational group and the GG-1300 scientific occupational group as well as the general pay-setting procedures pertaining to this salary schedule.

Background

To aid the proper discharge of the Commission's responsibilities, and pursuant to Section 161.d of the Atomic Energy Act of 1954, as amended, a special salary schedule has been established for professional scientific and engineering positions in the GG-800 and GG-1300 occupational groups. This special salary schedule applies to all NRC positions in the specified occupations at grades GG-5, 7, 9, 11, and 12.

Entry-Level Pay Rates

For guidance on setting entry-level pay rates for new hires, please refer to Exhibit 19, "NRC Entry-Level Engineering (GG-800 Group), Scientific (GG-1300 Group), and Legal Positions."

Pay Administration

When locality pay (Exhibits A through U) for a specific grade and step exceeds the corresponding grade and step rate on Exhibit 8, an employee in a position covered by Exhibit 8 receives locality pay, but the rate in Exhibit 8 remains the employee's underlying pay rate.

Reassignments and Changes to Lower Grade

Reassignment and change to lower grade actions are carried out using standard pay-setting practices.

Promotions

The following procedure applies when promoting an employee covered by Exhibit 8.

Exhibit 8 Special Salary Schedule for All Professional Series in the GG-800 Engineering Group and the GG-1300 Scientific Group (continued)

When the Position to Which the Employee is Being Promoted Is		
Step	Covered by Exhibit 8	Not Covered by Exhibit 8
A	Begin with the employee's current special salary rate from Exhibit 8 (even if locality rates are higher).	Begin with the employee's current special salary rate from Exhibit 8 (even if locality rates are higher).
B	Increase the rate in Step A by two steps (the amount of two step intervals).	Increase the rate in Step A by two steps (the amount of two step intervals).
C	Find the lowest step rate at the higher grade on <u>Exhibit 8</u> that equals or exceeds the rate found in Step B. This will be the employee's underlying grade and step.	Find the lowest step rate at the higher grade on <u>Exhibit 1</u> that equals or exceeds the rate found in Step B. This will be the employee's underlying grade and step.
D	The employee receives a locality adjustment (that is, the pay rate under Exhibits A through U for the grade and step found in Step C) only if the applicable locality rate is higher than the Exhibit 8 rate for the grade and step.	The employee receives the applicable locality rate from Exhibits A through U for the grade and step found in Step C.

Examples are provided below for promotion from GG-5 to GG-7 (Example 1), from GG-7 to GG-9 (Example 2), and from GG-12 to GG-13 in the Washington, DC, locality pay area (Example 3).

Example 1

Step A GG-5/10, entry level salary = \$53,823
Step B Add 2 steps to this figure, using the step interval for GG-5 from Exhibit 8
(\$993 x 2 = \$1,986)
\$53,823 + \$1,986 = \$55,809
Step C Find \$55,809 on the GG-7 scale (use Exhibit 8).
This amount falls between step 5 and step 6 of the GG-7 scale.
Promote the employee to the **GG-7 step 6 (\$56,430)**.
The employee does not receive a locality adjustment because Exhibit 8 rates at the GG-7 level are higher than locality rates in all areas.

**Exhibit 8 Special Salary Schedule for All Professional Series in the GG-800
Engineering Group and the GG-1300 Scientific Group (continued)**

Example 2

Step A GG-7/10, entry level salary = \$61,342
Step B Add 2 steps to this figure, using the step interval for GG-7 from Exhibit 8
 (\$1,228 x 2 = \$2,456)
 \$61,342 + \$2,456 = \$63,798
Step C Find this amount on the GG-9 scale (use Exhibit 8).
 This amount falls between step 4 and step 5 of the GG-9 scale.
 Promote the individual to the **GG-9 step 5 (\$64,622)**.
 The employee does not receive a locality adjustment because Exhibit 8 rates at
 the GG-9 level are higher than locality rates in all areas.

Example 3

Step A GG-12 step 4 salary = \$78,461
Step B Add 2 steps to this figure, using the step interval for GG-12 from Exhibit 8
 GG-12 step 6 salary = \$82,821
Step C Find this amount on the GG-13 pay scale (use Exhibit 1).
 This amount falls between step 5 and step 6 of the GG-13 scale.
 Place the individual at GG-13 step 6 (underlying rate \$83,619).
Step D Use Exhibit T to find the applicable locality rate.
 Promote the individual to **GG-13 step 6 (\$103,872)**.

Exhibit 9 **Special Salary Schedule for All Resident Inspector Program Personnel in Scientific and Technical Positions Who are Duty Stationed at Reactor or Nuclear Facility Sites**

SPECIAL SALARY SCHEDULE 2011

All Resident Inspector Program Personnel in Scientific and Technical Positions who are Duty Stationed at Reactor or Nuclear Facility Sites

Locations: Nationwide

RATES FROZEN AT 2010 LEVELS

Effective January 2, 2011

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step Interval
11	63,695	65,371	67,047	68,723	70,399	72,075	73,751	75,427	77,103	78,779	1,676
12	72,328	74,337	76,346	78,355	80,364	82,373	84,382	86,391	88,400	90,409	2,009
13	78,841	81,230	83,619	86,008	88,397	90,786	93,175	95,564	97,953	100,342	2,389
14	93,166	95,989	98,812	101,635	104,458	107,281	110,104	112,927	115,750	118,573	2,823

Grade 11 is based on the OPM 2011 Special Salary Rate Table for Engineers (Electrical/Electronic/Nuclear) Worldwide. Grades 12, 13 and 14 are extrapolated from the 2011 General Grade Salary Table (Exhibit 1).

Employees paid from this schedule receive full locality adjustments for the appropriate locality pay area.

Exhibit 9 Special Salary Schedule for All Resident Inspector Program Personnel in Scientific and Technical Positions Who are Duty Stationed at Reactor or Nuclear Facility Sites (continued)

Purpose

Establishes the special salary schedule for personnel in the Resident Inspector Program and the general pay-setting regulations pertaining to that program.

Background

To aid the proper discharge of the Commission's responsibilities, and pursuant to Section 161 d of the Atomic Energy Act of 1954, as amended, a special salary schedule has been established for scientific and technical positions specifically designated as Resident Inspector and Senior Resident Inspector (GG-11, 12, 13, 14). This special salary schedule applies to all NRC GG-11 through GG-14 level employees in the Resident Inspector Program who are duty stationed at a reactor or nuclear facility site, and includes Construction Resident Inspectors who are duty stationed at a licensee site.

Entering the Resident Inspector Program

When an individual enters the Resident Inspector Program, his or her salary should be set by (1) determining the step the individual would have received if he or she were entering a position not in the program (by application, as appropriate, of the promotion, in-hiring, etc., rule in Management Directive 10.41, Appendix 4130-C), and (2) applying the Resident Inspector Special Salary Schedule to the grade and step obtained by (1) above. Resident Inspectors are paid a full locality adjustment¹ in addition to their rate of pay from the Resident Inspector Special Salary Schedule.

An individual's salary that is not set in accordance with the provisions described in the paragraph above may be set at an appropriate Administratively Determined (AD) rate, such as when the individual's salary would be above the maximum rate of the grade on the General Salary Schedule (Exhibit 1) when step (1) above is followed.

Examples: A GG-840-9/5 non-Resident Inspector employee is selected for a GG-11 Resident Inspector position. Application of step (1) shows that the employee would have been placed at the GG-11/2 level (on the GG-800 Engineering Group Salary Schedule, Exhibit 8) if the employee were not entering the program. Application of step (2) places the employee at the GG-11/2 level on this Resident Inspector Special Salary Schedule. If the resident site is located in an area that has a locality rate of 19.29%, the employee would receive a locality adjustment of 19.29% in addition to the GG-11/2 salary from the Resident Inspector Special Salary Schedule. If the resident site is located in a REST OF US (RUS) locality area (14.16%), the employee would receive a locality adjustment of 14.16% in addition to the GG-11/2 salary from the Resident Inspector Special Salary Schedule.

¹ Locality adjustments for Resident Inspectors are basic pay for most purposes, such as retirement, life insurance, severance pay, workers' compensation payment purposes, and recruitment/retention/relocation incentives.

Exhibit 9 Special Salary Schedule for All Resident Inspector Program Personnel in Scientific and Technical Positions Who are Duty Stationed at Reactor or Nuclear Facility Sites (continued)

A GG-840-12/5 non-Resident Inspector employee is selected for a GG-13 Resident Inspector position. Application of step (1) shows that the employee would have been placed at the GG-13/7 level (on the General Salary Schedule, Exhibit 1) if the employee were not entering the program. Application of step (2) places the employee at the GG-13/7 level on this Resident Inspector Special Salary Schedule. If the resident site is located in an area that has a locality rate of 17.64%, the employee would receive a locality adjustment of 17.64% in addition to the GG-13/7 salary from the Resident Inspector Special Salary Schedule.

Leaving the Resident Inspector Program

For purposes of salary administration, all normal salary administration procedures contained in Appendix 4130-C shall apply to individuals being paid under this Resident Inspector Special Salary Schedule except—

- a. A salary paid under this special salary schedule shall not constitute a "highest previous rate" (Appendix 4130-C, Part III); the "highest previous rate" shall be computed as that rate which an employee in that grade and step would have received if he or she had not been paid under this special salary schedule. (See exceptions to this rule as described in c. and d. below.)
- b. When an individual leaves the Resident Inspector Program, except through reassignment when requirements for saved pay are met (c. below) or promotion (d. below), his or her salary shall be set by (1) determining the step the individual would have received if he or she had received in the NRC the same promotions, within-grade increases, and/or high quality increases not under the Resident Inspector Special Salary Schedule, and (2) computing the individual's new salary, by application of the appropriate (e.g., reassignment) rule in Appendix 4130-C to the grade and step obtained by step (1) above.
- c. When a Resident Inspector or Senior Resident Inspector is reassigned to a position outside of the Resident Inspector Program, and the requirements² for pay saving are met, the employee's pay from the Resident Inspector Salary Schedule is retained as base pay, and a locality adjustment is added until such time as the application of normal pay-setting procedures meets or exceeds the employee's saved pay. The employee will also receive as a part of saved pay one half of any general pay increase prior to the application of any locality adjustment.

² Pay saving requirements:

1. Must have successfully completed at least 6 full consecutive years in the resident inspector program.
2. Must be a management-directed reassignment.
3. Must have a performance appraisal of Fully Successful or better for at least the last 6 years.
4. Saved pay will not be available to former residents who are reassigned out of the resident program for cause (performance, objectivity, or conduct) or based solely on personal request.

Exhibit 9 Special Salary Schedule for All Resident Inspector Program Personnel in Scientific and Technical Positions Who are Duty Stationed at Reactor or Nuclear Facility Sites (continued)

Employees' saved pay under these provisions should be compared to what their base or underlying pay (for example, on Exhibit 1) would be using normal pay-setting procedures as described in b. above as follows:

- i. Determine the appropriate grade and step under normal pay-setting procedures.
 - ii. Apply any within-grade increases, promotions, and annual comparability increases.
 - iii. When the application of normal pay-setting procedures equals or exceeds the employee's saved pay, the employee is taken off saved pay.
- d. When an employee is promoted from a Resident Inspector Program position to another NRC position, his or her new salary shall be set at the lowest step of the higher grade on the applicable salary schedule (usually Exhibit 1 or Exhibit 8), which equals or exceeds his or her base salary from the Resident Inspector Salary Schedule. Appropriate adjustments, for example, locality pay, would then be added. However, this provision shall not serve to increase the pay of an individual who later returns to the Resident Inspector Program. Upon re-entry, the individual's salary shall be set using this exhibit without the benefit accrued under this provision.

Limitations

The pay adjustment is not an equivalent increase within the meaning of Appendix 4130-C, Part IV.

Exhibit 10 Special Base Rates for Law Enforcement Officers at Grades 3 to 10

SALARY TABLE 2011
SPECIAL BASE RATES FOR LAW ENFORCEMENT OFFICERS AT GRADES 3 TO 10
RATES FROZEN AT 2010 LEVELS

Locations: Nationwide

Effective January 2, 2011

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step Interval
3	26,208	26,936	27,664	28,392	29,120	29,848	30,576	31,304	32,032	32,760	728
4	29,420	30,237	31,054	31,871	32,688	33,505	34,322	35,139	35,956	36,773	817
5	33,829	34,743	35,657	36,571	37,485	38,399	39,313	40,227	41,141	42,055	914
6	35,672	36,691	37,710	38,729	39,748	40,767	41,786	42,805	43,824	44,843	1019
7	38,511	39,644	40,777	41,910	43,043	44,176	45,309	46,442	47,575	48,708	1133
8	40,139	41,393	42,647	43,901	45,155	46,409	47,663	48,917	50,171	51,425	1254
9	42,948	44,333	45,718	47,103	48,488	49,873	51,258	52,643	54,028	55,413	1385
10	47,297	48,823	50,349	51,875	53,401	54,927	56,453	57,979	59,505	61,031	1526

NOTE: These special base rates for law enforcement officers (as defined in 5 U.S.C. 5541(3) and 5 CFR 550.103) are authorized by section 403 of the Federal Employees Pay Comparability Act of 1990, as amended. By law, these rates must be the basis for computing locality payments. (5 CFR part 531, subpart F.)

Refer to Exhibits AA through EE for the applicable locality rates.

