



Defense Nuclear Facilities Safety Board

Board Procedures August 2015

Members of the Board:

Jessie H. Roberson, Vice-Chairman
Sean Sullivan, Board Member
Daniel J. Santos, Board Member

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(Reserve for future use)

1.0 Overview

- A. This document encompasses the procedures and policies governing the conduct of business at the Board Member-level of the Defense Nuclear Facilities Safety Board. It provides information delineating Board Member duties, responsibilities, and decision-making processes, including voting on proposed Board Actions. Although not required, in creating these procedures the Board has sought and typically obtained unanimous agreement among the Members. Appendix 7 contains additional policies of the Board on internal matters of the agency.
- B. These procedures may be waived or changed by a majority of the Board. If the waiver or revision requires a vote, Section 2.0 applies. Questions regarding the implementation and interpretation of these procedures are decided by the Board as a collegial body.
- C. These procedures shall remain in effect until modified. The Executive Secretary shall initiate a review at least every two years to incorporate any organizational updates, consider changes for improving efficiency and effectiveness, and address conformance with any applicable legal requirements and Board policies.

Board Member Approval:

Ms. Jessie H. Roberson
Mr. Sean Sullivan
Mr. Daniel J. Santos



The image shows three handwritten signatures in blue ink, each written over a horizontal line. The first signature is 'Jessie Roberson', the second is 'Sean Sullivan', and the third is 'Daniel J. Santos'. The signatures are written in a cursive style.

1.1 Duties of the Chairman

- A. 42 U.S.C. § 2286(c)(2) provides that the Chairman shall be the chief executive officer of the Board and, subject to such policies as the Board may establish, shall exercise the functions of the Board with respect to:
- 1) The appointment and supervision of employees of the Board;
 - 2) The organization of any administrative units established by the Board;
and
 - 3) The use and expenditure of funds.
- B. The Board may determine by vote, in areas of doubt, whether any matter, action, question, or area of inquiry pertains to matters of policy formation and, as such, is reserved to the Board. Subject to such vote, the Chairman has the authority and responsibility to:
- 1) Execute the Board's staff resources plan by selecting, appointing, and fixing the compensation of the Board's employees, including salary and incentive awards;
 - 2) Supervise personnel employed by or assigned to the Board, including issuing performance evaluations, promotions, and disciplinary actions;
 - 3) Approve official travel of Board Members and the Board's staff;
 - 4) Assign and organize Board employees in work units, and distribute work supporting the Board's oversight mission at headquarters and in the field. In assigning, organizing, and distributing employee work, the Chairman shall adhere to the priorities established by the Board as specified in the annual work plan;
 - 5) Approve any staff tasking not anticipated in the annual work plan, provided that the new tasking does not preclude work in the approved plan;
 - 6) Procure services from outside experts and consultants in accordance with the Board's statute, the Federal Acquisition Regulation, and other federal laws. In procuring such services, the Chairman shall not exceed the type and amount of services as approved by the Board in the annual staffing plan, or as subsequently modified by the Board;
 - 7) Convene meetings or hearings as directed by the Board;

- 8) Use and expend all funds appropriated to the Board;
- 9) Sign and implement Board Directives needed to support the administrative requirements of a federal establishment in accordance with applicable laws and regulations;
- 10) Serve as the official spokesperson for the Board;
- 11) Authorize the initial release of information concerning Board actions to individuals outside the agency;
- 12) Serve as the “head of a federal entity,” as that phrase is defined in the Inspector General Act of 1978, as amended (5 U.S.C. App. § 8G), and perform such “head of federal entity” duties as prescribed in federal regulations and statutes; and
- 13) Delegate any of the aforementioned functions in accordance with Section 1.2, and inform the Board Members of any such delegations.

1.2 Chairman's Delegation of Authority

- A. The Chairman or his designee will complete the Chairman's Delegation of Authority form in Appendix 1, documenting the specific authorities delegated, and the person or position receiving the delegated authority. The Chairman and his designee shall date and sign the Chairman's Delegation of Authority form.
- B. The Board's Executive Secretary shall distribute copies of the completed Chairman's Delegation of Authority form to the recipient of the delegation and to all Board Members. The Executive Secretary shall maintain a permanent master file of all current delegations.
- C. The Chairman shall review the master file semiannually and make changes to delegations as appropriate.

1.3 Duties of Individual Board Members

- A. 42 U.S.C. § 2286(c)(5) provides that each Board Member shall have equal responsibility and authority in establishing decisions and determining actions of the Board; have full access to all information relating to the performance of the Board's functions, powers, and mission; and have one vote.

- B. In carrying out his or her duties, each Board Member shall:
 - 1) Vote within the times prescribed in these procedures. Failure to vote within the times prescribed shall be recorded as "Not Participating" unless an extension has been agreed to by the Board;

 - 2) Except as may be made at a Board meeting or by notational vote, make any requests for staff tasking to the Chairman using the procedure in Section 3.3.;

 - 3) Except as may be made at a Board meeting, initiate any request for action from the Board using the procedures of Section 3.3;

 - 4) Seek the concurrence of other Board Members for any external formal communication, such as a speech or presentation, discussing Board matters. Any communication for which concurrence has not been granted should contain the disclaimer found in Section 2.0.E.

- C. In addition to the above, each Board Member is expected to:
 - 1) Review and comment on the Strategic Plan prior to the final vote;

 - 2) Review and comment on the annual budget submission prior to the final vote;

 - 3) Review and comment on the annual financial plan and any significant changes occurring throughout the year;

 - 4) Review and comment on the staff resource plan prior to a final vote;

 - 5) Independently interview and provide comment to the Chairman on candidates for federal hire as specified in Appendix 7;

 - 6) Independently review and provide timely comment on all Board letters and recommendations;

 - 7) Participate in scheduled gatherings with technical, business, and legal managers;

- 8) Participate in briefings by the DOE Under Secretary for Management and Performance or the NNSA Administrator focused on DOE/NNSA and Board safety priorities and emerging concerns;
- 9) Participate in status briefings by DOE and its contractors responding to Board letters, recommendations, site visits, or Departmental projects and safety initiatives;
- 10) Timely submit external speeches, presentations, or other public communications to other Board Members for their review and comment;
- 11) Review and comment on external speeches, presentations, or other public communications that relate to the Board's mission and are proposed by any member of the agency, and notify the author of concurrence or non-concurrence.
- 12) Participate in briefings with the Office of Management and Budget (OMB), members of the public, members or committees of Congress, and other parties with an interest in DOE defense nuclear facility safety matters;
- 13) Prepare for and participate in public hearings and various other safety inquiries;
- 14) Review and evaluate site representatives' weekly reports, technical group leads' weekly status reports, and the General Manager's monthly performance report;
- 15) Prepare for and participate in site visits;
- 16) Review and comment on all other documents reflecting an official position of the Board.

