

**U.S. DEPARTMENT OF ENERGY
THOMAS JEFFERSON SITE OFFICE**

**FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES
MANUAL**

Prepared By:  Date: 7-9-13
Richard Korynta

Approved:  Date: 7/9/13
Joseph Arango, Manager
Thomas Jefferson Site Office

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FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES MANUAL

1.0 INTRODUCTION

The Thomas Jefferson Site Office (TJSO) Functions, Responsibilities, and Authorities Manual (FRAM) describes the safety management functions, responsibilities, and authorities for the federal staff at TJSO. The TJSO FRAM aligns and flows down from U.S. Department of Energy (DOE) directives and the *Office of Science (SC) Environment, Safety and Health (ES&H) Functions, Responsibilities, and Authorities (FRA) Document*, dated 1/10/2012. Since this is a manual rather than a procedure, it does not follow the outline prescribed in TJSO SOPP 4.2 for Standard Operating Plans and Procedures (SOPPs).

In accordance with DOE Order 450.2, *Integrated Safety Management*, the TJSO Manager has the responsibility for implementing management systems to ensure DOE safety requirements and expectations are achieved at the Thomas Jefferson National Accelerator Facility (TJNAF). The goal of systematically integrating safety into management and work practices at all levels, so that missions are accomplished efficiently while protecting the workers, the public, and the environment, established in DOE Order 450.2, and reinforced in DOE Order 226.1B, *Implementation of Department of Energy Oversight Policy*, has been incorporated into the FRAM.

The TJSO Manager's responsibilities are listed in Attachment 1 according to the source documents that assign the responsibilities. Attachment 1 also includes authorities that have been delegated to the TJSO Manager by DOE and SC line managers. Finally, Attachment 1 shows the distribution of functions and delegated authorities within TJSO to support the responsibilities assigned to the Site Office. The distribution of FRA from the TJSO Manager to the TJSO staff ensures clear understanding of roles, efficient integration of knowledge and resources, and accountability for individual responsibility for ES&H.

2.0 SCOPE AND OBJECTIVE

The FRAM describes safety management FRA and implementing mechanisms for performing DOE requirements. The TJSO FRAM applies to all TJSO personnel who provide technical direction, execution, and oversight of the contractors at TJNAF.

3.0 TJSO ORGANIZATION

The TJSO reports to the Office of Science and holds line responsibility for all ES&H matters at the TJNAF site. The TJSO organization with staff assignments (as shown in Attachment 2) is comprised of the Manager, the Deputy Manager, Office Manager, and subject matter expert staff grouped by primary functions.

TJSO fulfills its responsibility through management of the contract with the Jefferson Science Associates, LLC (JSA), to execute the science mission and operate TJNAF. JSA is jointly owned by the Southeastern Universities Research Association and Pacific Architects and Engineers (sale pending). TJSO manages the contract through the efforts of a variety of specialists in the office and support provided through the SC

Integrated Support Center complex. These efforts are described in four program management functions:

- Setting Expectations - Establishing and communicating expectation requirements to guide contractor planning and conduct of work activities.
- Monitoring Performance - Monitoring contractor operations, work activities, and deliverables to ensure that the Department and contract expectations and requirements are being met.
- Facilitating Performance - Maintaining ongoing DOE federal employee activities required for efficient contractor performance, including providing support and guidance.
- Providing Feedback - Developing and communicating performance results from monitoring processes to the contractor so as to improve performance.

The TJSO staff functions as an integrated team to implement the TJSO's mission. A central management structure has been established at TJSO to provide flexibility for utilization of the specialized technical capabilities of TJSO personnel. Primary ES&H expertise is contained within TJSO. However, when necessary, TJSO supplements its ES&H resources with technical support from the SC Integrated Support Center, primarily from the Oak Ridge Office.

Staff assignments are made to address the responsibilities of the TJSO. A primary responsibility of the ES&H, project, and operations staff is to provide ES&H oversight at the TJNAF. Staff members are required to remain cognizant of ES&H aspects in their assigned facilities and programs through operational awareness activities. Staff members performing operational awareness activities function as the "eyes and ears" of TJSO. Staff members have responsibility for various site-wide ES&H programs implemented by TJNAF. The TJSO staff ensures that TJNAF's ES&H programs are meeting the established requirements and expectations by conducting periodic performance assessments of TJNAF programs. The TJSO staff serves as specialists in the following areas: radiological protection, waste management, fire protection, industrial hygiene, occupational safety and health, transportation safety, emergency preparedness, and environmental compliance (including waste minimization and pollution prevention program).

The project and operations staff also have responsibility for managing programs and projects, including science and technology awareness, site-wide planning, infrastructure and energy management, and construction projects. The TJSO staff members verify (with support from the SC Integrated Support Center) that TJNAF project planning adequately addresses ES&H issues and monitors project performance during design and construction.

The primary responsibility of the business, contract, and financial management staff is to provide administrative, contractual, property, and procurement support at TJSO for all activities, including any associated ES&H activities. The DOE ES&H requirements and directives applicable to TJNAF are formally incorporated into the DOE-JSA M&O contract for TJNAF.

4.0 TJSO PERSONNEL ROLES, RESPONSIBILITIES, ACCOUNTABILITIES, AND AUTHORITIES

The TJSO has identified personnel-specific Roles, Responsibilities, Accountabilities, and Authorities (R2A2s) in order to implement the distribution of FRA from the TJSO Manager (Attachment 1). Attachment 1 also identifies TJSO assignments for oversight of contractor implementation of DOE directives, and for supporting TJSO implementation of field element responsibilities specified in directives, as applicable. An individual staff member may perform multiple roles depending on their official position within the organization, in addition to those identified in Attachment 1. A site office assignment matrix is shown in Attachment 3.

TJSO staff are provided with more specific roles and responsibilities than are provided in the R2A2s identified above. These functions, responsibilities, and accountabilities are emphasized through the TJSO Annual Performance Plan and individual's annual Performance Evaluation Plan (PEP). On an annual basis, supervisors and employees prepare and sign a PEP, which establishes expectations. TJSO management has also assigned specific individuals (and backups) with responsibility for oversight of TJNAF management systems.

5.0 CHANGE CONTROL

The TJSO FRAM is a living document that is maintained current and accurate and is located on the TJSO sharepoint site. Significant revisions to the main text of the document are not expected unless there are major changes to the DOE Order 450.2 (*Integrated Safety Management*), the SC organization, the SC FRAM, or TJSO's organizational and/or operational philosophy. Rick Korynta (as directed by the TJSO Manager) has the lead responsibility for developing revisions to the TJSO FRAM in response to changes. Specific delegation of authority documents will be maintained consistent with the TJSO records management process. This document will be reviewed annually and updated as appropriate.