Exhibit 11 Reserved

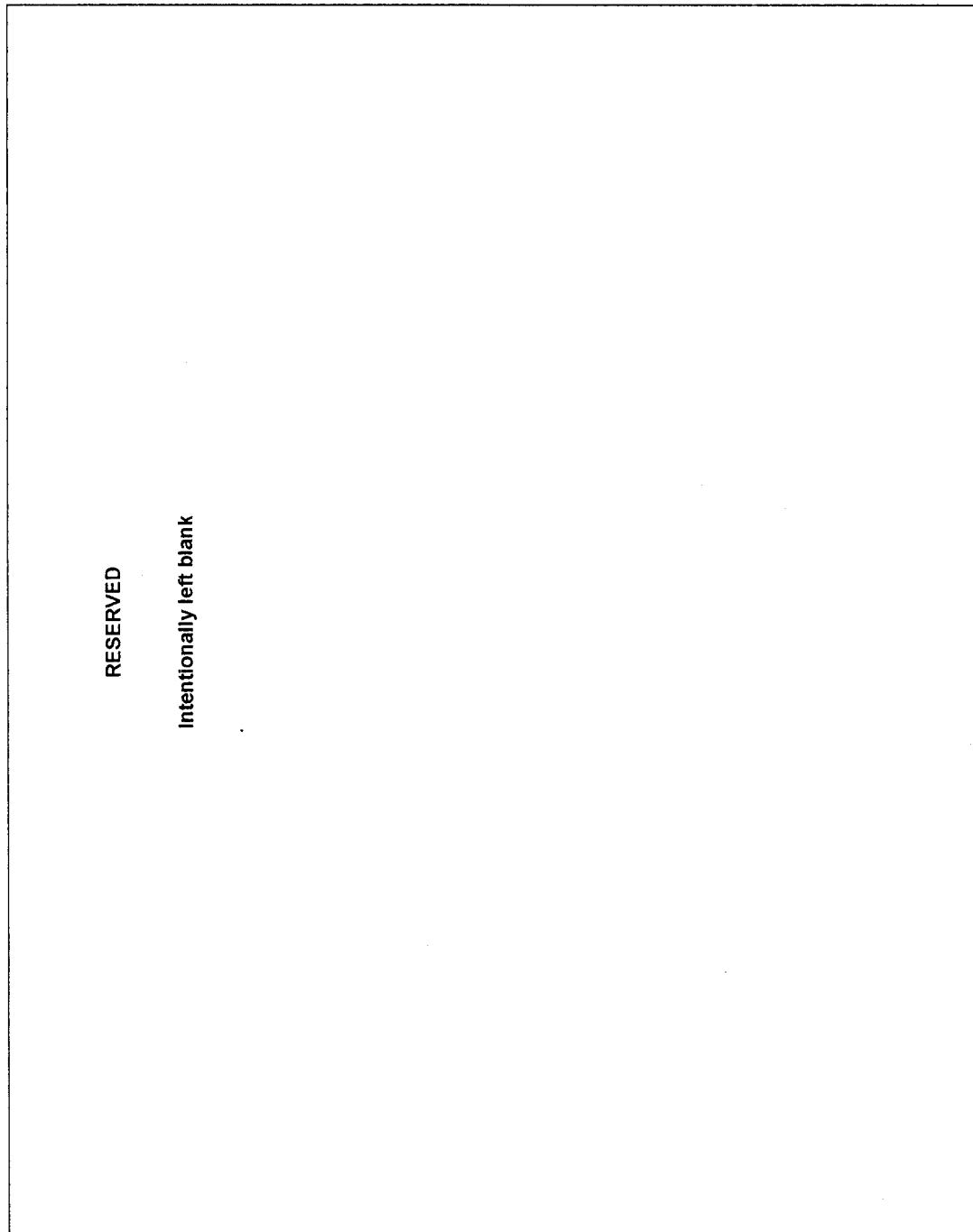


Exhibit 12 Reserved

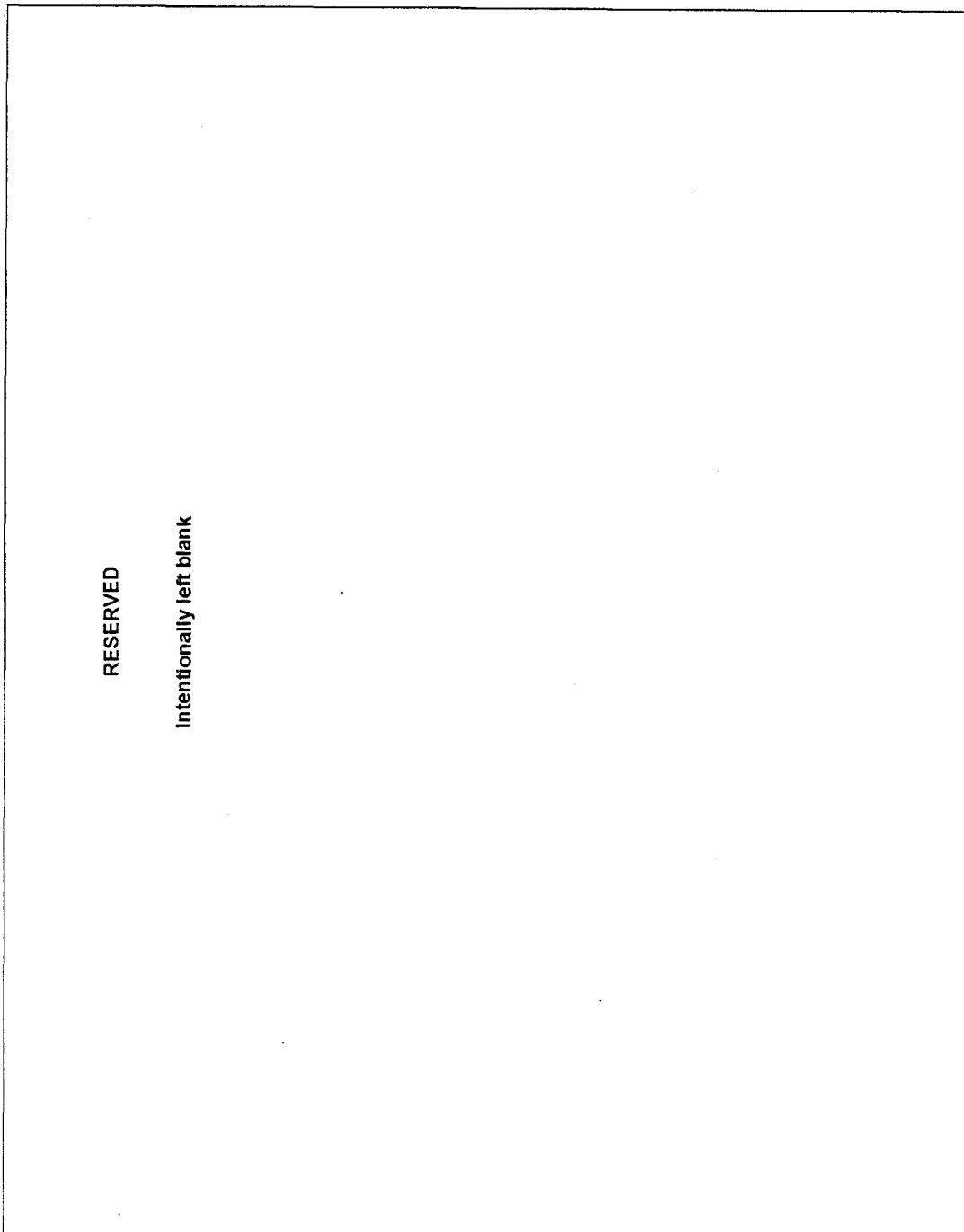


Exhibit 13 Reserved

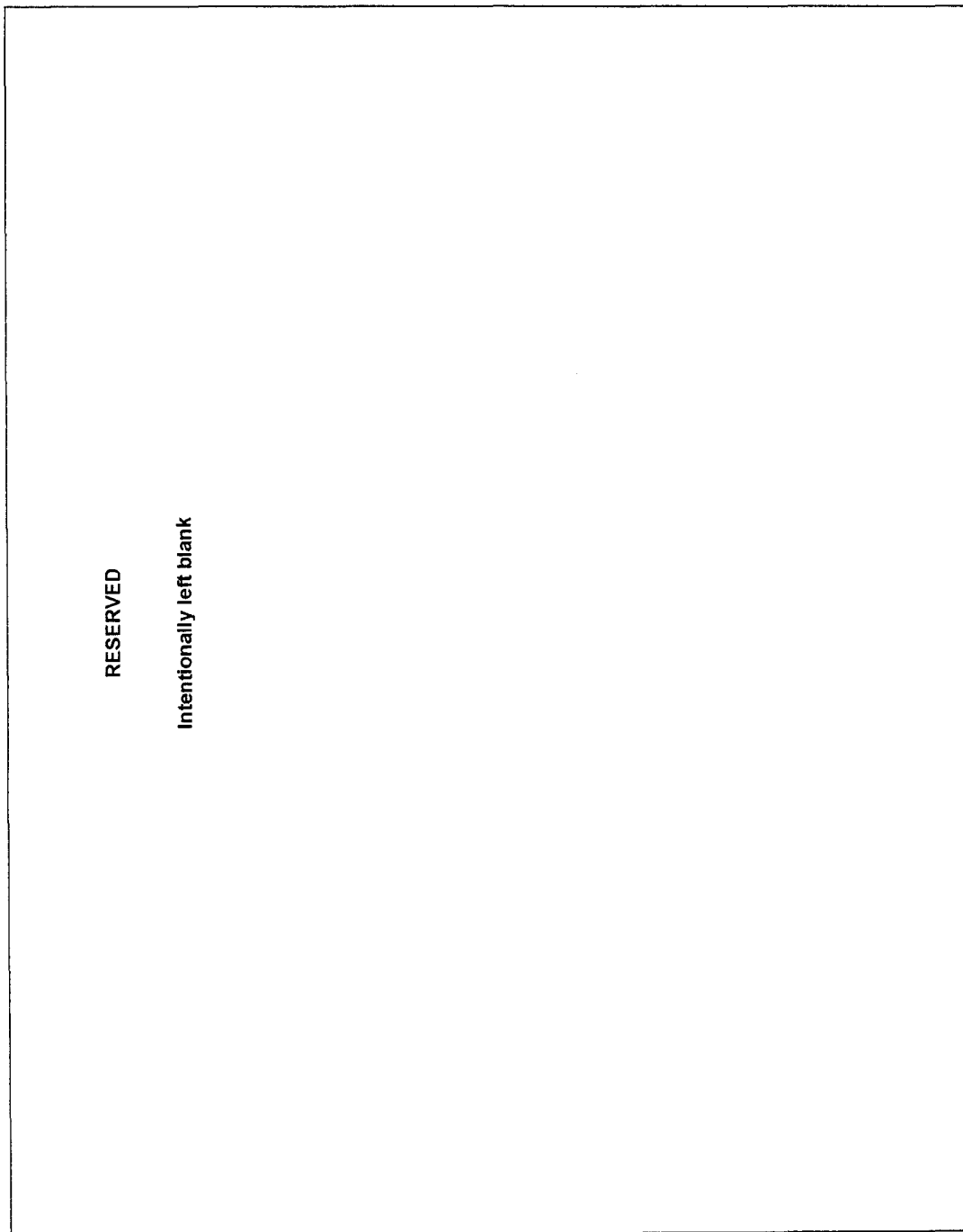


Exhibit 14 Reserved

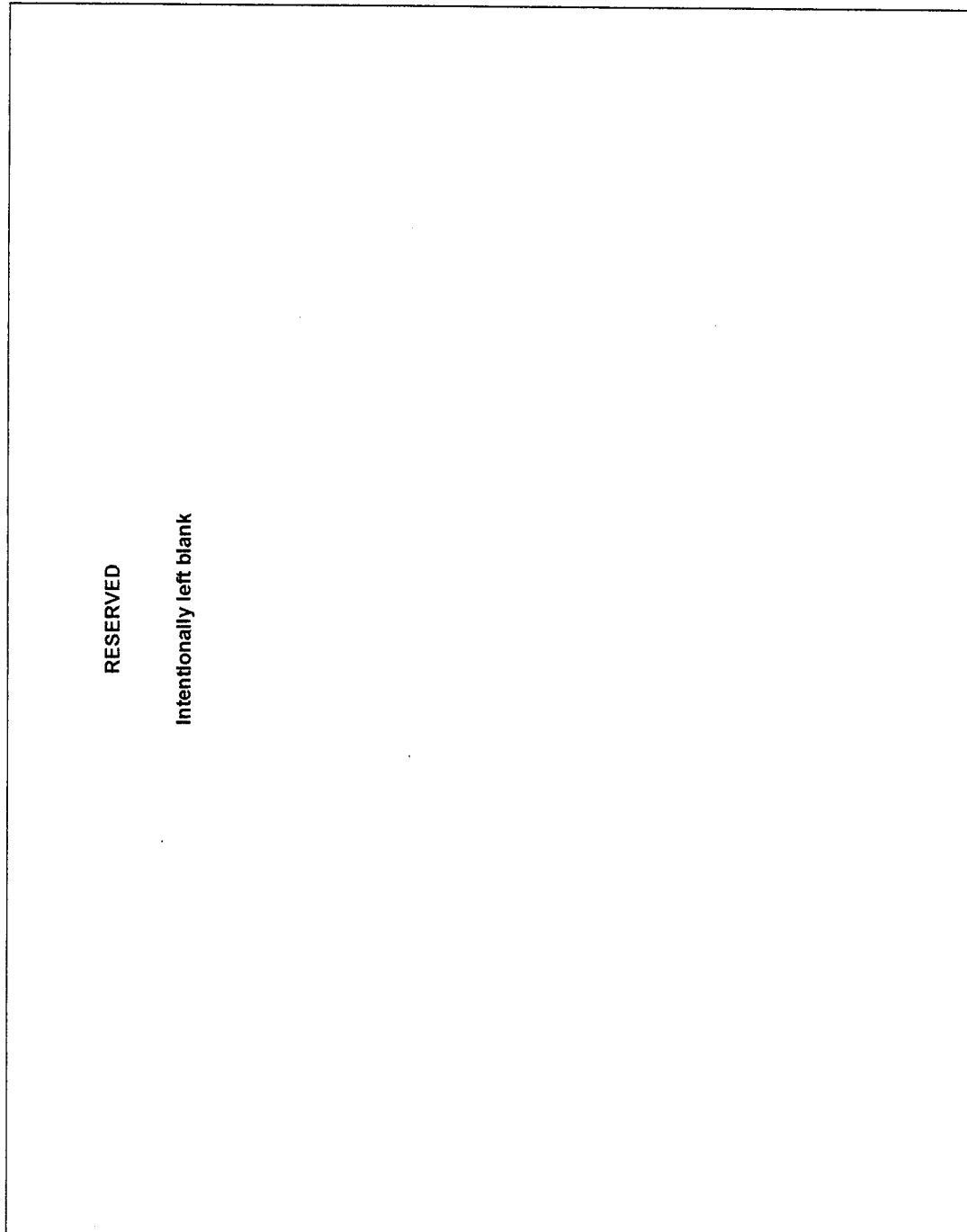


Exhibit 15 Reserved

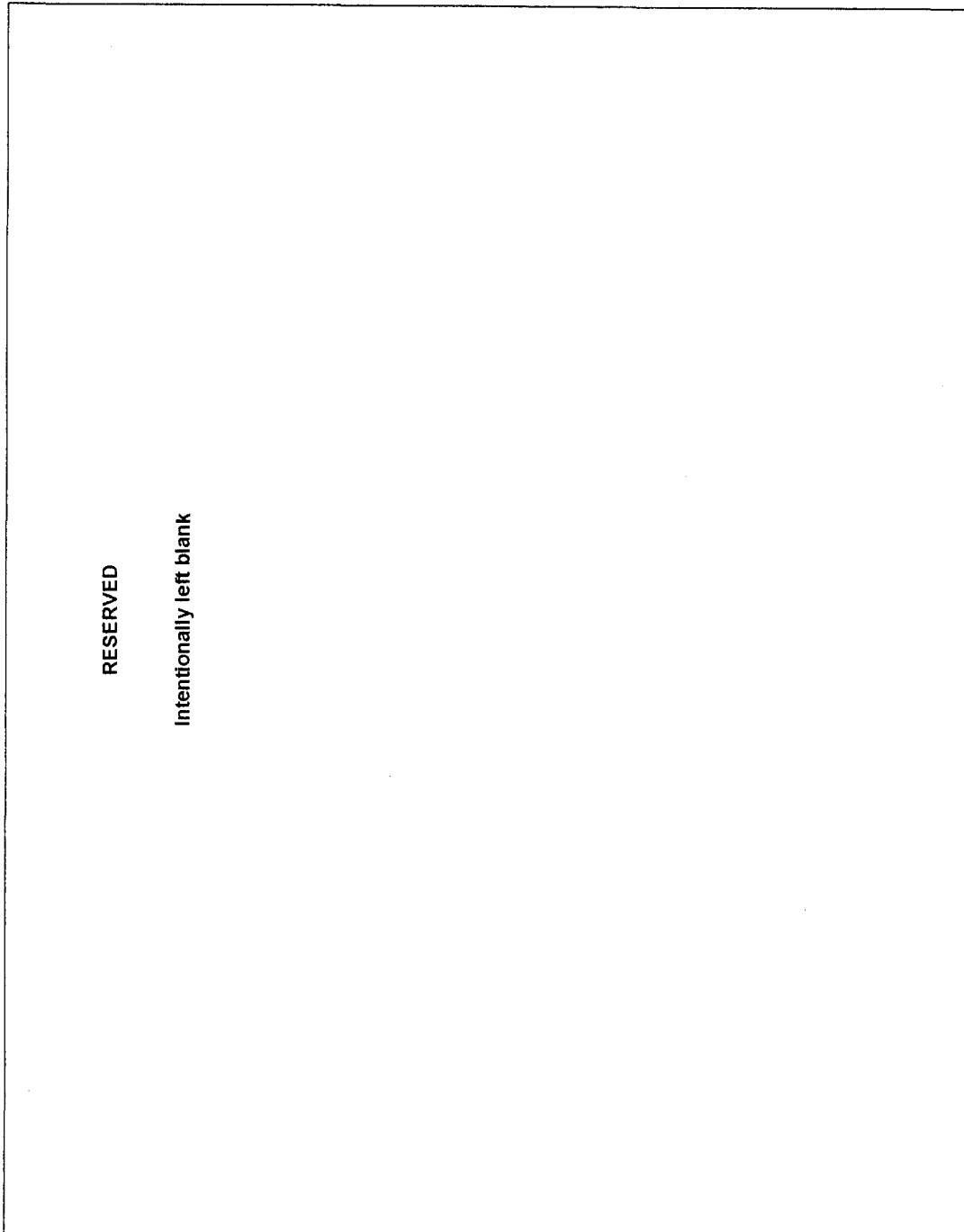


Exhibit 16 **Specific Non-Professional Support Positions in Boston, MA, and Surrounding Areas**

