FSME-NMSS Procedure Approval

Format for FSME-STC and RCPD Letters
AD-200

Issue Date:

Review Date:

Laura A. Dudes  
Director, MSTR  
Date:

A. Duncan White  
Branch Chief, ASPB, MSTR  
Date:

Kathleen N. Schneider  
Procedure Contact, MSSAMSTR  
Date:

ML1

NOTE
Any changes to the procedure will be the responsibility of the FSME-NMSS Procedure Contact. Copies of the FSME-NMSS procedures are available through the NRC website.
I. INTRODUCTION

This procedure establishes the format and content requirements for formal letters sent from the Office of Federal and State Material and Environmental Management Programs - Nuclear Material Safety and Safeguards (FSMENMSS) to the Directors and staff members of both Agreement and Non-Agreement State Radiation Control Programs, Native American Tribal Leaders as well as other State officials. This set of correspondents is generally referred to in this procedure as the “States.” Methods used for communicating with States include face-to-face meetings, teleconferences, informal e-mails, and formal letters. Formal letters provide the advantage of a written forum for, and a concise record of the information exchanged.

II. OBJECTIVE

To provide guidance for FSME-NMSS staff in creating standardized formal letters for providing information to States. A letter categorization schema, numbering system, format outline, distribution, and content definition are addressed in this procedure.

III. BACKGROUND

To facilitate written communication with States, the FSME-NMSS staff has developed a set of standard formats for letters. The standard format letters used by FSME-NMSS reflect years of experience in communicating with the States, notably in the previous Office of State and Tribal Programs and the Office of Federal and State Materials and Environmental Management Programs (FSME). The letter formats evolved into their current form largely in response to these experiences.

In most cases, letters to the States will be distributed by e-mail. Nevertheless, the letters should follow the formal letter format. In order to assure clear and concise written communications with States and interested stakeholders, it is the policy of FSME-NMSS to utilize the standard format letters to provide the States information that is expected to be of more than casual interest to the recipients. Such information includes, but is not limited to, matters related to compatibility, public health and safety, security, or regulatory program operation.
IV. ROLES AND RESPONSIBILITIES

A. The Director, Division of Material Safety, and State, Tribal, and Rulemaking Programs Agreements, (MSSATR), signs all FSME-State and Tribal Communications (STC) and Radiation Control Program Directors (RCPD) letters concerning matters within FSME’s NMSS responsibility, with the exception of Division of Intergovernmental Liaison and Rulemaking (DILR).

B. The Director, DILRNMSS may on rare occasions sign, is responsible for concurrence and signature of all FSME STC or RCPD letter(s) concerning significant matters within the Division’s NMSS responsibility.

C. The cognizant Branch Chief is responsible for the review and concurrence on FSME STC and RCPD letters originating within the branch. Other offices or NMSS divisions can request assistance in sending out STC and RCPD letters. The appropriate Branch Chief will be responsible for processing the letter through their branch in coordination with the requesting office or division in accordance with this procedure.

D. The FSME-MSTR staff member writing the letter is responsible for the accuracy of information, compliance with the U.S. Nuclear Regulatory Commission (NRC) guidelines for communications, protection of sensitive information, and following appropriate format in this procedure. The MSTR staff member is responsible for coordination with the MSTR Office of Management and Budget (OMB) Contact for the 10-day pre-approval for use with the OMB Paperwork Reduction Act clearances.

E. The MSSA/DILRMSTR Division Director’s Secretary (or designee) administrative assistants are responsible for:

1. Finalizing the format of the letter and preparing a concurrence package for signatures;

2. Numbering the letter sequentially when the letter is signed and maintaining updating the STC Letter Index or the RCPD Letter Index on the MSTR SharePoint the letter numbering log;

3. Placing the letter in the Agencywide Documents Access and Management System (ADAMS) with an assigned ML number for immediate processing in accordance with ADAMS template FSMENNMS-005 (See Appendix A).
4. Using the sample e-mails format in Appendix B to transmit a PDF formatted electronic copy via LYRIS list servers (Appendix C), within 2 days of the letter’s date, to the recipients of the letter.

