

September 5, 2007

MEMORANDUM TO: Division of Fuel Cycle Safety
and Safeguards Staff

FROM: Robert C. Pierson, Director **/RA/**
Division of Fuel Cycle Safety
and Safeguards
Office of Nuclear Material Safety
and Safeguards

SUBJECT: DIVISION OF FUEL CYCLE SAFETY AND SAFEGUARDS
MANAGEMENT EXPECTATION FOR PROJECT MANAGER
SITE VISITS

This memorandum describes a management expectation for fuel cycle facility project managers (PM) and backup project managers to periodically visit their assigned licensees during the fiscal year. This expectation is to cultivate a working relationship with licensee staff and management and to improve the PMs working knowledge of the assigned facility. Consistent with the Agency's Strategic Goals of Openness, Effectiveness, and Management, the following site visits include all major fuel cycle facilities twice per fiscal year; and, for all remaining 10 CFR 70 licensees an annual visit. PMs shall as a minimum visit their assigned licensees consistent with enclosed table.

These visits can be planned to coincide with other meetings on-site such as the Licensee Performance Review. Tracking of site visits and subsequent trip reports will be maintained by the Divisions Licensing Assistants. Trip reports shall provide a brief description of items observed or discussed with the licensee.

The enclosure provides the listing of major fuel cycle facilities, other 10 CFR 70 licensees, and general tasks to consider for each site visit. Each of the site visits shall be coordinated with either the "on-site" inspection staff or Region II project managers to optimize coordination with on-going inspection activities.

This expectation is consistent with the draft Fuel Cycle Licensing Project Manager's Handbook, Non-SES Performance Appraisal Performance Plan and PM position descriptions. The site visits shall start in Fiscal Year 2008.

Enclosure: as stated

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Major Fuel Cycle Facilities Twice a Year

Areva NP, Inc.-Lynchburg
Areva NP, Inc. -Richland
BWX Technologies, Inc.
Global Nuclear Fuel - Americas LLC
Honeywell Specialty Chemicals
Nuclear Fuel Services
US Enrichment Corporation - Paducah
Westinghouse Electric Company
Louisiana Energy Service
American Centrifuge Plant / Lead Cascade

Other 10 CFR 70 licensees Once a Year

US Enrichment Corporation - Portsmouth
International Isotopes
Department of Commerce
General Atomics
General Electric Vallicitos
Idaho State University
Massachusetts Institute of Technology
Penn State University
Purdue University
University of Texas

General Expectations during Site Visit

1. Meet with organizational management, licensing personnel/management, operational personnel/management, security personnel.
2. Attempt to reach out to interested external stakeholders.
3. Conduct general plant tour to focus on plant and process changes.
4. Conduct security plan walkdowns and confirm any Order implementations.
5. Witness either security or emergency planning drills or exercises.
6. Discuss with licensing personnel future activities, business ventures, and the current status of interactions with state and local authorities.
7. Review ISA annual updates, the change process and the environmental sampling program.

Enclosure