**Department of Energy**
Washington, DC 20585

October 29, 2003

The Honorable John T. Conway
Chairman
Defense Nuclear Facilities Safety Board
625 Indiana Avenue, NW, Suite 700
Washington, D.C. 20004-2901

Dear Mr. Chairman,

The enclosed Nuclear Safety Technical Position is Deliverable 4.2.1 under the Implementation Plan for Defense Nuclear Facilities Board (DNFSB) Recommendation 2002-3, Requirements for the Design, Implementation, and Maintenance of Administrative Controls, June 26, 2003.

This technical position supplements and clarifies Department of Energy's (DOE) policy expectations for the proper understanding and implementation of administrative controls that perform a specific safety function. The technical position will be distributed immediately to all DOE offices so that it can be used in the development, review, and approval of administrative controls. It will also be posted as a technical interpretation on the web page of the Office of Nuclear and Facility Safety Policy (EH-22). This is interim guidance pending the issuance of a DOE technical standard (DNFSB Recommendation 2002-3 Deliverable 4.2.2) that will provide guidance on measures to improve the dependability of the implementation of these administrative controls. It is intended that this standard will provide a robust and effective set of guidance that will be of practical use for both DOE reviewers and contractors.

If you have any questions, please contact me at 202-586-6151 or Richard L. Black, Director of the Office of Nuclear and Facility Safety Policy, 301-903-0104.

Sincerely,

Beverly A. Cook
Assistant Secretary
Environment, Safety and Health

Enclosure

cc: w/enclosure:
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