MEMORANDUM FOR JEFFREY D. FEIT

PROGRAM MANAGER

DOE TECHNICAL STANDARDS PROGRAM

OFFICE OF QUALITY ASSURANCE AND NUCLEAR SAFETY MANAGEMENT PROGRAMS

FROM: NAME (*Senior Line Manager*)

TITLE

OFFICE

SUBJECT: For 60-day review in RevCom (*Insert document number and title*)

This memorandum forwards the subject Department of Energy (DOE) Technical Standard for review and comment in RevCom in accordance with the Technical Standards Program (TSP) review process. The comment period should be 60 days.

This DOE Technical Standard (*insert purpose or scope of standard being reviewed)*.

If there are questions, please contact (*name of preparing activity*) at (*phone number*) or (*email*).

Attachment (*attach draft for review*)