



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

September 26, 2018

MEMORANDUM TO: James C. Corbett, Director
Acquisition Management Division
Office of Administration

FROM: Mary C. Muessle, Director */RA/*
Office of Administration

SUBJECT: REQUEST FOR EXCEPTION FROM REQUISITION PACKAGE
SUBMISSION DEADLINE

This is a request for an exception to the Fiscal Year (FY) 2018 requisition package submission deadline. The Office of Administration (ADM), Division of Facilities and Security (DFS), Multimedia, Graphics and Storage & Distribution Branch (MGSDB), would like to request deadline extension for the submission of the follow-on 12 month Pitney Bowes maintenance.

The extension is requested due to an increased workload of the Contracting Officer's Representative (COR) in verifying and authorizing payment of premium mail for the agency.

The documentation for the 12-month maintenance contract (October 1, 2018 – September 30, 2019) is available in STAQS.

APPROVED: _____ */RA/* _____ DATE: 9/26/2018

DISAPPROVED: _____ DATE: _____

REQUEST FOR EXCEPTION FROM REQUISITION PACKAGE SUBMISSION DEADLINE
DATED SEPTEMBER 26, 2018

DISTRIBUTION:

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MGSDDB r/f
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ADAMS Accession No.: ML18254A313

OFFICE	ADM/DFS/MGSDDB/BC	ADM/DFS/DD	ADM/DFS/D	ADM/D
NAME	DNeff	BRowhani	TPulliam	MMuessle
DATE	9/12/2018	9/12/2018	9/13/2018	9/25/2018

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