

December 21, 1999

MEMORANDUM TO: William D. Travers  
Executive Director for Operations

FROM: Annette Vietti-Cook, Secretary /s/

SUBJECT: STAFF REQUIREMENTS - SECY-99-251 - POLICY STATEMENT ON STAFF MEETINGS OPEN TO THE PUBLIC: REVISION OF SECTION D

The Commission has approved publication of the Federal Register Notice for public comment with the revisions noted below. Once the comment period expires, the staff should provide the Commission with its proposed resolution of any issues raised by the comments for final Commission approval of the revisions to the policy statement.

(EDO)

(SECY Suspense: 12/30/99)

The Federal Register Notice should be modified to clearly express that the Commission will not finalize revisions to the Policy Statement or discontinue the existing identified methods of learning about open staff meetings until the Commission has received and examined comments from the public and considered whether any changes in the proposed course are warranted. The public comment period should be extended from 30 to 60 days.

The revised Section D should explicitly state that information regarding public meetings can be obtained by calling the Public Document Room via a toll-free number.

The Federal Register Notice should specifically request comments on the proposed discontinuation of providing notice of staff meetings open to the public through the electronic bulletin board and telephone recording as well as through the Weekly Compilation of Press Releases and posting in the NRC's Public Document Room. The Federal Register Notice should also include the usage data in the October 19, 1999 Blaha note to Commissioner Assistants.

The following editorial changes should be made to the Federal Register Notice:

1. On page 4, lines 4-5 from the top should be revised to read ' ... refers the public to the **NRC Web site and the** toll-free telephone number of the PDR ~~and NRC Web site.~~'
2. On page 4, at the end of the 1<sup>st</sup> full paragraph, add the following: 'Specific comments regarding the discontinuation of announcing staff public meetings through the electronic bulletin board and telephone recording and through the weekly compilation of press releases and posting in the NRC' PDR are requested.'
3. On page 4, 2<sup>nd</sup> full paragraph, 2<sup>nd</sup> sentence should be replaced with: "Under the current policy, the NRC staff is instructed to provide a notice to the *public meeting notice coordinator* at least 10 days in advance of the date of the meeting, with certain exceptions." Revise the last line on the page to read ' ... public should normally be ~~announced to the public~~ **announced to the public [emphasis added]** and to the Commission ....'
4. On page 5, add the following at the end of line 3: 'The change will bring the policy statement into line with the Management Directive.'
5. On page 5, add a period to the end of the 1<sup>st</sup> full paragraph.
6. On page 5, 2<sup>nd</sup> full paragraph, revise line 1 to read ' **The current policy also provides for such exceptions, but the proposed policy will tie the exceptions to** ~~Exceptions to the 10-calendar day notice period will be made consistent with the agency strategic ....'~~
7. On page 5, 3<sup>rd</sup> full paragraph, revise line 1 to read ' ...third and fourth **performance goal** ~~criteria~~, it is anticipated ....'
8. On page 5, 3<sup>rd</sup> full paragraph, revise the last sentence to read 'Comment ~~on these criteria~~ is explicitly requested to identify circumstances in which ~~us of these criteria~~ **these performance goals** may be justified **justify an exception to the 10-calendar day notice period.**'

cc: Chairman Meserve  
Commissioner Dicus  
Commissioner Diaz  
Commissioner McGaffigan  
Commissioner Merrifield  
OGC  
CIO  
CFO  
OCA

OIG  
OPA  
Office Directors, Regions, ACRS, ACNW, ASLBP (via E-Mail)  
PDR  
DCS