

## PROTOCOL FOR PROCESSING INCOMING CORRESPONDENCE FROM THE NRC

### Purpose:

This procedure describes the method to be used for processing incoming correspondence from the NRC. A flow chart is attached as Exhibit 1.

### Procedure:

- 1) The original of all correspondence from the NRC shall immediately be sent to the Director, Nuclear Licensing and Regulation (DNLR).
- 2) The secretary to the Director of Nuclear Licensing and Regulation shall enter the Document Control Number in the upper right hand margin, make a copy of the correspondence and place the original in the official corporate files. The Document Control Number is the date of the NRC correspondence reversed, e.g., 12/16/86 is 861216. If more than one letter is received with the same date the letter A,B,C etc is inserted after the date.
- 3) The secretary shall then distribute copies of the correspondence to those shown on the Standard Distribution List (Exhibit 2).
- 4) Upon receipt of the incoming correspondence from the NRC the Nuclear Consultant enters the required information into the Document Control System (Computer Tracking System). This function will eventually be handled by the secretary to the DNLR.
- 5) The General Manager, Sequoyah Fuels Operation reviews the correspondence, assigns an individual (s) to complete the required action (if appropriate) and assigned a completion date if none is specified in the correspondence.
- 6) A copy showing the assignments together with the correspondence is provided to the SFC OKC Coordinator who enters the necessary information into UMIS-LCM (Universal Maintenance Information System - License

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Commitments Management).

- 7) If an entry is made into UMIS, the SFO OKC Coordinator shall notify the SF Coordinator who will issue a work order to the designated SF Department Manager.

APPROVED BY:

*Alan D. Evans*

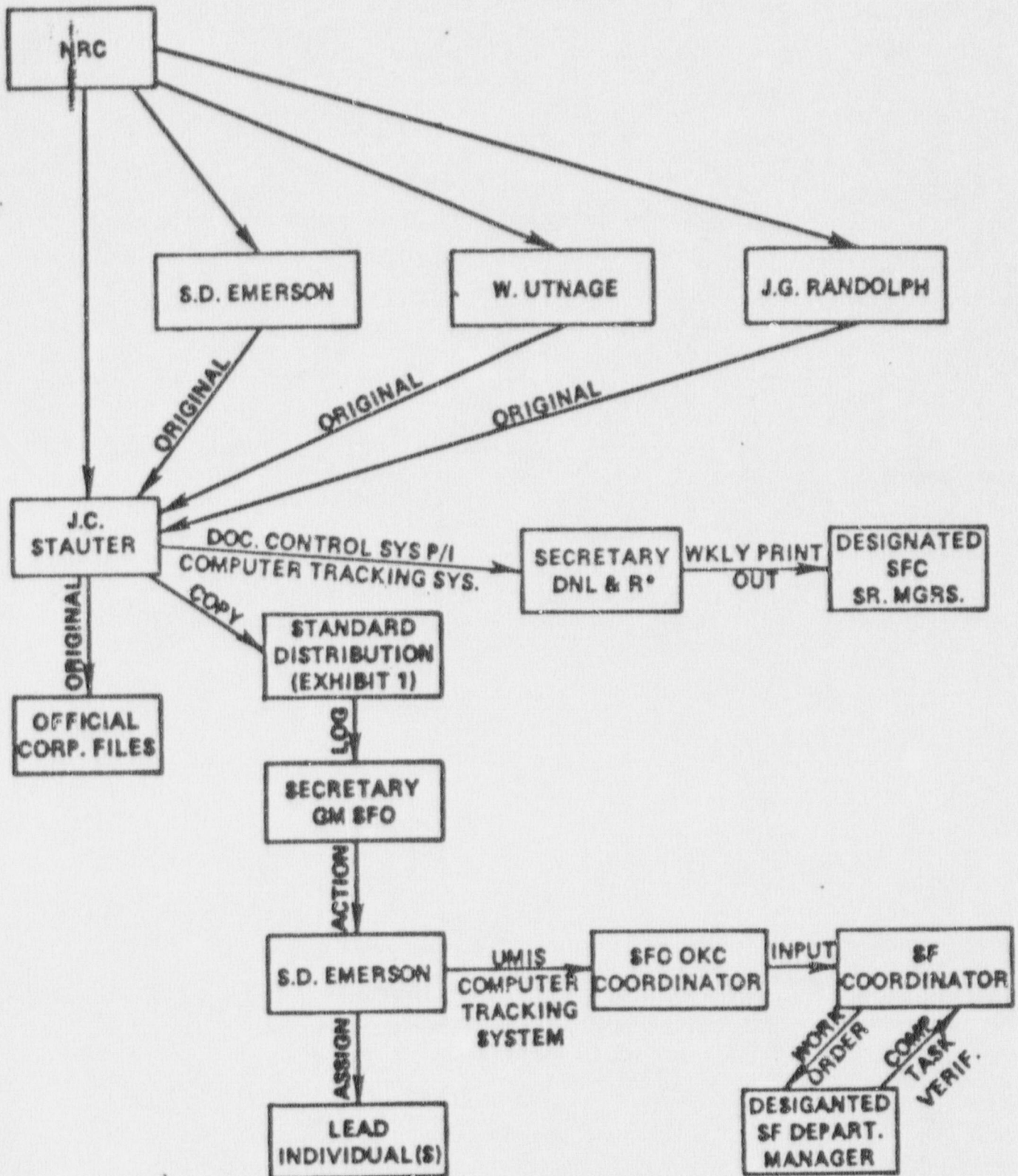
Date

*28 Jan 87*

General Manager, Sequoyah Fuels Operation

EXHIBIT 1

# INCOMING CORRESPONDENCE FROM NRC FLOW CHART



\*PRESENTLY BEING DONE BY JTC WILL BE DONE  
BY SEC. TO DNL & R



EXHIBIT 2

RE:

Distribution:

R. Adkisson  
W. Buckham (Optional)  
D. Buntz (UF<sub>4</sub> Items)  
C. Burdick  
J. Collins  
S. Emerson  
P. Gaines  
B. Hoffman  
L. Kehoe  
T. McDaniel  
R. Meserve/P. Nickles (C & B)  
S. Munson/J. Cleveland/M. Landagora  
R. Pereles  
J. Randolph  
E. Still  
J. Young

Sequoyah Facility

S. Fryer  
S. Knight  
D. Knoke  
L. Lacey  
J. Marler  
R. Parker  
D. Swaney  
W. Uttnage

cc:

P. Hayes (Chron)  
P. Wackerly  
J. Weeden