5. Create an additional ADAMS package associated with the STC/RCPD letters when comments are requested from the States.
F. MSTR OMB Contact for STC/RCPD Letters is responsible for:

1. Coordination with NRC Clearance Officer, Office of Information Services (OIS) to obtain OMB approval for use of the OMB clearance prior to issuance of any STC/RCPD letters requesting comments.
2. Maintaining a log in SharePoint to track STC/RCPD letters that need a 10-day pre-approval from OMB prior to formal transmittal to the States.

V. GUIDANCE

A. Generally, one of two variants of the standard letter format should be used to create letters to the States.

1. FSME-STC letters are used for non-sensitive information (Appendix D). They are publicly available and posted both in public ADAMS and on the FSME-NMSS public website. Examples of FSME-STC letters include notices of public meetings, notices of training course offerings, solicitation of comments, and alerts that proposed NRC rules are being published in the Federal Register.

2. RCPD letters are used for sensitive, unclassified non-safeguards information (Appendix E). They are NOT publicly available. Use the phrase “OFFICIAL USE ONLY – SENSITIVE INTERNAL INFORMATION” in the header and footer of the letter and each page of the enclosure.
B. Since RCPD letters contain sensitive information, they should not be referenced in FSME-STC letters. Likewise, the distribution of RCPD letters should be limited to persons with an established “need to know.” Names should not be added to any list server used to distribute RCPD letters without the approval of a MSTR Division Director or designee.

C. Neither the FSME-STC nor RCPD letter form should be used for letters addressed to one addressee, nor should they be used for letters to be signed by the Executive Director for Operations, or the Chairman.
D. Both FSME-STC and RCPD letters follow the same basic format. Individual letters may deviate from the format only as necessary for clear communication in specific instances. Letters should be formatted using Arial 11 point font, one inch margins, left justified except for signature blocks. Standard signature and concurrence blocks should be used.
1. The addressees should be listed in all caps, no underline, no bold.

   a. FSME-STC letters generally should be addressed to Agreement States, Non-Agreement States, or both, as appropriate. If appropriate, include States that have submitted a formal letter of intent to seek an Agreement. If appropriate, specific State officials, such as the
State Liaison Officers can be addressees. STC letters can also be used to communicate with the Native American Tribal Leaders.

Examples:

Letters to all Agreement States:

ALL AGREEMENT STATES, [STATES THAT HAVE SUBMITTED A FORMAL LETTER OF INTENT TO SEEK AN AGREEMENT – EXAMPLE: MICHIGAN WYOMING]

Letters to all Agreement and Non-Agreement States, and the State Liaison Officers:

ALL AGREEMENT AND NON-AGREEMENT STATES STATE LIAISON OFFICERS

Letters to Native American Tribal Leaders and the State Liaison Officers:

NATIVE AMERICAN TRIBAL LEADERS STATE LIAISON OFFICERS
Letters to individual States:

CALIFORNIA, ILLINOIS, MASSACHUSETTS, NEW YORK, AND TEXAS
b. RCPD letters should be addressed directly to the State officials that are intended recipients, usually the Radiation Control Program Director. Other State officials include the State Liaison Officers and State Part 71-/Part 73 contacts.
Example:

ALL AGREEMENT STATE RADIATION CONTROL
PROGRAM DIRECTORS
STATE LIAISON OFFICERS

2. The subject should be a concise statement of the subject of the letter, as short as practical. The subject should be elaborated upon as needed in the purpose paragraph. The subject line format should be all caps, no bold, no underline.
Example (FSMESTC letter):

NOTIFICATION OF NRC WORKSHOPS (FSMESTC-YY-NNN)

3. Letters are usually divided into three sections, entitled: purpose, background, and discussion. For very brief (i.e., one page) letters providing limited specific information, the sections may be consolidated and the section titles omitted. Section titles should be formatted as initial caps or sentence case, bold, no underline.

   a. **Purpose** - The purpose section should elaborate as needed on the subject of the letter. Generally, it should be kept short - one paragraph. Avoid including text which could be placed in another paragraph. The final sentence of the paragraph should advise the addressee if an action or response is requested or required. If no action or response on the part of the recipient is requested or required, a statement to that effect is optional.

   b. **Background** - The text in the background section should be limited to pertinent historical information leading up to the issue being addressed. Current activities and situations should be addressed in the discussion section.

   c. **Discussion** - The discussion section should include descriptions of the current issue, situation, and activities. If any action is requested, required, or expected from the addressees, it should be fully and clearly spelled out in the discussion section.
4. Closing/Contact Paragraph

The final paragraph, just above the signature block, should include the telephone number of the signatory (normally, the MSTR Director or Deputy of MSSA or DILR). A point of contact (i.e., an NRC staff member with personal knowledge of the letter’s subject), should be provided.

