

Facility Representative Program

DOE/DNFSB INTERFACE WORKSHOP

April 3, 2001

STRATEGIC GOAL

**Improve the
Facility Representative Program
and Achieve Continued Excellence
in Facility Review**

Objective 1

Strengthen the network of Facility Representatives

ACTIONS

Process:

- Hold the annual Facility Representative Workshop as a forum for networking - May 2001
- Conduct periodic site visits - Spring/Summer/Fall 2001
- Hold monthly Steering Committee meetings - Ongoing
- Form Facility Representative working groups to resolve issues and achieve improvement - Ongoing

Content:

- Maintain and improve the Facility Representative web site to include bio's - August 2001
- Determine opportunities for improvement to be worked - Ongoing
 - Self assessments
 - Performance indicators

Objective 2

Improve management awareness and use of Facility Representatives

ACTIONS

Process:

- Hold the annual Facility Representative Workshop to share experiences between sites - May 2001
- Disseminate program performance indicators via formal memo to Secretarial Officers - Quarterly
- Communicate through Program Sponsors - Ongoing

Content:

- Sites conduct program self-assessments - every 3 years
- Complete HQ self-assessments - Dec 2000
- Provide line managers accurate objective information as a basis for actions – Ongoing

Objective 3

**Elevate the stature of the Program consistent
with contributions to complex-wide safety**

ACTIONS

Process:

- Continue the Facility Representative of the Year Award to encourage competition in performance excellence - Next award presentation in May 2001
- Communicate through Program Sponsors - Ongoing

Content:

- Revise program standard with strengthened roles and responsibilities - Completed
- Incorporate basic program requirements in Directives system - Completed

Objective 4

Enhance the career progression of the Facility Representatives

ACTIONS

Process:

- Execute a focused core and technical qual training course - May - June 2001
- Encourage Facility Representative participation on ISM Annual Reviews and Operational Readiness Reviews/Readiness Assessments - Ongoing
- Identify ways to better develop management skills for future career opportunities - Ongoing

Content:

- Provide information from former Facility Representatives - May 2001
- Program Offices explore possible detail assignments – 2001