

**[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.