SPECIAL SALARY SCHEDULE 2011

Specific Non-Professional Support Positions

Locations: Positions in Boston, MA, and Surrounding Areas

RATES FROZEN AT 2010 LEVELS

Effective January 2, 2011

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step Interval
2	25191	25837	26483	27129	27775	28421	29067				646

This pay schedule covers positions in occupational series that require full typing, office automation, data transcribing, stenographic or other special support proficiency at grade GG-2 steps 1 through 7 in Boston, MA, and surrounding areas.

For other steps and grades, use Exhibit B.

Exhibit 17 Wage Grade Schedule

Wage Grade Schedule
AC-0027R DoD Civilian Personnel Management Service (AW)
Federal Wage System Regular and Special Production Facilitating Wage Rate Schedules
for the Washington, District of Columbia (DCB) Wage Area

RATES FROZEN AT 2010 LEVELS

Effective Date: October 11, 2009
Issue Date: December 30, 2009

WG WL-WS Grade	WG-Rates					WL-Rates					WS-WD-WN Rates					WD-WN Pay Level
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	
1	11.25	11.72	12.18	12.64	13.13	12.39	12.90	13.40	13.91	14.45	19.08	19.85	20.63	21.44	22.22	
2	12.90	13.42	13.96	14.51	15.06	14.18	14.77	15.38	15.93	16.54	20.70	21.57	22.42	23.30	24.15	
3	14.54	15.14	15.77	16.36	16.96	15.98	16.66	17.32	17.98	18.64	22.36	23.29	24.20	25.14	26.08	1
4	16.20	16.86	17.54	18.21	18.89	17.82	18.55	19.28	20.04	20.78	24.02	25.02	25.97	27.00	27.98	2
5	17.85	18.58	19.35	20.07	20.83	19.63	20.43	21.26	22.09	22.90	25.65	26.74	27.80	28.87	29.92	3
6	19.49	20.30	21.12	21.93	22.75	21.44	22.34	23.22	24.11	25.02	27.30	28.45	29.57	30.71	31.84	4
7	21.15	22.04	22.90	23.78	24.67	23.26	24.21	25.19	26.15	27.13	28.95	30.17	31.36	32.57	33.77	5 1
8	22.76	23.61	24.58	25.55	26.45	25.06	26.07	27.07	28.16	29.17	30.39	31.58	32.84	34.18	35.42	6 2
9	23.96	25.06	25.97	26.97	28.02	26.41	27.52	28.57	29.75	30.86	31.62	32.94	34.30	35.61	36.92	7 3
10	25.32	26.40	27.47	28.54	29.57	27.87	29.03	30.17	31.37	32.52	32.99	34.35	35.68	37.04	38.45	8 4
11	26.63	27.81	28.92	30.03	31.11	29.31	30.58	31.79	33.06	34.22	33.78	35.19	36.59	38.03	39.43	9 5
12	27.98	29.16	30.33	31.51	32.66	30.74	32.04	33.36	34.59	35.89	34.85	36.29	37.77	39.20	40.70	10 6
13	29.30	30.46	31.76	33.03	34.18	32.22	33.61	34.92	36.28	37.61	35.95	37.45	38.95	40.44	41.94	11 7
14	30.62	31.91	33.17	34.44	35.76	33.71	35.10	36.53	37.92	39.34	36.97	38.51	40.05	41.60	43.12	8
15	31.95	33.28	34.59	35.96	37.26	35.18	36.62	38.14	39.58	41.05	38.15	39.75	41.33	42.90	44.51	9
											WS-16	39.49	41.12	42.77	44.40	46.04
											WS-17	40.98	42.68	44.38	46.09	47.79
											WS-18	42.61	44.40	46.18	47.94	49.74

Exhibit 18 Special Schedule for Printing and Litho (XP/SL/SX)

Special Schedule for Printing & Litho (XP/XL/XS)
AC-0027P DoD Civilian Personnel Management Service (AW)
Federal Wage System Special Printing Schedules for Printing and Lithographic Occupations
for the Washington, District of Columbia (DCB) Wage Area

RATES FROZEN AT 2010 LEVELS

Effective Date: October 11, 2009
Issue Date: December 30, 2009

XP XL-XS Grade	XP-Rates			XL-Rates			XS-XD-XN Rates			XD-XN Pay Level	
	1	2	3	1	2	3	1	2	3		
1	12.11	12.62	13.13	13.33	13.88	14.45	20.54	21.38	22.22		
2	13.88	14.47	15.06	15.30	15.90	16.54	22.30	23.22	24.15		
3	15.65	16.32	16.96	17.20	17.93	18.64	24.07	25.07	26.08	1	
4	17.44	18.16	18.89	19.17	19.96	20.78	25.86	26.91	27.98	2	
5	19.22	20.03	20.83	21.15	22.04	22.90	27.62	28.79	29.92	3	
6	20.98	21.87	22.75	23.09	24.06	25.02	29.39	30.62	31.84	4	
7	22.78	23.73	24.67	25.05	26.09	27.13	31.15	32.46	33.77	5	1
8	24.41	25.45	26.45	26.92	28.07	29.17	32.68	34.06	35.42	6	2
9	25.87	26.93	28.02	28.50	29.69	30.86	34.09	35.51	36.92	7	3
10	27.30	28.45	29.57	30.02	31.28	32.52	35.49	36.95	38.45	8	4
11	29.46	30.69	31.92	32.40	33.76	35.11	36.41	37.90	39.43	9	5
12	31.70	33.04	34.34	34.86	36.32	37.79	37.57	39.14	40.70	10	6
13	33.92	35.36	36.76	37.33	38.88	40.41	38.71	40.34	41.94	11	7
14	36.15	37.68	39.18	39.80	41.42	43.08	39.81	41.46	43.12		8
15	38.39	40.00	41.60	42.23	43.99	45.75	41.07	42.79	44.51		9
							XS-16	42.51	44.27	46.04	
							XS-17	44.14	45.97	47.79	
							XS-18	45.91	47.81	49.74	
							XS-19	43.74	45.57	47.40	

Exhibit 19 NRC Entry-Level Engineering (GG-800 Group), Scientific (GG-1300 Group), and Legal Positions

SPECIAL SALARY SCHEDULE 2011

**NRC Entry-Level Engineering (GG-800 Group),
Scientific (GG-1300 Group), and Legal Positions**

Locations: Headquarters and Regional Offices

RATES FROZEN AT 2010 LEVELS

Effective January 2, 2011

Annual Pay Rates

	Bachelor Degree		Master Degree	Ph.D/J.D. Degree
	Average Qualifications	Superior Qualifications		
All Engineering Series In the 800 Group and Scientific Disciplines in the 1300 Group	GG-5/10* (\$53,823)	GG-7/10* (\$61,342)	GG-9/6* (\$66,123)	GG-11/8* (\$80,011)
Honor Law Graduate or ASLBP Law Clerk	GG-11/10** (\$65,371)			

*Rates are from the Special Salary Schedule for the GG-800 Engineering Group and the GG-1300 General Physical Science Group (Exhibit 8). Employees paid from this schedule do not receive locality adjustments unless the locality rates are higher than the rates on this schedule.

**This rate is from the General Grade Salary Table (Exhibit 1). Employees paid this rate also receive locality adjustments. Check Exhibits A through U for applicable locality rates.

Exhibit 19 NRC Entry-Level Engineering (GG-800 Group), Scientific (GG-1300 Group), and Legal Positions (continued)

Purpose

This special salary schedule has been established for NRC entry-level professional positions in programs for students graduating from or enrolled in accredited colleges and universities. Use this schedule to set salary for student appointments at or above the GG-9 (Master degree or higher) level for entry-level professional positions.

Other Management Directive 10.41, Appendix 4130-C, pay exhibits cover salaries for positions not based on college recruitment (for example, transfers from other Federal agencies); and normal pay setting rules, such as locality adjustments (Exhibits A through U), apply as appropriate.

Entry-Level Pay Rates and Grades

Salary determinations for individuals with Bachelor's Degrees selected for Entry-Level Engineering (800 Group) or Scientific (1300 Group) positions are based also on scholastic achievements. Individuals qualify for appointments at the GG-7 step 10 based on superior qualifications defined as—

1. An overall Grade Point Average (GPA) of **at least 2.95** on a 4.0 scale (GPA may not be rounded up to reach 2.95) or **at least 3.5** in the major (GPA may not be rounded up to reach 3.5); or
2. Standing in the upper third of student's class; or
3. Election to membership in one of the national honorary scholastic societies; or
4. Other significant scholastic/academic achievements.

It is the student's responsibility to document superior qualifications by providing the appropriate NRC Program Coordinator with either a transcript, report card, or other official school document.

For the Entry-Level Program, related work experience will be a factor in determining salaries in addition to academic qualifications. Credit for pre-degree experience must be considered on a case-by-case basis. Normally, a one-step increase (not to exceed the 10th step) will be allowed for each 6 months of related work experience.

An individual may receive credit for 1 year of specialized experience when the individual has 1 year or more of pre-degree and/or post-degree experience (such as experience operating a university research reactor or operating a reactor in the nuclear Navy) that is relevant to the position being filled, and such experience in combination with the degree indicates a level of knowledge, skill, or ability beyond that evidenced by the degree alone. For example, an applicant with 5 years of pre-degree nuclear Navy experience who subsequently completes a Bachelor's Degree in engineering with superior academic achievement may be qualified at the GG-9 level. The individual's pay in this case would be set at the entry-level pay rate reflected on Exhibit 19 for the GG-9 level (that is, GG-9 step 6).

**Exhibit 19 NRC Entry-Level Engineering (GG-800 Group), Scientific (GG-1300 Group),
and Legal Positions (continued)**

Promotions

Exhibit 8 describes procedures for career-ladder promotions for entry-level employees at the GG-5/10 and GG-7/10 levels.

Exhibit 20 Student Career Experience Program and Student Temporary Employment Program Positions (Engineering and Scientific Disciplines) – Annual Pay Rates and Steps

SPECIAL SALARY SCHEDULE 2011

**Student Career Experience Program and
Student Temporary Employment Program Positions
(Engineering and Scientific Disciplines)**

Locations: Nationwide

RATES FROZEN AT 2010 LEVELS

Effective January 2, 2011

Annual Pay Rates and Steps

Engineering and Scientific Disciplines	Semester Hours	Pay Rate	Annual Salary	Hourly Rates
Bachelor Programs				
Sophomore	30 through 59	GG-4/5	\$27,786 plus locality*	\$13.31 plus locality*
Junior	60 through 89	GG-5/6	\$40,227**	\$19.28**
Senior	90 or more	GG-5/10	\$43,883**	\$21.03**
Master Programs				
	GPA below 2.95	GG-5/10	\$53,823***	\$25.79***
	GPA 2.95 and above	GG-7/10	\$61,342***	\$29.39***

*Rates are from the General Grade Salary Table (Exhibit 1). Refer to Exhibits A through U for applicable locality rates.

**Rates are from the Special Salary Schedule for Engineering and Scientific Positions, OPM Special Salary Rate Table for Engineers (selected series) Worldwide (Exhibit 20-A). Locality rates are not applicable.

***Rates are from the NRC Special Salary Schedule for Engineers and Scientific Positions (Exhibit 8). Locality rates are not applicable.

Exhibit 20-A Student Career Experience Program and Student Temporary Employment Program Positions (Engineering and Scientific Disciplines) – Annual Rates by Grade and Step

SPECIAL SALARY SCHEDULE 2011

**Student Career Experience Program and Student Temporary Employment Program Positions
(Engineering and Scientific Disciplines)**

Location: Nationwide

RATES FROZEN AT 2010 LEVELS

Effective January 2, 2011

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step Interval
5	35657	36571	37485	38399	39313	40227	41141	42055	42969	43883	914

Extracted from OPM Special Salary Rate Table for Engineers (selected series) Worldwide.

Employees paid from this schedule do not receive locality adjustments unless the locality rates are higher than the rates on this schedule. Refer to Exhibits A through U for applicable locality rates.

Exhibit 20-B Student Career Experience Program and Student Temporary Employment Program Positions (Administrative and Management Disciplines) – Annual Pay Rates and Steps

SPECIAL SALARY SCHEDULE 2011

**Student Career Experience Program and
Student Temporary Employment Program Positions
(Administrative and Management Disciplines)**

Location: Nationwide

RATES FROZEN AT 2010 LEVELS

Effective January 2, 2011

Annual Pay Rates and Steps

Administrative/ Management Disciplines	Semester Hours	Pay Rate	Annual Salary	Hourly Rates
Bachelor Programs	30 through 89	GG-4/1	\$24,518 plus locality*	\$11.75 plus locality*
	90 or more	GG-5/1	\$27,431 plus locality*	\$13.14 plus locality*
Master Programs	GPA below 2.95	GG-5/1	\$27,431 plus locality*	\$13.14 plus locality*
	GPA 2.95 and above	GG-7/1	\$33,979 plus locality*	\$16.28 plus locality*

*Rates are from the General Grade Salary Table (Exhibit 1). Refer to Exhibits A through U for applicable locality rates.

