

February 22, 2006

MEMORANDUM TO: Those on the Attached List

FROM: Luis A. Reyes */RA/*
Executive Director for Operations

SUBJECT: IMPLEMENTATION OF AN ADAMS-BASED RECORD ACCESS
SYSTEM FOR FACILITY-SPECIFIC BACKFITS

The purpose of this memorandum is to announce the availability of a centralized system for use in managing and accessing official agency records related to plant-specific backfits. This new system, based on the NRC's Agencywide Documents Access and Management System (ADAMS), will help to enhance the effectiveness of the NRC's plant-specific backfitting process, as the Committee To Review Generic Requirements (CRGR) recommended in its "Review of Administrative Controls for Plant-Specific Backfits," dated July 31, 2003 (ADAMS Accession #ML032550007).

At the direction of the Executive Director for Operations, the Office of Nuclear Regulatory Research (RES) developed a Plant-Specific Backfit Action Plan (ADAMS Accession #ML033630497) to outline the activities needed to address the Committee's recommendations. Subsequently, RES developed the recommended system using ADAMS to provide easy access to official agency records related to facility-specific backfitting and forwarded it to the Office of Information Services for implementation (OIS) (ADAMS Accession #ML050550427).

Effective immediately, all regional offices and those headquarters offices that are directly involved in the backfitting process, as delineated in Management Directive 8.4, "Management of Facility-specific Backfitting and Information Collection," shall begin to implement the new Backfit Record Access System. The facility-specific backfit documents will be located in the ADAMS Document Manager folder labeled "BACKFIT - Facility Specific." For the internally-generated backfit documents, the originators of the relevant backfit-related documents will be responsible for using Template NRC-005. The designated Project Managers (PMs) and Backfit Coordinators (BCs) in each headquarters and regional office will be responsible for using the attached "Checklist for Project Managers and Backfit Coordinators to Verify the Document Profile Fields for the Externally Generated Facility-Specific Backfit Documents" to ensure that the facility-specific backfit documents are properly profiled and the respective headquarters or regional office folders are appropriately populated. The PMs and BCs will also be responsible for conducting periodic audits to ensure accurate and complete information. OIS is available to provide staff guidance to implement this Backfit Record Access System.

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To ensure effective implementation of this system, please identify the facility PMs and BCs, as well as the owners and viewers of the folder for your headquarters or regional office, and provide this information to the ADAMS Support Center (at adamsim@nrc.gov) no later than March 10, 2006.

Attachment: As stated

Addressees - Memorandum dated 02/22/06
Those on the Attached List

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FACILITY-SPECIFIC BACKFITS

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DOCUMENT NAME: E:\Filenet\ML052720147.wpd

Package: ML052720481
Attachment: ML052720493

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