



U.S. Nuclear Regulatory Commission Office of the Executive Director for Operations

OEDO Procedure

New

Office Procedure No.:	OEDO Procedure – 0357
Procedure Title:	Correspondence Management
Effective Date:	November 30, 2016
Approved By:	Robert J. Lewis, AO, OEDO
Date Approved:	November 30, 2016
Section Assigned Ownership:	Administrative Correspondence Staff

Comments:

Training/Special Instructions:	None
ADAMS Accession No.:	ML16173A109

Table of Contents

1. PURPOSE	3
2. BACKGROUND.....	3
3. RESPONSIBILITIES AND AUTHORITIES	3
4. APPENDICES.....	3
5. EFFECTIVE DATE	3
6. GENERAL DEFINITIONS	3
7. HELPFUL CORRESPONDENCE TIPS	4
8. GENERAL PROCEDURES FOR ALL TYPES OF CORRESPONDENCE.....	5
9. RESPONSE DATES	6
9.1 Response Time Frames.....	6
9.2 Note to File	5
10. FORMATTING	6
11. NOTATIONS.....	7
12. OFFICE OF THE SECRETARY (SECY) PAPERS	11
12.1 Types.....	11
12.2 Writing	11
12.3 Concurrence	12
12.4 Signing	12
12.5 Assembling for Signature	12
12.6 Distribution.....	12
13. LETTERS	26
13.1 Overview.....	26
13.2 Exceptions for Letters to Be Signed by the Chairman	26
13.3 General Rules for Forms of Address	43
14. MEMORANDA.....	60
14.1 Overview.....	60
14.2 Staff Memoranda Sent to the Commission	60
15. GLOSSARY	76
16. ADDITIONAL RESOURCES	79

Figures and Tables

Table 1	Response Time Frames.....	6
Table 2	Continuation Page Headers.....	7
Table 3	Address Blocks	28
Table 4	Salutations.....	29
Table 5	Forms of Address.....	30
Figure 1	Note to File	5
Figure 2	SECY Paper	14
Figure 3	Sensitive SECY Paper	18
Figure 4	SECY Paper – Sensitive Enclosure Only	22
Figure 5	Letter	48
Figure 6	Sensitive Letter	51
Figure 7	Letter for Chairman’s Signature	54
Figure 8	Sensitive Letter for Chairman’s Signature	57
Figure 9	Memorandum Using THRU or ATTN Line.....	63
Figure 10	Memorandum	64
Figure 11	Sensitive Memorandum	67
Figure 12	Memorandum to the Commission	70
Figure 13	Sensitive Memorandum to the Commission	73

1. PURPOSE

This procedure is a supplement to Management Directive (MD) 3.57, “Correspondence Management,” and provides guidelines and for developing Commission (SECY) papers, letters, and memoranda. The purpose of the guidelines is to establish a consistent approach in developing such documents throughout the agency.

2. BACKGROUND

None.

3. RESPONSIBILITIES AND AUTHORITIES

Please refer to MD 3.57 for a detailed list of roles and responsibilities related to this procedure.

4. APPENDICES

None.

5. EFFECTIVE DATE

November 30, 2016

6. GENERAL DEFINITIONS

Controlled Correspondence - Any correspondence that is tracked by an assigned due date.

General Correspondence – Any correspondence received or routed through the agency that does not have an assigned due date.

Note to File – Handwritten or typed records of discussions with others either in person or by telephone. Recording your recollections of a discussion for future use is sometimes appropriate (Figure 1, “Note to File”).

Agencywide Documents Access and Management System (ADAMS) is an electronic document management and recordkeeping system that maintains official records of the agency. The staff uses ADAMS not only to organize, process, and manage documents but also as a reference tool to search and retrieve agency records. ADAMS also disseminates publicly available records to the agency’s public Web site. For policy and procedure guidance, refer to the [ADAMS Navigator User Manual](#).

7. HELPFUL CORRESPONDENCE TIPS

Correspondence Dating – Do not date correspondence until after it has been signed.

Declaration in ADAMS – Before declaring any correspondence in ADAMS as an official agency record, type “/RA/” or when an acting official signs, type “/RA **First LastName Acting for**”.

Quality Assurance Check – Be sure to use available electronic tools such as –

- Spell check
- Grammar check; or
- Other approved agency software tools

Reference Numbers – Place ADAMS Accession number, tasking number(s), and distribution list on the concurrence page above the grid.

Multiple Addressees – A separate list of addressees is necessary when the names and addresses of all recipients cannot be placed on the first page of the correspondence. Include this list in the package following the last page of the correspondence. (See sample “Multiple Addressees” In Section 14 “Memoranda”.)

Distribution Copies – Prepare enough copies for all addressees and courtesy copies.

Hard Copy Package Assembly – Include a copy of the incoming correspondence and any additional background material.

Using Addressees when Preparing a Memorandum – Remember to use the name and title of the official occupying the position even if someone is temporarily delegated authority to act for this official or if the position is vacant. The delegated official writes “for” before the occupant’s name when signing the memorandum.

References within a Paper – (Considered optional.) Information about a single document or a list of documents sufficient to help a reader find the document or its association with the content of the letter. Examples on how to properly use references in correspondence can be found in NUREG 1379, “NRC Editorial Style Guide.”

Security – Correspondence of any type that contains sensitive unclassified information or classified information is prepared as any other correspondence of the same type, except the handling requirements specified in MD 12.2, “NRC Classified Information Security Program,” and on the Sensitive Unclassified Non-Safeguards Information (SUNSI) Web site should be followed.

Extension Requests – Staff should follow procedures to request an extension at the earliest indication that a SECY’s correspondence control ticket or OEDO tasking item due date cannot be met. Offices reporting to the EDO should coordinate any change with the OEDO, Administrative Correspondence Staff (ACS) (for extension request instructions see the OEDO Extension Request Process, [OEDO Procedure 0370](#), “Setting Due Dates for EDO-Controlled Action Items and Requesting Extensions Transfers”). Note: Commission-level offices should contact SECY directly.

8. GENERAL PROCEDURES FOR ALL TYPES OF CORRESPONDENCE

This section covers procedures generally applicable to all types of correspondence. For detailed guidance on the preparation of SECY papers, see Section 12, "Office of the Secretary (SECY) Papers," of this procedure. For letters, see Section 13, "Letters," of this procedure. For memoranda, see Section 14, "Memoranda," of this procedure.

8.1 Note to File

July 14, 2005

Note to File:

While reviewing NRC's MD 3.57, I found that there was a Reference to MD 12.6 that needed to be updated to include the new guidance that a task group is working on concerning Sensitive, Unclassified, Non-Safeguards Information (SUNSI).

I talked to John Smith in OCIO and he recommended removing the reference to MD 12.6 and replacing it with the URL address that would link the staff to the guidance on the NRC's internal web. He explained that the Web site would always be updated and we could avoid having to update MD 3.57 in case of any changes in the guidance or clarification. He told me to call Jane Doe in ADM for the URL. She forwarded it to me and we will be putting the URL reference in the new MD 3.57.

Signature

Figure 1 Note to File

9. RESPONSE DATES

9.1 Response Time Frames

Prepare a response to correspondence within the time recommended in the guidelines in Table 1, “Response Time Frames.”

Table 1 Response Time Frames	
Type of Correspondence	Number of Workdays
Controlled	By whichever date is earliest on the— <ul style="list-style-type: none">• SECY Correspondence Control Ticket• OEDO Tasking Item• Office Ticket
General (Best Practice)	
<ul style="list-style-type: none">• Complete interim acknowledgment or reply to memoranda or letters• Complete final response	<ul style="list-style-type: none">• Within 6 workdays• Within 15 workdays

10. FORMATTING

NRC uses the following styles for its correspondence:

Fonts

- Use 11-point Arial font, for all correspondence.
- Use italics for titles of books, periodicals, newspapers, and newspaper sections published separately, rather than quotation marks.
- See the “[NRC Editorial Style Guide](#)” for more information.

Margins

Use 1-inch left and right margins and left justification. Use 1-inch top and bottom margins.

Continuation Page

Any page of the correspondence subsequent to the original page.

- Place at the top left margin the appropriate header from Table 2, “Continuation Page Headers,” on a continuation page for a letter or a memorandum and center the page number unless the correspondence is for the Chairman’s signature, in which case use only the centered page number (see Figure 7, “Letter for the Chairman’s Signature,” in Section 13, “Letters,” of this procedure).

- b) Ensure headers and footers are set at 0.5 inches from the top and bottom of each page.
- c) If SUNSI markings are being used, insert a space between the markings and the addressee/page numbering line.

Table 2 Continuation Page Headers

Type of Addressee	Header for Subsequent Page
Single	First initial and last name (J. Doe) (includes congressional correspondence signed by the EDO)
Two	First initial and last name of each addressee, separated by "and" except congressional correspondence (J. Doe and A. Smith)
Three or more	First initial and last name of first individual followed by et al., except congressional correspondence (J. Doe, et al.)
Generic, such as Office Directors, Regional Administrators, Power Reactor Licensees, etc.	Abbreviation for generic addressee (ODs, RAs, or PRLs)
List of addressees having no generic name	Those on the Attached List
Business or organization	Abbreviated name (FEMA)

11. NOTATIONS

A notation gives a recipient additional information as described in this section. The contact appears only on the first page of the correspondence. Depending on the length of the correspondence, the enclosure notation, the list of courtesy copies, and any docket numbers may appear on the last page. The concurrence grid and distribution list are placed on a separate page with the subject, date, ADAMS accession number, applicable tasking numbers, and distribution recipients.

Contact

- a) Place the contact information on the bottom of the first page of all correspondence (except letters and e-mails), regardless of its length. Identify this person by name, organizational acronym, and telephone number (three lines below text on first page to maintain a 1-inch bottom margin below the contact information). (See Figure 2, "SECY Paper," in Section 12, "Office of the Secretary (SECY) Paper," of this procedure and Figure 10, "Memorandum," in Section 14, "Memoranda," of this procedure.) For multiple contacts, identify each person separately by name, organizational acronym, and telephone number (three lines below text on first page to maintain a 1-inch bottom margin below the contact information).

- b) The contact is a person, other than the signatory (usually the originator), who is knowledgeable about the information in the correspondence and who can respond to questions about its content.

Courtesy Copies

- a) List courtesy copies at the end of the correspondence, if the originator wants the addressee to know that others are receiving identical letters, as shown below.

Example:

cc: F. Last, office

- b) If a number of recipients are receiving a courtesy copy, place a list of the recipients on a separate sheet, if necessary, following the last page of the correspondence.

Enclosure

- a) The use of “As stated” is permissible only if the body of the correspondence identifies each enclosure in such a way that a recipient could easily recognize an enclosure.
- b) List each enclosure by number, type of document, name or an abbreviated name, or all of these, on correspondence.
- c) Enclosures with lengthy titles should follow the format of Enclosure 3 in example I as shown below. Use any of the following format examples:

Examples:

- I. Enclosures:
 - 1. Regulatory Guide 1.177
 - 2. Regulating Nuclear Fuel (NUREG/BR-0280)
 - 3. Proposed Rule Establishing Criminal Penalties for the Unauthorized Introduction of Weapons into Facilities Designated by the NRC
- II. Enclosure:
 - Reactor Oversight Process (NUREG-1649)
- III. Enclosure:
 - As stated

- d) If at all possible, identify each enclosure in the bottom right corner of the first page only as “Enclosure 1,” “Enclosure 2,” etc. If an enclosure cannot be labeled in the bottom right corner, appropriately label a cover sheet(s). Do not use divider tabs. You may also add a cover sheet for an enclosure already labeled in the bottom right corner for ease of handling ([sample cover sheet](#)).

Attachment

- a) Label any information that is supplementary to an enclosure as an attachment.
- b) If possible, identify each attachment in the bottom right corner of the first page only as "Attachment 1," "Attachment 2," etc.
- c) If an attachment cannot be labeled in the bottom right corner, appropriately label a cover sheet(s). Do not use divider tabs.
- d) You may also add a cover sheet for an attachment already labeled in the bottom right corner for ease of handling.

Separate Cover

If you are sending material too large to be included as an enclosure or not immediately available, list the material as indicated in the example below, even if it is identified in the body of the correspondence. Place this notation flush with the left margin two lines below the enclosure notation.

Example:

Separate Cover: Regulatory Guide 1.74

Concurrence Grids

- a) A concurrence grid appears on all correspondence, with the exception of "Note to File."
- b) Place the concurrence grid on a separate page as the last page of the correspondence.

Distribution Copies

Include in a distribution list all offices on the routing list of a SECY or an OEDO tasking item; the office of anyone mentioned in the correspondence; the offices on concurrence; and other individuals requested by the originator. Do not include a distribution list on SECY papers.

- a) Place the distribution notation and list on the concurrence page above the concurrence grid.

DISTRIBUTION: Ticket Number(s) (if applicable) OR
Public (if applicable)
FLast, OFFICE
Appropriate RIDS box(es)

DISTRIBUTION
See Next Page

ADAMS Accession Number: MLXXXXXXXX

OFFICE	OFFICE/DIV	OFFICE/DIV	OFFICE/DIV	OFFICE/DIV	OFFICE/DIV
NAME	FLast Initials	FLast Initials	FLast Initials	FLast Initials	FLast Initials
DATE	mm/dd/yy	mm/dd/yy	mm/dd/yy	mm/dd/yy	mm/dd/yy

OFFICIAL RECORD COPY

- b) List on the concurrence page each appropriate file location (reading file, subject file, docket file number, tasking number(s), etc.), and the name and office affiliation of the individuals to receive a copy.

- c) If the response is controlled by a SECY correspondence control ticket, an OEDO tasking item, or a responding office ticket, cite the ticket number in the distribution list.

Examples:

OEDO-YY-XXXX
LTR-YY-XXXX

Dispatch

The signing office ensures that—

- a) The original hard copy is dated.
- b) In ADAMS, the document is dated and marked with “**/RA/**” (record approved), and the concurrence dates are typed in the concurrence grid before the original is declared an OAR and dispatched. The **/RA/’d** ADAMS version becomes the legal, binding, official agency record. Note: When correspondence is signed by an acting official, indicate with “**/RA First Last Name Acting for/**.”

Example: /RA John Doe Acting for/

- c) Copies are appropriately distributed.

12. OFFICE OF THE SECRETARY OF THE COMMISSION (SECY) PAPERS

SECY is responsible for SECY papers for the Commission. For more information about Commission documents, see the [Internal Commission Procedures](#) on NRC's Public Web site.

