



**UNITED STATES
NUCLEAR REGULATORY COMMISSION
ADVISORY COMMITTEE ON REACTOR SAFEGUARDS
WASHINGTON, DC 20555 - 0001**

November 7, 2016

MEMORANDUM TO: Victor M. McCree
Executive Director for Operations

FROM: Andrea D. Veil, Executive Director **/RA/**
Advisory Committee on Reactor Safeguards

SUBJECT: DOCUMENTATION OF RECEIPT OF APPLICABLE OFFICIAL NRC
NOTICES TO THE ADVISORY COMMITTEE ON REACTOR
SAFEGUARDS FOR NOVEMBER 2016

During the 638th meeting of the Advisory Committee on Reactor Safeguards (ACRS), November 3-5, 2016, the Committee considered the NRC communications forwarded by OCHCO (attached) as items for their awareness and any actions as appropriate. This memorandum documents the receipt of the attached communications by the ACRS members. No response to this memorandum is required.

Attachment: As stated

cc: A. Vietti-Cook, SECY
T. Inverso, OEDO
R. Lewis, OEDO

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OFFICE	ACRS	SUNSI Review	ACRS	ACRS
NAME	QNguyen	QNguyen	MLBanks	ADVeil
DATE	11/04/16	11/04/16	11/08/16	11/08/16

OFFICIAL RECORD COPY

Monthly Communication of Official NRC Notices to the ACRS

Announcement Type	Date	Subject
Network	10/5/16	<p data-bbox="480 405 1507 527">First Half of Fiscal Year 2017 External Training Data Call has Been Approved</p> <p data-bbox="480 569 1354 600">http://drupal.nrc.gov/announcements/standard/employee-resources/24886</p> <p data-bbox="480 642 820 674">Announcement Category</p> <p data-bbox="480 678 748 709">Employee Resources</p> <p data-bbox="480 716 623 747">Publish on</p> <p data-bbox="480 751 630 783">Oct 5, 2016</p> <p data-bbox="480 787 1583 861">The first half (November - April) of the Fiscal Year (FY) 2017 External Training Data Call* has been approved.</p> <p data-bbox="480 909 1593 1123">Due to budgetary limitations, the Office of the Chief Human Capital Officer (OCHCO) will be able to approve high and medium priority training requests as prioritized by individual offices per the data call. Employees are asked to submit SF-182s for approved high and medium training planned for <u>November through end of January</u> at least 30 days before planned training begins in order to be registered in a timely manner.</p> <p data-bbox="480 1176 1576 1249">Before employees submit training requests (through end of January) in iLearn, offices should verify they have resources to support any requests that require travel.</p> <p data-bbox="480 1297 1583 1444">Agency staff will be notified of the approval/disapproval of requested training by their offices. OCHCO will send reminders to staff to submit the required Training Authorization Form (SF 182) in iLearn. OCHCO is responsible for providing funding and completing the registrations.</p> <p data-bbox="480 1493 1373 1524">Please e-mail TrainingSupport.Resource@nrc.gov with any questions.</p> <p data-bbox="480 1577 1572 1686">*The External Training Data Call and subsequent training plan applies only to offices whose training has been centralized in OCHCO. The following offices are EXCLUDED from this process: ASLBP, COMM, OGC, OI, OIG, R-I, R-III.</p>

Announcement Type	Date	Subject
	10/6/16	<p data-bbox="480 258 1596 436">Management Directive 5.2, Cooperation with States at Commercial Nuclear Power Plants and Other Nuclear Production or Utilization Facilities</p> <p data-bbox="480 485 1393 516">http://drupal.nrc.gov/announcements/standard/management-directives/24846</p> <p data-bbox="480 562 821 594">Announcement Category</p> <p data-bbox="480 598 784 630">Management Directives</p> <p data-bbox="480 634 821 665">Management Directive #:</p> <p data-bbox="480 669 521 701">5.2</p> <p data-bbox="480 705 621 737">Publish on</p> <p data-bbox="480 741 630 772">Oct 6, 2016</p> <p data-bbox="480 777 1596 919">The Office of Nuclear Material Safety and Safeguards revised and issued Management Directive (MD) 5.2, "Cooperation with States at Commercial Nuclear Power Plants and Other Nuclear Production or Utilization Facilities," on September 29, 2016. MD 5.2 is now available online.</p> <p data-bbox="480 972 659 1003">SUMMARY:</p> <p data-bbox="480 1056 1596 1276">MD 5.2, "Cooperation with States at Commercial Nuclear Power Plants and Other Nuclear Production or Utilization Facilities," is being revised as part of an ongoing effort to improve the agency's MD program. MD 5.2 has been updated to reflect organizational changes and current practices resulting from the merger of the Office of Federal and State Materials and Environmental Management Programs with the Office of Nuclear Material Safety and Safeguards (NMSS). This revision—</p> <p data-bbox="480 1329 1596 1612">Updates the programmatic delegation of authority related to implementation of the statement of policy on "Cooperation With States at Commercial Nuclear Power Plants and Other Nuclear Production or Utilization Facilities." NMSS is responsible for the programmatic coordination of the agency's cooperation with the Agreement States. Includes COMSECY-10-0004, "Delegation of Signature Authority for Section 274i Agreements" (ML100670279), and the "Delegation of Authority to the Director of the Office of Nuclear Material Safety and Safeguards," September 24, 2014, (ML14261A010) as references.</p> <p data-bbox="480 1654 1596 1728">CONTACT: Direct questions about the policy and procedures contained in MD 5.2 to Stuart Easson, NMSS, 301-415-5134.</p>

