

June 29, 2000

MEMORANDUM TO: Jesse L. Funches, Chief Financial Officer
Michael L. Springer, Director, Office of Administration
Paul E. Bird, Director, Office of Human Resources
William F. Kane, Director, Office of Nuclear Material
Safety and Safeguards
Samuel J. Collins, Director, Office of Nuclear Reactor Regulation
William M. Beecher, Director, Office of Public Affairs
Paul H. Lohaus, Director, Office of State and Tribal Program
Annette Vietti-Cook, Secretary of the Commission
Ashok C. Thadani, Director, Office of Nuclear Regulatory
Research
Hubert J. Miller, Regional Administrator, Region I
Luis A. Reyes, Regional Administrator, Region II
James E. Dyer, Regional Administrator, Region III
Ellis W. Merschoff, Regional Administrator, Region IV

FROM: William D. Travers, Executive Director for Operations
/RA by Patricia Norry Acting For/
Stuart Reiter, Acting Chief Information Officer ***/RA/***

SUBJECT: STEERING COMMITTEE FOR NRC'S PUBLIC WEB SITE

In a memorandum dated March 2, 2000, the Acting Chief Information Officer requested your comments on the proposed content of the NRC's public Web site as part of an ongoing effort to redesign this site. The redesign project is aimed at achieving the attached objectives for the public Web site that were endorsed by the Executive Council on February 15, 2000.

Since our Web site will play an increasingly important and valuable role in our efforts to improve communication with all of our stakeholders, a steering committee of senior managers is being created to provide oversight of the information on the public Web site. The steering committee's charter will consist of the following primary functions:

1. Review of the proposed redesign of the public Web site to ensure that it is consistent with the attached objectives. Since the redesign may be implemented in phases, this would include a review of subsequent phases.
2. Review and evaluation of the effectiveness of management and administrative controls that will be implemented to ensure that the information made available to the public is accurate, timely, non-duplicative, and consistent with other information available at the public Web site.

3. Work with the Web redesign working group and offices, as necessary, to resolve implementation issues and ensure that efficient and effective procedures developed by offices are shared throughout the staff.

This steering committee will include representatives from ADM, HR, NMSS, NRR, OCIO, OCFO, OPA, OSP, SECY, RES, and a Region. The director of each of these offices is asked to assign, by July 10, 2000, an SES manager to serve on the steering committee. Walter Oliu, Chief of the OCIO Publication Services Branch, will be responsible for referring Web issues to the steering committee as appropriate, arranging for meetings, and recording decisions of the group. We anticipate that the steering committee will need to be in place for approximately 2 years. The chair of the steering committee will rotate every 6 months with the NRR representative serving as the first chair. The Steering Committee will meet periodically with the EC for agencywide guidance and decisions as appropriate.

Since the objectives for the Web site are focused on increasing public confidence in the NRC, the steering committee's primary goal should be to ensure that external stakeholder needs are addressed. Recognizing that your selection of a manager for this committee will be based on their availability and competing work assignments, you should consider individuals that have worked with, and are sensitive to the needs of, external stakeholders and understand the importance of their role in our regulatory processes.

In conjunction with the functions listed above, the initial tasks of the committee will include (1) reviewing identified requirements for and organization of the top level pages of the public Web site proposed by OCIO based on stakeholder input as part of the redesign project and (2) reviewing proposed procedures and management controls developed by OCIO and the Offices for controlling the information at the site. The committee's recommendations on these matters will be presented to the EC for endorsement.

The steering committee should hold its first meeting before the end of July 2000. The initial phase of the effort will require a commitment of approximately 2 days per month through September, however, the level of effort is expected to decrease to no more than 1 day per quarter after that. OCIO staff will provide an introduction to the redesign project and a schedule of events at the first meeting.

Attachment: As stated

CONTACT:
Francine Goldberg, OCIO
301-415-7545

Objectives for the External Web Site Endorsed by the Executive Council on February 15, 2000:

- **Increase public confidence in the NRC by**
 - **Providing information that enhances the ability of stakeholders to participate effectively in the regulatory process**

Examples: public meeting notices, documents for comment, rulemaking information, licensing activities, inspection and enforcement actions, reportable events, etc.
 - **Providing information that enhances the public's understanding of NRC's mission, goals, and performance**

Examples: strategic plan, performance plan, NRC organization and functions, Commission activities, educational materials, etc.
 - **Making it easy to find desired information**

Examples: improved search engine, ADA compliant implementation, consistent page design, site topic indexes, improved navigational tools and public feedback mechanism
 - **Ensuring the timeliness and accuracy of information at the site**

Examples: Establish accountability for quality of information at the site, establish automated monitoring of site information ownership, disposition dates, currency, and hyperlinks
- **Make doing business with the NRC more efficient and effective by providing easy access to necessary information as well as tools for conducting business electronically via the Web**

Examples: Vacancy announcements for job applicants, procurement plans for prospective contractors, licensing information for applicants, Web forms and tools for electronic submittal of information, etc.

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The steering committee should hold its first meeting before the end of July 2000. The initial phase of the effort will require a commitment of approximately 2 days per month through September, however, the level of effort is expected to decrease to no more than 1 day per quarter after that. OCIO staff will provide an introduction to the redesign project and a schedule of events at the first meeting.

Attachment: As stated
 CONTACT:
 Francine Goldberg, OCIO
 301-415-7545

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NAME	FJMiraglia		CJPaperiello		WTravers					
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DISTRIBUTION LIST TO MEMORANDUM DATED: June 29, 2000

SUBJECT: STEERING COMMITTEE FOR NRC'S PUBLIC WEB SITE

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