12.1 Types

SECY papers (see Figure 2, "SECY Paper," Figure 3, "Sensitive SECY Paper," and Figure 4, "SECY Paper – Sensitive Enclosure(s) Only") constitute the principal instrument by which the Commission receives information needed for making decisions. There are four types of SECY papers—Affirmation, Notation, Information, and Commission Meeting—that are described below.

1. An **Affirmation** paper requires a Commission decision and a Commission meeting. Affirmation papers present relatively major policy issues, such as final rules and regulations or proposed Commission orders in adjudicatory matters. Commissioners vote through a written notation process and affirm their votes at a public affirmation session, a type of Commission meeting.
2. A **Notation** paper also requires a Commission decision, but does not require affirming of Commission votes in a public meeting. As Commissioners do for an affirmation paper, they vote through a written notation process on a notation paper.
3. An **Information** paper sends to the Commission information on significant matters and requires no Commission action.
4. A **Commission Meeting** paper sends to the Commission a major issue for which the Commission deliberates and votes at a Commission meeting that is usually public.

12.2 Writing

Before beginning a SECY paper, read [OEDO Procedure 0380](#), "SECY Paper Development Process."

1. If possible, Limit SECY papers to five or fewer pages to facilitate a clear and concise paper. Obtain approval from your DEDO before submitting SECY papers that have more than 10 pages.
2. Present detailed discussion and analysis in enclosures that are appropriately referenced.
3. Summarize in the paper itself the major issues, conclusions, recommendations, commitments, resources, and any dissenting views, as appropriate.
4. Prepare the SECY paper on plain white paper. SECY staff reproduces the paper on the appropriate letterhead.

12.3 Concurrence

Include coordination and concurrence information for OGC and OCFO as follows:

1. Coordinate every SECY paper with OGC and obtain its concurrence. Include a statement in the paper indicating that OGC concurs and/or has no legal objection (NLO).
2. If a paper contains matters involving the budget or financial management, coordinate it with OCFO, obtain their concurrence, and include an appropriate concurrence statement for OCFO.
3. Coordination and concurrence is required for any office(s) whose responsibilities are affected by the SECY paper.

12.4 Signing

See [OEDO Procedure 0390](#), "OEDO Expectations for Signature Authority."

1. The EDO signs a SECY paper prepared by offices reporting to the EDO, unless signature authority has been delegated to an office director.
2. Do not date a SECY paper to be signed by the EDO. OEDO dates the SECY paper after it is signed by the EDO. The ACS then forwards the SECY paper to SECY.
3. For an office reporting to the Commission, the office director signs the SECY paper.

12.5 Assembling for Signature

1. The following should be included in the hard copy package:
 - a. A completed ADAMS Document Submission NRC Form(s),
 - b. A paper original for the EDO or the Commission-level office director to sign, and
 - c. An official record copy on which to concur.
2. Place the correspondence into ADAMS and place the ADAMS accession number on the concurrence page. The ADAMS profile should be filled out completely by the originating office.
3. When complete, submit the original hard copy to OEDO (Commission offices submit directly to SECY).

12.6 Distribution

1. SECY finalizes all SECY papers in ADAMS, determines the release dates as appropriate, and declares each paper an OAR.
2. SECY distributes copies of SECY papers. SECY retains the official record copy or concurrence page. The original of the SECY paper is returned to the office contact.

3. See [OEDO Procedure 0390](#) for additional procedures for office director signature.

Figure 2 SECY Paper

FOR: The Commissioners

Type "FOR:" on line 13 (approximately 3 inches from the top of the page) and tab three times after typing "FOR:"

FROM: First M. Last
Executive Director for Operations

SUBJECT: TYPE SUBJECT LINE IN ALL CAPS. **DO NOT** USE ACRONYMS
PRESS ENTER THREE TIMES BEFORE TYPING "PURPOSE:"

PURPOSE:

Leave one line between each section heading and the body of the paragraph. Explain clearly and concisely the purpose of the paper (e.g., The purpose of this paper is to...) Note: If the SECY Paper does not involve any new commitments or involve a change in resource allocations, these two sections can be omitted by stating the following: "This paper does not address any new commitments or resource implications." Press Enter twice before typing "SUMMARY:"

SUMMARY:

A summary section is required on all papers that are six or more pages. Long Commission papers are frequently difficult to follow and reading them is an inefficient use of a Commissioner's time. Clear and concise papers are usually fewer than five pages. When a paper reaches six or more pages, present the detailed discussion and analysis in appropriately referenced enclosures. Summarize the major issues, recommendations, dissenting views, and concurrence information in the paper itself. Obtain approval from your appropriate Deputy Executive Director for Operations before submitting a Commission paper that is more than 10 pages. Once you have reached line 40, press Enter five times before typing "CONTACT:" Press enter twice between each contact if more than one exists. End the text of the first page on line 40 -- approximately 7 ½ inches from the top of the page.

CONTACT: First M. Last, OFF/DIV
XXX-XXX-XXXX

Type contact information on line 45, approximately 8 ½ inches from the top of the page.

BACKGROUND:

If the paper is discussing a topic that needs background information in order to inform the reader of the history for this particular topic, add a background section.

DISCUSSION:

In the discussion, include a concise overview or explanation that stands by itself, that is, does not simply refer to an enclosure. Include details in an enclosure. The discussion section should discuss all alternatives, consider the pros and cons of these alternatives, and consider the resource impact of the alternatives.

COMMITMENT:

This section of the paper will be inserted just prior to the "Recommendation" (Notation or Affirmation paper) or "Conclusion" (Information paper) section of the paper, as appropriate. After the Commitment heading, the paper will state the following:

Listed below are the actions or activities committed to by the staff in this paper.

1. ...followed by a numerical listing of the commitments, if staff is making more than one commitment.

CONCLUSION:

If the paper is a Notation or Affirmation paper, omit the conclusion section.

RECOMMENDATION:

If the paper is an Information paper, omit the recommendation section.

Within the paper, the staff identifies different options or actions that the Commission could take. Two different ways in which they can provide their recommendation to the Commission are illustrated:

The staff recommends that the Commission approve the option...

or

1. Approve, the recommended...

If the paper has only one recommendation, numbering is not used.
--

RESOURCE:

This section of the paper should contain the following information, no matter which budget years are involved: (1) the estimated full-time equivalents (FTEs) and/or contract dollar amount of the proposed action(s) or option(s) provided to the Commission; (2) the budget years involved; (3) a discussion of what work may be displaced, deferred, or cancelled as a result of the proposed action(s) and any associated impact(s), or a statement that no currently planned work will be affected (Note: this discussion is not intended to reflect a Planning, Budgeting, and Performance Management (PBPM) review process, but rather a reasonable estimate of what currently budgeted activities may be affected by reviewing appropriate common prioritization results); (4)

the resources that are currently budgeted and if resources have not yet been allocated, a discussion of what process will be followed to obtain the resources for the recommended action(s) or option(s) and how the Commission will be kept apprised of this effort; and (5) a clear schedule, in business days or months, of when the proposed actions will be completed, including key milestones (6) consider OEDO Procedure 0380 and OCFO requirements ([ML083190715](#)) for SECY Papers with resource implications.

COORDINATION:

List the offices that do not report to the EDO, but have concurred in this section. Examples of possible wording are as follows:

The Office of the General Counsel reviewed this package and has no legal objection.
The Office of the Chief Financial Officer reviewed this package and determined that it has no financial impact.

Press enter five times before
typing the signature block.

Press enter two times before
typing "Enclosures."

First M. Last
Executive Director
for Operations

Enclosures:

1. List all enclosures, abbreviating as much as possible.
2. Use number, period, two spaces, and then type the name of the enclosure.

The length of the list of enclosures should
not be more than half the page width.

The Commissioners

4

TYPE THE SUBJECT OF THE SECY PAPER AND THE DOCUMENT DATE _____

ADAMS Accession Number: MLXXXXXXXXX **WITS:** XXXXXXXXXX/OEDO-YY-XXXXX

OFFICE	Office/Division					
NAME	FLast Initials					
DATE	mm/dd/yy					

OFFICIAL RECORD COPY

Figure 3 Sensitive SECY Paper

ENTER APPROPRIATE SENSITIVITYTYPE HERE (BOLD, 11 PT FONT, ALL CAPS)

FOR: The Commissioners

FROM: First M. Last
Executive Director for Operations

Type "FOR:" on line 13 (approximately 3 inches from the top of the page) and tab three times after typing "FOR:"

SUBJECT: TYPE SUBJECT LINE IN ALL CAPS. **DO NOT** USE ACRONYMS
PRESS ENTER THREE TIMES BEFORE TYPING "PURPOSE:"

PURPOSE:

Leave one line between each section heading and the body of the paragraph. Explain clearly and concisely the purpose of the paper (e.g., The purpose of this paper is to...) Note: If the SECY Paper does not involve any new commitments or involve a change in resource allocations, these two sections can be omitted by stating the following: "This paper does not address any new commitments or resource implications." Press Enter twice before typing "SUMMARY:"

SUMMARY:

A summary section is required on all papers that are six or more pages. Long Commission papers are frequently difficult to follow and reading them is an inefficient use of a Commissioner's time. Clear and concise papers are usually fewer than five pages. When a paper reaches six or more pages, present the detailed discussion and analysis in appropriately referenced enclosures. Summarize the major issues, recommendations, dissenting views, and concurrence information in the paper itself. Obtain approval from your appropriate Deputy Executive Director for Operations before submitting a Commission paper that is more than 10 pages. Once you have reached line 40, press Enter five times before typing "CONTACT:" Press enter twice between each contact if more than one exists. End the text of the first page on line 40 -- approximately 7 ½ inches from the top of the page.

CONTACT: First M. Last, OFF/DIV
XXX-XXX-XXXX

Type contact information on line 45, approximately 8 ½ inches from the top of the page.

ENTER APPROPRIATE SENSITIVITY TYPE HERE (BOLD, 11 PT FONT, ALL CAPS)

ENTER APPROPRIATE SENSITIVITY TYPE HERE (BOLD, 11 PT FONT, ALL CAPS)

The Commissioners

2

BACKGROUND:

If the paper is discussing a topic that needs background information in order to inform the reader of the history for this particular topic, add a background section.

DISCUSSION:

In the discussion, include a concise overview or explanation that stands by itself, that is, does not simply refer to an enclosure. Include details in an enclosure. The discussion section should discuss all alternatives, consider the pros and cons of these alternatives, and consider the resource impact of the alternatives.

COMMITMENT:

This section of the paper will be inserted just prior to the "Recommendation" (Notation or Affirmation paper) or "Conclusion" (Information paper) section of the paper, as appropriate. After the Commitment heading, the paper will state the following:

Listed below are the actions or activities committed to by the staff in this paper.

1. ...followed by a numerical listing of the commitments, if staff is making more than one commitment.

CONCLUSION:

If the paper is a Notation or Affirmation paper, omit the conclusion section.

RECOMMENDATION:

If the paper is an Information paper, omit the recommendation section.

Within the paper, the staff identifies different options or actions that the Commission could take. Two different ways in which they can provide their recommendation to the Commission are illustrated:

The staff recommends that the Commission approve the option...

or

1. Approve, the recommended...

If the paper has only one recommendation, numbering is not used.

RESOURCE:

This section of the paper should contain the following information, no matter which budget years are involved: (1) the estimated full-time equivalents (FTEs) and/or contract dollar amount of the proposed action(s) or option(s) provided to the Commission; (2) the budget years involved; (3) a discussion of what work may be displaced, deferred, or cancelled as a result of the proposed action(s) and any associated impact(s), or a statement that no currently planned work will be affected (Note: this discussion is not intended to reflect a Planning, Budgeting, and Performance Management (PBPM) review process, but rather a reasonable estimate of what currently

ENTER APPROPRIATE SENSITIVITY TYPE HERE (BOLD, 11 PT FONT, ALL CAPS)

ENTER APPROPRIATE SENSITIVITY TYPE HERE (BOLD, 11 PT FONT, ALL CAPS)

The Commissioners

3

budgeted activities may be affected by reviewing appropriate common prioritization results); (4) the resources that are currently budgeted and if resources have not yet been allocated, a discussion of what process will be followed to obtain the resources for the recommended action(s) or option(s) and how the Commission will be kept apprised of this effort; and (5) a clear schedule, in business days or months, of when the proposed actions will be completed, including key milestones (6) consider OEDO Procedure 0380 and OCFO requirements ([ML083190715](#)) for SECY Papers with resource implications.

COORDINATION:

List the offices that do not report to the EDO, but have concurred in this section. Examples of possible wording are as follows:

The Office of the General Counsel reviewed this package and has no legal objection.
The Office of the Chief Financial Officer reviewed this package and determined that it has no financial impact.

All SECY papers marked with the appropriate SUNSI heading (see SUNSI Web site) must include a justification statement which is sufficiently persuasive to set aside the Commission's release policy (see Internal Commission Procedures). Include justification statement here.

Press enter five times before
typing the signature block.

Press enter two times before
typing "Enclosures."

First M. Last
Executive Director
for Operations

Enclosures:

1. List all enclosures, abbreviating as much as possible.
2. Use number, period, two spaces, and then type the name of the enclosure.

The length of the list of enclosures should
not be more than half the page width.

