

**U.S. DEPARTMENT OF ENERGY
NATIONAL NUCLEAR SECURITY ADMINISTRATION
NEVADA SITE OFFICE**

MANUAL

NV M 111.XC

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**FUNCTIONS, RESPONSIBILITIES,
AND AUTHORITIES MANUAL**



**INITIATED BY:
Office of Business Affairs**

FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES MANUAL

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1 (and 2)

1. OBJECTIVE. This Manual defines the National Nuclear Security Administration (NNSA) Nevada Site Office (NNSA/NSO) Functions, Responsibilities, and Authorities (FRA) associated with its major organizational elements and position categories. The Manual also incorporates the requirements of the NNSA Functions, Responsibilities, and Authorities Manual (FRAM), the Department of Energy (DOE) corporate FRAM, and the Environmental Management (EM) FRAM. The Office of Business Affairs (OBA) will serve as the Office of Primary Responsibility (OPR).
2. CANCELLATION. NV M 111.XB, FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES MANUAL, dated 7-3-02.
3. APPLICABILITY. This Manual applies to all NNSA/NSO organizational elements.
4. RESPONSIBILITIES. See Chapters II, III, and IV.
5. REFERENCES.
 - a. DOE P 411.1, SAFETY MANAGEMENT FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES POLICY, dated 1-28-97.
 - b. DOE M 411.1-1C, SAFETY MANAGEMENT FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES MANUAL, dated 12-31-03.
 - c. NNSA, SAFETY MANAGEMENT FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES MANUAL, dated 10-15-2003.
 - d. Office of EM, *Safety Management Functions, Responsibilities, and Authorities Manual*, Draft, dated October 1998.
 - e. Circular A76, *Office of Management and Budget*, dated May 2003.
6. CONTACT. Questions concerning this Manual will be directed to OBA at (702) 295-0394.

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CHAPTER I

NNSA/NSO PHILOSOPHY

1. INTRODUCTION.

- a. NNSA/NSO is committed to performing its federal functions safely and with the highest degree of work performance and respect for the environment. The operations office objective is to understand and meet the technically complex needs of its customers while ensuring the protection of workers, the public, and the environment. To accomplish this objective, NNSA/NSO ensures work is properly defined, planned, and executed and trained/experienced federal personnel are knowledgeable of their roles and responsibilities.
- b. This Manual describes NNSA/NSO's overall management approach to performing the management and oversight roles and responsibilities associated with NNSA/NSO operations and serves as a key element of NNSA/NSO's Integrated Safety Management (ISM) System and Quality Assurance (QA) Program (QAP). The Manual integrates field element responsibilities and authorities assigned in the DOE corporate FRAM, NNSA FRAM, and the EM FRA documents. The NNSA/NSO organizational structure, work assignments within that structure, and roles and responsibilities for assigned work scopes are formally defined within the Manual, which also provides a framework for the development of lower-tier documents to describe further roles, responsibilities, and authorities.

2. MANAGEMENT APPROACH.

- a. NNSA/NSO manages the Nevada Test Site (NTS), a unique national asset and the nation's largest expanse of DOE and NNSA land. Surrounded on three sides by the Nellis Air Force Range (also known as the Nellis Test and Training Range), the NTS provides government and private organizations the ability to conduct tests and operations in a safe and secure environment. NNSA/NSO also manages the Remote Sensing Laboratory-West in Las Vegas, Nevada; the Special Technologies Laboratory at Santa Barbara, California; Los Alamos Operations at Los Alamos, New Mexico; and the Remote Sensing Laboratory-East at Andrews Air Force Base, Maryland; and the North Las Vegas Complex. These facilities provide scientific and engineering expertise for activities conducted in support of DOE and NNSA National Laboratories, Emergency Response, Weapons Test and Stockpile

Maintenance Programs. In addition, DOE and NNSA has responsibility for environmental restoration activities at eight off-site locations in five states: Alaska, Colorado, Mississippi, New Mexico, and Nevada.

