

June 7, 2004

MEMORANDUM TO: Luis A. Reyes
Executive Director for Operations

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

SUBJECT: STAFF REQUIREMENTS - COMSECY-04-0026 - PUBLIC
MEETING TO COMMUNICATE SECURITY MATTERS -
REVISED AGENDA

The Commission has approved the revised agenda proposed by the staff for a public meeting to communicate security matters. The staff should ensure that sufficient opportunity for public comments are provided throughout the meeting, including an appropriate amount of time for public comments at the end of the meeting. The staff should reduce the number of topics to facilitate a more meaningful exchange of information, as appropriate, or allocate more time for the meeting.

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