

October 24, 1991

MEMORANDUM FOR: James L. Blaha, Assistant for Operations
Office of Executive Director for Operations

FROM: Lloyd J. Donnelly, LSS Administrator

SUBJECT: PERIODIC REPORTS/MEETINGS REQUIRED BY THE COMMISSION

Your October 15, 1991, memorandum requested Office Directors to reassess the need for and frequency of periodic reports and meetings required by the Commission.

Manual Chapter NRC-0109 requires that status reports on LSS activities and issues be sent to the Commission on a quarterly basis. Since this Office was established two years ago, nine quarterly reports have been sent. I believe it is important to retain the report because, in addition to keeping the Commissioners apprised on what is happening with the LSS, it is used as a tool for informing other offices such as OGC and NMSS of major LSS activities. However, now that the Office has been in existence for over two years, I recommend that the Quarterly Report on LSS Activities be changed to a Semiannual Report.

If you have any questions, please contact Marilee Rood at 492-4003.

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