



**UNITED STATES  
NUCLEAR REGULATORY COMMISSION**  
REGION II  
245 PEACHTREE CENTER AVENUE NE, SUITE 1200  
ATLANTA, GEORGIA 30303-1257

January 10, 2020

MEMORANDUM TO: Robert Williams, Chief  
Projects Branch 1  
Division of Fuel Facility Inspection

Eric Michel, Chief  
Projects Branch 2  
Division of Fuel Facility Inspection

Alayna Pearson, Chief  
Office of Nuclear Material Safety and Safeguards  
Division of Fuel Management

James Shehee, Acting Branch Chief  
Plant Support Branch  
Division of Reactor Safety

FROM: LaDonna Suggs, Director /RA/  
Division of Fuel Facility Inspection

SUBJECT: CALENDAR YEAR 2020 LICENSEE PERFORMANCE REVIEW  
SCHEDULE

The purpose of this memorandum is to provide the Licensee Performance Review (LPR) Schedule, Part 1, "LPR Assessment," for Calendar Year (CY) 2020. This schedule applies to licensees with assessment and review periods ending on December 31, 2019.

Please distribute this schedule to your staff and instruct them to utilize the guidance in Inspection Manual Chapter (IMC) 2604, "Licensee Performance Review," and Regional Office Instruction No. 0731, as they conduct the LPR activities. The enclosure to this memorandum provides specific guidance on the schedule.

Staff conducting the LPR Assessment, including in-office work and public meeting attendance, should charge their time to the LPR CAC (000221) for the correct docket number and inspection report (i.e., 0X000XXX/2020-005).

Enclosure:  
Schedule for CY 2020 LPR Activities

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SUBJECT: CALENDAR YEAR 2020 LICENSEE PERFORMANCE REVIEW SCHEDULE dated January 10, 2020

**DISTRIBUTION:**

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 DFFI Senior Resident Inspectors, RII

\*See previous page for concurrence

☒ PUBLICLY AVAILABLE ☐ NON-PUBLICLY AVAILABLE ☐ SENSITIVE ☒ NON-SENSITIVE  
 ADAMS: ☐ Yes ACCESSION NUMBER: **ML20014D655** ☐ SUNSI REVIEW COMPLETE ☐ FORM 665  
 ATTACHED

OFFICE	RII:DFFI/PB2	RII:DFFI	RII:DRS/PSB	RII:DFFI/PB1	RII:DFFI/PB2	
NAME	G. Goff	E. Stamm	J. Shehee	R. Williams	E. Michel	
DATE	1/10/2020	1/10/2020	1/13/2020	1/13/2020	1/13/2020	
E-MAIL COPY?	YES NO	YES NO	YES NO	YES NO		

OFFICIAL RECORD COPY

## SCHEDULE FOR CY 2020 LICENSEE PERFORMANCE REVIEW ACTIVITIES

Schedule, Part 1: Licensee Performance Review (LPR) Assessment		
Assigned Due Date	Time Since Review Initiated	Task Description
December 31, 2019		LPR Assessment period ends for designated sites (Framatome Inc., Honeywell, URENCO-USA, and Westinghouse).
January 10, 2020	Start (Week 0)	<p>Distribute the LPR schedule, Part 1, to all DFFI, DFM and PSB staff.</p> <p>The Senior Fuel Facility Project Inspector (SPI), with assistance from DFM, will initiate actions to confirm that all relevant inspection data is properly documented in the replacement reactor program system (RRPS).</p> <p>Begin to develop supporting information to create the LPR Facility Assessment Package and LPR letters for each applicable facility involved in the LPR process (LPR designated lead for each facility).</p>
January 16, 2020	Week 1 (Thursday)	LPR Kick-Off Meeting with relevant branch chiefs and relevant staff from DFFI and DFM.
January 28, 2020	Week 3 (Tuesday)	Distribute the LPR Facility Assessment Packages and LPR letters to DFFI, DFM and PSB branch chiefs and staff, who had inspection and licensing responsibilities at the specific facilities during the assessment period.
February 3, 2020	Week 4 (Monday)	After reviewing the LPR Facility Assessment Packages and letters, the staff and branch chiefs provide their inputs to the DFFI point of contact (LPR designated lead for each facility).

Enclosure

February 7, 2020	Week 4 (Friday)	Distribute the revised LPR Facility Assessment Package and letters to the relevant DFFI, DFM and PSB branch chiefs, DFM Project Manager, and DFFI Project Inspector before the LPR Development Meeting.
February 11, 2020	Week 5 (Tuesday)	LPR Development Meeting with pertinent Branch Chiefs and pertinent staff from DFFI, DFM and PSB. (Revised LPR Facility Assessment Package, and Draft LPR Letters, should be distributed to meeting participants.)
February 19, 2020	Week 6 (Wednesday)	Brief DFFI and DFM Directors on the LPR assessments and provide recommendations for each site.
February 21, 2020	Week 6 (Friday)	Schedule LPR public meetings for each site and distribute Part 2 of LPR Schedule.
February 21, 2020	Week 6 (Friday)	The LPR lead for each facility shall upload the final assessment packages and letters into for DFM review and concurrence.
February 26, 2020	Week 7 (Wednesday)	DFM shall send their final concurrences on the LPR letters to DFFI by Wednesday of Week 7 of the LPR process.
March 2, 2020	Week 8 (Monday)	Issue LPR Letters to licensees and ensure RRPS is updated to include any current changes to the NRC inspection program for each site.

The LPR Meetings, both Public and Safeguards, if applicable, will occur between Week 12 and Week 18. (March 30 - May 15, 2020)