ENTER APPROPRIATE SENSITIVITY TYPE HERE (BOLD, 11 PT FONT, ALL CAPS)

ENTER APPROPRIATE SENSITIVITY TYPE HERE (BOLD, 11 PT FONT, ALL CAPS)

The Commissioners

4

TYPE THE SUBJECT OF THE SECY PAPER AND THE DOCUMENT DATE _____

ADAMS Accession Number: MLXXXXXXXXX WITS: XXXXXXXXXXX/OEDO-YY-XXXXX

OFFICE						
NAME	FLast Initials					
DATE	mm/dd/yy					

OFFICIAL RECORD COPY

ENTER APPROPRIATE SENSITIVITY TYPE HERE (BOLD, 11 PT FONT, ALL CAPS)

OFFICIAL USE ONLY - SENSITIVE INTERNAL INFORMATION	
<u>FOR:</u>	The Commissioners
<u>FROM:</u>	First M. Last Executive Director for Operations
<u>SUBJECT:</u>	TYPE SUBJECT LINE IN ALL CAPS. <u>DO NOT</u> USE ACRONYMS. PRESS ENTER THREE TIMES BEFORE TYPING " <u>PURPOSE:</u> "
<u>PURPOSE:</u>	
<p>Leave one line between each section heading and the body of the paragraph. Explain clearly and concisely the purpose of the paper (e.g., The purpose of this paper is to...) Note: If the SECY paper does not involve any new commitments or involve a change in resource allocations, these two sections can be omitted by stating the following: "This paper does not address any new commitments or resource implications." Press Enter twice before typing "<u>SUMMARY:</u>"</p>	
<u>SUMMARY:</u>	
<p>A summary section is required on all papers that are six or more pages. Long Commission papers are frequently difficult to follow and reading them is an inefficient use of a Commissioner's time. Clear and concise papers are usually fewer than five pages. When a paper reaches six or more pages, present the detailed discussion and analysis in appropriately referenced enclosures. Summarize the major issues, recommendations, dissenting views, and concurrence information in the paper itself. Obtain approval from your appropriate Deputy Executive Director for Operations before submitting a Commission paper that is more than 10 pages. Once you have reached line 40, press Enter five times before typing "<u>CONTACT:</u>" Press Enter twice between each contact if more than one exists. End the text of the first page on line 40 -- approximately 7 1/2 inches from the top of the page.</p>	
<u>CONTACT:</u>	First Last, OFF/DIV XXX-XXX-XXXX
OFFICIAL USE ONLY - SENSITIVE INTERNAL INFORMATION	

BACKGROUND:

If the paper is discussing a topic that needs background information in order to inform the reader of the history for this particular topic, add a background section.

DISCUSSION:

In the discussion, include a concise overview or explanation that stands by itself, that is, does not simply refer to an enclosure. Include details in an enclosure. The discussion section should discuss all alternatives, consider the pros and cons of these alternatives, and consider the resource impact of the alternatives.

COMMITMENT:

This section of the paper will be inserted just prior to the "Recommendation" (Notation or Affirmation paper) or "Conclusion" (Information paper) section of the paper, as appropriate. After the Commitment heading, the paper will state the following:

Listed below are the actions or activities committed to by the staff in this paper.

1. ...followed by a numerical listing of the commitments, if staff is making more than one commitment.

CONCLUSION:

If the paper is a Notation or Affirmation paper, omit the conclusion section.

RECOMMENDATION:

If the paper is an Information paper, omit the recommendation section.

Within the paper, the staff identifies different options or actions that the Commission could take. Two different ways in which they can provide their recommendation to the Commission are illustrated:

The staff recommends that the Commission approve the option...

or

1. Approve, the recommended...

If the paper has only one recommendation, numbering is not used.
--

RESOURCE:

This section of the paper should contain the following information, no matter which budget years are involved: (1) the estimated full-time equivalents (FTEs) and/or contract dollar amount of the proposed action(s) or option(s) provided to the Commission; (2) the budget years involved; (3) a discussion of what work may be displaced, deferred, or cancelled as a result of the proposed action(s) and any associated impact(s), or a statement that no currently planned work will be affected (Note: this discussion is not intended to reflect a Planning, Budgeting, and Performance Management (PBPM) review process, but rather a reasonable estimate of what currently budgeted activities may be affected by reviewing appropriate common prioritization results); (4)

the resources that are currently budgeted and if resources have not yet been allocated, a discussion of what process will be followed to obtain the resources for the recommended action(s) or option(s) and how the Commission will be kept apprised of this effort; and (5) a clear schedule, in business days or months, of when the proposed actions will be completed, including key milestones (6) consider OEDO Procedure 0380 and OCFO requirements ([ML083190715](#)) for SECY Papers with resource implications.

COORDINATION:

List the offices that do not report to the EDO, but have concurred in this section. Examples of possible wording are as follows:

The Office of the General Counsel reviewed this package and has no legal objection.
The Office of the Chief Financial Officer reviewed this package and determined that it has no financial impact.

Press enter five times before
typing the signature block.

Press enter two times before
typing "Enclosures."

First M. Last
Executive Director
for Operations

Enclosures:

1. List all enclosures, abbreviating as much as possible.
2. Use number, period, two spaces, and then type the name of the enclosure.

The length of the list of enclosures should
not be more than half the page width.

The Commissioners

4

TYPE THE SUBJECT OF THE SECY PAPER AND THE DOCUMENT DATE _____

ADAMS Accession Number: MLXXXXXXXXX WITS: XXXXXXXXXX/OEDO-YY-XXXXX

OFFICE	Office/Division					
NAME	FLast Initials					
DATE	mm/dd/yy					

OFFICIAL RECORD COPY

13. LETTERS

13.1 Overview

A letter is any correspondence addressed to another Government agency, a business, or an individual outside the NRC (see Figure 5, “Letter,” and Figure 6, “Sensitive Letter”).

13.2 Exceptions for Letters to Be Signed by the Chairman

The following procedures are for letters intended for the Chairman’s signature (see Figure 7, “Letter for Chairman’s Signature”). Commissioners handle their own correspondence unless they request that the SECY staff control their correspondence in the SECY system (see Section 14, “Memoranda,” of this procedure).

1. Preparing Chairman Correspondence

- (a) Use NRC stationery with the NRC seal in the upper left corner with the legend “Chairman” under the seal
- (b) Indent the first line of every paragraph five spaces.
- (c) Begin letters with:
 - (i) “On behalf of the U.S. Nuclear Regulatory Commission, I am responding to your letter of May 14, 2008,” or
 - (ii) “On behalf of the U.S. Nuclear Regulatory Commission, I am responding to your letter of May 14, 2008, to [original addressee].”
- (d) Limit the letter to no more than two pages, making the text brief, factual, easily understood by the intended recipients, and responsive to the concerns of the incoming correspondence. On a continuation page, type only the centered page number in the header, omitting the recipient’s name.
- (e) In the signature block, use only the Chairman’s name without a title.
- (f) If a letter refers to a docket case, type the docket number only on the official record copy (concurrence page), above the concurrence grid.
- (g) Place on the concurrence page one of the following two statements to help SECY determine if the correspondence should be Commission-approved (all Commissioners approving) or just Chairman-approved (only Chairman approving). (See Figure 7, “Letter for Chairman’s Signature.”)

This correspondence addresses policy issues previously resolved by the Commission, transmits factual information, or restates Commission policy.

-or

This correspondence formulates policy or expands, revises, or interprets policy, involves matters pending Commission decision, contains items relating to the performance of Commission duties and responsibilities, or involves items of high Commission interest.

- (h) For more information, see “Outgoing Correspondence,” of the [Internal Commission Procedures](#), Chapter V, “Institutional Correspondence,” on the NRC Public Web site.
- (i) Send a letter for the Chairman’s signature, undated, to OEDO, ACS.
- (j) ACS sends a letter for the Chairman’s signature to the SECY staff for signature, copying, and processing.
- (k) Commission-level offices send letters for the Chairman’s signature, undated, directly to SECY.
- (l) If the letter is for the Chairman’s signature, the ADAMS profile should be filled out completely by the originating office.
- (m) SECY must have owner rights in ADAMS to the package and each document in the package.
- (n) The SECY staff completes the profile for these letters and declares the letters OARs in ADAMS. The SECY staff also ensures that no correspondence addressed to the White House is made available to the public. White House officials reserve the right to make this correspondence public.

2. Distribution Requirements for Chairman Correspondence

- (a) When preparing Chairman correspondence, place the following, if applicable, on the official record copy (the concurrence page):
 - (i) The SECY correspondence control ticket and/or the OEDO tasking item number(s), if applicable;
 - (ii) EDO r/f;
 - (iii) SECY, when the correspondence is referred by SECY, referencing SECY’s correspondence record alphanumeric control number (e.g., LTR-yy-xxxx);
 - (iv) OCA, when the letter responds to a congressional letter or inquiry or is related to congressional issues;
 - (v) Offices receiving a copy of the incoming letter, which OEDO, ACS identifies in the routing column of the OEDO tasking item, also receive a copy of the response; and
 - (vi) Other information copies designated by the originator.
- (b) SECY reviews the originating office’s recommendations on the ADAMS Document Submission Form(s), finalizes each letter in ADAMS, determines the public or non-public availability, and declares the letter an OAR.

3. Reproduction for Chairman Correspondence

Reproduce copies, as necessary, of these letters for those on the distribution list after it is returned to the originating office signed and dated.

4. Forms of Address

Table 3, “Address Blocks,” gives examples of commonly used address blocks and Table 4, “Salutations,” gives examples of less commonly used address

blocks and their salutations. Table 5, “Forms of Address,” gives the conventional forms of address as determined by social and official custom, including the address element, salutation, and complimentary close. See also [OCA Congressional Resources](#).

Table 3 Address Blocks

Instruction	Example
Type the usual three-line address to an individual as described in the preceding instructions.	Mr. Claude J. Jones 1500 E. Main Avenue Glory, VA 22151-1010
When a line in an address extends beyond the center of the page, go to the next line and indent the remainder of that line of the address two spaces.	Mr. James Reed American Academy of Architects and Construction Engineers 1400 Pennsylvania Avenue NW Washington, DC 20005-1357
When using a foreign address, place the country's name by itself on the last line.	Mr. Thomas Clark 117 Russell Drive London W1P6HQ England
When using both a Post Office (PO) box number and a PO station name or number, type the PO box number first. Use either a street address or a PO box number, but not both.	Mr. John R. Brown ABC Company PO Box 2, Potomac Station 1 Potomac, MD 20858-5432
When using a rural route number, abbreviate rural route (RR) and follow it by Arabic numerals; omit the symbol (#) or the word “number.”	Ms. Jane A. Jackson RR2, Box 152 Wading River, NY 10972-1234
When using an apartment, suite, or other unit number, type it after the street address on the same line, or if it extends beyond the center of the page, type it on the line below the street address.	Mrs. Sue Brown 7000 Vernon Street, Apt. 2 Camp Springs, MD 20022-1443 Mrs. Sally James 1629 Inverness Racing Circle Parkway Apt. 10 Winona, MD 26213-1330
Use an attention line in the address, only on an envelope, not in the addressee block of the letter. Type it after the primary recipient's name or organization.	Mr. John Jackson, President ATTN: Mr. Robert Roe XYZ Nuclear Power Plant 123 Highland Road Detroit, MI 48217-1234 The Xerox Corporation ATTN: Mr. Richard Rex 169 Corporate Road Detroit, MI 48217-1234

Table 4 Salutations

Ex. No.	Instruction and Letter Address	Salutation
1.	<p>To a single individual known to be male or female, use the name known.</p> <p>Mrs. Sue Brown 7000 Vernon Street, Apt. 2 Camp Springs, MD 20022-1443</p> <p>Mr. Claude J. Jones 1500 E. Main Avenue Glory, VA 22151-1010</p>	<p>Dear Mrs. Brown:</p> <p>Dear Mr. Jones:</p>
2.	<p>When it is not known whether the addressee is male or female, use the name as given</p> <p>S. J. Jones RR2, Box 152 Wading River, NY 10972-1234</p>	Dear S. J. Jones:
3.	<p>When the principal addressee is an organization, use "Gentlemen" as the salutation.</p> <p>National Atomic Corporation 123 Maritime Street New York, NY 20050-2000</p>	Gentlemen:
4.	<p>If the organization is known to be primarily female, use "Ladies" as the salutation.</p> <p>Federally Employed Women 4552 N. Capitol Street Washington, DC 20040-1000</p>	Ladies:
5.	When writing a generic letter, use a generic address line but omit the salutation.	To: ALL BOILING WATER REACTOR LICENSEES

Table 5 Forms of Address

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
THE WHITE HOUSE		
The President	The President The White House Washington, DC 20500	Dear Mr. or Madam President: Respectfully,
Spouse of the President	Mrs. (full name) <i>or</i> Mr. (full name) The White House Washington, DC 20500	Dear Mrs. or Mr. (surname): Sincerely,
Assistant to the President	The Honorable (full name) Assistant to the President The White House Washington, DC 20500	Dear Mr., Mrs., Miss, or Ms. (surname): Sincerely,
Former President	The Honorable (full name)* (local address) (ZIP Code) <i>* Use The Honorable unless the former President prefers another title earned, such as a military one, in which case, use—</i> <i>General (full name);</i>	Dear President (surname): Sincerely, <i>Dear General (surname): Sincerely</i>
The Vice President	The Vice President United States Senate Washington, DC 20510	Dear Mr. or Madam Vice President: Sincerely,
Former Vice President	The Honorable (full name) (no title) (local address) (ZIP Code)	Dear Mr., Mrs., Miss, or Ms. (surname): Sincerely,
Director, Office of Management and Budget	The Honorable (full name) Director, Office of Management and Budget Washington, DC 20503	Dear Mr., Mrs., Miss, or Ms. (surname): Sincerely,

Table 5 Forms of Address (continued)

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
THE FEDERAL JUDICIARY		
The Chief Justice	The Chief Justice The Supreme Court Washington, DC 20543	Dear Chief Justice: Sincerely,
Associate Justice	Justice (surname) The Supreme Court Washington, DC 20543	Dear Justice (surname): Sincerely,
The Clerk of the Supreme Court	The Clerk of the Supreme Court The Supreme Court Washington, DC 20543	Dear Mr., Mrs., Miss, or Ms. (surname): Sincerely,
THE CONGRESS		
President of the Senate	The Honorable (full name) President of the Senate Washington, DC 20510	Dear Mr. or Madam President: Sincerely,
President of the Senate Pro Tempore	The Honorable (full name) President Pro Tempore United States Senate Washington, DC 20510	Dear Mr. or Madam President: Sincerely,
Speaker of the House of Representatives	The Honorable (full name) Speaker of the House of Representatives Washington, DC 20515	Dear Mr. or Madam Speaker: Sincerely,
Majority Leader United States Senate	The Honorable (full name) Majority Leader United States Senate Washington, DC 20510	Dear Mr. or Madam Leader: Sincerely,
Minority Leader United States Senate	The Honorable (full name) Minority Leader United States Senate Washington, DC 20510	Dear Mr. or Madam Leader: Sincerely,
United States Senator	The Honorable (full name) United States Senate Washington, DC 20510 <i>or</i> The Honorable (full name) United States Senator (Congressional District office address) (City), (State) (ZIP Code)	Dear Senator (surname): Sincerely,

Table 5 Forms of Address (continued)

