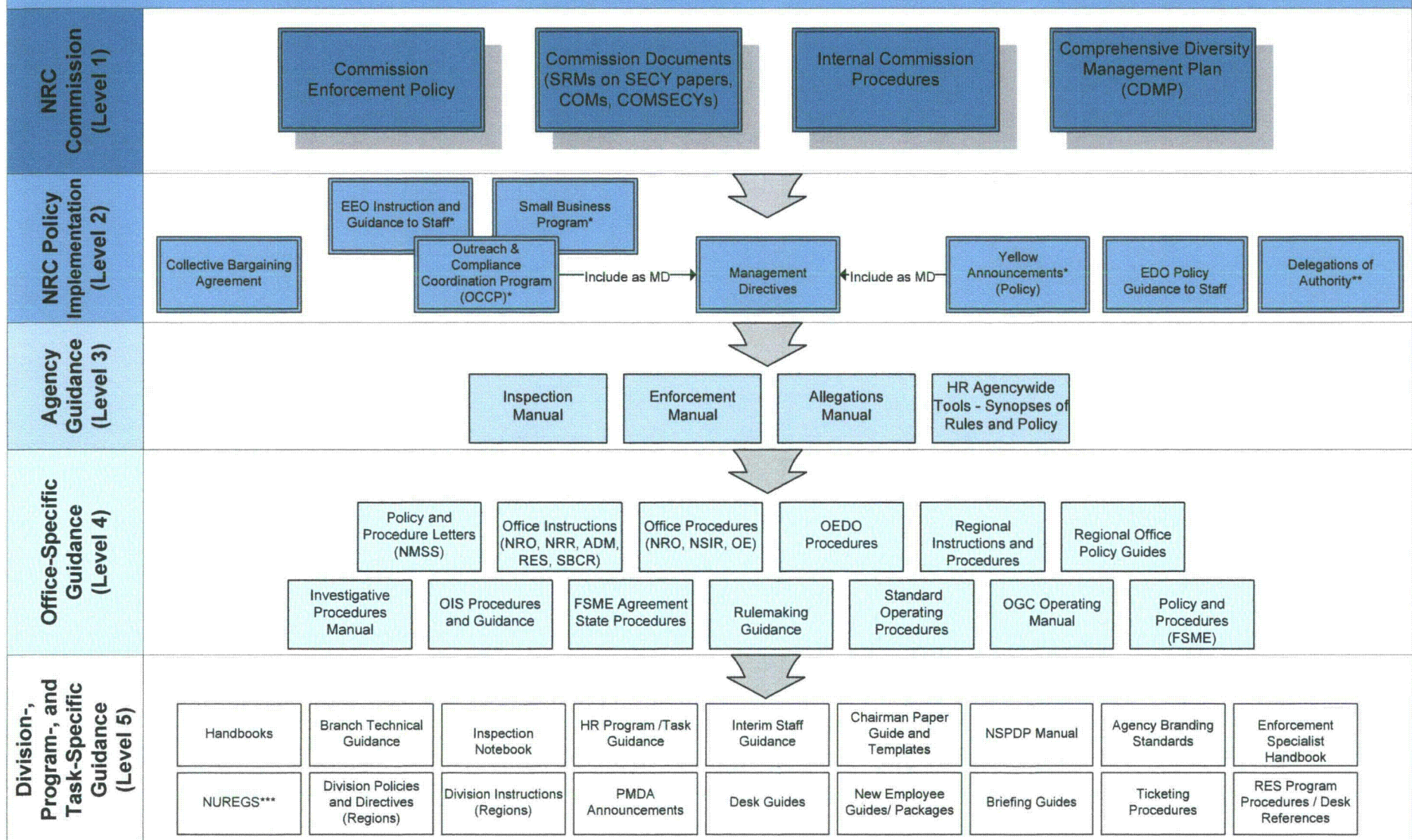


General Categories for NRC Hierarchy of NRC Internal Policy and Guidance Documents (6/11/09)



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.).

Enclosure 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
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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

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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
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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
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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

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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

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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

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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

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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.

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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

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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/adtdssa/spsb/webpages/srapage/sdpnotebooks/sdpindex.html

**NRC INTERNAL POLICY AND GUIDANCE DOCUMENTS
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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/officeprocedures.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/officeprocedures.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/officeprocedures.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/officeprocedures.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/officeprocedures.htm
4	Office-Specific Guidance	Office Procedures	NSIR Office Procedures (Training): TRN-701	ADAMS; NSIR Website: http://148.184.213.252/NSIR/ppd/officeprocedures.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/officeprocedures.htm

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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

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

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

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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

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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

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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

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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

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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)

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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

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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

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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

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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

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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 .

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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

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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/eo/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/eo/edc-process/eo-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

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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

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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>				