




**Department of Energy**  
**National Nuclear Security Administration**  
 Washington, DC 20585

September 3, 2003

MEMORANDUM FOR: MANAGER, LIVERMORE SITE OFFICE  
 MANAGER, LOS ALAMOS SITE OFFICE  
 MANAGER, NEVADA SITE OFFICE  
 MANAGER, SANDIA SITE OFFICE  
 MANAGER, KANSAS CITY SITE OFFICE  
 MANAGER, PANTEX SITE OFFICE  
 MANAGER, SAVANNAH RIVER SITE OFFICE  
 MANAGER, Y-12 SITE OFFICE

FROM:

Everet H. Beckner   
 Deputy Administrator  
 for Defense Programs

SUBJECT: **ACTION:** Correspondence with the Defense Nuclear Facilities Safety Board (DNFSB)

In the attached memorandum, the Deputy Secretary reemphasized the need for all correspondence to the DNFSB to be complete and accurate. The Deputy Secretary also directed that DNFSB correspondence be provided for review and comment to local DNFSB site representatives. The Deputy Secretary's memo was in response to recent concerns about completeness and accuracy of inputs that various sites provided to Headquarters for the purpose of forwarding to the DNFSB.

Accordingly, I am instituting procedures for corresponding to the DNFSB. These procedures are intended to complement and not replace Departmental procedures for interfacing with the DNFSB.

In the future, when field input is necessary to respond to the DNFSB, a formal request will normally be provided by memorandum from NA-10 to the Site Manager(s). In order to expedite the process, once the memorandum is approved by NA-10 and signed, the designated NA-10 point-of-contact will e-mail a copy of the NA-10 request to the Site Manager with a copy to other appropriate contacts at the site, if known. The following requirements are to be observed in processing correspondence related to the DNFSB.

All correspondence related to the DNFSB will be forwarded to Headquarters (NA-10) using formal procedures, unless otherwise directed. The Site Manager will personally sign all correspondence related to the DNFSB. It is the Manager's personal responsibility to assure the accuracy and completeness of the information and that the correspondence has been coordinated with the local DNFSB site representative or cognizant engineer.

In the extended absence of the Site Manager, a specifically designated individual having site-wide cognizance over DNFSB related issues will coordinate the correspondence with the local



DNFSB site representative or cognizant engineer on behalf of the Manager, sign and forward the input to NA-10. Upon the return of the Site Manager, he or she will review the document and affirm its accuracy.

A copy of the formal correspondence will be provided to the Headquarters individual identified for the action item. When practical, a draft response should be provided to the Headquarters designee for review and comment prior to formally forwarding the response to NA-10.

Additionally, should it become apparent that the DNFSB site representative or cognizant engineer has significant issues with any proposed response, the NA-10 designee for the action will be informed for the purpose of advising NNSA senior management.

Attachment

cc: w/attachment:  
M. Whitaker, DR-1



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