



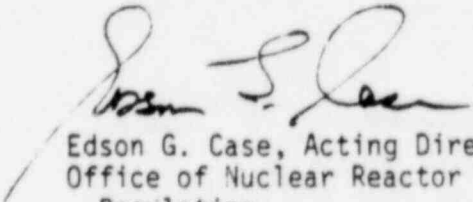
UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D. C. 20555

MEMORANDUM FOR: R. Boyd, Director, DPM
H. Denton, Director, DSE
R. Mattson, Director, DSS
V. Stello, Director, DOR

FROM: Edson G. Case, Acting Director
Office of Nuclear Reactor Regulation

SUBJECT: PROCEDURES AND RESPONSIBILITIES FOR SCHEDULING
OF GENERIC TECHNICAL ACTIVITIES AND REVISING
TASK ACTION PLANS

The statements of procedures and responsibilities provided in Enclosures 1 and 2 should be utilized for all future actions related to scheduling of generic technical activities and revising Task Action Plans with the following exception. The procedure for development of new schedules does not apply for Task Action Plans which have already been approved. The Technical Activities Steering Committee has agreed that an evaluation of the combined impact of these tasks on the participating organizations will be undertaken prior to obtaining concurrence on the final detailed schedule for each task. Special instructions and procedures for this exercise will be provided to you following the development of manpower loading reports at the branch level.


Edson G. Case, Acting Director
Office of Nuclear Reactor
Regulation

Enclosures:
As stated

cc: NRR Deputy Directors
NRR Assistant Directors
NRR Branch Chiefs
NRR Section Leaders
Task Managers
Advisory Group

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ENCLOSURE 1

SCHEDULING PROCEDURES AND RESPONSIBILITIES FOR GENERIC TECHNICAL ACTIVITIES

Development of New Schedules

Following approval of the Task Action Plan for each Category A* generic activity, the Task Manager, working with OMIPC, develops a detailed Level "C" schedule for the generic task. After review and approval by the Lead Supervisor, the network is forwarded to the participating divisions in NRR for concurrence. Following agreement by all participating NRR organizations and discussions with outside organizations (other NRC offices or industry participants) regarding their participation, the Task Manager prepares a memo to the Chairman of the Technical Activities Steering Committee (TASC) from the Director of the Lead Division transmitting the schedule, indicating that the concurrence of the participating technical branches has been achieved, and requesting approval. When the schedule is approved by the Technical Activities Steering Committee, the detailed Level "C" network will be displayed in the next issue of the Generic Technical Activities Status Summary Report (the so-called "rainbow book"). At this point, the Task Manager should apprise the outside organizations participating in the generic task (by letter or memorandum) of any milestones that require their participation. The letter or memorandum should stress the importance of meeting the targeted dates to the overall task schedule. These organizations should be notified of any subsequent schedule changes affecting the targeted dates for the milestones that require their participation.

Requests for Schedule Change

After establishing a schedule, the Task Manager is responsible for maintaining or improving established target dates. The Task Manager must initiate a "Request for Schedule Change" immediately if it appears that a target date will slip by more than two weeks. The vehicle for this notification is the enclosed "Request for Schedule Change" form. The Task Manager is to indicate the responsibility and reason(s) for any schedule slips, the impact on the remainder of the schedule, and the potential for recovery of lost time on this form. As indicated on the form, approval of a "Request for Schedule Change" can only be made by the Chairman, TASC, following concurrence by the Management of the Lead Division and the Director of any other divisions participating in the task that are impacted by the proposed change.

*These procedures will be revised at a later date to accommodate Category B and C generic activities.

Generic Issue Summary Report

Level "C" milestone dates are entered into the computer by MIPC following final approval of each project schedule by the Technical Activities Steering Committee. Each Task Manager is then provided with an updated version of his or her detailed task schedule on a weekly basis in the form of a computer printout called a "Generic Issue Summary Report."

The "Generic Issue Summary Report" will contain target dates (T) and estimated dates (E) for each task milestone, by reviewer. A "T" date is the official schedule date for completion of a milestone approved by the Steering Committee. An "E" date is the most recent estimate for the completion of a milestone pending approval of a "Request for Schedule Change" by the Chairman, TASC.

Each week the "Generic Issue Summary Report" is updated by the Task Manager to reflect new "T" dates (Schedule Change approved) or new "E" dates (Schedule Change pending) and returned to MIPC. This will provide a continuing update of the data base and assure that date changes are reflected in the "Reviewer Level" TACS printouts of the task participants on a weekly basis.

