

MAY 20 1988

NOTE TO:

B. J. Youngblood, BC-HLOB  
J. E. Kennedy, SL-HLOB  
J. J. Linehan, SL-HLOB  
K. Stablein, PM-HLOB

FROM:

N. Vultura, PM-HLOB  
R. Johnson, PM-HLOB

SUBJECT:

INTERNAL QA REVIEW OF CDSCP REVIEW PROCESS

RE: Internal Memoranda, same subject, dated 2/3/88 and 2/19/88

A meeting was held on May 11, 1988 to discuss the results of the internal quality assurance readiness review for the CDSCP review process. The following individuals were in attendance:

B. J. Youngblood  
K. Stablein  
R. Johnson  
J. E. Kennedy  
N. A. Vultura

The meeting attendees reached agreement on the following:

- 1) The IQA readiness review verified that all Section Leaders were familiar with the draft point paper review process, review criteria and internal quality assurance review functions that were outlined in the CDSCP Administrative Plan (APP). Based on this conclusion, the management objective for conducting the readiness review was accomplished.
- 2) There were some additional observations that resulted from the readiness review that identified some inconsistencies in the interpretation and implementation of guidance in the APP. Agreement was reached to provide follow up action to address these items in the near future; where necessary, clarifications will be provided in the revised SCP APP to assist in preventing similar inconsistencies from occurring. (Ref. 2/19/88 memorandum for areas requiring follow up.)
- 3) It was the consensus of opinion that the affect of the above mentioned inconsistencies on the staff's final CDSCP concern papers was minimal due to the existence of documented concurrences by: 1) the technical review staff; 2) respective section leaders; 3) ACRS peer review; and 4) Branch Chief and Division Director concurrence.

15/  
N. A. Vultura

15/  
R. Johnson

cc: R. Browning  
R. Ballard

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