

NON-CONCURRENCE PROCESS

NCP TRACKING NUMBER

SECTION A - TO BE COMPLETED BY NON-CONCURRING INDIVIDUAL

TITLE OF SUBJECT DOCUMENT

ADAMS ACCESSION NO.

DOCUMENT SIGNER

SIGNER PHONE NO.

TITLE

ORGANIZATION

NAME OF NON-CONCURRING INDIVIDUAL(S)

PHONE NO.

TITLE

ORGANIZATION

☐

DOCUMENT AUTHOR

☐

DOCUMENT CONTRIBUTOR

☐

DOCUMENT REVIEWER

☐

ON CONCURRENCE

REASONS FOR NON-CONCURRENCE AND PROPOSED ALTERNATIVES

☐

CONTINUED IN SECTION D

SIGNATURE

DATE

SEE SECTION E FOR IMPLEMENTATION GUIDANCE

NON-CONCURRENCE PROCESS

NCP TRACKING NUMBER

TITLE OF SUBJECT DOCUMENT

ADAMS ACCESSION NO.

SECTION B - TO BE COMPLETED BY NON-CONCURRING INDIVIDUAL'S SUPERVISOR

NAME

TITLE

PHONE NO.

ORGANIZATION

COMMENTS FOR THE NCP REVIEWER TO CONSIDER

☐ CONTINUED IN SECTION D

SIGNATURE

DATE

SEE SECTION E FOR IMPLEMENTATION GUIDANCE

NON-CONCURRENCE PROCESS

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TITLE OF SUBJECT DOCUMENT

ADAMS ACCESSION NO.

SECTION C - TO BE COMPLETED BY DOCUMENT SPONSOR

NAME

TITLE

PHONE NO.

ORGANIZATION

SUMMARY OF ISSUES

ACTIONS TAKEN TO ADDRESS NON-CONCURRENCE

SIGNATURE--DOCUMENT SPONSOR

TITLE

ORGANIZATION

DATE

SIGNATURE--NCP REVIEWER

TITLE

ORGANIZATION

DATE

NCP OUTCOME

Non--Concurring Individual: ☐ CONCURS ☐ NON-CONCURS ☐ WITHDRAWS NON-CONCURRENCE (i.e., discontinues process)

AVAILABILTY OF NCP FORM

Non--Concurring Individual: ☐ WANTS NCP FORM PUBLIC ☐ WANTS NCP FORM NON-PUBLIC☐ CONTINUED IN SECTION D

SEE SECTION E FOR IMPLEMENTATION GUIDANCE

NON-CONCURRENCE PROCESS

NCP TRACKING NUMBER

TITLE OF SUBJECT DOCUMENT

ADAMS ACCESSION NO.

SECTION D: CONTINUATION PAGE

CONTINUATION OF SECTION

☐

A

☐

B

☐

C

SEE SECTION E FOR IMPLEMENTATION GUIDANCE

NON-CONCURRENCE PROCESS

SECTION E - Implementation Guidance

Part 1 - Initiation of Non-Concurrence

Individual non-concurs on subject document and completes Section A, including identifying name and ADAMS accession number of document being non-concurred on, name of the subject document signer, and reasons for non-concurrence and proposed alternatives.

If more than one individual non-concurs, Section A should reflect the additional names and signatures.

Individual must request NCP tracking number prior to submitting NCP Form by emailing NCPPM.Resource@nrc.gov or calling (301) 415-2741.

Individual sends NCP Form to immediate supervisor, document signer, NCP PM, and OCWE Champion. (See Contacts on OCWE Web site.)

Part 2 - Staff Review of Non-Concurrence

Document Signer identifies Document Sponsor and forwards NCP Form to Document Sponsor to coordinate staff review. Document Signer may choose to act as Document Sponsor.

Individual's immediate supervisor completes Section B, including views of issues and proposed alternatives and any other information for management consideration and forwards to Document Sponsor.

Document Sponsor documents Summary of Issues (SOI) and emails to individual for comment and consensus. SOI ensures a common understanding of issues and should be agreed upon before NCP Form is evaluated by staff.

Document Sponsor serves to coordinate and document staff's review of the non-concurrence. Non-concurring individual should be included in discussions, when warranted, to maximize understanding and improve decision-making.

Document Sponsor completes Section C to reflect staff's review of issues and actions (if applicable), that were taken to address concerns. Documentation should be complete, on-point, factual, and focused on issues (not individuals).

Document Sponsor puts completed NCP Form in document package and returns package to concurrence.

Document Sponsor updates Section C, as necessary, to reflect any additional changes made during process to address issues.

Part 3 - Management Review of Non-Concurrence

NCP Reviewer (normally Document Signer) reviews NCP Form, may discuss with interested parties (including non-concurring individual), and may return NCP Form and subject document for additional action, prior to signing Section C as the NCP Reviewer and prior to issuance of subject document.

If Document Signer is individual's immediate supervisor, NCP Reviewer is next level manager. Document Signer continues to sign subject document and NCP Reviewer is added to subject document concurrence.

If Document Signer is not SES manager, NCP Reviewer is first SES manager in organizational chain. Document Signer continues to sign subject document and NCP Reviewer is added to subject document concurrence.

Part 4 - NCP Outcome and Record-Keeping

Document Sponsor records outcome of NCP when process is complete (i.e., when subject document is issued) in Section C.

Document Sponsor gets input from non-concurring individual on interest or availability of NCP Form.

If individual wants NCP Form public, Document Sponsor assists in releasability review in accordance with the NRC Policy For Handling, Marking, and Protecting Sensitive Unclassified Non-Safeguards Information (SUNSI) and MD 3.4, "Release of Information to the Public."

NCP Form should be profiled in ADAMS using ADAMS Template NRC-006.

Document Sponsor will email NCP PM and OCWE Champion when process is complete.

NCP PM will post NCP Form and issued subject document on internal Web site and OCWE Champion will highlight to staff, as warranted.