



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

August 28, 2003

**MEMORANDUM FOR ENERGY, SCIENCE AND ENVIRONMENT  
PROGRAMS**

**FROM:** ROBERT G. CARD *Beverly A Cook for*  
**SUBJECT:** Correspondence with the Defense Nuclear Facilities  
Safety Board

This memorandum transmits to the ESE line organizations direction provided by the Deputy Secretary regarding the completeness and accuracy of correspondence with the Defense Nuclear Facilities Safety Board (DNFSB).

DOE should use every avenue to obtain relevant information concerning safety issues. The DNFSB site representatives are an important independent set of eyes at our sites and can be a valuable resource to assure the accuracy of our evaluation of safety issues and the status of corrective actions. Therefore, this is to remind you to actively seek the opinion of the local DNFSB site representative when responding to specific requests for information on safety issues.

To assure the quality of information in general, I want to institute more formal procedures when responding to requests for information or action related to the DNFSB. When field input is necessary, a formal request will normally be provided by memorandum from the Program Secretarial Office to the Site Manager. It is expected that the Site Manager will personally sign all correspondence and return it to the Program Secretarial Officer related to the DNFSB. It is the Site Manager's personal responsibility to assure the accuracy and completeness of the information and that the correspondence has been discussed with the local DNFSB site representative or cognizant engineer.

Should it become apparent that the DNFSB site representative or cognizant engineer has significant issues with any proposed response, the Program Secretarial Officer will be informed for the purpose of advising DOE senior management.

This is not intended to compromise the role of the DNFSB to provide independent review and evaluation of the safety of the Department's operations. Rather, this is to remind you to take advantage of all resources available in order to provide the best evaluation of the safety of our operations and to clarify issues from the perspective of the DNFSB.

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cc: Deputy Secretary Kyle E. McSlarrow  
M. Whitaker, DR-1

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