



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

OEDO Procedure

Revision 4

Office Procedure No.:	OEDO Procedure - 0420
Procedure Title:	Semiannual Report to Congress
Effective Date:	November 18, 2020
Approved By:	Sherri Miotla, DAO/OEDO
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Comments:	
Training/Special Instructions:	None
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OEDO PROCEDURE - 0420
Revision 4
Semiannual Report to Congress

Summary of Changes:			
Date	Description of Changes	Method Used to Announce &	Training
11/18/2020	OEDO Procedure – 0420, Revision 4 provides the following changes: (1) General updates for greater clarity; (2) Incorporation of a process change to include use of the EDO-managed SharePoint site for drafting and review of Semiannual Report to Congress.	Email and posted on OEDO SharePoint site.	Available upon request
06/12/17	OEDO Procedure – 0420, Revision 3 provides the following changes: (3) General updates for greater clarity; (4) Inclusion of additional Report sections added since this procedure was last revised; and (5) Incorporation of an OGC review into the process prior to EDO review and delivery to SECY.	E-Mail to all ODs and RAs and posted on OEDO web page	Available upon request

07/24/12	OEDO Procedure – 0420, Revision 2 provides the following changes: (1) New timing for draft input and delivery to SECY based on the inclusion of a review of the draft report by a technical editor; (2) Clarifying changes to reflect the report development process as it has evolved since the last revision of the procedure; and (3) Removal of several steps that discuss OEDO-internal activities.	E-Mail to all ODs and RAs and posted on EDO web page	Available upon request
10/08/09	OEDO Procedure – 0420, Revision 1 provides the following changes: (1) Revised title to clarify the scope of the procedure; and New timing guidance due to the report being requested only twice a year	E-Mail to all ODs and RAs and posted on EDO Webpage.	Available upon request.
03/10/06	Initial issuance. The object of this procedure is to provide guidance for preparing the Report and documents the process of OEDO interaction with Commission and staff offices.	E-Mail to all ODs and RAs and posted on EDO Webpage.	None.

Semiannual Report to Congress

1. **PURPOSE**

The purpose of the Semiannual Report to Congress (the Report) is to respond to Appropriations Committee legislation to convey key agency accomplishments and significant information to cognizant members of Congress. This procedure provides guidance on preparing the Report and documents the process of OEDO interaction with Commission and staff offices.

2. **BACKGROUND**

By letter to Chairman Shirley Jackson, from Senator Domenici, dated November 23, 1998, the NRC was directed (through the Energy and Water Development Appropriation Act, 1999) to provide a monthly report on the status of its licensing and regulatory activities. In a letter dated December 24, 1998, from Chairman Jackson to Senator Domenici, the NRC transmitted the first monthly report on the status of licensing activities and regulatory duties of the NRC. In subsequent years, the Appropriations Committee modified the topics it directed the NRC to provide in its monthly reports. In a memorandum dated April 25, 2003, to Office Directors, William Dean, Assistant for Operations, OEDO, detailed a few changes meant to simplify the development of the Report. In the Energy and Water Development Appropriations Act for Fiscal Year 2006, NRC was directed to provide the report on a quarterly basis. Subsequently, in the Energy and Water Development Appropriations Act for Fiscal Year 2008, NRC was directed to provide the report on a semiannual basis. This procedure supersedes previous direction and guidance involving the report to Congress.

The Report currently covers the following topics (Office leads are in parentheses):

- Implementing Risk-Informed Regulations (NRR)
- Reactor Oversight Process (NRR)
- Status of Issues in the Reactor Generic Issues Program (RES)
- Licensing Actions and Other Licensing Tasks (NRR)
- Status of License Renewal Activities (NRR)
- Summary of Reactor Enforcement Actions (OE)
- Power Reactor Security Regulations (NSIR)
- Power Upgrades (NRR)
- New Reactor Licensing (NRR)
- Response to Lessons Learned from the Fukushima Accident in Japan (NRR)
- Planned Rulemaking Activities (ADM)

3. **BASIC STEPS**

- 3.1 Approximately 6 weeks in advance of the due date for the upcoming report, the OEDO lead will provide an email reminder to offices of the need to prepare input for the report, where to locate the last report on the OEDO Semiannual Report SharePoint site, and include any additional instructions or guidance based on preparation of the preceding report. At this time, it is also advisable to give the Office of Administration's Quick Technical Editing (QTE) staff a "heads up" of the dates it should expect to receive draft documents for review. The NRC's technical editing resource can be emailed at QTE.Resource@nrc.gov.

