

U.S. NUCLEAR REGULATORY COMMISSION

DIRECTIVE TRANSMITTAL

TN: DT-08-03

To: NRC Management Directives Custodians

Subject: Transmittal of New Management Directive 5.13, "NRC International Activities Practices and Procedures"

Purpose: Directive and Handbook 5.13 are being issued, at Commission direction, to (a) collect and codify both long-standing and newly created procedures and policies regarding international activities and (b) serve as a guide to NRC management in developing office procedures related to international travel, attendance at international conferences and meetings, assignment of staff from other countries (foreign assignees) to the NRC, and other aspects of NRC's international work.

Office of Origin: Office of International Programs

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NRC International Activities Practices and Procedures

Directive

5.13

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U. S. Nuclear Regulatory Commission

Volume: 5 Governmental Relations and Public
Affairs

OIP

NRC International Activities Practices and Procedures Directive 5.13

Policy (5.13-01)

Three primary bases for the U.S. Nuclear Regulatory Commission's (NRC's) participation in international activities are that they (a) serve a role in facilitating the accomplishment of NRC's domestic regulatory responsibilities, (b) are an integral component of NRC's strategic goals of safety and security, and (c) serve to support U.S. interests in safety and security of radiation and radioactive materials internationally. (011)

It is the policy of the NRC to establish international activities practices and procedures for all NRC personnel who engage in professional interaction with counterpart foreign organizations, foreign governments, or international organizations. This new directive and handbook do not affect Commission rules and regulations contained in the *Code of Federal Regulations* that are applicable to NRC licensees and others. (012)

Objectives (5.13-02)

To ensure that the NRC's international activities are planned, coordinated, prioritized, conducted, and managed in an integrated manner that is consistent with U.S. Government policy, all pertinent laws and Commission policy, management directives, and applicable directives of other Federal agencies and organizations. (See Part I of the handbook for more details.) This management directive updates, consolidates, and expands previous guidance on international interactions and participation in international activities.

Organizational Responsibilities and
Delegations of Authority
(5.13-03)

Commission
(031)

Provides guidance regarding NRC international interactions and participation in international activities, including the following: (a)

- policy issues related to international nuclear policy formulation (i)
- export-import licensing for nuclear materials and equipment (ii)
- treaty implementation (iii)
- nuclear nonproliferation (iv)
- international safety cooperation and assistance (v)
- safeguards support and assistance (vi)
- cooperative safety research projects undertaken in partnership with the international community to gain independent expertise and information for making timely regulatory judgments and for anticipating problems of potential safety significance (vii)
- is notified, with appropriate justification, of NRC-funded foreign travel involving four or more travelers on the same trip (viii)

The Chairman, in addition— (b)

- represents NRC at high-level international conferences and meetings (i)
- serves as Deputy Head of the U.S. delegation to the General Conference of the International Atomic Energy Agency (IAEA) held in Vienna each fall (ii)

Organizational Responsibilities and
Delegations of Authority
(5.13-03) (continued)

Commission
(031) (continued)

- serves as both the NRC and the U.S. representative to the biannual meetings of the International Nuclear Regulators Association held in rotating capitals and to the periodic Senior Regulators' meetings sponsored by the Nuclear Energy Agency in Paris (iii)

Executive Director for Operations (EDO)
(032)

- Implements Commission guidance and provides direction on international activities to the EDO program and staff offices. (a)
- Approves management participation in international travel and international interactions for those offices reporting to the EDO. (b)
- Notifies the Commission, in cooperation with the Director of the Office of International Programs (OIP), of planned international interactions of EDO program and staff offices involving (1) known areas of sensitivity or policy issues that are of interest to the Commission and/or (2) areas in which the U.S. is expected to comply with decisions reached as the result of those interactions in order to provide the Commission with the earliest possible opportunities for meaningful engagement within the international community. (c)
- Works with the Director of OIP to ensure that staff and management comply with appropriate management directives and other policy guidance related to international interactions. (d)

Organizational Responsibilities and
Delegations of Authority
(5.13-03) (continued)

Executive Director for Operations (EDO)
(032) (continued)

- Provides to the Commission staff presentations, slides, and/or speeches that will be presented while on foreign travel or to international groups. (e)
- Maintains an integrated database of EDO staff office planned foreign travel. (f)

Deputy Executive Directors for
Operations (DEDOs)
(033)

- Within their respective areas of responsibility, approve foreign travel involving four or more NRC-funded travelers on the same trip and so notify the Chairman and the other Commissioners, with the submitted justification, by Commissioners' Assistant Note. (a)
- Within their respective areas of responsibility, receive written notification, with appropriate explanation, of NRC-funded travel involving three travelers on the same trip. (DEDO approval is not necessary.) (b)

Director, Office of International Programs (OIP)
(034)

- Recommends, in consultation with the EDO when appropriate, policy positions on international activities and interactions for Commission consideration. (a)
- Implements Commission policy and provides overall coordination of, and guidance for, international activities within OIP's responsibility, including licensing the export and import

Organizational Responsibilities and
Delegations of Authority
(5.13-03) (continued)

Director, Office of International Programs (OIP)
(034) (continued)

of nuclear materials and equipment from or into the U.S., to ensure that international activities are conducted in a manner that is consistent with U.S. Government policy, all pertinent laws and Commission policy, management directives, and applicable directives of other Federal agencies and organizations. (b)

- Notifies the Commission, in cooperation with the EDO, of planned international interactions involving (1) known areas of sensitivity or policy issues that are of interest to the Commission and/or (2) areas in which the U.S. is expected to comply with decisions reached as a result of those interactions in order to provide the Commission with the earliest possible opportunities for meaningful engagement within the international community. (c)
- Supports the Chairman and the Commission for and on international trips, including the conduct of country-specific briefings and the preparation of briefing books and talking points for their use on the trip. (d)
- Consults with staff participating in international interactions, as appropriate, to facilitate effective and efficient participation in international interactions, to increase awareness of related activities for travelers to ensure coordinated and consistent messages to foreign counterparts on topics important to NRC technical and policy objectives, and to promote effective communication of the plans and results of those interactions. (e)
- Consolidates information from staff on planned foreign travel by senior management (down to the level of deputy division

Organizational Responsibilities and
Delegations of Authority
(5.13-03) (continued)

Director, Office of International Programs (OIP)
(034) (continued)

directors) for inclusion in the bimonthly “List of Key International Meetings,” which is provided to the Commission.
(f)

