

May 6, 1994

MEMORANDUM TO: The Chairman

FROM: John C. Hoyle, Acting Secretary /s/

SUBJECT: COMIS-94-004 - DOCUMENT INFORMATION RETRIEVAL
 TRACKING PROJECT

This memorandum is to inform you that all Commissioners have concurred in your proposed actions and announcement concerning the subject project. Mr. Chilk and I have signed the appropriate delegations of authority to ensure the continued efficient operation of the Office of the Secretary. Copies of these delegations are attached. The attached announcement and memorandum are provided for issuance.

This completes action on COMIS-94-004.

Attachments:
As stated

cc: Commissioner Rogers
 Commissioner Remick
 Commissioner de Planque
 EDO
 OGC

MEMORANDUM TO: Samuel J. Chilk, Secretary
FROM: Ivan Selin, Chairman
SUBJECT: COMIS-94-004 - DOCUMENT INFORMATION RETRIEVAL
TRACKING PROJECT

The Commission (with all Commissioners agreeing) has approved continuation of the subject project and your assignment to direct the project office. I understand that, because this special project will require six months or more to complete, you and Mr. Hoyle have completed the necessary delegations of authority to ensure the continued efficient operation of the Office of the Secretary.

cc: Commissioner Rogers
Commissioner Remick
Commissioner de Planque
EDO
OGC
OCA
OIG
SECY

UNITED STATES
NUCLEAR REGULATORY COMMISSION

ANNOUNCEMENT NO.
DATE:

TO: OFFICE DIRECTORS/REGIONAL ADMINISTRATORS
SUBJECT: DOCUMENT INFORMATION RETRIEVAL TRACKING PROJECT

Earlier this year, the Commission requested the Secretary of the Commission, Mr. Samuel J. Chilk, to explore the feasibility of designing an electronic records system to assist the Commissioners and NRC senior managers by providing an electronic library of key policy documents on a number of topical areas of interest. We are very pleased with the progress that has been made since then. After further consultation, we have decided to establish a temporary project staff to complete the identification and collection of key policy issues in approximately 28 areas of interest and to incorporate these issues into the automated, on-line system being developed to support the Commission and Senior Staff with respect to their reference needs. We have asked Mr. Chilk to undertake direction of the project staff on a full-time basis. The project staff will be temporarily located in Room 18F1, OWFN. Mr. Chilk can be reached by telephone at (301) 504-1875.

Because this special project will require six months or more to complete, the Commission has approved temporary management assignments in the Office of the Secretary to ensure that that office continues to function efficiently during Mr. Chilk's absence. Accordingly, Mr. John C. Hoyle, currently Assistant Secretary of the Commission, will serve as Acting Secretary, and Dr. Andrew L. Bates, currently Chief of the Operations Branch, will serve as Acting Assistant Secretary.

Ivan Selin
Chairman

