

**U.S. NUCLEAR REGULATORY COMMISSION**

**DIRECTIVE TRANSMITTAL**

TN: DT-91-14

**To:** Branch Chiefs and Above

**Subject:** Transmittal of Directive 3.25, Automated Graphics Services

**Purpose:** Directive and Handbook 3.25 replace Manual Chapter and Appendix 0261 and were revised to establish procedures, standards, and guidelines for the submission of work and efficient use of associated facilities and equipment for any visual communications, graphics design, computer graphics, and graphic arts services obtained or produced at NRC expense.

**Office and Division of Origin:** Information Resources Management, Information Support Services

**Contact:** Alvin B. Blunt, 49-20216

**Date Approved:** October 17, 1991

**Volume:** 3 Information Management

**Directive:** 3.25 Automated Graphics Services

**Availability:** Distribution Unit, 49-27333

# ***Automated Graphics Services***

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***Directive***  
*(Formerly  
MC 0261)* **3.25**

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# U. S. Nuclear Regulatory Commission

Volume: 3 Information Management  
Part 1: Publications, Mail, and Information  
Disclosure

IRM

## Automated Graphics Services Directive 3.25

### Policy (3.25-01)

It is the policy of the NRC to provide graphics services to agency employees for any visual communications, graphics design, computer graphics, and graphic arts required by NRC programs.

### Objectives (3.25-02)

- To ensure that the agency's graphics services are provided in the most effective, efficient, and economical way consistent with agency standards. (021)
- To ensure that all graphics services are used solely for NRC official business. (022)
- To ensure that graphics products comply with security regulations and copyright restrictions. (023)
- To ensure that the graphics function is fully integrated with NRC's computer systems. (024)
- To ensure that graphics products are compatible with current and emerging NRC computer technology and computer graphics systems to avoid redundancies. (025)
- To ensure that graphics products comply with Joint Committee on Printing regulations and with NRC publication standards and guidelines. (026)

## **Organizational Responsibilities and Delegations of Authority** (3.25-03)

### **The Director, Office of Information Resources Management (IRM)** (031)

- Develops and maintains, in consultation with office directors and regional administrators, those policies and guidelines on the submission of work and the efficient use of all facilities and equipment for NRC graphics services. (a)
- Reviews the efficiency and effectiveness of graphics services provided by NRC and its contractors. (b)

### **The Director, Division of Information Support Services (DISS)** (032)

- As delegated by the Director, Office of Information Resources Management (IRM), develops and maintains policies and guidelines for the efficient use of all facilities and equipment for NRC graphics services. (a)
- Provides visual communications, graphics design, computer graphics, and graphics services and advice within NRC facilities or secures contractor support to meet agency requirements. (b)
- Budgets for agency-wide requirements for graphics services and related equipment. (c)
- Provides graphics design services for NRC books, booklets, pamphlets, brochures, and some publications in the NUREG series. (d)

### **Directors of Offices and Regional Administrators** (033)

- Approve all requests for contracted graphics services that are estimated to exceed \$2,500.

**Directors of Offices and Regional Administrators**  
(033) (continued)

Ensure that computer graphics file formats purchased through contracts are compatible with agency standards or provide procedures by which graphics files can be converted to a standard format.

**Applicability**  
(3.25-04)

**Employees and Contractors**  
(041)

The provisions of this directive and handbook apply to and must be followed by all NRC employees and NRC contractors.

**Handbook**  
(3.25-05)

Detailed procedures and guidelines are set forth in Handbook 3.25.

**References**  
(3.25-06)

1. NRC Management Directive 2.2, "Planning and Control of Automatic Data Processing (ADP) Resources" (formerly MC 0904).
2. NUREG-0650, Revision 1, "Publishing Documents in the NUREG Series," November 1990.
3. 44 U.S.C., "Public Printing and Documents."
4. 17 U.S.C., "Copyrights."
5. NRC Management Directive 12.1, "NRC Facility Security Program" (formerly MC 2101).
6. NRC Management Directive 3.15, "Audiovisual and Photographic Services" (formerly MC 0261).
7. NRC Management Directive 3.7, "Unclassified Staff Publications in the NUREG Series" (formerly MC 3201).

**Automated Graphics Services**  
**Part 1 – Publications, Mail, and Information Disclosure**  
**Directive 3.25**

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**References**

(3.25-06) (continued)

8. NRC Management Directive 3.8, "Unclassified Contractor and Grantee Publications in the NUREG Series" (formerly MC 3202).
9. NRC Management Directive 3.13, "Printing, Copying, and Typesetting" (formerly MC 0260).
10. NRC Management Directive 3.55, "Forms Management" (formerly MC 0233).
11. NRC Management Directive 3.57, "Correspondence Management" (formerly MC 0240).
12. NRC Management Directive 10.72, "Incentive Awards" (formerly MC 4154).
13. Guidance on Preparation and Processing of Visuals for Commission Briefings, transmitted via OEDO memorandum to Office Directors and Regional Administrators, September 1, 1989.
14. 10 CFR 1.53, "Use of NRC Seal or Replicas."
15. Government Printing and Binding Regulations, S. Pub. 101-9, February 1990.

# ***Automated Graphics Services***

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***Handbook***  
*(Formerly  
Appendix 0261)* **3.25**

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## **Automated Graphics Services**

### **Introduction to the Automated Graphics Section (A)**

The Automated Graphics Section (AGS) uses both computer software packages and traditional illustration techniques to generate a wide range of graphic products for clients throughout the agency. The AGS provides its clients with the means to efficiently integrate graphics into a computer environment, thereby significantly reducing the costs of typesetting and pasteup, reducing the time needed to generate products, and increasing the client's control over the production process. Personnel who wish to develop graphic products for agency publications and presentations should contact the AGS for assistance in meeting the agency's graphics standards and in using the agency's approved software.