The following format should be used for point of contact information:

If you have any questions regarding this correspondence, please contact me at [signatory Director’s phone number] or the individual named below.

POINT OF CONTACT: Staff Name  INTERNETE-MAIL:  
staff.name@NRC.GOV  TELEPHONE:  (301) 415-[xxxx]  
FAX:  (301) 415-[xxxx]
5. Enclosures

By convention, FSME-STC and RCPD letters may contain enclosures, but not attachments. The enclosures may contain attachments, but the attachments are generally not listed in the letter. All enclosures must be listed, each by its full name or description, immediately under the signature block.

6. OMB Clearances (Appendix F)

a. Whenever a return of information is requested from the States, an OMB Paperwork Reduction Act control number and notification is required. FSME-NMSS maintains separate control numbers (sometimes referred to as “clearances”) for information requests from Agreement States only, information requests from Non-Agreement States only, and for information requests from both Agreement and Non-Agreement States. The required paragraph and control number should be placed in a footnote associated with an asterisk placed at the end of the sentence requesting the return of information. In cases where more than one group of addressees are recipients of the letter, the required paragraph and control number for each group of addressees should be included in the letter.
b. MSTR OMB Contact provides coordination with NRC Clearance Officer, OIS to obtain OMB approval for use of the OMB clearance prior to issuance of any STC/RCPD letters requesting comments. Draft STC/RCPD letters should be provided to the MSTR OMB Contact at least 12 work days prior to the desired date for issuance of the letter.
c. The MSTR OMB Contact will e-mail the draft STC/RCPD letter to OIS to provide forward for OMB’s review. OMB has committed to a 10-day turnaround for use of these clearances.

d. A SharePoint log to track STC/RCPD letters that will need the 10-day approval from OMB prior to formal transmittal to the States will be maintained by the MSTR OMB Contact on the MSTR/ASPB SharePoint library.
7. Signature and concurrence

Standard signature and concurrence blocks should be used.

Note: Although all signature blocks should be for the MSTR Director, the MSTR Director can delegate signature permission depending on the type of letter, of some standard communications. For example, the appropriate branch chief can sign the training notification STC letters for the MSTR Director.

8. Whenever a return of information is requested from the States through FSME-STC or RCPD letter, use Appendix G for tracking the comments that are received, and place the Comment Received document in a separate ADAMS in a package with any responses to the FSME-STC/RCPD letter. The contact for the letter should work with the assigned administrative assistance to set up the package. If the responses are to a RCPD letter, each response and the package should be classified as sensitive information and profiled in ADAMS in the same manner as RCPD letters.

E. FSME-STC and RCPD letters location

All letters should be placed in the ADAMS main library. RCPD letters are placed in the folder: FSME–NMSS - RCPD Letters [YEAR]. FSME–STC letters are placed in the folder: FSMENMSS/FSME-STC - Letters [YEAR].
G. Other Means of Communication with Agreement States

On March 16, 2009, the Office of the Inspector General (OIG) issued a report conveying the results of an audit on NRC’s Agreement State Program. In this report the OIG recommended that a set of procedures that standardize
communications from the NRC to the Agreement States be developed. The report noted that for communications with Agreement States the agency lacks formal standardized procedures or guidance for the communication, including communicating significant events through the Regional State Agreements Officers (RSAO) or other means.

To facilitate communications with the Agreement States outside of the written correspondence described in this procedure, the former FSME staff has had developed FSME Procedure AD-800. *Communications Between FSME/Regional Offices and the Agreement States*. AD-800 continues to remain in effect and is considered a NMSS procedure until it is reviewed and reissued.