1.4 Duties of the Collective Board.

- A. All matters of policy formation belong to the Board as a whole. The Board may determine by majority vote, in areas of doubt, whether any matter, action, question, or area of inquiry pertains to matters of policy formation.

- B. The Board, acting by or through a quorum as defined in 42 U.S.C. § 2286(e), will review and approve by majority vote the following actions:
 - 1) Issuing Recommendations to the Secretary of Energy under 42 U.S.C. § 2286d, and accepting the Secretary's responses to each Recommendation, as well as the associated implementation plan;
 - 2) Evaluating the content and implementation of the standards relating to the design, construction, operation, and decommissioning of DOE defense nuclear facilities to ensure adequate protection of the public health and safety;
 - 3) Certifying as complete the review required by 42 U.S.C. § 2286a(b)(4) of the design of a new defense nuclear facility as soon as possible, and in any case before construction begins;
 - 4) Initiating investigations under 42 U.S.C. § 2286a(b)(2), appointing the Board's officer(s) designated to conduct the investigation, and delineating the Board's officers' authorities, such as recommending that the Chairman issue and serve subpoenas;
 - 5) Issuing new or revised regulations under 42 U.S.C. § 2286b(c) to carry out the Board's responsibilities;
 - 6) Scheduling hearings under 42 U.S.C. § 2286b(a), including the date, time, location, subject matter, and list of potential witnesses;
 - 7) Scheduling meetings of the Board;
 - 8) Issuing the agenda for meetings;
 - 9) Authorizing any Member(s) to hold hearings;
 - 10) Directing the Chairman as may be requested in a Request for Board Action by a Board Member (Appendix 4), or by regular motion at a meeting;

- 11) Issuing Board letters to the Secretary of Energy, DOE officials, and other federal and state officials concerning health and safety matters under the jurisdiction of the Board;
- 12) Issuing reporting requirements for the Secretary of Energy under 42 U.S.C. §2286b(d);
- 13) Initiating special studies, including studies performed by outside experts under contract to the Board, pertaining to the adequate protection of public health and safety at DOE defense nuclear facilities under 42 U.S.C. § 2286b(i), such as technical reports or Board-sponsored research projects not specifically directed by Congress;
- 14) Issuing any Board policy statement further defining how the Board will execute its statutory functions set forth in 42 U.S.C. § 2286a(b);
- 15) Approving the annual budget request to Congress, including the requested FTEs contained within the annual budget request;
- 16) Moving to obtain the advice and recommendations of the Nuclear Regulatory Commission's staff and the Advisory Committee on Reactor Safeguards on matters relating to the Board's responsibilities;
- 17) Entering into an agreement with the National Research Council and/or any other appropriate group or organization of experts outside the federal government;
- 18) Approving the staff resources plan as described in Section 2.2;
- 19) Revising the number and location of permanent staff assignments at any DOE defense nuclear facility;
- 20) Issuing the Board's Annual Report to Congress under 42 U.S.C. § 2286e(a);
- 21) Issuing any communication expressing the establishment of a Board opinion or position on matters before the Board;
- 22) Submitting any proposals for legislative changes to OMB and Congress;
- 23) Approving any request for new Board funding before transmittal to OMB or Congress;

- 24) Issuing the Board's Strategic Plan and Annual Performance objectives as required by the Government Performance and Results Act of 1993, GPRA Modernization Act (GPRAMA) of 2010, and OMB Circular A-11;
- 25) Determining whether to waive the attorney-client privilege or the deliberative process privilege with respect to any internal agency communication.
- 26) Determining, in areas of doubt, whether any action, matter, or area of inquiry is within the purview of the Board or the sole function of the Chairman; and
- 27) Issuing these procedures and any changes thereto.

2.0 Board Deliberation Highlights

- A. When the Board is considering action on a matter of policy:
- 1) The nature, substance, and timing of any proposed actions by the Board are speculative until the Board acts by a vote. Prior to a vote, Board Members, Board employees, contractors, or subcontractors of the Board, when communicating with outside persons or agencies, should refrain from speculating about potential Board action;
 - 2) If the Board is considering a recommendation, by law, the substance of the recommendation may not be disclosed to the public until after the final recommendation has been transmitted to the Secretary of Energy.
- B.¹
- 1) Subject to paragraph 2, Board action requiring a vote of the Board shall be approved if the total number of Board Member votes cast to "Approve" is greater than the number of votes cast to "Disapprove," after a quorum has been established. A matter shall not be approved if the total number of Board Member votes cast to "Approve" is equal to or less than the number of votes cast to "Disapprove," or if there is no quorum. Pursuant to 42 U.S.C. § 2286(e), three Board Members constitute a quorum. Board Members casting a vote to "Approve" or "Disapprove" and those choosing to "Abstain" from casting a vote shall be counted towards a quorum, while those choosing to "Abstain" shall not be counted in determining the outcome of a vote. Any Board Member who is unable to vote or who recuses himself or herself from participating in a particular matter in order to avoid any actual or apparent conflict of interest is considered as "Not Participating" and is not included for purposes of determining a quorum or the outcome of a vote.
 - 2) No Board action under 42 U.S.C. § 2286d(a)(1) or (a)(3) ("Board recommendations", transmitting a draft or final recommendation) shall be approved unless a majority of the Board Members counted towards a quorum casts a vote to "Approve."
- C. Once the Board vote is completed, the Chairman shall authorize the initial release of information (typically, Board correspondence) concerning any Board actions to individuals outside the agency. The Chairman may delay release for up to three business days if the Chairman determines that personal notification to the Secretary or other government officials is warranted. Delay beyond three business days shall require unanimous consent of the Board Members. No other release of information may be made until the Chairman authorizes initial release,

¹ Section 2.0 B. was revised via Board Action 2016-038 (effective December 7, 2015) and Board Action 2016-039 (effective December 9, 2015).

except as may be required by the Freedom of Information Act or other applicable law.

- D. The Board has determined that a quorum includes Board Members who are participating in Board actions by video or audio link.

- E. Board Members are independent officials and conduct their oversight responsibilities in accordance with the Board's enabling legislation and applicable federal statutes and regulations. Board Members routinely participate in public conferences and discussion forums, publish papers, and give interviews to trade publications and other media sources. Board Members need to ensure that the views on a subject are identified as their own unless the information presented clearly reflects an official position of the Board, as determined by a prior Board vote. As such, the following advisory should be included in oral or written communications of individual Board Members unless prior concurrence has been obtained from all Board Members: *The views expressed herein are solely those of the author (speaker), and no official support or endorsement by the Defense Nuclear Facilities Safety Board or the U.S. Government is intended or should be inferred.*

2.1 Board Meetings, Hearings, & Briefings

A. General:

- 1) When holding meetings, hearings, or briefings, the Board is governed by its enabling statute, 42 U.S.C. § 2286 et seq., the Government in the Sunshine Act, 5 U.S.C. § 552b, and the Board's rules for implementing the Government in the Sunshine Act, 10 C.F.R. Part 1704. These procedures are intended to provide for the conduct of orderly Board business. If any conflicts arise between these procedures and the aforementioned provisions of law, and any other applicable laws, the conflicting provision of these procedures shall be invalid;
- 2) During any proceeding, these procedures may be waived by unanimous consent of the Board Members participating or by vote as specified in Section 3.3.

