

August 24, 2004

MEMORANDUM TO: Recipients of Management Directives on CD-ROM

FROM: Michael T. Lesar, Chief /RA/  
Rules and Directives Branch  
Division of Administrative Services  
Office of Administration

SUBJECT: AVAILABILITY OF MANAGEMENT DIRECTIVES

According to our records, you currently receive a management directive (MD) CD-ROM. We would like to advise you of the current options for obtaining copies of MDs and to identify your preference.

Initially, MDs were only available in hard copy and system custodians were identified within offices to maintain the 14-volume set of MDs. As electronic needs were recognized, MDs were made available on a CD-ROM and on NRC's Internal Web site. Recently, in compliance with the E-Gov Act, all MDs were made available in the Agencywide Documents Access and Management System (ADAMS) and on NRC's External Web site (<http://webwork:300/reading-rm/doc-collections/management-directives/>).

Please indicate below if you would prefer to continue receiving the MD CD-ROM or if the availability of MDs in ADAMS and on the External Web site would meet your needs.

- \_\_\_\_\_  
(Printed name)
- Check here to continue receiving the MD CD-ROM. (Please make any necessary changes to your mailing label.)
- \_\_\_\_\_  
(Printed name)
- Check here to **discontinue** receiving the MD CD-ROM.

Please return this survey to Christy Moore, mail stop T-6 D59, by September 10, 2004.

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