August 5, 2003

MEMORANDUM TO:	William D. Travers Executive Director for Operations	
FROM:	Annette L. Vietti-Cook, Secretary	/RA/
SUBJECT:	STAFF REQUIREMENTS - COMSECY-03- THE OFFICE OF NUCLEAR MATERIAL SA SAFEGUARDS BUSINESS PROCESS IMP INITIATIVE	FETY AND

The Commission has approved the staff proposal to change the reporting frequency for providing status on the subject Business Process Improvement effort, as described in COMSECY-03-0025. This would include a summary report at the end of FY 03 and a mid-year and summary report for FY 04. However, changes in the reporting frequency should not result in a decrease in staff efforts to gain further efficiencies through the most effective means.

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