

March 15, 2005

MEMORANDUM FOR: Luis A. Reyes
Executive Director for Operations

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

SUBJECT: STAFF REQUIREMENTS - BRIEFING ON OFFICE OF INFORMATION SERVICES PROGRAMS, PERFORMANCE, AND PLANS, 9:30 A.M., TUESDAY, FEBRUARY 22, 2005, COMMISSIONERS' CONFERENCE ROOM, ONE WHITE FLINT NORTH, ROCKVILLE, MARYLAND (OPEN TO PUBLIC ATTENDANCE)

The Commission was briefed by the NRC staff on programs, performance, and plans in the Office of Information Services (OIS). OIS staff should continue its efforts to achieve efficiency and effectiveness in its own programs and in support of other agency programs. These activities should include the following:

1. Timely completion of the security review of materials documents and restoration of public access to the nonsensitive documents in the Agency Wide Document Access Management System (ADAMS).
2. Integration of system architecture throughout the agency, wherever possible, using commercial-off-the shelf (COTS) software.
3. Utilization of information technology (IT) to enhance synergies among NRC programs and improve internal communications and business processes
4. Improvement in service to both internal and external stakeholders by maintaining an up-to-date website.

The Commission fully supports the advance planning necessary to manage system upgrades, retirements, and replacements. The staff should continue to work with other NRC offices to identify and acquire appropriate technology. The staff should keep the Commission informed of resource requirements to achieve IT goals and externally mandated requirements as the budget planning process proceeds and in the proposed budget submitted to the Commission.

The staff should keep the Commission regularly informed about its attempts to recertify 17 systems under the Federal Information Security Management Act this year.

The Commission strongly supports use of video teleconferencing and the budget process should be informed of the resources needed to keep this capability up-to-date.

The Commission strongly supports the program to establish an electronic repository for safeguards information and should be kept informed in the budget process of the staff's efforts to expand this program.

cc: Chairman Diaz
Commissioner McGaffigan
Commissioner Merrifield
Commissioner Jaczko
Commissioner Lyons
OGC
DOC
CFO
OCA
OIG
OPA
Office Directors, Regions, ACRS, ACNW, ASLBP (via E-Mail)
PDR