

July 16, 2001

TO: William D. Travers
Executive Director for Operations

FROM: Annette L. Vietti-Cook, Secretary **/RA/**

SUBJECT: STAFF REQUIREMENTS - ALL EMPLOYEES MEETING, 10:30 A.M. AND 1:30 P.M., TUESDAY, JUNE 6, 2001,
"THE GREEN" PLAZA AREA, WHITE FLINT NORTH, ROCKVILLE, MARYLAND (OPEN TO PUBLIC ATTENDANCE)

The Commission met to facilitate communication and to share the Commission's agenda for future activities with the NRC staff. During the meeting, the Commission responded to numerous questions raised by staff members and expressed their support for the following:

- Internal communication should be enhanced in general. The class of 2001 Senior Executive Service Candidate Development Program produced a study on internal communications. Its recommendations on improving communications within the NRC have broad application throughout the agency and should be given serious attention. The staff should review comments and suggestions received at the meeting and factor them into the agency-wide internal communications initiative.
- The staff should evaluate the possibility of shortening the concurrence process to improve efficiency and consider options that ensure that the process strikes the right balance between allowing affected staff offices to have their views known to senior management and the Commission and timeliness in getting information to senior management and the Commission.

The staff should provide a status report on its communication initiatives and the concurrence chain process within six months from the date of this staff requirements memorandum.

(EDO)

(SECY Suspense: 1/11/02)

The staff also should provide periodic updates to all employees on the status of the ADAMS Assessment Action Plan.

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