Note: For positions in Information Technology series (1550 and 2210), see Exhibits 21-A through 21-C for applicable rates.

**Exhibit 20-C Student Career Experience Program and Student Temporary Employment
Program Positions (Law Clerk) – Annual Pay Rates and Steps**

SPECIAL SALARY SCHEDULE 2011

**Student Career Experience Program and
Student Temporary Employment Program Positions
(Law Clerk)**

Location: Nationwide

RATES FROZEN AT 2010 LEVELS

Effective January 2, 2011

Annual Pay Rates and Steps

	Semester Hours	Pay Rate	Annual Salary	Hourly Pay Rates
Law Clerk	30 through 49	GG-7/10	\$44,176 plus locality*	\$21.17 plus locality*
	50 through 60	GG-9/8	\$51,258 plus locality*	\$24.56 plus locality*

*Rates are from the General Grade Salary Table (Exhibit 1). Refer to Exhibits A through U for applicable locality rates.

Exhibit 20-D Student Career Experience Program and Student Temporary Employment Program Positions (Clerical) – Annual Pay Rates and Steps

SPECIAL SALARY SCHEDULE 2011

**Student Career Experience Program and
Student Temporary Employment Program Positions
(Clerical)**

Location: Nationwide

RATES FROZEN AT 2010 LEVELS

Effective January 2, 2011

Annual Pay Rates and Steps

	Semester Hours	Pay Rate	Annual Salary	Hourly Rates
Clerical (Typing)			Basic pay is from the General Schedule (Exhibit 1). Employees receive applicable special salary rates for positions requiring typing (Exhibit 16) or locality rates (Exhibits A through U).	
No Work Experience	High School Student	GG-1/1		
	High School Graduate	GG-2/1		
6 months of Work Experience	OR 1 year of college credits (1 to 29)	GG-3/1		
1 Year of Work Experience	OR 2 years of college credits (30 to 60)	GG-4/1		
Clerk (No typing)				
No Work Experience	High School Student	GG-1/1	\$17,803 plus locality*	\$8.53 plus locality*
	High School Graduate	GG-2/1	\$20,017 plus locality*	\$9.59 plus locality*
6 months of Work Experience	OR 1 year of college credits (1 to 29)	GG-3/1	\$21,840 plus locality*	\$10.46 plus locality*
1 Year of Work Experience	OR 2 years of college credits (30 to 60)	GG-4/1	\$24,518 plus locality*	\$11.75 plus locality*

*Rates are from the General Grade Salary Table (Exhibit 1). Refer to Exhibits A through U for applicable locality rates.

Exhibit 20 Special Salary Schedule for Student Career Experience Program and the Student Temporary Employment Program Positions (continued)

Purpose

Establishes special salary schedules for individuals who are –

- Enrolled or who have been accepted for enrollment (during the upcoming semester, quarter, etc.) as degree-seeking (diploma, certificate) students and taking at least a half-time academic, vocational, or technical course load in accredited high schools, technical or vocational schools, 2-year or 4-year colleges or universities, or graduate or professional schools; and
- Working at NRC Headquarters or Regional Offices in Student Career Experience Program (SCEP) positions (formerly referred to as the Cooperative Education Program, i.e., Co-op) or Student Temporary Employment Program (STEP) positions.

Use Exhibit 19 to set salary for student appointments at or above the GG-9 (Master degree or higher) level for entry-level professional positions (GG-800, GG-1300, and legal positions).

Please note that sons and daughters (including stepsons and stepdaughters) of NRC employees, or of any employee of another agency who is assigned to the NRC, normally may not be appointed to the STEP program. Further information on nepotism restrictions, as well as on age restrictions and other aspects of the SCEP and STEP programs, is contained in Management Directive 10.13 and in Yellow Announcement No. 085, dated October 26, 2006.

Academic credit hours specified in Exhibit 20 are semester hours. Credit from schools using the quarter system will be converted to semester hours by multiplying the number of quarter hours earned by two-thirds.

In order to be placed in or advanced to a higher grade or step, the student is responsible for documenting earned credit hours by providing either a transcript, report card, or other official school document. Grade determinations must be supported by position descriptions.

SCEP Positions

The SCEP provides students experience that is directly related to their educational program and career goals and allows for their noncompetitive conversion to NRC Regular (Excepted) Appointments after they complete course work and career-related work requirements.

Related work experience will be a factor in determining salaries in addition to academic qualifications. Normally, a one-step increase (not to exceed the 10th step) will be allowed for each 6 months of related work experience.

STEP Positions

The STEP provides students experience in temporary positions in the occupations and grades identified (any occupations not reflected in the described categories will be decided on a case-by-case basis). Duties do not have to be related to the student's educational program or career goals. The STEP does not allow for noncompetitive conversion to NRC Regular (Excepted) Appointments.

Exhibit 21-A Information Technology for Headquarters, Region I and Region IV

SPECIAL SALARY SCHEDULE 2011

Information Technology

Location: Headquarters, Region I & Region IV

RATES FROZEN AT 2010 LEVELS

Effective January 2, 2011

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step Interval
5	38,403	39,683	40,963	42,242	43,522	44,801	46,081	47,361	48,640	49,920	VARIES
7	45,872	47,401	48,931	50,460	51,990	53,519	55,049	56,579	58,108	59,638	VARIES
9	54,032	55,832	57,633	59,433	61,234	63,034	64,835	66,635	68,436	70,236	VARIES
11	60,344	62,356	64,367	66,378	68,389	70,400	72,412	74,423	76,434	78,445	VARIES

Occupation(s):	1550	COMPUTER SCIENCE SPECIALIST
	2210	INFORMATION TECHNOLOGY MANAGER

For positions at other grades, see Exhibit E, M, or T for applicable locality rates.

Exhibit 21-B Information Technology at Region II

SPECIAL SALARY SCHEDULE 2011

Information Technology

RATES FROZEN AT 2010 LEVELS

Effective January 2, 2011

Location: Region II

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step Interval
5	37,855	39,116	40,377	41,639	42,900	44,161	45,423	46,684	47,945	49,207	VARIES
7	45,192	46,699	48,206	49,713	51,220	52,727	54,233	55,740	57,247	58,754	VARIES
9	54,032	55,832	57,633	59,433	61,234	63,034	64,835	66,635	68,436	70,236	VARIES
11	59,339	61,316	63,294	65,272	67,249	69,227	71,205	73,182	75,160	77,138	VARIES

For positions at other grades, see Exhibit A.

Exhibit 21-C Information Technology at Region III

SPECIAL SALARY SCHEDULE 2011

Information Technology

RATES FROZEN AT 2010 LEVELS

Effective January 2, 2011

Location: Region III

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step Interval
5	39,226	40,533	41,840	43,147	44,454	45,761	47,068	48,375	49,682	50,990	VARIES
7	46,891	48,455	50,018	51,582	53,145	54,709	56,272	57,836	59,399	60,963	VARIES
9	55,279	57,121	58,963	60,805	62,647	64,489	66,331	68,173	70,015	71,857	VARIES
11	61,853	63,914	65,976	68,037	70,099	72,160	74,222	76,283	78,345	80,406	VARIES

For positions at other grades, see Exhibit C.

Exhibit A Salary Table 2011-ATL

SALARY TABLE 2011-ATL
INCORPORATING A LOCALITY PAYMENT OF 19.29%
FOR THE LOCALITY PAY AREA OF ATLANTA-SANDY SPRINGS-GAINESVILLE, GA-AL
RATES FROZEN AT 2010 LEVELS
Effective January 2, 2011

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	21,237	21,947	22,653	23,356	24,062	24,477	25,175	25,879	25,906	26,565
2	23,878	24,446	25,236	25,906	26,197	26,968	27,739	28,509	29,280	30,050
3	26,053	26,921	27,790	28,658	29,527	30,395	31,264	32,132	33,000	33,869
4	29,248	30,222	31,197	32,171	33,146	34,121	35,095	36,070	37,044	38,019
5	32,722	33,813	34,903	35,993	37,084	38,174	39,264	40,355	41,445	42,535
6	36,475	37,691	38,906	40,122	41,338	42,553	43,769	44,984	46,200	47,415
7	40,534	41,885	43,237	44,588	45,940	47,291	48,643	49,994	51,346	52,698
8	44,890	46,386	47,882	49,378	50,874	52,370	53,865	55,361	56,857	58,353
9	49,581	51,233	52,885	54,537	56,189	57,841	59,494	61,146	62,798	64,450
10	54,600	56,421	58,241	60,061	61,882	63,702	65,522	67,343	69,163	70,984
11	59,987	61,987	63,986	65,985	67,985	69,984	71,983	73,982	75,982	77,981
12	71,901	74,297	76,694	79,090	81,487	83,884	86,280	88,677	91,073	93,470
13	85,500	88,350	91,200	94,049	96,899	99,749	102,599	105,449	108,299	111,148
14	101,035	104,403	107,770	111,138	114,505	117,873	121,240	124,608	127,976	131,343
15	118,846	122,808	126,769	130,731	134,693	138,654	142,616	146,578	150,539	154,501

NOTE: Locality rates of pay are considered rates of basic pay—see 5 C.F.R. 531.203.

Exhibit B Salary Table 2011-BOS

GENERAL GRADE SALARY TABLE 2011-BOS
INCORPORATING A LOCALITY PAYMENT OF 24.80%
FOR THE LOCALITY PAY AREA OF BOSTON-WORCESTER-MANCESTER, MA-NH-RI-ME
RATES FROZEN AT 2010 LEVELS
Effective January 2, 2011

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	22,218	22,961	23,700	24,435	25,173	25,608	26,338	27,074	27,103	27,792
2	24,981	25,575	26,401	27,103	27,407	28,214	29,020	29,826	30,632	31,438
3	27,256	28,165	29,073	29,982	30,890	31,799	32,708	33,616	34,525	35,433
4	30,598	31,618	32,638	33,657	34,677	35,697	36,716	37,736	38,755	39,775
5	34,234	35,375	36,515	37,656	38,797	39,937	41,078	42,219	43,359	44,500
6	38,160	39,432	40,704	41,975	43,247	44,519	45,790	47,062	48,334	49,606
7	42,406	43,820	45,234	46,648	48,062	49,476	50,890	52,304	53,718	55,132
8	46,963	48,528	50,093	51,658	53,223	54,788	56,353	57,918	59,483	61,048
9	51,871	53,599	55,328	57,056	58,785	60,513	62,242	63,970	65,698	67,427
10	57,122	59,027	60,931	62,836	64,740	66,644	68,549	70,453	72,358	74,262
11	62,758	64,850	66,941	69,033	71,125	73,216	75,308	77,400	79,491	81,583
12	75,222	77,729	80,236	82,744	85,251	87,758	90,265	92,773	95,280	97,787
13	89,449	92,431	95,412	98,394	101,375	104,357	107,338	110,319	113,301	116,282
14	105,702	109,225	112,748	116,271	119,794	123,317	126,840	130,364	133,887	137,410
15	124,336	128,480	132,625	136,770	140,914	145,059	149,203	153,348	155,500*	155,500*

* Rate limited to the rate for level IV of the Executive Schedule (5 U.S.C. 5304 (g)(1)).

NOTE: Locality rates of pay are considered rates of basic pay—see 5 C.F.R. 531.203.

Exhibit C Salary Table 2011-CHI

GENERAL GRADE SALARY TABLE 2011-CHI
INCORPORATING A LOCALITY PAYMENT OF 25.10%
FOR THE LOCALITY PAY AREA OF CHICAGO-NAPERVILLE-MICHIGAN CITY, IL-IN-WI
RATES FROZEN AT 2010 LEVELS
Effective January 2, 2011

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	22,272	23,016	23,756	24,493	25,234	25,669	26,401	27,139	27,168	27,859
2	25,041	25,637	26,465	27,168	27,473	28,281	29,090	29,898	30,706	31,514
3	27,322	28,233	29,143	30,054	30,965	31,875	32,786	33,697	34,608	35,518
4	30,672	31,694	32,716	33,738	34,760	35,782	36,804	37,826	38,849	39,871
5	34,316	35,460	36,603	37,746	38,890	40,033	41,177	42,320	43,463	44,607
6	38,252	39,527	40,801	42,076	43,351	44,626	45,900	47,175	48,450	49,725
7	42,508	43,925	45,342	46,760	48,177	49,595	51,012	52,429	53,847	55,264
8	47,076	48,645	50,214	51,783	53,351	54,920	56,489	58,058	59,626	61,195
9	51,995	53,728	55,461	57,193	58,926	60,658	62,391	64,124	65,856	67,589
10	57,260	59,169	61,078	62,987	64,896	66,805	68,714	70,623	72,532	74,441
11	62,909	65,006	67,102	69,199	71,296	73,392	75,489	77,586	79,682	81,779
12	75,403	77,916	80,429	82,943	85,456	87,969	90,482	92,996	95,509	98,022
13	89,664	92,653	95,641	98,630	101,619	104,607	107,596	110,585	113,573	116,562
14	105,956	109,488	113,019	116,551	120,082	123,614	127,145	130,677	134,209	137,740
15	124,635	128,789	132,944	137,098	141,253	145,407	149,562	153,717	155,500*	155,500*

* Rate limited to the rate for level IV of the Executive Schedule (5 U.S.C. 5304 (g)(1)).

NOTE: Locality rates of pay are considered rates of basic pay—see 5 C.F.R. 531.203.

Exhibit D Salary Table 2011-CLE

GENERAL GRADE SALARY TABLE 2011-CLE
INCORPORATING A LOCALITY PAYMENT OF 18.68%
FOR THE LOCALITY PAY AREA OF CLEVELAND-AKRON-ELYRIA, OH
RATES FROZEN AT 2010 LEVELS
Effective January 2, 2011

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	21,129	21,835	22,537	23,236	23,939	24,352	25,046	25,746	25,774	26,429
2	23,756	24,321	25,107	25,774	26,063	26,830	27,597	28,363	29,130	29,897
3	25,920	26,784	27,648	28,512	29,376	30,240	31,104	31,968	32,832	33,696
4	29,098	30,068	31,037	32,007	32,976	33,946	34,916	35,885	36,855	37,825
5	32,555	33,640	34,725	35,809	36,894	37,979	39,064	40,148	41,233	42,318
6	36,289	37,498	38,707	39,917	41,126	42,336	43,545	44,754	45,964	47,173
7	40,326	41,671	43,016	44,360	45,705	47,049	48,394	49,739	51,083	52,428
8	44,660	46,149	47,637	49,125	50,613	52,102	53,590	55,078	56,566	58,055
9	49,327	50,971	52,614	54,258	55,902	57,546	59,189	60,833	62,477	64,120
10	54,321	56,132	57,943	59,754	61,565	63,376	65,187	66,998	68,809	70,621
11	59,681	61,670	63,659	65,648	67,637	69,626	71,615	73,604	75,593	77,582
12	71,533	73,917	76,302	78,686	81,070	83,455	85,839	88,223	90,607	92,992
13	85,063	87,898	90,733	93,568	96,404	99,239	102,074	104,910	107,745	110,580
14	100,518	103,869	107,219	110,569	113,920	117,270	120,620	123,971	127,321	130,671
15	118,239	122,180	126,121	130,063	134,004	137,945	141,887	145,828	149,769	153,711

NOTE: Locality rates of pay are considered rates of basic pay—see 5 C.F.R. 531.203.