ATTACHMENT 1 – FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES

FUNCTIONS AND SOURCE DOCUMENTS	RESPONSIBILITIES	AUTHORITIES DELEGATED FROM SC	TJSO STAFF FUNCTIONS & AUTHORITIES	NOTES
Accident Investigation DOE O 225.1B	<ul style="list-style-type: none"> Provide support to Investigation Board Investigations Review draft Investigation Reports for factual accuracy Develop or provide assistance in developing lessons learned for accident investigations Approve Corrective Action Plans and track to closure Conduct extent-of-condition reviews for work under Head of Field Element’s authority, and address lessons learned from investigations conducted at other DOE sites Identify an Accident Investigation Program Liaison to Headquarters 		1. Joe Arango 2. David Luke	1. Identify an Accident Investigation Program Liaison. 2. Accident Investigation Program Liaison.
Biological Safety 10 CFR 851 (Appendix A, Paragraph 7)	<ul style="list-style-type: none"> Register with the Centers for Disease Control and Prevention prior to requesting or receiving the transfer or receipt of biological select agents at a DOE facility 		Steve Neilson	
Conduct of Operations DOE O 422.1	<ul style="list-style-type: none"> Provide implementation direction to contractor Review and approve contractor documentation Provide appropriate oversight of conduct of operations 	Conduct of Operations functions (DOE O 422.1, 5.a.(1): Determine applicability of Conduct of Operations Order to facilities other than Hazard Category 1, 2, or 3 nuclear facilities.	1. Mike Epps 2. Patricia Hunt 3. Steve Neilson	1. Overall implementation. 2. Application to facilities inside the fence. 3. Application to facilities outside the fence. Delegation: Memorandum from Joseph A. McBrearty, Deputy Director for Field Operations, Office of Science, to Joseph Arango, Manager, Thomas Jefferson Site Office, entitled “Delegations of Authority for Office of Science Operations and Safety, Property Management, and Safeguards and Security” dated August 17, 2012
Corrective Action Plans DOE O 227.1 DOE O 226.1B DOE O 225.1B DOE O 414.1D	<ul style="list-style-type: none"> Use site- and program-specific issues management processes and systems developed in accordance with DOE O 226.1B, <i>Implementation of Department of Energy Oversight Policy</i>, dated 4-25-11, to manage corrective action plans and track them to completion. Provide the Office of Enforcement and Oversight with information on corrective actions related to appraisals of their organization, sites, and/or contractor activities when requested by the Director, Office of Enforcement and Oversight. 		1. Steve Neilson 2. All	1. Responsible for oversight of TJNAF corrective action program implementation. 2. Responsible for ensuring closure of corrective actions for assigned areas of responsibility.

FUNCTIONS AND SOURCE DOCUMENTS	RESPONSIBILITIES	AUTHORITIES DELEGATED FROM SC	TJSO STAFF FUNCTIONS & AUTHORITIES	NOTES
<p>DOE Enforcement SCMS ES&H Oversight</p>	<ul style="list-style-type: none"> Designate an Enforcement Coordinator to serve as the interface with HS-40 and the contractor’s enforcement coordinator. Notify HS-40 of Enforcement Coordinator assignments. Promote timely self-identification and correction of non-compliant conditions, using DOE reporting systems Provide staff to, and participate in HS-40 investigations and reviews. Ensure Enforcement Coordinator is properly trained and qualified in the enforcement process and contractor operations. Carry out Enforcement Coordinator responsibilities as outlined in the DOE Office of Enforcement guidance document “Enforcement Process Overview. 		<p>1. Joe Arango</p> <p>2. Steve Neilson</p>	<p>1. Designate an Enforcement Coordinator and notify HS-40.</p> <p>2. Serves as Enforcement Coordinator and is responsible for implementation of enforcement requirements at the TJNAF Site.</p>
<p>Emergency Management DOE O 150.1 DOE O 151.1C</p>	<ul style="list-style-type: none"> Establish and maintain an effective, integrated emergency management program. During an emergency, conduct appropriate and necessary emergency actions. Assess the TJSO emergency management program annually. Assess the contractor emergency management program at least triennially and review contractor self-assessment annually. Approve the contractor Emergency Readiness Assurance Plan (ERAP). Prepare the TJSO portion of the annual ERAP. Approve site Emergency Plans (including annual updates). Approve hazard surveys. Ensure that Hazards Surveys for emergency planning purposes are adequately performed, documented, and updated every three years and prior to significant changes. Ensure timely and accurate emergency classification, notification, and reporting of emergency events Ensure effective communication systems and protocols are coordinated and maintained with the Headquarters Operations Center regarding emergencies. Ensure TJSO personnel and contractors participate in a continuing emergency preparedness program of training, drills, and exercises. 		<p>Dave Luke</p>	
<p>Employee Concerns Program (ECP) DOE O 442.1A DOE O 442.2 10 CFR 708 48 CFR 970.0309</p>	<ul style="list-style-type: none"> Develop and implement an Employee Concerns Program. Ensure implementation of contractor’s ECP. Ensure contractor requirements for whistleblower protection and the differing professional opinions process are fulfilled. Designate the position responsible for developing and implementing ECP. Manage the MOU established between ORO and TJSO for ECP support. 		<p>1. Joe Arango</p> <p>2. David Luke</p>	<p>1. Designate the position responsible for developing and implementing ECP.</p> <p>2. Develop and implement an ECP and process differing professional opinions.</p>

FUNCTIONS AND SOURCE DOCUMENTS	RESPONSIBILITIES	AUTHORITIES DELEGATED FROM SC	TJSO STAFF FUNCTIONS & AUTHORITIES	NOTES
<p>Environmental – Environmental Protection (Includes Environmental Management Systems [EMSs] and Sustainability) DOE O 436.1 DOE O 231.1B E.O. 13101 E.O. 13148 E.O. 13423 E.O. 13514</p>	<ul style="list-style-type: none"> • Prepare, submit and implement the Site Sustainability Plan and associated required data • Ensure that EMS covering all site activities are certified to or conform with ISO 14001:2004 (E) • Request funding and resources needed to carry out the requirements of DOE O 436.1 that are not otherwise financed • Provide FEMP all contracts for utilities services prior to execution for concurrence • Ensure integrated ASERs that characterize environmental management performance are submitted to the Chief Health, Safety and Security Officer 		<ol style="list-style-type: none"> 1. Patricia Hunt 2. Rick Korynta 	<ol style="list-style-type: none"> 1. Responsible for oversight of the EMS implementation at TJNAF. 2. Responsible for oversight of the Site Sustainability Plan and associated required data.
<p>Environmental – National Environmental Policy Act (NEPA) Compliance DOE O 451.1B Chg 3 10 CFR 1021 NEPA</p>	<ul style="list-style-type: none"> • Coordinate NEPA documents: <ul style="list-style-type: none"> - Annual Mitigation Reports - Mitigation Action Plans - Annual NEPA Planning Summaries - NEPA Quality Assurance Plans - Environmental Impact Statements and Associated Notices - Environmental Assessments - Categorical Exclusions - Records of Decision - Public Participation Plans - Independent Reviews of Proposed Actions under NEPA • Conduct reviews of DOE NEPA Compliance 		<ol style="list-style-type: none"> 1. Joe Arango 2. Patricia Hunt 3. Federal Project Directors 	<ol style="list-style-type: none"> 1. Assign NEPA Document Manager. 2. Responsible for implementing NEPA Compliance Program and duties of NEPA Document Manager at the TJNAF site. Obtain Oak Ridge Office Legal Counsel evaluation of TJSO’s legal compliance with NEPA requirements and regulations and obtain concurrence from the NEPA Compliance Officer. 3. Responsible for incorporation of the NEPA process into TJSO/SC projects.
<p>Facility Safety - Fire Protection DOE O 420.1C, Chapter II</p>	<ul style="list-style-type: none"> • Approve equivalencies to DOE technical standards and industry codes. • Approve the emergency services organization baseline needs assessment. • Approve contractors’ fire protection program. • Fulfill the role and responsibilities for the authority having jurisdiction (AHJ) for matters involving fire protection. • Fulfill the roles and responsibilities for the building code official. • Perform responsibilities of “owner”, or other equivalent term in the application of DOE technical standards or industry codes and standards. • Ensure that contractor facilities, activities, and programs operate in compliance with the requirements of ch. II of this Order. • Establish and implement an appropriate self-assessment and oversight program for Fire Protection. 		<ol style="list-style-type: none"> 1. Joe Arango 2. David Luke 3. Federal Project Directors 4. Wayne Skinner 	<ol style="list-style-type: none"> 1. AHJ 2. Responsible for oversight of implementation of Fire Protection requirements at the TJNAF site. 3. Responsible for incorporating DOE’s Fire Protection requirements into TJSO/SC projects. 4. Responsible for incorporating DOE’s Fire Protection requirements into the procurement process.