#### **Computer Graphics (1)**

Computer graphics are images that are generated by or imported into a software package and that can be manipulated on the computer screen, printed, and stored for future use. The AGS supports a number of software packages for graphic applications that will import and generate charts, graphs, technical illustrations, tables, and materials for a variety of visual media (viewgraphs, 35mm slides, color prints, etc.).

#### **Scanning (2)**

The AGS employs computer digitizers ("scanners") to import preexisting art into the graphic software packages. A scanner transfers a two-dimensional image into an electronic format that graphics packages can read and manipulate. Using this technology, AGS can make electronic copies of photographs, drawings, and other images on paper.

## Introduction to the Automated Graphics Section (A) (continued)

### Templates (3)

Templates are predefined electronic formats that allow users new to the graphic arts, the agency's visual standards, and the agency's publication process to develop artwork that automatically conforms to agency stylistic standards. Templates also increase productivity by automating parts of the production process and ensuring that document format is consistent and professional. The AGS has developed graphic templates that automatically determine such design specifications as the following:

- Thickness, length, and location of ruled lines (i)
- Location of shaded boxes and the amount of gray used (ii)
- Tab settings (iii)
- Alignment and indentation of paragraphs (iv)
- Size and shape of bullets (v)
- Size and typeface of headings, text, and captions for overhead visuals and many publications (vi)

## Products of the Automated Graphics Section (B)

The AGS provides a wide variety of graphic products and services:

### Technical Illustrations (1)

Technical illustrations include the following:

- Line drawings (i)
- Schematics (ii)
- Proportional drawings (iii)
- Maps (iv)
- Detailed copies of "blueprints" (v)

## Products of the Automated Graphics Section (B) (continued)

These illustrations represent physical components, activities, ideas, or concepts and must often conform precisely to the specifications of the original. The AGS can prepare original technical illustrations and transparencies or can copy material from existing documents that are not copyrighted or classified. NUREG-0650, Revision 1, "Publishing Documents in the NUREG Series," November 1990, provides additional information about the use of technical illustrations.

### Presentation Graphics (2)

Presentation graphics include the images used for slide shows, overhead projections, electronic exhibits, and television displays. The AGS can provide the following products and services for graphics presentations: (a)

- Advice on the most effective method of presentation. (i)
- Conversion of draft presentation materials into visual products of professional quality. (ii)
- Creation of original presentation graphics of professional quality. (iii)

The following presentation graphics are available from the AGS: (b)

- 35mm slides (i)
- Viewgraphs (ii)
- Color prints (iii)
- Black and white prints (iv)
- Electronic presentations (electronically stored and retrieved) (v)
- Television graphics (stored as paper copy and projected electronically) (vi)

Presentation graphics for official agency presentations in the Commission's Hearing Room must conform to the following dimensional ratios, vertical to horizontal: (c)

## **Products of the Automated Graphics Section (B) (continued)**

### **Presentation Graphics (2) (continued)**

- Video Proportions (3:4) (Exhibit 1) (i)
- Viewgraphs (7:9) (Exhibit 2) (ii)
- 35mm slides (2:3) (Exhibit 3) (iii)

Requests for presentation graphics for meetings of professional societies or for other functions outside the agency must be submitted in writing, include a justification statement, and be signed by the requester's branch chief or a higher level authority. NRC Management Directive 3.11, "Conferences and Conference Proceedings," provides detailed guidance for planning conferences and conference proceedings. (d)

### **Design and Layout Services for NUREG-Series Publications (3)**

The AGS staff can help the client to determine the most effective graphics format and layout of the document. The AGS staff will meet with clients as necessary to discuss details of the product and the production process. (a)

In addition, the AGS can help to design a cover, a title page, and a spine for the document. These nonstandard designs must be preapproved by the Director (or a designee), Division of Freedom of Information and Publications Services (DFIPS), Office of Administration (ADM). (b)

### **Specialty Products (4)**

The AGS staff can also provide the following specialty products. Requests for these specialty products must be justified in writing, signed by a branch chief or a higher level authority, and addressed to the Director, Division of Information Support Services (DISS), Office of Information Resources Management (IRM).

- **Mastheads.** The AGS can design and prepare camera-ready art for mastheads or logos for serial documents. This request should be coordinated with the Printing Section, Printing, Audiovisual, and Mail Services Branch, DFIPS. (a)

## Products of the Automated Graphics Section (B) (continued)

### Specialty Products (4) (continued)

- **Certificates.** The AGS can help to design certificates for awards, Commission appointments, and training courses. The AGS can provide calligraphy (hand lettering) on certificates for positions appointed by the Commission and for the following awards: Service of 35 Years (or more) and NRC Honorary, Meritorious, and Distinguished Service. The Office of Personnel must approve and process most award certificates and all training certificates. (b)
- **Framing.** The AGS can frame materials only for the Chairman or the Commissioners. NRC Management Directive 13.1, "Personal Property Management" (formerly MC 5201), requires that all requests for framing, matting, or mounting of official NRC material be submitted on NRC Form 34 (see Exhibits 4A and 4B) to the Division of Contracts and Property Management (DCPM), ADM. (c)
- **Signage.** The AGS can design signs only when requested to do so on Form 245 (Exhibit 5) through the DCPM. The restrictions imposed by the owner of the building must be considered before a sign is hung or a free-standing sign holder is placed. Free-standing sign holders may be obtained from DCPM by submitting Form 34. (d)
- **Tabs for Documents.** The AGS can design thumb tabs for documents used in ringed binders. These tabs should be requested during initial planning discussions with the AGS. Requests for tabs that extend beyond the pages must be approved by the Printing Section, DFIPS. (e)
- **Forms.** The AGS can help design forms. All forms must be approved by the Information and Records Management Branch, DISS, IRM. (f)
- **NRC Seal.** The agency restricts the use of the NRC seal or replicas to the following: (g)
  - NRC letterhead stationery (i)
  - NRC award certificates and medals (ii)