Exhibit E Salary Table 2011-DFW

GENERAL GRADE SALARY TABLE 2011-DFW
INCORPORATING A LOCALITY PAYMENT OF 20.67%
FOR THE LOCALITY PAY AREA OF DALLAS-FORT WORTH, TX
RATES FROZEN AT 2010 LEVELS
Effective January 2, 2011

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	21,483	22,201	22,915	23,626	24,340	24,760	25,466	26,178	26,206	26,872
2	24,155	24,729	25,528	26,206	26,500	27,280	28,059	28,839	29,618	30,398
3	26,354	27,233	28,111	28,990	29,868	30,747	31,625	32,504	33,382	34,261
4	29,586	30,572	31,558	32,543	33,529	34,515	35,501	36,487	37,473	38,459
5	33,101	34,204	35,307	36,410	37,513	38,616	39,719	40,821	41,924	43,027
6	36,897	38,127	39,357	40,586	41,816	43,045	44,275	45,505	46,734	47,964
7	41,002	42,370	43,737	45,104	46,471	47,838	49,206	50,573	51,940	53,307
8	45,409	46,923	48,436	49,949	51,462	52,975	54,489	56,002	57,515	59,028
9	50,154	51,825	53,497	55,168	56,839	58,510	60,182	61,853	63,524	65,196
10	55,232	57,073	58,915	60,756	62,598	64,439	66,280	68,122	69,963	71,805
11	60,681	62,704	64,726	66,749	68,771	70,793	72,816	74,838	76,861	78,883
12	72,733	75,157	77,581	80,005	82,430	84,854	87,278	89,702	92,127	94,551
13	86,489	89,372	92,255	95,137	98,020	100,903	103,786	106,669	109,551	112,434
14	102,204	105,610	109,017	112,423	115,830	119,236	122,643	126,049	129,456	132,862
15	120,221	124,229	128,236	132,243	136,251	140,258	144,266	148,273	152,281	155,500*

* Rate limited to the rate for level IV of the Executive Schedule (5 U.S.C. 5304 (g)(1)).

NOTE: Locality rates of pay are considered rates of basic pay—see 5 C.F.R. 531.203.

Exhibit F Salary Table 2011-DET

GENERAL GRADE SALARY TABLE 2011-DET
INCORPORATING A LOCALITY PAYMENT OF 24.09%
FOR THE LOCALITY PAY AREA OF DETROIT-WARREN-FLINT, MI
RATES FROZEN AT 2010 LEVELS
Effective January 2, 2011

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	22,092	22,830	23,565	24,296	25,030	25,462	26,188	26,920	26,949	27,634
2	24,839	25,430	26,251	26,949	27,251	28,053	28,855	29,656	30,458	31,260
3	27,101	28,005	28,908	29,811	30,715	31,618	32,522	33,425	34,328	35,232
4	30,424	31,438	32,452	33,466	34,480	35,493	36,507	37,521	38,535	39,549
5	34,039	35,173	36,307	37,442	38,576	39,710	40,844	41,978	43,113	44,247
6	37,943	39,207	40,472	41,736	43,001	44,265	45,530	46,794	48,059	49,323
7	42,165	43,570	44,976	46,382	47,788	49,194	50,600	52,006	53,412	54,818
8	46,696	48,252	49,808	51,365	52,921	54,477	56,033	57,589	59,145	60,701
9	51,576	53,294	55,013	56,731	58,450	60,169	61,887	63,606	65,325	67,043
10	56,797	58,691	60,584	62,478	64,372	66,265	68,159	70,053	71,946	73,840
11	62,401	64,481	66,561	68,640	70,720	72,800	74,880	76,959	79,039	81,119
12	74,794	77,287	79,780	82,273	84,766	87,259	89,752	92,245	94,738	97,231
13	88,940	91,905	94,869	97,834	100,798	103,763	106,727	109,692	112,656	115,621
14	105,101	108,604	112,107	115,610	119,113	122,616	126,119	129,622	133,125	136,628
15	123,628	127,749	131,870	135,991	140,113	144,234	148,355	152,476	155,500*	155,500*

* Rate limited to the rate for level IV of the Executive Schedule (5 U.S.C. 5304 (g)(1)).

NOTE: Locality rates of pay are considered rates of basic pay—see 5 C.F.R. 531.203.

Exhibit G Salary Table 2011-HAR

GENERAL GRADE SALARY TABLE 2011-HAR
INCORPORATING A LOCALITY PAYMENT OF 25.82%
FOR THE LOCALITY PAY AREA OF HARTFORD-WEST HARTFORD-WILLIMANTIC, CT-MA
RATES FROZEN AT 2010 LEVELS
Effective January 2, 2011

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	22,400	23,148	23,893	24,634	25,379	25,817	26,553	27,295	27,324	28,019
2	25,185	25,784	26,617	27,324	27,631	28,444	29,257	30,070	30,883	31,695
3	27,479	28,395	29,311	30,227	31,143	32,059	32,975	33,891	34,807	35,723
4	30,849	31,876	32,904	33,932	34,960	35,988	37,016	38,044	39,072	40,100
5	34,514	35,664	36,814	37,964	39,114	40,264	41,414	42,564	43,714	44,864
6	38,472	39,754	41,036	42,318	43,600	44,883	46,165	47,447	48,729	50,011
7	42,752	44,178	45,603	47,029	48,455	49,880	51,306	52,731	54,157	55,582
8	47,347	48,925	50,503	52,081	53,658	55,236	56,814	58,392	59,970	61,547
9	52,295	54,037	55,780	57,522	59,265	61,008	62,750	64,493	66,235	67,978
10	57,589	59,509	61,429	63,349	65,269	67,189	69,109	71,029	72,949	74,869
11	63,271	65,380	67,489	69,597	71,706	73,815	75,924	78,032	80,141	82,250
12	75,837	78,364	80,892	83,420	85,948	88,475	91,003	93,531	96,059	98,586
13	90,180	93,186	96,192	99,198	102,204	105,209	108,215	111,221	114,227	117,233
14	106,566	110,118	113,670	117,221	120,773	124,325	127,877	131,429	134,981	138,533
15	125,352	129,530	133,709	137,887	142,066	146,244	150,423	154,601	155,500*	155,500*

* Rate limited to the rate for level IV of the Executive Schedule (5 U.S.C. 5304 (g)(1)).

NOTE: Locality rates of pay are considered rates of basic pay—see 5 C.F.R. 531.203.

Exhibit H Salary Table 2011-HOU

GENERAL GRADE SALARY TABLE 2011-HOU
INCORPORATING A LOCALITY PAYMENT OF 28.71%
FOR THE LOCALITY PAY AREA OF HOUSTON-BAYTOWN-HUNTSVILLE, TX
RATES FROZEN AT 2010 LEVELS
Effective January 2, 2011

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	22,914	23,680	24,442	25,200	25,962	26,410	27,163	27,922	27,952	28,662
2	25,764	26,377	27,229	27,952	28,266	29,097	29,929	30,760	31,592	32,423
3	28,110	29,047	29,984	30,921	31,858	32,795	33,732	34,669	35,606	36,543
4	31,557	32,609	33,660	34,712	35,763	36,815	37,866	38,918	39,970	41,021
5	35,306	36,483	37,659	38,836	40,012	41,188	42,365	43,541	44,718	45,894
6	39,356	40,667	41,979	43,290	44,602	45,913	47,225	48,537	49,848	51,160
7	43,734	45,193	46,651	48,109	49,568	51,026	52,484	53,942	55,401	56,859
8	48,435	50,049	51,663	53,277	54,891	56,505	58,119	59,733	61,347	62,961
9	53,496	55,278	57,061	58,844	60,626	62,409	64,192	65,974	67,757	69,539
10	58,912	60,876	62,840	64,804	66,768	68,732	70,697	72,661	74,625	76,589
11	64,724	66,882	69,039	71,196	73,353	75,510	77,667	79,825	81,982	84,139
12	77,579	80,164	82,750	85,336	87,922	90,508	93,093	95,679	98,265	100,851
13	92,252	95,326	98,401	101,476	104,551	107,626	110,701	113,776	116,851	119,926
14	109,014	112,647	116,280	119,914	123,547	127,181	130,814	134,448	138,081	141,715
15	128,231	132,506	136,780	141,055	145,329	149,603	153,878	155,500*	155,500*	155,500*

* Rate limited to the rate for level IV of the Executive Schedule (5 U.S.C. 5304 (g)(1)).
NOTE: Locality rates of pay are considered rates of basic pay—see 5 C.F.R. 531.203.

Exhibit I Salary Table 2011-HNT

GENERAL GRADE SALARY TABLE 2011-HNT
INCORPORATING A LOCALITY PAYMENT OF 16.02%
FOR THE LOCALITY PAY AREA OF HUNTSVILLE-DECATUR, AL
RATES FROZEN AT 2010 LEVELS
Effective January 2, 2011

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	20,655	21,345	22,032	22,716	23,402	23,806	24,485	25,169	25,196	25,836
2	23,224	23,776	24,544	25,196	25,479	26,229	26,978	27,728	28,477	29,227
3	25,339	26,183	27,028	27,873	28,717	29,562	30,407	31,251	32,096	32,940
4	28,446	29,394	30,342	31,289	32,237	33,185	34,133	35,081	36,029	36,977
5	31,825	32,886	33,946	35,007	36,067	37,128	38,188	39,248	40,309	41,369
6	35,475	36,658	37,840	39,022	40,204	41,387	42,569	43,751	44,933	46,116
7	39,422	40,737	42,051	43,366	44,680	45,995	47,309	48,624	49,938	51,253
8	43,659	45,114	46,569	48,024	49,479	50,934	52,389	53,844	55,299	56,754
9	48,221	49,828	51,435	53,042	54,649	56,256	57,863	59,470	61,076	62,683
10	53,104	54,874	56,644	58,415	60,185	61,956	63,726	65,497	67,267	69,038
11	58,343	60,287	62,232	64,176	66,121	68,065	70,010	71,954	73,899	75,843
12	69,930	72,261	74,592	76,922	79,253	81,584	83,915	86,246	88,577	90,907
13	83,156	85,928	88,700	91,471	94,243	97,015	99,786	102,558	105,330	108,102
14	98,265	101,541	104,816	108,091	111,366	114,642	117,917	121,192	124,467	127,743
15	115,588	119,441	123,294	127,147	131,001	134,854	138,707	142,560	146,413	150,266

NOTE: Locality rates of pay are considered rates of basic pay—see 5 C.F.R. 531.203.

Exhibit J Salary Table 2011-MFL

GENERAL GRADE SALARY TABLE 2011-MFL
INCORPORATING A LOCALITY PAYMENT OF 20.79%
FOR THE LOCALITY PAY AREA OF MIAMI-FORT LAUDERDALE-POMPANO BEACH, FL
RATES FROZEN AT 2010 LEVELS
Effective January 2, 2011

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	21,504	22,223	22,938	23,649	24,365	24,785	25,492	26,204	26,232	26,899
2	24,179	24,753	25,553	26,232	26,527	27,307	28,087	28,868	29,648	30,428
3	26,381	27,260	28,139	29,019	29,898	30,777	31,657	32,536	33,415	34,295
4	29,615	30,602	31,589	32,576	33,563	34,550	35,536	36,523	37,510	38,497
5	33,134	34,238	35,342	36,446	37,550	38,654	39,758	40,862	41,966	43,070
6	36,934	38,165	39,396	40,627	41,857	43,088	44,319	45,550	46,781	48,012
7	41,043	42,412	43,780	45,149	46,517	47,886	49,255	50,623	51,992	53,360
8	45,454	46,969	48,484	49,999	51,513	53,028	54,543	56,057	57,572	59,087
9	50,204	51,877	53,550	55,223	56,896	58,569	60,242	61,915	63,587	65,260
10	55,287	57,130	58,973	60,817	62,660	64,503	66,346	68,190	70,033	71,876
11	60,742	62,766	64,791	66,815	68,839	70,864	72,888	74,913	76,937	78,962
12	72,805	75,232	77,658	80,085	82,512	84,938	87,365	89,792	92,218	94,645
13	86,575	89,461	92,346	95,232	98,118	101,003	103,889	106,775	109,660	112,546
14	102,306	105,715	109,125	112,535	115,945	119,355	122,765	126,175	129,585	132,995
15	120,341	124,352	128,364	132,375	136,386	140,398	144,409	148,421	152,432	155,500*

* Rate limited to the rate for level IV of the Executive Schedule (5 U.S.C. 5304 (g)(1)).

NOTE: Locality rates of pay are considered rates of basic pay—see 5 C.F.R. 531.203.

Exhibit K Salary Table 2011-MSP

GENERAL GRADE SALARY TABLE 2011-MSP
INCORPORATING A LOCALITY PAYMENT OF 20.96%
FOR THE LOCALITY PAY AREA OF MINNEAPOLIS-ST. PAUL-ST. CLOUD, MN-WI
RATES FROZEN AT 2010 LEVELS
Effective January 2, 2011

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	21,535	22,254	22,970	23,683	24,399	24,820	25,527	26,241	26,269	26,937
2	24,213	24,788	25,589	26,269	26,564	27,345	28,127	28,908	29,690	30,471
3	26,418	27,298	28,179	29,059	29,940	30,821	31,701	32,582	33,462	34,343
4	29,657	30,645	31,633	32,622	33,610	34,598	35,586	36,575	37,563	38,551
5	33,181	34,286	35,392	36,497	37,603	38,708	39,814	40,920	42,025	43,131
6	36,986	38,219	39,451	40,684	41,916	43,149	44,381	45,614	46,847	48,079
7	41,101	42,471	43,842	45,212	46,583	47,953	49,324	50,694	52,065	53,435
8	45,518	47,035	48,552	50,069	51,586	53,103	54,619	56,136	57,653	59,170
9	50,275	51,950	53,625	55,300	56,976	58,651	60,326	62,002	63,677	65,352
10	55,365	57,210	59,056	60,902	62,748	64,594	66,440	68,286	70,131	71,977
11	60,827	62,854	64,882	66,909	68,936	70,964	72,991	75,018	77,045	79,073
12	72,907	75,338	77,768	80,198	82,628	85,058	87,488	89,918	92,348	94,778
13	86,697	89,587	92,476	95,366	98,256	101,146	104,035	106,925	109,815	112,704
14	102,449	105,864	109,279	112,694	116,108	119,523	122,938	126,352	129,767	133,182
15	120,510	124,527	128,544	132,561	136,578	140,595	144,613	148,630	152,647	155,500*

* Rate limited to the rate for level IV of the Executive Schedule (5 U.S.C. 5304 (g)(1)).
NOTE: Locality rates of pay are considered rates of basic pay—see 5 C.F.R. 531.203.

