



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

OEDO Procedure

Change Notice

Office Procedure No.:	OEDO Procedure - 0310
Procedure Title:	GUIDANCE FOR PREPARING NOTES TO COMMISSIONERS' ASSISTANTS
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Approved By:	Robert J. Lewis, AO/OEDO
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Comments:	
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OEDO PROCEDURE – 0310
Revision 2

Summary of Changes:			
Date	Description of Changes	Method Used to Announce & Distribute	Training
04/11/2017		E-Mail to office RIDS accounts and place on OEDO SharePoint site	OEDO ETAs to discuss process with office TAs
8/31/2018	Clarify text in section 3.2 regarding the need for marking on CA note and explain any designation as sensitive internal information. Also made clarifying change in the referenced CA note template.	E-Mail to office RIDS accounts and place on OEDO SharePoint site	None

GUIDANCE FOR PREPARING COMMISSIONERS' ASSISTANTS NOTES

1. PURPOSE

Notes to Commissioners' Assistants (CA Notes) are used by the staff to convey information to the Commission that does not warrant a decision or feedback from the Commission offices. CA Notes are a valuable tool because they:

- Provide a structured approach to facilitate information exchange from the staff to the Commission.
- Enable the NRC to maintain a record of information that is provided to the Commission offices.

2. BACKGROUND

CA notes are a key mechanism by which the Office of the Executive Director for Operations (OEDO) facilitates the flow of information between the staff and Commission. The scope of this procedure is CA notes that are signed by the Assistant for Operations (AO).

3. BASIC STEPS

3.1 Examples of information that can be considered for a CA note:

CA notes transmit information that does not require feedback or direction from the Commission. CA notes are always for internal use only. Examples include:

- Background information developed by the staff on issues of interest to the Commission.
- Information received from external agencies or organizations that pertain to policy, program, or technical issues of interest to the Commission.
- Periodic information or reports that do not rise to the level of an EDO memorandum or Commission paper (e.g., keeping the Commission informed on the status of a rulemaking; transmitting periodic updates on the Convention for Nuclear Safety)
- Information directed by the Commission in a staff requirements memorandum (SRM) to be provided by CA Note.

3.2 Office Preparation

In preparing a CA note, the lead office should consider the following:

- The staff should reference the OEDO SharePoint site (<http://fusion.nrc.gov/edo/team/Lists/Commissioner%20Assistant%20CA>)

[%20Notes/All%20CA%20Note%20Docs.aspx](#)) for the most up-to-date template for a CA note. This template contains the current list of Commission office staff and should be used as a starting point for each CA note (i.e., do not begin with the last version prepared by the office).

- The CA note and its enclosures must have the proper markings, if appropriate (e.g., Official Use Only – Sensitive Internal Information). If the CA note is characterized as including sensitive internal information, it must include a brief explanation for that designation (see <http://drupal.nrc.gov/sunsi/34644> for categories of sensitive internal information).
- The CA note and its enclosures should be added to ADAMS and properly profiled as non-public documents by the originating office. The office will provide owners' rights to OEDO.
- The staff should not declare the CA note or its enclosures as Official Agency Records (OARs). (That step will occur in OEDO after AO signature.)
- The content of the CA note requires the approval of the office director, but the CA note does not require concurrence blocks.
- Upon office approval, the office should deliver a hard-copy of the CA note and its enclosures to the OEDO mailroom for processing. If required by an SRM, please include the SRM in the package. (Note: All CA notes must be processed with a pink routing slip once checked in to the OEDO mailroom.)

3.3 Guidance for Executive Technical Assistants (ETAs)

To process a CA note, ETAs will:

- Verify that the information is appropriate for a CA note (i.e., it does not seek Commission decision or a commitment from an office).
- If the CA note is required by a SRM, compare the CA note to the SRM to verify that the CA note is fully responsive to the Commission direction.
- Check that the following is correct on the CA note:
 - Ensure that the appropriate Commissioners' Assistants are marked on the front page.
 - Verify that the subject is clear, that sensitivity markings are included as applicable, and that formatting is consistent with Management Directive 3.57, "Correspondence Management."
 - Check the distribution list, ensuring that the EDO, DEDOs and appropriate Office Directors and Regional Administrators are on the list.
- Verify that the SRM (if applicable) is included in the routing package as "incoming."
- On the pink routing slip, determine and indicate who (i.e., DAO, DEDM, DEDR, EDO) should review the note prior to AO signature. (Note: The DEDR and/or DEDM should almost always be on the routing slip for

review.) The ETA will also ensure that an OEDO administrative assistant (AA) has reviewed the CA note package prior to the AO signing the note.

3.4 Guidance for OEDO Administrative Assistants (AAs)

When the AO has signed the CA note, the OEDO AA will:

- Process the signature in ADAMS (Date and RA the document).
- Drop the CA note in the following folders:
 - Daily Information folder (under date signed)
 - ADAMS DPC Processing/Normal Processing for DPC folder
- Distribute the CA note electronically to those listed on the “cc” list.
- Hand-deliver the original, signed copy to the Chairman’s office.

4. RESPONSIBILITIES

Offices/Regions

The offices and regions are responsible for writing the CA note, using the current template available on the OEDO SharePoint site. They will then enter the CA note into ADAMS, ensuring that the correct markings and profiling are provided. The offices will also ensure that the office director approves the content of the CA note and will then deliver a hard copy of the CA note to the OEDO mailroom.

OEDO Administrative and Correspondence Staff (ACS)

Upon receipt of a CA note from the office, the ACS will review the CA note and prepare a package (with pink routing slip) to support OEDO review. The ACS will verify that any incoming SRMs related to the CA note are part of the package. The ACS will assign the CA note to the appropriate ETA for review.

OEDO ETA

The OEDO ETA will verify that the CA note is appropriate (i.e., it does not ask for Commission direction) and that it responds to the SRM (if applicable). The OEDO ETA will review the content of the CA note and work with the lead office or region to answer questions and address comments. The OEDO ETA will determine who in OEDO should review the CA note, and will indicate that routing on the pink routing slip.

OEDO AO

The OEDO AO will sign all CA notes.

OEDO AA

The OEDO AA will process the CA note per the guidelines in Section 3.4 of this procedure.

5. REFERENCES

OEDO SharePoint site with current template and record of issued CA notes:

<http://fusion.nrc.gov/edo/team/Lists/Commissioner%20Assistant%20CA%20Notes/All%20CA%20Note%20Docs.aspx>

6. EFFECTIVE DATE

September 7, 2018