

[Date]

APPOINTING MANAGER MEMO

TO: Distribution

FROM: Appointing Manager

SUBJECT: LLNL Incident Analysis Report, Serial No. _____
[Title of Incident Analysis Report]

The committee I appointed to analyze the incident described above has completed its report. A copy of that report is attached to this memo. After review-ing the root cause(s) and the judgments-of-need recommended in this report, I will take the action described below for each judgment-of-need listed:

[List the judgments-of-need by the numbers assigned in the incident analysis report and describe the action you intend to implement. If you feel no action is justified for a particular judgment-of-need, give the reason for this decision.]

[Include the following paragraph only if additional action is required.] In addition, you should review the attached report and evaluate judgments-of-need Nos. _____ to determine the action you feel is appropriate since these judgments fall within your area of responsibility. Please advise me in writing within 30 days of your plan of action. Also, send a copy of your response to the Director's Office (L-1), your Directorate's Assurance Office, and the Incident Analysis Report Archive in the Hazards Control Department (L-383).

[Appointing Manager]

Action Addressees:

[If required]

Info. Copy [Copies must *always* be sent by the appointing manager to the following:]

Director's Office, L-1
Various Directorate's Assurance Office involved
Incident Analysis Report Archive,
Hazards Control Department, L-383