- Concurs on all NRC foreign travel requests to help coordinate agency goals, ensure the correct level of representation, and prevent duplication of effort. (g)
- Selects foreign travel reports, based upon the relevant data they contain, for forwarding to the Commission and promptly notifies the traveler’s office accordingly. (h)
- Advises the Commission in a timely manner of international items of interest gleaned from international contacts and other sources, including State Department cable traffic. (i)
- Selects, after consultation with the Chairman, who shall also consult with the Commission, and provides agency oversight and direction to the NRC-funded individual in the position of Nuclear Safety Attache to the U.S. Mission to International Organizations in Vienna, Austria, who serves as the U.S. Mission’s expert on nuclear safety, radiation protection, and waste management issues being considered by the IAEA and as the primary liaison on nuclear safety matters between the IAEA and U.S. agencies. (j)
- Approves or disapproves the assignment of foreign regulatory employees to NRC, in consultation with the affected NRC office(s), after security approval is obtained from the Office of Administration (ADM), Division of Facilities and Security (DFS).
(k)

Organizational Responsibilities and
Delegations of Authority
(5.13-03) (continued)

Director, Office of International Programs (OIP)
(034) (continued)

- Serves as chairman of the NRC International Council. (l)
- In coordination with the Office of Congressional Affairs (OCA), arranges, facilitates, and enhances meetings, information exchanges, visits, and other contacts between the Commission and the international nuclear community. (m)
- Performs the same functions in Section (034(m)) above in support of EDO and staff-level interactions with the international nuclear community. (n)
- Performs other functions as detailed in Management Directive 9.14, "Organization and Functions, Office of International Programs." (o)

Director, Office of Congressional Affairs (OCA)
(035)

- Oversees the international activities of the Protocol Team (Director and staff) established within OCA to help plan, provide support, and add formality to meetings, ceremonies, conferences, and other events involving the Commission and high-level members of the international nuclear community. (a)
- In coordination with OIP, develops and implements policies and procedures for the effective handling of distinguished international visitors to NRC. (b)

Organizational Responsibilities and
Delegations of Authority
(5.13-03) (continued)

Office Directors and Regional Administrators
(036)

- Decide on participation in specific international activities consistent with NRC's strategic objectives and goals and operating plans. (a)
- Keep the EDO and OIP informed of decisions reached in these areas. (b)
- Select competent staff to participate in international activities. (c)
- Ensure that staff engaging in international activities seek guidance from their own management as well as from the appropriate OIP desk officer and are aware of related NRC policies and existing sensitivities or U.S. Government policy. (d)
- Provide to the Office of the EDO, for transmittal to the Commission staff, presentations, slides, and/or speeches that will be communicated while on foreign travel or to international groups. (e)
- Ensure that quick look reports and trip reports (see Part VI of the handbook for clarification of these terms) are completed following any international travel and that a recommendation be made regarding forwarding the trip report to the Commission. (f)
- Ensure that followup items in trip reports are reviewed and appropriate actions are taken to address these items at an appropriate level of management. (g)
- Provide updates to OIP regarding planned senior management foreign travel. (h)

Organizational Responsibilities and
Delegations of Authority
(5.13-03) (continued)

Office Directors and Regional Administrators
(036) (continued)

- Ensure that foreign regulatory employees assigned to NRC comply with the requirements and restrictions contained in their ADM/DFS-approved security plans. (i)
- Develop foreign travel plans for each fiscal year. (j)
- Notify, with explanation, the appropriate DEDO of NRC-funded travel involving three travelers on the same trip; seek DEDO approval, with justification that will be passed to the Chairman and the other Commissioners, of NRC-funded travel involving four or more travelers on the same trip. (k)
- Maintain an up-to-date database of planned and conducted foreign travel, reflecting trips added to the original travel plan, trips canceled, and trips completed over the fiscal year. (l)
- Develop and implement budgets and operating plans reflective of appropriate international activities and priorities. (m)

Director, Division of Facilities and Security (DFS),
Office of Administration (ADM)
(037)

- Issues security approval or disapproval for the assignment of foreign regulatory employees after processing and reviewing background and biographical checks and assessing the specific security plan developed for the individual's assignment. (a)
- Assesses compliance with the requirements and restrictions contained in security plans. (b)

Applicability
(5.13-04)

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

Handbook
(5.13-05)

Handbook 5.13 contains guidance and procedures for staff and management on international interactions.

References
(5.13-06)

U.S. Nuclear Regulatory Commission Documents

Management Directives—

3.9, “NRC Staff and Contractor Speeches, Papers, and Journal Articles on Regulatory and Technical Subjects.” (Being revised.)

6.4, “Generic Issues Program.”

9.14, “Organization and Functions, Office of International Programs.”

10.8, “Clearances Before Separation or Reassignment.”

12.2, “NRC Classified Information Security Program.”

12.3, “NRC Personnel Security Program.”

12.6, “NRC Sensitive Unclassified Information Security Program.”

References

(5.13-06) (continued)

14.1, "Official Temporary Duty Travel." (Will require revision.)

"NRC Ethics: Summary of Major Ethics Rules for NRC Employees," OGC Internal Home Page.

SECY-05-0040, "Review and Prioritization of NRC's International Requests and Activities in Fiscal Years 2005 and 2006" with Attachment 1, "Framework for International Activities," February 2005.

SECY-05-0142, "Update on the NRC Foreign Assignee Program," Sensitive Information - Limited to NRC Unless the Commission Determines Otherwise.

Commission Requirements Memoranda and Corresponding Staff Procedures –

Staff Requirements Memorandum dated 4/24/01 from SECY to the EDO and to the Director of OIP, "Discussion of Management Issues...." Requested the staff to ensure that proper procedures are in place and consistently implemented in five international activity areas of concern.

Memorandum dated 8/29/01 from the EDO to the Directors of NRR, RES, and NMSS, "Procedures for International Interactions." Forwarded principles and procedures for immediate program office implementation in five specific international activity areas.

Memorandum to the Commission dated 6/17/02, jointly from the Director, OIP, and the EDO, "Status Report on Improved Coordination of International Activities and Procedures To Govern Their Conduct."

References

(5.13-06) (continued)

Staff Requirements Memorandum dated 8/25/04 from SECY, which directed the EDO to develop a process for monitoring and approving foreign travel throughout the agency to ensure that NRC representation at international meetings is coordinated and conducted as efficiently and effectively as possible.

Memorandum dated 9/01/05 from the EDO to EDO Program and Staff Offices, "Monitoring and Approving Foreign Travel," which outlined the process developed in response to the 8/25/04 Staff Requirements Memorandum and described the associated requirements.

