



STP-Office of Federal and State Materials and Environmental Management Programs (FSME) Procedure Approval

***Annual Organization of Agreement States and Conference of Radiation Control Program Directors, Inc. Commission Briefing
SA-1100***

Issue Date: (Month, date), 2010

Review Date: (Month, date), 2010

Josephine M. Piccone
Director, DILR

Date:

Richard H. Turtill
Branch Chief, ILB

Date:

Cindy Flannery
Procedure Contact, ILB

Date:

ML110270103

NOTE

Any changes to the procedure will be the responsibility of the FSME Procedure Contact. Copies of the FSME procedures are available through the NRC website.



Procedure Title: *Annual Organization of Agreement States and Conference of Radiation Control Program Directors, Inc. Commission Briefing*
Procedure Number: SA-1100

Page: 1 of 7
Issue Date:

I. INTRODUCTION

This document describes the procedure for the coordination and notification ~~of by~~ the U.S. Nuclear Regulatory Commission's (NRC) Office of State and Tribal Programs (STP), Office of Federal and State Materials and Environmental Management Programs (FSME) of the annual briefing of the Commission by the Organization of Agreement States (OAS) and Conference of Radiation Control Program Directors, Inc. (CRCPD), ~~briefing of the U.S. Nuclear Regulatory Commission (the Commission)~~. This procedure can also be used as guidance for planning other Commission briefings.

II. OBJECTIVES

- A. To provide guidance to ~~STP FSME staff~~, OAS, and CRCPD ~~staff~~ on scheduling the aAnnual OAS/CRCPD Commission bBriefings, taking into account west coast state's interest in observing the briefing via teleconference or webcast.
- B. To provide guidance to ~~STP FSME staff~~, OAS, and CRCPD on the submission of briefing materials in advance of the annual Commission briefing.
- C. To provide guidance to ~~STP~~, OAS and CRCPD ~~staff~~ on interactions with the Office of the Executive Director for Operations (OEDO) and the Office of the Secretary (SECY) points-of-contact (POC) of the Commission staff.
- D. To provide guidance to ~~STP FSME~~ staff on interactions with the Office of Administration (ADM) Office of the Chief Information Officer (OCIO) staff regarding graphics and reproduction services required for producing the background briefing material for the Commissioners' briefing binders arrangements for audio visual support, including video tape requests, and Commission video streaming for interested States.

III. BACKGROUND

The aAnnual OAS/CRCPD Commission bBriefing provides an opportunity for the OAS Executive Board and the CRCPD Chairperson to inform the Commission of radioactive materials policy and regulatory issues of mutual interest. The annual OAS/CRCPD Commission bBriefing originated from an annual letter presented to the Commission, following the OAS annual mMeeting, discussing areas of concern or mutual interest between the Commission and the OAS. After several Commission briefings by the OAS, Tthe CRCPD was included in this invited to participate in the annual Commission briefing as the two organizations, OAS and CRCPD, developed a closer working relationship. The participants of the briefing usually include the Chair, Chair-elect and past-Chair of the OAS and the current Chair of the CRCPD. The annual Commission briefing has been used in place of this annual OAS/CRCPD Commission letter.



Procedure Title: *Annual Organization of Agreement States and Conference of Radiation Control Program Directors, Inc. Commission Briefing*
Procedure Number: SA-1100

Page: 2 of 7
Issue Date:

IV. ROLES AND RESPONSIBILITIES

- A. FSME's Division of Intergovernmental Liaison and Rulemaking (DILR), Intergovernmental Liaison Branch (ILB) has the lead responsibility for coordinating and scheduling the annual OAS/CRCPD Commission briefing with SECY through the OEDO. ILB will designate a project manager (PM) who will be responsible for:
- scheduling the annual briefing with SECY;
 - working with SECY and OAS/CRCPD leadership to assist in finalizing the agenda;
 - coordinating with applicable divisions within FSME to provide the content of the background material for each of the agenda topics;
 - submitting the background material for the Commissioners;
 - issuing a FSME letter to notify States of the Commission briefing; and
 - scheduling the pre-briefs and individual meetings with the NRC Chairman, Commissioners, and senior management within the OEDO and FSME. The OAS and CRCPD should notify STP on an annual basis of their desire to brief the Commission and will identify areas for discussion. This notification should be in the form of a letter addressed to the Director of STP and should usually follow the annual fall Agreement State meeting.
- B. STP has the lead responsibility for coordinating the scheduling of the Annual OAS/CRCPD Commission Briefing with SECY through the OEDO, as well as coordinating any audio/visual support. SECY is responsible for posting the notice of Commission briefing as a public meeting on NRC's public website and in the *Federal Register*. SECY is also responsible for reserving the Commissioners' Conference Room and the audio-visual equipment for the Commission briefing.
- C. STP will request a detailed listing of briefing topics, from the OAS and CRCPD, following the scheduling of the briefing. OAS and CRCPD should provide the list to STP no later than 45 days prior to the briefing date.
- D. STP will provide the listing of topics together with background information on each topic, developed by the staff, to the Commissioner Assistants no later than 14 days prior to the brief. Included in The briefing package, STP will also forward to the Commissioner Assistants, a synopsis of Agreement States and Regions Integrated Materials Performance Evaluation Program (IMPEP) reviews.
- CE. OAS has the lead responsibility, in consultation with CRCPD, for soliciting topics of discussion and coordinating State participation in the annual Commission briefing.