Announcement Type	Date	Subject
	10/6/16	<p data-bbox="477 258 1588 373">Management Directive 12.1, NRC Facility Security Program</p> <p data-bbox="477 420 1393 453">http://drupal.nrc.gov/announcements/standard/management-directives/24837</p> <p data-bbox="477 499 821 533">Announcement Category</p> <p data-bbox="477 533 784 567">Management Directives</p> <p data-bbox="477 567 821 600">Management Directive #:</p> <p data-bbox="477 600 532 634">12.1</p> <p data-bbox="477 634 623 667">Publish on</p> <p data-bbox="477 667 630 701">Oct 6, 2016</p> <p data-bbox="477 701 1581 819">The Office of Administration (ADM) revised and issued Management Directive (MD) 12.1, "NRC Facility Security Program," on September 28, 2016. MD 12.1 is now available online.</p> <p data-bbox="477 865 659 898">SUMMARY:</p> <p data-bbox="477 945 1425 1020">MD 12.1, "NRC Facility Security Program," is revised to incorporate new requirements of—</p> <p data-bbox="477 1066 1581 1222">Executive Order 13587, "Structural Reforms to Improve the Security of Classified Networks and the Responsible Sharing and Safeguarding of Classified Information." Federal Information Processing Standards Publication, "Personal Identity Verification (PIV) of Federal Employees and Contractors" (FIPS PUB 201-2).</p> <p data-bbox="477 1222 1243 1255">The latest Interagency Security Committee (ISC) Standards.</p> <p data-bbox="477 1255 1594 1331">Other U.S. Nuclear Regulatory Commission policy changes related to physical security requirements.</p> <p data-bbox="477 1377 1594 1810">This MD has been revised to facilitate ease of reference and for clarity. As a result, information from several sections (e.g., prior MD 12.1 section entitled "Facility Clearance and Surveys") have either been modified, removed, or reorganized. This revision reflects updates to sections regarding the Industrial Security Program; Security Incident Program; visitor procedures; Personal Identity Verification (PIV) cards; temporary visitor, employee, and contractor badges; Occupant Emergency Plan (OEP); security container management; security assessments and surveys; key and lock program; and controlled, administratively controlled, limited access, and security controlled areas. In addition, this revision incorporates the courier card process, onsite and offsite public meeting and hearing security support process, the REAL ID Act, Insider Threat Program (ITP), Protective Threat Assessment Team (PTAT), foreign and domestic travel threat response process, and Criminal History Program (CHP).</p>

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		<p>This revision also incorporates recommended changes resulting from the Office of the Inspector General (OIG) Audit 16-A-10 regarding the standards for offices to appoint room owners (i.e., Access Reviewing Officials (ARO)) and notify the Office of Administration (ADM) of changes to access rights for limited access areas, and OIG Audit 12-A-12 regarding the restructured reporting process for safeguards information.</p> <p>CONTACT: Direct questions about the policy and procedures contained in MD 12.1 to Mary Frances Woods, ADM, 301-415-5808.</p>
	10/7/16	<p>Emergency Office Closing, Early Departure, and Delayed Arrival Information for NRC Headquarters</p> <p>http://drupal.nrc.gov/announcements/standard/employee-resources/24909</p> <p>Announcement Category Employee Resources</p> <p>Publish on Oct 7, 2016</p> <p>This announcement reminds U.S. Nuclear Regulatory Commission (NRC) headquarters (HQ) employees of policies and procedures governing excused absence, leave, accrued compensatory time off, credit hours, work schedule adjustments, and telework, when offices close for an entire day(s), close early, or open late, due to emergency situations such as adverse weather conditions (e.g., snow emergencies, severe icing conditions, floods, earthquakes, and hurricanes) or other disruptions of operations (e.g., air pollution, disruption of power and/or water, or interruption of public transportation).</p> <p>When the operating status at HQ changes, OCHCO will publish a short NRC Announcement to state what the changed status is and link to the appropriate section of the policies and procedures document that contains all of the associated guidance. For example, if HQ was closed, an NRC Announcement will be published stating:</p> <p style="padding-left: 40px;">On (date) _____, NRC headquarters was closed (please click the link for further information). Should you have any questions, please contact your supervisor or your servicing Human Resources Specialist.</p> <p>For HQ employees who are not already at work, the primary and most up-to-date sources of information about operating status are OPM announcements, OPM's operating status mobile application, and local news and radio stations. Other sources of information when conditions, such as severe weather or utility outages, affect the operating status of an NRC HQ facility, include NRC's Agency Status link, accessible from the NRC.gov public Web site, and NRC's toll-free number (888-415-</p>