NRC International Activities Practices and Procedures

Handbook

5.13

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Part I Background

The Commission, on April 24, 2001, requested the staff to ensure that proper international activities procedures are in place and that they are consistently followed. On August 25, 2004, the Commission further directed the EDO to develop a process for monitoring and approving foreign travel throughout the agency to ensure that NRC representation at international meetings is coordinated and conducted as efficiently and effectively as possible. (1)

This management directive provides guidance and meets the requirements and intent of that 2001 and 2004 Commission guidance. (2)

Framework for International Activities (A)

NRC's international activities are wide ranging, encompassing international nuclear policy formulation, export-import licensing for nuclear materials and equipment, treaty implementation, nuclear nonproliferation, international safety cooperation and assistance, safeguards support and assistance, international regulatory and safety information exchange, and cooperative safety research. These activities support NRC's domestic mission with respect to the safety and security of nuclear reactors, nuclear materials, and nuclear waste. (1)

The legal bases for the NRC's international activities are contained in four principal pieces of legislation: the Atomic Energy Act of 1954, as amended; the 1978 Nuclear Non-Proliferation Act; the Cooperative Threat Reduction Act; and the Freedom Support Act. Therefore, NRC, as part of its mission, seeks to support U.S. interests in the safe and secure use of nuclear facilities and material and in nuclear nonproliferation. This use encompasses international nuclear policy formulation; NRC's statutory obligations with respect to nuclear nonproliferation matters such as export-import licensing, treaty implementation, international

Framework for International Activities (A)
(continued)

safety and safeguards assistance activities; and influence and partnership in the international nuclear community. NRC also participates in a variety of multilateral and bilateral programs in international safety cooperation, safety assistance, regulatory and safety information exchange, and safety research. A principal basis for NRC's participation in these international activities is the role these activities serve in facilitating the accomplishment of NRC's domestic regulatory responsibilities. (2)

U.S. Foreign Policy (B)

Although NRC is an independent regulatory agency, the Commission's international activities will be consistent with those of other U.S. Government agencies, unless such conformity is inconsistent with NRC's regulatory responsibilities. In practice, NRC coordinates its international interests and activities with the National Security Council, the Departments of State, Energy, Commerce, and Homeland Security, the Environmental Protection Agency, and other agencies as appropriate, because they are enhanced by integration with the U.S. Government's foreign policy. These executive branch agencies and others that promote U.S. interests abroad typically inform NRC of international activities in its areas of interest and expertise and invite NRC participation. In turn, NRC submits for executive branch comment and clearance or approval its proposed international agreements, planned Commission-level foreign travel, and requests for funding or support from other agencies. (1)

Interagency consultation is an essential component of the Commission's decisionmaking process in setting priorities for NRC's international activities and ensuring overall conformance with U.S. foreign policy interests. When appropriate, NRC consults with other agencies, formally and informally, to develop common positions on significant international nuclear issues and to coordinate major undertakings. Several U.S. Government interagency coordinating groups review nuclear-related international policies, issues, and activities. These include— (2)

U.S. Foreign Policy (B) (continued)

- The U.S. Steering Committee for the International Atomic Energy Agency (IAEA) and its subcommittees (a)
- The U.S. Subgroup on Nuclear Export Controls (b)
- The U.S. interagency review group for nuclear safety assistance activities (c)
- The U.S. Interagency Coordination Group and its subcommittees for the Nuclear Energy Agency (NEA) Steering Committee (d)

Conduct of International Activities (C)

Implementation of international activities requires informed judgments of the relative costs and merits, including efficiency and effectiveness considerations, of competing uses of resources in the pursuit of NRC goals. These day-to-day decisions also involve practical considerations, such as the timing of the activity and the availability of key people required for success. It is essential that each office inform and involve the Commission, whenever appropriate, early in its deliberative process, so that the Commission can provide policy guidance and perhaps influence the outcome of international standards and guidance development. This requirement applies not only to those standards that NRC will, by law, have to adopt, but also to office activities in other current, significant, and high-visibility policy areas. (1)

The following are the objectives of NRC's highest priority international activities, together with illustrative examples. (2)

- A. Carry out export licensing, international safeguards, and international reporting and consultative activities either mandated by U.S. law, international treaties, or international conventions or required pursuant to Commission-approved agreements or policy directives.

Conduct of International Activities (C)
(continued)

1. Conduct thorough and timely reviews of proposed nuclear exports and imports, as required by statute or regulation, and reviews and activities to satisfy the requirements of U.S. Agreements for Cooperation in the Peaceful Uses of Nuclear Energy (U.S. Agreements).
 2. Consult with executive branch agencies on proposed U.S. Agreements, retransfers of U.S.-obligated nuclear materials and equipment, and nuclear technology transfers.
 3. Facilitate implementation of IAEA safeguards at NRC licensee facilities and submit international safeguards data to the IAEA.
 4. Submit required reports under the terms of the Convention on Nuclear Safety, including the U.S. National Report to the Nuclear Safety Convention Review Meeting of Parties, and participate actively in the review meeting. Similar requirements apply to the Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management and its National Report and participation in the Review Meeting of the Parties.
 5. Implement actions necessary to meet the U.S. Government commitment to the Code of Conduct on the Safety and Security of Radioactive Sources.
- B. Obtain and use non-U.S. safety and safeguards information that will alert NRC to potential safety and security problems and threats, help identify potential accident precursors, and provide accident and incident analyses, including lessons learned, directly applicable to the safety of U.S. nuclear power plants and other facilities and the safe and secure use of nuclear materials.
1. Renew OIP-administered arrangements with bilateral partners, as required.

Conduct of International Activities (C)
(continued)

2. Maintain appropriate levels of NRC research cooperation with countries having mature nuclear power programs directly or through the IAEA, the NEA, or the European Union (EU) to leverage NRC resources to examine key technical issues in regulating the safety and security of existing and proposed U.S. commercial nuclear facilities and the safe and secure use of nuclear materials.
 3. Assess the safety and security significance of foreign nuclear accidents or incidents for civilian power reactors and uses of radioactive materials, including all those rated 2 or higher on the International Nuclear Events Scale, to understand the implications for NRC and its licensees.
 4. Exchange information with countries having experience of special relevance to the NRC's programs concerning the safety and security of nuclear materials, waste, and reactors.
 5. Participate in selected activities of the IAEA, the NEA, the International Commission on Radiological Protection (ICRP), and the EU, which support the strategic plan safety and security goals, including the support of safety and security of nuclear materials worldwide. In general, NRC will participate in NEA activities related to resolution of safety issues, regulatory matters, and research. NRC will participate in IAEA activities related to the development of standards, guidance, and good practice.
 6. Coordinate regulatory programs with neighboring countries Mexico and Canada to promote enhanced coordination with our border nations.
- C. Assist other countries to prevent accidents, radiological sabotage, and the loss or diversion of nuclear materials, and to develop or improve associated foreign regulatory capabilities, regulatory independence, and nuclear safety, security, and safeguards cultures.

