

NRC Management Directives

It is the policy of the U.S. Nuclear Regulatory Commission to communicate to NRC employees the basic NRC policies, requirements, and procedures necessary for the agency to comply with Executive orders, pertinent laws, regulations, and the circulars and directives of other Federal agencies. NRC prepares and issues directives and handbooks, as well as revisions to these documents, to meet the requirement that all Federal agencies have an internal management directive system. The NRC Management Directives are maintained on the agency's internal web site in order to make the system most useful to our employees. Copies of Management Directives may be requested through the NRC Public Document Room.

The NRC Management Directives System is structured to cover broad, major NRC functions and programmatic responsibilities. The management directives system is divided into sequentially numbered volumes, each of which addresses a specific NRC function. These volumes are as follows

Volume 1 - Management Directives

MD 1.1 - NRC Management Directives System

Volume 2 - Information Technology

MD 2.1 - Information Technology Architecture
MD 2.2 - Capital Planning and Investment Control
MD 2.3 - Telecommunications
MD 2.4 - Acquisition of Federal Information Processing Resources
MD 2.7 - Personal Use of Information Technology

Volume 3 - Part 1 - Publications, Mail, and Information Disclosure

MD 3.1 - Freedom of Information Act
MD 3.2 - Privacy Act
MD 3.4 - Release of Information to the Public
MD 3.5 - Public Attendance at Certain Meetings Involving the NRC Staff
MD 3.6 - Distribution of Unclassified NRC Staff- and Contractor-Generated Reports
MD 3.7 - Unclassified Staff Publications in the NUREG Series
MD 3.8 - Unclassified Contractor and Grantee Publications in the NUREG Series
MD 3.9 - NRC Staff and Contractor Speeches, Papers, and Journal Articles on Regulatory and Technical Subjects
MD 3.11 - Conferences and Conference Proceedings
MD 3.12 - Handling and Disposition of Foreign Documents and Translations
MD 3.13 - Printing
MD 3.14 - U.S. Nuclear Regulatory Commission External Web Site
MD 3.15 - Audiovisual and Photographic Services
MD 3.23 - Mail Management
MD 3.25 - Automated Graphics Services

Volume 3 - Part 2 - Records Management

MD 3.50 - Document Management
MD 3.51 - Library Services
MD 3.52 - Availability, Retention, and Indexing of Codes and Standards
MD 3.53 - NRC Records Management Program
MD 3.54 - Collections of Information and Reports Management

- MD 3.55 - Forms Management Program
- MD 3.56 - Micrographics Management
- MD 3.57 - Correspondence Management

Volume 4 - Financial Management

- MD 4.1 - Accounting Policy and Practices
- MD 4.2 - Administrative Control of Funds
- MD 4.3 - Financial Management Systems
- MD 4.4 - Management Controls
- MD 4.5 - Shutdown Plan for Period of Lapsed Appropriations
- MD 4.6 - License Fee Management Program
- MD 4.7 - NRC Long-Range Planning, Programming, and Budget Formulation

Volume 5 - Governmental Relations and Public Affairs

- MD 5.1 - Intergovernmental Consultation
- MD 5.2 - Memoranda of Understanding With States
- MD 5.3 - NRC and Agreement State Working Groups
- MD 5.4 - Official Representation Expenses
- MD 5.5 - Public Affairs Program
- MD 5.6 - Integrated Materials Performance Evaluation Program (IMPEP)
- MD 5.7 - Technical Assistance to Agreement States
- MD 5.8 - Proposed 274b Agreements With States
- MD 5.9 - Adequacy and Compatibility of Agreement State Programs
- MD 5.10 - Formal Qualifications for Integrated Materials Performance Evaluation Program (IMPEP) Team Members
- MD 5.12 - International Nuclear Event Scale Participation

Volume 6 - Internal Management

- MD 6.1 - Resolution and Followup of Audit Recommendations
- MD 6.2 - Continuity of Government and Continuity of Operations Programs
- MD 6.3 - The Rulemaking Process
- MD 6.4 - Generic Issues Program
- MD 6.5 - NRC Participation in the Development and Use of Consensus Standards