B. Meetings:

- 1) Open Meeting Defined. An agency meeting of a quorum of Board Members pursuant to 10 C.F.R. Part 1704, noticed in the Federal Register pursuant to the Government in the Sunshine Act and open to public observation.
- 2) Meeting Procedures:
 - a) The Board shall approve the meeting agenda by vote prior to giving notice, as required by 10 C.F.R. Part 1704;
 - b) A quorum includes Members participating by video or audio link;
 - c) The Chairman shall convene and preside over the meeting. The Vice Chairman shall preside over the meeting in the absence of the Chairman. If both the Chairman and the Vice Chairman are absent, the longest tenured Board Member present shall preside over the meeting;
 - d) The Chairman shall conduct the meeting as prescribed in the agenda. The order of agenda items may be changed with the consent of the Board;
 - e) The Chairman may end discussion on any question or agenda item, subject to overrule by the Board. Any Member may move to end discussion by "moving the question" or "moving to table." If either motion is made and seconded, the Board shall immediately vote to move the question or table. If a majority votes to move the

question, the Board shall immediately proceed to a vote on the question. If a majority votes to table, any related Board question is tabled until the next opportunity for a Board vote at a meeting or by notational vote;

- f) The business of the meeting shall be limited to items listed on the agenda;
- g) Any Member may raise a point of order on procedural matters. Once raised, the Chairman shall rule on the point of order;
- h) Any Member may object to a ruling of the Chairman by “moving to overrule.” If such motion is made and seconded, the Board shall immediately vote on the motion;
- i) 10 C.F.R. 1704.4 contains the conditions for closing Board meetings to the public. Procedures for closing meetings are specified in 10 C.F.R. 1704.5;
- j) Prior to a Board vote to approve or disapprove a closed meeting agenda, the Office of the General Counsel will review the draft agenda and identify the legal basis for closing the meeting and incorporate that basis in the voting package. The Board shall not vote on a closed meeting agenda without this information;²
- k) The Board shall maintain a complete, verbatim transcript or electronic recording of any meeting closed to the public. For meetings closed under Exemption 8, 9A, or 10 of the Government in the Sunshine Act, the Board may maintain meeting minutes in lieu of a transcript or electronic recording. Minutes, if maintained, must meet the requirements of 10 C.F.R. 1704.8.

3) Voting at Meetings:

- a) Any Member may move for a vote on a request for Board action presented in the agenda. The Board shall vote after sufficient discussion unless such motion is withdrawn by the Member making the motion;
- b) Any Member may propose and move for a vote on a request for Board action that was not presented in the agenda, but does regard the business of an agenda item. If such motion is made and seconded, the Board shall vote after sufficient discussion, unless such motion or second is withdrawn;

² Section 2.1(B)(2)(j) was added via Board Action 2016-080 (effective March 21, 2016).

- c) Voting on procedural motions (overruling, tabling, or moving the question) shall occur without discussion;
 - d) No vote shall be permitted if the request for Board action regards business not listed on the agenda;
 - e) Any motion on a request for Board action may be amended prior to the vote. Friendly amendments are made without objection and are so noted by the Chairman for the record. If an objection is raised, there shall first be a vote on the amendment prior to a vote on the request for Board action.
 - f) At the conclusion of the voting process, the Board's Executive Secretary will prepare a Voting Summary sheet (Appendix 6) to document the outcome of each vote;
- 4) Staff Tasking Generated at Meetings. At the conclusion of a meeting, the Executive Secretary shall provide to the Office Directors, with a copy to the Board Members, a memorandum containing any Board Member request for staff action made at the meeting. For each task the applicable Office Director shall identify whether that task is considered nominal as specified in Section 3.3. The Executive Secretary shall then submit two memoranda to the Board Members, with copy to the Office Directors: one containing the preliminary list of nominal tasks, and another containing a list of tasks identified as more than nominal.
- a) Nominal Tasks. Nominal tasks are automatically approved unless Board Members raise an objection within three days, and any such objection shall cause the task to be handled the same as tasks identified as more than nominal. During the three day period, any Board member may seek unanimous consent to edit the wording of the task. If so edited, the Executive Secretary will cause the Office Director to verify that the edited task is still considered nominal. The Executive Secretary shall then provide to the Board Members and the Office Directors a final list of nominal tasks.
 - b) Tasks Identified as More Than Nominal. For each such task, the applicable Office Director shall provide an assessment of impact on the approved work plan in accordance with Section 3.3.D. Following the assessment, Board members shall have three days to call for a vote. If no Board member calls for a vote, the task is approved. If any Board Member calls for a vote, the Executive Secretary shall place the task into the notational process beginning with the Yellow Folder in accordance with Section 3.1.
 - c) Prioritization. When any Office Director is assigned multiple tasks

that are identified as more than nominal, that Office Director shall propose a prioritization by providing to all Board Members a list of the tasks in descending priority order with anticipated due date. The proposed prioritization shall be automatically approved if no Board member raises an objection within three days. If an objection is raised, the Executive Secretary shall place the Office Director's proposed prioritization into the notational process beginning with the Yellow Folder in accordance with Section 3.1

- 5) Public Participation. The public will be provided the opportunity to comment at open meetings.

C. Hearings

- 1) Public Hearing Defined. A hearing accessible to individuals from the public, authorized under the Board's enabling statute, for the purpose of taking testimony and gathering information from DOE and contractor witnesses relevant to public and worker health and safety at DOE defense nuclear facilities.
- 2) Combined Meeting and Hearing. When any hearing has a quorum in attendance, the hearing shall be considered a combined meeting and hearing, and the procedures of a meeting specified above shall be followed.
- 3) Hearings Held by One or Two Board Members:
 - a) All hearings shall be approved by vote of the Board, including the time, place, agenda, Board Member(s) participating, and Board Member chairing. Approved hearings may be modified by subsequent Board vote or by unanimous consent;
 - b) Hearings shall be noticed the same as a meeting, except the notice shall state the name(s) of the Board Member(s) conducting the hearing and the persons expected to testify or submit information;
 - c) Non-participating Board Members may submit witness questions to the participating Board Member(s) prior to the hearing. At the hearing, the participating Board Member(s) shall indicate for the record the name of the submitting Board Member and read the questions to the appropriate witness;
 - d) The Board Member approved by the Board shall chair the hearing;
 - e) The approved agenda shall be adhered to, consistent with subparagraph a) above;

- f) During the hearing, any participation by a quorum of the Board (other than the submission of written questions made prior to the hearing) shall cause the hearing to be a combined meeting and hearing, and the proceedings shall cease until a quorum is neither present nor participating, or until such time as proper notice has been made;
- g) Transcripts or electronic recordings of hearings shall be made the same as for meetings.

