

February 11, 2000

MEMORANDUM TO: Stuart Reiter  
Acting Chief Information Officer  
William D. Travers  
Executive Director for Operations

FROM: Annette L. Vietti-Cook, Secretary /s/

SUBJECT: STAFF REQUIREMENTS - BRIEFING ON STATUS OF CIO PROGRAMS, PERFORMANCE, AND PLANS, 10:00 A.M., THURSDAY, JANUARY 20, 2000, COMMISSIONERS' CONFERENCE ROOM, ONE WHITE FLINT NORTH, ROCKVILLE, MARYLAND (OPEN TO PUBLIC ATTENDANCE)

The Commission was briefed by the staff on the status of CIO programs, performance, and plans and requested the CIO to inform the Commission periodically of the status of significant information technology issues, such as ADAMS implementation and changes to the NRC Office Suite. The Commission also provided the following guidance:

The briefing described the CIO's goal to set very high standards as a service provider. The CIO should identify the success criteria (performance indicators, performance goals, etc.) that will be used to determine if high standards of success are being met. The CIO should address how it considered internal stakeholder input in developing the success criteria.

(CIO) (SECY Suspense: 9/24/00)

The CIO should clearly communicate with NRC computer users about significant changes before they are implemented, especially if the changes will result in the extinction of features currently available. The CIO should also consider the use of "consolidation points," where changes are minimized so that the NRC staff can become comfortable with, and make efficient use of, the information technology that is available to them.

The CIO should provide a lessons learned report to the Commission on the ADAMS implementation experience. The report should be provided approximately seven months after full implementation of ADAMS.

(CIO) (SECY Suspense: 12/31/00 )

The CIO, in conjunction with other offices, should propose basic IT skills that are required for NRC staff to perform common job functions effectively. The CIO and the EDO should assess whether there is a gap in the staff's skills, provide that information to the Office of Human Resources for use in planning necessary training to close the gap, and establish a framework for future IT skills levels for agency staff.

(CIO/EDO) (SECY Suspense: 6/15/00)

The CIO explained that the NRC's Web site needs improvements and there was discussion of involving stakeholders and experts. The CIO explained that the CIO will provide a status report on the External Site Redesign to the Commission on 2/15/00. In this status report the CIO should briefly describe how the CIO benchmarks the quality of the NRC's Web site in comparison to other Web sites and should discuss the extent of external interaction in setting these benchmarks.

In the August 13, 1999, SRM on the FY 2001 Budget/Performance Plan to OMB, the Commission noted particular interest in ensuring that the CIO was aggressively seeking organizational efficiencies, process improvements, and resource savings. In the CIO program review, the CIO did not elaborate on how it can achieve additional organizational efficiencies, process improvements, and resource savings. The CIO should provide a summary of the ways in which it is seeking organizational efficiencies including any process improvements and the resulting resource savings.

(CIO) (SECY Suspense: 10/31/00)

cc: Chairman Meserve  
Commissioner Dicus  
Commissioner Diaz  
Commissioner McGaffigan  
Commissioner Merrifield  
OGC  
CFO  
OCA  
OIG  
OPA  
Office Directors, Regions, ACRS, ACNW, ASLBP (via E-Mail)  
PDR - Advance  
DCS - P1-17