Volume 7 - Legal and Ethical Guidelines

- MD 7.1 - Tort Claims Against the United States
- MD 7.2 - Claims for Personal Property Loss or Damage
- MD 7.3 - Participation in Professional Organizations
- MD 7.4 - Reporting Suspected Wrongdoing and Processing OIG Referrals
- MD 7.5 - Ethics Counseling and Training
- MD 7.6 - Public and Confidential Financial Disclosure Reports
- MD 7.7 - Security Ownership
- MD 7.8 - Outside Employment
- MD 7.9 - Ethics Approvals and Waivers
- MD 7.10 - Political Activity
- MD 7.12 - Enforcement of Post-Employment Restrictions

Volume 8 - Licensee Oversight Programs

- MD 8.1 - Abnormal Occurrence Reporting Procedure
- MD 8.2 - NRC Incident Response Program
- MD 8.3 - NRC Incident Investigation Program
- MD 8.4 - NRC Program for Management of Plant-Specific Backfitting of Nuclear

Power Plants

MD 8.5 - Operational Safety Data Review

MD 8.6 - Systematic Assessment of Licensee Performance (SALP) Process -
ELIMINATED

MD 8.7 - Diagnostic Evaluation Program - ELIMINATED

MD 8.8 - Management of Allegations

MD 8.9 - Accident Investigation

MD 8.10 - NRC Medical Event Assessment Program

MD 8.11 - Review Process for 10 CFR 2.206 Petitions

MD 8.12 - Decommissioning Financial Assurance Instrument Security Program

MD 8.13 - Reactor Oversight Process

MD 8.14 - Agency Action Review Meeting (AARM)

Volume 9 - NRC Organization and Functions

MD 9.1 - Organization Management

MD 9.2 - O/F, Office of the Inspector General

MD 9.3 - O/F, Advisory Committee on Reactor Safeguards

MD 9.5 - O/F, Atomic Safety and Licensing Board Panel

MD 9.6 - O/F, Office of the Commission Appellate Adjudication

MD 9.7 - O/F, Office of the General Counsel

MD 9.8 - O/F, Office of Investigations

MD 9.10 - O/F, Office of the Secretary

MD 9.11 - O/F, Office of Public Affairs

MD 9.13 - O/F, Office of Congressional Affairs

MD 9.14 - O/F, Office of International Programs

MD 9.15 - O/F, Office of State Programs

MD 9.17 - O/F, Office of the EDO

MD 9.19 - O/F, Office of Enforcement

MD 9.20 - O/F, Office of the Chief Financial Officer

MD 9.21 - O/F, Office of Administration

MD 9.22 - O/F, Office of Information Resources Management

MD 9.23 - O/F, Office for Analysis and Evaluation of Operational Data -
ELIMINATED

MD 9.24 - O/F, Office of Small Business and Civil Rights

MD 9.25 - O/F, Office of Personnel

MD 9.26 - O/F, Office of Nuclear Material Safety and Safeguards

MD 9.27 - O/F, Office of Nuclear Reactor Regulation

MD 9.28 - O/F, Office of Nuclear Regulatory Research

MD 9.29 - O/F, Regional Offices

Volume 10 - Part 1 - Employment and Staffing

MD 10.1 - Appointments, General Employment Issues, Details, and Position Changes

MD 10.2 - Staffing Assistance for International Organizations

MD 10.3 - Intergovernmental Personnel Assistance - ELIMINATED

MD 10.4 - Military Duty: Restoration and Other Actions - ELIMINATED

MD 10.5 - RESERVED

MD 10.6 - Use of Consultants and Experts

MD 10.7 - RESERVED

MD 10.8 - Clearances Before Separation or Reassignment

MD 10.9 - Cooperative Education Program - ELIMINATED

MD 10.10 - Recruitment

MD 10.11 - Visiting Fellows Program

MD 10.12 - Use of Advisory Committee Members

MD 10.13 - Special Employment Programs

MD 10.14 - Employee Trial Period

MD 10.15 - Merit Staffing Program
MD 10.16 - RESERVED

Volume 10 - Part 2 - Position Evaluation and Management, Pay Administration, and Leave

Subpart A: Position Evaluation and Management

MD 10.36 - Position Evaluation and Pay Administration
MD 10.37 - Position Evaluation and Benchmarks
MD 10.38 - Position Management

Subpart B: Pay Administration

MD 10.41 - Pay Administration
MD 10.42 - Hours of Work and Premium Pay
MD 10.43 - Time and Attendance Reporting
MD 10.44 - Relocation Bonus Program
MD 10.45 - Advances in Pay
MD 10.46 - Credit Hours
MD 10.47 - Retention Allowance Program
MD 10.48 - Recruitment Bonus Program
MD 10.49 - Student Loan Repayment Program

