



Department of Energy

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TO: DISTRIBUTION

FROM: LESLEY A. GASPEROW
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OFFICE OF HEALTH, SAFETY AND SECURITY

SUBJECT: Nuclear Materials Management and Safeguards System User
Guide, Release 1.0

The Office of Health, Safety and Security (HSS) has developed a user guide for the Nuclear Materials Management and Safeguards System (NMMSS). The user guide provides instructions for completing the required transaction and inventory reporting forms to those programs responsible for maintaining reportable nuclear quantities. The user guide was derived from and will eventually replace Section B of the Department of Energy Nuclear Material Control and Accountability directive, DOE M 470.4-6.

The Office of Resource Management, HSS, is providing you with an advance copy of the user guide. Since the user guide provides some new instructions associated with the transition of NMMSS operations from NAC International in Norcross, Georgia, to the Office of Resource Management staff in Germantown, Maryland, it is requested that the user guide not be officially used until Fiscal Year 2009 beginning on October 1, 2008. However, please provide notification to your staff that the document is available and can be downloaded from the recently released NMMSS website, <http://www.hss.energy.gov/nmmss/>, which is being maintained by my staff in the Office of Information Management, HS-1.22.

Suggestions and/or requests for changes to the document may be directed to Ray Holmer, HS-1.22, (301-903-7325) for incorporation into a future update.

We hope that you find the *NMMSS User Guide* to be a helpful reference to you and your staff. If you have any questions on the release of the user guide or the new NMMSS website, please do not hesitate to contact me (301-903-5577).

Attachment