The Task Manager is the only person that can initiate a change to a "T" date or an "E" date on a generic task schedule. Task Managers and task reviewers must maintain a continuing dialogue on the task schedule. In this way potential schedule slips can be identified early and remedial actions can be taken to recoup or minimize lost time. Accordingly, it is the responsibility of each task reviewer to notify the Task Manager as soon as schedule slips are foreseen so that the Task Manager can initiate remedial actions and/or seek approval of any resultant schedule modifications, by initiating a "Request for Schedule Change."

Updating Status Summary Report Schedule Networks

As part of the monthly "turnaround" of the Generic Technical Activities Status Summary Report, Task Managers are responsible for updating the Level "C" generic schedule networks. Each month MIPC provides each Task Manager with a copy of the Level "C" network for updating and a schedule for accomplishing the update. The networks are updated by the Task Manager, reviewed by the Lead Supervisor and returned to MIPC. The Task Manager must assure at this point that the level "C" network revisions and the computer data base revisions (accomplished through the weekly update of the "Generic Issue Summary Report") are consistent.

OFFICE OF NUCLEAR REACTOR REGULATION
REQUEST FOR GENERIC SCHEDULE CHANGE

INITIATOR: _____ DATE: _____
TASK NO: _____ RESPONSIBILITY FOR CHANGE IN SCHEDULE:
GENERIC TASK: _____
LEAD DIVISION _____

<input type="checkbox"/> Task Mgr.	<input type="checkbox"/> DSE _____ (specify branch)
<input type="checkbox"/> DPM _____ (specify branch)	<input type="checkbox"/> DOR _____ (specify branch)
<input type="checkbox"/> DSS _____ (specify branch)	<input type="checkbox"/> Other _____ (specify)

REASON FOR CHANGE: _____
POTENTIAL FOR RECOVERY: _____

MILESTONES AFFECTED: (TACS Level "C" Attached)

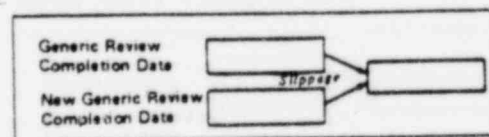
First MS Affected	Description	Target Date	Estimated Date	Variance (Work Days)
_____	_____	_____	_____	_____
Last MS Affected	_____	_____	_____	_____

Lead Division Comments: _____

CONCURRENCE: [Task Manager will place an "X" in box where concurrence is needed]

Task Mgr.: _____	<input type="checkbox"/> DIR SE: _____	<input type="checkbox"/> DIR SS: _____
DATE: _____	DATE: _____	DATE: _____
Lead Supv.: _____	<input type="checkbox"/> DIR PM: _____	<input type="checkbox"/> DIR OR: _____
DATE: _____	DATE: _____	DATE: _____

IMPACT DATA (Prepared by MIPC)



OMIPC AUDIT AND COMMENT

COMPLETE:

RECOMMENDED FOR APPROVAL:

APPROVED/DISAPPROVED:

CHIEF, LSB, OMIRC	DATE: _____
DIRECTOR, LISD, OMIPC	DATE: _____
SECRETARY, TASC	DATE: _____
CHAIRMAN, TASC	DATE: _____

ENCLOSURE 2

PROCEDURES AND RESPONSIBILITIES FOR REVISING TASK ACTION PLANS

Approved Task Action Plans delineate NRR's plans for the resolution of specific generic technical issues or for developing improvements in the licensing process. The information in the Task Action Plans will be used by the Task Managers and Lead Supervisors in executing their tasks, by line managers in planning their resources and by other organizations, such as the ACRS, in their interactions with NRR regarding the specific issues. In addition, the Task Action Plans have been made available to the public, the industry and the Congress as a means of informing them of our priorities and plans with regard to particular generic issues.

In light of this important role played by the Task Action Plans, it is imperative that the plans be updated on a continuing basis. The guidelines and procedures outlined below should be used when revisions to approved Task Action Plans are necessary.

THRESHOLD FOR TECHNICAL ACTIVITY STEERING COMMITTEE APPROVAL OF TASK ACTION PLAN REVISIONS

Revisions to Task Action Plans containing the following types of changes shall require the approval of the Technical Activities Steering Committee:

1. Major modifications to the problem description or to the approach for resolution. This would be required for major revisions to Section 1 or 2. (Such revisions could also result in major revisions to Section 3, 4, 5, or 6.)

Example 1: A proposal to change the principal approach from acquiring input from RES to acquiring the input through a Technical Assistance contract.

Example 2: A proposal to add an additional subtask to the program to address the generic aspects of a related event which occurs at an operating reactor and which was not considered when the plan was originally developed.

