

November 2, 1989

CORRECTION NOTICE

TO

NRR OFFICE LETTER NO. 103, REVISION 2
HANDLING OF CONTROLLED CORRESPONDENCE

PLEASE REPLACE PAGE 4 OF NRR OFFICE LETTER NO. 103, REVISION 2, HANDLING OF
CONTROLLED CORRESPONDENCE WITH THE ATTACHED COPY OF PAGE 4. THE REVISION
ADDS PARAGRAPH 3 WHICH WAS INADVERTENTLY OMITTED.

ATTACHMENT:
AS STATED

DISTRIBUTION: ALL NRR EMPLOYEES
J. TAYLOR, EDO
J. AMENTA, IRM
W. RUSSELL, R-I
S. EBNETER, R-II
A. DAVIS, R-III
R. MARTIN, R-IV
J. MARTIN, R-V
P. BIRD, OP
SECY
OGC
NRC PDR

8911280517 891102
PDR ORG NRRB PNU

DF02
1/1

Coordinator within 1 work day of receipt in NRR; priority items within 3 work hours. In order to meet schedules, all controlled correspondence must be in the hands of the person responsible for preparing the response within 1 work day of receipt by the Correspondence Coordinator. When the turnaround times are short, actions should be hand-carried through the process rather than mailed. Priority actions should be hand-carried in all cases.

Occasionally the responsibility for a controlled correspondence action will need to be transferred. Requests for transfer should be made to the NRR mailroom within 1 work day of receipt of the action, because such a transfer usually does not relieve the deadline date.

Correspondence that requires the formulation of a policy position must be approved by the Commission before the Chairman's signature. Other correspondence may be signed by the Chairman without prior review by the Commission.

In order to determine whether a proposed response requires prior review by the Commission, it will be necessary for the concurrence page of the draft reply to contain a statement prepared by the action office advising whether the response does or does not formulate a policy position. The staff must select one of the following statements for each proposed response and type it on the concurrence page when the letter is forwarded for EDO review:

"This correspondence addresses policy issues previously resolved by the Commission, transmits factual information, or restates Commission policy."

or

"This correspondence requires the Commission to formulate a policy position."

Tracking

Tracking begins with the original assignment of controlled correspondence to NRR and subsequently to the appropriate division and ends when mailroom personnel are provided a copy of the response. Therefore, the mailroom (D. Mossburg, Ticket No.) should be on distribution for all responses to ticketed actions.

Several types of reports can be generated from the WITS. The most frequently used are the NRR Items Due Report and the Open Items Report. The NRR Items Due Report contains all actions due within 31 days of the date of the report. It is provided to the Correspondence Coordinators for review and updating weekly, usually at the beginning of each week. All information on each item should be reviewed and updated as necessary with a concise, self-explanatory, current status added. After providing all pertinent information, the Correspondence Coordinators must return the marked-up report to the NRR mailroom personnel for final review and updating. The Open Items Report is given to the Correspondence Coordinator for each division/office for information. This report contains all actions within each division/office regardless of the due date. The Correspondence Status Summary Report is issued to all the Directors every Friday and contains a listing of items past due and due during the coming week.