08/16/2000

MEMORANDUM TO: David B. Matthews, Director, DRIP
Bruce A. Boger, Director, DIPM
John A. Zwolinski, Director, DLPM
Jack R. Strosnider, Director, DE
Gary M. Holahan, Director, DSSA

FROM: Samuel J. Collins, Director **/RA/**
Office of Nuclear Reactor Regulation

SUBJECT: INTERIM GUIDANCE FOR COMMITMENT TRACKING

The NRR staff produces a large number of signed documents some of which commit NRR to take specific actions. Although a very high percentage of these commitments are met in a timely manner, some either are neglected or are completed well after the commitment date. This Office Letter is directed toward establishing increased discipline in the tracking and disposition of NRR's commitments and describes the interim process for tracking commitments to other offices in NRC, licensees, the public, the Congress, and other stakeholders.

NRR staff will access the attached Commitment Information Tracking Form for all documents that are to be signed out by a Division Director or above (Attachment 1) and answer the relevant questions. **The staff will complete the whole form only in those instances where a commitment is stated but is not being tracked by WITS. This requirement will begin on March 20, 2000.** All NRR staff will shortly receive an e-mail message containing the CITF button that is to be pasted on all concurrence page templates; this button will provide access to the Form to be used by the staff. Attachment 2 contains instructions for installing the application and filling out the form.

At two week intervals, the information in the database will be sorted by Division and by projected completion date; a printed report will then be sent by PMAS to each Division Director for updating of status and/or revised due date (see Attachment 3).

The Commitment Information Tracking Form is on the office's web server. When the information on the form is completed and submitted, the data is electronically entered into a Microsoft Access database. As we gain experience with this application, the office will consider providing access to Division personnel for updating purposes.

Attachments: As stated

cc: M. Weston, DONRR
W. Reckley, PMAS
J. Monninger, ADIP
G. Suh, DIPM
M. Banerjee, ADPT
R. Architzel, DSSA
K. Olive, PMAS
R. Perch, PMAS
J. Tappert, DRIP
M. Boyle, ADPT
P. Madden, DLPM
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OFFICE	PIMB:PMAS		PIMB:PMAS		PMAS:NRR		NRR		NRR	
NAME	MKaltman		MMacWilliams		JSilber		RZimmerman		SCollins	
DATE	07/ /10		07/ /10		07/ /10		03/ /00		03/ /00	

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Attachment 1

INSTALLATION AND USE OF THE COMMITMENT INFORMATION TRACKING FORM

Installation

The following instructions will permit users to cut and paste the CITF button to the concurrence page template; the template is used by most secretaries and others when creating a final document. The button will be provided to all staff and provides users with access to the Commitment Information Tracking Form.

(1) Open the e-mail message, “CITF E-Mail.”

(2) Right click on the attachment icon.

(3) Select “Save As...”

(4) Save the attachment in your P: drive.

(5) Bring up WordPerfect, select File/Open.

(6) Go to the P: drive and open the “Button.wpd” file.

(7) The “CITF” button will appear.

(8) Right click the button to Select; the button will be surrounded by small squares.

(9) Select Edit/Copy.

(10) Bring up the existing concurrence page template and place the cursor near the concurrence boxes.

(11) Select Edit/Paste.

(13) Select File/Save. This is your new template.

By clicking the button users can access the Form in future uses.

Filling Out the form

The staff is to use the Commitment Information Tracking Form for every document that is to be signed by a Division Director or above.

The Form will be filled out completely when a commitment that is not tracked in WITS is made.

The person responsible for filling out the form and the timing of doing so will be determined by Division policy. As guidance, we recommend that the form be completed by the person most knowledgeable about the document and at the point in the process where change in the nature of the commitment is minimized.

The Form is accessed by clicking on the “CITF” button that is on the concurrence page of each NRR document.

All choices are made through a series of drop-down menus. When text is called for, the Form allows for two hundred and fifty characters.

A Division is selected by highlighting the list in the drop-down menu. For commitments made by the Office Director or Deputy Office Director, “DONR” will be selected.

If “No” is the answer to the question, “Does this document commit NRR to take action?,” select File/Exit to end the process. If the answer is “Yes,” continue to the next question.

If “Yes” is the answer to the question, “Is the commitment currently tracked in WISP?,” select File/Exit to end the process. By answering “No,” users will have to describe the commitment in a short, descriptive statement.

If the commitment is not consistent with the Operating Plan, users will be asked to describe the impact of the action in the text area that follows. This statement should be brief -- no more than 2 sentences -- and discussed in terms of changed priorities or resource implications.

The title of the document is always the Subject line of the memorandum

The ADAMS Accession Number is an unique alphanumeric-numeric designation of 11 characters; Accession Numbers always begin with “ML.” followed by the year (2 digits). For some documents the Accession Number may not be known at the time the Form is completed; this information will have to be supplied when the report is sent to the Division for editing.

The projected date is in the form of MM/DD/YYYY.

The person responsible for implementation should be indicated with the first and last name. Only one name is permitted; if more than one person is responsible for implementation of complex commitments, their supervisor should be indicated.

By answering “Yes,” to the question, “Does this document contain another non-WITS commitment?,” users should click the “Submit” button; a “Security Information” dialog box will appear. From this box, select “Continue” and the data will then be sent to the Access database. By clicking backspace, the form will reappear and can be altered to indicate the next commitment. Additional commitments should be considered those that would be implemented by a different organizational group or in a different time frame. If the answer to the question is “No,” the user should press the “Submit” button at the bottom of the page.

When the data for a commitment is “submitted,” a conformation sheet will appear on the screen; this screen will contain all the data submitted by the user.

To get back to the memorandum select File/Exit.

The “Reset” button allows users to refresh the Form without saving the input data.

Every two weeks PMAS will circulate a report to the Divisions containing the information in the system. Corrections and updates to the report by Division- and Office-level staff -- revised implementation dates, opening and closing Accession Numbers for documents -- should be clearly indicated. These chang es will be inputted by PIMB.

If you have any questions related to commitment tracking, please contact Mike Kaltman (x2905, MXK2).

Attachment 3

COMMITMENT TRACKING REPORT
(DATE)

DIVISION

Original
Revised
<u>Due Date</u>

<u>Due Date</u>

<u>Description of Commitment</u>

Opening
Closing

<u>Access. No.</u>

<u>Access. No.</u>

<u>Contact</u> **<u>Status</u>**

Division of Licensing Project Management

01/18/2000
02/16/2000Provide additional analysis to complete a license amendment for In-Service Pump Inspections at Palo Verde

ML003660358
John Harrison IP

01/19/2000

Staff to provide documentation on refueling outages sent to Browns Ferry in 1998

ML999999999
ML000988843Bill Reckley C

Status Codes: C=Complete; IP=In process but not late; IN=In process, but not on schedule; W/D=Withdrawn

CITF