2. Requirements for additional manpower to execute the task (Section 3).
3. Requirements for additional Technical Assistance Funding to execute the task (Section 4).

Example: An example of 2 or 3 would be a proposal for additional manpower or technical assistance funding, the need for which is identified as the details of the task unfold.

The Steering Committee will normally consider proposed revisions at its next scheduled meeting.

REVISIONS TO TASK ACTION PLANS THAT DO NOT REQUIRE STEERING COMMITTEE APPROVAL

Revisions to Task Action Plans that are judged to be of less significance than those types identified above can be made with the approval of the Director of the Lead Division. The goal should be to keep the Task Action Plans as current as possible so that they will be useful internally in the execution of the tasks and they will present a current picture of our on-going generic activities to other NRC offices, the public, the industry, and other interested parties.

TASK ACTION PLAN REVISIONS AND SCHEDULE CHANGES

Approval of schedule changes will be accomplished via the schedule change procedures described in Enclosure 1. We are in the process of placing all approved Task Action Plans on mag cards in CRESS in a more polished form. During this process, the schedule information (Section 7.0 and related information) will be removed from the Task Action Plans. Each Task Action Plan, in the final form, will have a Summary Title Page in the beginning that will contain key information including the task title, the lead division, the task manager's name and the projected completion date.

The Summary Title Pages will be updated by the Division of Document Control on a quarterly basis using information provided by OMIPC. The Division of Document Control will be responsible for the printing and distribution of the Task Action Plans as NUREG-0371.

This procedure will remove the necessity for the line organizations to continuously update the Task Action Plans to incorporate schedule changes. Placing the Task Action Plans on mag cards in CRESS should also simplify the revision process for Task Managers when revisions to their Task Action Plans are required.

This procedure does not remove the need for schedule information in the Task Action Plans prior to approval. Schedule information for major milestones should be included in all new Task Action Plans, as in the past. Following approval of new Task Action Plans by the Steering Committee, the schedule information will be removed from the plans and replaced by the schedule information on the Summary Title Page. The Level "C" schedule networks in the Generic Technical Activities Status Summary Report will provide the detailed schedule information necessary for management information and control as the task progresses.

PROCEDURES FOR REVISING TASK ACTION PLANS

For Task Action Plan revisions requiring Steering Committee approval, the following procedures should be used:

1. A memorandum from the Director of the Lead Division to the Steering Committee should be prepared explaining the proposed changes and attaching the proposed revisions to the Task Action Plan. In addition, the memorandum should indicate that those organizations affected by the revision have concurred in the revision.
2. The revised Task Action Plan should be clearly marked on the front page as "PROPOSED REVISION X" and revised portions should be noted with a vertical line in the right-hand margin and a number indicating the revision.
3. Following Steering Committee approval and incorporation of any Committee comments, the revised Task Action Plan should be clearly marked, "REVISION X" and dated the date of approval (or the date comments were incorporated if approved with comments) and transmitted to the Secretary of the Technical Activities Steering Committee (Mike Aycok, P-436) for standard internal and external distribution. The vertical lines marking the revisions with the revision numbers should be retained in the published copy.

For Task Action Plan revisions that do not require Steering Committee approval, the following procedures should be used:

1. A memorandum from the Lead Supervisor to the Director of the Lead Division should be prepared explaining the proposed changes and attaching the proposed revisions to the Task

Action Plan. In addition, the memorandum should indicate that those organizations affected by the revision have concurred in the revision.

2. The revised Task Action Plan should be in the same form as 2 above for Task Action Plans requiring Steering Committee approval.
3. Following approval by the Director of the Lead Division, the revised plan should be transmitted in the same form as indicated in 3 above to the Committee Secretary for standard internal and external distribution.

cc:

Advisory Group

M. Aycock
W. Minners
J. Guibert
D. Wigginton
L. Crocker

Task Managers for Category A Tasks

C. Graves	J. Watt
C. Trammel	J. Shapaker
R. Stewart	A. Szukiewicz
F. Almeter	J. Calvo
B. D. Liaw	G. Zech
C. Anderson	D. Jaffe
A. Thadani	E. Chakoff
R. Snaider	M. Elliott
R. Gamble	R. Fitzpatrick
J. Kovacs	D. Jeng
U. Potapovs	O.D.T. Lynch, Jr.
P. O'Connor	F. Hebdon
R. Woods	D. McDonald
J. Angelo	J. Long
S. Hou	S. Pawlicki
L. Beltracchi	J. Kudrick
R. Watkins	D. Allison
P. Baronowski	H. Rood

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