

[SOE LETTERHEAD]

September 7, 1994

**MEMORANDUM
FOR:**

ASSISTANT SECRETARY FOR DEFENSE PROGRAMS
ASSISTANT SECRETARY FOR ENVIRONMENT, SAFETY
AND HEALTH
ASSISTANT SECRETARY FOR ENVIRONMENTAL
MANAGEMENT
ASSOCIATE DEPUTY SECRETARY FOR FIELD
MANAGEMENT
DIRECTOR OF NUCLEAR ENERGY
DIRECTOR OF ENERGY RESEARCH
MANAGERS, DOE OPERATIONS OFFICES

FROM:

HAZEL R. O'LEARY

SUBJECT:

DISTRIBUTION OF EVALUATIONS AND ASSESSMENTS TO
THE DEFENSE NUCLEAR FACILITIES SAFETY BOARD

It has been brought to my attention that reports and assessments conducted for defense facilities are not being routinely distributed to the Defense Nuclear Facilities Safety Board. Please remind your personnel to send such materials directly to the Defense Nuclear Facilities Safety Board. Also send one copy of all transmittals to the Nuclear Safety Information Center.

Examples of materials that should routinely be sent include:

- Environment, Safety and Health Oversight Reports
- Technical Safety Appraisals
- Operational Readiness Reviews/Evaluations
- Self-assessment documents (Headquarters and Field)
- Rules/Orders/Standards development activities relevant to defense facilities
- Radiological Evaluations
- Five-Year Plans

I appreciate your cooperation in ensuring that the Defense Nuclear Facility Safety Board is kept fully and currently informed.