

**U.S. NUCLEAR REGULATORY COMMISSION MANAGEMENT DIRECTIVE (MD)**

<b>MD 3.55</b>	<b>FORMS MANAGEMENT PROGRAM</b>	<b>DT-11-04</b>
<i>Volume 3,</i>	Information Management	
<i>Part 2:</i>	Records Management	
<i>Approved By:</i>	R. W. Borchardt Executive Director for Operations	
<i>Date Approved:</i>	March 30, 2011	
<i>Expiration Date:</i>	March 30, 2016	
<i>Issuing Office:</i>	Office of Information Services Information and Records Services Division	
<i>Contact Name:</i>	Tremaine Donnell 301-415-6258	
<b>EXECUTIVE SUMMARY</b>		
<p>Directive and Handbook 3.55 are being revised to update Federal standards citations; update NRC organizational changes to include replacing the Records and FOIA/Privacy Services Branch (RFPSB) with Information Services Branch (ISB) and Information Management Branch (IMB) and replacing Printing and Mail Services Branch (PMSB) with Publications Branch (PB); clarify and identify the necessary data elements on forms; and clarify alternative methods for requesting a new form.</p>		

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## **I. POLICY**

It is the policy of the U.S. Nuclear Regulatory Commission to prepare, control, and process all official forms in accordance with the Paperwork Reduction Act of 1995, the Privacy Act of 1974, and the regulations of the General Services Administration (GSA) on the procurement and use of U.S. Government Standard and Optional Forms.

## **II. OBJECTIVES**

- To ensure that all new NRC forms are developed with the option for use in electronic format.
- To ensure that the production, use, and distribution of forms are efficient and economical.
- To ensure that the NRC's creation and use of forms are consistent with Federal standards and the agency's needs.
- To ensure agencywide forms management through a single Forms Management Officer.

## **III. ORGANIZATIONAL RESPONSIBILITIES AND DELEGATIONS OF AUTHORITY**

### **A. Office of the General Counsel (OGC)**

Reviews all NRC forms for a Privacy Act Statement (PAS) to ensure that they are legally sufficient and in accordance with the Privacy Act (PA).

### **B. Director, Office of Information Services (OIS)**

1. Oversees the agency's forms management program, as defined in 41 CFR 102-194 and in accordance with this directive.
2. Establishes agency policies and procedures for managing agency forms, including those that require Office of Management and Budget (OMB) review and PA assessment.
3. Appoints a Forms Management Officer to coordinate the agency's forms activities.

### **C. Regional Administrators**

1. Appoint a Forms Liaison Officer to coordinate regional forms activities with the Information Management Branch (IMB), Information and Records Services Division (IRSD), OIS, and provide the name and title of this person, and the name and title of any replacement, to IMB.
2. In coordination with the Forms Management Officer, approve region-specific forms for staff use.

**D. Director, Division of Administrative Services (DAS), Office of Administration (ADM)**

1. Obtains all U.S. Government Standard and Optional Forms that are required for NRC headquarters use.
2. Maintains inventory of NRC and U.S. Government Standard and Optional Forms at the NRC supply room, as needed.
3. Prints forms as requested by the NRC Forms Management Officer, OIS. (See Handbook, Part III, Section A.)

**E. Forms Management Officer, OIS**

1. Receives and reviews all requests for new, revised, and reprinted agency forms and determines if the request is warranted.
2. Designs and controls agency forms (new, revised, reprinted) to ensure that the design of each form meets NRC standards and is user friendly.
3. Automates NRC, Standard, Optional, and other Government agency forms and ensures that forms made electronically available to the staff are current.
4. Coordinates proposed and existing NRC forms with the NRC Clearance Officer to determine the need for OMB review and clearance.
5. Coordinates proposed and existing NRC forms with the NRC Freedom Of Information Act (FOIA)/PA Officer for review to ensure that a current PAS is included on, or prepared for, those forms where information is collected from individuals and will be maintained in a PA system of records, pursuant to the Privacy Act of 1974, as amended.
6. Coordinates development of new regional forms or revisions to existing regional forms with regional Forms Liaison Officers.

**IV. APPLICABILITY**

The policy and guidance in this directive and handbook apply to all NRC employees.

**V. DIRECTIVE HANDBOOK**

Handbook 3.55 contains standards, guides, and procedures for implementing the NRC forms management program. Handbook 3.55 does not contain standards, guides, or procedures for informal working-level forms (e.g., branch or division forms).