## Products of the Automated Graphics Section (B) (continued)

### Specialty Products (4) (continued)

- NRC security credentials and employee identification cards (iii)
- NRC documents and publications (iv)
- NRC plaques (v)
- The NRC flag (vi)
- NRC films (approved by the Director, Office of Governmental and Public Affairs) (vii)
- Any other uses the Secretary of the Commission finds appropriate (viii)
- **Organizational Charts.** The AGS can help to design organizational charts approved by the Office of Personnel. An originating office may, without seeking approval from the Office of Personnel, design organizational charts on its own. (h)

## Procedures for Using Graphics Services (C)

### Submitting Requests for Graphics Services (1)

- **NRC Form 460, "Request for Graphics Services."** Complete NRC Form 460 (Exhibit 6) to obtain graphics services and include the name and signature of the requester. Indicate on the form what type of support is needed and, if necessary, include a brief description under the Special Instructions area. The form also must indicate under the "Type of Service" section how the final product will be used. (a)

Submit the NRC Form 460 and source material directly to the AGS. If possible, schedule an appointment with the AGS to discuss the work and the completion date. To avoid the high cost of urgent "last minute" graphic arts services, consult the AGS early in the project for advice and guidance. If the work is "rush or priority," justify this requirement on the NRC Form 460. (b)

## Procedures for Using Graphics Services (C) (continued)

### Submitting Requests for Graphics Services (1) (continued)

- **Source Material.** Furnish original drawings or sketches with typewritten copy. Handwritten material will be accepted if it is legible and of consistent quality. Write the author's name and telephone number on the back of each figure submitted. All information should be in black, with line or tone patterns to differentiate data in charts or graphs. Use a key that identifies symbols and abbreviations. When appropriate, specify the proportions used or include a scale of relative distances. When possible, use left-to-right-oriented lettering rather than top to bottom. Above all, remember that only one or two types of information should be presented in each visual. (c)

If the original document is not available, submit the best available copy to avoid extensive redrawing and to ensure an acceptable end product. Existing graphics material will be redrawn only if the words or numerals are unreadable. (d)

All material submitted for professional graphics treatment must be in final concurrence, not at a draft stage. (e)

- **Photographs.** All photographs submitted should be printed in black and white in either 8- by 10-inch or 5- by 7-inch size. (f)

If photographs are to be taken, contact the NRC photographer, DFIPS. In making the photo arrangements, specify that the photos are to be shot and printed in black and white. To request and schedule the photo session, call FTS 49-27559. (g)

Photographs submitted must have sufficient contrast (a wide range of tonal gradations between highlights and shadows). Handle photographs with the utmost care. Do not write on photographs—front or back—or on an overlay that comes in contact with the photograph. The pressure of the pen or pencil will cause an impression that will show on the surface of the photo and will be picked up in the printed piece. For similar reasons, do not use paper clips. Do not fold or roll photos as folding or rolling will cause cracks in the emulsion, which will appear in the printed piece. Never trim a photo to its final size. Instead, make a copy of the photograph and mark in red ink any notes and the areas to be trimmed or cropped. Attach this copy to the original photograph

## Procedures for Using Graphics Services (C) (continued)

### Submitting Requests for Graphics Services (1) (continued)

and submit them both to the AGS. In addition, provide simple figure captions for photographs. (h)

- **Copyrighted Material.** If copyrighted material is involved, attach to NRC Form 460 the permission to use the material granted by the copyright owner. (See NUREG-0650, Revision 1, Section 3.4, for guidance.) (i)
- **Electronic Submittals.** The data from a software program may be captured and imported into computer systems capable of replicating many different types of graphics. To use this cost-effective and timesaving technology, consult with the AGS at the beginning of a project. Submit material to the AGS on a floppy diskette that identifies the software program and file format, along with a hard copy annotated in red ink. (j)

Because of the constantly changing state of the art of computer graphics, consult AGS at the beginning of a project to ensure file format compatibility. (k)

### Specialized Computer Graphics Services (2)

- **Harvard Graphics Design Support.** The AGS has created a series of standard design templates and background formats using Harvard Graphics software and has distributed software application diskettes. (a)

Training in the use of these templates is available through the ITS Training Laboratory (through the Office of Personnel), and technical support is available through the ITS Support Center facilities located in both the Phillips Building and One White Flint North. The AGS provides a briefing at the beginning of the Introduction to Harvard Graphics class on how to choose the right chart for a data comparison and gives tips on the preparation of presentation graphics. (b)

AGS can create full color, high-resolution 35mm slides from a Harvard Graphics design template diskette for a presentation for a professional meeting or a seminar outside the agency, for training, for a briefing that will be repeated, or for a public Commission

## Procedures for Using Graphics Services (C) (continued)

### Specialized Computer Graphics Services (2) (continued)

meeting expected to involve broad public interest. One black and white laser print will also be supplied for making copies. (c)

- **Using Harvard Graphics Design Template Style Sheets.** Data entry sheets (Exhibit 7) are available for planning and preparing presentations. They give a precise framework in which to compile data and information. In addition, they clearly indicate the limitations and restrictions of each design format. Simply fill in the data entry sheets with a red pen, attach them to an NRC Form 460 (Exhibit 6), and submit them to the AGS staff. (d)

