

October 23, 1997

MEMORANDUM TO: John J. Linehan, Director, PMDA  
John T. Greeves, Director, DWM  
Elizabeth Q. Ten Eyck, Director, FCSS  
Donald A. Cool, Director, IMNS  
Charles J. Haughney, Acting Director, SFPO

FROM: Carl J. Paperiello, Director, NMSS

SUBJECT: FORMATION OF THE OFFICE OF NUCLEAR MATERIAL SAFETY  
AND SAFEGUARDS ADVANCED COMPUTER SYSTEM STEERING  
BOARD

A management control review of the Office of Nuclear Material Safety and Safeguards (NMSS) Advanced Computer System (ACS) was completed in July 1997. This review made several recommendations on how NMSS can use its advanced computing resources more effectively. The Division of Waste Management (DWM) conducted a parallel effort to evaluate the short- and long-range goals of the ACS. Each of these activities has identified the need for increased coordination among the different functional units within NMSS in the management of the ACS. Also, DWM has developed an action plan to address the recommendations of the management control review. The DWM response recommends that NMSS create an ACS Steering Board (ACS-SB) to better coordinate advanced computing activities within NMSS.

To ensure that advanced computing initiatives are focused on the needs of your Division, I am requesting that you perform a functional needs analysis for your Division by March 2, 1998. In addition, please designate a senior staff member familiar with the advanced computer applications used by your Division to serve on the ACS-SB by November 1, 1997. The ACS-SB will be responsible for integrating required functions and overseeing the ACS to ensure that the ACS will continue to meet the licensing needs of its users. The ACS-SB will provide recommendations to management and oversee the implementation of the approved recommendations. A list of initial activities that the ACS-SB will address is included in the attachment.

Attachment: As stated

CONTACT: James Firth, NMSS/DWM  
(301) 415-6628

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DOCUMENT NAME: S:\DWM\PAHL\JRF\ATTACH3N.MSS \*see previous concurrence

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## **INITIAL ACTIVITIES OF THE NMSS ADVANCED COMPUTER SYSTEM STEERING BOARD**

- (1) Propose steering board charter for management approval.  
(October 1997)**
- (2) Develop a configuration control strategy for vital NMSS computer applications.  
(January 1998)**
- (3) Oversee the configuration control of selected applications.  
(Ongoing)**
- (4) Make recommendations on a long-range strategy for the ACS and its implementation.  
(November 1997)**
- (5) Review hardware and software purchase requests exceeding a life cycle cost of \$5,000.  
(Ongoing)**
- (6) Complete self-evaluation of steering board effectiveness in overseeing the ACS and in implementing changes.  
(May 1998)**

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