Conduct of International Activities (C)

(continued)

1. Ensure that NRC's publicly available safety, security, and safeguards reports and documents are readily available to foreign regulatory safety and security agencies.
 2. Coordinate and expedite the controlled release of nonpublicly available safety, safeguards, security, and physical protection information to designated countries and/or international organizations when the Commission determines it to be in the interest of domestic or international safety and security to do so.
 3. Upon request but with advance notice, meet with representatives of foreign regulatory or other counterpart safety or security agencies that are parties to NRC bilateral information exchange agreements, as appropriate, to discuss substantive safety, security, and/or safeguards concerns and regulatory issues.
 4. Participate in U.S. interagency bilateral physical protection visits to countries that possess U.S.-origin nuclear material.
 5. Carry out selected training and assistance activities for foreign regulatory and safety and/or security agencies, either bilaterally or through international organizations.
- D. Influence international safeguards, security, and nuclear safety regulatory standards, policies, and practices to promote alignment with NRC and U.S. Government objectives. Take proactive steps, in collaboration with other U.S. Government agencies, to identify and frame U.S. interests and, in cooperation with foreign regulatory, safety, security, and safeguards agencies, to ensure that international outcomes are consistent with U.S. goals.
1. Represent the U.S. in positions of influence at IAEA, NEA, and other international organizations, including the IAEA governing board and standing advisory groups and the NEA steering committee and standing technical committees.

Conduct of International Activities (C)
(continued)

2. Participate in IAEA and bilateral meetings and consultations on international safeguards and security activities, including work on the implementation of the revised Convention on the Physical Protection of Nuclear Material; work on implementation of the Additional Protocol to the U.S. - IAEA Safeguards Agreement; and work on strengthening IAEA safeguards, security, export controls, and nonproliferation initiatives.

Part II

Basis for Participation in Specific International Activities

Selection of International Activities in Which To Participate (A)

An office management decision to participate in specific international activities should be consistent with the NRC's strategic objectives and goals and operating plans. The responsible office should prioritize its international activities on the basis of whether proposed international interactions are important to fulfill the Strategic Plan objectives and goals and are of sufficient benefit to warrant participation. In making these determinations, the responsible office should assess whether proposed international interactions will provide NRC information relevant to ongoing or planned NRC work; will improve the quality or timeliness of NRC work; will facilitate the dissemination of information important to safety, security, safeguards, or nonproliferation; will allow NRC to provide technical advice or assistance, as approved and as appropriate, including support of U.S. foreign policy objectives; or are needed to comply with a legal requirement. It is expected that the responsible office will also keep the Executive Director for Operations (EDO) and OIP advised of its deliberations and ultimate decision. (1)

The same process should be applied in considering each international activity, including international technical missions, even when NRC participation is requested on short notice or expenses are being paid by an entity other than NRC. The scope of international activities to be covered by the process may include participation in international meetings in the U. S., meetings with international officials not involving foreign travel, or requests from international organizations or governments to review documents or programs. Each office should consider its international interactions and identify the appropriate scope of activities to be covered by its process. (2)

Selection of International Activities in Which To Participate (A) (continued)

When the roles and responsibilities of more than one office are germane to a particular international activity, these offices are expected to coordinate NRC's participation in that activity with OIP and the Office of the Executive Director for Operations (OEDO).
(3)

Selection of Staff Members To Be Involved (B)

Office directors, or designated supervisors, should select staff members who will participate in international activities on the basis of the individual's knowledge of the topic and issues, ability to work well in an international forum, current priority work assignments, and personal availability for travel. Assignments may include opportunities designed to facilitate knowledge management to maintain the necessary cadre of expertise in international areas. A specific request for participation on an international mission does not convey an automatic approval of the requested individual. At no time should an NRC staff member unilaterally commit either the agency or himself/herself to participation in an international mission. (1)

Each office is responsible for coordinating responses to invitations to participate in international activities and requests for document review with OIP. For invitations to participate in meeting activities at the International Atomic Energy Agency (IAEA), the response must be provided to the IAEA desk officer (DO) in OIP, who then responds directly to the IAEA. For invitations to participate in activities at the Organization for Economic Cooperation and Development's (OECD's) Nuclear Energy Agency (NEA) or bilateral activities with an organization in a foreign country, a response must be coordinated with the NEA or other responsible DO. For invitations from other U.S. Government agencies to participate in international activities or meetings, a response and the ensuing work must be coordinated with the responsible DO in OIP. Also, through the issuance of a pre-meeting notification, all potentially affected offices, including OEDO, should be informed of plans to participate in international meetings. (2)

Part III
Notifications to the Commission of
Certain Planned International Interactions

Planned Senior Management
Participation in Meetings,
Conferences, or Workshops (A)

OIP, in coordination with the Executive Director for Operations (EDO) and affected staff offices, provides bimonthly notification to the Commission of meetings in which the Commission and senior management plan to participate. This information includes planned travel by the Commissioners, the EDO, office directors, deputy office directors, division directors, and deputy division directors.

Notification of Specific International
Interactions (B)

When international interactions involve known areas of sensitivity or policy issues that are of interest to the Commission, or if the U.S. is expected to comply with decisions reached as a result of an international interaction, the Commission should be notified in advance by appropriate means (memorandum to the Commission, notes from the Assistant for Operations, memoranda from the Director of OIP, briefing of Commissioner Assistants, etc.) of the planned interaction to provide the Commission an opportunity to provide guidance and direction. The Commission should be informed and guidance similarly sought following the international interaction when further opportunities to influence the results are available.

Part IV

Guidance to Staff Engaging in International Activities

Office management will provide guidance to the staff participating in international activities to ensure a clear understanding of and alignment on (a) issues of greatest interest to NRC, (b) agency positions regarding the topic and related issues, and (c) any policy implications or other sensitive matters. In general, office management should ensure that appropriate planning and preparation take place to ensure quality interactions. In addition, the participants should consult with OIP for additional advice and information, and receive appropriate international agency or country background briefings, before engaging in NRC-supported international activities. Offices will also establish procedures to ensure that followup items identified in trip reports are reviewed and considered for action at an appropriate level of management. (1)

Staff must comply with the requirements of the related management directives and consider other identified guidance (see Section 5.13-06 of Directive 5.13). (2)

Coordinating Requests for Information (A)

Casual business contacts often develop between the NRC staff and personnel from other countries and international organizations. As a result, a request for information or assistance could come directly to an individual. For official requests for nonsensitive information that can be easily accommodated by the individual, with a minimal expenditure of resources, the NRC staff member should coordinate with both his or her supervisor and the office international liaison and, to the extent practicable, be responsive to the request. An information copy should be provided to the OIP Desk Officer (DO). (1)

If the contact involves a request for participation, a request for sensitive information, additional NRC office staff (other than the individual), or requires more significant effort to address the

Coordinating Requests for Information (A) (continued)

request, it should be referred to OIP through the office international liaison for more formal consideration and processing. Periodically, NRC staff may be contacted by a U.S. contractor requesting information related to work being performed by the contractor for an international regulator or other international entity. These requests should also be forwarded to OIP for more formal consideration and processing. In all cases in which an outside organization with international ties requests information from office staff or management, the cognizant OIP DO should be notified. (2)

Approval of Speeches and Presentations (B)

MD 3.9, "NRC Staff and Contractor Speeches, Papers, and Journal Articles on Regulatory and Technical Subjects," includes requirements applicable to presentations made while on foreign travel or to international groups.