D. Briefings to the Board

- 1) Defined:
 - a) Staff briefing to the Board. A session attended by three or more Members for which the purpose is to have the Board's staff or expert consultants to the Board brief or otherwise provide information to the Board concerning any matters within the purview of the Board under its authorizing statute, provided that the Board does not engage in deliberations that determine or result in the joint conduct or disposition of official Board business on such matters;
 - b) Department briefing to the Board or external organization briefing to the Board. A session attended by three or more Members for which the purpose is to have DOE, including its contractors, or other persons or organizations (external organization briefing) brief or otherwise provide information to the Board concerning any matters within the purview of the Board under its authorizing statute, provided that the Board does not engage in deliberations that determine or result in the joint conduct or disposition of official Board business on such matters;
 - c) Board Member briefing. Any briefing, whether by staff, DOE, or an external organization, given to one (1) or two (2) Board Members only. As no Board quorum will be present, the procedures of this section are optional, except that such briefings shall normally appear on the Board calendar.
- 2) Each Board Member in attendance at any such briefing shall ensure adherence to the requirement of 10 C.F.R. 1704.3 that the General Counsel or his designee is present.
- 3) Any Board Member may request a briefing. If at least two (2) additional Board Members agree to attend, the briefing shall be scheduled on the

Board calendar as a briefing to the Board.

- 4) Requests for staff briefings made by a Board Member must be approved by the Chairman after considering the impact on staff workload. If denied, the Board Member may bring the request to the full Board using the procedure in Section 3.3.
- 5) Staff briefings shall have a stated subject matter and purpose. A detailed agenda is optional, depending on the complexity of the matter at issue. The agenda and a staff briefing paper, if produced, should be provided to all Board Members at least one business day before the scheduled briefing.
- 6) Department briefings should have a written agenda. The Board Member or designated staff arranging an external organization briefing shall make every reasonable effort to provide a draft agenda to all Board Members no later than one week prior to the briefing. Each Board Member shall have one business day to provide comments on the draft agenda.
- 7) During any briefing, Board Members may ask questions designed to clarify the information provided. Board Members should direct questions to the briefer. Conversation between Board Members may be construed as deliberations and should be avoided.
- 8) During the briefing, Board Members may not hold preliminary discussions or exchange of views which effectively predetermine official actions.
- 9) In no case shall a briefing result in Board determination of a course of action or the formulation of a Board position with respect to a matter of business before the Board. The disposition of official Board business can only be accomplished at a meeting as described above or through the Board Decision Document processes in Section 3.

2.2 Board Resource Planning

- A. The Board shall establish a strategic plan as required by the Government Performance and Results Act of 1993, GPRA Modernization Act of 2010, and OMB Circular No A-11. Annually or as events dictate, the Board shall receive and evaluate reports from the Office Directors as to the progress toward meeting the strategic goals.
- B. The Board shall approve by vote of the Board a staff resource plan consisting of a staffing plan and an annual work plan. The staffing plan shall contain the number and skill set of staff full-time equivalent (FTE) employees, the number and location of staff stationed at DOE sites, and the skills and services needed from external sources (e.g., contracts, interagency agreements). The work plan shall contain the anticipated staff workload needed to meet the Board's strategic goals and objectives, including the workload for monitoring and/or analyzing DOE activities. The work plan shall also include proposed Board travel, meetings, and hearings.
- C. Staffing plan:
 - 1) The Board shall annually approve a staffing plan for the next fiscal year in conjunction with the budget submission process;
 - 2) Within one (1) month following an appropriation for the fiscal year or other significant action on the Board's budget, the Board shall review and approve any changes to the plan;
 - 3) At least quarterly, the Board shall compare the applicable actual staff makeup to that called for by the plan and shall approve any changes to the plan as conditions warrant.
- D. Annual work plan.
 - 1) The Board shall annually approve a work plan in conjunction with the budget submission process. The work plan will reflect a prioritized workload for the next fiscal year to meet strategic goals and objectives, including the workload for monitoring and/or analyzing DOE activities. Specific inputs should include:
 - a) Tasks to meet the strategic plan goals and objectives;
 - b) Prioritized work to monitor, analyze, and assess defense nuclear facilities;
 - c) Staff tasking in support of meetings and hearings;

- d) Staff tasking in support of Board travel;
 - e) Staff tasking in support of correspondence with the Secretary of Energy; and
 - f) Staff tasking in support of correspondence with Congress.
- 2) In association with the approval of the Board's next fiscal year's work plan, the Board shall review assessments including metrics of the current year's annual work plan. Where circumstances prevented the accomplishment in the current year of any staff tasking approved as part of the current year's plan, the Board shall specifically determine whether that tasking should be carried forward to the next year or be cancelled.
- 3) The Board shall review the annual work plan for consistency with the Board's strategic goals and objectives, and ensure the alignment of Board tasks to the expected DOE work focus for the coming fiscal year. Upon approval by the Board, the plan shall guide the formulation of the current year portion of the Board's annual budget submission to OMB and to Congress.
- E. Execution. The Chairman shall adhere to the approved staffing plan in making personnel employment and contract decisions. The Chairman and the Office Directors shall adhere to the approved annual work plan in making staff assignments. Any Board Member or Office Director may bring before the Board a proposal to revise the Board's current annual work plan. A proposal identifying new staff work should also identify the previously planned work that will be deferred or canceled.

