

June 24, 2003

MEMORANDUM TO: Robert C. Pierson, Director
Eric J. Leeds, Deputy Director
Division of Fuel Cycle Safety
and Safeguards
Office of Nuclear Material Safety
and Safeguards

FROM: Kathy Halvey Gibson, Acting Chief **/RA/**
Special Projects and Inspection Branch
Division of Fuel Cycle Safety
and Safeguards, NMSS

Susan M. Frant, Chief **/RA/**
Fuel Cycle Facilities Branch
Division of Fuel Cycle Safety
and Safeguards, NMSS

SUBJECT: EFFECTIVE AND EFFICIENT USE OF AVAILABLE RESOURCES TO
SUPPORT THE CURRENT WORKLOAD WITHIN THE DIVISION

The FCSS branch chiefs and section chiefs met on May 14 and June 17, 2003, to determine an effective and efficient use of available resources to support the current workload within the division.

The group agreed that the staff should remain within their current sections to maintain stability for the supervisors and staff. The group agreed on the following temporary reassignments of work:

- ISA coordinator - Patrick Castleman
- GDP recertification support - Rene Cesaro
- Chemical safety reviewer for NFS BLEU - Norma Garcia-Santos
 - Bill Troskoski would continue to help Norma complete her qualification plan
 - As necessary, Alex Murray would assist Norma Garcia-Santos in the technical aspects of chemical reviews
- NFS Backup PM, emergency planning, and environmental reviews - Kevin Ramsey
- Security Issues, ICMs (non-VA) - Kevin Ramsey (Lead), Lance Lessler (database and backup support)
- PM for small facilities - Joel Klein with assistance/support from Tim Johnson
- Sensitive unclassified information - Lance Lessler
- Communication plans - Joel Klein
- Electrical support - John Calvert (RES). RES budgeted resources to support the LES review and the MOX license application review. It would make the most sense to rely on RES.

A new staff member, Robert Lukes, will report to FCFB rather than SPIB.

The section chiefs are responsible for communicating the assignments and expectations to the affected staff, and ensuring that the assigned staff accept and complete the work.

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*See previous concurrence

OFC	SPIB*		SPIB*		FCFB*		FCFB*		SPIB	
NAME	JLubinski		BSmith		LRoche		SFrant		KHGibson	
DATE	6/ 19 /03		6/ 19 /03		6/ 19 /03		6/ 23 /03		6/ 24 /03	

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