VI. APPENDICES

Appendix A – ADAMS Template FSMENMSS-005
Appendix B – Sample E-mails for Distribution of the Letters
Appendix C – FSME-NMSS Distribution List
Appendix D – Sample FSME-STC Letter
Appendix E – Sample RCPD Letter
Appendix F – OMB Clearances
Appendix G – Comments Received
VII. REFERENCES

2. FSME Procedure AD-800, *Communications Between FSME/Regional Offices and the Agreement States*.

VIII. ADAMS REFERENCE DOCUMENTS

For knowledge management purposes, all previous revisions of this procedure, as well as associated correspondence with stakeholders, that have been entered into ADAMS are listed below.

<table>
<thead>
<tr>
<th>No.</th>
<th>Date</th>
<th>Document Title/Description</th>
<th>Accession Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/3/2009</td>
<td>FSME Procedure AD 200</td>
<td>ML083460146</td>
</tr>
<tr>
<td>2</td>
<td>10/25/2010</td>
<td>FSME Procedure AD 200</td>
<td>ML102870042</td>
</tr>
</tbody>
</table>
Appendix A

ADAMS Template [FSMENMSS-005

DOCUMENT TYPE SUMMARY

DOCUMENT TYPE: FSME STC and RCPD Letters to State Officials

**Background**

The Office of Federal and State Materials and Environmental Management Programs (FSMENMSS) sends formal letters known as FSME State and Tribal Communications (STC) and Radiation Control Program Director (RCPD) letters to the Directors and staff members of both Agreement and Non-Agreement State Radiation Control Programs, State Liaison Officers, Native American Tribal Leaders as well as other State officials.

All completed FSME-STC and RCPD letters will be numbered in the following fashion on the subject line after the subject:

(FSMESTC-YY-NNN)
(RCPD-YY-NNN)

The numbers will be obtained after signature and the listing will be maintained by the administrative assistant for the Director, Division of Material Safety, Agreement, Tribal and Rulemaking Programs.

**FSME-STC Letters**

FSME-STC letters are used for non-sensitive information. They are publicly available and are posted both in public ADAMS and on the FSME-NMSS public website. Examples of FSME-STC letters include notices of public meetings, notices of training course offerings, solicitation of comments, and alerts that proposed NRC rules are being published in the Federal Register.

This correspondence will usually be signed at the division director level or higher in FSMENMSS.

**RCPD Letters**

RCPD letters are used for sensitive, unclassified non-safeguards information. They are NOT publicly available, and are not posted or listed on the external web. The phrase “OFFICIAL USE ONLY – SENSITIVE INTERNAL INFORMATION” will be used in the header and footer of each page of the letter and any enclosures.

This correspondence will usually be signed at the division director level or higher in FSMENMSS.

**Special Instructions:**

This template is to be used by the Document Processing Center (DPC) and staff when processing FSME-STC and RCPD letters prepared by the FSME-NMSS into ADAMS.
### Profile Field Requirements for the DPC:

<table>
<thead>
<tr>
<th>Item ID</th>
<th>System Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accession No.</td>
<td>System Assigned</td>
</tr>
<tr>
<td>Estimated Page Count</td>
<td>DPC Enter:</td>
</tr>
<tr>
<td></td>
<td>Actual number of pages of file</td>
</tr>
<tr>
<td>Document Date</td>
<td>DPC will input date printed/stamped on document.</td>
</tr>
<tr>
<td></td>
<td>Format is: MM/DD/YYYY</td>
</tr>
<tr>
<td>Document Type</td>
<td>All Agreement States Letters</td>
</tr>
<tr>
<td></td>
<td>and</td>
</tr>
<tr>
<td></td>
<td>Other document types that apply, e.g., Letter, E-mail, Memo.</td>
</tr>
<tr>
<td>Availability</td>
<td>Entered by FSME-NMSS</td>
</tr>
<tr>
<td></td>
<td>FSME-STC Letters – Publicly Available</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>RCPD Letters – Non-Publicly Available</td>
</tr>
<tr>
<td>Title</td>
<td>Entered by FSMENMSS</td>
</tr>
<tr>
<td></td>
<td>FSMESTC-YY-NNN, [Subject line from letter]</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>RCPD-YY-NNN, [Subject line from letter]</td>
</tr>
<tr>
<td></td>
<td>DPC will change if incorrect</td>
</tr>
<tr>
<td>Author Name</td>
<td>Name of person who signed cover letter</td>
</tr>
<tr>
<td>Author Affiliation</td>
<td>Affiliation of person who signed cover letter</td>
</tr>
<tr>
<td>Addressee Name</td>
<td></td>
</tr>
<tr>
<td>Addressee Affiliation</td>
<td>States, Agreement States</td>
</tr>
<tr>
<td></td>
<td>[States that have signed letters of intent – State of MIWY]</td>
</tr>
<tr>
<td></td>
<td>and/or</td>
</tr>
<tr>
<td></td>
<td>Other State Affiliations that the letter is addressed to such as</td>
</tr>
<tr>
<td></td>
<td>State, Non-Agreement States</td>
</tr>
<tr>
<td></td>
<td>State Liaison Officers</td>
</tr>
<tr>
<td>Docket No.</td>
<td></td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>License No.</td>
<td></td>
</tr>
<tr>
<td>Case/Reference No.</td>
<td></td>
</tr>
</tbody>
</table>
| Document/Report Number | Entered by **FSMENMSS**  
FSMESTC-YY-NNN  
or  
RCPD-YY-NNN |
| Keyword | Entered by **FSME-NMSS** staff:  
FSMENMSS-005  
“SUNSI Review Complete” for **FSME-STC** letters,  
which are publicly available.  
or  
Item Code (e.g., **MD 3.4 Non-Public A.7**) for **RCPD**  
letters, which are Non-Publicly Available  
*Note: Press Enter after each entry* |
| Document Date Received |                                        |
| Date Docketed |                                        |
| Comment | Entered by **FSME-NMSS** Staff:  
LAN ID of person entering document into ADAMS  
DPC will not add any value to this field |
<p>| Vital Records Category | System Assigned |
| Document Status |                                        |
| Media Type | Electronic |
| Physical File Location | ADAMS |
| FACA Document | No |</p>
<table>
<thead>
<tr>
<th>Date To Be Released</th>
<th>Entered by <strong>FSME-NMSS</strong> if Publicly Available [<strong>FSME-STC</strong> letters only]</th>
</tr>
</thead>
</table>
| Distribution List Codes                                 | Entered by **FSME-NMSS**  
  SP03 for **FSME-STC** letters  
  or  
  SPX2 for RCPD letters                                      |
| Contact Person                                           | Entered by **FSMENMSS**                                                      |
| Text Source Flag                                         | Entered by **FSMENMSS**:  
  Native Application                                           |
| Official Record                                          | System Assigned                                                              |
| Document Sensitivity                                     | Entered by **FSMENMSS**:  
  **Non-sensitive** for **FSME-STC** letters  
  or  
  Sensitive- Internal-periodic review reqd (all other sensitive info) for RCPD letters |

**Entered by **FSMENMSS**:  

Security Rights for the Document/Packages, please add:

- **FSME-MSSA-SecretariesNMSS-MSTR-Administrative Assistants** – Owner  
  or  
- **FSME-DILR-Secretaries** – Owner  
Document Processing Center – Owner  
Record Managers – Owner  
NRC Users – Viewer
E-Mail Distribution for RCPD Letters:

SUBJECT LINE:

RCPD-YY-NNN, Notification of Credentialing Request for the National Source Tracking System

BODY TEXT:

Non-Publicly Available

The subject line letter, RCPD-YY-NNN, with its Enclosure [if applicable] is contained in the attached electronic file.

Please do not relay the attached document to individuals who do not have a "need to know." This document is not to be publicly released.

Thank you.

E-Mail Distribution for FSME STC Letters

SUBJECT LINE:

FSMESTC-YY-NNN, Publication of U.S. Nuclear Regulatory Commission Guidance on Medical Use Licenses

BODY TEXT:

The subject line letter, FSMESTC-YY-NNN, with its Enclosure [if applicable] is contained in the attached electronic file, and can be found at the FSME-NMSS website: www.nrc.gov > About NRC > Organization and Functions > Office of Nuclear Material Safety and Safeguards. In the "Related Information" box, select Agreement State Program and then go to "Resources and Tools" and select "State and Tribal Communications (STC) Letters."

http://nrc-stp.ornl.gov/

Thank you.