3.0 Board Documents, General Policies, & Confidentiality

- A. Policies, rulemaking, adjudicatory matters, as well as general information, are provided to the Board for consideration primarily in document form.
- B. Decision documents may be initiated by the Chairman through tasking of the Board's staff, by a Board Member via approved written request for Board action, by an Office Director as a result of a specific requirement defined in the Board's approved Directives, or by any Office Director who identifies a mission or policy issue appropriate for collegial review by the Board.
- C. Draft and final documents requiring Board review or action are to be delivered to all Board Members simultaneously.
- D. During the conduct of the Board's oversight work, Board Members, employees of the Board, contractors, and subcontractors may have access to information that is not available to the public. Such information may include, but is not limited to, safety-privileged information; classified information; attorney/client privileged information; unclassified controlled nuclear information (UCNI); official use only information (OUO); patent rights; Privacy Act information; personally identifiable information; proprietary information, such as trade secrets or privileged/confidential commercial or financial information; and pre-decisional drafts. The Board established administrative procedures for the access, storage, handling, and disposal of information as documented in the Board's Administrative Directives and Operating Procedures system. All Board Members, employees, contractors, and subcontractors are required to maintain the confidentiality of all such data and follow the data disclosure requirements and protection procedures applicable to the data.
- E. Information and documents obtained during the course of an investigation and the investigative proceedings record may be protected from disclosure under several provisions of federal statutes and court decisions, as well as the Board's investigative procedures.
- F. The Board Members, working with the Board's staff and support contractors, develop a variety of draft documents that assist the Board in making informed decisions regarding public and worker health and safety throughout the DOE defense nuclear complex. Many of these documents are considered "works-in-progress" and are labeled "Draft—Not Reviewed for Public Release." These documents are internal, pre-decisional documents and are not to be shared with individuals outside the Board. This provision is not intended to restrict legitimate cooperation with an appropriate authority as permitted by law.
- G. For actions being considered by the Board, only the final Board-approved

version can be shared, unless the Chairman specifically approves a request by a Board Member or Office Director to discuss specific elements of a document under consideration outside the Board.

- H. When Board action is complete, the initial release of information to individuals outside the agency shall follow the procedures specified in Section 2.0.

3.1 General Correspondence Review and Approval

- A. General. This section describes the Board's normal correspondence review and approval procedure:
- 1) Time periods in days are "business days." One business day shall be considered to be one 24-hour period that is stayed when interrupted by weekends, holidays, or any any day that Federal Government offices in Washington, DC, are closed by OPM;
 - 2) Unless additional time is granted, a Board Member who does not respond within the time periods stated in this procedure shall be presumed to have abstained from that procedural step, and the process shall move forward to the next step. If the procedural step is a notational vote, the Board Member shall be recorded as not participating;
 - 3) Board Members shall make their best effort to anticipate circumstances that pose difficulty in adhering to the time periods in this procedure and, as desired, either seek unanimous consent for a deviation, or instruct the Executive Secretary that they will not participate;
 - 4) In the extraordinary circumstance where a Board Member is unavailable for a considerable or indeterminate period of time (for example, incapacitation), the remaining Board Members may by unanimous consent designate in advance of any correspondence process or step of any process that the unavailable Board Member will be non-participating. Once the unavailable Board Member's status has been so designated, the remaining Board Members may move to the next step in the process. An unavailable Board Member shall be recorded as "Not Participating."
- B. Orange Folder routing. During the Orange Folder process, the Board Members review and comment on the initial staff-proposed correspondence. The staff then makes its best effort to integrate those comments and produce a final staff-proposed correspondence. Board Members are expected to independently review and comment during the "first round" of the Orange Folder process. The purpose of independent review is to ensure each Board Member provides an objective input based on her/his expert knowledge. Specific steps are as follows:
- 1) Documents requiring Board action must be provided to the Board's Executive Secretary for processing and be accompanied by a completed copy of the Request for Board Action form (Appendix 2).
 - 2) The Board's Executive Secretary will:
 - a) Log in or verify the action request is logged into the Board's action tracking system;

- b) Review the document package for completeness. If incomplete, the package will be returned to the originator and so noted in the action tracking system;
 - c) Schedule a staff briefing to the Board on the issue(s) raised in the document. If the staff or any Board Member believes a briefing is not required, the Executive Secretary will notify the Board Members that no briefing is planned. Any Board Member may thereafter request to be briefed individually;
 - d) Determine the end date of the review period and enter the date on the cover sheet of the document; and
 - e) Simultaneously distribute to all Board Members the complete proposed document with any attachments and a copy of the Request for Board Action form. At the discretion of each Board Member, distribution shall be by a paper copy in an Orange Folder and/or an electronic copy labeled "Orange Folder."
- 3) Board Members shall review and comment on the proposed action, and return their original documents with comments directly to the Executive Secretary. Board Members shall complete their review within the later of five (5) days of the date the Executive Secretary distributed the Orange Folder or three (3) days of the date of the staff briefing. Additional time may be necessary for large documents or reports, and may be proposed by the applicable Office Director or requested by any Board Member. If proposed or requested, the Executive Secretary shall notify all Board Members of the time extension. The extension will be automatically granted unless an objection is raised by a Board Member. If an objection is raised, the extension is denied.
- 4) Board Members should independently review and comment on an Orange Folder document during their initial review.
- 5) Once all Board Members have returned their Orange Folder, the Executive Secretary will deliver the entire document package, including all feedback from Board Members, to the originating office for staff review of comments and, as needed, document changes or reconsideration. In addition, the Executive Secretary will provide a copy of the entire document package, including feedback from Board Members, to each Board Member. The Executive Secretary will note in the Board's action tracking log the date the package was returned to the originating office.
- 6) If at any time prior to a final Board vote, the Office Director responsible for the proposed document determines that the action should not be

finalized, the basis for this decision must be summarized on a Request for Board Action form and provided to the Board's Executive Secretary. The Executive Secretary shall distribute the Request for Board Action to all Board Members. The document shall be withdrawn unless a Board Member objects within three (3) days. The completed Request for Board Action shall be forwarded by the Executive Secretary to the Records Manager for maintenance in accordance with the requirements in Board Directive AD 19-1, *Records Management Program*.

- 7) If the staff is unable to accommodate a Board Member's comment, the applicable Office Director or designee shall explain the staff rationale to the Board Member.
- 8) After the document originator is satisfied that all Board Member comments and changes are disposed, the final staff document will be provided to the Board's Executive Secretary and the General Counsel. The Executive Secretary shall proceed to Yellow Folder after the General Counsel reviews the revised document.

C. Yellow Folder routing. The Yellow Folder provides the opportunity for Board Members to initiate amendments to the final staff document.

