



UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
WASHINGTON, D.C. 20555-0001

October 3, 2011

SECRETARY

Janet Schlueter  
Director, Fuel and Materials Safety  
Nuclear Energy Institute  
1776 I Street NW, Suite 400  
Washington, DC 20006

Dear Ms. Schlueter:

The U.S. Nuclear Regulatory Commission (NRC) is pleased that you will participate in a public Commission meeting on the fuel cycle oversight program, on November 1, 2011, at 9:00 a.m. The meeting will be held in the Commissioners' Conference Room on the first floor of the NRC's Headquarters building at One White Flint North, Rockville, Maryland. The Commission is interested in hearing the industry's views on revisions to the fuel cycle oversight process (FCOP). I am enclosing a copy of the draft meeting agenda for your information (enclosure 1). My staff will keep you informed of any updates to the agenda. The staff will be providing the Commission a paper on cornerstones for the FCOP and recommendations for next steps. As soon as the paper is publicly released, my staff will provide you the paper.

To assist the Commission in preparing for the meeting, please e-mail any written material, including slides/viewgraphs, to Ms. Rochelle Bavol and Ms. Sandy Joosten ([rochelle.bavol@nrc.gov](mailto:rochelle.bavol@nrc.gov) and [sandy.joosten@nrc.gov](mailto:sandy.joosten@nrc.gov)) in the Office of the Secretary, by October 25, 2011, so that it can be distributed to the Commission for review in advance of the meeting. Enclosed are guidelines for slides, if you choose to use them (enclosure 2). PowerPoint is the preferred format, but other electronic presentation formats may be used. This Commission meeting will be webcast live at the Web address: [www.nrc.gov](http://www.nrc.gov). If you intend to use slides, they will also be posted on the NRC website prior to the meeting. If you have any questions, please contact Ms. Bavol at 301-415-1651.

Your presentation at the Commission meeting should be based on the assumption that Commissioners are familiar with the content of your written material. Please plan your oral presentation for 5 minutes, discussing the important points on which you wish to focus the Commission's attention.

The NRC Headquarters building is located opposite the White Flint Metro Station on Rockville Pike and Marinelli Drive, Rockville, Maryland. The White Flint Metro Station is on the Red Line of the Washington area subway system. Reserved visitor parking for Commission guests is available. If you wish to use reserved parking, please notify Ms. Bavol in advance. If reserved parking has been arranged, please check-in with the security staff at the entrance to the NRC campus on Marinelli Drive when you arrive. A Security Guard will call for an escort. Please

note that visitors will be screened through metal detectors, will have their packages x-rayed, and will be required to present a picture identification card prior to signing in at the registration desk.

Sincerely,

A handwritten signature in black ink, appearing to read "Annette Vietti-Cook", with a long, sweeping horizontal stroke extending to the right.

Annette Vietti-Cook  
Secretary of the Commission

Enclosures:

1. Draft Agenda
2. Briefing Visuals Guidance

Draft: 10/3/11

**DRAFT SCHEDULING NOTE**

**Title:** **INFORMATION BRIEFING ON THE FUEL CYCLE OVERSIGHT PROGRAM (Public)**

**Purpose:** To provide the Commission an update on the staff's activities to provide fuel cycle licensees and certificate holders credit for an effective corrective action program (CAP) and other enhancements to the fuel cycle oversight process (FCOP), including program office and regional roles and responsibilities.

**Scheduled:** **November 1, 2011**  
**9:00 am**

**Duration:** Approx. 3 hrs

**Location:** Commissioners' Conference Room, 1<sup>st</sup> floor OWFN

**Participants:****Presentation****Stakeholders****20 mins.\***

**Janet Schlueter**, Director, Fuel and Materials Safety,  
Nuclear Energy Institute

5 mins.\*

**Michael Boren**, Regulatory Compliance Manager,  
U.S. Enrichment Corporation

5 mins.\*

**Mark Elliott**, Quality, Safety & Safeguards Director,  
Nuclear Fuel Services

5 mins.\*

**Linda Cataldo Modica**, Chair, Fuel Facility Working Group  
Sierra Club Nuclear Issues Activist Team

5 mins.\*

Topic: Revisions to the Fuel Cycle Oversight Process

**Commission Q &A****50 mins.****Break****5 mins.**

**NRC Staff****45 mins.\***

**Michael Weber**, Deputy Executive Director for Materials, Waste, Research,  
State, Tribal, and Compliance Programs      5 mins.\*  
Topic: Opening remarks

**Victor McCree**, Regional Administrator, Region II  
**Catherine Haney**, Director, Office of Nuclear Material Safety and Safeguards

**John Kinneman**, Director, Division of Fuel Cycle  
Safety and Safeguards, NMSS      10 mins.\*  
Topic: General overview of the fuel cycle oversight program and  
NMSS' and RII's roles and responsibilities.

**Tony Gody**, Director, Division of Fuel Facility Inspection, RII      15 mins.\*  
Topic: Status of current oversight program including use of CAP  
at fuel cycle facilities.

**Marissa Bailey**, Deputy Director, Division of Fuel Cycle  
Safety and Safeguards, NMSS      15 mins.\*  
Topic: Status of enhancements to the FCOP including development of  
cornerstones, efforts to provide credit for an effective CAP, and next steps.

**Commission Q & A**      **50 mins.**

**Discussion – Wrap-up**      **5 mins.**

\*\*For presentation only and does not include time for Commission Q & A's.

Documents:

- Notation Vote SECY Paper on Cornerstones and Assessment for the FCOP due  
10/7/11.

Staff background material due to SECY: October 18, 2011.

Slides due to SECY: October 25, 2011.

**PRESENTATION TITLE**

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**Date of Briefing**

**Your name, title, office**

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# ***Slide Title – Arial Black 36***

- ***Text (Arial Black 32) on white.***
- ***Top and Side margins 1 inch min.***
- ***Bottom margin 2 inch min.***
- ***Number pages***
- ***Explain acronyms or include a separate slide with list***