### Automated Graphics Section Assistance During the Publications Design and Layout Process (3)

- **Graphics Design Services.** The AGS graphics designers can help an NRC author to maximize the visual effectiveness and readability of a document. The designer analyzes the interaction of content and graphics and recommends the appropriate format and layout, typefaces, type size, line length, line space, and so forth. (a)
- **Design Process, Phase I: Conceptual.** Once the narrative has been determined and the chart, graph, photograph, and image needs have been identified, contact the AGS. At this time, obtain a NUREG number and meet with the staff of the Editorial Section, Regulatory Publications Branch (RPB), DFIPS, and the Printing Section, DFIPS. (b)
  - **NUREG Number.** To determine if a NUREG number will be necessary, call the Printing Section, DFIPS, at FTS 49-27705. The staff will arrange a meeting to discuss the publication production requirements and schedule for the document. (i)
  - **Editorial Review.** Submit the draft text and visual materials for editorial review to the Editorial Section, DFIPS (call FTS 49-28926). (ii)
  - **Printing Coordination.** During the conceptual phase, meet with the Printing Section, DFIPS, to obtain color printing authorization if necessary, recommendations and advice on printing concerns, and a schedule for delivery of printed copies. (iii)

## Procedures for Using Graphics Services (C) (continued)

### Automated Graphics Section Assistance During the Publications Design and Layout Process (3) (continued)

Also, meet with the designers to define the visual layout, format, typeface, size, paper, color, and so forth. The AGS will then create a mock-up depicting the size, color, and cover for review and concurrence. (c)

This is the time for discussion and changes. During this phase, the designer and the author or the editor need to meet frequently to ensure that design choices and decisions are clearly conveyed. (d)

After the design is approved, the AGS staff will create typesetting or composition specifications for the text. The Printing Section, DFIPS, will then typeset the text or send it to a typesetting contractor. To request information about scheduling typesetting for publications, call the Printing Section at FTS 49-27705. (e)

- **Design Process, Phase II: Camera-Ready Copy.** This phase entails the actual drawing, rendering, and placement of narrative text, photographs, and images. It is essential to provide all materials in final and legible form. Any proofreading in this phase should be for typographical errors, graphical mistakes, misalignments, incorrect placement of captions, and so forth, not for editorial changes. (f)

Once camera-ready copy is final, there will be an opportunity to proof the material before it is printed. (g)

- **Design Process, Phase III: Printing the Document.** When final camera-ready copy has been proofed and approved as final, submit it to the Technical Publications Section, RPB, DFIPS, ADM, for processing and printing. (h)

## Glossary

- Artwork.** Images or text ready for reproduction.
- Calligraphy.** The art of decorative handwriting.
- Camera-Ready Art.** Artwork in final form, with any overlays, Pantone Matching System (PMS) color specifications, and printer specifications, ready to be photographed and printed without further alteration.
- Computer Graphics Services.** Creation of charts, graphs, technical illustrations, and tables with computer software.
- Design Style Sheet.** A collection of specifications for the design of brochures and publications that stipulates typeface, type size, paragraph indents, spacing, image placement, and the consistent integration of visual elements on the page.
- Graphic Arts Services.** Publication layout and design; cover and title page design and preparation for non-standardized reports and documents; design of brochures, pamphlets, posters, flyers, binders, exhibits, displays, certificates, plaques, presentation art, illustrations, charts, graphs, and maps; and computer graphics art, imaging, image scanning, and processing for visual communication products.
- Graphics File Formats.** A software program's way of describing images.
- Grid.** A page layout design template containing predefined margins and columns to establish design options. Grids are used to ensure visual consistency between each page of a document or between related designs.
- Laser Printer.** A high-speed printer that produces letter-quality hardcopy of computer data using laser technology.
- Line Art.** Black-and-white illustrations that contain no gray tones.
- Output Device.** An instrument or tool, such as a plotter, a printer, or a film recorder, used to generate a master copy of a graphic.
- Publication or Report Graphics.** Paper graphics used in reports, as opposed to slides or transparencies. Report graphics can be outlines, tables, cover and title pages, or steps in procedures.
- Source Material.** Material submitted by the originator for graphics services.