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Majority Leader House of Representatives	The Honorable (full name) Majority Leader United States House of Representatives Washington, DC 20515	Dear Mr. <i>or</i> Madam Leader: Sincerely,
Minority Leader House of Representatives	The Honorable (full name) Minority Leader United States House of Representatives Washington, DC 20515	Dear Mr. <i>or</i> Madam Leader: Sincerely,
United States Representative	The Honorable (full name) United States House of Representatives Washington, DC 20515 <i>or</i> The Honorable (full name) Member, United States House of Representatives (local address) (ZIP Code)	Dear Congressman <i>or</i> Congresswoman (surname): Sincerely,
Committee Chairman Chairwoman Chair	The Honorable (full name) Chairman, Committee on (name) United States Senate Washington, DC 20510 <i>or</i> The Honorable (full name) Chairman, Committee on (name) United States House of Representatives Washington, DC 20515	Dear Mr. Chairman, <i>or</i> Madam Chairman, <i>or</i> Chair: Sincerely,
Subcommittee Chairman	The Honorable (full name) Chairman, Subcommittee on (name) (name of parent committee) United States Senate Washington, DC 20510 <i>or</i> The Honorable (full name) Chairman, Subcommittee on (name) (name of parent committee) United States House of Representatives Washington, DC 20515	Dear Mr. Chairman, <i>or</i> Madam Chairman, <i>or</i> Chair: Sincerely, <i>or</i> Dear Mr. <i>or</i> Madam Chairman: Sincerely,

Table 5 Forms of Address (continued)

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Joint Committee Chairman* <i>* See also the Congressional Directory and in the ADAMS Correspondence Format File folders, see OCA Formats.</i>	The Honorable (full name) Chairman, Joint Committee on (name) Congress of the United States Washington, DC (ZIP Code)	Dear Mr. <i>or</i> Madam Chairman: Sincerely,
Senator-elect <i>or</i> Representative-elect	The Honorable (full name) United States Senator-elect (address, if given) <i>or</i> Care of the United States Senate Washington, DC 20510 <i>or</i> The Honorable (full name) United States Representative- elect (address, if given) <i>or</i> Care of the United States House of Representatives Washington, DC 20515	Dear Senator-elect (surname): Sincerely, <i>or</i> Dear Congressman-elect: Sincerely,
Office of a Deceased Senator <i>or</i> Office of a Deceased Representative	Office of the late Senator* (full name) United States Senate Washington, DC 20510 <i>or</i> Office of the late Representative (full name) United States House of Representatives Washington, DC 20515 <i>* If the name of the late Senator's administrative assistant is known, address the letter to that person by name.</i>	Sir <i>or</i> Madam: Sincerely,
Chaplain of the United States Senate <i>or</i> House of Representatives	The Reverend (full name) Chaplain of the United States Senate Washington, DC 20510 <i>or</i> The Reverend (full name) Chaplain of the United States House of Representatives Washington, DC 20515	Dear Mr., Mrs., Miss, <i>or</i> Ms. (surname):* Sincerely, <i>*The title is "Mr." or "Dr." as appropriate. Do not use "Reverend" with the surname alone.</i>

Table 5 Forms of Address (continued)

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Secretary of the United States Senate	The Honorable (full name) Secretary of the Senate United States Senate Washington, DC 20510	Dear Mr., Mrs., Miss, <i>or</i> Ms. (surname): Sincerely,
Clerk of the House	The Honorable (full name) Clerk of the United States House of Representatives House of Representatives Washington, DC 20515	Dear Mr., Mrs., Miss, <i>or</i> Ms. (surname): Sincerely,
Resident Commissioner	The Honorable (full name) Resident Commissioner from Puerto Rico United States House of Representatives Washington, DC 20515	Dear Mr., Mrs., Miss, <i>or</i> Ms. (surname): Sincerely,
Delegate	The Honorable (full name) Delegate from (name) United States House of Representatives Washington, DC 20515	Dear Mr., Mrs., Miss, <i>or</i> Ms. (surname): Sincerely,
LEGISLATIVE AGENCIES		
Comptroller General	The Honorable (full name) Comptroller General of the United States Washington, DC 20548	Dear Mr., Mrs., Miss, <i>or</i> Ms. (surname): Sincerely,
Librarian of Congress	The Honorable (full name) Librarian of Congress Library of Congress Washington, DC 20540	Dear Mr., Mrs., Miss, <i>or</i> Ms. (surname): Sincerely,
Public Printer	The Honorable (full name) Public Printer U.S. Government Publishing Office Washington, DC 20401	Dear Mr., Mrs., Miss, <i>or</i> Ms. (surname): Sincerely,
EXECUTIVE DEPARTMENTS AND INDEPENDENT AGENCIES		
Cabinet Members	The Honorable (full name) Secretary of (Department) Washington, DC (ZIP Code) <i>Or</i> The Honorable (full name) Attorney General Washington, DC 20530	Dear Mr. <i>or</i> Madam Secretary: Sincerely, <i>or</i> Dear Mr. <i>or</i> Madam Attorney General: Sincerely,

Table 5 Forms of Address (continued)

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Deputy Secretaries <i>or</i> Assistant Secretaries <i>or</i> Under Secretaries	The Honorable (full name) Deputy Secretary of (Department) Washington, DC (ZIP Code) <i>or</i> The Honorable (full name) Assistant Secretary of (Department) Washington, DC (ZIP Code) <i>or</i> The Honorable (full name) Under Secretary of (Department) Washington, DC (ZIP Code)	Dear Mr., Mrs., Miss, <i>or</i> Ms. (surname): Sincerely,
Postmaster General	The Honorable (full name) Postmaster General Washington, DC 20260	Dear Mr. <i>or</i> Madam Postmaster General: Sincerely,
Head of a Federal Agency, Authority, <i>or</i> Board	The Honorable (full name) (title) (agency name) (address) (City), (State) (ZIP Code)	Dear Mr., Mrs., Miss, <i>or</i> Ms. (surname): Sincerely,
Head of a major organization within an agency, if a Presidential appointee	The Honorable (full name) (title), (organization name) (agency name) (address) (City), (State) (ZIP Code)	Dear Mr., Mrs., Miss, <i>or</i> Ms. (surname): Sincerely,
Chairman of a Commission <i>or</i> Board	The Honorable (full name) Chairman, (commission name) (address) (City), (State) (ZIP Code)	Dear Mr. <i>or</i> Madam Chairman: Sincerely,
Chairman of a Permanently Chartered Commission <i>or</i> Council	Chairman (full name) (commission name) (address) (City), (State) (ZIP Code)	Dear Mr., Mrs., Miss, <i>or</i> Ms. (surname): Sincerely,
AMERICAN DIPLOMATIC MISSIONS		

Table 5 Forms of Address (continued)

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Ambassador	The Honorable (full name) American Ambassador (City) (Country)	Formal: Sir or Madam: Dear Mr. or Madam: Very truly yours, Informal: Ambassador: Sincerely,
Personal (Special) Representative of the President	The Honorable (full name) Personal Representative of the President of the United States of America to (country) (address) (City), (State) (Country)	Dear Mr., Mrs., Miss, or Ms. (surname): Sincerely,
American Consul General or American Consul	Mr. (full name) American Consul General or American Consul (City) (Country)	Dear Mr., Mrs., Miss, or Ms. (surname): Sincerely,
FOREIGN DIPLOMATIC MISSIONS TO THE UNITED STATES		
Foreign Ambassador in the United States	His or Her Excellency (full name) Ambassador of (Country) Washington, DC (ZIP Code)	Formal: Excellency: Very truly yours, Informal: Dear Mr. or Madam Ambassador: Sincerely,
Foreign Minister in the United States (head of a Legation)	The Honorable (full name) Minister of (Country) Washington, DC (ZIP Code)	Dear Mr. or Madam Minister: Sincerely,
Foreign Minister or Counselor in the United States	The Honorable (full name) Minister or Counselor Embassy of (Country) Washington, DC (ZIP Code)	Dear Mr. or Madam Minister: Sincerely,
INTERNATIONAL ORGANIZATIONS		

Table 5 Forms of Address (continued)

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
United States Representative to the United Nations <i>or</i> Organization of American States	The Honorable (full name) United States Representative to the United Nations (<i>or</i> Organization of American States) (City), (State) (ZIP Code)	Formal: Sir <i>or</i> Madam: Very truly yours, Informal: Dear Mr. <i>or</i> Madam Ambassador: Sincerely,
STATE AND LOCAL GOVERNMENTS		
Governor of State	The Honorable (full name) Governor of (State) (City), (State) (ZIP Code)	Dear Governor (surname): Sincerely,
Lieutenant Governor	The Honorable (full name) Lieutenant Governor of (State) (City), (State) (ZIP Code)	Dear Mr., Mrs., Miss, <i>or</i> Ms. (surname): Sincerely,
Attorney General of a State	The Honorable (full name) Attorney General State of (State) (City), (State) (ZIP Code)	Dear Mr., Mrs., Miss, <i>or</i> Ms. Attorney General: Sincerely,
State Senator	The Honorable (full name) (State) Senate (City), (State) (ZIP Code)	Dear Mr., Mrs., Miss, <i>or</i> Ms (surname): Sincerely,
State Representative <i>or</i> Assemblyman <i>or</i> Delegate	The Honorable (full name) (State) House of Representatives <i>or</i> (State) Assembly <i>or</i> (State) House of Delegates (City), (State) (ZIP Code)	Dear Mr., Mrs., Miss, <i>or</i> Ms. (surname): Sincerely,
Mayor	The Honorable (full name) Mayor of (City) (City), (State) (ZIP Code)	Dear Mayor (surname): Sincerely,
President of a Board of Commissioners	The Honorable (full name) President, Board of Commissioners of (name of city) (City), (State) (ZIP Code)	Dear Mr., Mrs., Miss, <i>or</i> Ms. (surname): Sincerely,
CHURCH OFFICIALS		
Minister <i>or</i> Pastor <i>or</i> Rector (with doctoral degree)	The Reverend (full name, degrees) (name of church) (address) (City), (State) (ZIP Code)	Dear Dr. (surname): Sincerely,

Table 5 Forms of Address (continued)

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Minister or Pastor or Rector (with no doctoral degree)	The Reverend (full name) (name of church) (address) (City), (State) (ZIP Code)	Dear Mr., Mrs., Miss, or Ms. (surname): Sincerely,
Presiding Episcopal Bishop	The Most Reverend (full name, degrees) Presiding Bishop of the Episcopal Church (address) (City), (State) (ZIP Code)	Dear Bishop (surname): Sincerely,
Episcopal Bishop	The Right Reverend (full name, degrees) Bishop of (diocese) (address) (City), (State) (ZIP Code)	Dear Bishop (surname): Sincerely,
Episcopal Dean	The Very Reverend (full name, degrees) Dean of (church) (address) (City), (State) (ZIP Code)	Dear Dean (surname): Sincerely,
Methodist Bishop	The Reverend (full name, degrees) Methodist Bishop (address) (City), (State), (ZIP Code)	Dear Bishop (surname): Sincerely,
Mormon Bishop	Mr. (Full name) The Church of Jesus Christ of Latter-Day Saints (address) (City), (State) (ZIP Code)	Dear Mr. (surname): Sincerely,
Rabbi (with doctoral degree)	Rabbi (full name, degrees) (Synagogue) (address) (City), (State) (ZIP Code)	Dear Dr. (surname): Sincerely,
Rabbi (without doctoral degree)	Rabbi (full name) (Synagogue) (address) (City), (State) (ZIP Code)	Dear Rabbi (surname): Sincerely,
Catholic Cardinal	His Eminence (first name) Cardinal (surname) (address) (City), (State) (ZIP Code)	Dear Cardinal (surname): Sincerely,
Catholic Archbishop	The Most Reverend (full name) Archbishop of (archdiocese) (address) (City), (State) (ZIP Code)	Dear Archbishop (surname): Sincerely,

Table 5 Forms of Address (continued)

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Catholic Bishop	The Most Reverend (full name) Bishop of (diocese) (address) (City), (State) (ZIP Code)	Dear Bishop (surname): Sincerely,
Catholic Monsignor (higher rank)	The Right Reverend (full name) (address) (City), (State) (ZIP Code)	Dear Monsignor (surname): Sincerely,
Catholic Monsignor (lower rank)	The Very Reverend (full name) (address) (City), (State) (ZIP Code)	Dear Monsignor (surname): Sincerely,
Catholic Priest	The Reverend (full name) (initials of order, if used) (address) (City), (State) (ZIP Code)	Dear Father (surname): Sincerely,
Catholic Mother Superior of an institution	The Reverend Mother Superior, (initials of order, if used) (name of institution) (address) (City), (State) (ZIP Code)	Dear Reverend Mother: Sincerely,
Orthodox Archbishop	His Eminence Archbishop (full name) (address) (City), (State) (ZIP Code)	Your Eminence: Sincerely,
Orthodox Bishop	His Grace (full name) Bishop of (name of diocese) (address) (City), (State) (ZIP Code)	Your Grace: Sincerely,
Orthodox Priest	The Reverend (full name) (name of church) (address) (City), (State) (ZIP Code)	Dear Father: Sincerely,
Chaplain (military services)	Chaplain (full name) (rank, service designation) (address) (City), (State) (ZIP Code)	Dear Chaplain (surname): Sincerely,
MILITARY SERVICES		
Army, Air Force, Marine Corps		
General Lieutenant General Major General Brigadier General	(full rank, full name, abbreviation of service), (address) (City), (State) (ZIP Code)	Dear General (surname): Sincerely,

Table 5 Forms of Address (continued)

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Colonel Lieutenant Colonel	(full rank, full name, abbreviation of service), (address) (City), (State) (ZIP Code)	Dear Colonel (surname): Sincerely,
Major	(full rank, full name, abbreviation of service), (address) (City), (State) (ZIP Code)	Dear Major (surname): Sincerely,
Captain	(full rank, full name, abbreviation of service), (address) (City), (State) (ZIP Code)	Dear Captain (surname): Sincerely,
First Lieutenant Second Lieutenant	(full rank, full name, abbreviation of service), (address) (City), (State) (ZIP Code)	Dear Lieutenant (surname): Sincerely,
Chief Warrant Officer <i>or</i> Warrant Officer	(full rank, full name, abbreviation of service), (address) (City), (State) (ZIP Code)	Dear Chief Warrant Officer (surname): <i>or</i> Dear Warrant Officer (surname): Sincerely,
Sergeant Major Master Sergeant Sergeant First Class Technical Sergeant Staff Sergeant Sergeant	(full rank, full name, abbreviation of service), (address) (City), (State) (ZIP Code)	Dear Sergeant (surname): Sincerely,
Corporal	(full rank, full name, abbreviation of service), (address) (City), (State) (ZIP Code)	Dear Corporal (surname): Sincerely,
Specialist classes 4 through 9	(full rank, full name, abbreviation of service), (address) (City), (State) (ZIP Code)	Dear Specialist (surname): Sincerely,
Private First Class <i>or</i> Private	(full rank, full name, abbreviation of service), (address) (City), (State) (ZIP Code)	Dear Private (surname): Sincerely,
Airman First Class Airman Second Class Airman Third Class Basic Airman	(full rank, full name, abbreviation of service), (address) (City), (State) (ZIP Code)	Dear Airman (surname): Sincerely,
Navy, Coast Guard		

