



Department of Energy
National Nuclear Security Administration
Washington, DC 20585

JAN 23 2004

OFFICE OF THE ADMINISTRATOR

The Honorable John T. Conway
Chairman
Defense Nuclear Facilities Safety Board
625 Indiana Avenue NW, Suite 700
Washington, D.C 20004

Dear Mr. Chairman:

I cordially invite you to be a guest speaker at the National Nuclear Security Administration (NNSA) Safety Summit that I have scheduled for February 4, 2004, in Albuquerque, N.M. The meeting will be at the Energy Training Center, Acoma Conference Room in Albuquerque.

Attendees at the Summit will be NNSA senior officials from Headquarters and Site Offices and senior officials from NNSA Contractors. A draft agenda for the Safety Summit is enclosed. The purpose of this safety meeting is to focus federal and contractor senior leadership on our commitment to conduct our mission and operations safely.

In the event that your schedule prevents your attendance at the Summit, I would be pleased if a Board Member would speak on your behalf.

If you have any questions regarding the Summit please contact me at 202-586-5555, or have your staff contact Xavier Ascanio or James Mangeno.

Sincerely,

Linton F. Brooks
Administrator

Enclosure

*I hope you
can join us.*

cc: Mark Whitaker, DR-1



Draft
 Agenda
 NNSA Safety Summit
 February 4, 2004
 Energy Training Center, Albuquerque, NM

<u>Agenda Topic Candidates</u>	<u>Length (min.)</u>	<u>Speaker/Leader</u>
7:25 Welcome	0:05	James Hirahara, NZ
7:30 NA-1 Remarks	0:30	Ambassador Brooks, NA-1
8:00 NA-10 Remarks	0:30	Dr. Everet Beckner, NA-10
8:30 Columbia Accident Lessons Learned	1:30	BGen. Ronald Haeckel, NA-10
10:00 Break	0:15	
10:15 DNFSB Member Remarks	0:30	Chairman Conway
10:45 Status of LO/CAS	0:30	Tyler Przybylek, NA-1
11:15 Independent Oversight	0:30	Glenn Podonsky OA-1 Mike Kilpatrick, OA-1
11:45 Role of EFCOG	0:30	Jim Mangeno, NA-3.6 Dennis Fisher, LLNL
12:15 Status of Site Office Self-Assessments	0:15	Jim Mangeno, NA-3.6
12:30 Working Lunch –	1:00	Dick Crowe, NZ
1:30 NNSA (Feds and Contractors Only)	1:00	Ambassador Brooks, NA-1
2:30 Break	0:15	
2:45 NNSA (Feds Only)	1:15	Ambassador Brooks, NA-1
4:00 Meeting Adjourned		