

U.S. Department of Energy
Washington, D.C.

NOTICE

DOE N 110.2

08-30-96

EXPIRES: 08-30-97

SUBJECT: DISTRIBUTION OF CORRESPONDENCE

1. **PURPOSE.** To remind employees of the correct procedures for distribution of correspondence to the Naval Reactors laboratories.
2. **BACKGROUND.** In accordance with Executive Order 12344, statutorily prescribed by Public Law 98-525 (42 U.S.C. 7158, note), the Bettis Atomic Power Laboratory in West Mifflin, Pennsylvania, and the Knolls Atomic Power Laboratory in Schenectady, New York, report solely and directly to the Deputy Assistant Secretary for Naval Reactors. The Pittsburgh Naval Reactors Office at Bettis and the Schenectady Naval Reactors Office at Knolls provide direct Naval Reactors management of the laboratories for the Deputy Assistant Secretary for Naval Reactors. In view of this relationship, the Deputy Assistant Secretary for Naval Reactors must be kept fully informed of correspondence originating from all organizational elements within Department of Energy addressed to these laboratories.
3. **PROCEDURES.**
 - a. **Action Correspondence.** All correspondence requiring action or requesting a response from these Naval Reactors laboratories shall be addressed to the Manager of the Pittsburgh Naval Reactors Office, or Manager of the Schenectady Naval Reactors Office, and sent through the Deputy Assistant Secretary for Naval Reactors. A copy of the correspondence, with attachments, shall be provided for the use of the Deputy Assistant Secretary for Naval Reactors.
 - b. **Informational Correspondence.** Correspondence of a purely informational nature, including final distribution of Orders and Notices, shall be addressed to the Manager of the Pittsburgh Naval Reactors Office, or the Manager of the Schenectady Naval Reactors Office, and sent directly to these offices with a complete copy provided to the Office of Naval Reactors.

BY ORDER OF THE SECRETARY OF ENERGY:



ARCHER L. DURHAM
Assistant Secretary for
Human Resources and Administration