



UNITED STATES
NUCLEAR REGULATORY COMMISSION

WASHINGTON, D.C. 20555-0001

SEP 17 1998

Enercorp Federal Services Corporation
ATTN: Steve Ruffin, President
416 Hungerford Drive, Suite 320
Rockville, MD 20850

Dear Mr. Ruffin:

SUBJECT: TASK ORDER NO. 1, UNDER CONTRACT NO. NRC-02-98-011

In accordance with Section G.5, Task Order Procedures, of the subject contract, this letter definitizes Task Order No. 1. This effort shall be performed in accordance with the enclosed Statement of Work.

Task Order No. 1 shall be in effect from September 14, 1998 through July 13, 1999. The total cost ceiling for the subject task order is \$134,077 in which the amount of \$124,763 represents the reimbursable costs, and the amount of \$9315 represents the fixed fee.

Funds in the amount of \$40,000 are obligated to incrementally fund this task order. This obligated amount will cover performance of work through November 30, 1998.

Accounting data for this task order is as follows:

B&R No.: 85015121010
BOC: 252A
FIN No.: J5250
APPN No.: 31X0200
FFS: 5098R104
OBLIGATED AMOUNT: \$40,000

The following individual(s) are considered to be essential to the successful performance of the work hereunder:

Scott Pennington

The Contractor agrees that such personnel shall not be removed from the effort under the task order without compliance with Contract Clause H.2, Key Personnel.

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PDR CONTR
NRC-02-98-011 PDR

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Your contacts during the course of this task order are:


Technical Matters: Donna Umbel - Project Officer
301/415-7819
Brian Horn - Technical Monitor
301/415-8128

Any contractual matters should be referred to me on 301/415-8168.

The issuance of this task order does not amend any terms or conditions of the subject contract.

Please indicate your acceptance of this task order by having an official who is authorized to bind your organization, execute three copies of this document in the spaces provided below and return two fully executed copies to me. You should retain the third copy for your records.

Sincerely,



Stephen M. Pool, Contracting Officer
Contract Management Branch No. 1
Division of Contracts and
Property Management

Enclosure:
As stated

ACCEPTED:
Steve R. Ruffin

NAME

President

TITLE

9/17/98

DATE

TASK ORDER STATEMENT OF WORK

License Applications and Licensee Reporting Requirements (NMMSS NUREG Update)

Contract Number: NRC-02-98-011
Contract Title: FCSS Regulatory Guidance Task Order Contract - Task Area 5
Task Order Number: 1

1. Objective:

The objective of this task is to provide recommendations for revising and updating the following NUREG reports to reflect current NRC reporting guidance. NUREG/BR-0006 Revision 3, was last updated and issued January 1989 with an errata issued July 1990 while NUREG/BR-0007 Revision 2, was last updated and issued July 1, 1989. Since the last issuance of these NUREG reports, a number of changes have transpired that make these two NUREG reports obsolete.

NRC Code of Federal Regulations Title 10 Chapter I Parts 40, 74, 75, 76 and 150 (10 CFR Part 40, etc.) require licensees and certificate holders to complete and distribute DOE/NRC Form-741 each time an inventory adjustment above a specified quantity occurs for source and special nuclear material. The guidance for completion and distribution of this form is provided in NUREG/BR-0006 (Instructions for Completing Nuclear Material Transaction Reports and Concise Note Forms). NRC regulations in 10 CFR Parts 40, 74, 75 and 76, further require certain NRC licensees and certificate holders to complete and distribute DOE/NRC Form-742, 742M and 742C for specified nuclear material inventory activities. The guidance for completion and distribution of this form is provided in NUREG/BR-0007 (Instructions for Completing Material Balance Report and Physical Inventory Listing).

2. Level of Effort:

It is estimated that this task will require approximately 0.4 full time equivalent (FTE) of effort to complete.

3. Period of Performance:

The period of performance for the work specified in this task order shall commence on the effective date of this task order and shall continue for approximately 10 months.

