



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


July 25, 2012

MEMORANDUM TO: Cathy Haney, Director  
Office of Nuclear Material Safety and Safeguards

Mark Satorius, Director  
Office of Federal and State Materials and Environmental  
Management Programs

James Wiggins, Director  
Office of Nuclear Security and Incident Response

Marian Zobler, General Counsel (Acting)  
Office of the General Counsel

FROM: Margaret M. Doane, Director   
for: Office of International Programs

SUBJECT: TECHNICAL ASSIGNMENT CONTROL NUMBER CHANGES IN  
SUPPORT OF EXPORT/IMPORT LICENSING ACTIONS

REFERENCE: OFFICE OF THE INSPECTOR GENERAL AUDIT OF THE U.S  
NUCLEAR REGULATORY COMMISSION'S MANAGEMENT OF  
IMPORT/EXPORT AUTHORIZATIONS (OIG-12-A-3)

In the reference audit findings, the Office of the Inspector General (OIG) identified concerns with regard to the manner in which NRC support offices charged billable hours to export/import license application review activities, which could have resulted in inaccuracies in the assessment and calculation of the basis for associated specific license application fee levels.

OIG determined that the desired remedy is to establish agency wide consistent Technical Assignment Control (TAC) numbers associated with reviews of applications for export/import licenses. Specifically, OIG has recommended that the Office of International Programs (OIP):

“Develop program office TACs to specifically support import/export fee billable licensing activities in all offices which have a role in this licensing process.”

It was subsequently agreed that corrective action would consist of OIP working with the appropriate program offices, in coordination with the Office of the Executive Director for Operations, to create program office specific TACs for export/import fee billable licensing activities or coordinate usage of existing OIP TACs with the program offices.

After consultation with program management personnel, it was decided that the desired process is for support offices to utilize the same existing TACs that OIP Licensing Officers use in conducting reviews of license applications. Specifically, the TAC codes that all

offices should utilize for activities in support of export/import license application reviews include:

- I00030 – Commission level non-Appendix P export/import license applications
- I00031 – Executive Branch level non-Appendix P export/import license applications
- I00032 – non-Appendix P assurances case license applications
- I00041 – Executive Branch level radioactive waste export/import applications
- I00051 – Commission level Appendix P export/import license applications
- I00052 – Executive Branch level Appendix P export/import license applications

Effective August 1, 2012, the process OIP will implement for new license applications will involve OIP Licensing Assistants promulgating the desired specific TAC to be used for each specific license review when the application is initially sent out.

Support offices are requested to update TACs in designated employee profiles and ensure supervisors are aware of designated TACs for completing supervisory reviews of time charges.

If you have questions about these process changes and wish to discuss it in more detail, please contact Brooke Smith at 301-415-2347 or via e-mail to [Brooke.Smith@nrc.gov](mailto:Brooke.Smith@nrc.gov) .

Enclosures:

As stated

cc: T. Rothschild, OGC  
S. West, FSME  
M. Dapas, NSIR  
S. Moore, NMSS  
J. Arildsen, OEDO  
J. Kinneman, NMSS  
P. Hirsch, OGC  
C. Lui, NSIR  
L. Camper, FSME  
D. Persinko, FSME  
M. Layton, NSIR  
P. Habighorst, NMSS  
R. Caldwell, NSIR  
G. Suber, FSME  
G. Kim, OGC  
L. Williams, OCFO