

August 5, 2003

MEMORANDUM TO: William D. Travers
Executive Director for Operations

FROM: Annette L. Vietti-Cook, Secretary **/RA/**

SUBJECT: STAFF REQUIREMENTS - COMSECY-03-0025 - STATUS OF
THE OFFICE OF NUCLEAR MATERIAL SAFETY AND
SAFEGUARDS BUSINESS PROCESS IMPROVEMENT
INITIATIVE

The Commission has approved the staff proposal to change the reporting frequency for providing status on the subject Business Process Improvement effort, as described in COMSECY-03-0025. This would include a summary report at the end of FY 03 and a mid-year and summary report for FY 04. However, changes in the reporting frequency should not result in a decrease in staff efforts to gain further efficiencies through the most effective means.

cc: Chairman Diaz
Commissioner McGaffigan
Commissioner Merrifield
OGC
CFO
OCA
OIG
OPA
Office Directors, Regions, ACRS, ACNW, ASLBP (via E-Mail)
PDR