Note: YY stands for the year the letter is issued.
NNN stands for the number assigned to the letter after it is signed.
Appendix C

FSME-NMSS Distribution Lists

1. STPJUSTSTATES:

This list server is for mailings that need to go to Agreement State Radiation Control Program Directors (mailing content includes RCPD letters concerning sensitive information, press releases).

2. STPOTHERSTATES:

This list server is for mailings that need to go to Non-Agreement State Radiation Control Program Directors (mailing content includes press releases, occasionally RCPD letters are also sent to Non-Agreement States).

3. STPJUSTSLOs:

This list server is for mailings that need to go to State Liaison Officers only (mailing content includes letters to SLOs, press releases, notice of opportunity to comment on Rulemaking, Federal Register notices, meeting notices).

4. STPANNOUNCEMENTS:

This list server is for mailings that need to go to parties who have subscribed to receive notifications, announcements, etc. regarding FSME-NMSS via the FSME-NMSS public website (FSME-STC letters).
Appendix D

Sample FSME-STC Letter

Month Day, Year

ALL AGREEMENT STATES, [LETTER OF INTENT STATES, (IF ANY)]
STATE LIAISON OFFICERS

OPPORTUNITY TO COMMENT ON NRC DOCUMENT (Name of the document)
(FSMESTC-YY-NNN)

Purpose: The purpose section should elaborate as needed on the subject of the letter. Generally, it should be kept short - one paragraph. Avoid including text which could be placed in another paragraph. The final sentence of the paragraph should advise the addressee if an action or response is requested or required. If no action or response on the part of the recipient is requested or required, a statement to that effect is optional.

Example: [To inform Agreement States and State Liaison Officers about the opportunity to provide comments on the final draft of the U.S. Nuclear Regulatory Commission (NRC) Revised Document.* **]

Background: The text in the background section should be limited to pertinent historical information leading up to the issue being addressed. Current activities and situations should be addressed in the discussion section.

Discussion: The discussion section should include descriptions of the current issue, situation, and activities. If any action is requested, required or expected from the addressees, it should be fully and clearly spelled out in the discussion section.

Example: [Comments about the final draft of the document should be submitted by Month Day, Year. Information about methods for submitting your comments is available in the Federal Register notice. Response time should be greater than 30 days. If your requested response time needs to be within 30 days, it has to be approved by a-the Division Director.]

*This information request has been approved by OMB 3150-0029 expiration 04/30/2017. The estimated burden per response to comply with this voluntary collection is approximately 8 hours. Send comments regarding the burden estimate to the Records and Information Services Branch (T-5F53), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet e-mail to infocollects.resource@nrc.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (3150-0200), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

**This information request has been approved by OMB 3150-0163, expiration 03/31/2016. The estimated burden per response to comply with this voluntary collection is approximately 8 hours. Send comments regarding the burden estimate to the Records and Information Services Branch (T-5F53), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet e-mail to infocollects.resource@nrc.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (3150-0200), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.
If you have any questions regarding this correspondence, please contact me at [signatory Director’s phone number] or the individual named below.

POINT OF CONTACT: Your Name
your.name@nrc.gov

TELEPHONE: (301) 415-xxxx

INTERNETE-MAIL: your.name@nrc.gov

FAX: (301) 415-xxxx

/RA/

Director’s Name, Director
Division Name: Material Safety, State, Tribal, and Rulemaking Programs
Office of Federal and State Nuclear Materials Safety
and Environmental-Management Programs Safeguards

Enclosures:
1. Related document
2. The Draft Policy to be commented
3. List of students from the States selected to attend the H-313 course

Note: This letter will be sent out to everyone who signed on to the FSME-NMSS List Server under FSME-NMSS Public Website.
If you have any questions on this correspondence, please contact me at [signatory Director’s phone number] or the individual named below.

POINT OF CONTACT: Your Name
TELEPHONE: (301) 415-xxxx
INTERNETE-MAIL: your.name@nrc.gov
FAX: (301) 415-xxxx

Enclosures:
1. Related document
2. The Draft Policy to be commented
3. List of students from the States selected to attend the H-313 course

DISTRIBUTION:
MSSA/DILRMSTR RF
[Insert name], [Insert Appropriate Offices]
[Insert name], [Insert Appropriate Regions]
Appendix E

Sample RCPD Letter

Month Date, Year

ALL AGREEMENT STATE RADIATION CONTROL PROGRAM DIRECTORS, [LETTER OF INTENT STATES, (IF ANY)]

OPPORTUNITY TO COMMENT ON THE NRC DOCUMENT [NAME OF THE DOCUMENT] (RCPD-YY-NNN)

Purpose: The purpose section should elaborate as needed on the subject of the letter. Generally, it should be kept short - one paragraph. Avoid including text which could be placed in another paragraph. The final sentence of the paragraph should advise the addressee if an action or response is requested or required. If no action or response on the part of the recipient is requested or required, a statement to that effect is optional.

