

August 14, 2003

MEMORANDUM TO: Those on Attached List

FROM: Daniel M. Gillen, Chief **/RA/**
Decommissioning Branch
Division of Waste Management, NMSS

SUBJECT: DECOMMISSIONING BRANCH CONTACT FOR TECHNICAL ASSISTANCE REQUESTS

Throughout the year, the Decommissioning Branch (DCB) receives numerous Technical Assistance Requests (TARs) from other Divisions in the Office of Nuclear Material Safety and Safeguards, and from the Regional offices. Typically, TARs have been sent to the DCB Branch Chief, using either a memorandum or a TAR request form. However, in some instances staff from other Divisions have sent TARs directly to DCB staff via e-mail. In order to ensure that all TARs are tracked and are addressed in a timely manner, I am requesting that all TARs be sent from the requesting organization to the DCB Technical Assistant, Nick Orlando. Regional TARs should continue to be sent to the Division of Industrial and Medical Nuclear Safety who should forward them to Nick after being processed.

Nick and I will review the TAR with the DCB Section Chiefs and the appropriate staff member will be assigned to respond to the TAR. A DCB Branch ticket will be generated for the TAR and we will track three dates for responding to the TAR. These dates are: 1) Completion of an acceptance review, typically within 10 days of receipt of the TAR; 2) Establishment (with the requestor) of a schedule for completing the TAR, within 60 days; and, 3) Completion of the TAR in accordance with the agreed upon schedule. The responsible DCB staff member will communicate these dates to your staff.

Using this process, we hope to improve our responses to your requests. Please pass this request on to your staff as appropriate. If you have any questions concerning this request please contact me at 301-415-7295.

MEMORANDUM TO: Those on Attached List

Addressees - Memorandum Dated

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REQUESTS

Robert C. Pierson, Director
Division of Fuel Cycle Safety and Safeguards

Eric J. Leeds, Deputy Director
Division of Fuel Cycle Safety and Safeguards

Susan M. Frant, Chief
Fuel Cycle Facilities Branch
Division of Fuel Cycle Safety and Safeguards

Chief
Special Projects and Inspection Branch
Division of Fuel Cycle Safety and Safeguards

Charles L. Miller, Director
Division of Industrial and Medical Nuclear Safety

Patricia K. Holahan, Deputy Director
Division of Industrial and Medical Nuclear Safety

John Hickey, Chief
Materials Safety and Inspection Branch
Division of Industrial and Medical Nuclear Safety

Chief
Rulemaking and Guidance Branch
Division of Industrial and Medical Nuclear Safety

E. William Brach, Director
Spent Fuel Project Office

Larry W. Camper, Deputy Director
Licensing and Inspection Directorate
Spent Fuel Project Office

M. Wayne Hodges, Deputy Director
Technical Review Directorate
Spent Fuel Project Office

George Pangburn, Director
Division of Nuclear Materials Safety, Region I

Douglas M. Collins, Director
Division of Nuclear Materials Safety, Region II

Marc Depas, Deputy Director
Division of Nuclear Materials Safety, Region III

Elmo Collins, Director
Division of Nuclear Materials Safety, Region IV

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DATE	08/14/03		08/14/03				

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