

June 18, 2003

MEMORANDUM TO: Chairman Diaz  
Commissioner Dicus  
Commissioner McGaffigan  
Commissioner Merrifield

FROM: William D. Travers */RA/*  
Executive Director for Operations

SUBJECT: STATUS OF THE OFFICE OF NUCLEAR MATERIAL SAFETY  
AND SAFEGUARDS BUSINESS PROCESS IMPROVEMENT  
INITIATIVE

SECY-02-0103, *"Staff Response to Item 3 of COMSECY-01-0022-FY 2003 - FY 2004 Budget Proposal Regarding the Office of Nuclear Material Safety and Safeguards Business Process Improvement Initiative,"* dated June 14, 2002, states that the Office of Nuclear Material Safety and Safeguards (NMSS) will keep the Commission fully informed of the progress and results of the Business Process Improvement (BPI) effort for both the Licensing and Contract Financial Management initiatives.

The last status update, provided by memorandum on December 23, 2002, for the quarter ending September 30, 2002, included planned project schedules, in addition to proposed metrics and measures. The attached status summaries for the Licensing and Certification BPI and the Contract Financial Management BPI (Attachments 1 and 2, respectively), reflect the progress and results of each BPI to date.

Both the direction and resource commitment for the BPI effort have changed markedly since the inception of this initiative (see attachments for details), and schedule adjustments have had an impact on previous reporting dates. While the staff will continue to keep the Commission fully informed, a change in reporting frequency is requested. In lieu of further quarterly reports, NMSS will provide a summary report at the end of FY03 and a mid-year and summary report for FY04.

Secy, please track.

Attachments:

1. Status Summary: Licensing & Certification BPI Project
2. Status Summary: Contract Financial Management BPI Project

cc: SECY  
OGC  
OCA  
OPA  
CFO

CONTACT: Sam Jones, NMSS/PMDA  
301-415-6198

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**ML030630458**

\*See Previous Concurrence

<b>OFC</b>	PMDA		Tech Ed		SFPO		PMDA	
<b>NAME</b>	PEasson:cjp		EKraus*		EWBrach		AMohseni	
<b>DATE</b>	6/ /03		5/23/03		6/ 05 /03		6/05 /03	

<b>OFC</b>	NMSSDD		NMSSD		DEDMRS		EDO	
<b>NAME</b>	MVFederline		MJVirgilio		CJPaperiello		WDTravers	
<b>DATE</b>	6/ 06 /03		6/09/03		6/18/03		6/18/03	