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		<p>4NRC). This line automatically forwards a caller to OPM's operating status message or provides a message specific to NRC when NRC's operating status differs from that of other Federal agencies in the Washington, DC area. In addition, NRC employees will receive notifications of important NRC information by text, telephone, and/or e-mail messages from NRC's Verizon Notification Service (VNS).</p> <p>For further information or assistance, please contact your servicing Human Resources Specialist.</p>
	10/7/16	<p>Federal Legal Holidays for the Remainder of 2016 and for All of 2017</p> <p>http://drupal.nrc.gov/announcements/standard/employee-resources/24910</p> <p>Announcement Category Employee Resources</p> <p>Publish on Oct 7, 2016</p> <p>Holidays in the Federal Service will be celebrated on the following days during the remainder of 2016 and all of 2017.</p> <p style="text-align: center;"> Columbus Day - Monday, October 10, 2016 Veterans Day - Friday, November 11, 2016 Thanksgiving Day - Thursday, November 24, 2016 Christmas Day - Monday, December 26, 2016 New Year's Day - Monday, January 2, 2017 Birthday of Martin Luther King, Jr. - Monday, January 16, 2017 Inauguration Day* (see note below) - Friday, January 20, 2017 Washington's Birthday - Monday, February 20, 2017 Memorial Day - Monday, May 29, 2017 Independence Day - Tuesday, July 4, 2017 Labor Day - Monday, September 4, 2017 Columbus Day - Monday, October 9, 2017 Veterans Day - Friday, November 10, 2017 Thanksgiving Day - Thursday, November 23, 2017 Christmas Day - Monday, December 25, 2017 </p> <p>Please note that when a holiday falls on an employee's Compressed Work Schedule workday off, the employee will take that workday off on another day in the same pay period. For employees on NEWFlex work schedules, information on holidays may be found in Management Directive 10.42, "Work Schedules and Premium Pay,"</p>

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		<p>(Handbook Sections VIII. H and I.) and the NEWFlex Frequently Asked Questions document (Section E, Time Reporting).</p> <p><u>*Inauguration Day</u> (Friday, January 20, 2017) will be treated as a holiday for headquarters employees whose duty station is in the Washington, DC area and who are regularly scheduled to perform non-overtime work on that date. There is no authority for treating Inauguration Day as a holiday outside of the Washington, DC area, nor is there an in-lieu-of holiday for employees who are not scheduled to work that day.</p> <p>Should you have any questions on Federal legal holidays, please contact your servicing Human Resources Specialist.</p>
	10/18/16	<h2 data-bbox="480 730 1430 848">Announcing NRC's 29th Annual Regulatory Information Conference, March 14-16, 2017</h2> <p data-bbox="480 892 1295 926">http://drupal.nrc.gov/announcements/standard/general-interest/24985</p> <p data-bbox="480 970 818 1003">Announcement Category</p> <p data-bbox="480 1005 683 1039">General Interest</p> <p data-bbox="480 1041 623 1075">Publish on</p> <p data-bbox="480 1077 646 1110">Oct 18, 2016</p> <p data-bbox="480 1113 1598 1255">The U.S. Nuclear Regulatory Commission's (NRC) 29th Annual Regulatory Information Conference (RIC) will be held March 14-16, 2017, at the Bethesda North Marriott Hotel and Conference Center, located at 5701 Marinelli Road, North Bethesda, MD 20852.</p> <p data-bbox="480 1308 1576 1526">Co-sponsored by the Office of Nuclear Reactor Regulation and the Office of Nuclear Regulatory Research, the RIC brings together nearly 3,000 participants from over 30 countries representing interested parties from Government, industry, international agencies, other interested stakeholders, and members of the public. The RIC provides an open forum for stakeholders to learn, share, and discuss information on significant and timely nuclear regulatory activities, processes, and emergent issues.</p> <p data-bbox="480 1579 1572 1722">The RIC will feature presentations from the NRC Chairman, the Commissioners, and the Executive Director for Operations. The program will include panels on topics of interest regarding NRC-sponsored research; the safety and security of new, operating, and decommissioned reactors; and issues relevant to the NRC's materials licensees.</p> <p data-bbox="480 1774 1593 1875">The RIC is open to all NRC employees, interested external parties, and members of the public. Although there is no conference or registration fee, all attendees must be registered to attend. Online registration for the RIC will open in early January 2017</p>