**VI. DEFINITIONS****Optional Form (OF)**

A form developed and recommended for use by two or more Federal agencies. The OF is normally generated because of a common functional need or convenience and is approved by GSA for nonmandatory use (see 41 CFR 102-194.15). NRC or local forms

will not be developed for use if an OF is available and can be used to satisfy the NRC requirement.

**Public Use Forms**

Reports, applications, questionnaires, interview guides, and other forms used to collect information from the public for use in regulatory programs. Such forms are subject to OMB clearance under 44 U.S.C. 3501 if they affect 10 or more persons.

**Standard Form (SF)**

A form prescribed by a Federal agency, pursuant to its authority, and approved by GSA or OMB for mandatory use by all Government agencies (see 41 CFR 102-194.10). This mandatory use is generally set forth in the regulations of the prescribing agency.

**VII. REFERENCES*****Code of Federal Regulations***

5 CFR Part 1320, "Controlling Paperwork Burdens on the Public."

41 CFR 101-26.302, "Standard and Optional Forms."

41 CFR 102-194, "Standard and Optional Forms Management Program."

***Nuclear Regulatory Commission Document***

Management Directive 3.54, "NRC Collections of Information and Reports Management."

***United States Code***

Government Paperwork Elimination Act (44 U.S.C. 3504 et. seq.).

Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et seq.).

Privacy Act of 1974, as amended (5 U.S.C. 552a).

Public Printing and Documents (44 U.S.C. Chapters 21, 25, 27, 29, 31, and 35).

Rehabilitation Act of 1973, as amended, Section 508, "Electronic and Information Technology" (29 U.S.C. 794d).

**U.S. NUCLEAR REGULATORY COMMISSION DIRECTIVE HANDBOOK (DH)**

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## I. REQUESTING FORMS MANAGEMENT SERVICES

### A. Development

Organizational units at the U.S. Nuclear Regulatory Commission headquarters or Forms Liaison Officers in the regions initiating or revising a form should determine that—

1. The information requested is essential and it is not available from another source.
2. The cost of collecting the information is reasonable and is worth the benefits to be derived.
3. Each data element on the form is necessary for agency business, especially requests for —
  - (a) Privacy Act (PA) information,
  - (b) Personally identifiable information (PII), or
  - (c) Sensitive Unclassified Non-Safeguards Information (SUNSI).
4. Estimates have been made for the number of users, frequency of use, and annual use rate.
5. The proposed distribution of the completed form is essential and distribution is kept to a minimum.

### B. Requesting or Reprinting an NRC Form

#### 1. A New Form

Unless otherwise requested and justified by the originator, any new NRC form will be automated and the electronic form will be incorporated into the NRC automated forms system (the NRC internal Web site for agencywide usage or the NRC public Web site for public usage).

- (a) The originator shall request a new form by completing all applicable data elements on NRC Form 160, "Request for Forms Management Services" (Exhibit 1). The new form must be approved by a branch chief or above and transmitted, along with a copy of the rough draft of the proposed new form, to the Information Management Branch (IMB), Information and Records Services Division (IRSD), Office of Information Services (OIS), in sufficient time to allow processing. (See Section III.A. of this handbook for lead time.) The justification shall include the prescribing regulation, management directive, or other instruction.
- (b) An alternative method for requesting a new form would be to send an electronic e-mail message to the agency's forms electronic e-mail available at [Forms.Resource@nrc.gov](mailto:Forms.Resource@nrc.gov) requesting that a new form be created. An electronic mock up of the form should be included with the message. However, if an electronic mail message is sent, the originator shall also send a completed NRC Form 160 in pdf format to IMB to complete the processing request.
- (c) The NRC Forms Management Officer shall send NRC Form 162, "Request for Review of Form for Privacy Act Statement" (Exhibit 2), and a copy of the proposed new NRC form to the Freedom of Information Act (FOIA)/Privacy Section (FPS), ISB, OIS, for review to determine the need for a Privacy Act Statement (PAS), pursuant to the Privacy Act of 1974, as amended. If the proposed new form solicits information from individuals about themselves, and that information will be maintained in a Privacy Act system of records, the FOIA/Privacy Act Officer, in coordination with the originator, will draft a PAS, obtain approval from the Office of the General Counsel, and return the form with the approved PAS to the NRC Forms Management Officer, who will include the approved PAS as part of the form. If the form requests PII, the FOIA/Privacy Act Officer will verify with the originating office or region that the PII is necessary for agency business.

