

February 13, 2001

MEMORANDUM TO: Office Directors
Regional Administrators

FROM: Stuart Reiter **/RA/**
Acting Chief Information Officer

SUBJECT: IMPLEMENTATION OF NEW APPROACH TO ENTERING NRC-
GENERATED DOCUMENTS INTO ADAMS AND INTERNALLY
DISTRIBUTING THESE DOCUMENTS

Based on the recommendations of the ADAMS Steering Group, the agency has adopted a new approach to entering NRC-generated documents into ADAMS, and is temporarily returning to pre-ADAMS methods (i.e., e-mail or paper) of internally distributing these documents. This approach was developed by an interoffice working group. The new approach applies to all offices at headquarters and the regions and is being phased in during the months of February - March 2001. Offices are requested to review the attached information and discuss it with staff and managers since it involves both a change in process and in roles and responsibilities.

The new approach incorporates the results of a live two-month test with 32 participants from 18 offices at headquarters. The DRMA staff in each region, with OCIO participating, will adopt a slightly modified approach to reflect the use of a local on-site contractor.

The new approach is designed to:

- Reduce the burden to the staff of entering their documents into ADAMS while maintaining the fundamental capabilities of the system
- Ensure consistent profiling (cataloging) of ADAMS documents for subsequent search and retrieval by NRC staff and the public
- Reduce the risk of inadvertent release of NRC documents to the public.

With this approach:

- Document originators will record their recommendations on document availability, release date, sensitivity, and, if sensitive, restricted access rights, if any, on NRC form 665, which will accompany the document through the concurrence process
- Document concurrenrs and the signer will review and adjust these decisions as appropriate
- Documents in electronic form will be submitted by secretaries via ADAMS with a limited profile for the DPC to process and declare as an official agency record
- Documents in paper form will be submitted by secretaries using NRC form 665 for the DPC to process and declare as an official agency record
- Secretaries will distribute documents internally via e-mail or paper rather than via ADAMS.

The approach requires shared accountability on the part of the office and OCIO to be successful.

- Offices are responsible for ensuring that the document submitted is a complete and accurate representation of the document being distributed
- Offices are responsible for their decisions regarding document availability, sensitivity, and if sensitive, restricted access rights, and for submitting publicly available documents in a timely manner so that the agency can release documents in 5 working days
- OCIO is responsible for the scanning, the data integrity of document profiles, record declaration, and independent QA over the process.

The attached ADAMS Document Submission Guidelines for HQ Offices was developed by the ADAMS Working Group and refined as a result of the pilot test. Part 1 of the guidelines provides an overview of the process and delineate OCIO and office respective roles and responsibilities. Part 2 provides step-by-step procedures for document submitters to use.

Offices should accomplish the following activities to ensure a smooth transition to this approach:

- Ensure document templates are accurate since they will be the DPC's instructions for processing your documents (notify ADAMSIM via e-mail of any updated templates)
- Revise local operating procedures if needed
- Inform staff of the new business process and their roles and responsibilities
- Identify the names of document submitters (secretaries) to participate in an orientation session conducted by OCIO.

The new approach is being phased in at headquarters, with a target date for small offices to adopt the new approach by March 9, 2001, and for large offices to adopt the new approach by the end of March 2001.

Regions will modify the ADAMS Document Submission Guidance to reflect the use of a local DPC contractor staff and conduct a test of the new process in the near future. The DRMA staff in each region, with OCIO participating, will perform an evaluation of the test, and modify local procedures as appropriate. They also will conduct an orientation session for regional submitters. The target date for regions to adopt the new approach is by the end of March 2001.

SECY papers, Commission Action Memoranda (COMs), and EDO and Commission correspondence, will be handled as exceptions. Offices will add these documents to ADAMS with a limited profile in draft before forwarding them to EDO and/or SECY. For EDO correspondence, the NRC staff will then submit the final documents to the DPC for further processing. In the case of COMs, SECY papers, and Commission correspondence, the Office of the Secretary will complete the profile and declare the final document an official agency record. Consideration will be given to changing the process for these documents once all offices have implemented the new approach.

As with any new process, there will be a learning curve, and participants will have follow-on questions, suggestions, and recommendations for fine-tuning the process. The ADAMS Customer Support Center (415-1234, press 1) at HQ and the DRMA organization in each region will be the focal points for providing assistance to staff. Additionally, affected staff are welcome to participate in ADAMS Working Group meetings, which will be announced via e-mail.

To facilitate implementation of this approach, provide Kim Basile, OCIO, with the names of your organization's document submitters who will attend an 2-hour orientation and the date by which your organization plans to transition to the new approach. Since small offices are being phased in first, we would appreciate a response from them by February 20, 2001. Large HQ offices and regions should respond by February 26, 2001.

Lynn Scattolini has the lead on this effort and can be reached at 415-8730.

Attachment: As stated (ML010390031)

cc: William Travers, EDO
ADAMS Steering Group
ADAMS Partners

MEMORANDUM TO THOSE ON THE ATTACHED LIST DATED: February 13, 2001

SUBJECT: IMPLEMENTATION OF NEW APPROACH TO ENTERING NRC-GENERATED DOCUMENTS INTO ADAMS AND INTERNALLY DISTRIBUTING THESE DOCUMENTS

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OCAA	M. Cecilia Carson	mcc1	O-16 C1
OCFO	Carl Dolinka	cfD	T-9 F6
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	Pat Wolfe	pmw	T-6 D2
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	Sally Merchant	slm2	O-14 E1
	Sue Bogle	seb1	O-14 E1
OGC	Stephen Burns	sgb1	O-15 B18
	Chip Cameron	fxc	O-15 B18
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	Louis Manning	lxm	RI
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Region IV	Kathleen Hamill	kjh1	RIV
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	Clare Kasputys	cvk	T-10 D5
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SECY	Andy Bates	alb	O-16 C1
TTC	Len Reidinger	ljr	TTC
Union	Anne Ramirez	aeg	T-7 J8

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cc: William Travers, EDO
ADAMS Steering Group
ADAMS Partners

Distribution: OCIO R/F

ADAMS ACCESSION NUMBER: ML010450050 / Package ML010450071
ADAMS DOCUMENT TITLE: IMPLEMENTATION OF NEW APPROACH TO ENTERING NRC-
GENERATED DOCUMENTS INTO ADAMS AND INTERNALLY DISTRIBUTING THESE
DOCUMENTS

OFFICE	OCIO/ADAMS PM	A:CIO		
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DATE	2/13/2001	2/13/2001	/ /2001	/ /2001

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