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		<p>and will close in late February 2017. Onsite registration will be available at the hotel during the conference; however, pre-registration online is highly recommended.</p> <p>The RIC Web site contains general conference and program information and continues to be updated as new information becomes available. NRC employees may contact RICMST.Resource@nrc.gov with inquiries, and external stakeholders should contact RICHelpDesk@nrc.gov for additional information.</p>
	10/18/16	<p>Handout Materials from the October 11, 2016, Domestic Violence Awareness Presentation are Available</p> <p>http://drupal.nrc.gov/announcements/standard/employee-resources/24989</p> <p>Announcement Category Employee Resources</p> <p>Publish on Oct 18, 2016</p> <p>The PowerPoint presentation and handout resource materials provided during the October 11, 2016, Domestic Violence Awareness presentation have been posted in SharePoint. Please note, the PowerPoint includes a link to a video that aired on 20/20 on a domestic violence case that may be difficult for some to watch. Please know that NRC's Employee Assistance Program is available to be of support to anyone that has been affected by domestic violence. For more information, or to request EAP services, call NRC's EAP Contractor Provider, EAP Consultants, on 800-869-0276 (available 24/7). Remember, the EAP is a free, voluntary, and confidential service available to all NRC employees and their dependent family members. There are also many other resources and support programs available for people affected by domestic violence, including the National Domestic Violence Hotline, the National Coalition Against Domestic Violence, and the Maryland Network Against Domestic Violence. Please, reach out to any of these resources if you, or someone you know, are in need of support.</p>
	10/21/16	<p>Reminder - Free Flu Shots for NRC Employees While Supply Lasts</p> <p>http://drupal.nrc.gov/announcements/standard/healthwellness/25021</p> <p>Announcement Category</p>

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		<p>Health/Wellness</p> <p>Publish on Oct 21, 2016</p> <p>The NRC Health Center is continuing to offer the convenience of free flu shots for NRC employees in the Health Center (located in O-2 E13), Monday through Friday, between 1:30 p.m. and 3:30 p.m. No appointment is necessary.</p> <p>Supply is limited, so don't delay. If possible, please complete Form 823, "NRC Health Center Consent for Influenza Immunization" (available in the NRC Forms Library), and bring the completed form and your NRC badge with you.</p> <p>For more information about the flu vaccine or about obtaining a flu shot voucher, please contact the Health Center, 301-415-8400.</p>
	10/21/16	<p>Public Service Loan Forgiveness Program: Federal Employee Awareness Campaign & Twitter Chat on October 25, 2016</p> <p>http://drupal.nrc.gov/announcements/standard/employee-resources/25017</p> <p>Announcement Category Employee Resources</p> <p>Publish on Oct 21, 2016</p> <p>The Federal Employee Awareness Campaign is aimed at Federal employees to increase awareness of the Public Service Loan Forgiveness (PSLF) Program. The U.S. Office of Personnel Management led a group of Federal agency and national union partners to collaborate on formulating a campaign to raise awareness. The goal is to share information on what the PSLF Program is and how it can help Federal employees reduce or even eliminate student loan debt through continued public service.</p> <p>Tuesday, October 25, 2016, has been designated as Public Service Loan Forgiveness Program Federal Employee Awareness Campaign Day. To answer your questions, in partnership with the Office of Federal Student Aid at the U.S. Department of Education, the Office of Personnel Management will host a Twitter chat from 3-4 p.m., eastern time. See what others are sharing about these efforts on Twitter through the hashtag #PSLFToFEDS.</p> <p><u>Please Note:</u></p>

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		<p><i>Not all types of Federal student loans are automatically eligible for PSLF.</i></p> <p>Only Direct Loans are eligible. Private loans are not eligible. If you have other types of Federal loans, you may be able to consolidate them into the Direct Loan Program to be eligible for PSLF.</p> <p><i>Only income-driven repayment plans or the 10-year standard plan are eligible, but to benefit from PSLF you'll need to make most of the 120 payments under an income-driven plan.</i></p> <p>Look at a recent student loan bill or log on to your servicer's Web site to find out what repayment plan you are in. If you need to switch to an income-driven repayment plan, you can apply online for free at StudentLoans.gov.</p> <p>Please see the OCHCO Public Service Loan Forgiveness Program Web page for additional information on the Public Service Loan Forgiveness Program. If you have any questions, please contact your servicing Human Resources representative.</p>
	10/28/16	<p>Availability of Required Training Course – Internal Control: A Path Forward to Accountability</p> <p>http://drupal.nrc.gov/announcements/standard/employee-resources/25072</p> <p>Announcement Category Employee Resources</p> <p>Publish on Oct 28, 2016</p> <p>In accordance with a recommendation stemming from an audit conducted by the Office of the Inspector General (OIG) of the NRC's Reactor Business Lines' Compliance With Agency Non-Financial Internal Control Guidance (OIG-15-A-16), all NRC employees, consultants, and contractors are required to complete the "Internal Control: A Path Forward to Accountability" course (ID_270147) no later than December 30, 2016. The course will be assigned to staff's learning plans in iLearn.</p> <p>This awareness course is designed to increase staff's awareness of internal control processes at the NRC, as well as how the agency complies with applicable Federal external requirements. There are two parts for this requirement—the course and a quiz. Staff must complete both parts for completion to record in iLearn. This course is</p>