## 2. A Revised Form

- (a) Organizational units at headquarters or Forms Liaison Officers in the regions shall request a revision to an NRC form by completing all applicable data elements on NRC Form 160. The form must be requested by a branch chief or above and transmitted, along with a markup of the revisions required, to IMB.
- (b) An alternative method for initiating a request for a revision to an NRC form would be to send an electronic e-mail message to the agency's forms electronic mailbox available at [Forms.Resource@nrc.gov](mailto:Forms.Resource@nrc.gov) requesting that an existing form be revised. An electronic mock up of the form should be included with the message. However, if an electronic mail message is sent, the originator shall also send a completed NRC Form 160 in pdf format to IMB to complete the processing request.
- (c) A revision to a form also may be requested in response to NRC Form 163, "Request for Review of Form" (Exhibit 3), IMB's annual review, or IMB's 3-year OMB renewal review. The originator shall return NRC Form 163, along with a markup of revisions required, to IMB.

(d) The NRC Forms Management Officer shall send NRC Form 162 and a copy of the revised NRC form to the FPS, IMB, OIS, for review to determine the need to incorporate, delete, or update a PAS. If the form requests PII, the Privacy Act Officer will verify that the PII is necessary for agency business. If the form requests SUNSI, the originating office or region will verify that the SUNSI is necessary for agency business.

3. Reprinting a Form

(a) Organizational units at headquarters or Forms Liaison Officers in the regions shall request reprinting of an NRC form by written request to IMB (memorandum or e-mail) or when the returned NRC Form 163 is submitted to them for annual review of the form.

(b) The NRC Forms Management Officer shall send NRC Form 162 and a copy of the NRC form to be printed to the FPS, OIS, for review to determine the need to incorporate, delete, or update a PAS. Upon completion of the FPS staff review, the NRC Forms Management Officer will forward the request for printing to the Division of Administrative Services (DAS), Office of Administration (ADM), for appropriate action. If the form requests PII, the FOIA/Privacy Act Officer will verify with the originating office or region that the PII is necessary for agency business.

**C. Form Approval**

The NRC Forms Management Officer shall review and must approve each request for forms management services related to a new or an existing form before designing a new form or printing an existing form. The Forms Management Officer's review shall—

1. determine whether or not proposed data are available from another source;
2. determine if the form will be available in electronic and/or printed format;
3. ensure that continued use of the form is warranted;
4. determine the need for coordination with other NRC offices or other Federal agencies; and
5. determine that the form complies with Privacy Act requirements, including verification that requests for PII and SUNSI are necessary for agency business.

**D. Request for Exception to U.S. Government Standard Form Use**

Organizational units at headquarters or Forms Liaison Officers in the regions requesting exception to the required use of U.S. Government Standard Forms shall submit a written request and justification (e-mail is acceptable) to IMB in sufficient time to allow the General Services Administration (GSA) 60 days for processing.

**E. Design and Construction Standards**

IMB, to the extent practicable, shall incorporate standard design practices when designing and formatting new or revised forms.



**F. Discontinuance of Existing Form**

Organizational units at headquarters or Forms Liaison Officers in the regions shall promptly notify IMB in writing, by memorandum or e-mail, when a form becomes obsolete.

**II. REQUESTING REVIEW AND/OR CLEARANCE FROM OTHER FEDERAL AGENCIES****A. Public Use Forms**

1. Under the provisions of the Paperwork Reduction Act of 1995, an agency may not collect information that solicits answers to identical questions posed to, or identical reporting or recordkeeping requirements imposed on, 10 or more persons, other than agencies, instrumentalities, or employees of the United States, without first obtaining approval from the Office of Management and Budget (OMB).
2. Organizational units at headquarters and Forms Liaison Officers in the regions proposing a public use form shall submit a request, completed in accordance with Management Directive 3.54, "NRC Collections of Information and Reports Management," to IMB, OIS, in sufficient time to ensure the established milestone schedules are met. (Refer to Section III.A of this handbook.)

**B. U.S. Government Standard and Optional Forms**

1. The Federal Management Regulations (FMR) (41 CFR Parts 102-194) set forth procedures for—
  - (a) prescribing Standard Forms for mandatory use by all Federal agencies;
  - (b) adopting an Optional Form for use by more than one Federal agency;
  - (c) making revisions to Standard or Optional Forms; and
  - (d) requesting exception to use an agency form rather than a Standard Form.
2. Organizational units at headquarters and Forms Liaison Officers in the regions proposing any of these actions shall submit a written request and justification (e-mail is acceptable) to IMB in sufficient time to allow GSA 60 days for processing.

**C. Other Federal Agency Forms**

NRC uses a limited number of other Federal agency forms. Direct any questions regarding the use of other agency forms to IMB.

