

# Non-Concurrence

## NCP PM Checklist:

### A. Tracking

1. All non-concurrences must be documented on NRC Form 757 and all NCP Forms must have a tracking number.
2. Individuals must request an NCP tracking number prior to submitting an NCP Form by emailing [NCPPM.Resource@nrc.gov](mailto:NCPPM.Resource@nrc.gov) or calling (301) 415-2741.
3. Outlook email includes: Renée Pedersen (NCP PM) and Catherine Thompson (NCP PM backup).
4. Administrative Assistants (AAs) in the front office will forward telephone requests for tracking numbers to NCP PM (Renée) or NCP PM backup (Kitty) when NCP PM is unavailable.
5. NCP PM will assign a tracking number (e.g., NCP-2011-008) that will be used to track the NCP throughout the review process and identify it upon completion.
6. NCP PM will maintain an NCP Tracking System that will be used to assign, track, and identify all NCPs. The NCP Tracking System is included in an Excel spreadsheet on the G drive > OCWE & Differing Views > NCP > NCP Tracking System.xlsx.

### B. Implementation

1. NCP PM (or OCWE Champion) will contact the non-concurring individual and highlight goals and rights, including:
  - a. ensuring that the Summary of Issues (SOI) reflects their concerns and emailing the Document Sponsor their comments and consensus,
  - b. asking to be involved in meetings where their issues will be discussed (recognizing that it is discretionary and that it will not include all meetings),
  - c. requesting that the NCP Form be publicly available if they want when the NCP is complete, and
  - d. reporting concerns of reprisal for engaging in the NCP.
2. NCP PM (or OCWE Champion) will contact the Document Signer and highlight goals and responsibilities, including:
  - a. identifying the Document Sponsor, who will serve to coordinate and document the staff's review of the non-concurrence,

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- b. involving the non-concurring individual in discussions (when appropriate),
- c. ensuring a common understanding of the issues and the importance of the SOI,
- d. ensuring that the documentation of the disposition of the concerns in Section C of the NCP Form in a manner that is complete, factual, and focused on the issues (not individuals),
- e. identifying the NCP Reviewer if Document Signer is individual's immediate supervisor or if Document Signer is not an SES manager.

### C. NCP Outcome, Record-Keeping, and Web Posting

1. When the NCP is complete, the Document Sponsor will email the NCP Form (ADAMS accession number) to the NCP PM.
2. NCP PM will review the NCP Form for implementation completeness, including proper ADAMS profiling and NCP Form availability.
3. NCP PM will post closed NCP case on the NCP Web page on the internal Web site.
4. NCP PM will remind Document Signer to consider recognition for non-concurring individual (when warranted), including the NRC Team Player award.