Exhibit L Salary Table 2011-NY

GENERAL GRADE SALARY TABLE 2011-NY
INCORPORATING A LOCALITY PAYMENT OF 28.72%
FOR THE LOCALITY PAY AREA OF NEW YORK-NEWARK-BRIDGEPORT, NY-NJ-CT-PA
RATES FROZEN AT 2010 LEVELS
Effective January 2, 2011

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	22,916	23,682	24,444	25,202	25,964	26,412	27,165	27,925	27,954	28,665
2	25,766	26,379	27,231	27,954	28,268	29,100	29,931	30,763	31,594	32,426
3	28,112	29,050	29,987	30,924	31,861	32,798	33,735	34,672	35,609	36,546
4	31,560	32,611	33,663	34,714	35,766	36,818	37,869	38,921	39,973	41,024
5	35,309	36,486	37,662	38,839	40,015	41,192	42,368	43,545	44,721	45,898
6	39,359	40,670	41,982	43,294	44,605	45,917	47,229	48,540	49,852	51,164
7	43,738	45,196	46,655	48,113	49,571	51,030	52,488	53,947	55,405	56,863
8	48,439	50,053	51,667	53,281	54,895	56,509	58,124	59,738	61,352	62,966
9	53,500	55,283	57,065	58,848	60,631	62,414	64,197	65,979	67,762	69,545
10	58,916	60,881	62,845	64,809	66,774	68,738	70,702	72,666	74,631	76,595
11	64,729	66,887	69,044	71,201	73,359	75,516	77,674	79,831	81,988	84,146
12	77,585	80,171	82,757	85,343	87,929	90,515	93,101	95,687	98,273	100,859
13	92,259	95,334	98,409	101,484	104,559	107,634	110,709	113,785	116,860	119,935
14	109,022	112,656	116,290	119,923	123,557	127,191	130,825	134,458	138,092	141,726
15	128,241	132,516	136,791	141,066	145,340	149,615	153,890	155,500*	155,500*	155,500*

* Rate limited to the rate for level IV of the Executive Schedule (5 U.S.C. 5304 (g)(1)).
NOTE: Locality rates of pay are considered rates of basic pay—see 5 C.F.R. 531.203.

Exhibit M Salary Table 2011-PHL

GENERAL GRADE SALARY TABLE 2011-PHL
INCORPORATING A LOCALITY PAYMENT OF 21.79%
FOR THE LOCALITY PAY AREA OF PHILADELPHIA-CAMDEN-VINELAND, PA-NJ-DE-MD
RATES FROZEN AT 2010 LEVELS
Effective January 2, 2011

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	21,682	22,407	23,128	23,845	24,566	24,990	25,703	26,421	26,449	27,121
2	24,379	24,958	25,765	26,449	26,746	27,533	28,320	29,107	29,893	30,680
3	26,599	27,486	28,372	29,259	30,145	31,032	31,919	32,805	33,692	34,579
4	29,860	30,855	31,851	32,846	33,841	34,836	35,831	36,826	37,821	38,816
5	33,408	34,521	35,635	36,748	37,861	38,974	40,087	41,200	42,313	43,427
6	37,240	38,481	39,722	40,963	42,204	43,445	44,686	45,927	47,168	48,409
7	41,383	42,763	44,143	45,523	46,903	48,282	49,662	51,042	52,422	53,802
8	45,831	47,358	48,885	50,413	51,940	53,467	54,994	56,522	58,049	59,576
9	50,620	52,306	53,993	55,680	57,367	59,054	60,740	62,427	64,114	65,801
10	55,745	57,603	59,462	61,320	63,179	65,037	66,896	68,754	70,613	72,471
11	61,245	63,286	65,327	67,368	69,409	71,451	73,492	75,533	77,574	79,615
12	73,408	75,854	78,301	80,748	83,195	85,642	88,088	90,535	92,982	95,429
13	87,292	90,201	93,111	96,020	98,930	101,840	104,749	107,659	110,568	113,478
14	103,152	106,591	110,029	113,467	116,905	120,343	123,781	127,219	130,658	134,096
15	121,337	125,382	129,426	133,471	137,516	141,560	145,605	149,649	153,694	155,500*

* Rate limited to the rate for level IV of the Executive Schedule (5 U.S.C. 5304 (g)(1)).
NOTE: Locality rates of pay are considered rates of basic pay—see 5 C.F.R. 531.203.

Exhibit N Salary Table 2011-PX

GENERAL GRADE SALARY TABLE 2011-PX
INCORPORATING A LOCALITY PAYMENT OF 16.76%
FOR THE LOCALITY PAY AREA OF PHOENIX-MESA-SCOTTSDALE, AZ
RATES FROZEN AT 2010 LEVELS
Effective January 2, 2011

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	20,787	21,482	22,173	22,860	23,552	23,958	24,641	25,330	25,357	26,001
2	23,372	23,928	24,701	25,357	25,642	26,396	27,150	27,904	28,659	29,413
3	25,500	26,350	27,200	28,050	28,900	29,750	30,600	31,450	32,300	33,150
4	28,627	29,581	30,535	31,489	32,443	33,397	34,351	35,305	36,259	37,213
5	32,028	33,096	34,163	35,230	36,297	37,364	38,432	39,499	40,566	41,633
6	35,702	36,891	38,081	39,271	40,461	41,651	42,840	44,030	45,220	46,410
7	39,674	40,997	42,320	43,643	44,965	46,288	47,611	48,934	50,257	51,580
8	43,938	45,402	46,866	48,330	49,795	51,259	52,723	54,187	55,651	57,115
9	48,529	50,146	51,763	53,380	54,997	56,615	58,232	59,849	61,466	63,083
10	53,442	55,224	57,006	58,787	60,569	62,351	64,133	65,915	67,696	69,478
11	58,715	60,672	62,629	64,586	66,543	68,500	70,456	72,413	74,370	76,327
12	70,376	72,722	75,067	77,413	79,759	82,104	84,450	86,796	89,142	91,487
13	83,687	86,476	89,265	92,055	94,844	97,634	100,423	103,212	106,002	108,791
14	98,892	102,188	105,484	108,781	112,077	115,373	118,669	121,965	125,261	128,557
15	116,326	120,203	124,081	127,958	131,836	135,714	139,591	143,469	147,346	151,224

NOTE: Locality rates of pay are considered rates of basic pay—see 5 C.F.R. 531.203.

Exhibit O Salary Table 2011-PIT

GENERAL GRADE SALARY TABLE 2011-PIT
INCORPORATING A LOCALITY PAYMENT OF 16.37%
FOR THE LOCALITY PAY AREA OF PITTSBURGH-NEW CASTLE, PA
RATES FROZEN AT 2010 LEVELS
Effective January 2, 2011

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	20,717	21,410	22,099	22,784	23,473	23,878	24,559	25,245	25,272	25,914
2	23,294	23,848	24,618	25,272	25,556	26,308	27,060	27,811	28,563	29,315
3	25,415	26,262	27,110	27,957	28,804	29,651	30,498	31,345	32,193	33,040
4	28,532	29,482	30,433	31,384	32,335	33,285	34,236	35,187	36,138	37,088
5	31,921	32,985	34,049	35,112	36,176	37,240	38,303	39,367	40,430	41,494
6	35,582	36,768	37,954	39,140	40,326	41,512	42,697	43,883	45,069	46,255
7	39,541	40,860	42,178	43,497	44,815	46,134	47,452	48,771	50,089	51,408
8	43,791	45,250	46,710	48,169	49,628	51,088	52,547	54,006	55,465	56,925
9	48,367	49,979	51,590	53,202	54,814	56,425	58,037	59,649	61,261	62,872
10	53,264	55,040	56,815	58,591	60,367	62,143	63,919	65,694	67,470	69,246
11	58,519	60,469	62,420	64,370	66,320	68,271	70,221	72,172	74,122	76,072
12	70,141	72,479	74,817	77,154	79,492	81,830	84,168	86,506	88,844	91,182
13	83,407	86,187	88,967	91,747	94,527	97,307	100,088	102,868	105,648	108,428
14	98,562	101,847	105,132	108,417	111,702	114,988	118,273	121,558	124,843	128,128
15	115,937	119,802	123,666	127,531	131,396	135,260	139,125	142,990	146,854	150,719

NOTE: Locality rates of pay are considered rates of basic pay—see 5 C.F.R. 531.203.

Exhibit P Salary Table 2011-RA

GENERAL GRADE SALARY TABLE 2011-RA
INCORPORATING A LOCALITY PAYMENT OF 17.64%
FOR THE LOCALITY PAY AREA OF RALEIGH-DURHAM-CARY, NC
RATES FROZEN AT 2010 LEVELS
Effective January 2, 2011

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	20,943	21,643	22,340	23,033	23,729	24,139	24,827	25,521	25,548	26,197
2	23,548	24,108	24,887	25,548	25,835	26,595	27,355	28,115	28,875	29,635
3	25,693	26,549	27,405	28,262	29,118	29,975	30,831	31,688	32,544	33,400
4	28,843	29,804	30,765	31,726	32,687	33,649	34,610	35,571	36,532	37,493
5	32,270	33,345	34,420	35,496	36,571	37,646	38,721	39,796	40,872	41,947
6	35,971	37,170	38,368	39,567	40,766	41,965	43,163	44,362	45,561	46,760
7	39,973	41,306	42,639	43,971	45,304	46,637	47,970	49,303	50,636	51,969
8	44,269	45,744	47,220	48,695	50,170	51,645	53,120	54,596	56,071	57,546
9	48,895	50,524	52,153	53,783	55,412	57,041	58,671	60,300	61,929	63,559
10	53,845	55,640	57,435	59,231	61,026	62,821	64,616	66,411	68,206	70,002
11	59,158	61,129	63,101	65,073	67,044	69,016	70,988	72,959	74,931	76,902
12	70,906	73,270	75,633	77,996	80,360	82,723	85,087	87,450	89,813	92,177
13	84,317	87,128	89,938	92,749	95,559	98,369	101,180	103,990	106,801	109,611
14	99,638	102,959	106,280	109,600	112,921	116,242	119,563	122,884	126,205	129,526
15	117,202	121,109	125,016	128,923	132,830	136,737	140,643	144,550	148,457	152,364

NOTE: Locality rates of pay are considered rates of basic pay—see 5 C.F.R. 531.203.

Exhibit Q Salary Table 2011-RCH

GENERAL GRADE SALARY TABLE 2011-RCH
INCORPORATING A LOCALITY PAYMENT OF 16.47%
FOR THE LOCALITY PAY AREA OF RICHMOND, VA
RATES FROZEN AT 2010 LEVELS
Effective January 2, 2011

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	20,735	21,428	22,118	22,804	23,493	23,898	24,580	25,267	25,294	25,937
2	23,314	23,868	24,639	25,294	25,578	26,330	27,083	27,835	28,588	29,340
3	25,437	26,285	27,133	27,981	28,829	29,677	30,524	31,372	32,220	33,068
4	28,556	29,508	30,459	31,411	32,362	33,314	34,265	35,217	36,169	37,120
5	31,949	33,013	34,078	35,142	36,207	37,272	38,336	39,401	40,465	41,530
6	35,613	36,800	37,987	39,174	40,360	41,547	42,734	43,921	45,108	46,294
7	39,575	40,895	42,215	43,534	44,854	46,173	47,493	48,813	50,132	51,452
8	43,829	45,289	46,750	48,210	49,671	51,131	52,592	54,053	55,513	56,974
9	48,408	50,022	51,635	53,248	54,861	56,474	58,087	59,700	61,313	62,926
10	53,309	55,087	56,864	58,641	60,419	62,196	63,973	65,751	67,528	69,305
11	58,569	60,521	62,473	64,425	66,377	68,329	70,281	72,234	74,186	76,138
12	70,201	72,541	74,881	77,221	79,561	81,901	84,240	86,580	88,920	91,260
13	83,479	86,261	89,044	91,826	94,609	97,391	100,174	102,956	105,738	108,521
14	98,647	101,935	105,222	108,510	111,798	115,086	118,374	121,662	124,950	128,238
15	116,037	119,905	123,773	127,641	131,509	135,377	139,245	143,113	146,980	150,848

NOTE: Locality rates of pay are considered rates of basic pay—see 5 C.F.R. 531.203.

Exhibit R Salary Table 2011-SAC

GENERAL GRADE SALARY TABLE 2011-SAC
INCORPORATING A LOCALITY PAYMENT OF 22.20%
FOR THE LOCALITY PAY AREA OF SACRAMENTO--ARDEN-ARCADE--YUBA CITY, CA-NV
RATES FROZEN AT 2010 LEVELS
Effective January 2, 2011

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	21,755	22,482	23,206	23,926	24,649	25,074	25,789	26,510	26,538	27,213
2	24,461	25,042	25,851	26,538	26,836	27,626	28,415	29,205	29,994	30,783
3	26,688	27,578	28,468	29,357	30,247	31,137	32,026	32,916	33,805	34,695
4	29,961	30,959	31,958	32,956	33,954	34,953	35,951	36,950	37,948	38,946
5	33,521	34,638	35,754	36,871	37,988	39,105	40,222	41,339	42,456	43,573
6	37,365	38,610	39,856	41,101	42,346	43,591	44,836	46,082	47,327	48,572
7	41,522	42,907	44,291	45,676	47,060	48,445	49,829	51,214	52,599	53,983
8	45,985	47,517	49,050	50,582	52,115	53,647	55,179	56,712	58,244	59,777
9	50,790	52,482	54,175	55,867	57,560	59,252	60,945	62,637	64,330	66,022
10	55,932	57,797	59,662	61,526	63,391	65,256	67,121	68,986	70,850	72,715
11	61,451	63,499	65,547	67,595	69,643	71,691	73,739	75,787	77,835	79,883
12	73,655	76,110	78,565	81,020	83,475	85,930	88,385	90,840	93,295	95,750
13	87,586	90,505	93,424	96,344	99,263	102,182	105,102	108,021	110,940	113,860
14	103,500	106,949	110,399	113,849	117,299	120,748	124,198	127,648	131,097	134,547
15	121,745	125,804	129,862	133,920	137,978	142,037	146,095	150,153	154,212	155,500*

* Rate limited to the rate for level IV of the Executive Schedule (5 U.S.C. 5304 (g)(1)).
NOTE: Locality rates of pay are considered rates of basic pay—see 5 C.F.R. 531.203.

