

## Kipfer, Lorna

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**From:** Craver, Patti *incc*  
**Sent:** Friday, June 15, 2012 1:10 PM  
**To:** Kipfer, Lorna  
**Cc:** Abraham, Susan; Moore, Toye  
**Subject:** Chairman Waiver memo

Good Afternoon Lorna,

I have reviewed the memo to the Chairman on the waiver for the RIC 2013 and have the following suggested corrections:

1. Spell out RIC in the subject line and add 2013 before it.
2. Remove "Consistent with Guidance in Office of Management and Budget Memorandum M-12-12, from the subject line. (subject should match the description on the green ticket)
3. Remove the quotes in the subject line.
4. Add U.S. before Nuclear in the 1<sup>st</sup> sentence.
5. After May 11, 2012, remove the comma and add (Agencywide Documents Access and Management System Accession No. ML12152A431),. (when you reference a document you should include where it can be found)
6. The language to Section 2 - Conferences should be a bullet paragraph and not italicized.
7. Add *the* before RIC 2013 in the 2<sup>nd</sup> paragraph of the memo
8. Define NRC, add a parenthesis around it, and add U.S. in front of it, in the 1<sup>st</sup> sentence of the enclosure.
9. The enclosure in this package doesn't match the enclosure in ADAMS.
10. Add the controlled correspondence numbers next to the Distribution on the concurrence page (e.g., G20120383/EDATS: OEDO-2012-0319)
11. Add RidsNrrMailCenter to the distribution.
12. Add Technical Editor to the concurrence.
13. Remove Dan from the concurrence block. He will review prior to Eric and will initial Eric's block.
14. I've added a copy of the incoming green ticket to the package.
15. In ADAMS: give EDO owner rights to the package and response; add the controlled correspondence numbers in the case reference field including the TAC number ME8796; remove the green ticket from the keyword, and add SUNSI Review Complete

Let me know if you have any questions or if you want me to make these changes.

Thanks,  
Patti Craver  
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Infrastructure Services Branch  
Program Management, Policy Development  
and Analysis Staff  
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