Table 5 Forms of Address (continued)

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Admiral Vice Admiral Rear Admiral Captain	(full rank, full name, abbreviation of service) (City), (State) (ZIP Code)	Dear Admiral (surname): Dear Admiral (surname): Rear Admiral (surname): Dear Captain (surname): Sincerely,
Commander Lieutenant Commander	(full rank, full name, abbreviation of service), (City), (State) (ZIP Code)	Dear Commander (surname): Sincerely,
Lieutenant Lieutenant (jg)	(full rank, full name, abbreviation of service), (City), (State) (ZIP Code)	Dear Lieutenant (surname): Sincerely,
Ensign Chief Warrant Officer Enlistee	(full rank, full name, abbreviation of service), (City), (State) (ZIP Code)	Dear (rank, surname): Sincerely,
All Services		
Retired Officer	(full rank, full name, abbreviation of service), Retired (address) (City), (State) (ZIP Code)	Dear (rank, surname): Sincerely,
SERVICE ACADEMIES (OFFICER CANDIDATES)		
U.S. Army or Coast Guard Academy		
Army Cadet or Coast Guard Cadet	Cadet (full name) (address) (City), (State) (ZIP Code)	Dear Cadet (surname): Sincerely,
U.S. Naval Academy		
Navy Midshipman	Midshipman (full name) (address) (City), (State) (ZIP Code)	Dear Midshipman (surname): Sincerely,
U.S. Air Force Academy		
Air Force Cadet	Cadet (full name) (address) (City), (State) (ZIP Code)	Dear Cadet (surname): Sincerely,
EDUCATION OFFICIALS		
President of a College or University (with doctoral degree)	Dr. (full name) President, (name of institution) (address) (City), (State) (ZIP Code)	Dear Dr. (surname): Sincerely,

Table 5 Forms of Address (continued)

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
President of a College or University (without doctoral degree)	Mr., Mrs., Miss, or Ms. (full name) President, (name of institution) (address) (City), (State) (ZIP Code)	Dear Mr., Mrs., Miss, or Ms. (surname): Sincerely,
Dean of a School	Dean (full name) School of (name) (name of institution) (address) (City), (State) (ZIP Code)	Dear Dean (surname): Sincerely,
Professor	Professor (full name) Department of (name) (name of institution) (address) (City), (State) (ZIP Code)	Dear Professor (surname): Sincerely,
Associate Professor Assistant Professor	Mr. (full name) Associate Professor or Assistant Professor Department of (name) (name of institution) (address) (City), (State) (ZIP Code)	Dear Professor (surname): Sincerely,
PHYSICIANS AND LAWYERS		
Physician	(full name), M.D. (address) (City), (State) (ZIP Code)	Dear Dr. (surname): Sincerely,
Lawyer	Mr., Mrs., Miss, or Ms. (full name) Attorney at Law (address) (City), (State) (ZIP Code)	Dear Mr., Mrs., Miss, or Ms. (surname): Sincerely,
MULTIPLE ADDRESSES		
One Woman <i>and</i> One Man	Mrs., Miss, or Ms. (full name) <i>and</i> Mr. (full name)* (address) (City), (State) (ZIP Code) <i>*You also may address a letter to two or more persons to only one of them when the other is mentioned by name in the opening paragraph.</i>	Dear Mrs., Miss, or Ms. (surname) and Dear Mr. (surname): Sincerely,

Table 5 Forms of Address (continued)

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Two or More Men	Mr. (full name) and Mr. (full name) (address) (City), (State) (ZIP Code)	Dear Mr. (surname) and Mr. (surname) <i>or</i> Dear Messrs. (surname) and (surname): Sincerely,
Two or More Women	Mrs., Miss, or Ms. (full name) and Mrs., Miss, or Ms. (full name) (address) (City), (State) (ZIP Code)	Dear Mrs. (surname): and Ms. (surname): <i>or</i> Dear Mmes. (surname): (if married) and Mlles. (surnames): (if unmarried) Sincerely,
OTHER		
Unknown Gender	Leslie Smith (address) (City), (State) (ZIP Code) <i>or</i> A. J. Jones (address) (City), (State) (ZIP Code)	Dear Leslie Smith: Sincerely, <i>or</i> Dear A. J. Jones: Sincerely,

13.3 General Rules for Forms of Address

1. Titles of Addressees

- a) Exercise flexibility in the use of titles. For example, replace “The Honorable” by a title such as “Dr.” or “General,” but do not use it in combination with another title.
- b) Do not give a title a separate line. Depending on the length of the name of an individual and an organization, and on the length of the address, place the title

after the last name, separated by a comma, or on a line by itself, preceding the name of the organization.

- c) After leaving a titled position, an individual may opt to retain his or her distinctive title (such as “Judge,” “General,” or “Governor”) throughout his or her lifetime. Defer to the individual’s personal preference.

d) Use of “The Honorable”

- (i) “The Honorable” is a title used to address, by name, current and former high officials—Presidential appointees, Federal and State elected officials, and mayors.
- (ii) As a general rule, do not use “The Honorable” to address other county and city officials. “Honorable” is not used by itself. For example—

Correct:

The Honorable May L. Smith
Smith Attorney General

Incorrect:

Honorable May L.
Attorney General

- (iii) “The Honorable” is a courtesy title that may, in certain instances, be used with an official title without a name. Cabinet officers and Governors of States may be addressed in this manner.

Example:

The Honorable
The Secretary of State

The Honorable
The Governor of Illinois

- (iv) Do not use “The Honorable” before a last name alone. When “The Honorable” appears in the text of a letter or other communication, do not capitalize “the.” For example, “the speech given by the Honorable John H. Doe.”
- (v) In the United States, use this title to address ministers of foreign embassies in Washington (including career ministers serving as chargé d'affaires).

Example:

The Honorable (full name)
Chargé d’Affaires ad interim of Italy

- (vi) Use “The Honorable” to address the heads of international organizations by name, unless the officials are entitled to “His Excellency” or “Her Excellency” by virtue of a previous position.

Example:

The Honorable (full
name) World Health
Organization Geneva,
Switzerland

e) Use of “His (Her) Excellency”

- (i) The title “His (Her) Excellency” is not, by custom, used to address high officials of the U.S. Government. Use this title, as appropriate, to address by name officers, foreign ambassadors, foreign high officials, and former foreign high officials.

Example:

Her Excellency (full name)
Ambassador of Canada

- (ii) Custom dictates omitting “His Excellency” or “Her Excellency” when addressing the British Prime Minister or the cabinet officers of certain countries within the British Commonwealth. Any individual once entitled to the title “His Excellency” or “Her Excellency” may retain it throughout his or her lifetime.

f) Abbreviations of Titles and Degrees

(i) Before Name

With the exceptions of “Mr.” or “Mrs.” and “Dr.,” do not abbreviate titles preceding full names in an address. However, you may abbreviate long titles such as “Lieutenant Colonel” and “Brigadier General” for the sake of balance and appearance in the address when necessary.

Example:

Lt. Colonel John L. G. Smithson

Note that the basic rank (i.e., Colonel) is not abbreviated. For the previous example, the salutation would read:

Dear Colonel Smithson:

(ii) Designations Following Addressee’s Name

- Abbreviate designations of degrees, religious and fraternal orders, fellowships, and military service branch titles after a name. Type the initials of an individual degree or order with periods but no spaces between them; type military service designations in capital letters without periods, separated from the surname after a comma.
- Do not use scholastic degrees in combination with complimentary titles of address or with military service ranks, except in the case of “The Reverend.”
- When a name is followed by abbreviations designating religious and fraternal orders or scholastic and honorary degrees, their sequence is as follows:
 - Orders (religious first)
 - Theological degrees
 - Academic degrees earned in course of study
 - Honorary degrees in order of the bestowal
- Using more than two degrees is unnecessary.

Example:

John Doe, D.D., D.Lit.
Patricia L. Smith, M.D.
Henry Brown, LL.D.,
Ph.D. Lt. Colonel Mary
Hill, USAF
The Reverend George Green, D.D.

(iii) Use of “Dr. (Doctor)”

Use this abbreviated title before the names of persons who have acquired entitling degrees, but not in combination with the abbreviation for the degree.

Example: Dr. Jane Evans **or** Jane Evans, M.D.

Not

Dr. Jane Evans, Ph.D.

(iv) Use of “Reverend,” “Right Reverend,” and so on

Written in full and preceded by “The,” use these titles in addressing members of the clergy. They are not abbreviated.

Examples:

The Reverend Paul Carter (clergyman)
The Reverend Dr. Paul Carter (clergyman with doctorate)
The Right Reverend Paul Carter (bishop)

g) Spouse of Distinguished Individual

An individual does not share a spouse's official title; therefore, address the spouse individually by his or her own appropriate title and last name.

Example:

The American Ambassador and Mrs. Doe
or
The American Ambassador and Mr. Doe

h) U.S. Citizens

In addressing U.S. citizens, do not use complimentary titles in combination with any other title or with abbreviations indicating scholastic degrees (except “The Reverend”).

Example: John Smith, A.B., Ph.D.

Not

Mr. John Smith, A.B., Ph.D.

But

The Reverend Dr. Geoffrey Owens

i) Gender Unknown

Address an individual whose gender is unknown by first and last name. Do not use a complimentary title.

2. Salutations

When a woman occupies a high Government position, substitute the title “Madam” for “Mr.” before such formal titles as “President,” “Vice President,” “Chairman,” “Secretary,” and “Ambassador.” Substitute the appropriate title of “Miss,” “Mrs.,” or “Ms.” for “Mr.” when the surname, rather than a formal title, follows.

Example:

Dear Madam Secretary: (Cabinet officer)	but	Dear Senator Smith: (Member of U.S. Senate)
Dear Madam Ambassador:		Dear Congresswoman Smith:
Dear Madam Chairman: (Chairman of Committee in Congress)		(Member of the House of Representatives)

When it is not known if the addressee is a man or woman, use the name as given. For example, "Dear R. C. Roe."

3. Formal Salutation

"Sir" or "Madam" is sometimes used as a formal salutation in addressing high-ranking Federal, State, or local officials. Letters to court officers often carry the salutation "Sir" or "Madam" when they are addressed to the officer by title rather than by name. Use of "Sirs or Madams" is permissible in letters to business firms or private organizations or when the identity of the specific addressees is not known.

(a) Informal Salutation

This form of salutation is the most commonly used in the United States. Unless the person holds a title, the salutation is usually "Dear Mr., Miss, Mrs., or Ms. (Last name)." For example—

Dear Mr., Miss, Mrs., or Ms. Jones:	but not	Dear Reverend
Brown:		Dear Senator Doe:
Dear General Smith:		
Dear Mr. Brown:		

In official correspondence, the titles of top-ranking Government officials such as the President, Vice President, Chief Justice, Secretary, and Ambassador are never used with the individual's last name. Instead, use the following salutation:

Dear Mr. President:	or	Dear Madam Ambassador:
---------------------	-----------	------------------------

4. Complimentary Close

Use the complimentary close "Sincerely."

Figure 5 Letter



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

Month DD, YYYY

Mr. First M. Last, Title (if applicable)
Company Name (if applicable)
123 Street Name, Suite #, Apt. # (If applicable)
City, State ZIP Code

SUBJECT: (IF APPLICABLE) DO NOT USE A SUBJECT LINE FOR LETTERS SIGNED BY
THE COMMISSION OR THE EXECUTIVE DIRECTOR FOR OPERATIONS,
EXCEPT WHEN RESPONDING TO THE ADVISORY COMMITTEE ON
REACTOR SAFEGUARDS. **DO NOT USE ACRONYMS.**

Dear Mr. Last:

This figure illustrates the format for a letter. Use NRC letterhead for the first page and plain bond paper for all succeeding pages.

Center the date two lines below the NRC seal of the letterhead once the letter is signed. DO NOT USE A DATE STAMP. Spell out the month in full. Type the address two inches from the top of the page. Set top and bottom margins one inch from the edge of paper and left justify the body of the letter. Ensure headers and footers are at 0.5 inches from top and bottom of each page.

If a subject line is used, a brief one-line subject is preferable. If the subject line requires more than one line, begin succeeding lines flush with the first word of the subject. DO NOT USE subject lines on letters for the signature of the Commission or the Executive Director for Operations (EDO), unless the letter is going to the Advisory Committee on Reactor Safeguards for which a subject is required.

If the letter includes quoted material, type the quotation as illustrated.

Indent a quotation of five or more lines on the left and right margins and omit the quotation marks. The indentation of the material indicates that it is a verbatim quotation.

Separate the quotation from the body of the letter by double-spacing.

Single-space a letter of two or more paragraphs and double-space between paragraphs. Double-space a short one-paragraph letter (10 lines or fewer) and indent the first line approximately five spaces.

Do not begin a paragraph near the end of a page unless there is room for at least two lines on the page. Do not continue a paragraph on the following page unless at least two lines of text can be carried over to that page. Do not divide words between pages.

If your letter is more than one page, starting on page two (in the header), type in the top left corner the first initial and last name of the individual to whom the letter is addressed. On the same line in the center of the header, type the page number. If the letter is addressed to multiple addressees, use the first initial and the last name of the first addressee followed by et al. (example: F. Last, et al.). If the addressee is not an individual, use the abbreviated name of the company or organization (example: PG&E).

Type the complimentary close two lines below the last line of the letter (press enter twice), beginning at the center of the page. Type the signature block five lines (press enter five times) below and flush with the complimentary close.

Type the docket/project number two lines (press enter twice) below the signature block. Type the enclosure notation two lines (press enter twice) below the docket/project number. Type the "cc" notation two lines (press enter twice) below the enclosure notation (Note: Only external individuals should be listed as "cc", internal individuals should be listed in the distribution section).