### III. FORMS PROCESSING, PRINTING, PROCUREMENT, SUPPLY, AND STOCKING

#### A. Processing and Printing Time

The processing time for review, analysis, design, approval of design, required clearances, and printing (if not an electronic format) depends on the complexity of the individual form. Offices should consider the following lead times for forms processing:

1. The forms revision process requires a lead time of 6 to 8 weeks to create a form depending on the complexity of the form. In addition, if complex, the form may be contracted out for creation.
2. Most of the available printed forms are printed by the Publications Branch, DAS, ADM. Requests for printing require 1 to 2 weeks for completion, depending on the workload in both OIS and ADM. (Section I.B.3 of the handbook.)
3. Forms printed by the Government Printing Office require 4 to 6 weeks because of their complexity or large quantity.
4. Specialty forms (carbon interleaved sets, chemical transfer sets, marginally punched continuous forms, etc.) require 6 to 8 weeks because they must be contracted to commercial printers for reproduction.
5. Allow an additional 60 days or more for processing when outside clearances are necessary (e.g., from GSA or OMB).

#### B. Procurement

1. U.S. Government Standard and Optional Forms
  - (a) NRC headquarters organizations shall submit requests for Standard and Optional Forms on NRC Form 30, "Request for Administrative Services," to the Administrative Services Center (ASC), ADM.
  - (b) Regional offices shall obtain Standard and Optional Forms from the GSA depot servicing their area, in accordance with established GSA procedures.
2. Other Federal Agency Forms
  - (a) NRC headquarters organizations shall submit requests for other Federal agency forms through IMB.
  - (b) Regional offices shall submit requests to the appropriate agencies. Regional offices may contact IMB for assistance in locating the appropriate staff, address, and/or telephone listings for other agencies.

#### C. Supply and Stocking

1. Paper stock of electronically available NRC forms will only be maintained in justified, rare instances. Electronic NRC forms are accessible on the NRC automated forms system.
2. When warranted, IMB will process requests for printing copies of agencywide NRC forms.

3. NRC forms, U.S. Government Standard and Optional Forms, and other Federal agency forms are listed numerically and alphabetically in the NRC automated forms system.
4. IMB determines the stock levels for printed forms. Generally, printed forms are ordered in sufficient quantities to satisfy NRC requirements for 1 year. However, quantities can be procured to last beyond 1 year when proven to be more economical or when the form is not likely to be modified.
5. With regard to paper-based forms at the NRC (those forms not available electronically), it is standard practice for the ASC, ADM, to physically stock and inventory all printed NRC forms (except as identified under item (6) below). The ASC shall provide IMB a monthly inventory report of low or depleted forms stock.
6. In specialized situations, it is both more economical and practical for the NRC headquarters program office or regional office to maintain the paper stock. This includes situations where the program office or regional office is the sole user of a form and the annual usage and storage requirements do not impose space problems. The offices maintaining forms stock should replenish stock in sufficient time to ensure that stock is never depleted. Offices shall request revision to forms for which they maintain stock in accordance with Section I.B, of this handbook. When no changes are involved, offices shall submit a written request (e-mail or memorandum) to IMB to reprint a form.
7. When stock of an NRC form is at the reorder point or has been depleted, IMB will transmit to the responsible organizational unit NRC Form 163, to determine if the form is still current and its continued use is warranted. IMB will also send NRC Form 162 to the FOIA/Privacy Act Officer, IMB, OIS, for review to determine the need to incorporate, delete, or update a PAS.

EXHIBITS

Exhibit 1 NRC Form 160, "Request for Forms Management Services"