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Facility Safety - Natural Phenomena Hazards Mitigation DOE O 420.1C, Chapter IV	<ul style="list-style-type: none"> Approve periodic NPH assessment evaluations, any recommended update actions, and any recommended upgrade plans in accordance with ch. IV of Attachment 2 of DOE 420.1C. Ensure that TJNAF facilities, activities, and programs operate in compliance with the requirements of DOE O 420.1C, ch. IV. Consistent with DOE O 226.1, establish and implement an appropriate self-assessment and oversight program for NPH. 		1. David Luke 2. Federal Project Directors 3. Wayne Skinner	1. Responsible for oversight of implementation of Natural Phenomena Hazard Mitigation requirements at the TJNAF site. 2. Responsible for incorporating DOE’s Natural Phenomena Hazard Mitigation into assigned projects. 3. Responsible for incorporating DOE’s Natural Phenomena Hazard Mitigation requirements into the procurement process.
Functions, Responsibilities, and Authorities Documents DOE O 450.2	<ul style="list-style-type: none"> Develop and maintain an organizational Functions, Responsibilities, and Authorities (FRA) Document. Review annually and update the FRA document if needed 		1. Joe Arango 2. Rick Korynta 3. All	1. Approves TJSO FRAM 2. Prepares TJSO FRAM 3. Performance in accordance with the TJSO FRAM is the responsibility of all staff.
Integrated Safety Management (ISM) DOE O 450.2 48 CFR 970.5204-2 48 CFR 970.5223-1 48 CFR 970.5215-3	<ul style="list-style-type: none"> Designate an ISM Champion Maintain the TJSO ISM System Description and send revisions to the Secretarial Officer for approval. Approve the contractor ISM System Description Monitor the status of ISM systems for their contractors’ facilities and activities and provide feedback to their contractors to support continuous improvement Support the Secretarial Office in determining the need for, and frequency of, Field Element and Field Element contractors’ ISM Declarations Determine whether and when to conduct ISM verifications of contractor ISM systems Implement the Field Element management systems to ensure DOE safety requirements and expectations are achieved 		1. Joe Arango 2. Steve Neilson 3. All	1. Designate ISM Champion. 2. ISM Champion responsible for oversight of implementation of ISM requirements at the TJNAF site. 3. Responsible for implementation of ISM requirements in assigned areas of responsibility.
Laser Safety 10 CFR 851 ANSI Z136.1-2000	<ul style="list-style-type: none"> Ensure the contractor maintains policies and practices to ensure the safe use of lasers per 10 CFR851 Maintain awareness of applicable requirements for laser safety, as delineated in ANSI Z136.1-2007 American National Standard for the Safe Use of Lasers when they are more stringent than 10 CFR851 Conduct joint assessments of the laser safety program with the contractor Laser Safety Prepare the annual exempt laser report for TJNAF. 		Patricia Hunt	

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<p>Line Management Oversight DOE O 226.1B</p>	<ul style="list-style-type: none"> • Notify Contracting Officer of contracts affected by the CRD • Establish and implement line management oversight programs and processes and hold personnel accountable for implementing these programs and processes • Review and assess the effectiveness of the Contractor Assurance System • Establish performance expectations and communicate same to contractors through formal contract mechanisms • Use results of oversight and contractor assurance systems to improve effectiveness and efficiency of program and site operations 		All	Integrate CAS information into oversight planning/scheduling and perform oversight in assigned areas.
<p>Nanomaterials Safety DOE O 456.1</p>	<ul style="list-style-type: none"> • Confirm that all TJNAF contractor work activities involving UNP complies with the requirements contained in the Contractor Requirements Document (CRD) in DOE O 456.1 or otherwise set forth in the contract 		Patricia Hunt	

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<p>Operating Experience Program, including Lessons Learned and Occurrence Reporting and Processing of Operations Information DOE O 210.2A DOE O 232.2</p>	<ul style="list-style-type: none"> • Designate OPEX Coordinator • Implement a system to evaluate internal and external lessons and assess trends • Disseminate lessons learned internally and externally from operations at the site • Ensure that lessons learned are developed and disseminated following completion of major program missions and contract transitions • Assess performance of facility personnel in carrying out occurrence reporting requirements • Designate and direct Facility Representatives to fulfill responsibilities required by occurrence reporting Order 232.2 (the term Facility Representative as used in O 232.2 includes selected line management staff if a Facility Representative is not assigned) 	<p>ES&H Reporting functions (DOE O 232.2, 5.a.(1) - (7): Designation as Occurrence Reporting Program Manager.</p>	<ol style="list-style-type: none"> 1. Joe Arango 2. Steve Neilson 3. Federal Project Directors 4. Wayne Skinner 	<ol style="list-style-type: none"> 1. Designates OPEX Coordinator and occurrence reporting Facility Representative. Serves as Occurrence Reporting Program Manager. 2. OPEX Coordinator: Ensures that lessons learned from TJSO, TJNAF, DOE complex, private industry and other places are implemented at the TJNAF site and responsible for maintaining the TJSO Lessons Learned Program. Perform occurrence reporting Facility Representative responsibilities as defined in O232.2 (Designated by memo from Joseph Arango to Steve Neilson dated 9/9/11). 3. Responsible for implementing lessons learned into assigned projects. 4. Responsible for incorporating lessons learned and occurrence reporting requirements into the procurement process. <p>Delegation: Memorandum from Joseph A. McBrearty, Deputy Director for Field Operations, Office of Science, to Joseph Arango, Manager, Thomas Jefferson Site Office, entitled “Delegations of Authority for Office of Science Operations and Safety, Property Management and Safeguards and Security,” dated August 17, 2012.</p>
<p>Organizational Staffing, Training and Competency, including the Technical Qualification Program (TQP) DOE O 360.1C 10 CFR 830.122</p>	<ul style="list-style-type: none"> • Approve workforce analysis and staffing plans • Develop and implement staffing plan performance indicators • Implement formal training and qualification programs • Determine positions and individuals subject to FTCP and the technical qualification standards that apply to each • Assign qualifying officials to sign qualification cards 		<p>David Luke</p>	<p>Technical Qualification Program implemented at TJSO in accordance with Memorandum from George Malosh, Chief Operating Officer, SC-3, to Gerald Boyd, et al., entitled “Technical Qualification Program,” dated April 2, 2007 (Malosh Memorandum TQP 2 April 2007).</p>

