



UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
WASHINGTON, D.C. 20555-0001

Chief  
Information  
Officer

November 17, 1998

NOTE TO: Bill Travers

FROM: Tony Galante

A handwritten signature in black ink, appearing to read "Tony", written over the name "Tony Galante".

Attached is the information I promised you regarding an LSN Business Sponsor. Page 2 outlines what we see as the "business" responsibilities for the Sponsor, supported by an LSN Administrator (page 3) and the OCIO technical staff (page 4).

For your information, Donnie Grimsley has already agreed to be the LSN Administrator and would report to the Business Sponsor.

I look forward to discussing this with you at your convenience.

Attachment: As stated

cc: D. Grimsley  
A. Levin  
J. Silber

## Licensing Support Network (LSN) - Background

- Per the Licensing Support System (LSS) rule the LSS is to provide entry of and access to potentially relevant licensing information as early as practicable before DOE submits its license application for a geologic high-level waste repository to the Commission.
- Use of the LSS during the pre-hearing licensing phase would ensure NRC met the High-level Waste Act requirements for a three-year hearing schedule.
- As originally envisioned (circa 1988), the LSS was a technically complex, very large document management storage and retrieval system capable of handling millions of documents in full text that were to be supplied by all potential parties in the licensing hearing. DOE estimated the cost to be \$200 million over a ten year period in FY 88 dollars.
- The rule established the Office of the LSS Administrator (LSSA). The LSSA reported to the Commission to avoid conflict of interest and ensure independence. The LSSA was responsible for managing, operating, and maintaining the LSS.
- In 1992 the Commission reassigned LSS function to the Office of Information Resources Management (OIRM) to strengthen and expand the technical infrastructure required of the LSS and facilitate transfer of IRM technology between the LSS Administrator and OIRM staffs. The Deputy Director, OIRM, was appointed the LSSA, but reported to the Executive Director for Operations (EDO) regarding compliance issues.
- The 1997 reorganization establishing the Office of the Chief Information Officer (OCIO) resulted in LSS function assigned to Director, Applications Development Division, OCIO. Severed reporting relationship of LSSA to EDO for compliance matters.
- SECY 98-237, October 19, 1998, proposed pre-license discovery be met by potential parties making their documentary material available in electronic form directly to each other via the Internet (the Licensing Support Network (LSN)). LSN will implemented using off-the-shelf web software. The proposed rule calls for a LSN Administrator (LSNA) to coordinate development and implementation of LSN standards and ensure compliance with those standards.

## LSN Business Sponsor Responsibilities

- Section 3506 (a) (4) of the Paperwork Reduction Act of 1995, as amended, states "Each agency program official shall be responsible for the information resources assigned to and supporting the programs under such official. In consultation with the Chief Information Officer designated in paragraph (2) and the agency Chief Financial Officer (or comparable officer), each agency program official shall define program information needs and develop strategies, systems, and capabilities to meet those needs." (underline added for emphasis)
- NRC implemented this by requiring that application development projects have an office business sponsor who has a primary interest in ensuring that the application successfully meets agency needs.
- Project Business Sponsor Responsibilities:
  - Champions the project, determines initial scope and objectives, and ultimately decides the merits of automating a process.
  - Approves project and acquires budget and resources for execution and long-term support.
  - Approves requirements definition, design, deployment and decommissioning.
  - Monitors progress, approves continuation of project at major milestones, resolves issues, makes policy decisions, and obtains corporate support necessary to ensure project success.
  - Communicates project activities and successes throughout the organization.
- Business sponsor is single-point of accountability and must have a primary business interest in the LSN to ensure that:
  - Business needs are adequately defined
  - LSN needs are given proper priority for the assignment of agency resources to meet requirements and schedules.
  - Resource requests are properly presented and defended.

## LSN Administrator Responsibilities

- Serves as the Overall Business Project Manager:
  - Plans LSN in coordination with participants.
  - Allocates, obtains and directs staff and other resources to accomplish project tasks.
  - Controls LSN project through day-to day coordination and monitors and ensures costs, deliverables, schedule, and results meet project plan.
  - Coordinates business and information systems activities through a technical project plan and removes obstacles to project success.
  - Recommends needed project modifications at each major milestone or as external requirements surface.
  - Coordinates with the Technical Project Manager on design and implementation of all technical requirements and resolution of technical problems.
- Coordinates and develops business and technical requirements of the LSN based on the LSN Advisory Review Panel guidance on:
  - Computer system interface needed to access the LSN and solutions to improve system functioning.
  - Standards for LSN document formatting, description (indexing), organization, integrity, availability, and search and retrieval functions.
- Represents office with the Commission; other NRC offices; state, tribal, and local governments; and public LSN participants to communicate status, issues, LSN standards, problem solutions, and recommended approaches.
- Ensures compliance with LSN standards and coordinates resolution of problems participants experience with the LSN.

## OCIO Responsibilities

- OCIO provides the Technical Project Manager who is responsible for:
  - Technical project coordination with responsibility for all IT and technical related aspects of the LSN development project and subsequent LSN operations.
  - Applying high-level knowledge of technology, tools, and methodology to the development of LSN technical requirements, design and implementation of the LSN, and operation of the LSN
  - Managing allocated staff and contractor resources
  - Controlling development schedule
  - Coordinating development activities so they conform to business requirements
  - Reviewing LSN technical operation problems and recommending and implementing technical solutions
- The Paperwork Reduction Act does not envision the CIO deciding agency business needs and managing application projects that meet business needs. It direct the CIO to ensure the following: :
  - Information technology investments are justified
  - Work processes are reengineered before applying new IT technology
  - IT development projects are well planned so they will be built as designed, within budget and on schedule,
  - Information uses meet certain legal requirements that apply to collection, privacy, and security of information
  - Records documenting government decision processes and operations are properly retained and disposed as scheduled
  - Technology is available to ensure efficient and adequate storage, retrieval, and dissemination of information

### **LSN Resources for the Business Sponsor**

- OCIO will transfer the FTE for the LSN Administrator position to the business sponsor.
- OCIO will transfer budgeted funds for the design and implementation of the LSN. Additional budget for additional capabilities the LSN Advisory Review Panel may want will need to be justified and obtained by the business sponsor.
- OCIO will transfer budgeted travel funds to support LSNA travel.
- OCIO commits to providing the technical support needed to develop, implement, and monitor the LSN requirements.
- The LSNA needs only to understand business needs, not possess technical expertise. The LSNA will coordinate the development and implementation of LSN requirements/standards, and ensure compliance with those standards. OCIO will build the system needed to meet those requirements.
- The LSNA does not require a staff and needs to be a Senior Official (SES or SLS) to be recognized as occupying a position of stature commanding respect and in a position to make decisions for the Commission relating to LSN matters.