

August 5, 2003

MEMORANDUM TO: William D. Travers  
Executive Director for Operations

FROM: Annette L. Vietti-Cook, Secretary **/RA/**

SUBJECT: STAFF REQUIREMENTS - COMSECY-03-0025 - STATUS OF  
THE OFFICE OF NUCLEAR MATERIAL SAFETY AND  
SAFEGUARDS BUSINESS PROCESS IMPROVEMENT  
INITIATIVE

The Commission has approved the staff proposal to change the reporting frequency for providing status on the subject Business Process Improvement effort, as described in COMSECY-03-0025. This would include a summary report at the end of FY 03 and a mid-year and summary report for FY 04. However, changes in the reporting frequency should not result in a decrease in staff efforts to gain further efficiencies through the most effective means.

cc: Chairman Diaz  
Commissioner McGaffigan  
Commissioner Merrifield  
OGC  
CFO  
OCA  
OIG  
OPA  
Office Directors, Regions, ACRS, ACNW, ASLBP (via E-Mail)  
PDR