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Packaging and Transportation Safety DOE O 460.1C DOE O 460.2A DOE M 460.2-1A DOE O 461.1B	<ul style="list-style-type: none"> • Approve Transportation Plan • Approve Transportation Safety Analysis Reports • Packaging Approval • Ensure onsite packaging and transfer procedures are adequate • Carrier Evaluations • Oversee Transportation System Risk Assessments • Provide communications to governor’s offices or tribal leaders for offsite shipments. • Approve onsite Transportation Safety Document • Oversee Safety Analysis Report for Packaging 		<ol style="list-style-type: none"> 1. Joe Arango 2. Patricia Hunt 3. Federal Project Directors 	<ol style="list-style-type: none"> 1. Approve Transportation Plan and Transportation Safety Analysis Reports. 2. Responsible for oversight of implementation of transportation safety requirements at the TJNAF site. 3. Responsible for incorporating DOE’s transportation safety requirements into assigned projects.
Personnel Property DOE O 580.1A	<ul style="list-style-type: none"> • Establish a personal property management program • Appoint an OPMO responsible for personal property management • Accept, conditionally accept, or not accept the TJNAF personal property management system • Planning, acquisition, control, management, and disposition of personal property in the custody of TJSO • Conducting oversight and periodic management reviews of TJSO personal property management activities at least every three years • Developing and applying an oversight program to include periodic management reviews of TJNAF personal property activities at least every three years • Advising COs and OPMOs of any TJNAF noncompliance with accepted procedures, or other significant problems, and recommending appropriate action • Appoint a property administrator for each contract and financial instrument that contains Gov. furnished property. 	Personal property functions (DOE 580.1A, 5.b.(1) – (4)): Acquire, manage, and dispose of all personal property held by DOE for official use by Department employees, contractors, and recipients, consistent with applicable laws, regulations, executive orders, directives, policies and procedures.	<ol style="list-style-type: none"> 1. Joe Arango 2. Dave Luke 3. Wayne Skinner 	<ol style="list-style-type: none"> 1. Appoint an OPMO. 2. Responsible for oversight of personal property management program. 3. Appoint a property administrator. <p>Delegation: Memorandum from Joseph A. McBrearty, Deputy Director for Field Operations, Office of Science, to Joseph Arango, Manager, Thomas Jefferson Site Office, entitled “Delegations of Authority for Office of Science Operations and Safety, Property Management and Safeguards and Security” dated August 17, 2012.</p>
Protection of Human Subjects DOE O 443.1B 10 CFR 745	<ul style="list-style-type: none"> • Notify the Human Subjects Research Program Manager prior to issuance of any new proposal involving Human Subject Research that involves: <ul style="list-style-type: none"> - An institute without an IRB - Foreign country - Potential for significant controversy - Research on protected subjects - Generation or use of classified or unclassified controlled information • Ensure contracts, financial assistance agreements, and other agreements involving Human Subject Research require compliance with the CRD, 10 CFR Part 745, and 45 CFR Part 46 • Ensure that contractors establish and maintain a process for: <ol style="list-style-type: none"> (a) Notifying the Human Subjects Research Program Manager iaw CRD paragraph 1 conditions, such as loss of PII data (b) Training relevant personnel on HSR requirements 		Steve Neilson	

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<p>Quality Assurance (QA) DOE O 414.1D</p>	<ul style="list-style-type: none"> • Review and approve any new or revised QAPs for TJNAF Contractor • Provide resources and staff to meet the provisions of DOE O 414.1D and ensure that appropriate staff is qualified • Ensure reviews are performed of the Site Office QAP and update as necessary; approve Site Office QAP. • Ensure review of grading levels of safety software 	<p>DOE O 14.1D.5.b.(6).(a) –(b) and 5.c.(2): Review and approve new or revised Quality Assurance Program (QAP) for work under the Field Element Manager’s purview, including the FEM and TJNAF.</p>	<ol style="list-style-type: none"> 1. Joe Arango 2. Steve Neilson 3. Andre Bethea 4. Federal Project Directors 5. Wayne Skinner 6. All 	<ol style="list-style-type: none"> 1. Identify responsible individual for Site Office and TJNAF QA Program and approve new and revised QAPs. 2. Responsible for oversight of implementation of QA requirements at the TJNAF site. Cognizant of TJSO’s QAP. 3. Responsible for oversight of TJNAF Software Quality Assurance. 4. Responsible for incorporating DOE’s QA requirements into TJSO/SC projects. 5. Responsible for incorporating DOE’s QA requirements into the procurement process. 6. Perform assigned work safely. <p>Delegation: Memorandum from Joseph A. McBrearty, Deputy Director for Field Operations, Office of Science, to Joseph Arango, Manager, Thomas Jefferson Site Office, entitled “Delegations of Authority for Office of Science Operations and Safety, Property Management and Safeguards and Security” dated August 17, 2012</p>

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<p>Radiation Protection DOE O 231.1B DOE O 458.1, Change 3 10 CFR 835 DOE-STD-1095-2011</p> <p>Memo, Richardson to Heads of Field Elements, dated July 13, 2000, Release of Surplus and Scrap Metals. (i.e., the metals suspension)</p> <p>Memo, Richardson to Heads of Field Elements, dated Feb 14, 2000, Release of Materials for Reuse and Recycle. (i.e., the metals moratorium)</p>	<ul style="list-style-type: none"> • Ensure radiological protection programs are established and maintained for protection of the worker (10CFR835), and the public/environment: <ul style="list-style-type: none"> - Review Site’s effectiveness in implementing requirements - Prepare, issue and retain all records, reports, and documents in accordance with applicable requirements • Approve applicable Authorized Limits for clearance of property. • Determine and implement oversight activities necessary to independently verify material clearance processes. • Maintain capabilities for monitoring and assessing routine and unplanned releases of radioactive materials • Ensure that agreements, permits, leases, licenses, or other legally-binding obligations with a tenant or concessionaire require the tenant or concessionaire to take appropriate radiation protection actions • Temporarily suspend any requirement when necessary to minimize damage to life or property or to protect public health or safety. Report such suspension and the reason for it to SC-31.1 and to the Chief Health, Safety and Security Officer • Ensure survey methods and modeling are adequate • Ensure reporting of annual radiation exposure and revisions to the Radiation Exposure Monitoring System (REMS). • Ensure that procedures exist and are effective in support of radiation exposure records for special individuals. • Ensure implementation of as low as reasonably achievable requirements and processes • Ensure the inventory and inventory verification of all accountable radioactive sealed sources. • Verify closure of findings identified by DOELAP. 	<p>Radiation Protection functions (10 CFR 835 Subpart B 835.101 (a) and (b): Review and approve contractor Radiation Protection Program (RPP).</p>	<ol style="list-style-type: none"> 1. Joe Arango 2. Patricia Hunt 3. Federal Project Directors 	<ol style="list-style-type: none"> 1. Review and approve contractor RPP. 2. Responsible for implementation of RPP requirements at the TJNAF site. 3. Responsible for incorporating DOE’s RPP requirements into TJSO/SC projects. <p>Delegation: Memorandum from Joseph A. McBrearty, Deputy Director for Field Operations, Office of Science, to Joseph Arango, Manager, Thomas Jefferson Site Office, entitled “Delegations of Authority for Office of Science Operations and Safety, Property Management and Safeguards and Security,” dated August 17, 2012</p>

