



Department of Energy

Washington, DC 20585

February 5, 2004

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

Dear Mr. Chairman,

I am pleased to transmit to you training materials committed to in the Department of Energy's (DOE) Implementation Plan for Defense Nuclear Facilities Safety Board Recommendation 2002-3, *Requirements for the Design, Implementation, and Maintenance of Administrative Controls*.

Commitment 4.3 of the referenced Implementation Plan is:

EH will develop appropriate training materials for contractor personnel responsible for selecting, developing, and implementing and maintaining critical administrative controls. In addition, EH will develop training materials for DOE safety basis reviewers and DOE oversight personnel that will describe methods for identifying the critical administrative controls, methods of assuring their dependability and effectiveness, and how they should be treated in TSRs [Technical Safety Requirements].

The training materials consist of six modules. The first five modules are common to both contractor and DOE personnel because the topics are the same for both audiences. The sixth module focuses on DOE review and oversight responsibilities. Taken together, these modules satisfy Implementation Plan Deliverables 4.3.1 and 4.3.2.

It should be noted that these training materials are based in part on the draft DOE Technical Standard, DOE-STD-XXXX-03, *Specific Administrative Controls*, that is currently under DOE review and comment. If necessary, appropriate updates of these training materials will be made after resolution of the comments and issuance of the final Technical Standard.

The training modules are being supplied to the National Nuclear Security Administration and the Office of Environmental Management for their use in conducting the training that is responsive to Commitment 4.4 of the Implementation Plan.

Please contact me at 202-586-6151 if you have questions.

Sincerely,

A handwritten signature in black ink that reads "Beverly A. Cook".

Beverly A. Cook
Assistant Secretary
Environment, Safety and Health

Enclosures



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