Operating Reactor Technical Assistance Request (TAR)
Summary of Action Steps
DRAFT

No.	Action	Action-taker
General (Gen) Program Actions:		
Gen1	Maintain a log of completed and active TARs on SharePoint	TAR Coordinator
Gen2	Perform periodic NRR Executive Team briefing on active TARs	TAR Coordinator
Gen3	Submit status report for monthly NRR workload meetings	TAR Coordinator
Intake (Int) Phase: (≤ 8 hours level of effort)		
Int1	Initiate a TAR via email to the TAR Coordinator, using a partially-populated *TAR Intake Form*	RO Staff/BC
Int2	Assign a TAR # to the incoming, add to TAR log, and notify DORL BC and management of the incoming and identify schedule priorities	TAR Coordinator
Int3	Review *TAR Intake Form*, and discuss pre-screening applicability criteria including acceptance (Section 4.2 – 4.5) with RO (as necessary)	TAR Coordinator
Int4	If a decision has been reached to close the TAR, proceed to closure at the bottom of this table (Closure Outcome 1 or 2)	TAR Coordinator
Int5	Complete *TAR Intake Form* with all supporting documents and factual information from all relevant sources [1](put package in non-public ADAMS)	TAR Coordinator and RO
Int6	Obtain RO management authorization to proceed to Screening and Evaluation if acceptance criteria is met	TAR Coordinator and RO
Int7	Grant authorization to proceed to S&E and request to DORL management to move issue to next phase (S&E initiation)	RO Division Management
Screening and Evaluation (S&E) Phase: (≤ 30 days from S&E Integrated Team (IT) Kickoff Meeting)[2]		
S&E1	Identify and engage the SES Chairperson for the Integrated Team with DORL management support	TAR Coordinator
S&E2	Obtain an EPID through RRPS (non-fee-billable charge code), including establishment of milestones	TAR Coordinator
S&E3	Stand-up the IT [3] (within 7 working days of S&E initiation)	TAR Coordinator
S&E4	Work with the RO and/or plant PM (when relevant) to hold a conference call (typically non-public, depends on the process the TAR serves) with the licensee regarding the start of a new TAR	TAR Coordinator
S&E5	Lead the IT Kickoff Meeting	Chairperson and TAR Coordinator
S&E6	Hold meetings or calls as necessary to expeditiously scope the request and iterate and frame appropriate unresolved TAR questions	TAR Coordinator and IT members
S&E7	Engage licensee, if relevant (e.g., if there are diverse facts). 5 days or as agreed to submit any new information (voluntary or additional[4]) with respect to the intake form	TAR Coordinator, IT, and licensee
S&E8	Assess the issue's significance using *the TAR Safety Significance Determination Instructions* and associated *Template*	Risk analyst and Topical SME
S&E9	Perform screening for referral to other processes or evaluate for early resolution if easily achievable, including review of LB standing with the gathered facts	IT

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[1] Assumes licensee information collected prior to entering intake

[2] Days are calendar days unless specifically mentioned otherwise

[3] Integrated Team: Lead Chairperson (typically an SES executive), TAR Coordinator, DORL plant PM, RO staff, NRR topical SME, SME (backfit, generic concerns etc.), OGC, OE (if required), and NRR risk analyst(s)

[4] Additional information- these are not like RAIs in license amendment requests. Can be submitted by e-mail.

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S&E10	IT holds interim meeting to discuss ongoing assessment and refine understanding of issue, as needed, and holds a meeting to align on the path forward with the Chairperson as the decision-maker. IT will document the results and conclusion in the Screening and Evaluation Results Memorandum[5] to the RO	IT and Chairperson
S&E11	If the IT concludes the TAR should be closed, proceed to closure at the bottom of this table (Closure Outcome 1, 2 or 3) using the *Screening and Evaluation Results Memorandum Template,* including licensee notification (when relevant) through the RO and/or plant PM	TAR Coordinator
S&E12	If the IT has reached an impasse, elevate to resolve disagreements (optional guidance)	Chairperson, TAR Coordinator, Office management
S&E13	If an exception to the entrance criteria for in-depth review is being pursued, take associated actions of seeking higher authorization at office director level from both NRR and RO organizations	TAR Coordinator
S&E14	If the issue should proceed to an in-depth review, the Screening and Evaluation Results Memorandum should document the acceptable questions for the in-depth review and notify RO Division management (in-depth review initiation)	TAR Coordinator
S&E15	Distribute Screening and Evaluation Results Memorandum to RO and others (non-public in ADAMS)	TAR Coordinator
In-Depth Review (IDR) Phase: (≤ 80 days from IDR Initiation)		
IDR1	In-Depth Review Phase initiation and status the EPID for continuation of TAR	TAR Coordinator
IDR2	Identify the TAR review team[6]	TAR Coordinator
IDR3	Facilitate a kick-off meeting or call (non-public typically) with the requestor and the licensee, when relevant and TAR review team, share relevant information and TAR questions	TAR Coordinator
IDR4	Licensee additional information (voluntary or otherwise) 7 days or as agreed[4]	Licensee
IDR5	During evaluation of the issue, facilitate follow-ups with RO and OGC, as needed	TAR Coordinator
IDR6	Compile draft TAR response and transmit to RO for 7-day comment period[7]	TAR Coordinator
IDR7	Transmit comments on draft TAR response to TAR Coordinator	RO
IDR8	Schedule and facilitate an NRR Executive Team alignment brief	TAR Coordinator
IDR9	Schedule and facilitate a de-brief with the RO and review team	TAR Coordinator
IDR10	Record the in-depth review result and conclusion using the *In-depth Response Memorandum Template.* Route the TAR response for concurrence, including NRR, OGC (NLO), and OE (as needed)	TAR Coordinator
IDR11	Sign final TAR response addressed to RO Division management	DORL Deputy Director
IDR12	Distribute the IDR TAR response to RO and others (non-public ADAMS)	TAR Coordinator
IDR13	Proceed to closure below (most likely Outcome 1)	TAR Coordinator
IDR14	RO staff or DORL plant PM notifies licensee (if relevant) of closure of the TAR	RO staff or DORL plant PM

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[5] IT concurs on the Screening and Evaluation Results memorandum (includes requesting office staff and BC)
[6] TAR Review team (in-depth review): TAR Coordinator, DORL plant PM, NRR technical staff, OGC, OE (if required)
[7] RO does not concur on IDR TAR response

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Closure (Clo) Phase:		
Clo1	Close the TAR in the log with one of the three possible outcomes: 1. Issue is resolved including response to the requesting office 2. A recommended referral is made to another process 3. The issue is recommended for no further action based on safety significance and other criteria	

DORL = NRR's Division of Operating Reactor Licensing
IT = Integrated Team
RO = Requesting Office
SME = Subject Matter Expert
TAR = Technical Assistance Request
TAR Coordinator = Technical Assistance Request Program Point of Contact and Coordinator