FUNCTIONS AND SOURCE DOCUMENTS	RESPONSIBILITIES	AUTHORITIES DELEGATED FROM SC	TJSO STAFF FUNCTIONS & AUTHORITIES	NOTES
<p>Radioactive Waste Management DOE O 435.1 Chg 1 DOE M 435.1-1, Admin. Change 2</p>	<ul style="list-style-type: none"> • Ensure radioactive waste management activities are systematically planned, documented, executed, and evaluated to protect the public, the workers, and the environment including: <ul style="list-style-type: none"> - Site-Wide Radioactive Waste Management Program - Radioactive Waste Management Basis - Waste Minimization and Pollution Prevention - Approval of Exemptions for Use of Non-DOE Facilities (DOECAP audits) - Environmental Restoration, Decommissioning, and Other Cleanup Waste - Radioactive Waste Acceptance Requirements - Radioactive Waste Generator Requirements - Closure Plans - Defense-In-Depth - Oversight - Training and Qualification - As Low As Reasonably Achievable (ALARA) - Storage - Treatment - Disposal - Monitoring - Material and Waste Declassification for Waste Management. - Waste Incidental to Reprocessing - Waste with No Identified Path to Disposal. - Corrective Actions - Problem Identification - Shutdown or Curtailment of Activities 		<ol style="list-style-type: none"> 1. Patricia Hunt 2. Federal Project Directors 	<ol style="list-style-type: none"> 1. Responsible for oversight of implementation of Radioactive Waste Management requirements at the TJNAF site. 2. Responsible for incorporating DOE’s Radioactive Waste Management requirements into TJSO/SC projects.

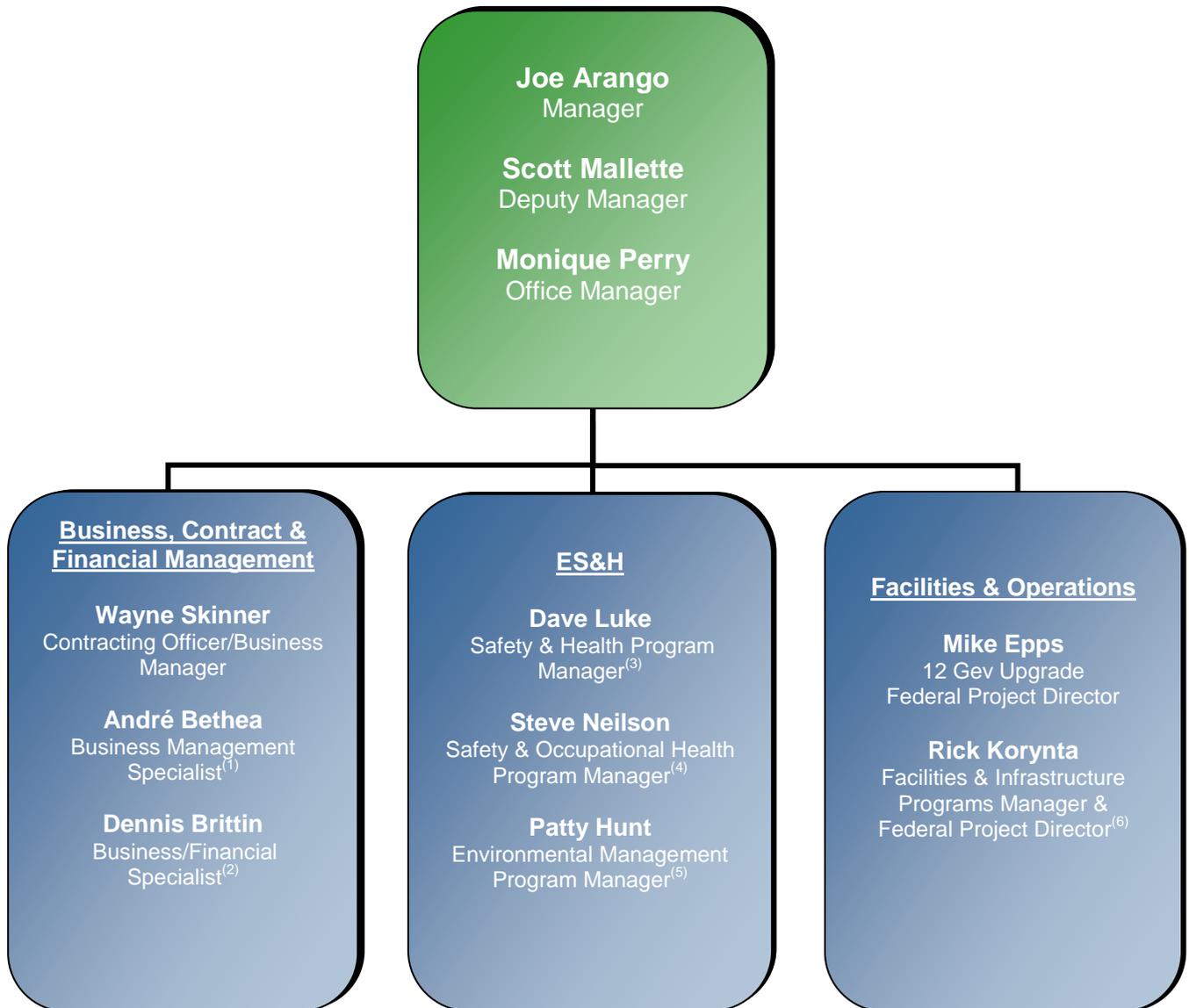
FUNCTIONS AND SOURCE DOCUMENTS	RESPONSIBILITIES	AUTHORITIES DELEGATED FROM SC	TJSO STAFF FUNCTIONS & AUTHORITIES	NOTES
<p>Real Property Asset Management DOE O 430.1B, Chg 2</p>	<ul style="list-style-type: none"> Accountable to LPSO for stewardship of real property assets, including infrastructure to support mission Ensures qualified DOE Federal facilities management staff is assigned Develops components for the site’s strategic plan that link real property assets to missions Oversees implementation of O 430.1B at the site Identifies and reports in FIMS mission essential real property assets Reviews and submits the TYSP to the LPSO for approval 	<p>Real Property functions (DOE O 430.1B, 4.b.(1). and 5.e.(l).): Take all necessary action to acquire, by purchase, lease, or otherwise, real property interests; take necessary additional action following the initiation of condemnation proceedings and the execution of declarations of taking; and exercise all authority of the Secretary regarding the management and disposal of Departmental real property, excluding the acceptance by donation of real property. This authority does not extend to initiation of condemnation proceedings, executions of declarations of taking, or approval of indemnification provisions or clauses in contracts, subcontracts, leases, or other real property documents. In exercising this authority, all real property actions must be reviewed and approved by a DOE Certified Realty Specialist (CRS) prior to execution in accordance with requirements in DOE O 430.1B, Real Property Asset Management.</p>	<p>Rick Korynta</p>	<p>Delegation: Memorandum from Joseph A. McBrearty, Deputy Director for Field Operations, Office of Science, to Joseph Arango, Manager, Thomas Jefferson Site Office, entitled “Delegations of Authority for Office of Science Operations and Safety, Property Management and Safeguards and Security,” dated August 17, 2012.</p>

