

JUN 17 1988

MEMORANDUM FOR: Ronald L. Ballard, Chief
Technical Review Branch

Joseph O. Bunting, Chief
System Engineering and
Evaluation Branch

R. J. Youngblood, Chief
Operations Branch

FROM: Robert E. Browning, Director
Division of High-Level Waste
Management, NMSS

SUBJECT: DISTRIBUTION OF DOCUMENTS TO CNWRA

Attached is a revised checklist to be used by all employees in preparation of documents. Due to the nature of the CNWRA as MRC's FFRDC, it is imperative that they receive all documents generated by the Division, especially those of a technical nature. If the CNWRA is deleted from the checklist, the Docket Control Center will return the package to Joan Hoffman. In addition, please notify all Project Officers that the CNWRA should be added to the distribution list to receive copies of all NUREG's and NUREG/CR's.

If you have any questions regarding this, please contact Barbara Stiltenpole, X20425.

Original Signed by
Robert E. Browning

Robert E. Browning, Director
Division of High-Level Waste
Management, NMSS

Enclosure: As stated

cc: S. Scott, DISS
J. Skoczias, DCB
J. Blanton, DCB

HLSE	:HLWM	: RB	:	:	:	:
Stiltenpole	:JOBunting	:REBrowning:	:	:	:	:
06/17/88	:06/17/88	:06/17/88	:	:	:	:

426
WM-11
NH 15 1/2

DISTRIBUTION LIST FOR MEMO DATED _____

Central Files
HLSE r/f
RLBallard, HLTR
CMacDonald, SGTR
SFortuna, HLSE
MDeiligatti, HLSE
WOtt, RES

NMSS r/f
REBrowning, NMSS
BJYoungblood, HLOB
JCook, SGTR
BStiltenpole, HLSE
PJustus, HLTR
MMace, DC

JOBunting, HLSE
RGrill, RES
DHassel, OGC
PAltomare, HLSE
JPearring, HLTR

DOCUMENT NAME: _____

DOCUMENT PREPARATION CHECKLIST
DIVISION OF HIGH-LEVEL WASTE MANAGEMENT

This checklist is to be submitted with each document sent for typing or for distribution

- 1. Is this document a final draft? Yes _____ No _____
- 2. If it is a final draft, does it have the concurrence of a Branch Chief or higher? Yes _____ No _____
- 3. Is this a ticketed item? If Yes, ticket number _____
- 4. DISTRIBUTION:

(Names on concurrence and the standard Branch lists need not be listed; they will be included automatically.) [Attach labels for other than standard distribution] NOTE: CNWRA will get copy of everything!

ANY OTHERS?

PDR	Yes _____	No _____	_____	_____
LPDR	Yes _____	No _____	_____	_____
CNWRA	Yes <u>X</u>	No _____	_____	_____
LSS	Yes _____	No _____	_____	_____
Proprietary	Yes _____	No _____	_____	_____
PreDecisional	Yes _____	No _____	_____	_____

5. CC's _____

6. CONCURRENCES:
Please list the names of all individuals who should be on concurrence:

_____, _____, _____, _____, _____, _____,
_____, _____, _____, _____, _____, _____.

7. Date Originated: _____ Date Due or Needed _____

8. Task Assigned to: _____ Date Completed and sent to 4-C-20 _____

-----REQUIRED ONLY FOR LSS DOCUMENTS-----

9. Date DID'ed to 1NRC0304/IRNTLSS [NOTE: Send only if LSS box is marked Yes above] _____.

10. TLSS: Returned by _____ Date _____
Approved by _____ Date _____

COMMENTS: