



U.S. Nuclear Regulatory Commission
Office of Executive Director for Operations
OEDO Notice

Change Notice

Office Procedure No.:	OEDO Notice- 2009-0430-01
Procedure Title:	Communication Plans
Effective Date:	February 2, 2009
Approved By:	Vonna L. Ordaz, AO/OEDO
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Communication Plans

1. **PURPOSE**

The purpose of this Notice is to inform NRC staff that OEDO Procedure 0430 - Communication Plans, has been superseded by guidance that will be maintained on the NRC intranet only.

2. **BACKGROUND**

Formerly, a formal OEDO Procedure was issued to provide guidance to staff on the creation and approval of communication plans. As part of that procedure, it was expected that offices/regions would provide communication plans to OEDO through a formal memo to the Assistant for Operations.

3. **ACTION**

To aid in the creation, approval and sharing of basic communication tools such as communication plans, talking points and Q's & A's, staff should use the guidance for creating basic communication tools located on the NRC intranet at: http://www.internal.nrc.gov/communications/comm_tools/guidance.html. This guidance is intended to assist staff and management in choosing and creating the most appropriate communication tool for a particular topic. For example, simple talking points may be more appropriate in certain circumstances than a communication plan.

A new Communication Tool Feedback & Share page is located at: http://www.internal.nrc.gov/communications/comm_tools/input.cfm and can be used to share communication tools with agency communication specialists to get their input or just to enhance their awareness. The use of this page will replace the need for a formal memo providing communication plans to the Assistant for Operations. The page is simple to use and allows a staff member to electronically transmit their communication item to the appropriate Office/Region communications contacts automatically. The staff is expected to use this page to share all types of communication tools such as communication plans and talking points.

4. **REFERENCES**

OEDO Procedure - 0430, Communication Plans

5. **CONTACTS**

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6. **EFFECTIVE DATE**

February 2, 2009