The concurrence block should be placed on a separate page. Place the subject or title of the document and the document date on the concurrence page. Have a technical editor review and concur with all letters for the signature of the Chairman, the Commissioners, and the EDO. Place the distribution notation and the list on the concurrence page flush with the left margin. If the distribution list is too long to fit on the concurrence page, type the distribution notation followed by "See Next Page" and type the distribution list on a separate sheet of plain bond paper.

Sincerely,

First M. Last, Title
Branch (if applicable)
Division (if applicable)
Office

Docket No. 50-123 or Project No. 123 (if applicable)

Enclosures:

1. List all the enclosures, abbreviating as much as possible; not allowing the title to pass the center of the page.
2. Use number, period, two spaces, and type the name of the enclosure.

cc: J. Doe (if applicable), Office
A. Smith

F. Last

3

TYPE THE SUBJECT OF DOCUMENT AND THE DOCUMENT DATE _____

DISTRIBUTION: Ticket Number(s) (if applicable)

OR

DISTRIBUTION

Public (if applicable)

See Next Page

FLast, OFFICE

Appropriate RIDS box(es)


ADAMS Accession Number: MLXXXXXXXXXX

OFFICE	Office/Division				
NAME	FLast Initials				
DATE	mm/dd/yy				

OFFICIAL RECORD COPY

Figure 6 Sensitive Letter

ENTER THE APPROPRIATE SENSITIVITY TYPE HERE (BOLD, 11 PT FONT, ALL CAPS)



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

Month DD, YYYY

Mr. First M. Last, Title (if applicable)
Company Name (if applicable)
123 Street Name, Suite #, Apt. # (If applicable)
City, State ZIP Code

SUBJECT: (IF APPLICABLE) DO NOT USE A SUBJECT LINE FOR LETTERS SIGNED BY THE COMMISSION OR THE EXECUTIVE DIRECTOR FOR OPERATIONS, EXCEPT WHEN RESPONDING TO THE ADVISORY COMMITTEE ON REACTOR SAFEGUARDS. **DO NOT USE ACRONYMS.**

Dear Mr. Last:

This figure illustrates the format for a letter. Use NRC letterhead for the first page and plain bond paper for all succeeding pages.

Center the date two lines below the NRC seal of the letterhead once the letter is signed. DO NOT USE A DATE STAMP. Spell out the month in full. Type the address two inches from the top of the page. Set top and bottom margins one inch from the edge of paper and left justify the body of the letter. Ensure headers and footers are at 0.5 inches from top and bottom of each page.

If a subject line is used, a brief one-line subject is preferable. If the subject line requires more than one line, begin succeeding lines flush with the first word of the subject. DO NOT USE subject lines on letters for the signature of the Commission or the Executive Director for Operations (EDO), unless the letter is going to the Advisory Committee on Reactor Safeguards for which a subject is required.

If the letter includes quoted material, type the quotation as illustrated.

Indent a quotation of five or more lines on the left and right margins and omit the quotation marks. The indentation of the material indicates that it is a verbatim quotation.

Separate the quotation from the body of the letter by double-spacing.

Single-space a letter of two or more paragraphs and double-space between paragraphs. Double-space a short one-paragraph letter (10 lines or fewer) and indent the first line approximately five spaces.

ENTER THE APPROPRIATE SENSITIVITY TYPE HERE (BOLD, 11 PT FONT, ALL CAPS)

ENTER THE APPROPRIATE SENSITIVITY TYPE HERE (BOLD, 11 PT FONT, ALL CAPS)

F. Last

2

Do not begin a paragraph near the end of a page unless there is room for at least two lines on the page. Do not continue a paragraph on the following page unless at least two lines of text can be carried over to that page. Do not divide words between pages.

If your letter is more than one page, starting on page two (in the header), type in the top left corner the first initial and last name of the individual to whom the letter is addressed. On the same line in the center of the header, type the page number. If the letter is addressed to multiple addressees, use the first initial and the last name of the first addressee followed by et al. (example: F. Last, et al.). If the addressee is not an individual, use the abbreviated name of the company or organization (example: PG&E).

Type the complimentary close two lines below the last line of the letter (press enter twice), beginning at the center of the page. Type the signature block five lines (press enter five times) below and flush with the complimentary close.

Type the docket/project number two lines (press enter twice) below the signature block. Type the enclosure notation two lines (press enter twice) below the docket/project number. Type the "cc" notation two lines (press enter twice) below the enclosure notation (Note: Only external individuals should be listed as "cc", internal individuals should be listed in the distribution section).

The concurrence block should be placed on a separate page. Place the subject or title of the document and the document date on the concurrence page. Have a technical editor review and concur with all letters for the signature of the Chairman, the Commissioners, and the EDO. Place the distribution notation and the list on the concurrence page flush with the left margin.

If the distribution list is too long to fit on the concurrence page, type the distribution notation followed by "See Next Page" and type the distribution list on a separate sheet of plain bond paper.

Sincerely,

First M. Last, Title
Branch (if applicable)
Division (if applicable)
Office

Docket No. 50-123 or Project No. 123 (if applicable)

Enclosures:

1. List all the enclosures, abbreviating as much as possible; not allowing the title to pass the center of the page.
2. Use number, period, two spaces, and type the name of the enclosure.

cc: J. Doe (if applicable), Office
A. Smith

ENTER THE APPROPRIATE SENSITIVITY TYPE HERE (BOLD, 11 PT FONT, ALL CAPS)

ENTER THE APPROPRIATE SENSITIVITY TYPE HERE (BOLD, 11 PT FONT, ALL CAPS)

F. Last

3

TYPE THE SUBJECT OF DOCUMENT AND THE DOCUMENT DATE _____

DISTRIBUTION: Ticket Number(s) (if applicable)

OR

DISTRIBUTION

Public (if applicable)

See Next Page

FLast, OFFICE Appropriate RIDS box(es)

ADAMS Accession Number: MLXXXXXXXXX

OFFICE	Office/Division				
NAME	FLast Initials				
DATE	mm/dd/yy				

OFFICIAL RECORD COPY

ENTER THE APPROPRIATE SENSITIVITY TYPE HERE (BOLD, 11 PT FONT, ALL CAPS)

Figure 7 Letter for Chairman's Signature



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

Month DD, YYYY

Mr. First M. Last, Title (if applicable)
Company Name (if applicable)
123 Street Name, Suite #, Apt. # (if applicable)
City, State ZIP Code

Dear Mr. Last:

This figure illustrates the format for a letter being signed by the Chairman. Use NRC "Chairman" letterhead for the first page and plain bond paper for all succeeding pages. DO NOT USE "Office of the Chairman" letterhead. Indent the first line of every paragraph.

DO NOT DATE THE LETTER. Type the address on approximately two inches from the top of the page. Set all margins to 1 inch from the edge of the paper and left justify the body of the letter. Ensure headers and footers are set at 0.5 inches from the top and bottom of each page.

DO NOT USE subject lines on letters for the signature of the Chairman, unless the letter is going to the Advisory Committee on Reactor Safeguards for which a subject is required.

If the letter includes quoted material, type the quotation as illustrated.

Indent a quotation of five or more lines on the left and right margins and omit the quotation marks. The indentation of the material indicates that it is a verbatim quotation.

Separate the quotation from the body of the letter by double-spacing.

Single-space a letter of two or more paragraphs and double-space between paragraphs. Double-space a short one-paragraph letter (10 lines or fewer) and indent the first line one tab stop (approximately five spaces).

Do not begin a paragraph near the end of a page unless there is room for at least two lines on the page. Do not continue a paragraph on the following page unless at least two lines can be carried over to that page. Do not divide words between pages.

If your letter is more than one page, center the page number(s) at the top of the succeeding page(s). Do not type headers in the top left-hand corner. The page number is all that is required.

Type the enclosure notation two lines (press enter twice) below the signature block. Type the "cc" notation two lines (press enter twice) below the enclosure notation. (Note: Only external individuals should be listed as "cc"; internal individuals should be listed in the distribution section.) The concurrence page should be placed on a separate page. Place the distribution notation and the list on the concurrence page flush with the left margin. If the distribution list is too long to fit on the concurrence page, type the distribution notation followed by "See Next Page" and type the distribution list on a separate sheet of plain bond paper.

In accordance with the "NRC Internal Commission Procedures," dated April 17, 2007, place on any letter being signed by the Chairman one of two policy statements that are mentioned in Chapter V, under the "Outgoing Correspondence" section. The originator of the document is responsible for determining which statement is to be typed on the letter. Type the statement on the concurrence page only. Type the statement near the bottom of the concurrence page (just above the concurrence grid(s)).

Ensure all letters for the signature of the Chairman are edited by a technical editor.

Sincerely,

First M. Last (Chairman's name)

Enclosures:

1. List all the enclosures, abbreviating as much as possible; not allowing the title to pass the center of the page.
2. Use number, period, two spaces, and type the name of the enclosure.

cc: J. Doe (if applicable)
A. Smith

TYPE THE SUBJECT OF DOCUMENT AND THE DOCUMENT DATE _____

Use one of the Commission policy statements below:

This correspondence addresses policy issues previously resolved by the Commission, transmits factual information, or restates Commission policy.

OR

This correspondence formulates policy or expands, revises, or interprets policy, involves matters pending Commission decision, contains items relating to the performance of Commission duties and responsibilities, or involves items of high Commission interest.

DISTRIBUTION: Ticket Number(s) (if applicable) OR

Public (if applicable)

FLast, OFFICE

Appropriate RIDS box(es)

DISTRIBUTION

See Next Page


ADAMS Accession Number: MLXXXXXXXX

OFFICE	Office/Division					
NAME	FLast Initials					
DATE	mm/dd/yy					

OFFICIAL RECORD COPY

Figure 8 Sensitive Letter for Chairman's Signature

ENTER THE APPROPRIATE SENSITIVITY TYPE HERE (BOLD, 11 PT FONT, ALL CAPS)



CHAIRMAN

UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

Month DD, YYYY

Mr. First M. Last, Title (if applicable)
Company Name (if applicable)
123 Street Name, Suite #, Apt. # (If applicable)
City, State ZIP Code

Dear Mr. Last:

This figure illustrates the format for a sensitive letter being signed by the Chairman. Use NRC "Chairman" letterhead for the first page and plain bond paper for all succeeding pages. DO NOT USE "Office of the Chairman" letterhead. Indent the first line of every paragraph.

DO NOT DATE THE LETTER. Type the address on approximately two inches from the top of the page. Set all margins to 1 inch from the edge of the paper and left justify the body of the letter. Ensure headers and footers are set at 0.5 inches from the top and bottom of each page.

DO NOT USE subject lines on letters for the signature of the Chairman, unless the letter is going to the Advisory Committee on Reactor Safeguards for which a subject is required.

If the letter includes quoted material, type the quotation as illustrated.

Indent a quotation of five or more lines on the left and right margins and omit the quotation marks. The indentation of the material indicates that it is a verbatim quotation.

Separate the quotation from the body of the letter by double-spacing.

Single-space a letter of two or more paragraphs and double-space between paragraphs. Double-space a short one-paragraph letter (10 lines or fewer) and indent the first line one tab stop (approximately five spaces).

Do not begin a paragraph near the end of a page unless there is room for at least two lines on the page. Do not continue a paragraph on the following page unless at least two lines can be carried over to that page. Do not divide words between pages.

If your letter is more than one page, center the page number(s) at the top of the succeeding page(s). Do not type headers in the top left-hand corner. The page number is all that is required.

ENTER THE APPROPRIATE SENSITIVITY TYPE HERE (BOLD, 11 PT FONT, ALL CAPS)

ENTER THE APPROPRIATE SENSITIVITY TYPE HERE (BOLD, 11 PT FONT, ALL CAPS)

2

Type the enclosure notation two lines (press enter twice) below the signature block. Type the "cc" notation two lines (press enter twice) below the enclosure notation. (Note: Only external individuals should be listed as "cc"; internal individuals should be listed in the distribution section.) The concurrence page should be placed on a separate page. Place the distribution notation and the list on the concurrence page flush with the left margin. If the distribution list is too long to fit on the concurrence page, type the distribution notation followed by "See Next Page" and type the distribution list on a separate sheet of plain bond paper.

In accordance with the "NRC Internal Commission Procedures," dated April 17, 2007, place on any letter being signed by the Chairman one of two policy statements that are mentioned in Chapter V, under the "Outgoing Correspondence" section. The originator of the document is responsible for determining which statement is to be typed on the letter. Type the statement on the concurrence page only. Type the statement near the bottom of the concurrence page (just above the concurrence grid(s)).

Ensure all letters for the signature of the Chairman are edited by a technical editor.

Sincerely,

First M. Last (Chairman's name)

Enclosures:

1. List all the enclosures, abbreviating as much as possible; not allowing the title to pass the center of the page.
2. Use number, period, two spaces, and type the name of the enclosure.

cc: J. Doe (if applicable)
A. Smith

ENTER THE APPROPRIATE SENSITIVITY TYPE HERE (BOLD, 11 PT FONT, ALL CAPS)

ENTER THE APPROPRIATE SENSITIVITY TYPE HERE (BOLD, 11 PT FONT, ALL CAPS)

3

TYPE THE SUBJECT OF DOCUMENT AND THE DOCUMENT DATE _____

Use one of the Commission policy statements below:

This correspondence addresses policy issues previously resolved by the Commission, transmits factual information, or restates Commission policy.

OR

This correspondence formulates policy or expands, revises, or interprets policy, involves matters pending Commission decision, contains items relating to the performance of Commission duties and responsibilities, or involves items of high Commission interest.

DISTRIBUTION: Ticket Number(s) (if applicable) OR

DISTRIBUTION

Public (if applicable)

See Next Page

FLast, OFFICE

Appropriate RIDS box(es)

ADAMS Accession Number: MLXXXXXXXX

OFFICE	Office/Division				
NAME	FLast Initials				
DATE	mm/dd/yy				

OFFICIAL RECORD COPY

ENTER THE APPROPRIATE SENSITIVITY TYPE HERE (BOLD, 11 PT FONT, ALL CAPS)

14. MEMORANDA

14.1 Overview

Memoranda include—

- a) Correspondence among Commissioners;
- b) Correspondence among NRC office staff and managers; and
- c) Correspondence between NRC offices and their contractors.

14.2 Staff Memoranda Sent to the Commission

1. Information Memoranda Sent to the Commission

Prepare any memoranda sent to the Commission to inform them of regulatory or administrative matters that do not require Commission action as you would other memoranda, following the instructions in the figures. For additional information, see the [Internal Commission Procedures](#).

