Department of Energy
Washington, DC 20585

MAR 15 2013

MEMORANDUM FOR DANIEL LEHMAN, DIRECTOR
OFFICE OF PROJECT ASSESSMENT

FROM: MICHAEL PROCARIO
DIRECTOR, FACILITIES DIVISION
OFFICE OF HIGH ENERGY PHYSICS

SUBJECT: REQUEST TO CONDUCT MINI-REVIEW OF THE Mu2e PROJECT SOLENOID SUBSYSTEM DESIGN EFFORT

I request that your Office conduct a mini-review of the Muon-to-Electron Conversion Project (Mu2e) at Fermi National Accelerator Laboratory (FNAL) on April 9, 2013. The purpose of the review is to evaluate the progress made by the project relevant to procurement of the superconducting solenoids. A videoconference would be adequate.

In carrying out its charge, the review committee should address the following questions:

1. What is the status of the preliminary design and have any new technical risks or issues been identified since the November 2012 mini-review?
2. What is the status of the procurement of the superconducting solenoids including specification packages, magnetic field shielding, vendor oversight and early procurement options?
3. Is the project making appropriate progress towards CD-3a planned for October 2013?
4. Has the project responded to recommendations from prior reviews?

Dr. Theodore Lavine is the Program Manager for the Mu2e Project in the Office of High Energy Physics and will serve as the OHEP contact person for the review. We appreciate your assistance in this matter. As you know, these reviews play an important role in our program. I look forward to receiving your Committee's report.

cc: Patricia Dehmer, SC-2
James Siegrist, SC-25
Theodore Lavine, SC-25
Pier Oddone, FNAL Director
M. Weis, FNAL Site Office
Pepin Carolan, FSO
Paul Philp, FSO

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