

# memorandum

DOCKET CONTROL CENTER

DATE: APR 27 1987

REPLY TO: RW-24  
ATTN OF:

'87 ABR 30 P2:49

SUBJECT: Use of Form "Record of Correspondence Concurrence and Distribution" by S, L, & QA Division

TO: James Knight, RW-24

Attached is a copy of the form "Record of Correspondence Concurrence and Distribution" that the QA Branch has been using this past year. Charles Head of our division originated the idea for this form and it has proven extremely useful to the QA Branch. Two versions of this form are used by the QA Branch, one by Karl Sommer and one by Carl Newton. Our Secretary, Marie Adams has both forms stored on her computer under the file names KS and CN respectively.

The purpose this form serves for us are many; first, to specify and document the concurrences for issuance of the memo or letter. The exact concurrence list is specified by the originator and any needed changes to the base form (KS or CN) made by the secretary.

Another useful purpose this form serves is to allow the originator of the correspondence to specify the exact file name to be used on the computer for the correspondence so that if the secretary who originally typed the memo or letter is not available the item can be quickly found by someone else. We number ours consecutively (KS1, KS2, ... etc. and CN1, CN2, ... etc) and each originator keeps a log showing the designation, from, to, and subject. The designation, or file name on the computer, is entered by the Secretary in the area after the words "PC Code".

Another useful purpose the form serves is to identify the distribution to be made of the correspondence. We have a "basic" distribution we generally make and this makes respecifying it for each memo or letter unnecessary and helps assure we don't forget anyone. The originator is, of course, free to make any changes to the basic distribution. The form also allows the secretary to quickly count up the number of copies that need to be made after the correspondence has been signed and dated.

We in the QA Branch have found the form useful and would encourage others to use the idea if they feel it would help.

8706030077 4/27/87

*Carl Newton*  
Carl Newton, RW-24

Attachment

WM Record File  
405

WM Project 1

Docket No. \_\_\_\_\_

PDR

LPDR \_\_\_\_\_

Distribution: *Delligatti*  
*Kennedy* *JSDM*  
*Riddle* *Linchan*  
(Return to WM, 623-SS) *Miller*

87050020

H

RECORD OF CORRESPONDENCE CONCURRENCE AND DISTRIBUTION

SUBJECT:

FROM:

TO:

PC CODE: CN (MARIE ADAMS' IBM)

ORIGINATOR: CARL NEWTON, 6-5059

DISTRIBUTION

QA FILE #  
OCRWM CCRU, RW-13 (5)  
OCRWM ARCHIVES (2)  
ORIGINATOR'S CHRON: NEWTON  
OGR READING FILE  
S, L, & QA DIV CHRON

K. Sommer, RW-24  
J. Knight, RW-24  
M. E. Langston, RW-40-  
H. Steinberg, RW-33  
S. Echols, GC-11  
R. Poe, EH-32  
L. Barrett, RW-33

D. Siefken, Weston  
L. Skoblar, Weston  
G. Faust, Weston  
J. Kennedy, NRC

CONCURRENCES:

\_\_\_\_\_/ /  
C. Newton, RW-24

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\_\_\_\_\_/ /

\_\_\_\_\_/ /

RECORD OF CORRESPONDENCE CONCURRENCE AND DISTRIBUTION

SUBJECT:

FROM:

TO:

PC CODE: KS (MARIE ADAMS' IBM)

ORIGINATOR: KARL SOMMER 6-1639

DISTRIBUTION

QA FILE #  
OCRWM CCRU, RW-13 (5)  
OCRWM ARCHIVES (2)  
ORIGINATOR'S CHRON: SOMMER  
OGR READING FILE  
S, L, & QA DIV CHRON

C. Newton, RW-24  
J. Knight, RW-24  
M. E. Langston, RW-40  
H. Steinberg, RW-33  
S. Echols, GC-11  
R. Poe, EH-32  
L. Barrett, RW-33

D. Siefken, Weston  
L. Skoblar, Weston  
G. Faust, Weston  
J. Kennedy, NRC

CONCURRENCES:

\_\_\_\_\_/ /  
K. Sommer, RW-24

\_\_\_\_\_/ /  
C. Newton, RW-24

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RECORD OF CORRESPONDENCE CONCURRENCE AND DISTRIBUTION

SUBJECT: Use of Form "Record of Correspondence Concurrence and Distribution"

FROM: Carl Newton, RW-24

TO: James Knight, RW-24

PC CODE: CN108 (MARIE ADAMS' IBM)

ORIGINATOR: CARL NEWTON, 6-5059

DISTRIBUTION

QA FILE # F1  
OCRWM CCRU, RW-13 (5)  
OCRWM ARCHIVES (2)  
ORIGINATOR'S CHRON: NEWTON  
OGR READING FILE  
S, L, & QA DIV CHRON

K. Sommer, RW-24  
J. Knight, RW-24  
M. E. Langston, RW-40  
H. Steinberg, RW-33  
S. Echols, GC-11  
R. Poe, EH-32  
L. Barrett, RW-33  
S. Kale, RW-20  
T. Isaacs, RW-21  
J. Bresee, RW-22  
J. Parker, RW-241  
C. Head, RW-24  
O. Thompson, RW-24  
E. Regnier, RW-24

D. Siefken, Weston  
L. Skoblar, Weston  
G. Faust, Weston  
J. Kennedy, NRC

CONCURRENCES:

C. Newton 4/24/87  
C. Newton, RW-24

# memorandum

DATE: APR 27 1987


REPLY TO: RW-24  
ATTN OF:

SUBJECT: Proposal for Establishment of OCRWM Software Quality Assurance Programs

TO:  
J. R. Hilley, RW-30

We reviewed the document that H. Steinberg (RW-33) forwarded to Jim Knight (RW-24) on March 18, 1987 describing the establishment of OCRWM Software Quality Assurance Programs.

