



**UNITED STATES
NUCLEAR REGULATORY COMMISSION**
REGION II
245 PEACHTREE CENTER AVENUE N.E., SUITE 1200
ATLANTA, GEORGIA 30303-1200

January 6, 2023

MEMORANDUM TO: Robert Williams, Chief
Projects Branch 1
Division of Fuel Facility Inspection

Eric Michel, Chief
Projects Branch 2
Division of Fuel Facility Inspection

Soly Soto Lugo, Acting Chief
Office of Nuclear Material Safety and
Safeguards
Division of Fuel Management

Jannette Worosilo, Chief
Plant Support Branch
Division of Reactor Safety

FROM: Anthony Masters, Director
Division of Fuel Facility Inspection

A handwritten signature in black ink that reads "Anthony Masters".

Signed by Masters, Anthony
on 01/06/23

SUBJECT: CALENDAR YEAR 2023 LICENSEE PERFORMANCE
REVIEW SCHEDULE

The purpose of this memorandum is to provide the Licensee Performance Review (LPR) Schedule, Part 1, "LPR Assessment," for Calendar Year (CY) 2023. This schedule applies to licensees with assessment and review periods ending on December 31, 2022. The licensees subject to LPRs for 2023 include BWXT, GNF-A and NFS.

Please distribute this schedule to your staff and instruct them to utilize the guidance in Inspection Manual Chapter (IMC) 2604, "Licensee Performance Review," and Regional Office Instruction (ROI) No. 0731, "Program Adjustment and Licensee Performance Reviews in the Division of Fuel Facility Inspection," as they conduct the LPR activities. The enclosure to this memorandum provides specific guidance on the schedule.

Staff conducting the LPR Assessments, including in-office work and public meeting attendance, should charge their time to the LPR CAC (000221) for the correct docket number and inspection report (i.e., 0X00XXXX/2023-005).

Enclosure:
Schedule for CY 2023 LPR Activities

CONTACT: Robert Williams, Chief
RII/DFFI/PB1 404-997-4664

Eric Michel, Chief
RII/DFFI/PB2 404-997-4555

Michael Greenleaf, Technical Assistant
RII/DFFI 404-997-4495

SUBJECT: CALENDAR YEAR 2023 LICENSEE PERFORMANCE REVIEW SCHEDULE
 dated January 06, 2022

DISTRIBUTION:

- L. Dudes, RII
- M. Miller, RII
- M. Franke, RII
- S. Helton, NMSS
- A. Rivera-Varona, NMSS
- J. Rubenstone, NMSS
- DFFI Senior Resident Inspectors, RII

ADAMS ACCESSION NUMBER: ML22354A086

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|--|-----------|---|--------------|--------------|--|--|
| Entire Report: | | <input checked="" type="checkbox"/> Non-Sensitive | | | <input checked="" type="checkbox"/> Publicly Available | |
| <input checked="" type="checkbox"/> SUNSI Review | | <input type="checkbox"/> Sensitive | | | <input type="checkbox"/> Non-Publicly Available | |
| OFFICE | RII:DFFI | RII:DFFI | RII:DFFI/PB1 | RII:DFFI/PB2 | RII:DFFI | |
| NAME | P. Startz | M. Greenleaf | R. Williams | E. Michel | A. Masters | |
| DATE | 12/27/22 | 01/03/23 | 12/20/22 | 12/20/22 | 01/06/23 | |

OFFICIAL RECORD COPY

Schedule, Part 1: Licensee Performance Review (LPR) Assessment

| Assigned Due Date | Timeline Description | Task Description |
|-------------------|------------------------------|---|
| December 31, 2022 | LPR Assessment Period Ends | LPR Assessment period ends for designated sites (BWXT, GNF-A, NFS). Ensure LPR CAC (000221) for the docket numbers and inspection reports are populated. |
| January 3, 2023 | LPR Project Preparations | <p>The LPR Coordinator will complete the distribution of LPR schedule, Part 1, to all DFFI, Division of Fuel Management (DFM), and Plant Support Branch (PSB) staff.</p> <p>The Senior Fuel Facility Project Inspector (SPI), with assistance from DFM, will begin actions to confirm that all relevant inspection data is properly documented in the reactor program system (RPS).</p> <p>The SPI (LPR designated Lead for their facility) will begin to develop supporting information to create the LPR Facility Assessment Package and LPR letters for each applicable facility involved in the LPR process.</p> <p>All LPR documents will be centralized and maintained on the DFFI "LPR" SharePoint site.</p> |
| January 17, 2023 | LPR Project Week 1 (Tuesday) | The LPR Coordinator will schedule and convene the LPR Kick-Off Meeting with relevant branch chiefs and staff from DFFI, DFM and others. |
| January 23, 2023 | LPR Project Week 2 | The SPI LPR Leads will distribute their LPR Facility Assessment Packages and LPR letters to DFFI, DFM, and PSB branch chiefs and staff, who had inspection and licensing responsibilities at the specific facilities during the assessment period. |
| January 30, 2023 | LPR Project Week 3 | After reviewing the LPR Facility Assessment Packages and letters, the staff and branch chiefs provide their inputs to the SPI LPR Leads for each facility. |

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| February 6, 2023 | LPR Project Week 4 | The SPI LPR Leads will distribute their revised LPR Facility Assessment Packages and letters to the relevant DFFI, DFM, and PSB branch chiefs, DFM Project Manager, and DFFI Project Inspector before the LPR Development Meeting. |
| February 13, 2023 | LPR Project Week 5 | The LPR Coordinator will schedule and convene the LPR Development Meeting with pertinent Branch Chiefs and staff from DFFI, DFM, and PSB. |
| February 21, 2023 | LPR Project Week 6 (Tuesday) | The LPR Coordinator will schedule and convene a meeting with DFFI and DFM Directors to discuss LPR assessments and provide recommendations for each site. |
| February 23, 2023 | LPR Project Week 6 (Thursday) | The SPI LPR Leads will: (1) Begin preparing LPR public meeting notices for the NRC web site to meet the 10-day public meeting notification requirement (per MD 3.5). (2) Begin preparing LPR public meeting letters to licensees to meet minimum 30-day advance notification requirement. (3) Forward LPR public meeting schedules to the LPR Coordinator who will distribute Part 2 of LPR Schedule that includes public meeting dates. |
| February 24, 2023 | LPR Project Week 6 (Friday) | The SPI LPR Leads will upload the final Facility Assessment Packages and letters for DFM review and concurrence. |

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| March 1, 2023 | LPR Project Week 7 (Wednesday) | <p>DFM will send their final concurrences on the LPR letters to DFFI by Wednesday of Week 7 of the LPR process.</p> <p>The SPI LPR Leads should finalize and issue their LPR public meeting letters as early as possible.</p> |
| March 6, 2023 | LPR Project Week 8 | <p>The SPI LPR Leads should:</p> <ul style="list-style-type: none"> (1) Issue LPR public meeting letters to licensees that will meet the minimum 30-day advance notification requirement. (2) Ensure LPR public meeting notices are/were forwarded to OPA, and ensure the notices are posted on the NRC web site. (3) Ensure RPS is updated to include any current changes to the NRC inspection program for each site. |

The LPR Meetings, both Public and Safeguards, if applicable, should occur between Week 12 and Week 18. (April 3 - May 19, 2023)