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USI READING

SEP 7 1979

MEMORANDUM FOR: Task Managers  
FROM: Mike Aycock  
SUBJECT: DISTRIBUTION OF INCOMING DOCUMENTS

There are a variety of documents related to Unresolved Safety Issues tasks that are received from sources external to NRR. Examples include contractor quarterly, draft, and final reports; letters from vendors, AEs, and owners' groups; memoranda from Commissioners or other offices, Research Information Letters, etc.

Several Task Managers have set up standard distributions with the Distribution Unit for incoming correspondence for tasks that routinely receive such documents from Owners' Groups or vendors. However, most tasks do not have such distributions established, nor do they need them. In addition, we have established standard distributions for internally generated documents (memorandum dated August 20, 1979).

All important documents received from external sources must be distributed to appropriate USI personnel. Task Managers are responsible for assuring that this is done. USI reviewers are responsible for making Task Managers aware of incoming documents that the Task Manager might not receive directly.

Distribution of incoming documents may only involve utilizing the standard distributions established for internally generated documents. However, many times a more limited distribution will be appropriate.

Original signed by  
M. B. Aycock

Mike Aycock, Deputy Director  
Unresolved Safety Issues Program

cc: S. Hanauer  
USI Personnel

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