

May 16, 2013

MEMORANDUM TO: Generic Communications Distribution List Subscribers

FROM: Lawrence E. Kokajko, Director **/RA/**  
Division of Policy and Rulemaking  
Office of Nuclear Reactor Regulation

SUBJECT: GENERIC COMMUNICATIONS DISTRIBUTION LIST

The Office of Nuclear Reactor Regulation, Division of Policy and Rulemaking, Generic Communications Branch (PGCB) staff at the U.S. Nuclear Regulatory Commission (NRC) currently uses a combination of electronic and standard mail (i.e., paper copies) for generic communication correspondence, such as Regulatory Issue Summaries, Information Notices, Generic Letters, and Bulletins. The PGCB staff is exploring opportunities to reduce the amount of standard mail the Federal government generates.

In support of this, the PGCB staff is informing those subscribers currently receiving both electronic and standard mail, that within 45 days of the date of this letter, they will be unsubscribed from the standard mailing list and will no longer receive generic communication correspondence through standard mail. They will continue to receive electronic generic communication correspondence.

The PGCB staff is also informing those subscribers currently receiving only standard mail distribution for generic communication correspondence of how to sign up for electronic distribution for generic communication correspondence. If you currently receive only standard mail and are willing to stop receiving standard mail and start receiving electronic mail, please provide a brief e-mail to Ms. Cathy Hawes, [Cathy.Hawes@nrc.gov](mailto:Cathy.Hawes@nrc.gov), within 45 days after the date of this letter, expressing this so she can remove you from the standard mail subscriber list. If no response is received, you will continue to receive generic communication correspondence through standard mail. In addition, please follow the instructions below to start receiving electronic generic communication correspondence. Please contact Cathy Hawes at the e-mail address above if you have any questions or need assistance.

- To join the Generic Communication list serve and to start receiving electronic generic communication correspondence: Send an e-mail to [lyris@nrc.gov](mailto:lyris@nrc.gov) (no subject line needed) indicating in the body of the e-mail the following: subscribe gc-nrr (your first and last name).
- To remove yourself from the Generic Communication list serve and to no longer receive electronic generic communication correspondence: Send an e-mail to [lyris@nrc.gov](mailto:lyris@nrc.gov) (no subject line needed) indicating in the body of the e-mail the following: unsubscribe gc-nrr (your first and last name).

Generic communications documents are also available on the NRC public website:  
<http://www.nrc.gov/reading-rm/doc-collections/gen-comm/index.html>

The Commission has made provisions for members of the public to obtain various forms of information. The "Citizen's Guide to U.S. Nuclear Regulatory Commission" (NUREG/BR-0010, Rev. 2), gives the needed information. The NRC Public Document Room (PDR) located at Nuclear Regulatory Commission, Public Document Room, Mail Stop O-1F13, Washington, DC 20555, which provides the public with a means for obtaining NRC public documents. Persons may request access to publicly available documents from the PDR in person or in writing. The PDR is open between 7:45 a.m. and 4:15 p.m. on Monday through Friday, except federal holidays. PDR staff may be contacted at 1-800-397-4209 or 301-415-4737.

This request does not contain any mandatory information collections and, therefore, is not subject to the requirements of the Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et seq.).

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