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Discussion: The discussion section should include descriptions of the current issue, situation, and activities. If any action is requested, required or expected from the addressees, it should be fully and clearly spelled out in the discussion section.

Example: [Comments about the final draft of the document should be submitted by Month Day, Year. Information about methods for submitting your comments is available in the Federal Register notice.]

* This information request has been approved by OMB 3150-0029 expiration 04/30/2017. The estimated burden per response to comply with this voluntary collection is approximately 8 hours. Send comments regarding the burden estimate to the Records and Information Services Branch (T-5F53), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet e-mail to infocollects.resource@nrc.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (3150-0200), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection. This information request has been approved by OMB 3150-0029, expiration MM/DD/YYYY. The estimated burden per response to comply with this voluntary collection is approximately 8 hours. Send comments regarding the burden estimate to the Records and FOIA/Privacy Services Branch (T-5F52), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet e-mail to infocollects@nrc.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (3150-0029), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.
If you have any questions regarding this correspondence, please contact me at [signatory Director’s phone number] or the individual named below.

POINT OF CONTACT: Your Name
your.name@nrc.gov
TELEPHONE: (301) 415-xxxx

INTERNETE-MAIL: —

FAX: —(301) 415-xxxx

/RA/

Director’s Name, Director
Division of Material Safety, State, Tribal,
and Rulemaking Programs
Office of Nuclear Material Safety
and Safeguards
Director’s Name, Director
Division Name
Office of Federal and State Materials
and Environmental Management Programs

Enclosures:
1. Related document
2. The Draft Policy to be commented
If you have any questions on this correspondence, please contact me at [signatory Director’s phone number] or the individual named below.

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2. The Draft Policy to be commented

DISTRIBUTION:
MSSA/DILRMSTR RF
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[Insert name], [Insert Appropriate Regions]
Appendix F

OMB Clearances Texts

OMB CLEARANCE STATEMENT FOR **FSME-STC AND RCPD LETTERS (OMB 3150-0029 – AGREEMENT STATES)**

* This information request has been approved by OMB 3150-0029 expiration 04/30/2017. The estimated burden per response to comply with this voluntary collection is approximately 8 hours. Send comments regarding the burden estimate to the Records and Information Services Branch (T-5F53), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet e-mail to infocollects.resource@ncr.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (3150-0200), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

OMB STATEMENT FOR **FSME-STC LETTERS (OMB 3150-0029 - NON-AGREEMENT STATES)**

* This information request has been approved by OMB 3150-0029 expiration 04/30/2017. The estimated burden per response to comply with this voluntary collection is approximately 8 hours. Send comments regarding the burden estimate to the Records and Information Services Branch (T-5F53), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet e-mail to infocollects.resource@ncr.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (3150-0200), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

OMB STATEMENT FOR **FSME-STC LETTERS (OMB 3150-0163 - STATE LIAISON OFFICERS)**

* This information request has been approved by OMB 3150-0163 expiration 03/31/2016. The
estimated burden per response to comply with this voluntary collection is approximately 8 hours. Send comments regarding the burden estimate to the Records and Information Services Branch (T-5F53), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet e-mail to infocollects.resource@nrc.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (3150-0200), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection. This information request has been approved by OMB 3150-0163, expiration 01/31/2013. The estimated burden per response to comply with this voluntary collection is approximately 8 hours. Send comments regarding the burden estimate to the Records and FOIA/Privacy Services Branch (T-5F52), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet e-mail to infocollects@nrc.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (3150-0163), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

¹Valid OMB clearance expiration dates are available at the Office of Information Service internal website, under Information Collections, Current NRC Clearance Status.
## Appendix G

Comments Received

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## Appendix G

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*Letters of Intent received from Governor*