

Withdrawn

Administrative Letter 1994-17, "Addressing Correspondence to the NRC," dated December 15, 1994, has been withdrawn.

ADAMS Accession Number: ML031110347

See *Federal Register* notice 81 FR 31969, dated
May 20, 2016

Jim McKnight
05 F22

UNITED STATES
NUCLEAR REGULATORY COMMISSION
OFFICE OF NUCLEAR REACTOR REGULATION
WASHINGTON, D.C. 20555

December 15, 1994

NRC ADMINISTRATIVE LETTER 94-17: ADDRESSING CORRESPONDENCE TO THE NRC

Addressees

All holders of operating licenses or construction permits for nuclear power reactors.

Purpose

The U.S. Nuclear Regulatory Commission (NRC) is issuing this administrative letter to remind addressees of the requirement pertaining to correspondence in Part 50.4(a) of Title 10 of the *Code of Federal Regulations* (10 CFR). This administrative letter does not transmit or imply any new or changed requirements or staff positions. No specific action or written response is required.

Background

The NRC staff regulations, including 10 CFR 50.4(a), require that the signed original of all written communications to the NRC be addressed to the U.S. Nuclear Regulatory Commission, ATTN: Document Control Desk, Washington, DC 20555. Some exceptions to this NRC requirement are explicitly stated in other sections of 10 CFR Part 50 (e.g., 10 CFR 50.54(cc)(1)).

The NRC staff has noted several instances in which the signed original was not sent to the Document Control Desk as required. Instead, the original was addressed to an NRC staff member. This occurred most often when the correspondence (e.g., correspondence supporting enforcement discretion) required a quick response.

As a result, some licensee documents were not entered in the NRC Nuclear Document Control System (NUDOCS). Additionally, these documents were not available to the public.

Discussion

Licensees are reminded to send the signed original of all written correspondence to the Document Control Desk (unless explicitly instructed to do otherwise). The Document Control Desk personnel ensure that the incoming documents receive the proper internal distribution and are placed in the public document rooms and are entered in NUDOCS.

9412090146 *spdata on 12/29/94* PDR ADOCK 05000003 P 941215
ID+R-5 ADMINISTRATIVE Letter D103

This requirement does not preclude licensees from transmitting copies of the signed originals directly to the appropriate NRC staff member(s).

This administrative letter requires no specific action or written response. If you have any questions about this letter, please contact the person listed below or the appropriate Office of Nuclear Reactor Regulation (NRR) project manager.



Brian K. Grimes, Director
Division of Project Support
Office of Nuclear Reactor Regulation

Contact: Stephen Dembek, NRR
(301) 504-1401

Attachment:
List of Recently Issued NRC Administrative Letters

Attachment filed in JACKET

LIST OF RECENTLY ISSUED
 NRC ADMINISTRATIVE LETTERS

Administrative Letter No.	Subject	Date of Issuance	Issued to
94-16	Revision of NRC Core Inspection Program for Annual Emergency Preparedness Exercise	11/30/94	All holders of OLs or CPs for nuclear power reactors.
94-15	Reorganization of the Office of Nuclear Reactor Regulation	10/06/94	All holders of OLs or CPs for nuclear reactors.
94-14	Distribution of Supplement to NUREG-1021, "Operator Licensing Examiner Standards"	09/22/94	All holders of operator and senior operator licenses at nuclear power reactors and all power reactor licensees.
94-13	Access to Nuclear Regulatory Commission Bulletin Board Systems	09/13/94	All NRC licensees.
94-12	Operator Licensing National Examination Schedule	09/12/94	All holders of OLs or CPs for nuclear power reactors.
94-11	Request for Voluntary Comment on the Pilot Program for NRC Recognition of Good Performance by Nuclear Power Plants	09/07/94	All holders of OLs for nuclear power reactors.
94-10	Distribution of NUREG-1478, "Non-Power Reactor Operator Licensing Examiner Standards"	08/17/94	All holders of operator or senior operator licenses at test and research reactor licensees.
94-09	Changes to the "Mandatory Guidelines for Federal Work Place Drug Testing Programs"	03/04/94	All holders of OLs or CPs for nuclear power reactors, and all licensees authorized to possess or transport Category I nuclear materials.

OL = Operating License
 CP = Construction Permit

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Original signed by
Brian K. Grimes

Brian K. Grimes, Director
Division of Project Support
Office of Nuclear Reactor Regulation

Contact: Stephen Dembek, NRR
(301) 504-1401

Attachment:
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DOCUMENT NAME: 94-17.AL

*See previous concurrence

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OFFICE	OECB	OECB	C:OECB\DOPS	D:DOPS/NRR
NAME	NECampbell*	RJKiessel*	AEChaffee*	BKGrimes /s/d
DATE	11/21/94	11/22/94	11/25/94	12/9/94

OFFICIAL RECORD COPY

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NAME	NECampbell*	RJKiessel*	AEChaffee*	AJKusler	BKGrimes <i>gr</i>
DATE	11/21/94	11/22/94	11/25/94	11/19/94	12/9/94

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NAME	NECampbell <i>NKO.</i>	RJKiessel <i>RJK</i>	AECB/ATFee	AJKugler	BKGrimes
DATE	11/21/94	11/21/94 <i>RJK</i>	11/25/94 <i>ATB</i>	11/ /94	11/ /94

W/COPIES

*IRM/IRMS
 J. Mc Knight
 11/21/94 *JMK**

*NRR/PD1+2
 S. Dembek
 11/21/94
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*Tech Editor
 11/17/94*