We recognize the need for development of a consistent set of requirements for OCRWM-wide computer software program activities and wish to endorse the approach proposed in the March 18, 1987 memo.



Stephen H. Kale  
Associate Director  
for Geologic Repositories

RECORD OF CORRESPONDENCE CONCURRENCE AND DISTRIBUTION

SUBJECT: Proposal for Establishment of OCRWM Software  
Quality Assurance Programs

FROM: S. Kale, RW-20

TO: R. Hilley, RW-30

PC CODE: KS64 (MARIE ADAMS' IBM)

ORIGINATOR: KARL SOMMER 6-1639

DISTRIBUTION

QA FILE #E1  
OCRWM CCRU, RW-13 (5)  
OCRWM ARCHIVES (2)  
ORIGINATOR'S CHRON: SOMMER  
OGR READING FILE  
S, L, & QA DIV CHRON  
S. Kale, RW-20  
T. Isaacs, RW-21  
J. Bresee, RW-22  
R. Stein, RW-23  
D. Alexander, RW-232  
N. Eisenberg, RW-232  
T. Eng, RW-232  
C. Newton, RW-24  
J. Knight, RW-24  
M. E. Langston, RW-40  
H. Steinberg, RW-33  
S. Echols, GC-11  
R. Poe, EH-32  
L. Barrett, RW-33

D. Siefken, Weston  
L. Skoblar, Weston  
G. Faust, Weston  
J. Kennedy, NRC

CONCURRENCES:

K.G. Sommer 4, 2, 1987  
K. Sommer, RW-24

J. Bresee 4/10/87  
J. Bresee, RW-22

J. Knight 4/27/87  
J. Knight, RW-24

S. Kale 4/15/87  
S. Kale, RW-20

C. Newton 4, 7, 1987  
C. Newton, RW-24

R. Stein 4, 11, 1987  
R. Stein, RW-23

T. Isaacs 4, 11, 1987  
T. Isaacs, RW-20

# memorandum

DATE: APR 24 1987

REPLY TO RW-24  
ATTN OF:SUBJECT: Comments on Action Items from March 30, 1987 Meeting of  
Coordinating Groups Task ForceTO:  
Barry Gale, RW-221

I have no real comments on the subject action items - the process looks well thought out and I applaud the efforts at coordinating this process.

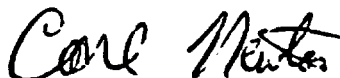
With regard to the proposal that we send out draft agenda and draft meeting minutes for coordinating group meetings for State and Tribe review and comment, I would like to express a hope that the way we have been handling this in the QACG will be satisfactory. We send out a proposed agenda 30 days prior to any QACG meeting along with any meeting materials. We ask for comments on the agenda (but so far we have never received any) with the understanding that a final agenda will be handed out at the meeting. Sometimes minor changes are made, at DOE's initiative.

Meeting minutes are sent out to all attendees with a transmittal letter asking for any changes, corrections or additions. These minutes are not identified as draft and if any changes were desired I would confirm that at the next meeting and document the change in the minutes of that meeting. So far I have never had any corrections or additions requested.

Let me also take this opportunity to update our schedule for future QACG meetings. At the April 23, 1987 meeting we agreed on the following dates:

- July 22 - 23, 1987 - Denver
- October 22, 1987 - Amarillo
- Jan. 21, 1988 - Las Vegas
- April 21, 1988 - Albuquerque
- July 21, 1988 - Denver

I hope the process above meets the intent of the Coordinating Group Task Force. Please advise me if I need to make changes to our process or schedule to the schedule for QACG meetings.



Carl Newton, Chairman  
Quality Assurance Coordinating Group

RECORD OF CORRESPONDANCE CONCURRENCE AND DISTRIBUTION

SUBJECT: Coordinating Group Task Force, Comments on Action Items  
from March 30, 1987 Meeting

FROM: Carl Newton, RW-24

TO: Barry Gale, RW-221

PC CODE: CN106 (MARIE ADAMS' IBM)

ORIGINATOR: CARL NEWTON, 6-5059

DISTRIBUTION

QA FILE #L  
OCRWM CCRU, RW-13 (5)  
OCRWM ARCHIVES (2)  
ORIGINATOR'S CHRON: NEWTON  
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K. Sommer, RW-24  
J. Knight, RW-24  
M. E. Langston, RW-40  
H. Steinberg, RW-33  
S. Echols, GC-11  
R. Poe, EH-32  
L. Barrett, RW-33

D. Siefken, Weston  
L. Skoblar, Weston  
G. Faust, Weston  
~~J. Kennedy, NRC~~

CONCURRENCES:

C. Newton

C. Newton, RW-24

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