Exhibit 1

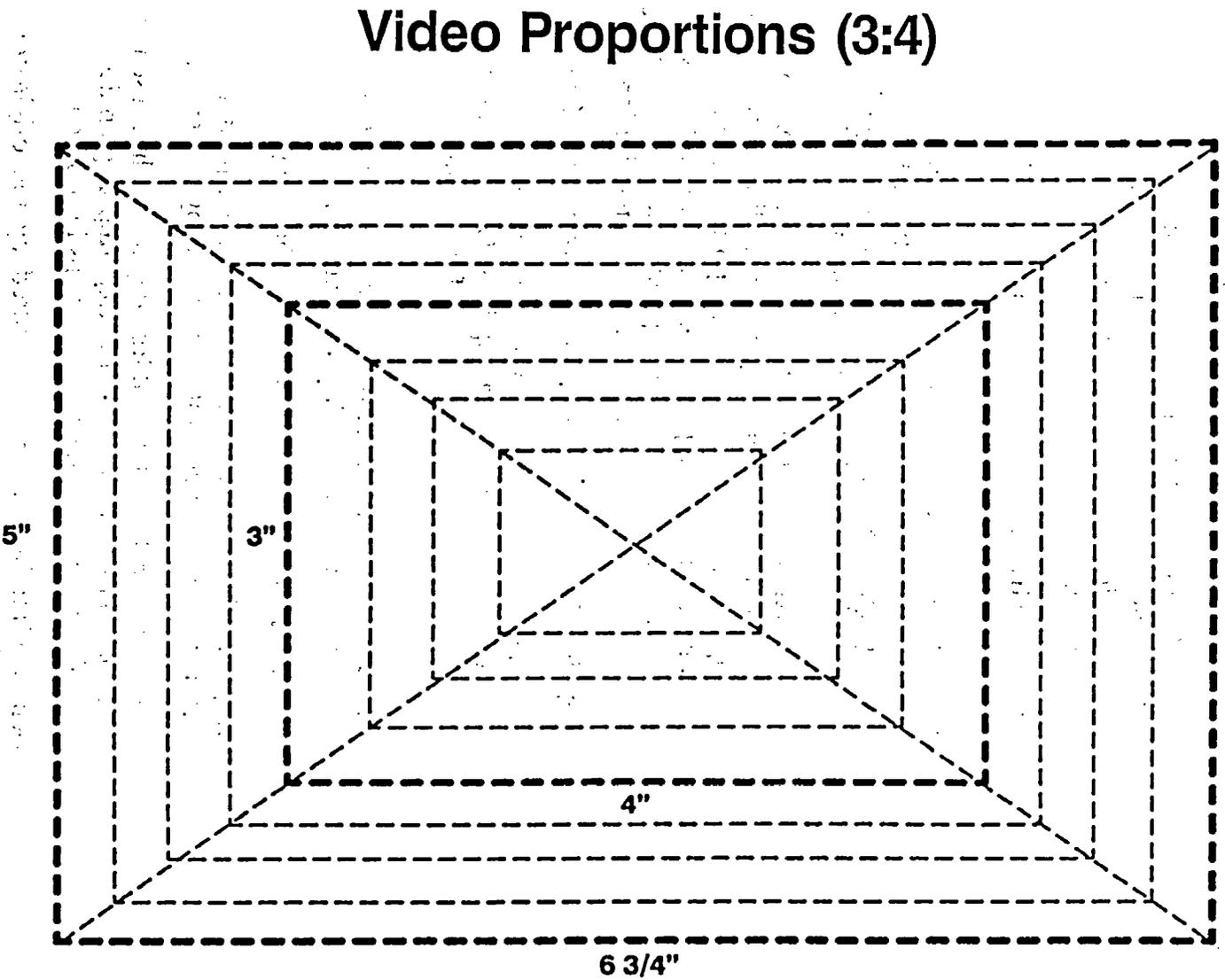


Exhibit 2

# Viewgraph Proportions (7:9)

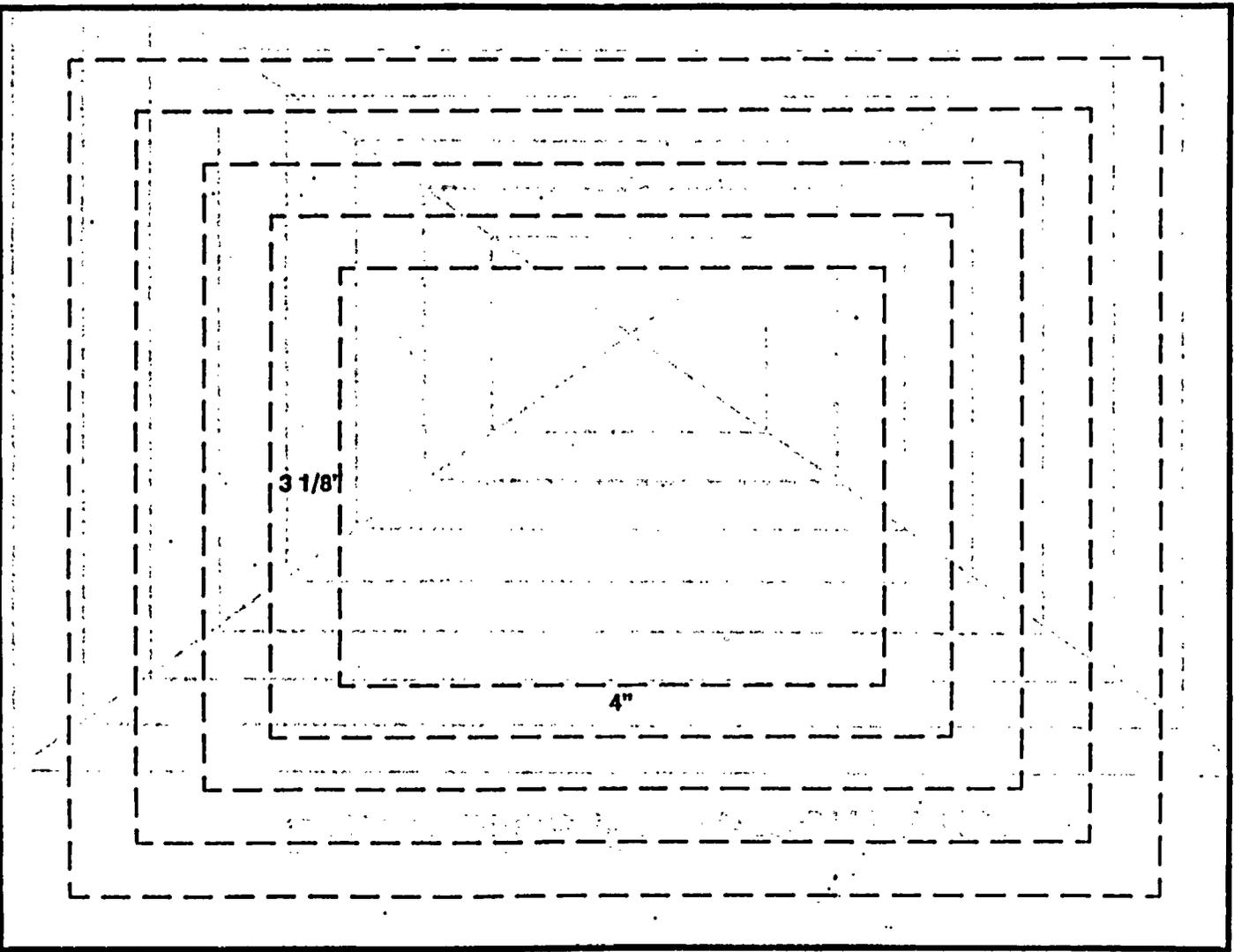
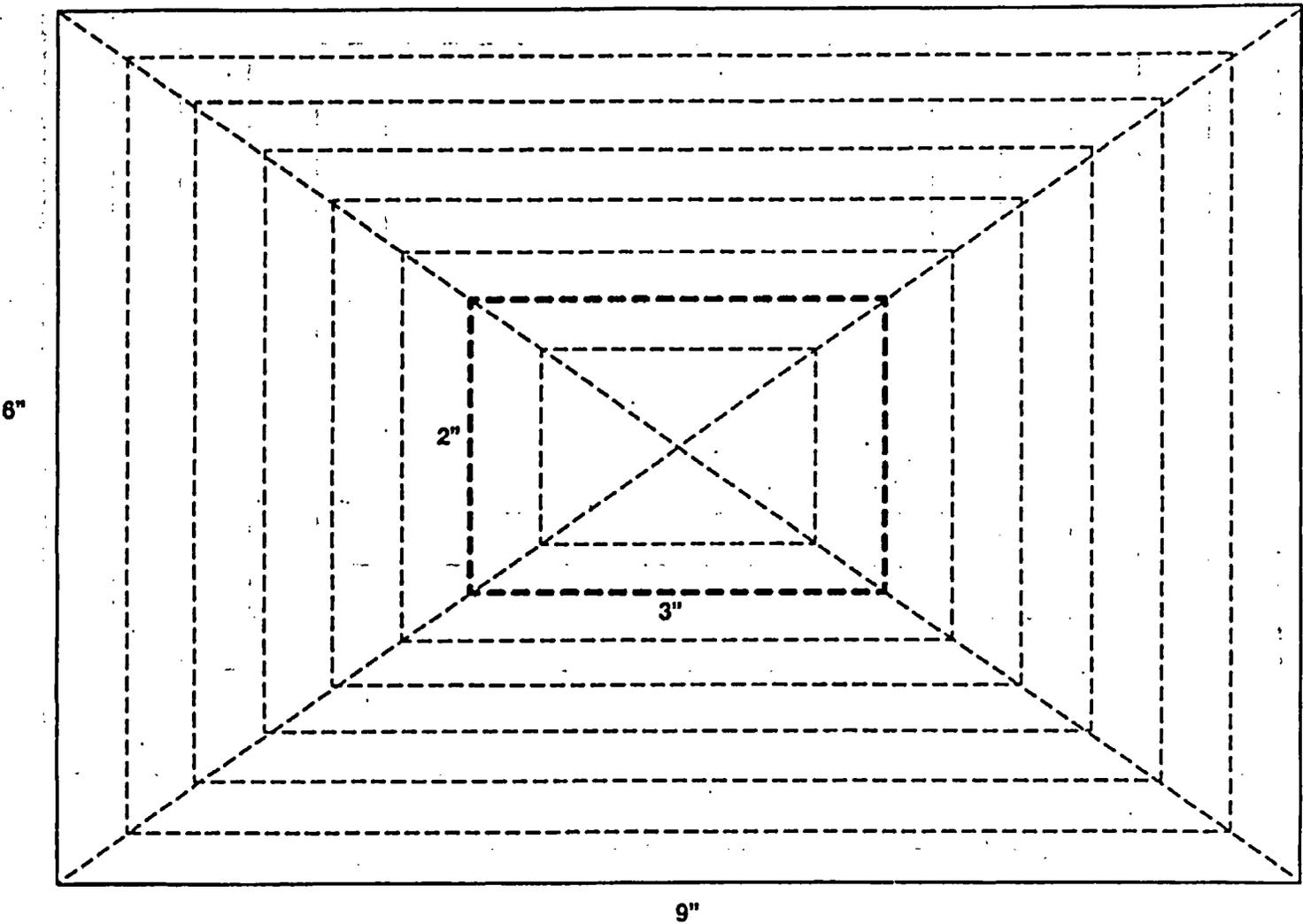


