

MEMORANDUM TO: George C. Pangburn, Director
Division of Nuclear Materials Safety, RI

Douglas M. Collins, Director
Division of Nuclear Materials Safety, RII

Cynthia D. Pederson, Director
Division of Nuclear Materials Safety, RIII

Dwight D. Chamberlain, Director
Division of Nuclear Materials Safety, RIV

FROM: Donald A. Cool, Director /RA/
Division of Industrial and
Medical Nuclear Safety, NMSS

SUBJECT: LICENSING ASSISTANTS COUNTERPART MEETING

The materials program annual Licensing Assistants and Administrative Coordinators Counterpart Meeting will be held in Region I this year. We have tentatively scheduled the meeting for September 25-27, 2001. Information regarding hotel accommodations will be provided separately to attendees.

The primary focus of the meeting this year will be ADAMS as it relates to licensing. Another point of discussion will be the Licensing Tracking System (LTS) and the entry of data into the LTS. We would like to solicit your suggestions for additional agenda items.

Please provide your list of attendees and any agenda items to Maureen Moriarty (MXM1) within two weeks.

cc: D. J. Weiss, OCFO

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Regional Licensing Branch Chiefs, Licensing Assistants, Administrative Coordinators

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