2. Memoranda Sent to, or Exchanged Among, the Commission

(a) Action memoranda, known as COMs, may be—

- (i) Written exchanges between Commissioners on issues before the agency or on matters a Commissioner wants to bring to the attention of his or her fellow Commissioners; or
Memoranda from the EDO, the CFO, or any other Commission-level office seeking guidance from the Commission.

(b) Use of COMs allows Commissioners to develop preliminary views, explore options and proposed direction to the staff, and initiate activities before staff offices become involved. In addition, use of COMs allows the staff to obtain Commission views on matters that do not warrant development of a SECY paper.

(c) OEDO, ACS forwards to the Commission memoranda from offices reporting to the EDO for approval of a policy, a significant course of action, a rulemaking, or a major adjudicatory matter. Commission-level offices forward their memoranda directly to SECY.

(d) Each COM must contain the statement “**SECY, please track.**” as the last paragraph of the memorandum.

(e) SECY assigns each COM a distinctive control and identification number, similar to that of the SECY paper numbering system, assigns a proposed due date (normally 10 business days), reproduces the memorandum, and forwards it to the Commission for action.

- (i) Commission memoranda numbers consist of a three-letter Commissioner identification, year of issuance, and a consecutive number (e.g., COMDEK-yy-xxxx or COMKLS-yy-xxxx).
- (ii) Staff memoranda are identified with a “COMSECY” identification number, year of issuance, and a consecutive number (COMSECY-yy-xxxx).

- (f) As a general policy, SECY releases to the public those COMs developed by a Commissioner and COMSECY documents developed by the staff after the Commission completes its action, unless the COMs contain specific, limited types of information that warrant protection.

Multiple Addressees

The following three examples illustrate appropriate ways to address a memorandum to multiple addressees:

EXAMPLE 1

MEMORANDUM TO: Those on the Attached List

When using the above format for a memorandum to multiple addressees, the following samples can be used to identify "Those on the Attached List":

- Hard Copy Distribution - Use sample illustrated in ADAMS Accession **ML081270031**
- Electronic Distribution - Use sample illustrated in ADAMS Accession **ML13064A602**.

NOTE: The sample formatting referenced above can also be used when the addressee list refers to division level and branch level staff.

EXAMPLE 2

MEMORANDUM TO: First M. Last, Title
 Branch (if applicable)
 Division (if applicable)
 Office (if applicable)

 First M. Last, Title
 Branch (if applicable)
 Division (if applicable)
 Office (if applicable)

 First M. Last, Title
 Branch (if applicable)
 Division (if applicable)
 Office (if applicable)

Use this format only if there is enough space on the page (after you have listed all of your addressees, the "FROM" notation, and the "SUBJECT" notation) to type at least three lines of text on the page and the contact information.

EXAMPLE 3

MEMORANDUM TO: First M. Last, Regional Administrator, RI
 First M. Last, Regional Administrator, RII
 First M. Last, Regional Administrator, RIII
 First M. Last, Regional Administrator, RIV

Figure 9 Memorandum Using THRU or ATTN Line

Memorandum – Use of THRU or ATTN Line

The following example illustrates the appropriate way to format a memorandum using the THRU line.

MEMORANDUM TO: First M. Last, Title
 Branch Name (if applicable)
 Division Name (if applicable)
 Office Name

THRU: First M. Last, Title
 Branch Name (if applicable)
 Division Name (if applicable)
 Office Name

FROM: First M. Last, Title
 Branch Name (if applicable)
 Division Name (if applicable)
 Office Name

SUBJECT: MEMORANDUM CONTAINING A THRU LINE

When typing addressees and an item extends to two lines, indent the second line two spaces. Begin the THRU line two lines under the last addressee, aligning the name under first name of the initial addressee. For any item that extends to two lines, indent the second line two spaces.

Figure 10 Memorandum



**UNITED STATES
NUCLEAR REGULATORY COMMISSION**
WASHINGTON, D.C. 20555-0001

Month DD, YYYY

MEMORANDUM TO: First M. Last, Title
 Branch Name (if applicable)
 Division Name (if applicable)
 Office Name

FROM: First M. Last, Title
 Branch Name (if applicable)
 Division Name (if applicable)
 Office Name

SUBJECT: INSTRUCTIONS FOR PREPARING A MEMORANDUM

Use NRC letterhead stationary for the first page and plain bond paper for succeeding pages. Clearly state the purpose of the memorandum in the first sentence of the body.

Type the date centered two lines below the last line of the letterhead. DO NOT USE A DATE STAMP. Spell out the name of month in full.

Set all margins 1 inch from the edge of the paper. Ensure headers and footers are at 0.5 inches from the top and bottom of each page. Type "MEMORANDUM TO:", "FROM:", and "SUBJECT:" (headings) in all capital letters flush with the left margin. Begin "MEMORANDUM TO:" a minimum of four lines below the letterhead. Begin entry for these headings at the next tab setting (approximately five spaces) to the right of the colon in the "MEMORANDUM TO:" line. Double-space between the last line of text under a heading and the beginning of the next heading. Left justify the body of the memorandum.

Begin the body of the memorandum on the third line below the subject line (press enter three times). Single-space a memorandum of two or more paragraphs and double-space between paragraphs. Double-space a short one-paragraph memorandum (10 lines or fewer) an indent the first line one tab stop (approximately five spaces).

Do not include a signature block. The sender will sign beside or above his or her name in the "FROM:" block.

Begin the "CONTACT:" notation on the third line below the last line of the text, or two lines below the enclosure notation or the "cc" notation, whichever applies, ensuring that adequate space is left for a 1-inch bottom margin. The "CONTACT:" notation appears on the first page regardless of the length of the memorandum.

CONTACT: First M. Last, Office/Division
 ### ##

For continuation/succeeding pages, type in the header (first initial and last name) at the 0.5 inch top margin and flush with the left margin. Center the page number in the header. If the memorandum is for the Chairman's signature, type the centered page number only as the header. For a multiple addressee header, type the first initial and last name of the first individual followed by "et al." (Example: F. Last, et al.). For a generic addressee header, such as Office Directors and Regional Administrators, type the abbreviation of the generic addressee, such as ODs and RAs. For a "Those on the Attached List" header, type exactly that (Those on the Attached List).

Do not begin a paragraph near the end of a page unless there is room for at least two lines on that page. Do not continue a paragraph on the following page unless at least two lines can be carried over to that page. Do not divide words between pages.

Type the docket/project number three lines (press enter three times) below the body of the memorandum. The concurrence block should be placed on a separate page. Place the subject or title of the document and the document date on the concurrence page. If the distribution list is too long to fit on the concurrence page, type the distribution notation followed by "See Next Page" and type the distribution list on a separate sheet of plain bond paper.

Docket No. 50-123 or Project No. 123 (if applicable)

Enclosures:

1. List all the enclosures, abbreviating as much as possible; not allowing the title to pass the center of the page.
2. Use number, period, two spaces, and then type the name of the enclosure.

cc: J. Doe, Office (if applicable)
A. Smith

F. Last

3

TYPE THE SUBJECT OF DOCUMENT AND THE DOCUMENT DATE _____

DISTRIBUTION: Ticket Number(s) (if applicable)

OR

DISTRIBUTION

Public (if applicable)

See Next Page

FLast, OFFICE Appropriate RIDS box(es)


ADAMS Accession Number: MLXXXXXXXX

OFFICE	Office/Division				
NAME	FLast Initials				
DATE	mm/dd/yy				

OFFICIAL RECORD COPY

Figure 11 Sensitive Memorandum

ENTER THE APPROPRIATE SENSITIVITY TYPE HERE (BOLD, 11 PT FONT, ALL CAPS)



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

Month DD, YYYY

MEMORANDUM TO: First M. Last, Title
Branch Name (if applicable)
Division Name (if applicable)
Office Name

FROM: First M. Last, Title
Branch Name (if applicable)
Division Name (if applicable)
Office Name

SUBJECT: INSTRUCTIONS FOR PREPARING A MEMORANDUM

Use NRC letterhead stationary for the first page and plain bond paper for succeeding pages. Clearly state the purpose of the memorandum in the first sentence of the body.

Type the date centered two lines below the last line of the letterhead. DO NOT USE A DATE STAMP. Spell out the name of month in full.

Set all margins 1 inch from the edge of the paper. Ensure headers and footers are at 0.5 inches from the top and bottom of each page. Type "MEMORANDUM TO:", "FROM:", and "SUBJECT:" (headings) in all capital letters flush with the left margin. Begin "MEMORANDUM TO:" a minimum of four lines below the letterhead. Begin entry for these headings at the next tab setting (approximately five spaces) to the right of the colon in the "MEMORANDUM TO:" line. Double-space between the last line of text under a heading and the beginning of the next heading. Left justify the body of the memorandum.

Begin the body of the memorandum on the third line below the subject line (press enter three times). Single-space a memorandum of two or more paragraphs and double-space between paragraphs. Double-space a short one-paragraph memorandum (10 lines or fewer) an indent the first line one tab stop (approximately five spaces).

Do not include a signature block. The sender will sign beside or above his or her name in the "FROM:" block.

Begin the "CONTACT:" notation on the third line below the last line of the text, or two lines below the enclosure notation or the "cc" notation, whichever applies, ensuring that adequate space is left for a 1-inch bottom margin. The "CONTACT:" notation appears on the first page regardless of the length of the memorandum.

CONTACT: First M. Last, Office/Division
##

ENTER THE APPROPRIATE SENSITIVITY TYPE HERE (BOLD, 11 PT FONT, ALL CAPS)

ENTER THE APPROPRIATE SENSITIVITY TYPE HERE (BOLD, 11 PT FONT, ALL CAPS)

F. Last

2

For continuation/succeeding pages, type in the header (first initial and last name) at the 0.5 inch top margin and flush with the left margin. Center the page number in the header. If the memorandum is for the Chairman's signature, type the centered page number only as the header. For a multiple addressee header, type the first initial and last name of the first individual followed by "et al." (Example: F. Last, et al.). For a generic addressee header, such as Office Directors and Regional Administrators, type the abbreviation of the generic addressee, such as ODs and RAs. For a "Those on the Attached List" header, type exactly that (Those on the Attached List).

Do not begin a paragraph near the end of a page unless there is room for at least two lines on that page. Do not continue a paragraph on the following page unless at least two lines can be carried over to that page. Do not divide words between pages.

Type the docket/project number three lines (press enter three times) below the body of the memorandum. The concurrence block should be placed on a separate page. Place the subject or title of the document and the document date on the concurrence page. If the distribution list is too long to fit on the concurrence page, type the distribution notation followed by "See Next Page" and type the distribution list on a separate sheet of plain bond paper.

Docket No. 50-123 or Project No. 123 (if applicable)

Enclosures:

1. List all the enclosures, abbreviating as much as possible; not allowing the title to pass the center of the page.
2. Use number, period, two spaces, and then type the name of the enclosure.

cc: J. Doe, Office (if applicable)
A. Smith

ENTER THE APPROPRIATE SENSITIVITY TYPE HERE (BOLD, 11 PT FONT, ALL CAPS)

ENTER THE APPROPRIATE SENSITIVITY TYPE HERE (BOLD, 11 PT FONT, ALL CAPS)

F. Last

3

TYPE THE SUBJECT OF DOCUMENT AND THE DOCUMENT DATE _____

DISTRIBUTION: Ticket Number(s) (if applicable)

OR

DISTRIBUTION

Public (if applicable)

See Next Page

FLast, OFFICE Appropriate RIDS box(es)

ADAMS Accession Number: MLXXXXXXXXX

OFFICE	Office/Division				
NAME	FLast Initials				
DATE	mm/dd/yy				

OFFICIAL RECORD COPY

ENTER THE APPROPRIATE SENSITIVITY TYPE HERE (BOLD, 11 PT FONT, ALL CAPS)

Figure 12 Memorandum to the Commission



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

Month DD, YYYY

MEMORANDUM TO: Chairman Surname
 Commissioner Surname (List Commissioners in order of seniority)
 Commissioner Surname
 Commissioner Surname
 Commissioner Surname

FROM: First M. Last
 Executive Director for Operations

SUBJECT: INSTRUCTIONS FOR PREPARING A MEMORANDUM TO THE
 COMMISSION

Use NRC letterhead stationary for the first page and plain bond paper for succeeding pages. Clearly state the purpose of the memorandum in the first sentence of the body.

Type the date centered two lines below the last line of the letterhead. DO NOT USE A DATE STAMP. Spell out the name of month in full.

Set all margins 1 inch from the edge of the paper. Ensure headers and footers are at 0.5 inches from the top and bottom of each page. Type "MEMORANDUM TO:", "FROM:", and "SUBJECT:" (headings) in all capital letters flush with the left margin. Begin "MEMORANDUM TO:" a minimum of four lines below the letterhead. Begin entry for these headings at the next tab setting (approximately five spaces) to the right of the colon in the "MEMORANDUM TO:" line. Double-space between the last line of text under a heading and the beginning of the next heading. Left justify the body of the memorandum.

Begin the body of the memorandum on the third line below the subject line (press enter three times). Single-space a memorandum of two or more paragraphs and double-space between paragraphs. Double-space a short one-paragraph memorandum (10 lines or fewer) an indent the first line one tab stop (approximately five spaces).

Do not include a signature block. The sender will sign beside or above his or her name in the "FROM:" block.

Begin the "CONTACT:" notation on the third line below the last line of the text, or two lines below the enclosure notation or the "cc" notation, whichever applies, ensuring that adequate space is left for a 1-inch bottom margin. The "CONTACT:" notation appears on the first page regardless of the length of the memorandum.

CONTACT: First M. Last, Office/Division
 ### ##

For continuation/succeeding pages, type in the header at the 0.5 inch top margin, type "The Commissioners flush with the left margin. Center the page number in the header.

Do not begin a paragraph near the end of a page unless there is room for at least two lines on that page. Do not continue a paragraph on the following page unless at least two lines can be carried over to that page. Do not divide words between pages.

The concurrence block should be placed on a separate page. Place the subject or title of the document and the document date on the concurrence page. If the distribution list is too long to fit on the concurrence page, type the distribution notation followed by "See Next Page" and type the distribution list on a separate sheet of plain bond paper. If the memorandum is to be a COM, type SECY, please track," as the last paragraph.

