

**November 4, 2005**

MEMORANDUM TO: Stephen D. Dingbaum  
Assistant Inspector General for Audits  
Office of the Inspector General

FROM: William M. Dean, Assistant for Operations **/RA/**  
Office of the Executive Director for Operations

SUBJECT: STATUS OF RECOMMENDATIONS: REVIEW OF NRC'S QUALITY  
ASSURANCE PROCESS FOR OFFICIAL DOCUMENTS (OIG-01-A-02)

The purpose of this memorandum is to provide you a status on the last recommendation remaining open from OIG-01-A-02:

Recommendation 1:

Revise Management Directive 3.57 to clearly establish the responsibilities of the document originator and concurrence chain reviewers with regard to accuracy in the final product and set clear expectations for document originators concerning fact-checking methods.

November 2005 Status:

Management Directive (MD) and Handbook 3.57, "Correspondence Management," has undergone a major revision, which was approved for issuance on October 18, 2005, and has recently been distributed to all NRC employees. The revised MD and Handbook may be found at [http://www.internal.nrc.gov/ADM/DAS/cag/Management\\_Directives/md3.57.pdf](http://www.internal.nrc.gov/ADM/DAS/cag/Management_Directives/md3.57.pdf). Due to the extent of the changes to the MD and Handbook, part of the roll-out includes training for the key administrative personnel and correspondence contacts in the offices reporting to the Office of the Executive Director for Operations (OEDO). Passages of the MD and Handbook that address this Office of the Inspector General's (OIG's) recommendation are listed in the enclosure.

Issuance of revised MD and Handbook 3.57 completes NRC action in response to recommendation 1 and OIG-01-A-02.

Enclosure:  
As stated

CONTACT: Patricia Tressler, OEDO  
415-1718

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**Portions of Revised MD & Handbook 3.57 (October 18, 2005)  
that Address OIG-01-A-02 Recommendation 1**

Page	Description
MD, page 5	(036)(f) establishes the responsibility of office directors (ODs) and regional administrators (RAs) to ensure that correspondence produced under their purview is technically accurate. (036)(g) establishes their responsibility for oversight of the technical accuracy of correspondence.
Handbook, page 11	Section 2.3, 4 <sup>th</sup> bullet reiterates MD section (036)(g)
Handbook, pages 12-13, 20	Section 2.5 (2) specifies the responsibilities of the correspondence originator for the accuracy of correspondence, including use of the checklist provided as Table 2.2.
Handbook, page 15	Section 2.6 specifies the responsibilities of the managers and staff who contribute content to correspondence and concur with it (i.e., “Those who concur”), including concurring with the final version when they agree that the technical content in their area of responsibility is accurate.
Handbook, page 16	Section 2.7 specifies the responsibilities of those who sign the correspondence, (i.e., the “Signatories”), including agreeing with the content and being satisfied with its accuracy.
Handbook, pages 22-23	Section 3.1 provides writing guidelines for correspondence, including e-mail. Para. 6 advises on ways of keeping the point of view accurate.