NRC FORM 160 (1-2011) NRC MD 3.55		U.S. NUCLEAR REGULATORY COMMISSION		1. REQUEST DATE
<b>REQUEST FOR FORMS MANAGEMENT SERVICES</b>			2. DUE DATE	
All NRC forms will be electronically created and incorporated into the NRC Forms Automation System. Justification for paper copy must be included in Item No. 12 below. Return completed form to: Forms Team, OIS/IRSD/IMB/ADDPS, (Mail Stop T5-F53)				
3. TITLE OF FORM		4. FORM NUMBER	5. DIRECTIVE (if applicable)	
6. REQUESTING OFFICE	7. FORM CONTACT (Person to consult for reference)	8. MAIL STOP	9. TELEPHONE NUMBER	
10. REQUESTED ACTION (Check as appropriate)		11. RELATED FORM NUMBER		
<input type="checkbox"/> NEW FORM <input type="checkbox"/> REVISED FORM				
12. PURPOSE/INTENDED USE OF FORM (Explain the necessity and intended use of the new or revised form, and the reason that the form supersedes another form)				
13. JUSTIFICATION FOR REQUESTING PERSONALLY IDENTIFIABLE OR SENSITIVE UNCLASSIFIED NON-SAFEGUARDS INFORMATION (i.e., any information that would make an individual's identity easily traceable, such as a person's name in combination with SSN, date or place of birth, e-mail address, phone number, mother's maiden name, driver's license number, bank account information, etc.)				
14. ORGANIZATIONS COMPLETING THE FORM				
A. FEDERAL EMPLOYEES/CONTRACTORS <input type="checkbox"/> NRC-WIDE <input type="checkbox"/> REGIONAL <input type="checkbox"/> HEADQUARTERS <input type="checkbox"/> OTHER AGENCIES <input type="checkbox"/> ORIGINATING OFFICE <input type="checkbox"/> OTHER (Specify) _____			B. PUBLIC <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> LICENSEE <input type="checkbox"/> OTHER (Specify) _____	
15. DISPOSITION OF EXISTING STOCK (if revision)			16. FORM STOCKING POINT (if paper)	
<input type="checkbox"/> USE FIRST <input type="checkbox"/> DESTROY <input type="checkbox"/> IMMEDIATELY <input type="checkbox"/> WHEN NEW STOCK IS RECEIVED <input type="checkbox"/> SPECIFIC DATE _____			<input type="checkbox"/> ORIGINATING OFFICE <input type="checkbox"/> SUPPLY STORE <input type="checkbox"/> OTHER (Specify) _____	
17. AUTHORIZING OFFICIAL				
A. NAME/TITLE (Branch Chief or above)		B. SIGNATURE	C. DATE	

NRC FORM 160 (1-2011)

**Exhibit 2 NRC Form 162, "Request for Review of Form for Privacy Act Statement"**

<b>NRC FORM 162</b> <small>(1-2011)                  NRC MD 3.55</small>		U.S. NUCLEAR REGULATORY COMMISSION		DATE OF REQUEST
<b>REQUEST FOR REVIEW OF FORM                  FOR PRIVACY ACT STATEMENT</b>				DUE DATE
<b>TO:</b> FOIA/Privacy Act Officer OIS/IRSD/ISB/FPS T-5 F11			<b>FROM AND RETURN TO:</b> Forms Management Officer OIS/IRSD/IMB/ADDPS T-5 F53	
TELEPHONE				
FORM NUMBER	EDITION DATE	FORM TITLE (Copy attached)		
FORM CONTACT				TELEPHONE
Please review the subject form to determine if a Privacy Act Statement is required or if the existing Privacy Act Statement is current and its continued use is warranted. Check the appropriate item below.				
<input type="checkbox"/>	New Privacy Act Statement is required.	<input type="checkbox"/>	Existing Privacy Act Statement is current.	
<input type="checkbox"/>	No Privacy Act Statement is required.	<input type="checkbox"/>	Replace existing Privacy Act Statement with attached.	
<input type="checkbox"/>	Make attached minor revisions to existing Privacy Act Statement.			
SIGNATURE – AUTHORIZING OFFICIAL			TELEPHONE NUMBER	DATE

NRC FORM 162 (1-2011)

**Exhibit 3 NRC Form 163, "Request for Review of Form"**

<b>NRC FORM 163</b> (1-2011) NRC MD 3.55		U.S. NUCLEAR REGULATORY COMMISSION		DATE OF REQUEST	
<b>REQUEST FOR REVIEW OF FORM</b>				DUE DATE	
<b>TO:</b>			<b>FROM AND RETURN TO:</b> <b>Forms Management Officer</b> <b>OIS/IRSD/IMB/ADDPS</b> <b>T-5 F53</b>		TELEPHONE
FORM NUMBER	EDITION DATE	FORM TITLE (Copy attached)			
In accordance with policy to review NRC forms annually, please review this form to ensure that it is current and its continued use is warranted. Return this form by the due date specified. Check or complete the appropriate item below.					
<input type="checkbox"/>	Form is current and no revisions are anticipated within the next year.				
<input type="checkbox"/>	Revisions pending in _____ months.				
<input type="checkbox"/>	Minor revisions required. <i>(Indicate details on copy.)</i>				
<input type="checkbox"/>	Major revisions required. <i>(Submit NRC Form 160, "Request for Forms Management Services," together with revision to form.)</i>				
<input type="checkbox"/>	Obsolete and may be discontinued.				
PRINTED NAME & TITLE OF -- AUTHORIZING OFFICIAL			TELEPHONE NUMBER	DATE	
SIGNATURE -- AUTHORIZING OFFICIAL					

NRC FORM 163 (1-2011)