



## **POLICY ISSUE** **(Information)**

January 22, 1991

SECY-91-015

**For:** The Commissioners

**From:** Lloyd J. Donnelly  
LSS Administrator

**Subject:** LSS ADMINISTRATOR - QUARTERLY REPORT

**Purpose:** To inform the Commission of the status of the design and development of the Licensing Support System (LSS) and the activities of the Office of the LSS Administrator (LSSA) for the calendar quarter ending December 31, 1990.

**Background:** On August 25, 1989, the Commission approved Manual Chapter NRC-0109 for the LSSA which required that status reports be sent to the Commission on a quarterly basis.

**Discussion:** LSS Advisory Review Panel

The fourth meeting of the LSS Advisory Review Panel (LSSARP) was held on October 10-11, 1990, in Reno, Nevada. The Panel discussed and voted on three of the LSSARP Header Working Group's recommendations that had been deferred from the June meeting. The Panel has now finalized the majority of its recommendations to the LSSA on the bibliographic header fields for LSS documents. The Panel intends to complete its work on document headers at its next meeting. The following topics were also addressed: (1) A DOE representative discussed the status of DOE's LSS development activities and schedule; (2) Representatives from Science Applications International Corporation, DOE's LSS design contractor, made a presentation on its LSS design work; (3) The NRC (OGC) led a discussion on the proposed revised topical guidelines that will be used to determine what information should be included in the LSS;

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(4) Representatives from the Center for Nuclear Waste Regulatory Analyses, an LSSA contractor, described the status of their work associated with the handling of technical data in the LSS; and (5) A member of the LSSA staff discussed ongoing LSSA activities, including the compliance evaluation program contract and the process for developing a priority document loading schedule.

The Panel's next meeting is tentatively scheduled for mid-June in Bethesda, Maryland. The following subjects are on the preliminary agenda for this meeting: final bibliographic header recommendations; the status of LSS program; Panel discussion of the final SAIC design documents for the LSS; issues related to the priority loading of documents; issues related to participants' preparation of their ADP environments to interface with the LSS; progress on the development of a compliance evaluation program; and, LSSA's automated project management system.

Resignation of Federal Agency Representative from LSSARP

Mr. William Hooton, the National Archives and Records Administration (NARA) representative on the Panel, has completed the document imaging project which he was directing at NARA and has resigned from the Federal service and from the LSSARP. We are currently considering candidates to fill Mr. Hooton's vacancy and will seek Commission approval of our proposed candidate in the near future.

LSS Design Reviews

Based on the comments provided by the DOE staff and the LSSA staff, SAIC completed its work on its LSS design documentation at the end of December 1990. These design documents, including updated cost analyses, will serve as the foundation for the functional specifications for the LSS procurement.

Work Breakdown Structure

Our contract with the Mitre Corporation to develop a detailed automated work breakdown structure (WBS) for the LSS project is nearly completed. The WBS identifies all the primary activities for our office, the sequence for these activities and their interdependencies. The WBS will enable us to do long range planning, to identify and organize work areas, and to track progress and resource expenditures using an automated project management system.

Trail Boss Training

Two members of the LSSA staff completed Trail Boss training in December 1990. The General Services Administration established the Trail Boss Program in 1988 as an alternative approach to the traditional acquisition process for major automatic data processing equipment and telecommunications resources. GSA has trained over 300 government executives in the program, and the program has been instrumental in improving major information technology acquisitions throughout the Federal government. The LSSA staff is now developing a charter and strategy for using the Trail Boss process for implementing LSSA's procurement responsibilities for the LSS.

  
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