Invitations To Participate in International Activities (C)

Staff should contact the appropriate OIP DO immediately upon receipt of any invitation to participate in an international activity, whether or not expenses are to be paid. There are often larger issues to be considered as well as established procedures to be followed. For example, NRC is highly supportive of the International Atomic Energy Agency's (IAEA's) Integrated Regulatory Review Service (IRRS). The IRRS is a peer review of selected legal and governmental aspects of a Member State's nuclear power plant program, which is conducted with the objective of strengthening and/or enhancing the effectiveness of that Member State's regulatory infrastructure (including its independent regulatory bodies). The review is performed at the Member State's request after it has completed its own self-assessment. The IRRS mission examines the results of this

Invitations To Participate in
International Activities (C)
(continued)

self-assessment, including any actions the Member State has identified to improve its regulatory framework and practices. Implementation is reviewed 18 to 24 months later by either the Member State or, again upon request, the IAEA. (1)

When the IAEA requests a U.S. participant on an IRRS, the established procedure calls for the IAEA to draft a letter to the U.S. Mission describing the expertise it needs, the expected time frame, and the general terms of payment. (The IAEA typically reimburses NRC for the expert's services.) The Nuclear Safety Attache forwards a copy of this letter to the IAEA DO, who immediately sends it to the Office of the Executive Director for Operations (OEDO). This office circulates the letter to its potentially involved offices with a request for identification of a suitable senior-level candidate. Once the OEDO agrees and notifies OIP, the IAEA DO informs the IAEA through the Nuclear Safety Attache and follows up with an official nomination cable to the U.S. Mission. OIP then works closely with the Office of the Chief Financial Officer, the Nuclear Safety Attache, and the nominee to set up and carry out the activity. (2)

Invitations, whether from the IAEA, a country directly, or another international source, should not normally identify or be addressed to specific individuals. They should simply explain the need and the particular skill set(s) thought to be necessary to meet that need. Acceptance and nominations of appropriate personnel are NRC management's prerogative. (3)

Conduct of Employees Involved in
International Activities (D)

While abroad, all NRC employees must remember that they represent both the U.S. Government and NRC. Thus, all activities and statements by travelers will affect how the host nation looks upon the U.S. and NRC. Accordingly, the highest professional

Conduct of Employees Involved in
International Activities (D)
(continued)

standards are expected, and travelers are to take care to ensure that any commitments made are well understood, are within agency policy, and are within the individual's authority. Unless in the context of an approved international review mission, NRC employees shall not assess or comment on the safety or security of foreign nuclear facilities or control of radioactive materials. NRC interactions with international counterparts generally relate to discussions of how NRC would review an issue or a description of NRC regulatory programs and issues in the U.S. (1)

There is a general ban on acceptance of gifts from foreign governments by officers and employees of the U.S. However, the Foreign Gifts and Donations Act provides for the acceptance of certain gifts from foreign governments if they do not exceed a minimal value adjusted every three (3) years by the General Services Administration (GSA) based on the Consumer Price Index (CPI). All Government agencies are required to submit an annual report to the Secretary of State concerning gifts exceeding the current threshold, including certain travel received from foreign governments. It should be noted that NRC has adopted even more restrictive limits, generally sanctioning employee acceptance of gifts of token value only. NRC employees should consult with an NRC Deputy Ethics Counselor in the Office of the General Counsel on all questions or issues pertaining to the acceptance of gifts while on travel or when participating in meetings with foreign visitors in the U.S. (2)

Part V

Travel Guidance: Pre-Foreign Travel Activities

A checklist that includes pre-foreign travel activities is included as an exhibit to this handbook.

International Travel Preparations and Processing (A)

The guidance in Management Directive (MD) 14.1, “Official Temporary Duty Travel,” shall be followed when requesting international travel. The prospective traveler is required to complete NRC Form 279, “Official Travel Authorization,” and NRC Form 445, “Request for Approval of Official Foreign Travel” (both available on the online forms icon).

All NRC international travelers—

- Should send a “pre-trip” notification to OIP and appropriate program office staff and management at least 30 calendar days before the commencement of travel. For situations in which the decision to travel is made less than 30 days in advance of the trip, the pre-trip notification shall be made as soon as possible following the management decision. The pre-trip notification should include (a) travel dates; (b) location(s) of the planned travel; (c) international organization/committee involved; (d) purpose; (e) desired outcome; (f) traveler(s)’ role(s); (g) identification of whether any policy issues are expected to be raised and, if so, how the Commission will be informed; and (h) contact information. (1)
- Should provide presentations to be made while on foreign travel, pursuant to MD 3.9. (2)
- Should prepare a notification memo, with explanation, to the appropriate Deputy Executive Director for Operations (DEDO) when three NRC-funded travelers are participating in the same trip. (3)

International Travel Preparations and Processing (A) (continued)

- Should prepare a request for approval, with justification, to be forwarded by their senior management to the appropriate DEDO when four or more NRC-funded travelers are participating in the same trip. (If approved, the justification will be used for the required notification to the Chairman and the other Commissioners.) (4)
- Should coordinate within their office, with other program offices, and with OIP to ensure alignment of positions and awareness of NRC positions on other issues that may arise during the travel. (5)
- Should prepare appropriate communications for information and consultation with the Commission, as necessary. (6)
- Should check with the Office of the Chief Financial Officer (OCFO), Division of Financial Services, Travel Services Team (Travel Services), and an NRC Deputy Ethics Counselor in the Office of the General Counsel (OGC) before accepting any honoraria or non-NRC travel-related reimbursement associated with official NRC travel and/or NRC work responsibilities. (7)
- Must understand passport, visa, or other country entry requirements. Specific country entry information can be obtained from the Department of State Web page, through resources on the OIP Web page, and through discussions with OCFO/Travel Services. The requirements for country entry may vary, depending on whether the traveler travels as a tourist or on official Government business. World events have had an impact on the amount of time required to obtain visas for travel to certain countries. The appropriate OIP desk officer (DO) should also be notified. (8)
- Should contact the OIP DO and the program office international liaison and, if appropriate, the Information Security Section of the Office of Nuclear Security and Incident

International Travel Preparations and Processing (A) (continued)

Response (information security/personnel safety) for background briefing information. Travel warnings and worldwide cautions should be acknowledged to ensure travel safety and awareness of overseas surroundings. Because of the increased threat of attacks on U.S. installations and personnel, NRC employees should be made aware of possible threats in the travel areas. This information can be accessed via the State Department's Web site (www.state.gov). (9)