- 1) The Board's Executive Secretary will simultaneously distribute to all Board Members the complete final staff document and any attachments. At the discretion of each Board Member, distribution shall be by a paper copy in a Yellow Folder and/or an electronic copy labeled "Yellow Folder."
- 2) Amendments. Within one (1) day any Board Member may indicate to the Executive Secretary an intention to propose one or more amendments to the final staff document. The amendment process below is written for the straight-forward case where amendments are appropriately submitted and voted on without revision or conflict. Many potential complications could arise, (e.g., Board Members submit conflicting amendments, or one Member seeks a friendly amendment to another Member's amendment). Such complications shall be addressed on a case-by-case basis by the Member or Members involved and the path forward resolved through unanimous consent. The straight-forward case shall be as follows:
 - a) The Executive Secretary shall notify all Board Members and Office Directors of the Member's intent to propose one or more amendments;
 - b) The notational vote on the final staff document shall be stayed until after voting on all proposed amendments has occurred;

- c) The Board Member proposing amendments shall submit the text of all proposed amendments to the Executive Secretary by no later than 5:00 PM Eastern time on the day following the day the Member made the notification of intent to submit amendments. The text of the proposed amendments may be accompanied by a brief explanation of their purpose;
- d) The Executive Secretary shall immediately provide the amendments to all Board Members and Office Directors;
- e) As soon as practicable, the Board Members should receive input from the Office Directors as to whether any technical, legal, or administrative issue is raised by the amendment. The Office Directors should not comment on the writing style or tone of the amendment text. An Office Director may comment on the underlying policy issues or staff impact issues raised by the amendment if the Office Director or his designee did not have the opportunity to do so during Orange Folder routing. If an Office Director makes any comment on the amendment, any Board Member may rebut the Office Director prior to proceeding to notational vote. The Executive Secretary shall proceed expeditiously to notational voting in accordance with the next step unless a Member has indicated an intent to provide a rebuttal, in which case the Member shall be provided one (1) day to do so;
- f) One (1) day after distributing the amendments, the Executive Secretary shall distribute a notational vote sheet for each amendment;
- g) Notational votes on all proposed amendments shall occur within one (1) day and prior to voting on the final document.
- h) The Executive Secretary shall amend the final staff document to reflect any approved amendments and shall distribute the revised document per paragraph D below;
- i) If no amendments were approved, the Executive Secretary shall immediately cause a notational vote on the final staff document to occur;

D. Blue Folder process. The Blue Folder process provides for final voting. The Blue Folder process shall begin at the completion of the amendment process or, if no Member indicated intent to submit amendments, one (1) day after distribution of the Yellow Folder.

- 1) The Board's Executive Secretary will simultaneously distribute to all Board Members the complete final staff document or, if applicable, the final amended document, plus any attachments. At the discretion of each Board Member, distribution shall be by a paper copy in a Blue Folder and/or an electronic copy labeled "Blue Folder."
- 2) Each Board Member will have three (3) days to evaluate the proposed final action and complete their voting form.
- 3) All original documents, including notational voting sheets, will be returned directly to the Board's Executive Secretary by each Board Member.
- 4) The Board's Executive Secretary will complete the Affirmation of Board Voting Record form (Appendix 6).

E. Post-voting administration.

- 1) The Board's Executive Secretary shall notify the Office Director responsible for the document of the voting results, and if the document was approved:
 - a) Obtain the Chairman's signature or approval to use the Chairman's e-signature;
 - b) Coordinate distribution of the signed document;
 - c) Note the date of approval of the final proposed document and sign the Request for Board Action;
 - d) Provide a copy of the Request for Board Action, the Affirmation of Board Voting Record, and the final signed document to each Board Member; and
 - e) Coordinate the disposition of the complete document package with the Records Manager in accordance with Board Directive AD 19-1, *Records Management Program*.
 - f) Initiate action to post notational vote forms to the internet in accordance with the applicable staff operating procedure.
- 2) If the document was not approved, the Board's Executive Secretary shall:
 - a) Note the disapproval on the Request for Board Action;

- b) Provide a copy of the Request for Board Action and the Affirmation of Board Voting Record to the Board Members and the document originator; and
- c) Coordinate the disposition of the complete document package with the Records Manager in accordance with Board Directive AD 19-1, *Records Management Program*.
- d) Initiate action to post notational vote forms to the internet in accordance with the applicable staff operating procedure.

3.2 Recommendations Review and Approval

- A. This section describes the Board's Recommendation review and approval procedure. The provisions of paragraph A of Section 3.1 shall apply to this section.

- B. The Board will review and/or approve by vote the following actions:
 - 1) Draft Recommendation. This document is a Board-approved final draft recommendation to be released to the Secretary of Energy for review;
 - 2) Any extension of time beyond 30 days requested by the Secretary of Energy for comment on a Draft Recommendation;
 - 3) Final Recommendation. This document is a Board-approved final recommendation approved for release to the Secretary of Energy and the Public. This document includes consideration of Secretary of Energy comments on the Draft Recommendation, if any.

- C. Draft Recommendation process.
 - 1) Orange Folder routing. The Orange Folder routing procedure of Section 3.1 shall be followed, except:
 - a) In reviewing for completeness, the Executive Secretary shall require a written statement from the Technical Director that all supporting documents required by the Board's enabling statute have been included.
 - b) Board Members shall have up to seven (7) days to review and comment on the staff-proposed Draft Recommendation, and to return their original documents with comments directly to the Executive Secretary.
 - 2) Yellow Folder routing. The Yellow Folder routing procedure of Section 3.1 shall be followed.
 - 3) Blue Folder routing. The Blue Folder process of section 3.1 shall be followed, except each Board Member shall have five (5) days to evaluate the proposed Draft Recommendation and complete their voting form.
 - 4) Post-voting administration. The post-voting administration process of Section 3.1 shall be used, and in addition:
 - a) The confidentiality of the document shall be maintained;

- b) If the Board voted affirmatively to proceed, the Board’s Executive Secretary shall ensure a “Draft Recommendation” watermark is installed on each page of the document when coordinating assembly of the confidential package for the Chairman’s approval and release to the Secretary of Energy for review;
 - c) The Draft Recommendation and any related findings, supporting data, and analysis shall be date-stamped and hand carried to the office of the Secretary of Energy and to the office of the DOE Departmental Representative to the Board;
- D. Final Recommendation process. The final recommendation process begins with the earlier of receipt of the Secretary of Energy’s comments on the Draft Recommendation, or the expiration of the time allotted for the Secretary of Energy to comment.
- 1) If the Secretary of Energy has provided no comments, the Draft Recommendation process shall be repeated beginning with step 3, “Blue Folder process.” In repeating the process, all internal Board documentation shall refer to “Final Recommendation” rather than “Draft Recommendation.” If the Board approves the Final Recommendation, there will be no watermark on the final document. After receipt by the Secretary of Energy, the Final Recommendation, along with all related Secretarial correspondence, will promptly be made public in accordance with the Board’s statute.
 - 2) If the Secretary has provided comments, the following process shall be used:
 - a) Ten (10) days from the date of receipt of comments from the Secretary of Energy, the Board’s Executive Secretary shall obtain from the Technical Director for delivery into a Yellow Folder: a proposed Final Recommendation, including all supporting documents; a copy of the Secretary of Energy’s comments; a narrative describing the staff’s rationale for disposition of the Secretary of Energy’s comments; and a copy of the original Draft Recommendation;
 - b) The Draft Recommendation process shall be repeated beginning with step 2, “Yellow Folder process.” In repeating the process, all internal Board documentation shall refer to “Final Recommendation” rather than “Draft Recommendation.” Intention to submit amendments shall be made within three (3) days of receipt of the Yellow Folder. If there are proposed amendments, Board Members should follow the steps in paragraph C.2 under Section 3.1. If no Member indicates an intent to submit

amendments, the Executive Secretary shall proceed to the Blue Folder process. If the Board approves the Final Recommendation, there will be no watermark on the final document. After receipt by the Secretary of Energy, the Final Recommendation, along with all related Secretarial correspondence, will promptly be made public in accordance with the Board's statute.