FUNCTIONS AND SOURCE DOCUMENTS	RESPONSIBILITIES	AUTHORITIES DELEGATED FROM SC	TJSO STAFF FUNCTIONS & AUTHORITIES	NOTES
<p>Safety of Accelerator Facilities DOE O 420.2C</p>	<ul style="list-style-type: none"> • Ensure the safe operation of accelerator facilities • Recommend to the PSO/NNSA Administrator any alternate safety standards, requirements or DOE Directives that are contractually-binding to the accelerator facility • Approve the following: <ul style="list-style-type: none"> - Accelerator Safety Envelope (ASE); - Start of commissioning activities after ensuring that an appropriate Accelerator Readiness Review (ARR) has been conducted; - Start of routine operations; - Restart of an accelerator facility or activity after a DOE-mandated shutdown because of an USI or ASE violation; - Activities that justify a USI; - Decommissioning activities; and - Exemption/Equivalency request as appropriate • Notify the contractor of any approved or denied requests for exemptions or equivalencies 		<ol style="list-style-type: none"> 1. Patricia Hunt 2. Mike Epps 	<ol style="list-style-type: none"> 1. ASE, SAD, USI and Operations. 2. ARR
<p>Safeguards and Security DOE O 474.2 Chg 2 DOE O 473.3 DOE O 470.4B Chg 1 DOE O 205.1B Chg 2</p>	<ul style="list-style-type: none"> • Review and approve MC&A Plans that conform to this Order and any additional direction provided by DOE line management. Confirm site compliance with the approved plans and periodically assess the effectiveness of the operators' programs against the metrics provided in Attachment 3 or documented alternative metrics • Detect anomalies indicative of unauthorized activities or diversion of nuclear material • Administer DOE physical security, PF and PF firearms programs for the purposes of protecting S&S interests. • Notify contracting officers of affected site/facility management contracts that must include the CRD • Review procurement requests for new non-site/non-facility-management contracts that involve classified information or matter, or nuclear materials and contain DEAR clause 952.204-2, titled, <i>Security Requirements</i>. If appropriate, notify contracting offices that the requirements of the CRD to the Order must be included in the contract • Oversee the effective management of the site cyber security program, approving, reviewing, and/or accepting CAS outputs • Oversee and review the effectiveness of the site-level RMA, communicating results and decisions with SDM and Site Contractor Management • Coordinate with Senior Site Contractor Management (e.g., Laboratory Director, Plant Manager) to codify acceptable site-level, local risk in the context of mission performance 	<p>Safeguards function (DOE O 474.2, 4.g): Approve termination of safeguards for special nuclear materials</p> <p>Protection Program Operations & Safeguards and Security functions (DOE O 473.3, 7.(a) – (b), and DOE O 470.4B, 5.d.(3)): Designation as the Officially Designated Federal Security Authority (ODFSA) and approval authority, may be delegated to Officially Designated Security Authorities (ODSA)</p> <p>Authorizing Official (DOE O 205.1B, 4.b.(6), 5.b.(5), and 5.g.(1) – (6)): Authorize information systems to ensure operation with an acceptable level of risk</p>	<ol style="list-style-type: none"> 1. Joe Arango 2. Rick Korynta 3. Andre Bethea 	<ol style="list-style-type: none"> 1. ODFSA 2. ODSA (Delegated by memo from Joseph Arango to Rick Korynta dated 2/24/12). 3. Cyber Security Authorizing Official Representative (AOR). <p>Delegation: Memorandum from Joseph A. McBrearty, Deputy Director for Field Operations, Office of Science, to Joseph Arango, Manager, Thomas Jefferson Site Office, entitled “Delegations of Authority for Office of Science Operations and Safety, Property Management and Safeguards and Security,” dated August 17, 2012</p>

FUNCTIONS AND SOURCE DOCUMENTS	RESPONSIBILITIES	AUTHORITIES DELEGATED FROM SC	TJSO STAFF FUNCTIONS & AUTHORITIES	NOTES
<p>Substance Abuse DOE O 350.1, Chg 4 DOE O 3792.3 Chg 1 10 CFR 707 48 CFR 970.2305 48 CFR 970.5223 48 CFR 923.570</p>	<ul style="list-style-type: none"> • Ensure that the following are included in the procurement request package for each DOE procurement requiring the application of 10 CFR 707, substance abuse testing programs of other Federal agencies and this chapter. <ul style="list-style-type: none"> - Those requirements in 10 CFR 707 appropriate to the specific site and/or facility. - Requirements for the flow-down of 10 CFR 707 to any subcontract covered by the regulation. - Requirements for substance abuse testing for other Federal agencies. • Review and approve Contractor Workplace Substance Abuse Programs, including provisions for testing designated positions. • Approve contractor requests to conduct additional testing programs as permitted in Sections 10 CFR 707.5(e) and 707.7(d). 		<ol style="list-style-type: none"> 1. Joe Arango 2. Dennis Brittin 	<ol style="list-style-type: none"> 1. Responsibilities in DOE O 3792.3 Chg 1 DRUG-FREE FEDERAL WORKPLACE TESTING IMPEMENTATION PROGRAM. 2. Responsible for oversight of the Contractor Workplace Substance Abuse Program.
<p>Worker Protection – Federal Employee Occupational Safety and Health (FEOSH) DOE O 440.1B 10 CFR 851 29 CFR 1960 E.O. 12196 Occupational Safety and Health Act (OSHA) Act of 1970, As Amended</p>	<ul style="list-style-type: none"> • Appoint FEOSH Program Manager/Coordinator for administering the FEOSH Program • Review and forward all exemptions, exceptions, and variances to mandatory worker protection requirements to the DOE Chief Health, Safety and Security Officer, and conduct annual review of the status of all exemptions • Establish written policy, goals, and objectives for the worker protection program, (as appointed by Joe Arango) • Provide annual input for the Department of Labor’s FEOSH report to the Office of Health, Safety and Security • Establish annual FEOSH Program goals and objectives for promoting the program and for reducing accidents, injuries, and lost-time cases • Conduct an annual, unannounced worker protection inspection of federal workplaces • Ensure initiators of procurement requests specify therein whether requirements in 10 CFR 851 are to be applied to the resulting awards or sub awards • Provide contractors with technical direction on and criteria for the development of contractor goals, objectives, and performance measures 		<ol style="list-style-type: none"> 1. Joe Arango 2. Steve Neilson 3. Wayne Skinner 	<ol style="list-style-type: none"> 1. Appoint FEOSH Manager/Coordinator and forward exemptions, exceptions, and variances. 2. Performs FEOSH Manager/Coordinator duties. Obtain Oak Ridge Office ES&H support with reporting requirements. 3. Incorporates FEOSH requirements into procurement requests and provides technical direction to contractors.