- Must arrange for required immunizations at least six (6) weeks in advance of the scheduled departure date. The NRC Health Center or a personal physician can provide information on the vaccinations required in specific areas of the world. (NRC employees may be reimbursed for required vaccinations that are not available through the NRC Health Center.) (10)
- Must, if an official passport is required or desired, submit a written request for a new or reissued passport to the Travel Services Section as far in advance of the trip as possible. The request should include the dates and purpose of the trip; city and country of destination(s); and the traveler's name, title, grade, date of birth, NRC mail stop or address, and NRC telephone number. (11)
- Should use a personal passport when the traveler is not to be identified as a Government representative. (NRC may reimburse the traveler for personal passport application fees. However, if NRC pays for a personal passport, the passport becomes Government property and must be retained by the Travel Services Section.) (12)
- Should be aware that if the traveler takes annual leave or a leave of absence for more than one-half of the prescribed daily working hours, other than for emergency travel, no per diem will be allowed for that day. MD 14.1 should be consulted for more detailed information. (13)

International Travel Preparations and Processing (A) (continued)

- To facilitate notification in case of a National Threat Level alert, must ensure that his or her supervisor has a copy of his or her itinerary and phone numbers where he or she can be reached during international travel. (Individual NRC offices will likely be tasked with notifying their own travelers.) This itinerary and phone number requirement will include any “contractors” who may be on NRC-approved international travel. When contacted, if the employee (contractor) wishes to return home before his or her foreign travel assignment is completed, he or she may do so. If the employee (contractor) needs assistance while overseas, he or she should contact the nearest U.S. Embassy. (14)
- Should ensure, after required signatures by his or her office, that all NRC Forms 279 and 445 are logged in by OIP and signed off on by the Director of OIP. In the case of OIP official foreign travel, the forms should be concurred on by the Office of the Chairman. Once forms are approved, the traveler should work with the Travel Services Section to arrange for flights and make hotel arrangements. For travel associated with the International Atomic Energy Agency (IAEA), the traveler must coordinate with the IAEA DO in OIP and with OCFO to determine appropriate travel codes and other required information for NRC Forms 279 and 445. (15)

Travel Reimbursed by Other Agencies or Organizations (B)

The procedures for travel preparation and processing, as described in Section (A) of this part, apply as well to travel reimbursed by other agencies or organizations. (1)

Except as indicated below, a traveler shall check with the Travel Services Section and an NRC Deputy Ethics Counselor in OGC before accepting any honoraria, compensation, or non-NRC travel

Travel Reimbursed by Other Agencies or Organizations (B) (continued)

reimbursement associated with official NRC travel or NRC work responsibilities. (2)

Congress has enacted legislation authorizing NRC to accept payments for services rendered to foreign governments and international organizations when NRC's appropriation legislation provides for it. Under this authority, for example, NRC accepts payments from the IAEA for official travel when the IAEA invites an employee to participate in an IAEA mission and offers to pay any part of the associated travel expenses. When the IAEA invitation indicates that the host country will provide all or a portion of the per diem, NRC will authorize a reduced per diem rate. Authority to travel requires an approved and authorized NRC Form 279 with a copy of the invitation letter from the IAEA attached and an approved NRC Form 445. (3)

More detailed information about obtaining reimbursement for travel costs associated with IAEA support activities can be obtained from the OIP IAEA DO. The specific country DO should be consulted about non-IAEA reimbursable assistance requests. (4)

Country Clearance Cables (C)

Each traveler must provide information to support the country clearance process. The drafting of the country clearance cable is initiated by OIP upon receipt of an approved travel authorization (NRC Form 279) and request for approval of foreign travel (NRC Form 445). These forms must be submitted to OIP 32 days in advance of the trip. MD 14.1 requires a 30-day lead time for processing NRC Forms 279 and 445 because of the increasing amount of time required to obtain visas for many countries. OIP requires an additional 2-day advance in order to process the country clearance cables in a timely manner and in order to obtain country clearance from the embassy of the destination country before departure for travel. The Department of State is strictly

Country Clearance Cables (C)
(continued)

enforcing its policy requiring U.S. Embassies or posts to clear in advance all U.S. Government personnel and contractors traveling to foreign countries on official business. This requirement ensures that official travelers can be contacted by the local U.S. Embassy or post if there is a credible specific threat to their safety. (1)

Clearance is provided through the exchange of State Department cables, one containing information about the traveler and one granting country clearance. Failure to provide the requested information in the time frame requested may result in foreign travel not being approved. (2)

All NRC staff and contractors traveling abroad must provide certain information, in addition to that requested on the current NRC Form 445, to allow OIP to prepare the country clearance cable. This information must be attached to the travel request package. Travelers must provide a complete itinerary for the trip, including the following information: (3)

- The date of departure from the U.S.
- The date of arrival in the country.
- The point(s) of contact (name, title, and telephone number plus fax number and e-mail, if available) for the meeting or agency that the traveler will be attending or visiting. (For group meetings, this point of contact should be the coordinator or chair of the meeting or a representative of the host organization.)
- The hotel or place where the meeting will be held.
- The hotel where the traveler will be staying (if different).
- The date of return.

Country Clearance Cables (C)
(continued)

For a trip to more than one location, this information is needed for each locality. The traveler must also indicate whether U.S. Embassy assistance is requested or required and the type of assistance needed. If the traveler anticipates visiting the U.S. Embassy or other U.S. Government foreign post, the purpose or reason must be indicated within the travel documents. For embassy visits, the traveler must provide personal information such as date of birth, place of birth, and the passport number and expiration date. The traveler must indicate whether his or her passport is current on the NRC Form 445 and must list other NRC employees and contractors going to the same foreign meeting or destination on the NRC Form 445 as well. This information will allow OIP to coordinate the preparation of a single country clearance cable for all travelers. (4)

Part VI

Travel Guidance: Post-Foreign Travel Activities

A checklist that includes post-foreign travel activities is included as an exhibit to this handbook.

Trip Reports (A)

Each traveler should complete a quick look report within seven (7) calendar days of returning from a foreign trip and should send it to OIP and appropriate program office staff and management. When the 7th day falls upon a weekend or holiday, the due date shall be the first business day following the weekend or holiday. Urgent information should be communicated during the trip or immediately upon return. The content of the quick look report should include (a) travel dates; (b) destination(s); (c) international organization/committee involved; (d) desired outcome; (e) results achieved; (f) summary of trip; (g) next steps; (h) identification of whether any policy issues or other items of Commission interest were raised and, if so, how the Commission will be informed; and (i) contact information. (1)

A full trip report should be distributed within 30 calendar days of completing a trip and is required when the trip touched on issues of interest to the Commission or upon request of senior management. When the 30th day falls upon a weekend or holiday, the due date shall be the first business day following the weekend or holiday. In those cases in which a full trip report is not necessary, the quick look report should be placed into the Agencywide Documents Access and Management System (ADAMS) to create an official record of reporting for the trip. Unless the following is superseded by OIP guidance, travelers must include the following items in trip reports: (2)

- An abstract briefly summarizing the discussions. (a)
- Any policy matters that need to be brought to the Commission's attention. (b)

Trip Reports (A) (continued)

- Issues that need management attention. (c)
- An assessment of whether the interaction was worthwhile and achieved the desired outcomes. If the participant concludes that this activity should not be further supported by NRC, it is important that this fact be clearly communicated. (d)
- Any followup items (including any best practices) that should be considered by NRC. (e)