Procedure Title: *Annual Organization of Agreement States and Conference of Radiation Control Program Directors, Inc. Commission Briefing*
Procedure Number: SA-1100

Page: 3 of 7
Issue Date:

~~F. STP will provide Agreement and non-Agreement States with notification of the Commission briefing, including information concerning the webcast of the briefing from the NRC website, as soon as possible following the confirmation of the Commission brief date with OAS, CRCPD and SECY.~~

V. GUIDANCE

A. Scheduling Commission Briefing

1. ~~STP~~In January of each year, the ILB PM, in coordination with OEDO and SECY, will provide the OAS and CRCPD with proposed Commission briefing dates. Such coordination may be conducted through the monthly NRC/OAS/CRCPD teleconference. See FSME Procedure SA-1101, Monthly U.S. Nuclear Regulatory Commission Organization of Agreement States Conference of Radiation Control Program Directors, Inc. Teleconference.
2. ~~Commission briefings are generally scheduled for approximately 1.5 hours.~~ To the degree possible, ~~STP~~the ILB PM will work with SECY to identify briefing times no earlier than 11:00 a.m. EST to accommodate the viewing by States in the Pacific Time zone. Commission briefings are generally scheduled for approximately 1.5 hours. The first 45 minutes is generally devoted to the OAS/CRCPD briefing and the remaining time is reserved for the Commissioners' questions and OAS/CRCPD answers.
3. In February, the ILB PM will request a detailed listing of proposed briefing topics from the OAS and CRCPD following the scheduling of the briefing. OAS and CRCPD should provide the list of proposed agenda topics to the ILB PM no later than 90 days prior to the briefing date.
4. The ILB PM will provide this listing of topics developed by OAS and CRCPD to SECY after coordination with FSME's applicable division management.
5. Upon Commission approval of the briefing topics, SECY will generate a draft scheduling note and provide it to the ILB PM and OAS/CRCPD.
6. The ILB PM will arrange for invitational travel authorization for all of the OAS participants who will be presenting at the Commission briefing. The applicable form(s) must be completed by the OAS travelers and submitted to FSME. The OAS travelers are responsible for making their own flight and hotel reservations through NRC's travel service (e.g. Carlson-Wagonlit).



Procedure Title: *Annual Organization of Agreement States and Conference of Radiation Control Program Directors, Inc. Commission Briefing*
Procedure Number: SA-1100

Page: 4 of 7
Issue Date:

B. Preparation and Submission of Commission Briefing Materials

1. OAS and CRCPD will provide the ILB PM ~~STP~~ with the names of the Commission briefing participants that will be presenting each of the agenda topics. ~~STP~~ The ILB PM will provide that information to OEDO and SECY.
2. Following final Commission approval of the briefing topics, the ILB PM will work with the EDO to determine if an alignment meeting between the EDO and FSME is needed prior to development of background briefing materials. If EDO concludes that such an alignment meeting is necessary, the ILB PM will work with DILR and the Division of Materials Safety and State Agreements (MSSA) management to support the alignment meeting.
3. The ILB PM will assemble the draft background information for each of the agenda topics by coordinating with the appropriate FSME branch chiefs to obtain the applicable content material. The ILB PM will also obtain the biographies of the OAS/CRCPD presenters for inclusion in the briefing package. The briefing package will include the presenters' biographies; an agenda; background information on the agenda topics; list of Agreement State working groups; list of States under heightened oversight; results of the Integrated Materials Performance Evaluation Program (IMPEP) reviews; status of the Agreement States regulations; and agenda for the upcoming OAS annual meeting. The "NRC Background Information" document, developed by MSSA for the spring CRCPD annual meeting, may be used as a reference for content that may be included in the background material.
4. The ILB PM will ensure that each section of the briefing binder is appropriately marked. If any sections of the briefing package are marked as "Official Use Only – Sensitive Internal Information," the binder cover must also contain "Official Use Only – Sensitive Internal Information" in the header and footer.
5. The ILB PM will resolve all comments on the briefing package generated during the concurrence process. Concurrence will include the Agreement State Program Branch and ILB branch chiefs; MSSA and DILR Directors; and the FSME Director. The transmittal memo, signed by the FSME Office Director and addressed to the Assistant for Operations of OEDO, will be reviewed by a technical editor in FSME's Program, Planning, Budgeting and Program Analyst Staff.



