



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

AUG 15 1978

MEMORANDUM FOR: Professional Staff, Office of Nuclear Reactor Regulation

FROM: Harold R. Denton, Director, Office of Nuclear Reactor Regulation

SUBJECT: NRR OFFICE LETTER NO. 22

LICENSING SCHEDULES REVIEW COMMITTEE

I. INTRODUCTION

For the past several years the progress of scheduled staff reviews associated with applications for construction permits, operating licenses, manufacturing licenses, limited work authorizations, design approvals, site approvals, and requests from other government agencies have been monitored by schedule review meetings. These meetings have been conducted on an approximately monthly basis since early 1977. They have been chaired by the Director of NRR and attended by appropriate NRR Division Directors and Assistant Directors and other representatives from NRR and OELD. These meetings have been useful; however, to improve management's control of review schedules, problems, and priorities, a Licensing Schedules Review Committee is hereby established.

II. COMMITTEE MEMBERSHIP

The Licensing Schedules Review Committee shall consist of the following members:

Chairman	Deputy Director, DPM
Vice-Chairman	Assistant Director for Light Water Reactors, DPM
Executive Secretary	Technical Assistant, DPM
Member	Assistant Director for Standardization & Advanced Reactors, DPM
Member	Assistant Director for Quality Assurance & Operations, DPM
Member	Assistant Director for Engineering, DSS

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Member	Assistant Director for Plant Systems, DSS
Member	Assistant Director for Reactor Safety, DSS
Member	Assistant Director for Site Technology, DSE
Member	Assistant Director for Site Analysis, DSE
Member	Assistant Director for Environmental Projects, DSE
Member	Assistant Director for Environmental Technology, DSE

Accordingly, the present membership is:

Chairman	Richard C. DeYoung
Vice-Chairman	Domenic B. Vassallo
Executive Secretary	Lawrence P. Crocker
Member	William P. Gammill
Member	Donald J. Skovholt
Member	James P. Knight
Member	Robert L. Tedesco
Member	Denwood F. Ross
Member	Richard P. Denise
Member	Richard H. Vollmer
Member	Voss A. Moore
Member	Malcolm L. Ernst

III. COMMITTEE CHARTER

The charter for the Licensing Schedules Review Committee is as follows:

- (1) The Committee shall meet periodically to assess NRR's progress in reviewing applications for construction permits, operating licenses, manufacturing licenses, limited work authorizations, standardized design approvals, site approvals, and requests from other government agencies.

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- (2) The Committee shall assess the progress of each review considered and shall resolve, or establish programs to resolve, matters involving procedural and priority considerations. The primary objective of resolving such matters shall be the maintaining of established schedules and the minimization of adverse impacts associated with schedule delays.
- (3) The Committee shall select cases to be reviewed recognizing that the maintaining of schedules is contingent upon control during the entire review period. Accordingly, the cases to be submitted to the Committee shall be those with potential problems regardless of the stage of the review so that timely management actions can be taken to prevent or limit a schedule delay.
- (4) The Committee shall provide a report describing the results of each meeting to the Directors of DPM, DSE, and DSS. In those instances where the Committee was unable to resolve a problem, the report shall either (1) describe the program that has been initiated to obtain resolution or (2) request management guidance needed for such resolution.
- (5) The Committee shall periodically review its charter to determine if it is responsive to current requirements. If not, the Committee shall recommend appropriate changes to the charter. Charter changes proposed by the Committee shall be submitted to the Directors of DPM, DSE, and DSS for their concurrence. Upon such concurrence, the recommended changes shall be transmitted to the NRR Director with a request that the charter be modified as recommended by the Committee.

IV. COMMITTEE OPERATING PROCEDURES

The Committee shall operate in accordance with the following procedures:

- (1) The Committee shall meet as often as necessary, but it is expected that the Committee will meet approximately once a month. However, additional meetings may be scheduled under special circumstances.
- (2) The matters to be reviewed will be determined by the Chairman or, in his absence, by the Vice-Chairman. These matters will be based on recommendations from the members of the Committee, as well as suggestions from other sources. (A list of criteria to guide selections is given in Section V.)