For international travel missions in which more than one NRC staff member participates, a single consolidated trip report should be filed. The senior NRC staff member participating in the mission is responsible for ensuring its timely completion and that all viewpoints are considered. For multioffice international missions, the lead office should be responsible for preparing the trip report. A consolidated trip report is preferred and the senior NRC mission member should ensure that initial interoffice coordination for completing the trip report is discussed before the mission. (3)

The trip report should be addressed to the cognizant office director, the Executive Director for Operations (EDO), and other office directors, as appropriate, with a copy provided to OIP. When documents that would normally be attached to a report of travel are not available within 30 days of travel, the trip report should identify those documents and note that they will be provided by the traveler when they become available to all those requesting the documents. (4)

Trip reports should be entered into ADAMS as official agency documents. However, most international travel reports are anticipated to be considered "Sensitive Unclassified Non-Safeguards Information" (SUNSI) because of the sensitive nature of information concerning positions of foreign countries and international agencies and should be handled appropriately. They should therefore be entered into ADAMS with the appropriate SUNSI marking. (5)

Trip Reports (A) (continued)

OIP typically selects trip reports to go to the Commission and will promptly notify the traveler's office accordingly. (6)

In general, the criteria and/or factors considered in judging the Commission's likely interest in quick look reports and trip reports include the following: (7)

- Whether the interaction involved matters of known areas of sensitivity or policy issues that are of interest to the Commission, or if the United States is expected to comply with the decisions reached; (a)
- Whether substantive interaction is expected to occur on matters identified in the International Atomic Energy Agency (IAEA) and the Nuclear Energy Agency (NEA) descriptions provided to the Commission in the most recent annual Commission paper on NRC staff participation in IAEA and NEA activities; (b)
- Whether the traveler identifies an emerging issue on the bilateral or multilateral front; or (c)
- Whether the traveler includes in the report significant information of general interest (e.g., about personnel, organizations, current or projected nuclear programs) thought to be previously unreported. (d)

OIP Procedures To Identify

Followup Items (B)

Offices are to establish procedures to ensure that followup items identified in trip reports are reviewed and considered for action at an appropriate level of management. (1)

OIP will receive copies of all foreign travel trip reports. Upon receipt, they will be logged in and distributed to the appropriate desk officer (DO) for review. With the DO, OIP management will determine whether a trip report should be forwarded to the

OIP Procedures To Identify
Followup Items (B) (continued)

Commission. The program office recommendation concerning potential Commission interest, as reflected in the memorandum transmitting the trip report, will be taken into consideration at that time. In addition, the OIP DO will identify any followup issues or items that need to be pursued with the traveler and the counterpart foreign country regulatory body, as appropriate. (2)

Part VII

Foreign Visitors

Receiving International Visitors (A)

Staffs must coordinate arrangements for international visitors with the appropriate OIP desk officer (DO). For high-level foreign visitors, particularly those scheduled to meet with members of the Commission, the Executive Director for Operations (EDO), and the Director of OIP, the OIP DO is responsible for notifying the Commission of such a visit, including the following information: (1)

- An agenda of meetings for the visitor while at NRC as well as a summary of further official calls scheduled in the U.S. (if known)
- Information on the reason for the visit
- Background information pertinent to the visit
- Biographical information about the visitor
- Proposed talking/discussion points

All planning and arrangements for Commission-level visits with foreign dignitaries must also be coordinated with the Office of Congressional Affairs (OCA) Protocol Director and staff. (2)

The staff should advise visitors that photo-identification (i.e., a passport) is required to access NRC Headquarters and regional offices, and the staff, OCA, or the OIP DO should log the visitors into the Visitor Access Request System (VARS) before they arrive. (3)

When an NRC staff member becomes aware of an international visitor to NRC and he or she has reason to suspect that senior management may not be aware of the visit, the NRC staff member should notify OIP and the designated office international liaison and provide the name of the individual(s) and the purpose of the visit to NRC Headquarters. (4)

Foreign Assignees (B)

NRC accepts assignees from international regulatory authorities consistent with the U.S. policy and formal agreements, developed by OIP, between NRC and the sponsoring country or the International Atomic Energy Agency (IAEA). All requests for foreign assignees must be closely coordinated with OIP. The process to be followed before agreeing to accept a particular assignee is described below. SECY-05-0142 contains additional information on both the program and the process.

Purposes of Assignment (1)

Consistent with U.S. policy, the primary purpose of each assignment is to transfer to the assignee the NRC office expertise in the chosen regulatory area. Thus the assignee is expected to acquire an understanding of the U.S. regulatory processes and the technical bases for the regulatory requirements in the area covered by the plan of work. Meeting this purpose of information exchange contributes to international nuclear safety. (a)

The second purpose of each assignment involves the transfer or exchange of expertise that actually benefits the host NRC organization. Often, international assignees who come to the U.S. can offer fresh insight and advice on U.S. regulations and procedures. In addition, during the course of their work, international assignees may provide the NRC staff with further understanding and knowledge of their respective nations' nuclear regulatory systems. This knowledge sometimes benefits the host NRC office and contributes to its goals of improving efficiency and effectiveness. (b)

Processing of Assignees (2)

Management Directive (MD) 12.3, "NRC Personnel Security Program," Part III, provides guidance on the responsibilities of OIP, the Division of Facilities and Security (DFS, Office of Administration [ADM]), as well as supervisors and employees. Proposed assignee names are submitted by ADM/DFS for

Foreign Assignees (B) (continued)

Processing of Assignees (2) (continued)

background and biographical checks (name checks) from which adequate assurances must be received before a letter of invitation can be completed. Following these checks, OIP approves or disapproves the assignment of a foreign national to NRC and designates the office to which the foreign national will be assigned, subject to the concurrence of the cognizant office director or regional administrator and ADM/DFS.

Request for Assignment (3)

Staff will review all requests specifically to examine the technical area desired by the sponsoring international regulatory body and the experience, technical background, and level of competency in English of the proposed assignee. In addition, the abilities of the proposed assignee should be evaluated in relation to future office technical proposals, plans, and goals so that the assignee may positively contribute to NRC activities.

Invitation Letter (4)

Upon approval of a foreign assignee request, OIP will prepare a letter of invitation, which must be concurred on by ADM/DFS and the Office of the General Counsel (OGC), to be sent from the EDO to his or her counterpart at the foreign regulatory agency where the assignee is employed. The invitation letter includes understandings governing administrative aspects of the assignment, a brief description of the work the assignee will be performing and how the assignee will be utilized (as developed by the cognizant office), and certain legal agreements (annexes to the letter) that the potential assignee must sign and return to OIP. The foreign country, by its required countersignature, accepts the understandings outlined in the letter of invitation, which must be returned to OIP before the assignee's expected arrival at NRC.