3.3 Requests for Board Action by a Board Member

- A. Individual Board Members may seek nominal staff support by making a request directly to the applicable Office Director. Nominal requests are those that do not require significant staff resources (e.g., a request to be briefed on work the staff has already performed, or a request to have a simple inquiry made to DOE or NNSA) or those where the anticipated staff resources align with the previously approved annual work plan. Nominal requests can be verbal; no specific form or format is required. When the request is more than nominal, as concluded by any Board Member or the applicable Office Director, the procedure below shall be utilized.
- B. Individual Board Members may submit written proposals for consideration by the full Board. These may involve policy matters before the Board or proposed staff tasking that could impact the Board's approved annual work plan. Some matters, such as the preparation of a proposed recommendation, may involve both Board policy and staff tasking. In those cases, the procedure below for staff tasking shall be used since the staff tasking will necessarily precede any Board vote on the policy matter. A Request for Board Action by a Board Member form (Appendix 4) will be utilized to document and preserve these exchanges and decision making. The requesting Board Member will complete the Request for Board Action by a Board Member form, sign the request, and submit it to the Board's Executive Secretary.
- C. Upon receipt, the Executive Secretary will log the request into the Board's action tracking system.
- D. If the request involves staff tasking, the process below shall be used. The process is written for the straight-forward case where Requests for Board Action are appropriately submitted and voted on without revision or conflict. Many potential complications could arise, (e.g., Board Members submit conflicting requests, or one Member seeks a friendly amendment to another Member's request). Such complications shall be addressed on a case-by-case basis by the Member or Members involved and the path forward resolved through unanimous consent. The straight-forward case shall be as follows:
 - 1) The Executive Secretary will submit the request to the Chairman for processing;
 - 2) The applicable Office Director will produce an assessment of the impact on the approved annual work plan and may provide any other information within the Office Director's area of responsibility that the Office Director deems relevant. Any Board Member may rebut the Office Director prior to proceeding to notational voting. The Executive Secretary shall proceed expeditiously to notational voting in accordance with the next step unless

a Member has indicated an intent to provide a rebuttal, in which case the Member shall be provided one (1) day to do so;

- 3) The the Executive Secretary shall proceed to notational voting in accordance with the following steps:
 - a) The Executive Secretary shall provide a copy of the completed Request for Board Action by a Board Member form along with any Office Director assessments, other Office Director inputs, and any Board Member rebuttal to each Board Member. Board Members shall register their vote within one (1) day of receipt of the completed Request for Board Action by a Board Member;
 - b) The Executive Secretary will complete the Affirmation of Board Voting Record forms, distribute copies to each Board Member and the relevant Office Directors, and forward the complete package to Records Management for preservation.

E. If the request involves a policy matter before the Board:

- 1) The Executive Secretary will provide a copy of the Request for Board Action by a Board Member to all Board Members simultaneously, in paper or electronic form;
- 2) Each Board Member will register their vote and return it to the Executive Secretary for processing. The time frame for initiating voting on any such proposal must be consistent with, and not exceed, the time frames specified elsewhere in these procedures for specific types of actions. For example, if the Board has a three day time period to vote on a proposed correspondence and a Board Member has proposed that type of correspondence, the time frame allowed for the vote should be three days;
- 3) The Executive Secretary will complete Affirmation of Board Voting Record forms, distribute copies to each Board Member and the relevant Office Directors, and insert the file copy into the document package containing the subject of the proposal.

F. If the request involves a waiver of, or revision to, these procedures:

- 1) In a particular circumstance, the Board may, by unanimous consent, waive these procedures, in whole or in part, without the formality of a separately recorded vote. If any Board Member withholds consent, the Board must adhere to these procedures or else vote to waive them in whole or in part using the procedure in paragraph D. above;
- 2) The procedure of paragraph D. above shall be used to make revisions.

3.4 Unanimous Consent³

- A. Unanimous Consent may be used as confirmation of Board approval of a routine issue for which it is reasonable to expect consensus. A request for Unanimous Consent may be made by any Member of the Board or the lead or acting lead of any of the agency's three administrative units. Unanimous Consent should not be used for issues of policy where public transparency is warranted.
- B. A request for Unanimous Consent may be made by any means available, including orally. If time permits, the preferred method is through email managed by the Executive Secretary. If someone other than the Executive Secretary manages the request, that person is responsible for collecting and providing written documentation of the request and of the records of votes to the Executive Secretary.
- C. Approval of a request for Unanimous Consent requires both a quorum of three and an affirmative vote of all Board Members not incapacitated.
- D. A request for Unanimous Consent, if not approved, shall expire at the end of the third workday after the day in which the request is submitted.
- E. Once a request for Unanimous Consent is approved, disapproved or expired, the Executive Secretary shall immediately inform the Board of the result. The Executive Secretary shall then ensure a sequential serial number has been assigned, provide a copy of the documentation to each Board Member, and post the documentation on the agency's intranet.

³ Section 3.4 was added via Board Action 2016-300-013 (effective June 21, 2016).

4.0 Board Travel

- A. General Guidelines. Board Members will follow the Federal Travel Regulation and the Board Directive and Operating Procedure on travel. Because Board Member or full Board travel within the DOE/NNSA complex can have significant impact on staff and work activities in the complex, the decision to schedule Board Member or full Board travel within the complex is a policy matter and is reserved to the Board. The Chairman alone has the authority to administer travel funding, including the authority to deny or cancel any Board Member or staff travel for funding reasons. Official travel by Board Members outside the DOE/NNSA complex shall be at the discretion of the individual Member, subject to the Chairman's funding authority, the FTR, and the ethics review of paragraph D below. In accordance with Section 1 of these procedures, the Chairman may delegate his authority over funding.
- B. Scheduling Board/Board Member Travel within the DOE/NNSA Complex:
- 1) The Board shall vote on an annual Board/Board Member travel plan submitted by the Technical Director in conjunction with the submission of the annual work plan. The Technical Director may at any time submit a revised Board/Board Member travel plan. A Board/Board Member travel plan shall include the tentative dates of travel, the number of Board Members travelling, and a brief summary of the purpose of the travel;
 - 2) Board approval of Board/Board Member travel shall be by notational vote using the procedure of Section 3.1 or Section 3.3;
 - 3) Any Board Member may propose Board/Board Member travel and bring the proposal to a vote using the procedure of Section 3.3. The submission shall include the approximate dates of travel, the number of Board Members travelling, and a brief summary of the purpose of the travel. Although Board/Board Member travel within the DOE/NNSA complex is considered a policy matter, the staff tasking procedure of Section 3.3 shall be used due to the considerable staff resources necessitated by travel preparations.
- C. Tentative Itinerary, Agenda, and Manifest. Two (2) months prior to any Board/Board Member travel, the Board shall review and approve a tentative itinerary, agenda, and manifest for the travel submitted by the Technical Director. This step should be accomplished as soon as practicable if there are less than two (2) months remaining before the proposed travel date. Following Board approval, the itinerary, agenda, and manifest may be revised without a subsequent Board vote so long as the revisions do not significantly change the expected impact on staff and work activities. Significant impacts are those that have the potential to create disruption at the site(s) visited. Significant revisions include changing the date(s) by more than a week, adding to the agenda a site that was not previously

