Attachment 1

Example

From: The Field Office Nuclear Materials Manager
Sent: Any Day, Any Time
To: All Facilities/Contractors Possessing Accountable Nuclear Materials
Subject: Ending FY 20xx Nuclear Materials Inventory Assessment (NMIA) Guidance

Please see the attached guidance for the Ending FY 20xx NMIA. The guidance is basically the same as last year except for the addition of …….. Also, the ……. is now optional.

Although the guidance states that the data should be provided as an Access database, the data may also be submitted as Excel files.

In addition to the Tables required by the guidance, please include a spreadsheet that reconciles your item level NMIA data with your facility's NMMSS data at the Project level.

As stated in the Guidance, the NMIA is due to HQ no later than Month, xx, 20xx; therefore, please submit your data to me no later than Month xx, 20xx.

Thanks in advance for all your efforts each year to support the NMIA. If you have any questions, please give me a call.