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		<p>a one-time requirement for all current staff. New employees, consultants, and contractors will be required to complete this course upon hire.</p> <p>As a reminder, contracting officer's representatives (COR) must ensure contractors supporting their office have an iLearn account to access this training. This is coordinated through the Office of the Chief Information Officer and the Office of the Chief Human Capital Officer.</p> <p>If you have questions about this requirement or the course content, please contact David Holley, Chief, Internal Control and Planning Branch, Office of the Chief Financial Officer. If you need assistance accessing this course, please contact Training Support.</p> <p>Please reference the Yellow Announcement posted to announce the availability of this course.</p>
Yellow	10/3/16	<p>Subject: 2016 Federal Employee Viewpoint Survey Results</p> <p>http://drupal.nrc.gov/announcements/yellow/chairman/24870</p> <p>Announcement Category From the Chairman ML # ML16257A577 Publish on Oct 3, 2016</p> <p>Yellow Announcement: YA-16-0102</p> <p>Date: September 29, 2016</p> <p>TO: All NRC Employees</p> <p>SUBJECT: 2016 FEDERAL EMPLOYEE VIEWPOINT SURVEY RESULTS</p>

October 28, 2016

Announcement Type	Date	Subject
		<p>As you know, Federal workers have the opportunity each year to voice their opinions on their respective workplaces through the Federal Employee Viewpoint Survey (FEVS). I'd like to personally thank the NRC employees who took the time to fill out the 2016 FEVS. The high-level results of our FEVS scores are now available.</p> <p>The agency continues to demonstrate an overall positive response in the majority of areas measured, and we continue to score well among large Federal workplaces. However, we are seeing some small declines in a few areas, which may be at least partially attributable to the challenging and somewhat uncertain times we are experiencing.</p> <p>During my 35 years at the NRC, the agency has always faced challenges. But the agency has always met those challenges, maintained a clear focus on safety and security, and successfully carried out our mission. I know we will continue to do so.</p> <p>The Office of Personnel Management will release detailed results in the coming weeks, including uploading information onto UnlockTalent.gov. This tool provides a data visualization dashboard of these results.</p> <p>The agency will review the FEVS scores, as will each office and region, to determine what changes or adjustments we may need to consider. This survey, like the surveys before it, serves as a useful tool to help us continually maintain the agency as an excellent place to work.</p> <p>If you have any questions regarding the FEVS, please contact Jason Lising, 301-287-0569, or Patrice Reid, 301-287-0580. If you have any questions regarding UnlockTalent or registering for this site, please contact Christine Steger.</p> <p style="text-align: right;"><i>/RA/</i></p> <p style="text-align: right;">Stephen G. Burns Chairman</p>
	10/4/16	<p>Subject: Interim Guidance on Internal Control</p> <p>http://drupal.nrc.gov/announcements/yellow/policy/24879</p> <p>Announcement Category Policy ML # ML16273A287</p>

Announcement Type	Date	Subject
		<p>Publish on Oct 4, 2016</p> <p>Yellow Announcement: YA-16-0103</p> <p>Date: October 3, 2016</p> <p>Expiration Date: March 31, 2018</p> <p>TO: All NRC Employees</p> <p>SUBJECT: INTERIM GUIDANCE ON INTERNAL CONTROL</p> <p>The Office of Management and Budget issued the revised Circular A-123, <i>Management's Responsibility for Risk Management and Internal Control</i>, on July 15, 2016. The next revision of Management Directive (MD) 4.4, "Internal Control," will incorporate the requirements of the updated circular.</p> <p>Sections III and IV of Handbook 4.4 are currently out-of-date. Until MD 4.4 is updated to include the revised guidance, staff is directed to refer to "Programmatic Internal Control and Reasonable Assurance Guidance" (ML16035A348) issued March 11, 2016, by the Executive Director for Operations and the Chief Financial Officer</p> <p style="text-align: right;">/RA/</p> <p style="text-align: right;">Maureen E. Wylie Office Chief Financial Officer</p> <p>Management Directive Reference: MD 4.4 "Internal Control," Handbook Section III, "Assessment of Internal Control Over Program Operations (Non-Financial), and Section IV, "Assessment of Internal Control Over Financial Reporting"</p>
	10/6/16	<p>Subject: Change to NRC Policy for Classified Information Processing</p>

