



**The Deputy Secretary of Energy**  
Washington, DC 20585

August 6, 2003

MEMORANDUM FOR LINTON F. BROOKS  
UNDER SECRETARY FOR NUCLEAR SECURITY/  
ADMINISTRATOR FOR NATIONAL  
NUCLEAR SECURITY ADMINISTRATION

ROBERT G. CARD  
UNDER SECRETARY FOR ENERGY, SCIENCE, AND  
ENVIRONMENT

FROM: KYLE E. MCCLARROW

A handwritten signature in black ink, appearing to read "KEM", written over the printed name Kyle E. McClarrow.

SUBJECT: Correspondence with the Defense Nuclear Facilities Safety Board

It has been brought to my attention that the DNFSB has expressed concerns with the completeness and accuracy of the information provided to them in recent correspondence signed by the Secretary. Needless to say, this is not only embarrassing to the Secretary, but potentially damaging to the credibility of the Department.

For example, in one case discussed with me, a DNFSB site representative had concerns with correspondence that had already been dispatched to the Board. He had inadvertently been omitted from the coordination on the package.

We must preclude even the slightest possibility for inaccuracies in future correspondence to the Board. Toward that end, I am directing you to personally ensure that all field organizations' procedures related to DNFSB correspondence include mandatory coordination with their respective DNFSB site representative.

cc:

B. Cook, EH-1  
J. Mangeno, NA-1  
M. Whitaker, DR-1