



Department of Energy

Washington, DC 20585

July 17, 2003

The Honorable John T. Conway
Chairman
Defense Nuclear Facilities Safety Board
625 Indiana Avenue, NW, Suite 700
Washington, D.C. 20004-2901

Dear Mr. Chairman:

The purpose of this letter is to report completion of the Department of Energy Quality Assurance Improvement Plan deliverable 1.3.3, which required Environmental Management (EM) to establish oversight schedules, performance measures, and quarterly reports. I have enclosed the EM Headquarters oversight schedule, which includes an assessment of the performance and effectiveness of Field Elements oversight assessment schedules. Oversight assessment is a key component of quality assurance associated with line management responsibility in assuring that our mission is performed in a safe and high quality manner, which accelerates risk based cleanup and closure activities.

Additionally, EM has established performance measures used to report quarterly operational and safety performance to the Under Secretary. The report contains the following measures: 1) Total Recordable Cases and Lost Workday Cases rate (average quarterly and yearly); 2) Annual Occupational Safety and Health Administration (OSHA) Cost Index by Prime contractor; 3) Annual OSHA Cost Index normalized by lowest prime contractor total work hours (every two years); 4) Annual EM Total Lost Work Days; 5) Safety Basis Performance against site schedules (quarterly); and 6) Quarterly contract performance measures.

I know our offices have been working to schedule a mutually convenient time for me to go over the EM Quarterly Report with you. If you have any further questions, please call me or Ms. Sandra Johnson at (202) 586-0651.

Sincerely,

A handwritten signature in black ink that reads "Jessie Hill Roberson".

Jessie Hill Roberson
Assistant Secretary for
Environmental Management

Enclosure

cc: Paul Golan, EM-3
Mark Whitaker, DR-1



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(Enclosure)

**Office of Environmental Management
Oversight/Assessment Schedules**

**Office of Environmental Management (EM) Headquarters
Oversight/Assessment Schedule For 3QFY03 - 1QFY04**

Time Period	Field Element	Areas to be Assessed	Status
3 rd Quarter FY 03	ORO	Phase I ISMS Verification of BJC and Safety Data/Performance Measures	Completed
3 rd Quarter FY 03	Mound	ISMS Review and Safety Data/Performance Measures	Completed
3 rd Quarter FY 03	Fernald	ISMS Review and Safety Data/Performance Measures	Completed
3 rd Quarter FY 03	Nevada	EM-1 Operational Safety Review	Completed
3 rd Quarter FY 03	RL	Criticality Safety Controls	Completed
3 rd Quarter FY 03	LLNL	DWTF DSA and Operational Status	Completed
3 rd Quarter FY 03	ORO	Nuclear Safety Management and Safety Basis Performance/Implementation	Completed
3 rd Quarter FY 03	ORP	WTP Fire Protection (2 month Detail)	On-going
4 th Quarter FY 03	ORO	Phase II ISMS Verification of BJC	Completed
4 th Quarter FY 03	EM Field	Field Office Oversight Assessment performance and effectiveness review	On-Schedule
4 th Quarter FY 03	SR	Safety Basis Performance/Implementation	On-Schedule
4 th Quarter FY 03	RL	Nuclear Safety Management and Safety Basis Performance/Implementation	On-Schedule
4 th Quarter FY 03	ORP	Nuclear Safety Management; Safety Basis Performance/Implementation; Nuclear Safety Standards for WTP	On-Schedule
4 th Quarter FY 03	RL	Senior Management Safety Management Performance Review	On-Schedule
4 th Quarter FY 03	LLNL	Nuclear Safety Management and Safety Basis Performance/Implementation	On-Schedule
4 th Quarter FY 03	LLNL	DWTF Operational Status Review	On-Schedule
4 th Quarter FY 03	Carlsbad	ISM Annual Review	On-Schedule
4 th Quarter FY 03	ORO	Fire Protection Program	On-Schedule
4 th Quarter FY 03	ORO	BJC Nuclear Criticality Program	On-Schedule

4 th Quarter FY 03	Carlsbad	Fire Department Baseline	On-Schedule
4 th Quarter FY 03	Nevada	Nuclear Safety Management and Safety Basis Performance/Implementation	On-Schedule
4 th Quarter FY 03	RL	Criticality Safety Program	On-Schedule
4 th Quarter FY 03	ORO	Nuclear Safety Management and Safety Basis Performance/Implementation	On-Schedule
4 th Quarter FY 03	SR	EM-1 Operational Safety Review	On-Schedule
4 th Quarter FY 03	ID	EM-1 Operational Safety Review	On-Schedule
4 th Quarter FY 03	Mound	EM-1 Operational Safety Review	On-Schedule
4 th Quarter FY 03	Mound	VSS Assessment	On-Schedule
4 th Quarter FY 03	Carlsbad	VSS Assessment	On-Schedule
4 th Quarter FY 03	RL & ORP	VSS Assessment	On-Schedule
4 th Quarter FY 03	SR	VSS Assessment	On-Schedule
4 th Quarter FY 03	ORO	VSS Assessment	On-Schedule
1 st Quarter FY 04	ID	VSS Assessment	On-Schedule
1 st Quarter FY 04	ID	Fire Protection Program	On-Schedule
1 st Quarter FY 04	Carlsbad	Nuclear Safety Management and QA for mobile units	On-Schedule
1 st Quarter FY 04	SR	Admin. Controls Implementation Review	On-Schedule
1 st Quarter FY 04	RL	Safety Data/Performance Measures and Corrective Action Management	On-Schedule
1 st Quarter FY 04	ID	Nuclear Safety Management and Safety Basis Performance/Implementation	On-Schedule
1 st Quarter FY 04	LLNL	UC 609 Maintenance Program Review	On-Schedule
1 st Quarter FY 04	TBD	EM-1 Operational Safety Review	TBD
1 st Quarter FY 04	TBD	EM-1 Operational Safety Review	TBD
1 st Quarter FY 04	TBD	EM-1 Operational Safety Review	TBD