Announcement Type	Date	Subject
		<p data-bbox="492 237 1182 268">http://drupal.nrc.gov/announcements/yellow/policy/24894</p> <p data-bbox="480 310 818 342">Announcement Category</p> <p data-bbox="480 348 561 380">Policy</p> <p data-bbox="480 386 553 417">ML #</p> <p data-bbox="480 424 675 455">ML16263A296</p> <p data-bbox="480 462 623 493">Publish on</p> <p data-bbox="480 499 630 531">Oct 6, 2016</p> <p data-bbox="1101 615 1596 646">Yellow Announcement: YA-16-0105</p> <p data-bbox="1252 699 1596 730">Date: September 30, 2016</p> <p data-bbox="1146 783 1596 814">Expiration Date: October 5, 2020</p> <p data-bbox="488 867 959 898">TO: All NRC Employees</p> <p data-bbox="480 951 1357 1024">SUBJECT: CHANGE TO NRC POLICY FOR CLASSIFIED INFORMATION PROCESSING</p> <p data-bbox="480 1108 1588 1581">This announcement serves to notify all employees that the processing, storage, and transmission of classified information (National Security Information, Restricted Data, and Formerly Restricted Data) must only take place on equipment that is part of the U.S. Nuclear Regulatory Commission (NRC) classified information systems for which the Office of Nuclear Security and Incident Response (NSIR) is assuming technical responsibility. All legacy classified information technology systems in headquarters are being decommissioned. Offices requiring classified information processing should coordinate with NSIR's Information Security Branch regarding those needs, and must ensure that any existing electronic processing of such information be incorporated into an approved system. Unneeded devices, previously used to process, store, and/or transmit classified information, must be decommissioned in accordance with Handbook Section V.B, "Equipment Security," of Management Directive (MD) 12.5, "NRC Cybersecurity Program." MD 12.5 will be updated to incorporate this policy.</p> <p data-bbox="480 1633 1572 1707">Employees with questions regarding the policy included in this announcement should contact Kathy Lyons-Burke, Senior IT Security Officer, 301-415-6595.</p> <p data-bbox="1052 1759 1117 1791">/RA/</p> <p data-bbox="1117 1843 1450 1906">David J. Nelson Chief Information Officer</p>

Announcement Type	Date	Subject
		<p style="text-align: right;">Office of the Chief Information Officer</p> <p>Management Directive Reference: MD 12.5, “NRC Cybersecurity Program,” Handbook Section III.B.5(a)(i)</p>
	10/7/16	<p>Subject: Policy for Personal Identity Verification (PIV) Card Digital Signature</p> <p>http://drupal.nrc.gov/announcements/yellow/policy/24908</p> <p>Announcement Category Policy ML # ML16273A536 Publish on Oct 7, 2016</p> <p style="text-align: right;">Yellow Announcement: YA-16-0106</p> <p style="text-align: right;">Date: October 6, 2016</p> <p style="text-align: right;">Expiration Date: October 6, 2021</p> <p>TO: All NRC Employees and Contractors</p> <p>SUBJECT: POLICY FOR PERSONAL IDENTITY VERIFICATION (PIV) CARD DIGITAL SIGNATURE</p> <p>As part of Project AIM, the staff identified that the increased use of digital signature could make U.S. Nuclear Regulatory Commission (NRC) work processes more effective, efficient, and agile. “Digital Signature” allows a user to take advantage of information technology and electronically sign a document (including concurrences), reducing multiple steps, such as printing, physically signing paper copies, scanning paper copies, and sending packages in interoffice mail.</p> <p>Your Government-issued Personal Identity Verification (PIV) card is a secure, tested, and accepted method for the Federal Government’s implementation of digital</p>

Announcement Type	Date	Subject
		<p>signature. Specifically, the NRC has tested and approves the use of PIV cards to digitally sign Portable Document Format (PDF) and Microsoft Word documents. The following user guides provide detailed instructions on how to use a PIV card to digitally sign such documents:</p> <p>Electronic signature user guide for PDF (ML16272A479) Electronic signature user guide for Word (ML16272A484)</p> <p>The Office of the Chief Information Officer is also working collaboratively with partner offices to develop a management directive that will identify organizational responsibilities and the process for wider use of digital signature.</p> <p>If you have any questions regarding the use of digital signatures, please contact David Sulser, 301-415-5063.</p> <p style="text-align: right;">/RA/</p> <p style="text-align: right;">David J. Nelson, Chief Information Officer Office of Chief Information Officer</p> <p>Management Directive Reference: Future MD 2.X, “Use and Acceptance of Electronic Signatures”</p>
	10/11/16	<p>Subject: 2016 Headquarters Combined Federal Campaign</p> <p>http://drupal.nrc.gov/announcements/yellow/event/24933</p> <p>Announcement Category Event ML # ML16280A013 Publish on Oct 11, 2016</p> <p style="text-align: right;">Yellow Announcement: YA-16-0108</p>

