



OFFICE OF THE
SECRETARY

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

March 11, 1983

MEMORANDUM FOR: William J. Dircks, Executive Director
for Operations
Ben Hayes, Director, Office of Investigations
J. Zerbe, Director, Office of Policy Evaluation
H. H. E. Plaine, General Counsel

FROM: Samuel J. Chilk, Secretary *[Signature]*

SUBJECT: COMMISSION AGENDA SCHEDULING PRACTICES
-- OI INPUT

When a Commission meeting on contested issues or an operating license for power plants is scheduled, SECY (before scheduling) and the briefing office (after scheduling) will call OI for information relative to pending investigations.

During the interim period between the scheduling of a Commission meeting and the meeting date, OI is responsible for keeping SECY and the briefing office informed of any new investigation; the briefing office is responsible for coordinating with OI to maintain an awareness of material changes in pending investigations. SECY will advise OI of schedule changes as promptly as possible and of the subject of the meeting if not otherwise indicated.

When there is a pending investigation OI is requested to attend or send a representative to Commission meetings to respond to questions regarding the status of decision pending investigation(s).

OI is also requested to specifically call the SECY, the Commission/briefing office's attention to any forthcoming Commission meeting in which there is a pending investigation, especially one of significance to the action contemplated in the meeting.

cc: IE
OIA

Rec'd Off. EDO
Date... 3-14-83
Time... 8:15 A.....

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PDR COMMS NRCC
CORRESPONDENCE PDR