



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

SEPTEMBER 25 1980

MEMORANDUM FOR: Claire Harwood
Planning and Program Analysis Staff

FROM: James Leonard, Program Assistant
Division of Licensing

SUBJECT: NRC DOCUMENT CONTROL SYSTEM

Reference is made to your memorandum dated September 15, 1980 requesting a survey of the staff concerning the utilization of and services provided by the TERA Advanced Services Corporation. Responses from individuals was quite varied. The following summarizes the responses to the four questions.

1. Are you satisfied with the services that the DCS has provided your Office?

Staff is generally satisfied with system and consider the services provided by DCS to be invaluable. DCS is particularly useful and helpful in locating documents not currently in file. However, the DCS is only useful and helpful if proper training in the system is provided. Some of the staff indicates that copies of the reports are not clear. There are also complaints about the quality of the video display since it is often skewed and can not be corrected without calling the video system operator. There is also a general feeling that the backfitting process should be expedited.

2. To the extent possible, estimate the savings in terms of dollars or staff years per year you achieve now or will achieve when the system is fully implemented?

The responses vary from branch to branch and range from no savings to one person week per branch per year with many of the responses indicating it is too early to tell.

3. If the DCS were terminated, what effect would that have on your office?

If terminated, the NRC would be a paper mill where finding one document would take tremendous effort and person hours. Termination of the DCS would place a great burden on the staff for filing, distributing, controlling and copying of records and would definitely require more personnel and space. It has also been stated there will be an increase of lost documents if TERA contract or concept were terminated.

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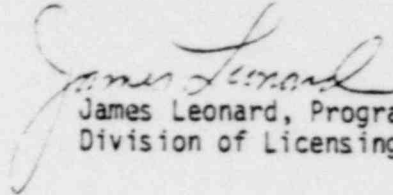
Claire Harwood

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Recommend the IE documents be included in the system (IE notices and bulletins).

It is recommended the all Licensing Assistants have their own terminal.



James Leonard, Program Assistant
Division of Licensing