

August 25, 2003

The Honorable Beverly Ann Cook  
Assistant Secretary for Environment, Safety and Health  
U.S. Department of Energy  
1000 Independence Avenue, SW  
Washington, DC 20585-0119

Dear Ms. Cook:

Thank you for the letter dated July 31, 2003, which provided your response to Commitment 4.1 under the Defense Nuclear Facilities Safety Board's (Board) Recommendation 2002-3, *Requirements for the Design, Implementation, and Maintenance of Administrative Controls*. In your letter, you enclosed the results of an assessment of existing requirements and guidance associated with administrative controls in the defense nuclear complex.

The results of your assessment indicate that the existing directives and guidance documents of the Department of Energy (DOE) do not clearly communicate DOE's expectations regarding the requirements associated with important administrative controls. Accordingly, your assessment confirms the need for DOE to develop and promulgate a more cohesive and focused set of expectations and guidance in the existing safe harbor methodologies for Title 10 Code of Federal Regulations (CFR) 830, *Nuclear Safety Management*.

The Board looks forward to the results of your efforts to strengthen existing guidance and develop additional and revised guidance to meet the objectives of the Recommendation 2002-3. Additionally, the Board encourages DOE to ensure that its field elements are appropriately engaged in the development effort.

Sincerely,

John T. Conway  
Chairman

c: The Honorable Linton Brooks  
The Honorable Jessie Hill Roberson  
Mr. Mark B. Whitaker, Jr.