Exhibit 3

### 35mm Slide Proportions (2:3)



**Automated Graphics Services  
Part 1 - Publications, Mail, and Information Disclosure  
Handbook 3.25 Exhibits**

**Exhibit 4A**

NRC FORM 34 (5-88)		U.S. NUCLEAR REGULATORY COMMISSION		
<b>REQUISITION FOR SUPPLIES, EQUIPMENT, OR LABOR SERVICES</b>		Page _____ of _____		
FOLLOW INSTRUCTIONS ON REVERSE OF FORM SET. Retain "Requester's Pending Copy" for record until a copy is returned. SUBMIT THE FORM SET TO: PROCUREMENT AND PROPERTY BRANCH		<b>B. PROCESSING OFFICES</b>		
<b>A. REQUISITIONING ORGANIZATION</b>		1. REQUISITION NUMBER		
1. REQUESTER	2. PHONE NO.	3. DATE OF REQ.	2. FUNCTIONAL CODE	
4. ORGANIZATION (Office/Division/Branch)	5. BUILDING AND ROOM	6. MAIL STOP	3. REQUIREMENT APPROVED (Signature)	
7. SHIP TO (Consignee and Destination. Complete Mailing Address)		4. REQUISITIONING OFFICER (Signature)		
		5. ACTION	SIGNATURE	DATE
		a. POSTED		
		b. P.O. ENTRY		
		c. FILLED		
8. APPROVALS (Items identified under Groups 2 through 9 on the reverse of this form must be approved by the Property Custodian and Office/Division or Designee.)		d. DELIVERED		
I certify that personal property assets within the Office/Division have been carefully screened for excess; are currently fully utilized, and the additional requested items are absolutely essential to work performance and will be used only for essential, official purposes.		e. COMPLETED		
		<b>C. CERTIFICATION OF FUNDS AVAILABLE</b>		
9. PROPERTY CUSTODIAN (Signature)		FUNDS AVAILABLE: ALLOTMENT SYMBOL 31X0200. FIN NUMBER      B & R NUMBER      AMOUNT FUNDED \$		
10. OFFICE/DIVISION DIRECTOR OR DESIGNEE (Signature)		CERTIFIED BY (Signature)      DATE		
<b>D. REQUESTED ITEMS (Please Type or Print and Double Space Between Items)</b>				
1. ITEM OR STOCK NUMBER	2. DESCRIPTION <i>(INCLUDE JUSTIFICATION for items identified under Groups 2 - 9)</i>	3. QUANTITY	4. UNIT	LEAVE COLUMN BLANK
The material and/or services itemized above have been received in the quantity and quality specified, except as otherwise noted.		7. RECIPIENT (Signature)		DATE

NRC FORM 34 (5-88)

1. PROCUREMENT (VENDOR FILE)

## Exhibit 4B

### INSTRUCTIONS

PREPARE SEPARATE REQUISITIONS FOR EACH OF THE FOLLOWING GROUPS:

<u>GROUP</u>	<u>ITEMS</u>
1	Stock Items:  Office supplies cited in the NRC Stock List of Supplies. State stock item number, description and quantity.  Forms listed in the NRC Stock List of Supplies or NRC Forms Facsimile Handbook as being available from Procurement and Property Branch. State stock number, form number, title and quantity.  (ITEMS IN GROUPS 2 THROUGH 9 REQUIRE APPROVAL OF PROPERTY CUSTODIAN AND OFFICE/DIVISION DIRECTOR OR DESIGNEE IN BLOCKS A.8.a. & A.8.b. AND JUSTIFICATION IN BLOCK D.2., "DESCRIPTION.")
2	Supply Items not included in the NRC Stock List of Supplies or NRC Forms Facsimile Handbook.
3	Petty Cash
4	Office Furniture
5	Office Equipment
6	Specialized Equipment
7	File Cabinets, Special Filing Equipment, Bookcases, and Wall Shelving
8	Carpeting
9	Moving Services

RETAIN "REQUESTER'S PENDING COPY" FOR RECORD UNTIL FOURTH COPY, "REQUESTER (NOTICE OF PROCESSING ACTION)," IS RETURNED.

Automated Graphics Services  
 Part 1 - Publications, Mail, and Information Disclosure  
 Handbook 3.25 Exhibits

## Exhibit 5

NRC FORM 245 (10-88)		U.S. NUCLEAR REGULATORY COMMISSION	
<b>REQUEST FOR BUILDING ALTERATIONS AND SERVICES</b>		Retain last copy and SUBMIT IN TRIPLICATE	
		<b>TO:</b> FACILITY MANAGEMENT BRANCH DIVISION OF CONTRACTS & PROPERTY MANAGEMENT	
<b>REQUESTING ORGANIZATION</b>		<b>FOR FACILITY MANAGEMENT BRANCH ONLY</b>	
REQUEST DATE	REQUEST NUMBER	APPROVED	
REQUESTED BY	TELEPHONE NO.	DISAPPROVED	
APPROVED BY: (Signature)	JOB NUMBER	FUNCTIONAL CODE	
TITLE	REQUISITIONING OFFICER'S SIGNATURE		
ORGANIZATION	TITLE		
	DATE		
<b>PLEASE FURNISH THE FOLLOWING SERVICE(S) NECESSARY FOR OFFICIAL USE:</b>			
BUILDING	ROOM NUMBER(S)	PLANS ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>DESCRIPTION AND JUSTIFICATION</b>			
[Empty space for description and justification]			
DATE COMPLETED	RECEIVED BY: (Signature)	DATE	

NRC FORM 245

**PART 1 - COMPLETED ACTION**

Automated Graphics Services  
 Part 1 - Publications, Mail, and Information Disclosure  
 Handbook 3.25 Exhibits