- 3.2 Headquarters and regional offices shall provide input for their assigned section(s) of the Report (see above) for the previous 6 months and any items they believe should be considered for inclusion in the cover letter by the first Friday of April and October, or the 5th day of the month, whichever is later. The sections should be concise and based on the most recently issued report. Repeated language that does not change from report-to-report should be minimized. The input should be provided through a point of contact (POC) who can address questions and requests for clarification/additional information until the report is issued. It is the responsibility of the headquarters and regional offices to ensure the information provided is accurate and up-to-date. Staff input should be emailed to the OEDO staff member who has the lead for the report and submitted into the appropriate sections of the report saved on the OEDO Semiannual Report SharePoint site. The subject line of the e-mail should give the topic, office or region, and period covered. For example, the subject line of input sent by NSIR for the first half of fiscal year 2020 should read: "Semiannual Report to Congress - NSIR input for First Half of 2020."
- 3.3 The OEDO lead will assemble the Report and ensure the Report moves through the OEDO concurrence process and is provided to SECY. OEDO's goal is to provide a draft report to SECY no later than April 20 and October 21 of each year (or the following Monday if these dates fall on a weekend).
- 3.4 The OEDO lead will prepare the cover letter from the Chairman that encloses the Report. The cover letter accompanying the Report should be addressed to the Chairman of the Senate's Subcommittee on Clean Air and Nuclear Security, Committee on Environment and Public Works, and drafted for the NRC Chairman's signature. The cover letter will include significant activities/accomplishments since the last Report that do not fall under one of the topics (sections) in the Report or are simply more recent than that provided in the Report. In addition to any potential items provided by staff, the OEDO lead should search for potential items for the cover letter. Possible information sources include the *Federal Register*, Weekly Information Reports, NRC News Releases, and recently released Commission documents. The OEDO lead will obtain QTE review and then provide a copy of the draft cover letter to the Deputy Executive Directors (DEDOs) and Assistant for Operations (AO) for parallel review.
- 3.5 The OEDO lead will assemble the Report using the various sections provided by the offices/regions. The OEDO lead will review all the input and provide a copy to an agency technical editor via email (QTE.Resource@nrc.gov), the Office of Congressional Affairs and OGC for parallel review. The OEDO and QTE reviews will ensure that the input provided is within the period covered; the proper format is followed; there are no spelling, punctuation, or grammatical errors; the information is clear and well written; all abbreviations/acronyms are defined; and that previous feedback has been incorporated. Proposed QTE edits should be reviewed by the OEDO lead to ensure they are technically accurate and consistent with any previous Commission direction. Following the completion of the QTE review, OEDO will incorporate edits, as appropriate, and then provide the Report, including the attachments and cover letter, to OGC and OCA. The purpose of the OGC review is to obtain comments and no legal objection (NLO) prior to review by

the EDO and Commission. The purpose of the OCA review is to ensure the Report adequately captures issues of significant congressional interest, appropriately identifies and addresses the recipients of the Report, and provides a contextual review to ensure messaging is consistent with prior congressional communications on the noted issues. The OEDO lead will communicate with office/region POCs, as needed, to get additional information/clarification. When these reviews are complete, the OEDO concurrence process, which includes reviews by the AO, DEDM, DEDR and EDO can begin.

- 3.6 Following EDO review and concurrence, the OEDO Administrative Correspondence Staff will transmit the document to SECY for Commission review and Chairman signature. The OEDO lead will work with the office/region POCs if additional information is needed.

4. RESPONSIBILITIES AND AUTHORITIES

Reporting Offices/Regions

Each office/region that is responsible for providing one or more sections of the Report is responsible for providing their input and adhering to the schedule set forth in Section 3.2 of this procedure. Other offices/regions may send any items they wish to be considered for the cover letter following the same schedule. The POCs in each office/region are responsible for responding to any requests for additional information from OEDO or the Commission.

OEDO Lead

The OEDO staff member designated as lead for a particular Report is responsible for reviewing and editing items submitted by the offices, assembling the Report and cover letter, and ensuring the Report is provided to SECY by the schedule set forth in Section 3.3 of this procedure.

DEDOs

The DEDOs and AO are responsible for reviewing and providing comments on the cover letter and pertinent sections of the Report.

EDO

The EDO is responsible for reviewing and concurring on the Report.

5. REFERENCES

- Example Cover letter to Semiannual Report to Congress [ADAMS Accession No. ML20106F154]
- Example Semiannual Report to Congress [ADAMS Accession No. ML20106F164]

- Letter dated November 23, 1998, to Chairman Shirley Jackson, from Senator Peter V. Domenici, Chairman of the Subcommittee on Energy
- December 24, 1998, letter to Senator Domenici, from Chairman Jackson transmitting the first monthly report
- Senate Report 105-206, FY 1999 Energy and Water Development Appropriations Act
- House Report 108-212, 2004 Energy and Water Development Appropriations Act
- Senate Report 108-105, 2004 Energy and Water Development Appropriations Act
- Memorandum dated April 25, 2003, to Office Directors, from William Dean, Assistant for Operations, OEDO
- House Report 109-86, FY 2006 Energy and Water Development Appropriations Act
- Senate Report 109-84, FY 2006 Energy and Water Development Appropriations Act
- House Report 110-185, FY 2008 Energy and Water Development Appropriations Act

6. APPENDICES

None.

7. EFFECTIVE DATE

November 18, 2020