SECY please track. (if applicable)

Enclosures:

1. List all the enclosures, abbreviating as much as possible; not allowing the title to pass the center of the page.
2. Use number, period, two spaces, and then type the name of the enclosure.

cc: SECY

OGC

OCA

OPA

CFO

F. Last

2

TYPE THE SUBJECT OF DOCUMENT AND THE DOCUMENT DATE _____

DISTRIBUTION: Ticket Number(s) (if applicable)

OR

DISTRIBUTION

Public (if applicable)

See Next Page

FLast, OFFICE


Appropriate RIDS box(es)

ADAMS Accession Number: MLXXXXXXXXX

OFFICE	Office/Division				
NAME	FLast Initials				
DATE	mm/dd/yy				

OFFICIAL RECORD COPY

Figure 13 Sensitive Memorandum to the Commission

ENTER THE APPROPRIATE SENSITIVITY TYPE HERE (BOLD, 11 PT FONT, ALL CAPS)	
	<p>UNITED STATES NUCLEAR REGULATORY COMMISSION WASHINGTON, D.C. 20555-0001</p>
Month DD, YYYY	
MEMORANDUM TO:	Chairman Surname Commissioner Surname (List Commissioners in order of seniority) Commissioner Surname Commissioner Surname Commissioner Surname
FROM:	First M. Last Executive Director for Operations
SUBJECT:	INSTRUCTIONS FOR PREPARING A MEMORANDUM TO THE COMMISSION
<p>Use NRC letterhead stationary for the first page and plain bond paper for succeeding pages. Clearly state the purpose of the memorandum in the first sentence of the body.</p> <p>Type the date centered two lines below the last line of the letterhead. DO NOT USE A DATE STAMP. Spell out the name of month in full.</p> <p>Set all margins 1 inch from the edge of the paper. Ensure headers and footers are at 0.5 inches from the top and bottom of each page. Type "MEMORANDUM TO:", "FROM:", and "SUBJECT:" (headings) in all capital letters flush with the left margin. Begin "MEMORANDUM TO:" a minimum of four lines below the letterhead. Begin entry for these headings at the next tab setting (approximately five spaces) to the right of the colon in the "MEMORANDUM TO:" line. Double-space between the last line of text under a heading and the beginning of the next heading. Left justify the body of the memorandum.</p> <p>Begin the body of the memorandum on the third line below the subject line (press enter three times). Single-space a memorandum of two or more paragraphs and double-space between paragraphs. Double-space a short one-paragraph memorandum (10 lines or fewer) an indent the first line one tab stop (approximately five spaces).</p> <p>Do not include a signature block. The sender will sign beside or above his or her name in the "FROM:" block.</p> <p>Begin the "CONTACT:" notation on the third line below the last line of the text, or two lines below the enclosure notation or the "cc" notation, whichever applies, ensuring that adequate space is left for a 1-inch bottom margin. The "CONTACT:" notation appears on the first page regardless of the length of the memorandum.</p>	
CONTACT:	First M. Last, Office/Division ### ##-####
ENTER THE APPROPRIATE SENSITIVITY TYPE HERE (BOLD, 11 PT FONT, ALL CAPS)	

ENTER THE APPROPRIATE SENSITIVITY TYPE HERE (BOLD, 11 PT FONT, ALL CAPS)

The Commissioners

2

For continuation/succeeding pages, type in the header at the 0.5 inch top margin, type "The Commissioners flush with the left margin. Center the page number in the header.

Do not begin a paragraph near the end of a page unless there is room for at least two lines on that page. Do not continue a paragraph on the following page unless at least two lines can be carried over to that page. Do not divide words between pages.

The concurrence block should be placed on a separate page. Place the subject or title of the document and the document date on the concurrence page. If the distribution list is too long to fit on the concurrence page, type the distribution notation followed by "See Next Page" and type the distribution list on a separate sheet of plain bond paper. If the memorandum is to be a COM, type SECY, please track," as the last paragraph.

SECY please track. (if applicable)

Enclosures:

1. List all the enclosures, abbreviating as much as possible; not allowing the title to pass the center of the page.
2. Use number, period, two spaces, and then type the name of the enclosure.

cc: SECY
OGC
OCA
OPA
CFO

ENTER THE APPROPRIATE SENSITIVITY TYPE HERE (BOLD, 11 PT FONT, ALL CAPS)

ENTER THE APPROPRIATE SENSITIVITY TYPE HERE (BOLD, 11 PT FONT, ALL CAPS)

The Commissioners

3

TYPE THE SUBJECT OF DOCUMENT AND THE DOCUMENT DATE _____

DISTRIBUTION: Ticket Number(s) (if applicable)

OR

DISTRIBUTION

Public (if applicable)

See Next Page

FLast, OFFICE Appropriate RIDS box(es)

ADAMS Accession Number: MLXXXXXXXXX

OFFICE	Office/Division				
NAME	FLast Initials				
DATE	mm/dd/yy				

OFFICIAL RECORD COPY

ENTER THE APPROPRIATE SENSITIVITY TYPE HERE (BOLD, 11 PT FONT, ALL CAPS)

15. GLOSSARY

Accession number. A unique system-generated number assigned to an NRC official record when entered into the Agencywide Documents Access and Management System (ADAMS).

ADAMS. Agencywide Documents Access and Management System, NRC's official electronic recordkeeping system, approved by the U.S. National Archives and Records Administration on April 1, 2000.

ADAMS template. A document indicating the proper way to fill out the profile for a specific type of document when adding the document to ADAMS (e.g., a SECY paper, memorandum, letter). Each NRC office has a specific template for a specific type of correspondence that is stored under ADAMS Final Templates that all NRC users may view.

Attachment. Material referenced in an enclosure that is related to the content of the enclosure and attached to the enclosure (see also the definition for **enclosure**).

Classified information. At NRC, material that meets the requirements for designation as Confidential, Secret, or Top Secret in accordance with an Executive Order (currently 12958, "Classified National Security Information, as amended") or the Atomic Energy Act of 1954, as amended.

Concurrence. Initialing a piece of correspondence to indicate agreement with information in the correspondence on the basis of the individual's knowledge, experience, and responsibility.

Contact. A person other than the signatory who is knowledgeable about the content of the correspondence and can provide expertise.

Correspondence. Any written communication related to agency business, regardless of the medium (e.g., letters, memoranda, informal notes, and e-mail messages).

1. Controlled

- (a) Correspondence that the NRC controls because of the source, subject matter, sensitivity, urgency, or possible impact on NRC's regulatory responsibilities for the public health and safety.
- (b) An office director or manager above the level of an office director controls this correspondence. (It is often initially controlled by SECY or OEDO.)

2. General

- (a) All correspondence except controlled correspondence.
- (b) This correspondence may or may not be controlled, depending on the policy of the organization receiving it. If it is controlled, an office director or a manager below the level of office director controls it.

Correspondence control. Assigning to an office or a member of the staff responsibility for replying to incoming correspondence by a due date and tracking until a reply is dispatched.

Correspondence management. A system designed to establish and implement policies and procedures to ensure consistent handling of agency correspondence.

Docket case file. A compilation of official record copies of correspondence and other documents on a given licensing transaction that is usually filed under a governing case control number.

Electronic Information Exchange (EIE). Allows NRC stakeholders to transmit their documents through the internet.

Electronic mail record. An e-mail message determined to be a Federal record in accordance with MD 3.53, "NRC Records Management Program," or MD 3.1, "Freedom of Information Act"; that is saved in ADAMS and assigned an accession number or is printed onto paper and saved in the appropriate recordkeeping system.

Enclosure. Explanatory or supporting material for the topics covered in a SECY paper, a letter, or a memorandum (see also the definition of an **attachment**).

Federal record. As defined in 44 U.S.C. 3301, includes—

...all books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them.

Letter. Any correspondence addressed to other Government agencies or their employees, businesses, or other entities and their employees, and individuals outside NRC.

1. Original. The final signed document that is dispatched to the addressee.
2. Copy. A copy may be one of two types:
 - (a) Courtesy copy. A copy reproduced from the signed original, as requested by the originator.
 - (b) Information copy. A copy reproduced for recipients appearing on the distribution list who did not receive the original or a courtesy copy but who may be interested in matters covered in the correspondence. Recipients outside the agency receive copies of the signed original while recipients within the agency receive copies of the official record copy (concurrence copy) or are directed to access their copy by using the ADAMS accession number.

Memorandum. Correspondence among Commissioners, NRC office staff, and managers or between NRC offices and their contractors.

Non-concurrence. The act of formally indicating disagreement with a document in the concurrence process that the employee had a role in creating or reviewing. (See [MD 10.158, "NRC Non-Concurrence Process."](#))

ADAMS Document Submission Form. This form is to be used to submit paper copies of documents or packages to the DPC for finalization when ready for dispatch.

Official agency record (OAR). As defined in the [ADAMS Navigator User Manual](#), Chapter 11, “Official Agency Records (OARs) Kept in ADAMS Navigator,” this term has the same meaning as that of a “Federal Record”:

...all books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the Government or because of the informational value of data in them.

Note that “regardless of physical form or characteristics” means that the medium for a record may be paper, film, disk, or another physical type or form and that the method of recording may be manual, mechanical, photographic, electronic, or any combination of these or other technologies. (See Chapter 11, [ADAMS Navigator User Manual](#), “Official Agency Records (OARs) Kept in ADAMS Navigator.”)

As related to correspondence, in most cases OAR refers to the electronic-generated correspondence and its enclosures and attachments in any form that is entered into ADAMS, assigned an accession number, and declared an OAR. OARs also include scanned images of incoming correspondence and action copies of reports, completed forms, maps, photographs, and other documents associated with the correspondence OAR.

Official record copy. The final signed outgoing or internal correspondence complete with all enclosures and attachments and the original concurrences of the involved NRC officials, the original of the incoming correspondence, and the original or action copies of reports, completed forms, maps, photographs, and other documents.

Sensitive unclassified information. This information includes allegations, investigations, security-related, proprietary, privacy act, sensitive internal information, and unclassified information from other government agencies and sources outside of NRC and its contractors and licensees that requires special protective measures. Markings used by these agencies and sources include, for example, For Official Use Only, Company Confidential, and Private. (See MD 12, “Glossary of Security Terms,” MD 12.4, “NRC Communications Security (COMSEC) Program,” MD 12.6, “NRC Sensitive Unclassified Information Security Program,” and NRC Yellow Announcement YA-05-0077, “Policy Revision: NRC Policy and Procedures for Handling, Marking, and Protecting Sensitive Unclassified Non-Safeguards Information (SUNSI),” as well as the “NRC Policy and Procedures for Handling, Marking, and Protecting Sensitive Unclassified Non-Safeguards Information (SUNSI),” available on the internal NRC Security Web site at <http://www.internal.nrc.gov/sunsi/>, for a complete definition of “sensitive unclassified information.”

Substantive complaint. Any issue that involves the public health and safety, including—

1. Regulatory obligations
2. Significant risks
3. Legal position in the courts
4. Agency resources
5. Licensee performance
6. Licensee requests
7. Licensee resources
8. Stakeholder concern

Suspense date (due date). The suspense date is the latest possible date that the reply or other appropriate action is due at the correspondence control office that originated the request.

Technical editing. Technical editing involves applying the following techniques to documents to ensure clear and accurate communication of a message:

1. Organize the message into a coherent and logical flow of ideas.
2. Correct syntax, grammar, spelling, and punctuation.
3. Ensure consistent use of terms, acronyms, abbreviations, and symbols.
4. Simplify overly complex sentences (sentences that contain too many ideas).
5. Correct subject/verb disagreement and faulty parallelisms.
6. Eliminate ambiguities, redundancy (wordiness), and overuse of the passive voice.
7. Verify the accuracy of equations.
8. Verify the accuracy of tables and figures and redesign them, as required, to improve their visual effectiveness.
9. Verify the accuracy of references and cross-references and the consistency of text, figure, and table headings with the table of contents.

16. ADDITIONAL RESOURCES

Please refer to Management Directive 3.57 for additional requirements related to OEDO Procedure 0357.

U.S. Government Publishing Office

U.S. Government Printing Office Style Manual, 2008, available at <http://www.gpo.gov>.

Nuclear Regulatory Commission

ADAMS Navigator User Manual, June 2016, available at
<http://www.internal.nrc.gov/ois/ECM/ADAMS/adams-navigator/>.

Internal Commission Procedures.

Management Directives—

- 3.1, “Freedom of Information Act.”
- 3.23, “Mail Management.”
- 4.1, “Release of Information to the Public.”
- 3.53, “NRC Records and Document Management Program.”
- 10.158, “NRC Non-Concurrence Process.”
- 12, “Glossary of Security Terms.”
- 12.1, “NRC Facility Security Program.”
- 12.2, “NRC Classified Information Security Program.”
- 12.4, “NRC Communications Security (COMSEC) Program.”
- 12.5, “NRC Cybersecurity Program.”
- 12.6, “NRC Sensitive Unclassified Information Security Program.”
- 12.7, “NRC Safeguards Information Security Program.”

Memorandum Regarding OCFO Review of Commission Papers, dated November 14, 2008 ([ML083190715](#)).

NUREG-Series Publications—

- NUREG/BR-0210, “The ABCs of Better Correspondence.”
- NUREG/BR-0248, “The Mail Services Center Reference Guide.”
- NUREG/BR-0273, “ADAMS Desk Reference Guide” ([ML051110390](#)).
- NUREG-0544, “NRC Collection of Abbreviations.”
- NUREG-0910, “NRC Comprehensive Records Disposition Schedule.”
- NUREG-1379, “NRC Editorial Style Guide” ([ML093280744](#)).

[OEDO Procedure 0380](#), “SECY Paper Development Process.”

[OEDO Procedure 0390](#), “OEDO Expectations for Signature Authority.”

[OEDO Procedure 0440](#), “Congressional Correspondence Response Process.”

Web Sites—

NRC Communications Web Site:

<http://www.internal.nrc.gov/communications/index.html>.

NRC Plain Language Action Plan Web Site:

<http://www.internal.nrc.gov/NRC/PLAIN/index.html>.

NRC Records Management Web Site:

<http://www.internal.nrc.gov/ois/divisions/irsd/records-mgt/index.html>.

Sensitive Unclassified Non-Safeguards Information (SUNSI) Web Site:

<http://www.internal.nrc.gov/sunsi/>.

Yellow Announcement YA-05-0077, "Policy Revision: NRC Policy and Procedures for Handling, Marking, and Protecting Sensitive Unclassified Non-Safeguards Information (SUNSI)," October 26, 2005 ([ML051220278](#)).