Exhibit S Salary Table 2011-SD

GENERAL GRADE SALARY TABLE 2011-SD
INCORPORATING A LOCALITY PAYMENT OF 24.19%
FOR THE LOCALITY PAY AREA OF SAN DIEGO-CARLSBAD-SAN MARCOS, CA
RATES FROZEN AT 2010 LEVELS
Effective January 2, 2011

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	22,110	22,848	23,584	24,315	25,050	25,483	26,209	26,942	26,970	27,656
2	24,859	25,450	26,272	26,970	27,273	28,076	28,878	29,680	30,482	31,285
3	27,123	28,027	28,931	29,835	30,740	31,644	32,548	33,452	34,356	35,260
4	30,449	31,464	32,478	33,493	34,507	35,522	36,537	37,551	38,566	39,581
5	34,067	35,202	36,337	37,472	38,607	39,742	40,877	42,012	43,147	44,282
6	37,974	39,239	40,505	41,770	43,036	44,301	45,567	46,832	48,098	49,363
7	42,199	43,606	45,013	46,420	47,827	49,234	50,641	52,048	53,455	54,862
8	46,734	48,291	49,849	51,406	52,963	54,521	56,078	57,635	59,193	60,750
9	51,617	53,337	55,057	56,777	58,497	60,217	61,937	63,657	65,377	67,097
10	56,843	58,738	60,633	62,528	64,424	66,319	68,214	70,109	72,004	73,899
11	62,451	64,533	66,614	68,696	70,777	72,859	74,940	77,021	79,103	81,184
12	74,854	77,349	79,844	82,339	84,834	87,329	89,824	92,319	94,814	97,309
13	89,012	91,979	94,946	97,913	100,880	103,846	106,813	109,780	112,747	115,714
14	105,185	108,691	112,197	115,703	119,209	122,715	126,221	129,726	133,232	136,738
15	123,728	127,852	131,977	136,101	140,225	144,350	148,474	152,598	155,500*	155,500*

* Rate limited to the rate for level IV of the Executive Schedule (5 U.S.C. 5304 (g)(1)).
NOTE: Locality rates of pay are considered rates of basic pay—see 5 C.F.R. 531.203.

Exhibit T Salary Table 2011-DCB

GENERAL GRADE SALARY TABLE 2011-DCB
INCORPORATING A LOCALITY PAYMENT OF 24.22%
FOR THE LOCALITY PAY AREA OF WASHINGTON-BALTIMORE-NORTHERN VIRGINIA, DC-MD-VA-WV-PA
RATES FROZEN AT 2010 LEVELS
Effective January 2, 2011

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	22,115	22,854	23,589	24,321	25,056	25,489	26,215	26,948	26,977	27,663
2	24,865	25,456	26,279	26,977	27,280	28,082	28,885	29,687	30,490	31,292
3	27,130	28,034	28,938	29,843	30,747	31,651	32,556	33,460	34,364	35,269
4	30,456	31,471	32,486	33,501	34,516	35,531	36,546	37,560	38,575	39,590
5	34,075	35,210	36,346	37,481	38,616	39,752	40,887	42,022	43,158	44,293
6	37,983	39,249	40,514	41,780	43,046	44,312	45,578	46,843	48,109	49,375
7	42,209	43,616	45,024	46,431	47,838	49,246	50,653	52,061	53,468	54,875
8	46,745	48,303	49,861	51,418	52,976	54,534	56,092	57,649	59,207	60,765
9	51,630	53,350	55,070	56,791	58,511	60,232	61,952	63,673	65,393	67,114
10	56,857	58,752	60,648	62,544	64,439	66,335	68,230	70,126	72,022	73,917
11	62,467	64,548	66,630	68,712	70,794	72,876	74,958	77,040	79,122	81,204
12	74,872	77,368	79,864	82,359	84,855	87,350	89,846	92,341	94,837	97,333
13	89,033	92,001	94,969	97,936	100,904	103,872	106,839	109,807	112,774	115,742
14	105,211	108,717	112,224	115,731	119,238	122,744	126,251	129,758	133,264	136,771
15	123,758	127,883	132,009	136,134	140,259	144,385	148,510	152,635	155,500*	155,500*

* Rate limited to the rate for level IV of the Executive Schedule (5 U.S.C. 5304 (g)(1)).
NOTE: Locality rates of pay are considered rates of basic pay—see 5 C.F.R. 531.203.

Exhibit U Salary Table 2011-RUS

GENERAL GRADE SALARY TABLE 2011-RUS
INCORPORATING A LOCALITY PAYMENT OF 14.16%
FOR THE LOCALITY PAY AREA OF REST OF U.S.
(Total Increase 1.77%)
Effective January 2, 2011

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	20,324	21,003	21,679	22,351	23,027	23,424	24,092	24,766	24,792	25,422
2	22,851	23,395	24,151	24,792	25,071	25,808	26,546	27,283	28,021	28,758
3	24,933	25,764	26,595	27,426	28,257	29,088	29,919	30,750	31,581	32,412
4	27,990	28,922	29,855	30,788	31,720	32,653	33,586	34,519	35,451	36,384
5	31,315	32,359	33,402	34,445	35,489	36,532	37,576	38,619	39,663	40,706
6	34,907	36,070	37,233	38,397	39,560	40,723	41,886	43,050	44,213	45,376
7	38,790	40,084	41,377	42,671	43,964	45,258	46,551	47,844	49,138	50,431
8	42,960	44,391	45,823	47,254	48,686	50,117	51,549	52,981	54,412	55,844
9	47,448	49,029	50,611	52,192	53,773	55,354	56,935	58,516	60,097	61,678
10	52,252	53,994	55,736	57,478	59,221	60,963	62,705	64,447	66,189	67,931
11	57,408	59,321	61,234	63,148	65,061	66,974	68,888	70,801	72,714	74,628
12	68,809	71,102	73,396	75,689	77,983	80,276	82,570	84,863	87,157	89,450
13	81,823	84,550	87,278	90,005	92,732	95,459	98,187	100,914	103,641	106,369
14	96,690	99,913	103,136	106,358	109,581	112,804	116,027	119,249	122,472	125,695
15	113,735	117,527	121,318	125,109	128,900	132,692	136,483	140,274	144,065	147,857

NOTE: Locality rates of pay are considered rates of basic pay—see 5 C.F.R. 531.203.

Exhibit AA Salary Table 2011-ATL (LEO)

SALARY TABLE 2011-ATL (LEO)
RATES OF PAY FOR LAW ENFORCEMENT OFFICERS
INCLUDING SPECIAL BASE RATES AT GG-3 THROUGH GG-10 AND
INCORPORATING A LOCALITY PAYMENT OF 19.29%
FOR THE LOCALITY PAY AREA OF ATLANTA-SANDY SPRINGS-GAINESVILLE, GA-AL
RATES FROZEN AT 2010 LEVELS

Effective January 2, 2011

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	21,237	21,947	22,653	23,356	24,062	24,477	25,175	25,879	25,906	26,565
2	23,878	24,446	25,236	25,906	26,197	26,968	27,739	28,509	29,280	30,050
3	31,264	32,132	33,000	33,869	34,737	35,606	36,474	37,343	38,211	39,079
4	35,095	36,070	37,044	38,019	38,994	39,968	40,943	41,917	42,892	43,867
5	40,355	41,445	42,535	43,626	44,716	45,806	46,896	47,987	49,077	50,167
6	42,553	43,769	44,984	46,200	47,415	48,631	49,847	51,062	52,278	53,493
7	45,940	47,291	48,643	49,994	51,346	52,698	54,049	55,401	56,752	58,104
8	47,882	49,378	50,874	52,370	53,865	55,361	56,857	58,353	59,849	61,345
9	51,233	52,885	54,537	56,189	57,841	59,494	61,146	62,798	64,450	66,102
10	56,421	58,241	60,061	61,882	63,702	65,522	67,343	69,163	70,984	72,804
11	59,987	61,987	63,986	65,985	67,985	69,984	71,983	73,982	75,982	77,981
12	71,901	74,297	76,694	79,090	81,487	83,884	86,280	88,677	91,073	93,470
13	85,500	88,350	91,200	94,049	96,899	99,749	102,599	105,449	108,299	111,148
14	101,035	104,403	107,770	111,138	114,505	117,873	121,240	124,608	127,976	131,343
15	118,846	122,808	126,769	130,731	134,693	138,654	142,616	146,578	150,539	154,501

Exhibit BB Salary Table 2011-CHI (LEO)

SALARY TABLE 2011-CHI (LEO)
RATES OF PAY FOR LAW ENFORCEMENT OFFICERS
INCLUDING SPECIAL BASE RATES AT GG-3 THROUGH GG-10 AND
INCORPORATING A LOCALITY PAYMENT OF 25.10%
FOR THE LOCALITY PAY AREA OF CHICAGO-NAPERVILLE-MICHIGAN CITY, IL-IN-WI
RATES FROZEN AT 2010 LEVELS

Effective January 2, 2011

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	22,272	23,016	23,756	24,493	25,234	25,669	26,401	27,139	27,168	27,859
2	25,041	25,637	26,465	27,168	27,473	28,281	29,090	29,898	30,706	31,514
3	32,786	33,697	34,608	35,518	36,429	37,340	38,251	39,161	40,072	40,983
4	36,804	37,826	38,849	39,871	40,893	41,915	42,937	43,959	44,981	46,003
5	42,320	43,463	44,607	45,750	46,894	48,037	49,181	50,324	51,467	52,611
6	44,626	45,900	47,175	48,450	49,725	51,000	52,274	53,549	54,824	56,099
7	48,177	49,595	51,012	52,429	53,847	55,264	56,682	58,099	59,516	60,934
8	50,214	51,783	53,351	54,920	56,489	58,058	59,626	61,195	62,764	64,333
9	53,728	55,461	57,193	58,926	60,658	62,391	64,124	65,856	67,589	69,322
10	59,169	61,078	62,987	64,896	66,805	68,714	70,623	72,532	74,441	76,350
11	62,909	65,006	67,102	69,199	71,296	73,392	75,489	77,586	79,682	81,779
12	75,403	77,916	80,429	82,943	85,456	87,969	90,482	92,996	95,509	98,022
13	89,664	92,653	95,641	98,630	101,619	104,607	107,596	110,585	113,573	116,562
14	105,956	109,488	113,019	116,551	120,082	123,614	127,145	130,677	134,209	137,740
15	124,635	128,789	132,944	137,098	141,253	145,407	149,562	153,717	155,500*	155,500*

* Rate limited to the rate for level IV of the Executive Schedule (5 U.S.C. 5304 (g)(1)).

Exhibit CC Salary Table 2011-DFW (LEO)

SALARY TABLE 2011-DFW (LEO)

**RATES OF PAY FOR LAW ENFORCEMENT OFFICERS
INCLUDING SPECIAL BASE RATES AT GG-3 THROUGH GG-10 AND
INCORPORATING A LOCALITY PAYMENT OF 20.67%
FOR THE LOCALITY PAY AREA OF DALLAS-FORT WORTH, TX
RATES FROZEN AT 2010 LEVELS**

Effective January 2, 2011

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	21,483	22,201	22,915	23,626	24,340	24,760	25,466	26,178	26,206	26,872
2	24,155	24,729	25,528	26,206	26,500	27,280	28,059	28,839	29,618	30,398
3	31,625	32,504	33,382	34,261	35,139	36,018	36,896	37,775	38,653	39,531
4	35,501	36,487	37,473	38,459	39,445	40,430	41,416	42,402	43,388	44,374
5	40,821	41,924	43,027	44,130	45,233	46,336	47,439	48,542	49,645	50,748
6	43,045	44,275	45,505	46,734	47,964	49,194	50,423	51,653	52,882	54,112
7	46,471	47,838	49,206	50,573	51,940	53,307	54,674	56,042	57,409	58,776
8	48,436	49,949	51,462	52,975	54,489	56,002	57,515	59,028	60,541	62,055
9	51,825	53,497	55,168	56,839	58,510	60,182	61,853	63,524	65,196	66,867
10	57,073	58,915	60,756	62,598	64,439	66,280	68,122	69,963	71,805	73,646
11	60,681	62,704	64,726	66,749	68,771	70,793	72,816	74,838	76,861	78,883
12	72,733	75,157	77,581	80,005	82,430	84,854	87,278	89,702	92,127	94,551
13	86,489	89,372	92,255	95,137	98,020	100,903	103,786	106,669	109,551	112,434
14	102,204	105,610	109,017	112,423	115,830	119,236	122,643	126,049	129,456	132,862
15	120,221	124,229	128,236	132,243	136,251	140,258	144,266	148,273	152,281	155,500*

* Rate limited to the rate for level IV of the Executive Schedule (5 U.S.C. 5304 (g)(1)).

Exhibit DD Salary Table 2011-PHL (LEO)

SALARY TABLE 2011-PHL (LEO)
RATES OF PAY FOR LAW ENFORCEMENT OFFICERS
INCLUDING SPECIAL BASE RATES AT GG-3 THROUGH GG-10 AND
INCORPORATING A LOCALITY PAYMENT OF 21.79%
FOR THE LOCALITY PAY AREA OF PHILADELPHIA-CAMDEN-VINELAND, PA-NJ-DE-MD
RATES FROZEN AT 2010 LEVELS

Effective January 2, 2011

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	21,682	22,407	23,128	23,845	24,566	24,990	25,703	26,421	26,449	27,121
2	24,379	24,958	25,765	26,449	26,746	27,533	28,320	29,107	29,893	30,680
3	31,919	32,805	33,692	34,579	35,465	36,352	37,239	38,125	39,012	39,898
4	35,831	36,826	37,821	38,816	39,811	40,806	41,801	42,796	43,791	44,786
5	41,200	42,313	43,427	44,540	45,653	46,766	47,879	48,992	50,106	51,219
6	43,445	44,686	45,927	47,168	48,409	49,650	50,891	52,132	53,373	54,614
7	46,903	48,282	49,662	51,042	52,422	53,802	55,182	56,562	57,942	59,321
8	48,885	50,413	51,940	53,467	54,994	56,522	58,049	59,576	61,103	62,631
9	52,306	53,993	55,680	57,367	59,054	60,740	62,427	64,114	65,801	67,487
10	57,603	59,462	61,320	63,179	65,037	66,896	68,754	70,613	72,471	74,330
11	61,245	63,286	65,327	67,368	69,409	71,451	73,492	75,533	77,574	79,615
12	73,408	75,854	78,301	80,748	83,195	85,642	88,088	90,535	92,982	95,429
13	87,292	90,201	93,111	96,020	98,930	101,840	104,749	107,659	110,568	113,478
14	103,152	106,591	110,029	113,467	116,905	120,343	123,781	127,219	130,658	134,096
15	121,337	125,382	129,426	133,471	137,516	141,560	145,605	149,649	153,694	155,500*

* Rate limited to the rate for level IV of the Executive Schedule (5 U.S.C. 5304 (g)(1)).

Exhibit EE Salary Table 2011-DCB (LEO)

SALARY TABLE 2011-DCB (LEO)
RATES OF PAY FOR LAW ENFORCEMENT OFFICERS
INCLUDING SPECIAL BASE RATES AT GG-3 THROUGH GG-10 AND
INCORPORATING A LOCALITY PAYMENT OF 24.22%
FOR THE LOCALITY PAY AREA OF WASHINGTON-BALTIMORE-NORTHERN VIRGINIA, DC-MD-WV-PA
RATES FROZEN AT 2010 LEVELS

Effective January 2, 2011

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	22,115	22,854	23,589	24,321	25,056	25,489	26,215	26,948	26,977	27,663
2	24,865	25,456	26,279	26,977	27,280	28,082	28,885	29,687	30,490	31,292
3	32,556	33,460	34,364	35,269	36,173	37,077	37,982	38,886	39,790	40,694
4	36,546	37,560	38,575	39,590	40,605	41,620	42,635	43,650	44,665	45,679
5	42,022	43,158	44,293	45,428	46,564	47,699	48,835	49,970	51,105	52,241
6	44,312	45,578	46,843	48,109	49,375	50,641	51,907	53,172	54,438	55,704
7	47,838	49,246	50,653	52,061	53,468	54,875	56,283	57,690	59,098	60,505
8	49,861	51,418	52,976	54,534	56,092	57,649	59,207	60,765	62,322	63,880
9	53,350	55,070	56,791	58,511	60,232	61,952	63,673	65,393	67,114	68,834
10	58,752	60,648	62,544	64,439	66,335	68,230	70,126	72,022	73,917	75,813
11	62,467	64,548	66,630	68,712	70,794	72,876	74,958	77,040	79,122	81,204
12	74,872	77,368	79,864	82,359	84,855	87,350	89,846	92,341	94,837	97,333
13	89,033	92,001	94,969	97,936	100,904	103,872	106,839	109,807	112,774	115,742
14	105,211	108,717	112,224	115,731	119,238	122,744	126,251	129,758	133,264	136,771
15	123,758	127,883	132,009	136,134	140,259	144,385	148,510	152,635	155,500*	155,500*

* Rate limited to the rate for level IV of the Executive Schedule (5 U.S.C. 5304 (g)(1)).