ATTACHMENT 2 – TJSO ORGANIZATIONAL CHART

THOMAS JEFFERSON SITE OFFICE



⁽¹⁾ Includes Cyber Security

⁽²⁾ Includes Human Resources

⁽³⁾ Includes Emergency Management and Property and Fleet Management

⁽⁴⁾ Includes Technical Building Operations (outside the fence)

⁽⁵⁾ Includes Directives Review, Accelerator Operations, & Laser Safety Program Oversight

⁽⁶⁾ Includes Safeguards and Security

ATTACHMENT 3 – TJSO ASSIGNMENT MATRIX
(current as of 7/9/13)

<u>Joe Arango – Manager</u>	<u>Scott Mallette – Deputy Manager</u>
<ul style="list-style-type: none"> • Contracting Officer’s Representative • Sense of the Laboratory • External Relations • Operational Awareness and Site Oversight • Contractor Performance Evaluation • Personnel Reviewing Official • Business Management Oversight • ES&H Management Oversight • Program and Project Oversight 	<ul style="list-style-type: none"> • Contracting Officer’s Representative • Sense of the Laboratory • Business Management Oversight • ES&H Management Oversight • Program and Project Oversight • Operational Awareness and Site Oversight • Contractor Performance Evaluation • Personnel Rating Official
	*Serves as backup to Joe Arango
<u>Wayne Skinner – Contracting Officer/Bus Mgr</u>	<u>Monique Perry – Office Manager</u>
<ul style="list-style-type: none"> • Senior Contracting Officer • DOE TJNAF Contract Management • TJNAF Contract Modifications and Issues • Incorporation of DOE directives in M&O contract • Contractor Performance Evaluation Plan/Metrics • Contractor Performance Evaluation • Technology Transfer/Work-For-Others Arrangements • Free Electron Laser (FEL) Contract and Funding Actions • Operational Awareness and Site Oversight 	<ul style="list-style-type: none"> • Provide Day-to-Day Administrative Support to the Site Office (includes maintaining calendars, managing basic systems for mail control, records management, suspense control, as well as prepare critical TJSO documents/presentations) • Interface with DOE Field Offices and Headquarters as it relates to Office Administration and Logistics • Serve as Records Manager for TJSO Responsibilities (includes developing, modifying, and maintaining the inventory, disposition, and scheduling of all TJSO official files/records) • Serve as Certified Funds Official (authorizing the expenditure of funds for the procurement of supplies, services, and general support to the TJSO) • Maintain Site Office Procedures System
	*Serves as backup to Andre Bethea

<u>Patty Hunt – Environmental Program Manager</u>	<u>Steve Neilson – Safety & Occ. Health Program Manager</u>
<ul style="list-style-type: none"> • Environmental Management System <ul style="list-style-type: none"> – Permit and EPA requirements <ul style="list-style-type: none"> ○ Sanitary Sewer (Acid neutralization system and cooling tower discharge) ○ Groundwater Withdrawal (from experimental end stations) ○ Storm Water Management for Industrial Discharge (MS4) ○ Storm water pollution prevention for construction activities ○ Discharges to surface water (VPDES) ○ Hazardous Waste RCRA – Waste Recycling/Management <ul style="list-style-type: none"> ○ Radioactive Waste (DOE O 435.1, <i>Radioactive Waste Management</i> & DOE M 435.1-1, <i>Radioactive Waste Management Manual</i>) ○ Rad Waste Projections Annual Planning Report ○ Solid Waste and Recycling (E.O. 13423 & E.O. 13514) ○ Hazardous Waste activities (RCRA Subtitle C & 49 CFR Part 100-180) ○ Independent Verification for materials release from Radiation Control Group – National Environmental Policy Act (NEPA) (DOE O 451.1B, <i>National Environmental Policy Act Compliance Program</i>) <ul style="list-style-type: none"> ○ Site Office Document Manager ○ NEPA annual Planning Report – Emergency Planning and Community Right to Know Hazardous Chemical Tier II report (EPCRA) – Annual Site Environmental Report (DOE O 231.1B, <i>Environmental, Safety and Health Reporting</i>) – National Emission Standards for Hazardous Air Pollutants (40 CFR 61 Subpart H) – Sustainable Acquisitions (PPTRS) • Accelerator Safety <ul style="list-style-type: none"> – DOE O 420.2C (lead) – FSAD/ASE, including implementation 	<ul style="list-style-type: none"> • Safety and Health <ul style="list-style-type: none"> – Contractor Assurance System – Industrial Safety Lead – 10 CFR 851 Worker Safety and Health Program Review – Occupational Medical Program – Industrial Hygiene Programs • TJSO ISM Champion <ul style="list-style-type: none"> – DEAR 970.5223-1 (lead) – DOE O 450.2 (lead) • DOE/TJSO Enforcement Coordinator <ul style="list-style-type: none"> – Price Anderson Amendments Act – 10 CFR 820.20 – 10 CFR 851, subpart E and App B • Other <ul style="list-style-type: none"> – Lab Line Self Assessment and Independent Assessment Review in Selected Areas – QA Program – Suspect and Counterfeit Parts – Operational Awareness Program Coordinator – Operating Experience Program Coordinator – Participates in Contractor's Safety Walkthrough Inspections – Performs Unannounced Safety Walkthrough Inspections – Monitors Implementation of Corrective Actions for Non-compliances Found During Inspections – Attends Contractor Meetings to Maintain Operational Awareness of Contractor Work Activities – Supports incident/injury investigations, reviews, reports, and follows upon corrective actions – Recommends assigned DOE directives for incorporation into contracts – Operational Awareness and Site Oversight – Contractor Performance Evaluation – Facility Representative (Equiv.) for Occurrence Reporting and Processing System – Technical buildings operations (outside the fence)

<p><u>Patty Hunt – Environmental Program Manager</u> (continued)</p>	<p><u>Steve Neilson – Safety & Occ. Health Program Manager</u> (continued)</p>
<ul style="list-style-type: none"> • Radiation Protection <ul style="list-style-type: none"> – 10 CFR 835, <i>Occupational Radiation Protection</i> (lead) – DOE O 458.1, <i>Radiation Protection of the Public and Environment</i> (lead) – DOE-STD-1095-2011, <i>Department of Energy Laboratory Accreditation for External Dosimetry</i> – DOE O 231.1B for Reporting of Radioactive Sealed Sources (lead) • Other <ul style="list-style-type: none"> – Operational Awareness and Oversight – Accelerator Operations – Free Electron Laser Operations – Laser Safety Oversight (10 CFR 851) – Exempt Laser Report – Nanotechnology Safety Oversight (DOE O 456.1, <i>The Safe Handling of Unbound Engineered Nanoparticles</i>) – Packaging and Transportation Safety (DOE O 460.1C, <i>Packaging and Transportation Safety</i>) – Point of Contact <ul style="list-style-type: none"> ○ Environmental Protection Agency ○ Department of Environmental Quality ○ Hampton Roads Sanitation District – Manage DOE directives process – Evaluate contractor performance – Support environmental incident investigations 	
<p>*Serves as backup to Steve Neilson and David Luke</p>	<p>*Serves as backup to David Luke and Patty Hunt</p>