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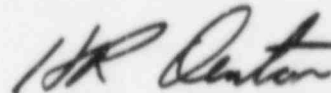
- (3) The Assistant Directors for Light Water Reactors, Standardization & Advanced Reactors, and Environmental Projects shall submit their recommendations of matters to be reviewed at specific meetings. These recommendations shall be based on the selection criteria given in Section V and shall be submitted to the Committee Chairman and to the Committee Executive Secretary in sufficient time (approximately seven working days) to be included in the agenda for the specific meeting. In addition, the Assistant Directors for Light Water Reactors and Standardization & Advanced Reactors shall submit the latest version of the coordinated priority listing being maintained for applications under review. Matters of an urgent nature shall be recommended for review at any time.
- (4) If any member of the Committee is aware of a licensing schedule problem that is not being reviewed by the Committee, he shall recommend that said matter be reviewed. The recommendations shall be provided to any of the Assistant Directors identified in (3) above or to the Chairman and the Executive Secretary.
- (5) The scheduling of specific meetings will be determined by the Committee Chairman or, in his absence, by the Vice-Chairman. However, the regularly scheduled monthly meeting will, if practical, be convened at 1:00 p.m. on the Thursday of the third full week in the month.
- (6) A notice of each meeting, including an agenda and the current application priority listings, shall be issued by the Executive Secretary. Every effort shall be made to distribute the meeting notice at least five working days prior to the meeting. If this is not possible, the participants shall be notified by phone as soon as possible.
- (7) Each safety evaluation or limited work authorization matter to be reviewed by the Committee shall be described by the assigned project manager and his branch chief. The description shall address those issues impacting or capable of impacting the approved schedule. In addition, recommendations shall be made which could lead to maintaining the approved schedule or to limiting the potential delays.
- (8) A report of each meeting shall be issued by the Committee Chairman to the Directors of DPM, DSE, and DSS, and with a copy to others listed in Appendix A. The report shall list each matter reviewed and shall describe the Committee's actions.

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V. SELECTION CRITERIA

The following criteria shall be used in selecting matters to be reviewed by the Committee:

- (1) Each radiological safety review schedule is to be reviewed whenever Committee action is needed to prevent or limit a schedule delay.
- (2) Each radiological safety review schedule is to be reviewed at least every six months. Said review interval shall begin from the date of docketing and terminate upon completion of the licensing action.
- (3) Each radiological safety review schedule is to be reviewed approximately two months prior to the planned ACRS meeting.
- (4) A limited work authorization schedule is to be reviewed whenever Committee action is needed to prevent or limit a schedule delay.



Harold R. Denton, Director
Office of Nuclear Reactor Regulation

Enclosure:
Appendix A - Base Distribution
List for LSRC Meeting Notice
and Agenda

cc w/enclosure:
Public Document Room

APPENDIX A

BASE DISTRIBUTION LIST FOR LSRC MEETING NOTICE AND AGENDA

Director, NRR
Deputy Director, NRR
Directors, DPM, DSE, DSS
Deputy Directors, DPM, DSE, DSS
Assistant Directors, DPM, DSE, DSS
Branch Chiefs, DPM, DSE, DSS
Branch Chief, Program Support Branch
Participating Project Managers
Hearing Division Director & Chief Counsel, OELD
Hearing Division Branch Chiefs, OELD
Participating Attorneys



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MAR 6 1981

MEMORANDUM FOR: All NRR Employees

FROM: Hugh L. Thompson, Jr., Acting Director
Planning and Program Analysis Staff
Office of Nuclear Reactor Regulation

SUBJECT: TRANSMITTAL OF NRR OFFICE LETTER NO. 23, REVISION 1,
NRR REVIEW OF RESEARCH INFORMATION LETTERS (RILs)

This Office Letter has been updated to reflect the role of the Research and Standards Coordination Branch, Division of Safety Technology, and to provide some other clarifications as to how we conduct and document review and utilization of research results. There is no change in the basic thrust of the previous version of this Office Letter, which should be replaced by this revision. Locations where changes of note have been made in the text are indicated by vertical lines in the margin. Also, some minor clarifications were made to the Research Results Utilization Form.

A handwritten signature in cursive script, appearing to read "Hugh L. Thompson, Jr.", written over the typed name.

Hugh L. Thompson, Jr., Acting Director
Planning and Program Analysis Staff
Office of Nuclear Reactor Regulation

Enclosure:
NRR Office Letter No. 23, Rev. 1

cc: R. Minogue, RES
W. Dircks, EDO

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