Foreign Assignees (B) (continued)

Development of the Work Plan (5)

Before the assignee arrives, the responsible host division must develop a final work plan for the assignee and submit it to the responsible manager. All international assignees are considered the equivalent of full-time NRC employees, and an appropriate workload must be created and specified in the work plan.

Security Plan (6)

OIP, in coordination with ADM/DFS and the office that has agreed to accept an assignee, will develop a security plan specifying the security-related procedures, requirements, and restrictions relative to the assignee's tour of duty. In particular, the security plan will describe the procedures for precluding the assignee from having access to classified and other sensitive information. In coordination with the Office of Information Services (OIS), an information technology security plan must be included covering computer configurations and connections. An individual security plan is specific to each assignment. The plan requires the approval and signature of the assignee's host office supervisor(s), the international liaison from the host program office, and the Directors of OIP and ADM/DFS before the assignee's arrival. Each foreign assignee will be required to read, agree to, and sign his or her security plan before commencing his or her assignment.

Costs of Assignment (7)

The assignment is authorized by the signatures of both the EDO and his or her foreign counterpart. The NRC letter of invitation must specify that all costs associated with the assignment are to be covered by the assignee's government, except as noted below with regard to travel costs.

Assignee's Travel Costs (8)

In most cases, an assignee's travel will be deemed beneficial to his or her training and thus will be paid for by the assignee's

Foreign Assignees (B) (continued)

Assignee's Travel Costs (8) (continued)

sponsoring regulatory agency. However, when deemed appropriate and the assignee's travel is judged to provide direct benefit and service to NRC, an office may pay the assignee's travel expenditures. The host division director has the authority to approve office payment of an assignee's travel costs.

Supervision (9)

Each international assignee is placed under the supervision of a branch chief or a branch chief's designee, who periodically reports on the assignee's progress to the responsible division director. This supervisor must monitor the assignee's day-to-day activities and take due care that the assignee is carrying an appropriate workload that is consistent with the assignee's work plan. (a)

The supervisor is responsible for ensuring that the assignee complies with the provisions of his or her security plan, including information security, and for alerting co-workers about the assignee's presence and the assignee's restricted access, both physical and informational. In particular, the assignee's supervisor must ensure that relevant staff are informed of the security-related conditions governing the assignee's work.¹ The supervisor is responsible for immediately advising OIP and DFS/ADM if the requirements of the security plan cannot be met or conditions change, necessitating a revision to the security plan, or of any other problems. (b)

A mid-assignment review by DFS/ADM should include discussions with the assignee, the supervisor, OIS, and other organizational components involved in implementation of the security plan. (c)

¹The relevant staff who must be informed of such conditions governing the assignee's work are those whose work spaces are in the vicinity of the assignee's work space and/or those staff members with whom the assignee will work during his or her assignment.

Exhibit
 Sample NRC International Travel Checklist

Completed (✓ or N.A.)	Pre- and Post-Foreign Travel Activity
	PRE-TRAVEL ACTIVITIES
	<p>1. Consultation With OIP Desk Officer [OIP Desk Officer advice and information including, as needed, appropriate international agency and/or country background briefings. OIP desk officers are listed on the OIP Web site: http://www.internal.nrc.gov/OIP/OIPFunctionsList.pdf.]</p>
	<p>2. Consultation With Supervisor and Office International Liaison [For background, alignment, review of foreign travel procedures, and verification that the information in the foreign travel database is complete and accurate.]</p>
	<p>3. Notification/Justification of Multiple Travelers [Appropriate Deputy Executive Director for Operations (DEDO) must be <u>notified</u>, with explanation, when three NRC-funded travelers will participate in the same foreign trip. DEDO <u>approval</u>, with justification, must be sought when the trip will involve four or more NRC-funded travelers. If the multiple travelers are approved, the DEDO will notify the Commission, using the justification submitted.]</p>
	<p>4. Coordination at Staff Level [As appropriate, traveler should coordinate with office, other NRC Headquarters office and regional staff, and staff in other agencies to ensure consistent NRC staff and U.S. Government position.]</p>
	<p>5. Commission Consultation, when needed [To ensure that positions to be taken are consistent with Commission policies. When needed, the traveler should consult with the Commission in advance of the foreign travel.]</p>

Exhibit (continued)

	<p>6. Passport: Should be valid for at least 6 months after completion of the trip [If not, check with the Office of the Chief Financial Officer (OCFO), Division of Financial Services (DFS), Travel Services, at 301-415-7088. Depending on your destination, your passport may have to be renewed before departure. Generally, you may travel on your personal passport or on an official passport. If traveling with a Commissioner, you should use your official passport.]</p>
	<p>7. Visa</p> <ul style="list-style-type: none"> - Ascertain if the country/ies you are traveling to require a visa. (See http://travel.state.gov/foreignentryreqs.html. If you need additional information or have questions, contact OCFO Travel Services.) - If a visa is required, complete and submit the application. (Acquire form and submit application through OCFO Travel Services.)
	<p>8. Health Immunization Recommendations [Check recommended immunizations and other health advisories at http://wwwn.cdc.gov/travel/default.aspx. <u>If inoculations are recommended, if travel is contemplated to developing nations, or if you have any questions at all, you may wish to contact the NRC Health Unit (301-415-8400) to inquire about the possibility of getting the injection, antibiotics, and/or educational materials.</u>]</p>
	<p>9. Hotel and Flight Reservations</p>
	<p>10. Pre-Trip Notification</p>
	<p>11. Travel Approval and Authorization [Office management-approved NRC Form 445, "Request for Approval of Official Foreign Travel," and NRC Form 279, "Official Travel Authorization," are due to OIP 32 days in advance of the planned travel.]</p>

Exhibit (continued)

	<p>12. Country Clearance Cable Information [Due to OIP 32 days in advance of foreign travel. Should be appended to the travel approval and authorization package in item 11 above when it is first delivered to OIP.]</p>
	<p>13. Approval and Distribution of Presentations [Transmittal of presentations that do not involve policy issues to be made while on foreign travel are due to the Office of the Executive Director for Operations (OEDO) 2 weeks in advance of the presentation, when practical. (In the rare instance when presentations include matters involving new policy issues, the requirements of Management Directive 3.9 apply and should be consulted.)]</p>
	<p>14. Travel Advance</p>
	<p>15. Embassy Country Clearance [Prior to travel, confirm with OIP Desk Officer that Country Clearance has been granted and acquire copy of Embassy/Mission communication (cable); note emergency contact information.]</p>
	POST-TRAVEL ACTIVITIES
	<p>1. Prompt Communication of Urgent Information [Urgent information should be communicated during the trip or immediately upon return.]</p>
	<p>2. Quick Look Report [Quick look report to be completed within 7 calendar days of returning from a foreign trip (i.e., from the return date on Form NRC 279).]</p>
	<p>3. Foreign Travel Report [When required, distribution of the trip report is due 30 calendar days after completing the trip (i.e., from the return date on Form NRC 279).]</p>