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		<p style="text-align: right;">Date: October 6, 2016</p> <p>TO: NRC Headquarters Employees</p> <p>SUBJECT: 2016 HEADQUARTERS COMBINED FEDERAL CAMPAIGN</p> <p>The Combined Federal Campaign (CFC) is the world's largest and most successful workplace giving campaign. Since the first campaign in 1964, Federal employees have donated more than \$8 billion for charities and causes that are near and dear to them. Last year, the U.S. Nuclear Regulatory Commission pledged over \$432,000 to charities in the CFC. This year, you can choose from more than 18,000 participating charities at the local, national, and international levels. If your favorite charity is not on the paper charity list, please visit www.opm.gov/cfc to search for it online. During the 2016 CFC solicitation period, I encourage you to consider giving through the CFC because--</p> <p>Payroll deduction lets you spread your contribution across the entire year. A CFC pledge gives your charity a steady source of revenue throughout the year. It is convenient for you (in many cases; you can pledge online) and provides you with tax records. It shows all Americans that Federal employees care about our communities.</p> <p>Giving is easy, convenient, and quick. You can find your favorite charity using the Charity Search Tool, or the Catalog of Caring. You can contribute to the CFC using Employee Express, Nexus, or a paper pledge form (pdf). The deadline to submit pledges is December 15, 2016. No matter how you give or how much you give, the important thing is to join your fellow Federal workers and help your community thrive by donating to the CFC.</p> <p>Federal employees admirably serve our country both through their jobs and by participating in the CFC. The participation includes giving as well as serving as a coordinator or keyworker. Office directors are encouraged to provide office volunteers in the beginning of the campaign to make this year's theme of "SHOW SOME LOVE" comes to life as we continue to help those who are in need. I am honored to be part of this remarkable community of generous Federal workers. Please join me in making a successful 2016 Campaign. Thank you for your participation and generosity.</p> <p style="text-align: right;">/RA/</p>

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Announcement Type	Date	Subject
		Miriam L. Cohen Chief Human Capital Officer
	10/19/16	<p>Subject: Changes to the Counterintelligence Foreign Travel Briefing Program</p> <p>http://drupal.nrc.gov/announcements/yellow/policy/24993</p> <p>Announcement Category Policy ML # ML16291A462 Publish on Oct 19, 2016</p> <p>Yellow Announcement: YA-16-0113</p> <p>Date: October 18, 2016</p> <p>Expiration Date: June 25, 2019</p> <p>TO: All NRC Employees</p> <p>SUBJECT: CHANGES TO THE COUNTERINTELLIGENCE FOREIGN TRAVEL BRIEFING PROGRAM</p> <p>The Office of Nuclear Security and Incident Response (NSIR), as the lead program office for the agency's defensive Counterintelligence (CI) Program, is responsible for offering U.S. Nuclear Regulatory Commission (NRC) travelers CI awareness training and briefings. The NRC's CI foreign travel briefing program is intended to provide all official travelers with Foreign Intelligence Service threat information so that they can better protect themselves and our Nation's sensitive information. Under the current program, all NRC travelers receive in-person briefs scheduled through the iTravel Counterintelligence Briefing Scheduling Portal.</p> <p>Beginning October 13, 2016, all NRC staff and NRC contractor staff who hold NRC-issued security clearances who conduct official foreign travel are required to complete the new "Counterintelligence Awareness and Foreign Travel Training" course now available in iLearn, instead of in-person briefings. Once you have completed a CI</p>

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		<p>briefing, you are not required to have another briefing for 6 months from that date unless you travel to select countries. If you travel to any of these select countries, you will be notified by the NRC's CI staff and will be required to complete both an in-person, country-specific briefing, and post-travel debriefing for your trip.</p> <p>For answers to questions regarding the changes to the foreign travel briefing program, please contact Lance English, Counterintelligence Program Manager, 301-492-3006.</p> <p style="text-align: right;"><i>/RA/ Steve West, for Brian Holian</i></p> <p style="text-align: right;">Brian Holian, Director Office of Nuclear Security and Incident Response</p> <p>Management Directive Reference: MD 12.2, "NRC Classified Information Security Program," Directive Section III.J.2</p>
	10/20/16	<p>Subject: Internal Control Awareness Training Available in iLearn</p> <p>http://drupal.nrc.gov/announcements/yellow/policy/25002</p> <p>Announcement Category Policy ML # ML16272A307 Publish on Oct 20, 2016</p> <p style="text-align: right;">Yellow Announcement: YA-16-0114</p> <p style="text-align: right;">Date: October 20, 2016</p> <p style="text-align: right;">Expiration Date: December 30, 2016</p> <p>TO: All NRC Employees</p>

Announcement Type	Date	Subject
		<p>SUBJECT: INTERNAL CONTROL AWARENESS TRAINING AVAILABLE IN ILEARN</p> <p>All U.S. Nuclear Regulatory Commission (NRC) employees and contractors with access to NRC information and facilities are required to complete the internal control awareness course, “Internal Control: A Path Forward to Accountability” (available in iLearn, ID_270147), by December 30, 2016. The course content is designed to increase staff’s awareness of internal control processes at the NRC, as well as how the agency complies with applicable Federal external requirements. Completion of the course is required to fulfill a recommendation stemming from the Office of Inspector General audit of NRC’s Reactor Business Lines’ Compliance with Agency Non-Financial Internal Control Guidance (OIG-15-A-16).</p> <p>Any questions regarding the course content can be directed to David Holley, Chief, Internal Control and Planning Branch, Office of the Chief Financial Officer, 301-415-7325. If you need technical assistance, please contact TrainingSupport.Resources@nrc.gov by e-mail or by phone, 301-415-1234, option 4.</p> <p style="text-align: right;"><i>/RA/</i></p> <p style="text-align: right;">Maureen E. Wylie Office Chief Financial Officer</p> <p>Management Directive Reference: MD 4.4, “Internal Control,” Handbook Section V.D, “Training”</p>
	10/27/16	<p>Subject: How to Report an Employee Injury or Illness</p> <p>http://drupal.nrc.gov/announcements/yellow/policy-reminder/25059</p> <p>Announcement Category Policy Reminder ML # ML16298A132 Publish on Oct 27, 2016</p>

