

November 1, 2004

MEMORANDUM TO: Cynthia Carpenter, Director, PMAS
David B. Matthews, Director, DRIP
Bruce A. Boger, Director, DIPM
Ledyard B. Marsh, Director, DLPM
Suzanne C. Black, Director, DSSA
Richard J. Barrett, Director, DE
Glenn M. Tracy, Director, NSIR/DNS
Stuart Treby, OGC
Scott W. Moore, Director, NMSS/IMNS/RGB
Michael T. Lesar, Director, ADM/DAS/RDB

FROM: Catherine Haney, Program Director \RA\
Policy and Rulemaking Program
Division of Regulatory Improvement Programs
Office of Nuclear Reactor Regulation

SUBJECT: DEFINITION AND CONTENT OF TECHNICAL BASIS DOCUMENTS

The Policy and Rulemaking Program is seeking your support in forming a working group that would define the generalized content of a document needed to support task action plan closure and initiation of regulatory actions such as rulemaking. While this effort is primarily focused on NRR rulemaking, at the recommendation of the NRC Rulemaking Coordinating Committee, we have expanded membership on this working group to include representatives from the Office of Nuclear Materials Safety and Safeguards, the Office of the Chief Information Officer, the Office of Administration, and the Office of Nuclear Security and Incident Response. The average level of effort is estimated to be 60 hours per person over the next five months. It is anticipated that this effort will be the basis for authoring a new or revising an existing office instruction.

Please provide the name of your representative to Phillip Ray of my staff by November 15, 2004, at 301-415-2972 or by e-mail at pmr@nrc.gov.

cc: Division Technical Assistants
Frank Gillespie

November 1, 2004

MEMORANDUM TO: Cynthia Carpenter, Director, PMAS
David B. Matthews, Director, DRIP
Bruce A. Boger, Director, DIPM
Ledyard B. Marsh, Director, DLPM
Suzanne C. Black, Director, DSSA
Richard J. Barrett, Director, DE
Glenn M. Tracy, Director, NSIR/DNS
Stuart Treby, OGC
Scott W. Moore, Director, NMSS/IMNS/RGB
Michael T. Lesar, Director, ADM/DAS/RDB

FROM: Catherine Haney, Program Director \RA\
Policy and Rulemaking Program
Division of Regulatory Improvement Programs
Office of Nuclear Reactor Regulation

SUBJECT: DEFINITION AND CONTENT OF TECHNICAL BASIS DOCUMENTS

The Policy and Rulemaking Program is seeking your support in forming a working group that would define the generalized content of a document needed to support task action plan closure and initiation of regulatory actions such as rulemaking. While this effort is primarily focused on NRR rulemaking, at the recommendation of the NRC Rulemaking Coordinating Committee, we have expanded membership on this working group to include representatives from the Office of Nuclear Materials Safety and Safeguards, the Office of the Chief Information Officer, the Office of Administration, and the Office of Nuclear Security and Incident Response. The average level of effort is estimated to be 60 hours per person over the next five months. It is anticipated that this effort will be the basis for authoring a new or revising an existing office instruction.

Please provide the name of your representative to Phillip Ray of my staff by November 15, 2004, at 301-415-2972 or by e-mail at pmr@nrc.gov.

cc: Division Technical Assistants
Frank Gillespie

DISTRIBUTION:

RPRP r/f CHaney PRay EMckenna

ADAMS Accession Number:ML042800564

OFFICE	NRR:DRIP:RPRP	NRR:DRIP:RPRP:SC	NRR:DRIP:RPRP:PD
NAME	PRay	EMcKenna	CHaney (E. Mckenna for)
DATE	10/07/2004	10/07/2004	11/01/2004

OFFICIAL RECORD COPY