4. Scope of Work:

The contractor shall perform a thorough review and recommend revisions to the current versions of NUREG/BR-0006 and NUREG/BR-0007. This work is to incorporate guidance changes that

will be furnished by NRC and prepare these two formal reports with NUREG format for publication. Although a substantial amount of the update is editorial in nature, a significant effort will be required by the contractor to incorporate guidance for reporting by enrichment plants. This work includes assembling of guidance for enrichment plants obtained through meetings with pertinent NRC and enrichment plant staff and incorporating the guidance into the update of these formal reports.

The contractor shall contact a designated representative of the NAC-International, who is the contractor that receives the subject forms and inputs the data into the national database. The purpose of this contact is interview and obtain from NAC-International possible additional changes that need to be reflected in the NUREG reports.

5. NRC-Furnished Material(s):

NRC shall provide the contractor with both paper and disk copy formatted in WordPerfect 6.1 (if available) of:

- a) NUREG/BR-0006 Revision 3 with associated errata
- b) NUREG/BR-0007 Revision 2.
- c) NRC shall also provide copies of guidance that should be incorporated into the update of these NUREG reports. As noted in description of the objective, some documentation and information must be obtained from interviews and meetings with pertinent NRC staff.
- d) NRC will also provide a name and telephone number of a point of contact at NAC-International whom must also be contacted during the update.
- e) NRC Management Directive 3.8

6. Meetings and Travel:

A meeting between NRC and the contractor to review and clarify any issues associated with the scope of work shall be held within five working days of the start of the contract.

The Contractor shall plan to meet with: 1) NRC Technical Monitor and Project Officer for the NMMSS contract; 2) Staff who operate the NMMSS contract; and 3) staff from NRC's Licensing, Special Projects and Operations Branches. The meeting with staff who operate the NMMSS contract may be via telephone while all other meetings should be scheduled to occur at the NRC's office complex located in Rockville, Md.

All travel associated with this task order shall be approved in advance. All such travel shall result in trip reports, which may be issued separately or as part of the next monthly letter status

report. Copies of separately issued trip reports shall be submitted within 15 days of the completion of travel. It is estimated that a minimum of three trips to the NRC Office complex located in Rockville, MD, will be needed for the purpose described in the following section. If the contractor perceives a need for trips to the enrichment plant licensees and/or NAC, such travel must be approved in advance by the NRC.

7. Deliverable Products/Schedule:

The contractor shall prepare all deliverables in WordPerfect 6.1, unless directed otherwise, and submit this to the NRC with a paper and disk copy as detailed in the schedule below. Draft products will be noted as such by use of a watermark. Final technical reports shall be presented to NRC in "camera-ready" form and ready for NRC publication. The publication guidelines contained in NRC Management Directive 3.8 shall be applied to all formal reports with NUREG format.

- a) Within 10 weeks after issuance of this task order, the contractor shall submit its first draft of the formal reports containing recommended text for NUREG/BR-0006 and NUREG/BR-0007 to the NRC.
- b) Within 6 weeks after the receipt of (a) above, NRC shall review and provide the contractor comments. These comments shall be presented during a meeting between the NRC* and the contractor at the NRC's office complex.
- c) Within 3 weeks after receipt of (b) above, the Contractor shall incorporate the NRC comments into revised-draft reports and submit them to the NRC.
- d) Within 3 weeks after receipt of (c) above, NRC shall review and provide the contractor comments on the revised-draft reports. These comments shall be presented during a meeting between the NRC* and the contractor at the NRC's office complex.
- e) Within 3 weeks after receipt of (d) above, the Contractor shall incorporate the NRC comments into the formal reports with NUREG format and submit them to the NRC.
- f) Within 3 weeks after receipt of (e) above, NRC shall review and provide the contractor final comments on the formal reports.

* NRC may arrange for NAC-International staff to participate in these meetings

- g) Within 4 weeks after receipt of (f) above, the Contractor shall incorporate them into final final reports and submit these final reports to the NRC in a NUREG format ready for NRC publication.

MONITORS

The NRC Task Order Technical Monitor (TOTM) for this task order is Mr. Brian Horn.
The Technical Monitor for this contract and associated task work orders is Ms. Leslie Fields.
The Project Office for this contract and associated task work orders is Ms. Donna Umbel.