Announcement Type	Date	Subject
		<p data-bbox="1097 233 1601 264">Yellow Announcement: YA-16-0116</p> <p data-bbox="1284 317 1601 348">Date: October 26, 2016</p> <p data-bbox="1141 401 1601 432">Expiration Date: August 14, 2020</p> <p data-bbox="479 485 951 516">TO: All NRC Employees</p> <p data-bbox="479 569 1528 600">SUBJECT: HOW TO REPORT AN EMPLOYEE INJURY OR ILLNESS</p> <p data-bbox="479 688 1601 1014">This announcement is a reminder that the Occupational Safety and Health Administration (OSHA) establishes workplace injury/illness reporting requirements in Title 29 of the <i>Code of Federal Regulations (CFR)</i>, Part 1960, “Elements for Federal Employee Occupational Safety and Health Programs and Related Matters,” and Title 29 CFR, Part 1904, “Recording and Reporting Occupational Injuries and Illnesses,” for the collection and recording of information about workplace injuries, illnesses, and fatalities. An injury or illness is an abnormal condition or disorder. Illnesses include both acute and chronic illnesses, such as, but not limited to, skin disease, respiratory disorder, or poisoning.</p> <p data-bbox="479 1066 1601 1287">It is essential that all U.S. Nuclear Regulatory Commission (NRC) employees immediately notify their supervisor if they experience a workplace injury or illness. The injured employee, if able, or the supervisor, must, within 7 calendar days, notify the NRC Safety and Occupational Health Manager at headquarters, or the regional or Technical Training Center (TTC) Collateral Duty Safety Officers (CDSO), that a workplace injury or illness has occurred.</p> <p data-bbox="479 1339 1601 1665">The NRC workplace injury and illness reporting process has three compulsory steps. First, the Federal employee must complete an NRC Form 436, “Report of Workplace Injury or Illness,” when a workplace injury or illness occurs. The NRC Form 436 requires completion of all questions along with the signatures of both the injured employee and the employee’s supervisor. Once an NRC Form 436 is generated at headquarters, it should be promptly submitted to Patricia Liegey, NRC’s Safety and Occupational Health Manager, either by e-mail, or to Mail Stop T-03 D18. An NRC Form 436 that is generated in a regional office or at the TTC, should be forwarded to the appropriate CDSO listed on the Safety SharePoint site.</p> <p data-bbox="479 1717 1601 1854">Secondly, the injured employee also must use the Department of Labor’s Employees’ Compensation Operations Management Portal (ECOMP) Web-based system to report a workplace injury or illness. The injured employee must complete the OSHA Form 301 “Injuries or Illnesses Incident Report,” in the ECOMP system.</p>

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		<p>Lastly, the injured employee's supervisor must review and approve the OSHA Form 301 in ECOMP. After supervisory approval, the employee workplace injury or illness information in ECOMP is assessed by the NRC Safety and Occupational Manager, Office of Administration, and the ECOMP Agency Record Keeper for electronic submission to OSHA.</p> <p>ECOMP offers imbedded tutorials for injury and illness information processing for EMPLOYEES and for SUPERVISORS.</p> <p>Guidance and information regarding filing a Workers' Compensation claim can be found on the Workplace Injury and Illness Web page. The employee must also use ECOMP to submit a medical claim to the Department of Labor's Office of Workers' Compensation Program. For further guidance, please contact Angela Jones, Senior Human Resources Benefits Specialist, Office of the Chief Human Capital Officer, 301-287-0723.</p> <p>The NRC must report to OSHA a work-related fatality within 8 hours of finding out about it.</p> <p>For a work-related, inpatient hospitalization; work-related amputation; and work-related loss of an eye, the NRC must report the incident within 24 hours of learning about it. The NRC only has to report an inpatient hospitalization, amputation, or loss of an eye that occurred within 24 hours of a work-related incident.</p> <p>The headquarters Safety and Occupational Health Manager and the CDSOs have three options for reporting any of these events to OSHA—</p> <p>By telephone to the nearest OSHA Area Office during normal business hours,</p> <ul style="list-style-type: none"> •By telephone to the 24-hour OSHA free and confidential hotline: 1-800-321-OSHA (6742), or •Electronically to http://www.osha.gov/. <p>For answers to additional questions, contact the NRC Safety and Occupational Health Manager, Patricia Liegey, 301-415-7832.</p> <p style="text-align: right;"><i>/RA Sharon Stewart-Clark Acting for/</i></p> <p style="text-align: right;">Cynthia A. Carpenter, Director Office of Administration</p>

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Announce- ment Type	Date	Subject
		Management Directive Reference: MD 10.130, " Safety and Occupational Health Program ," Directive Handbook, Section VI, "Recordkeeping and Reporting"