included, or adding a third Board Member such that travel previously approved as Board Member travel becomes travel of a Board quorum. Insignificant revisions include changing the date(s) by a week or less, adding or subtracting to the agenda at a site that was previously approved, reducing the number of Members on the manifest including the case where the reduction results in the loss of a quorum, or substituting staff accompanying the Board/Board Members. All Board Members should be notified of all revisions. If in doubt as to whether a revision requires a vote, all Board Members should be notified of the revision and any Board Member may then call for a vote.

- D. All Board Member travel shall be reviewed by the General Counsel or his designee.
- E. Board Members shall minimize travel to, and dwell time at, DOE locations. Board Member travel has considerable impact on the site representatives and the DOE local management.

5.0 Board Calendar

- A. The Board's Executive Secretary shall maintain a single Board Calendar of meetings and travel for all Board Members.
- B. Board Members shall provide inputs to the Executive Secretary as necessary so that the Member's whereabouts during normal business hours are accounted for. Normal business hours of the Board shall be the same as normal business hours for the Board's staff. The Chairman shall set the normal business hours for the staff.
- C. Unless otherwise noted on the Board Calendar, Board Members shall be assumed to be available for business at the Board Headquarters. The Board calendar shall reflect official travel or official business in Washington, D.C., (but away from Headquarters, or "off-site") when appropriate. When Board Members are away from Headquarters during normal business hours for personal reasons, the Board Calendar shall reflect that Member as "out."
- D. A Board Member who desires to participate in a Board meeting or briefing by phone shall notify the Executive Secretary as soon as possible. The Executive Secretary is responsible for making call-in arrangements as needed.
- E. In addition to the status of Board Members, the Board Calendar shall also reflect travel, "off-site," or "out" status of the Office Directors. Meetings or briefings involving Office Directors, but not any Member, will normally not be placed on the Board Calendar.

APPENDIX 1

CHAIRMAN'S DELEGATION OF AUTHORITY

The Chairman of the Defense Nuclear facility Safety Board hereby delegates the following authorities

Authority to approve: (Dir., POL., OP, etc.)

<input type="text"/>	consistent with	<input type="text"/>
<input type="text"/>	consistent with	<input type="text"/>
<input type="text"/>	consistent with	<input type="text"/>
<input type="text"/>	consistent with	<input type="text"/>

The following restrictions apply:

<input type="text"/>
<input type="text"/>
<input type="text"/>

Prerequisite Requirements:

<input type="text"/>
<input type="text"/>

This delegation of authority expires on [Click here to enter a date.](#) and is subject to a semiannual review.

Signature of Chairman [Click here to enter a date.](#)

Signature of Delegated [Click here to enter a date.](#)

APPENDIX 2

REQUEST FOR BOARD ACTION

Title of Action Document

Complete review by

Click here to enter a date.

Brief description of Purpose

Relevant background information attached (initial)

Summarize any staff difference of opinion regarding the Proposed action

Summarize any time sensitive considerations

Requestor signature

Click here to enter a date.

Responsible Office Director signature

Click here to enter a date.

Executive Secretary signature

Click here to enter a date.

Final disposition of proposed action summary

Executive Secretary signature

Click here to enter a date.

APPENDIX 3

REQUEST FOR BOARD ACTION ON RECOMMENDATION

Recommendation # and Title

Brief description of Recommendation Basis

Relevant background information attached (initial)

- Risk Assessment (if required)
- Economic and technical review

Summarize any staff difference of opinion regarding the Proposed Draft Recommendation

Summarize any time sensitive considerations

Requestor signature [Click here to enter a date.](#)

Office Director's signature [Click here to enter a date.](#)

Executive Secretary signature [Click here to enter a date.](#)

Board approves release of Proposed Draft Recommendation for 30-day S-1 review

Executive Secretary signature [Click here to enter a date.](#)

Package submitted for Board Notational Voting on Final Proposed Recommendation

Executive Secretary signature [Click here to enter a date.](#)

Final disposition of Recommendation Summary

Executive Secretary signature [Click here to enter a date.](#)

Office Director's signature [Click here to enter a date.](#)

APPENDIX 4
REQUEST FOR BOARD ACTION BY A BOARD MEMBER

Requester signature [Click here to enter a date.](#)

Brief description of Requested Action

Attachments (init) (included clean version of any proposed document or modified document)

Summarize any time sensitive considerations

Requestor signature [Click here to enter a date.](#)

Executive secretary [Click here to enter a date.](#)

If Board member vote required, each Board member should initial below:

	APRVD	DISAPRVD	ABSTAIN	NOT PARTICIPATING	COMMENT	DATE
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Final Disposition Summary

Executive Secretary signature [Click here to enter a date.](#)

APPENDIX 5

**DEFENSE NUCLEAR FACILITIES SAFETY BOARD
NOTATIONAL VOTE RESPONSE SHEET**

FROM: _____

SUBJECT:

--

--

Approved_____
Not Participating_____

Disapproved_____

Abstain_____

COMMENTS: **Below**_____
 Attached_____
 None_____

Signature

Date

APPENDIX 6

AFFIRMATION OF BOARD VOTING RECORD

SUBJECT (& doc #): _____

The Board, with Board Member(s) *approving*, Board Member(s) *disapproving*, Board Member(s) *abstaining*, and Board Member(s) *recusing*, have voted to approve / disapprove the above document on, 2013.

The votes were recorded as:

	APRVD	DISAPRVD	ABSTAIN	NOT PARTICIPATING*	COMMENT	DATE
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

*Reason for Not Participating:

This Record contains a summary of voting on this matter together with the individual vote sheets, views and comments of the Board Members.

Executive Secretary to the Board

Attachments:

1. Voting Summary
2. Board Member Vote Sheets

cc: Board Members
OGC
OGM Records Officer
OTD