

December 18, 1987

MEMORANDUM FOR: John A. Skoczlas, Chief
Document Control Branch
Division of Information Support Services
Office of Administration and Resources Management

FROM: Cecil O. Thomas, Chief
Policy Development and Technical Support Branch
Program Management, Policy Development
and Analysis Staff
Office of Nuclear Reactor Regulation

SUBJECT: REQUESTS FOR GENERIC LETTERS FROM THE PUBLIC

Periodically NRC receives requests from the public for routine distribution of generic letters. As you know, the distribution service we have in place accommodates, primarily, utility representatives and internal NRC persons. This is to request that you arrange to have generic letters available through the services of NTIS, Springfield, VA. When this arrangement is complete, I suggest that ARM publish a notice in the Federal Register that explains the procedures to be followed to obtain generic letters through NITS. Please let us know if you need additional information or assistance.

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Cecil O. Thomas, Chief
Policy Development and Technical Support Branch
Program Management, Policy Development
and Analysis Staff
Office of Nuclear Reactor Regulation

CONTACT:
H. Smith, PMAS
49-28972

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