



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, DC 20555

OFFICE OF THE
SECRETARY

August 2, 1982

MEMORANDUM FOR:

✓ MARY JO MATTIA, CHIEF,
Administrative Contracts Branch

FROM:

John Doyle
JOHN DOYLE, Acting Secretary

SUBJECT:

USE OF DIRECT RECORDING IN COMMISSION MEETINGS

At a meeting on Friday, July 30, 1982, Mark Flynn suggested that SECY provide a statement concerning its views on the use of "direct recording." Our statement follows.

The Office of the Secretary does not use the "direct recording" method for preparing transcripts of Commission meetings principally because of the following reasons:

1. No interruption of speakers by the reporter is allowed. Hence, the direct recorder would not be able to indicate to the speaker that his voice is not being properly monitored and recorded.
2. There is often simultaneous conversation, which is very difficult to transcribe later if the direct recording method of reporting is used.
3. We discourage extra use of ^{conference} microphones on the Commissioners' Conference table.
4. Individual speakers rise and speak from the back of the room often where no microphone is available and would not be picked up on direct recording equipment.

SCHEDULE A - Competitive Procurement Milestone Schedule
 420-24-3.2

Original 1/20/84
 (date)

Revision # _____
 (date)

TITLE Standard Tightening Service
Contract to Washington, DC Metropolitan
Area

Negotiator Walter Davis

MILESTONES	PROJECTED DATE	ACTUAL DATE
1. Initial Division of Contracts Contact with Program Office		12/5/83
2. Receipt of RFPA in DC	12/10/83	1/9/84
3. Milestone Chart Completion	1/20/84	1/20/84
4. Statement of Work Agreed Upon	1/23/84	
5. RFP Drafted by Negotiator	1/24/84	
6. Panel Meeting on RFP Draft	1/24/84	
7. CBD Synopsis Mailed	1/5/84	1/5/84
8. Special Approvals (specify) <u>ELD Review</u>		
<u>SCS Review</u>		

9. RFP Issued <u>IFB</u>	1/30/84	
10. Preproposal Conference	2/15/84	
11. RFP Closing Date	2/29/84	
12. Technical Evaluation of Individual Panel Members	N/A	
13. Cost Evaluation <u>Price</u>	3/1/84	
14. Panel Meeting on Competitive Range <u>LOW BIDDER</u>	3/2/84	
15. Competitive Range Recommenda- tion Report Issued	3/1/84	
16. Notification to Offerors of Competitive Range	3/1/84	

7. Audit Report(s) Requested

8. Audit Information Received

9. Discussions Initiated

10. Discussions Completed

11. Best and Final Offers Requested

12. Best and Final Offers Received

13. Technical Evaluation of
Individual Panel Members

14. Panel Meeting to Evaluate
Best and Final Offers

15. Final Evaluation Report
Received

16. Preaward Approvals (specify)

Responsibility

Pre-Award

17. Contract Mailed for Contractor
Signature

18. Contract Execution/Distribution

19. CBD Award Notification/Award
Notification to Unsuccessful
Offerors

20. Post-Award Orientation

Panel Chairman

SEP Members

Contract Negotiator

1/20/84

1/20/84

1/20/84

1/20/84