NRC Management Directives

Web Assistance for MD Preparation, Editing, and Review

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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		

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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 (NRC Performance Management SharePoint Site)	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+
* 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).		

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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+
* 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).		

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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.

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