

MEMORANDUM TO: Dennis K. Rathbun, Director  
Office of Congressional Affairs December 28, 1999

Janice Dunn Lee, Director  
Office of International Programs

Paul H. Lohaus, Director  
Office of State Programs

William M. Beecher, Director  
Office of Public Affairs

FROM: Frank J. Congel, Director /s/  
Incident Response Operations

SUBJECT: INCIDENT RESPONSE E-MAIL LISTINGS  
QUARTERLY UPDATE

To ensure that your office receives copies of status summaries and/or press releases via e-mail from the NRC Operations Center during exercises or real events, it is important that the e-mail group listings that are maintained in the Center are accurate and current. As a general practice, your office will be notified on a quarterly basis for updates; however, if changes occur before that time, immediate notification is requested so that the group listings within the Operations Center can be modified accordingly. Mary Glenn Crutchley of my staff will be your contact. She may be reached at 415-6418 or by e-mail at MGC.

Below is a listing of names for each office that form the respective e-mail groups. Please review your group and provide your updates and/or changes to Mary Glenn on or before January 17, 2000. If there are no updates or changes, a reply to that effect is still requested.

**Congressional Affairs**

Nancy Belmore (NDB2)  
Linda Portner (LEP)  
Teresa Schultze (TAS)

**International Programs**

Vicky Lewis (AVL)

**State Programs**

OSPMAIL

**Public Affairs**

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