U.S. NRC MANAGEMENT DIRECTIVES SYSTEM

Office of Administration

Skip Navigation
Public Web Site
NRC@Work Home

Search NRC Intranet

GO

☐ Use Advanced Intranet Search Options
Policy and Procedures > Management Directives (MD) System > **MD 1.1**

MD SYSTEM NEWS

MD SYSTEM ANNOUNCEMENT:

This new Management Directives Web site is under construction. Please visit the current Web site for information about the directives system. **More...**

Search Directives

 GO

☐ Use Search Options

MD System Links

Recently Issued

MD Catalog

MD Status Report

MD FAQs

MD Home

Comment on MD 1.1

E-mail MD Team

Contact Us

Publication Process

Process Overview

Drafting Tips

Publication Timelines

MD 1.1 Guidance

NRC Policy Links

Index of Policy Announcements

Index of Policy Reminders

Commission Policy Statements

NRC Regulations

Page last modified:
March 28, 2011



MD 1.1 - NRC Management Directives System

View Printable PDF

|| Table of Contents ||

Directive 1.1

Date Issued: **3/18/2011**

Policy

Management Directives Provide the Process and Guidance for Implementing Existing Policy

Communicating Policy to NRC Employees

Directives and Handbooks Meet Federal Requirement

Objectives

Organizational Responsibilities and Delegations of Authority

Chairman

The Commission

The Executive Director for Operations (EDO)

Chief Financial Officer (CFO)

Office Directors and Regional Administrators

Director, Office of Administration (ADM)

Director, Division of Administrative Services (DAS), ADM

Chief, Rules, Announcements, and Directives Branch (RADB), Division of Administrative Services (DAS), ADM

Applicability

Directive Handbook

References

Handbook 1.1

Date Issued: **03/18/2011**

I. SYSTEM CONTENT AND STRUCTURE

A. Threshold Criteria for Creation of MDs

B. Threshold Criteria for Elimination of MDs

C. System Structure

II. ORGANIZATION AND FORMAT OF DOCUMENTS

A. Management Directives

B. Directive Handbooks

C. Procedural Manuals and Web Guidance

III. WRITING MDs

A. Format

B. Content

C. Quality Assurance

IV. APPROVAL AUTHORITY

A. Criteria for Determining Approval Level

B. Hierarchy of Authority

|| Change History ||

Summary of Change History

|| Related Policy Documents ||

YA-07-0116: Electronic Publication and Distribution of Management Directives (10/10/07)

|| Related Guidance ||

Core Review Process for All New/Revised MDs

Management Directives Web Site

Publicly Available Management Directives

NUREG-1379 - NRC Editorial Style Guide

GPO Style Guide

MD 1.1 on MD Web site

|| Selected Exhibits ||

|| Contact ||

Helen Chang

Office of Administration (ADM)

PH: 301-492-3672

Mail Stop: TWB-05, B01M

Handwritten signature: A-2-B

About | Contact

V. STANDARD REVIEW, SIGNATURE AND PUBLICATION PROCESS

Information Security Reminder: This page on NRC's Internal Web site may contain **sensitive information**. Check with the information owner before distributing outside the agency.

Ⓢ = Exit to NRC Public Site Ⓢ = Exit to Non-NRC Web Site

A. Core Review Process

- B. EDO Review and Signature
- C. CFO Review and Signature
- D. Chairman Review and Signature
- E. Comment Resolution

VI. EXPEDITED REVIEW, SIGNATURE AND PUBLICATION PROCESS

- A. Types of Expedited Review Available
- B. Criteria for Expedited Review
- C. Process

VII. EFFECTIVE DATE

- A. Standard Effective Date
- B. Non-Standard Effective Date

VIII. PERIODIC REVIEW OF MDS REQUIRED

- A. Review Schedule
- B. Compliance

IX. EXPEDITED CERTIFICATION PROCESS FOR UNREVISED MDS

- A. Requirements
- B. ADM's Discretion To Grant or Deny Expedited Certification

X. ELIMINATION OF MDS

- A. Request for Elimination
- B. Procedure for Eliminating MDs

XI. CONVERSION OF MANUAL CHAPTERS

- A. Conversion of Manual Chapters Required
- B. Process to Convert Manual Chapters

XII. WEB GUIDANCE

XIII. GLOSSARY

MANAGEMENT DIRECTIVES Biweekly Signature Status Report (NRC Form 522 only)		Under Revision by Originating Office	Under Revision by RADB	PROGRESS THROUGH CONCURRENCE					CRA NOTIFICATION*		PUBLICATION	
Thursday, August 25, 2011				MD to Be Signed By	ADM Concurrence/ Approval	OGC Concurrence	EDO Concurrence/ Approval	Chairman Approval	OMB Review Required?	Congressional Notification	Posted to MD Catalog	NRC Staff Notified
NO.	TITLE											
2.3	Telecommunications			Chairman	12/15/10	12/29/10	02/01/11	Pending	No			
3.2	Privacy Act	11/19/10							Required			
3.4	Release of Information to the Public	08/09/11							Required			
3.5	Attendance at NRC Staff-Sponsored Meetings	08/04/11							Required			
3.7	NUREG-Series Publications	06/06/11							No			
3.9	NRC Staff and Contractor Speeches, Papers, and Journal Articles on Regulatory and Technical Subjects			EDO	02/02/11	02/15/11	Pending		No			
3.11	Conferences and Conference Proceedings		06/10/11	EDO					No			
3.12	Handling and Disposition of Foreign Documents and Translations	03/28/11							No			
3.13	Reproduction and Distribution			EDO	08/02/10	08/13/10	08/09/11		No		08/16/11	08/17/11
3.15	Audiovisual and Photographic Services			EDO	08/18/11	Pending			No			
3.16	NRC Announcement Program			EDO	Pending				No			
3.23	Mail Management	07/22/11							No			
3.51	Library Services	08/03/11							No			
3.52	Availability, Retention, and Indexing of Codes and Standards			EDO					No			
3.53	NRC Records and Document Management Program	08/12/10							Required			
3.57	Correspondence Management			EDO	Pending				No			
4.1	Accounting Policy and Practices	04/05/10							No			
4.4	Management Controls			Chairman	12/09/10	12/22/10	Pending		No			
4.5	Contingency Plan for Period of Lapsed Appropriations		08/18/11	Chairman	06/21/10	08/19/10	09/07/10	Pending	No			
4.7	Planning, Budgeting, and Performance Management	04/01/11							No			

Cindy Bladey, ADM/DAS/RADB
301-492-3667

 Page 1 of 5

* OMB review and congressional notification is required if the MD is considered a rule under the Congressional Review Act.

MANAGEMENT DIRECTIVES Biweekly Signature Status Report (NRC Form 522 only)		Under Revision by Originating Office	Under Revision by RADB	PROGRESS THROUGH CONCURRENCE					GRA NOTIFICATION*		PUBLICATION	
Thursday, August 25, 2011				MD to Be Signed By	ADM Concurrence/ Approval	OGC Concurrence	EDO Concurrence/ Approval	Chairman Approval	OMB Review Required?	Congressional Notification	Posted to MD Catalog	NRC Staff Notified
NO.	TITLE											
5.1	Intergovernmental Consultation								Required			
5.5	Public Affairs Program			Chairman	Pending				No			
5.6	Integrated Materials Performance Evaluation Program (IMPEP)	11/19/10							Required			
5.7	Technical Assistance to Agreement States	11/19/10							Required			
5.8	Proposed Section 274b Agreements With States	N/A							Required			
5.12	International Nuclear and Radiological Event Scale (INES) Participation	06/25/11							Required			
6.1	Resolution and Followup of Audit Recommendations			Chairman	04/12/11	Pending			No			
6.2	Continuity of Operations Program			Chairman	02/06/11	02/18/11	02/28/11	Pending	No			
6.3	The Rulemaking Process	07/26/10							Required			
6.4	Generic Issues Program	N/A							Required			
6.5	NRC Participation in the Development and Use of Consensus Standards			Chairman	03/17/10	04/19/10	08/26/10	Pending	Required			
7.1	Tort Claims Against the United States	11/19/10							Required			
7.2	Claims for Personal Property Loss or Damag	11/19/10							Required			
7.4	Reporting Suspected Wrongdoing and Processing OIG Referrals	11/19/10							Required			
8.1	Abnormal Occurrence Reporting Procedure		05/18/11	Director Program Office	06/30/11	07/08/11			Required			
8.2	NRC Incident Response Program	09/08/10							Required			

MANAGEMENT DIRECTIVES Biweekly Signature Status Report (NRC Form 522 only)		Under Revision by Originating Office	Under Revision by RADB	PROGRESS THROUGH CONCURRENCE					CRA NOTIFICATION*		PUBLICATION	
Thursday, August 25, 2011				MD to Be Signed By	ADM Concurrence/ Approval	OGC Concurrence	EDO Concurrence/ Approval	Chairman Approval	OMB Review Required?	Congressional Notification	Posted to MD Catalog	NRC Staff Notified
NO.	TITLE											
8.3	NRC Incident Investigation Program	11/19/10							Required			
8.4	Management of Facility-specific Backfitting and Information Collection	05/19/11							Required			
8.5	Operational Safety Data Review	03/14/11							Required			
8.7	NRC Diagnostic Evaluation Program	11/19/10							Required			
8.9	Accident Investigation	11/19/10							Required			
8.10	NRC Medical Event Assessment Program	11/19/10							Required			
8.11	Review Process for 10 CFR 2.206 Petitions	11/19/10							Required			
8.12	Decommissioning Financial Assurance Instrument Security Program	11/19/10							Required			
8.13	Reactor Oversight Process	10/18/10							Required			
9.5	Organization and Functions, Atomic Safety Licensing Board Panel			Chairman	09/21/10	10/07/10	10/20/10	Pending	No			
9.14	Organization and Functions, Office of International Programs	07/27/07							No			
9.17	Organization and Functions, Office of the Executive Director for Operations			Chairman	04/16/10	Pending			No			
9.20	Organization and Functions, Office of the Chief Financial Officer	09/21/04							No			
9.21	Organization and Functions, Office of Administration	12/03/07							No			
9.22	Organization and Functions, Office of Information Services	04/14/11							No			

MANAGEMENT DIRECTIVES Biweekly Signature Status Report (NRC Form 522 only)		Under Revision by Originating Office	Under Revision by RADB	PROGRESS THROUGH CONCURRENCE					CRA NOTIFICATION*		PUBLICATION	
Thursday, August 25, 2011				MD to Be Signed By	ADM Concurrence/ Approval	OGC Concurrence	EDO Concurrence/ Approval	Chairman Approval	OMB Review Required?	Congressional Notification	Posted to MD Catalog	NRC Staff Notified
NO.	TITLE											
9.23	Organization and Functions, Office of Nuclear Security and Incident Response	08/24/05							No			
9.24	Organization and Functions, Office of Small Business and Civil Rights	07/07/11		Chairman					No			
10.8	Clearances Before Separation or Reassignment	09/03/10							No			
10.11	Visiting Fellows Program			EDO	07/30/10	08/19/10	08/11/11		No		08/16/11	08/17/11
10.12	Use of Advisory Committee Members	09/09/10							No			
10.42	Work Schedules and Premium Pay		08/09/11						No			
10.44	Relocation Bonus Program			EDO	06/21/10	07/08/10	10/12/10		No		Pending	
10.47	Retention Allowance Program			EDO	06/21/10	07/08/10	10/12/10		No		Pending	
10.48	Recruitment Bonus Program			EDO	06/21/10	07/08/10	10/12/10		No		Pending	
10.50	Pension Offset Waivers	11/18/05							No			
10.51	Recruitment, Relocation, and Retention Incentives		08/25/11	EDO	06/21/10	07/08/10	Pending		No			
10.67	General Grade Performance Management System	06/14/11		Director Program Office					No			
10.72	Awards and Recognition			Chairman	06/04/10	06/24/10	10/12/10	07/18/11	No		08/04/11	08/05/11
10.99	Discipline, Adverse Actions, and Separations	08/12/04							No			
10.101	Grievance and Appeals From Adverse Actions	08/12/04							No			
10.153	Administrative Judges - Compensation and Staffing			Chairman	08/02/10	08/11/10	08/01/11	Pending	No			
10.158	NRC Non-Concurrence Process	03/23/11							No			
11.1	NRC Acquisition of Supplies and Services	07/05/11							Required			
11.4	NRC Small and Disadvantaged Business Program	09/13/10							Required			

MANAGEMENT DIRECTIVES Biweekly Signature Status Report (NRC Form 522 only)		Under Revision by Originating Office	Under Revision by RADB	PROGRESS THROUGH CONCURRENCE					CRA NOTIFICATION*		PUBLICATION	
Thursday, August 25, 2011				MD to Be Signed By	ADM Concurrence/ Approval	OGC Concurrence	EDO Concurrence/ Approval	Chairman Approval	OMB Review Required?	Congressional Notification	Posted to MD Catalog	NRC Staff Notified
NO.	TITLE											
11.6	Financial Assistance Program			EDO	06/03/11	06/10/11	Pending		Required			
11.7	NRC Procedures for Placement and Monitoring of Work With the U.S. Department of Energy (DOE)	11/19/10							Required			
11.8	NRC Procedures for Placement and Monitoring of Work With Federal Agencies Other Than the U.S. Department of Energy (DOE)	11/19/10							Required			
12.0	Glossary of Security Terms			Chairman	Pending				No			
12.1	NRC Facility Security Program			EDO	04/13/11	05/05/11	Pending		No			
12.2	NRC Classified Information Security Program		10/19/10	EDO	Pending				Required			
12.3	NRC Personnel Security Program		07/06/11	EDO					Required			
12.4	NRC Telecommunications System Security Program	11/29/10							No			
12.5	NRC Automated Information Security Program		06/10/11						No			
12.6	NRC Sensitive Unclassified Information Security Program	05/23/11							Required			
12.7	NRC Safeguards Information Security Program	06/27/08							Required			
13.4	Transportation Management	01/14/11							No			
14.1	Official Temporary Duty Travel	04/21/11							No			
CURRENT TOTALS					5	3	5	6	35	35	3	3