

OPA

From: Elizabeth Hayden
To: NRR_INFOREVIEW.owf4_po.OWFN_DO@nrc.gov
Date: Wed, Nov 7, 2001 5:31 PM
Subject: Re: NRR INFO REVIEW PROCESS
Place: NRR_INFOREVIEW.owf4_po.OWFN_DO@nrc.gov

release For telephone requests, does NRR want us to send an e-mail message? For reporters working on deadline who need a decision on information/document within an hour or two, how can we be assured that the NRR INFOVIEW will open our e-mail promptly to repond in time? Additionally, we need the name of an individual to contact should an emergency arise.

>>> NRR_INFOREVIEW 11/07/01 04:57PM >>>
Beth,

NRR release NRR has implemented the following process for the review and approval of potentially sensitive information. NRR requests that OPA address all official requests for information regarding the review and approval of potentially sensitive information directly to NRR_INFOREVIEW@NRC.GOV. The following three step process outlines NRR's approach to addressing such requests:

1. OPA sends an e-Mail request to NRR_INFOREVIEW@NRC.GOV containing at a minimum the following information:

- 1a. OPA point of contact, e-Mail address, and telephone number
- 1b. Requested due date
- 1c. Priority on a scale of 1 to 3 (1 being the highest)
- 1d .Request for information

2. NRR_INFOREVIEW will review all requests for information and coordinate the assignment of NRR resources to address requests in a timely fashion. Requests determined to be mis-characterized will be forwarded to the appropriate office and NRR_INFOREVIEW will notify OPA of the Inter-Office transfer of action.

3. NRR_INFOREVIEW will review and approve request findings and forward the results to OPA for response to the requestor.

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