Subpart C: Leave

MD 10.62 - Leave Administration

Volume 10 - Part 3 - Performance Appraisals, Awards, and Training

Subpart A: Performance Appraisals

MD 10.67 - Non-SES Performance Appraisal System

Subpart B: Awards

MD 10.72 - Incentive Awards
MD 10.73 - Time Off From Duty as an Incentive Award - ELIMINATED

Subpart C: Training

MD 10.77 - Employee Development and Training
MD 10.78 - NRC Intern Program

Volume 10 - Part 4 - Labor Relations, Discipline, Grievances, Appeals, RIFs

MD 10.98 - RESERVED
MD 10.99 - Discipline, Adverse Actions, and Separations
MD 10.100 - Appeals From Adverse Actions
MD 10.101 - Employee Grievances
MD 10.102 - Labor-Management Relations Program for Federal Employees
MD 10.103 - Reduction in Force for Non-SES Employees

Volume 10 - Part 5 - Benefits, Health Services, and Employee Safety

Subpart A: Benefits

MD 10.114 - Employee Benefits Program - ELIMINATED

Subpart B: Health Services

MD 10.122 - Employee Assistance and Wellness Services Program

Subpart C: Employee Safety

MD 10.130 - Safety and Health Program Under the Occupational Safety and Health Act

MD 10.131 - Protection of NRC Employees Against Ionizing Radiation

MD 10.132 - Worker's Compensation Program - ELIMINATED

MD 10.133 - Light and Limited Duty Program - ELIMINATED

Volume 10 - Part 6 - Senior Executive Service, Senior Level Positions, and Judges

Subpart A: Senior Executive Service

MD 10.135 - Senior Executive Service (SES) Employment and Staffing Programs

MD 10.136 - Senior Executive Service (SES) Recertification Program - ELIMINATED

MD 10.137 - Senior Executive Service Performance Appraisal System

MD 10.138 - Reduction in Force in the Senior Executive Service

Subpart B: Senior Level Positions

MD 10.145 - Senior Level System

MD 10.146 - Distinguished Engineers and Scientists Program

MD 10.147 - RESERVED

MD 10.148 - Senior Level Performance Appraisal System

Subpart C: Judges

MD 10.151 - RESERVED

MD 10.152 - RESERVED

MD 10.153 - Administrative Judges-Compensation and Staffing

Volume 10 - Part 7 - General Personnel Management Provisions

MD 10.156 - RESERVED

MD 10.157 - Personnel Management Evaluation - ELIMINATED

MD 10.158 - RESERVED

MD 10.159 - Differing Professional Views or Opinions

MD 10.160 - Open Door Policy

MD 10.161 - NRC Equal Employment Opportunity Program

MD 10.162 - RESERVED

MD 10.163 - RESERVED

Volume 11 - Procurement

MD 11.1 - NRC Acquisition of Supplies and Services

MD 11.2 - Receipt and Handling of Unsolicited Proposals - ELIMINATED

MD 11.3 - NRC Review of Contractor Invoices - ELIMINATED

MD 11.4 - NRC Small and Disadvantaged Business Program

MD 11.5 - NRC Instructions for Implementing OMB Circular A-76 Performance of Commercial Activities - ELIMINATED

MD 11.6 - Financial Assistance Program

MD 11.7 - NRC Procedures for Placement and Monitoring of Work With the U.S. Department of Energy (DOE)

MD 11.8 - NRC Procedures for Placement and Monitoring of Work With Other
Federal Agencies Other Than DOE

Volume 12 - Security

MD 12 - Glossary
MD 12.1 - NRC Facility Security Program
MD 12.2 - NRC Classified Information Security Program
MD 12.3 - NRC Personnel Security Program
MD 12.4 - NRC Telecommunications Systems Security Program
MD 12.5 - NRC Automated Information Systems Security Program
MD 12.6 - NRC Sensitive Unclassified Information Security Program

Volume 13 - Transportation, Facilities, and Property

MD 13.1 - Property Management
MD 13.2 - Facility Management
MD 13.3 - RESERVED
MD 13.4 - Transportation Management
MD 13.5 - RESERVED

Volume 14 - Travel

MD 14.1 - Official Temporary Duty Travel