Exhibit 6

NRC FORM 480 (3/89)														U.S. NUCLEAR REGULATORY COMMISSION										JOB NUMBER <i>(Leave blank)</i>																																															
<b>REQUEST FOR GRAPHICS SERVICES</b>																																																																							
<b>REQUESTING OFFICE DATA</b> <i>(The appropriate office code box must be checked before request can be started.)</i>																																																																							
<table style="width:100%; border: none;"> <tr> <td style="border: none;">ACNW</td><td style="border: none;">ACRS</td><td style="border: none;">ADM</td><td style="border: none;">AFOD</td><td style="border: none;">ASLAP</td><td style="border: none;">ASLBP</td><td style="border: none;">CONS</td><td style="border: none;">EDO</td><td style="border: none;">GPA</td><td style="border: none;">IRM</td><td style="border: none;">LSS</td><td style="border: none;">NMSS</td><td style="border: none;">NRR</td><td style="border: none;">OC</td><td style="border: none;">OCM</td><td style="border: none;">OE</td><td style="border: none;">OGC</td><td style="border: none;">OI</td><td style="border: none;">OIG</td><td style="border: none;">OP</td><td style="border: none;">RES</td><td style="border: none;">SDBUICR</td><td style="border: none;">SECY</td><td style="border: none;">RO</td> </tr> <tr> <td style="border: none;">1</td><td style="border: none;">2</td><td style="border: none;">3</td><td style="border: none;">4</td><td style="border: none;">5</td><td style="border: none;">6</td><td style="border: none;">7</td><td style="border: none;">8</td><td style="border: none;">9</td><td style="border: none;">10</td><td style="border: none;">11</td><td style="border: none;">12</td><td style="border: none;">13</td><td style="border: none;">14</td><td style="border: none;">15</td><td style="border: none;">16</td><td style="border: none;">17</td><td style="border: none;">18</td><td style="border: none;">19</td><td style="border: none;">20</td><td style="border: none;">21</td><td style="border: none;">22</td><td style="border: none;">23</td><td style="border: none;">24</td> </tr> </table>																								ACNW	ACRS	ADM	AFOD	ASLAP	ASLBP	CONS	EDO	GPA	IRM	LSS	NMSS	NRR	OC	OCM	OE	OGC	OI	OIG	OP	RES	SDBUICR	SECY	RO	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
ACNW	ACRS	ADM	AFOD	ASLAP	ASLBP	CONS	EDO	GPA	IRM	LSS	NMSS	NRR	OC	OCM	OE	OGC	OI	OIG	OP	RES	SDBUICR	SECY	RO																																																
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24																																																
REQUESTER												TELEPHONE NO.				DATE OF REQUEST				DATE AND TIME REQUIRED <i>(Not ASAP)</i>				MAIL STOP NO.																																															
TITLE OF JOB												FORM OR NUREG NO.				CLASSIFIED UNCLASSIFIED OTHER				CALL FOR PICKUP RETURN BY MAIL DELIVER TO DISTRIBUTION																																																			
<b>TYPE OF SERVICE</b> <i>(Check and complete all appropriate items.)</i>																																																																							
<input type="checkbox"/> DESIGN ILLUSTRATION COMPOSITION				<input type="checkbox"/> EXHIBIT PRESENTATION PUBLICATION				<input type="checkbox"/> COMPUTER GRAPHICS IMAGING <input type="checkbox"/> CONSULTATION <input type="checkbox"/> VIDEOGRAPHICS				<input type="checkbox"/> OTHER <i>(Specify)</i>				NUMBER OF ORIGINALS																																																							
<b>END USE</b> <i>(For information purposes)</i>																																																																							
<b>VUOGRAPHIC</b>				<b>35mm SLIDES</b>				<b>PHOTOPRINTS</b>				<b>PRINTED PIECE</b>				<b>SIZE OF COMPLETED JOB</b>																																																							
<input type="checkbox"/> NEGATIVES				<input type="checkbox"/> NEGATIVES				<input type="checkbox"/> 5" x 7"				<input type="checkbox"/> BLACK & WHITE				<input type="checkbox"/> 8 1/2" x 11"																																																							
<input type="checkbox"/> POSITIVES				<input type="checkbox"/> POSITIVES				<input type="checkbox"/> 8" x 10"				<input type="checkbox"/> COLOR				<input type="checkbox"/> 8 1/2" x 14"																																																							
<input type="checkbox"/> COLOR				<input type="checkbox"/> COLOR				<input type="checkbox"/> BLACK & WHITE				<input type="checkbox"/> OTHER <i>(Specify)</i>				<input type="checkbox"/> 11" x 17"																																																							
<input type="checkbox"/> OTHER <i>(Specify)</i>				<input type="checkbox"/> OTHER <i>(Specify)</i>				<input type="checkbox"/> COLOR								<input type="checkbox"/> 30" x 40"																																																							
																<input type="checkbox"/> OTHER <i>(Specify)</i>																																																							
<b>SPECIAL INSTRUCTIONS</b>																																																																							
<b>SIGNATURES</b>																																																																							
MATERIAL SUBMITTED BY																		DATE																																																					
MATERIAL RECEIVED BY																		DATE																																																					
<small><b>COPYRIGHTED MATERIALS:</b> If copyrighted material is involved, the file should indicate that permission to use that material has been obtained from the copyright owner. Please sign below to indicate that you have received such permission</small>																																																																							
ADMINISTRATIVE OFFICER																		DATE																																																					

PART 1 - ORIGINAL

## Exhibit 7

### Data Entry Sheet For Chart in Harvard Graphics

**BULLET TEXT SLIDE  
 WITH REGULAR AMOUNT OF TEXT**

- First line of text with seven words
- Second line of text with six
- Third line of text with eight words
- Fourth line of text
- Fifth line of text

\_\_\_\_\_

\_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

\_\_\_\_\_

ALL UPPER-CASE

Background Color For This Slide:				— No. Of Copies	<input type="checkbox"/> Make Into A Build-Up Series
<input type="checkbox"/> Black	<input type="checkbox"/> Magenta Fade	<input type="checkbox"/> Gray Fade	<input type="checkbox"/> Blue Fade		
<input type="checkbox"/> Blue	<input type="checkbox"/> Green Fade	<input type="checkbox"/> Red Fade	<input type="checkbox"/> Grid Fade		

**ITS Automated Graphics**  
 U.S. Nuclear Regulatory Commission  
 IRM/DISS/ITSB

12/90

NRCHG2D