Procedure Title: *Annual Organization of Agreement States and Conference of Radiation Control Program Directors, Inc. Commission Briefing*
Procedure Number: SA-1100

Page: 5 of 7
Issue Date:

6. The ILB PM will arrange for graphics and reproduction services from the ADM staff by completing the NRC Form 460, "Request for Editing, Forms, Graphics, or Publication Services" and the NRC Form 20, "Request for Printing and Copying Services." The request for reproduction should be submitted after the FSME Director's concurrence. Approximately 35-40 copies of the background package are needed for distribution.
7. The ILB PM will deliver the background package, developed by NRC staff, to SECY and OEDO no later than 14 days prior to the briefing. The background package shall not be delivered directly to the Commission Offices. The ILB PM will also deliver the background package to the FSME Director and Deputy Director; Division Directors and Deputy Directors; and applicable branch chiefs.
- 2-8. OAS and CRCPD will provide ~~STP~~ the ILB PM copies of all briefing materials including any electronic presentations in advance of the briefing in a format following Commission guidance. The ILB PM will provide OAS and CRCPD with the current available guidance for preparing Commission briefing material. These briefing materials, including slides and the OAS/CRCPD speakers' prepared statements, should be submitted to the OEDO for submission to the Commission **at least** five business days in advance of the scheduled Commission briefing.
- 3-9. ~~STP~~ The ILB PM will make 75 copies of the submitted briefing material or other relevant written information, provided by OAS and CRCPD, and make that information available in the Commissioners' Conference Room approximately 20 minutes before the start of the Commission briefing.

C. Management Pre-Briefs and Individual Meetings with the NRC Chairman and Commissioners.

1. The ILB PM should brief FSME senior management, including cognizant Division management, at least two weeks prior to the scheduled briefing date.
2. The ILB PM should work with the OEDO to schedule an EDO pre-brief date. The applicable FSME Division Directors should lead the OAS/CRCPD briefing discussions during the EDO pre-brief for each of the topics.



Procedure Title: *Annual Organization of Agreement States and Conference of Radiation Control Program Directors, Inc. Commission Briefing*
Procedure Number: SA-1100

Page: 6 of 7
Issue Date:

3. OAS and CRCPD may request meetings with NRC senior management or individual meetings with the NRC Chairman and Commissioners prior to the annual briefing. The ILB PM will be responsible for scheduling and coordinating the requested meetings with NRC senior management and individual meetings with the NRC Chairman and Commissioners.

4. The ILB PM will coordinate with the Director of Protocol in the Office of Congressional Affairs for VIP registration of the OAS/CRCPD presenters. The VIP visitor registration should take place approximately 2-3 weeks before the Commission briefing. This will allow for an expedited security check-in process on the day of the Commission briefing.

CD. Scheduling Audio/Visual Needs and Support

1. STPSECY has the lead responsibility for will reserve the Commissioners' Conference Room and will coordinate with OCIO on the audio/-visual support and transcription services for the OAS/CRCPD Commission briefing.

2. The ILB PM should arrange, through coordination with SECY, for a group photograph of the Commissioners with the OAS and CRCPD presenters to be taken after the Commission briefing.

4-3. OAS and CRCPD briefing materials should be reviewed, and electronic presentations programmed into the audio/visual booth in the Commissioners' Conference Room at least 30 minutes before the start of the Commission briefing.

DE. Agreement and Non-Agreement State participation

1. The ILB PM will issue an FSME letter to the Agreement and non-Agreement States with notification of the Commission briefing, including information concerning the webcast of the briefing from the NRC website. The FSME letter should be issued approximately 60 days in advance of the Commission briefing. The FSME letter will be disseminated electronically on the list server.

The annual OAS/CRCPD Commission briefing is accessible for viewing via ~~the world wide web. It will be~~ webcast from the NRC web site at: <http://www.nrc.gov/public-involve/public-meetings/webcast-live.html>. States representatives are encouraged to go to the site in advance of the scheduled day of the briefing to verify that their computer system contains the appropriate software for viewing the briefing. The web site contains information on the software necessary for viewing and where to obtain system upgrades to allow webcast viewing.



Procedure Title: *Annual Organization of Agreement States and Conference of Radiation Control Program Directors, Inc. Commission Briefing*
Procedure Number: SA-1100

Page: 7 of 7
Issue Date:

2. SECY will post a meeting notice announcement in the *Federal Register* approximately six weeks in advance of the meeting date.
3. SECY will arrange to have a public notice of the Commission briefing posted along with the agenda on the "Public Meeting Schedule" page accessible from NRC's external Home Page. The meeting should be noticed at least 10 calendar days in advance of the meeting date.

VI. APPENDIX

None

VII. REFERENCE

1. FSME Procedure SA-1101, *Monthly U.S. Nuclear Regulatory Commission Organization of Agreement States Conference of Radiation Control Program Directors, Inc. Teleconference.*

VIII. ADAMS REFERENCE DOCUMENTS

For knowledge management purposes, all previous revisions of this procedure, as well as associated correspondence with stakeholders, that were entered into NRC's Agencywide Document Access Management System (ADAMS) are listed below.

<u>No.</u>	<u>Date</u>	<u>Document Title/Description</u>	<u>Accession Number</u>
<u>1</u>	<u>7/9/01</u>	<u>STP-01-054. Request For Comments On Two Draft Procedures For Agreement States And Conference Of Radiation Control Program Directors Commission Briefing And Monthly NRC/OAS/CRCPD Teleconference</u>	<u>ML011910552</u>
<u>2</u>	<u>2/25/09</u>	<u>STP Procedure SA-1101</u>	<u>ML090620083</u>