

January 15, 2004

MEMORANDUM TO: William D. Travers
Executive Director for Operations

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

SUBJECT: STAFF REQUIREMENTS - COMSECY-03-0058 - STATUS OF
THE OFFICE OF NUCLEAR MATERIAL SAFETY AND
SAFEGUARDS BUSINESS PROCESS IMPROVEMENT
INITIATIVES

The Commission has disapproved the staff's recommendation to report on NMSS' Business Process Improvement (BPI) effort as part of the annual budget submittal. The staff should specifically report to the Commission annually on the BPI activities using either the "Note to Commissioner Assistants" process or other formal communication avenue. The Commission believes there is a continuing need for transparency of the costs and benefits of these activities.

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