<u>David Luke – ES&H Operations Support</u>	<u>Rick Korynta – F&I Prog. Manager/FPD</u>
<ul style="list-style-type: none"> • Emergency Management Program <ul style="list-style-type: none"> – DOE O 151.1C, <i>Comprehensive Emergency Management System</i> • Fire Protection Program <ul style="list-style-type: none"> – DOE 420.1C, <i>Facility Safety</i> (lead) – Includes both protection of property and life safety • Continuity of Operations <ul style="list-style-type: none"> – DOE O 150.1, <i>Continuity Programs</i> (lead) – Also includes Continuity of TJSO Business Operations • Employee Concerns Program Manager <ul style="list-style-type: none"> – DOE O 442.1A (lead) – Includes oversight of contractor ECP • Differing Professional Opinion Program <ul style="list-style-type: none"> – DOE O 442.2 (lead) – Includes both TJSO and contractor • Natural Phenomena Hazards <ul style="list-style-type: none"> – DOE O 420.1C, Ch. IV • TJSO Technical Qualification Program • Personal Property Manager <ul style="list-style-type: none"> – DOE O 580.1A – Includes Fleet and Equipment Administration • Other <ul style="list-style-type: none"> – ARRA projects – Configuration Management (lead) – Operational Awareness and Site Oversight – Stop Work (lead) – Accident Investigation Program Liaison (DOE O 225.1B, <i>Accident Investigations</i>) 	<ul style="list-style-type: none"> • Facilities and Infrastructure <ul style="list-style-type: none"> – DOE Order 430.1B, <i>Real Property Asset Management</i> – DOE Order 436.1, <i>Departmental Sustainability</i> – Mission Readiness – Integrated Facilities and Infrastructure (IFI) Crosscut Budget – Sustainability – Energy Management – Maintenance Reporting – Facilities Information Management System – Space Bank – Easements • Project Management <ul style="list-style-type: none"> – Technology and Engineering Development Facility Federal Project Director (FPD) – Utilities & Infrastructure Modernization FPD – Maintain Level 2 FPD Certification – 12 GeV Project Support – GPP Program Management – Facilities & Infrastructure Expense Projects – DOE Order 413.3B, <i>Program and Project Management for the Acquisition of Capital Assets</i> – Project Assessment and Reporting System (PARS) for Assigned Projects • Security Program <ul style="list-style-type: none"> – Personnel Security – Physical Security – Counterintelligence Liaison – Office of Inspector General Liaison – Security Program and Order Negotiations – Security Conditions Changes and Funding – Foreign Visits and Assignments – Materials Control and Accountability – Security Survey • Other <ul style="list-style-type: none"> – Functional Responsibilities and Authorities Manual – Technical Review of Sole-Source – Environmental Liability/Active Facilities Data Collection System – Recommend assigned DOE directives for incorporation into contracts – Operational Awareness and Site Oversight – Contractor Performance Evaluation
*Serves as backup to Steve Neilson and Patricia Hunt	*Serves as backup to Mike Epps

<u>Mike Epps – 12 GeV FPD</u>	<u>Dennis Brittin – Financial Specialist</u>
<ul style="list-style-type: none"> • 12 GeV CEBAF Upgrade (12 GeV) Project Federal Project Director <ul style="list-style-type: none"> – Leads 12 GeV Integrated Project Team – Interfaces with Office of Nuclear Physics 12 GeV Program Manager – Serves as DOE Point of Contact (POC) between Site Office and JLab 12 GeV Project Leadership – Maintains Level 3 FPD Certification – Approves 12 GeV Level 2 Baseline Change Control Requests – Facilitates Critical Decision Approval Process – Facilitates Independent Project Reviews by SC Office of Project Assessment – Facilitates 12 GeV Monthly Videoconferences with Nuclear Physics Leadership – Inputs 12 GeV Monthly Project Status into the OECM Project Assessment and Reporting System II (PARS II) & Verifies Monthly EV Data – Development of Quarterly Project Progress Report for Acquisition Executive – Ensures Proper Management/Reporting of 12 GeV ARRA funds – Oversight of Project 12 GeV Construction and Start-up Testing/Transition to Operations – Serves as 12 GeV Contract Technical Monitor – Facilitates 12 GeV Subcontract Actions Requiring TJSO Approval – 12 GeV Project and Operational Awareness Oversight – 12 GeV Contractor Performance Evaluation – Supports JSA EVMS Certification Compliance • Accelerator Safety – Accelerator Readiness Reviews • Laboratory Directed Research and Development <ul style="list-style-type: none"> – LDRD Program Lead and Site Office POC – Review LDRD Plan and make recommendations to the Office of Nuclear Physic 	<ul style="list-style-type: none"> • Budget and Financial and Central POC for the TJNAF Site Office and Contractor • Financial and Human Resources: <ul style="list-style-type: none"> – Contractor Assurance Memorandum – Monitoring Contractor Adherence to Financial Compliance Requirements and Financial Reporting – Interfacing with Oak Ridge Office of Chief Financial Officer – Representing the Site Office in the Coordination of Budget Reviews – Coordinating Site Office Comments on the Budget Call Issued to the Contractor – Site Office POC for Contractor Internal Audits, and Providing Oversight and Assistance in Financial Oversight – Cost of Doing Business – Monitoring and Analyzing Contractor Internal Audits, as well as Inspector General, General Accounting Office, Other Financial Audits and Contractor Performance Measures – Contractor Human Resource Related Actions – Site Office Program Direction Budget Formulation and Execution – Federal Managers Financial Integrity Report, and Related Department of Energy Vulnerability, Assessment and Management Assurance Actions • Other <ul style="list-style-type: none"> – Recommends assigned DOE directives for incorporation into contracts – Contractor Performance Evaluation – Operational Awareness and Site Oversight – Conference Management
<p>*Serves as backup to Rick Korynta</p>	

<p><u>Andre Bethea – Bus Sys Mgr/Cyber Program Manager</u></p>	
<ul style="list-style-type: none"> • Cyber Security Authorizing Official Representative (AOR) • Oversee Laboratory and Site Office Cyber Security, (IT) Planning, Data Calls, and Report Writing • Cyber Certification and Accreditation Manager • As a Level III certified contract specialist, review contractor work plans, budget assumptions • DOE Funds Certifying Official • Site Office Budget Execution • Oversight of Site Office Purchase Card Program • Facilitation of Funding in Support of Nuclear Physics and FEL Programs • Project Oversight of Laboratory High-Speed Computing- LQCD • Lab contract modification process in STRIPES • Facilitate Laboratory Field Work Proposals • Site Office Web Page Administrator • Site Office Computer Network Administrator • Facilitate Headquarters Disaster Recovery System Project • Recommends assigned DOE directives for incorporation into contracts • Contractor Performance Evaluation • Operational Awareness and Site Oversight 	
<p>*Serves as backup to Dennis Brittin and Monique Perry</p>	