

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

January 28, 1994

NRC ADMINISTRATIVE LETTER 94-02: ACKNOWLEDGEMENT OF RECEIPT AND/OR UPDATE OF
OFFICIAL AGENCY FILES OF LICENSEE SUBMITTALS

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 inform addressees of changes to NRC procedures for acknowledgement of receipt and/or update of official agency files of certain licensee submittals. This administrative letter does not transmit or imply any new requirements or staff positions. No specific action or written response is required.

Background

Approximately 400 documents arrive at the NRC Document Control Desk (DCD) every day. NRC is requested to acknowledge the receipt of the licensee's submittal and/or the update of the licensee's official agency files for approximately 25 percent of the incoming mail.

To determine how the DCD could be more responsive to the important processing and distribution services that are provided to the Office of Nuclear Reactor Regulation (NRR) staff, the Office of Information Resources Management reviewed the overall volume of documents received in a day and found the acknowledgement process to be extremely time consuming for the following reasons:

- Return addresses are not always readily identifiable.
- Requests are not submitted in a uniform format.
- Some submittals request return information that is not readily available to the DCD staff.

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updated on
7/29/94

FDI
ID+R-5-Administrative Letters

Discussion

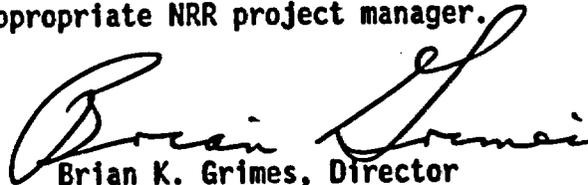
Effective 60 days from the date of this administrative letter, NRC will acknowledge receipt and/or update of documents from power reactor licensees only when licensees submit the information listed below in a self-addressed reply format (e.g., a postcard or a single sheet of paper that will be placed in a window envelope):

- return address for response
- utility name
- plant/unit name
- docket number(s)
- title of document
- version/revision number of document, if appropriate

NRC will attempt to respond within 30 days of receipt to requests that comply with the above.

It should be noted that when updated pages are received, the NRC will not destroy the pages that are superseded. These pages will remain in the docket file until they are eligible for destruction in accordance with the disposition schedule approved by the National Archives.

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



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

Contact: Doris J. Hoover, NRR
(301) 504-1869

Attachment:
List of Recently Issued NRC Administrative Letters

Enclosure (Print OUT) FILED in Jacket

LIST OF RECENTLY ISSUED
NRC ADMINISTRATIVE LETTERS

Administrative Letter No.	Subject	Date of Issuance	Issued to
94-01	Forthcoming NRC Meeting with Industry to Discuss the Potential for Pressure Locking and Thermal Binding of Gate Valves	01/13/94	All holders of OLs or CPs for nuclear power reactors.
93-05	Announcement of Public Workshop on the Form and Content of Design Certification Rules	10/29/93	All holders of OLs or CPs for nuclear power reactors.
93-04	Announcement of Forthcoming Public Meetings on Whistleblower Protection Activities	09/09/93	All holders of OLs or CPs for nuclear power and research reactors and selected materials licensees.
93-03	Operator Licensing National Examination Schedule	09/07/93	All power reactor licensees and applicants for an operating license.
93-02	Implementing the Revised Systematic Assessment of Licensee Performance (SALP) Program	08/30/93	All holders of OLs or CPs for nuclear power reactors.
93-01	Announcing A New Type of NRC Generic Communication	07/09/93	All NRC licensees except licensed operators.

OL = Operating License
CP = Construction Permit

Discussion

Effective 60 days from the date of this administrative letter, NRC will acknowledge receipt and/or update of documents only when power and research reactor licensees submit the information listed below in a self-addressed reply format (e.g., a postcard or a single sheet of paper that will be placed in a window envelope):

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- plant/unit name
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Original signed by
 Brian K. Grimes
 Brian K. Grimes, Director
 Division of Operating Reactor Support
 Office of Nuclear Reactor Regulation

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*SEE PREVIOUS CONCURRENCE SHEET

PMAS/PMSB/ADM	TECH EDITOR	OGC	PMAS/PMSB/ADM	IRM/DISS
*DHoover	*RSanders	*MSiemien	*KGreene	*GMessenger
11/19/93	11/22/93	11/22/93	11/22/93	11/22/93
PMAS/PMSB	*DORS/OGCB	*DORS/OGCB	D:DORS	
*RWessman	RKiesel	GMarcus	BKGrimes	
11/22/93	12/20/93	12/22/93	01/25/94	

DOCUMENT NAME: 94-02.AL

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PMAS/PMSB	*DORS/OGCB	DORS/OGCB	D:DORS	
*RWessman	RKiesel	GMarcus <i>GM</i>	BKGrimes <i>BK</i>	
11/22/93	12/20/93	12/22/93	12/ /93	

DOCUMENT NAME: G:ADMLTR

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PMAS/PMSB	DORS/OGCB	PMAS	DORS/OGCB	DORS
*RWessman	RKiesel	FGillespie	GMarcus	BKGrimes
11/22/93	12/29/93	12/ /93	12/24/93	12/ /93

F:\mjk
 G:ADMLTR

NA

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The NRC will attempt to respond within 30 days of receipt to requests that comply with these directions. Effective 60 days from the date this administrative letter is issued, NRC will not acknowledge receipt and/or update of documents that do not comply with these directions. If you have any questions about the contents of this letter, please contact the person listed below or the appropriate Office of Nuclear Reactor Regulation project manager.

Paperwork Reduction Act Statement

This administrative letter contains no information collection requirements and, therefore, is not subject to the requirements of the Paperwork Reduction Act of 1980 (44 U.S.C. 3501 et seq.).

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11/19/93	11/17/93	11/22/93	11/22/93	11/22/93

PMAS/PMSB <i>DH</i>	DORS/OGCB	PMAS	DORS/OGCB	DORS
RWessman	RKiessel	FGillespie	GMarcus	BGrimes
11/22/93	11/ /93	11/ /93	11/ /93	11/ /93