

April 11, 2017

MEMORANDUM TO: Those on the Attached List

FROM: Robert J. Lewis */RA Houman Rasouli acting for/*
Assistant for Operations
Office of the Executive Director for Operations

SUBJECT: APPROVAL OF OEDO PROCEDURE 0240, "GUIDANCE FOR PREPARING BRIEFING PACKAGES," AND OEDO PROCEDURE 0310, "GUIDANCE FOR PREPARING NOTES TO COMMISSIONERS' ASSISTANTS"

Enclosed are copies of two recently revised and approved procedures:

- Office of the Executive Director for Operations (OEDO) Procedure 0240, "Guidance for Preparing Briefing Packages;" and
- OEDO Procedure 0310, "Guidance for Preparing Notes to Commissioners' Assistants."

The revision to OEDO Procedure 0240 provides easier-to-use formatted templates by type of packages (fleet package, single site package, site visit, etc). The templates reflect the recently submitted packages and are available for use on the OEDO SharePoint site (<http://fusion.nrc.gov/edo/team/Lists/OEDO%20Procedures/Type%20View.aspx>). The fleet packages provide more focus on key messages, while removing detailed plant-specific information. The template also incorporates items that are frequently requested (e.g., Agencywide Documents Access and Management System (ADAMS) Accession No. on the cover page, site maps showing parking). The revised procedure streamlines the processing of briefing packages (e.g., electronic copy to the Executive Technical Assistant for review with no paper concurrence package, electronic distribution to the Office of General Counsel and OEDO (except for OEDO drop-ins), and simpler closure of ticket).

The revision to OEDO Procedure 0310 updates and clarifies processing of notes to Commissioners' Assistants, including roles and responsibilities.

CONTACTS: Tara Inverso, OEDO
301-415-1024

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The updated procedures are also available on the SharePoint site:

<http://fusion.nrc.gov/edo/team/Lists/OEDO%20Procedures/Type%20View.aspx>.

Enclosures:

As stated

cc: V. McCree, EDO
M. Johnson, DEDR
M. Weber, Acting DEDM
H. Rasouli, DAO
OEDO Staff

APPROVAL OF OEDO PROCEDURE 240, "GUIDANCE FOR PREPARING BRIEFING PACKAGES," AND OEDO PROCEDURE 310, "GUIDANCE FOR PREPARING NOTES TO COMMISSIONERS' ASSISTANTS" DATE: April 11, 2017

DISTRIBUTION:

EDO R/F AO R/F EDO ADAMS Procedure Folder

ADAMS Accession Nos.:PKG: ML17034A363 (MEMO) ML17034A366 (OEDO PROCEDURE 0240) ML062300196 (OEDO PROCEDURE 0310) ML13262A361

OFFICE	OEDO/ETA	OEDO/DAO	OEDO/AO
NAME	TInverso	HRasouli	RLewis (HRasouli for)
DATE	02/03/2017	04/11/2017	04/11/2017

OFFICIAL RECORD COPY

MEMORANDUM TO THOSE ON THE ATTACHED LIST DATED:

SUBJECT: APPROVAL OF OEDO PROCEDURE 0220 – COORDINATION WITH THE INSTITUTE OF NUCLEAR POWER OPERATIONS

Andrea D. Veil, Executive Director, Advisory Committee
on Reactor Safeguards
E. Roy Hawkens, Chief Administrative Judge, Atomic Safety
and Licensing Board Panel
Margaret M. Doane, General Counsel
Brooke P. Clark, Director, Office of Commission Appellate
Adjudication
Maureen E. Wylie, Chief Financial Officer
Hubert T. Bell, Inspector General
Nader L. Mamish, Director, Office of International Programs
Eugene Dacus, Director, Office of Congressional Affairs
David Castelveter, Director, Office of Public Affairs
Annette Vietti-Cook, Secretary of the Commission

Victor M. McCree, Executive Director for Operations
Michael F. Weber, Acting Deputy Executive Director for Materials,
Waste, Research, State, Tribal, Compliance, Administration,
and Human Capital Programs, OEDO
Michael R. Johnson, Deputy Executive Director for Reactor
and Preparedness Programs, OEDO
Robert J. Lewis, Assistant for Operations, OEDO
Cynthia A. Carpenter, Director, Office of Administration
David Nelson, Chief Information Officer
Patricia K. Holahan, Director, Office of Enforcement
Kimberly Howell, Director, Office of Investigations
Miriam L. Cohen, Chief Human Capital Officer
Vonna Ordaz, Acting Director, Office of New Reactors

Marc Dapas, Director, Office of Nuclear Material Safety
and Safeguards
William M. Dean, Director, Office of Nuclear Reactor Regulation

Edwin M. Hackett, Acting Director, Office of Nuclear Regulatory
Research
Pamela Baker, Director, Office of Small Business and Civil
Rights
Brian E. Holian, Director, Office of Nuclear Security
and Incident Response
Daniel Dorman, Regional Administrator, Region I
Catherine Haney, Regional Administrator Region II
Cynthia D. Pederson, Regional Administrator, Region III
Kriss Kennedy, Regional Administrator, Region IV

E-Mail Mail Stops

RidsACRS_MailCTR Resource

RidsAslbpManagement Resource

RidsOgcMailCenter Resource
RidsOcaaMailCenter Resource

RidsOcfoMailCenter Resource
RidsOigMailCenter Resource
RidsOipMailCenter Resource
RidsOcaMailCenter Resource
RidsOpaMail Resource
RidsSecyMailCenter Resource
RidsSecyCorrespondenceMCTR Resource
RidsEdoMailCenter Resource
RidsEdoMailCenter Resource

RidsEdoMailCenter Resource

RidsEdoMailCenter Resource
RidsAdmMailCenter Resource
RidsOCIO Resource
RidsOeMailCenter Resource
RidsOiMailCenter Resource
RidsOchcoMailCenter Resource
RidsNroOd Resource (I)
RidsNroMailCenter Resource (A)
RidsNmssOd Resource

RidsNrrOd Resource (I)
RidsNrrMailCenter Resource (A)
RidsResOd Resource (I)
RidsResPmdaMail Resource (A)
RidsSbcrMailCenter Resource

RidsNsirOd Resource (I)
RidsNsirMailCenter Resource (A)
RidsRgn1MailCenter Resource
RidsRgn2MailCenter Resource
RidsRgn3MailCenter Resource
RidsRgn4MailCenter Resource