- b. NNSA/NSO personnel perform activities in support of its current missions: National Security (NS), EM, Technology and Economic Diversification, and NTS Stewardship. With respect to the NS mission, NNSA/NSO provides vital support to the NNSA Stockpile Stewardship Program through the conduct of test readiness activities, i.e., subcritical and other weapons physics experiments; Emergency Management Programs; Work for Others (WFO) NS organizations; and other experimental programs. EM Programs are conducted under NNSA/NSO's cognizance to remediate the environmental legacy of nuclear weapons testing and to dispose safely of low-level waste generated by activities throughout the DOE and NNSA complex. The NNSA/NSO Technology and Economic Diversification initiative supports the traditional and nontraditional Departmental Programs and commercial activities that are compatible with the Stockpile Stewardship Program. Finally, NNSA/NSO seeks to develop long-term strategies that will institutionalize and enhance the experimental complex and ensure NTS land and facilities are managed as a valued national resource.
- c. NNSA/NSO interfaces with a number of entities including DOE and NNSA; the Defense Nuclear Facilities Safety Board (DNFSB); other federal agencies; state regulators in five states; county and local governments; Indian Tribes; and stakeholders. For management of its missions, NNSA/NSO's key interfaces are with NNSA and EM. NNSA/NSO conducts its DNFSB activities in compliance with DOE M 140.1-1B, INTERFACE WITH THE DEFENSE NUCLEAR FACILITIES SAFETY BOARD; and interfaces with other federal agencies and regulatory entities are conducted under the auspices of applicable Memorandum of Agreements (MOA), Memorandum of Understandings (MOU), fiscal year task plans with the applicable agencies, and formal regulatory agreements. Interfaces with county and local governments are coordinated through the Manager's Office, and key stakeholder interfaces are coordinated through the Office of Public Affairs (OPA) and the Community Advisory Board for NTS Programs. Tribal government interfaces are coordinated through the Office of Assistant Manager for Safety and Security Programs (AMSSP).
- d. Because of the diversity of customers including the National Laboratories, federal agencies, universities, and private organizations, NNSA/NSO serves as

the integrator for activities conducted under its purview. This unique federal role provides enhanced flexibility to accomplish the NS and EM missions, while supporting highly sensitive NS customers and their operations.

- e. In accomplishing its mission, NNSA/NSO utilizes a Performance-Based Management Contractor (PBMC) to perform work at its facilities, provide support to users of the NTS, and manage and operate the NTS infrastructure. Other contractors are utilized to provide security services, environmental restoration support, and other mission-related work. Formal direction of contract activities is through NNSA/NSO Contracting Officer for the PBMC and security contractors.
- f. NNSA/NSO utilizes formal work control mechanisms to ensure work is properly screened to determine if it is appropriate for performance under NNSA/NSO's purview; to ensure work is properly planned, risks are analyzed, and risk controls identified; and to ensure work is appropriately authorized and appropriate documentation maintained. Once work is initiated, NNSA/NSO provides oversight commensurate with the inherent risks associated with the work performed. Work is evaluated and measured, and feedback is provided using award fee and performance-based management principles and practices. Input from the National Laboratories is considered in this evaluation and feedback process. Practices that result in key Lessons Learned are reported through the NNSA/NSO's Lesson Learned Program.
- g. NNSA/NSO work requires the effective teaming of diverse federal professionals to accomplish the mission. NNSA/NSO is committed to creating an environment wherein high performance teams and partnerships are empowered to accomplish an objective through the combined talents of the participants. Technical skills are fostered through the Technical Qualification Program (TQP), which provides ongoing training and evaluation to ensure federal staff maintains the highest levels of technical expertise. The Succession Planning Program is another tool utilized by NNSA/NSO to ensure the availability of highly trained professionals for a variety of management, technical, and administrative positions.
- h. Work is assigned throughout the NNSA/NSO organization in accordance with the organizational elements' functional assignments defined in Chapter II. The approved NNSA/NSO organizational structure does not include formally recognized Divisions. However, the term "Office/Division Director" as used in this Manual represents a level of supervision responsible for managing a specific function with an Assistant Manager's (AM) organization. Heads of

organizational elements further distribute work assignments to individual employees. Safety responsibilities of NNSA/NSO management officials and staff are an integral component of each individual's job and cannot be delegated. Authorities, which flow from DOE and NNSA, may be further delegated below the Manager.

- i. The NNSA/NSO organization depends upon a blend of management, technical, and administrative personnel to accomplish its missions through assigned roles.
- j. NNSA/NSO has defined position categories to identifying common responsibilities and authorities throughout the NNSA/NSO organization, which are described in Table 1. The differentiation between Program and Project Manager in Table 1 is associated with the duration of the work scope, i.e., programs continue year after year, whereas projects have a defined beginning and end date. Key responsibilities and authorities assigned to specific position categories are defined in Chapters III and IV. Chapter IV also serves to integrate safety responsibilities and authorities from the DOE corporate FRAM, NNSA FRAM, and the EM FRA documents. Qualification standards for NNSA/NSO position categories are specified in the NNSA/NSO Training Directive. It is the responsibility of the first line supervisor to ensure work is assigned to personnel qualified in applicable position categories based on the nature of the work.
- k. Major changes to the organizational components of the Manual must be approved by the Manager; normal clarifying or refining of duties and responsibilities outlined within the Manual will be changed in accordance with NV M 251.1-1B, NNSA/NV DIRECTIVES SYSTEM MANUAL. OBA will serve as the OPR.
- l. In the event of conflicts between responsibilities and authorities identified in regulations, DOE and NNSA Directives, and the provisions of this Manual, the regulatory DOE and NNSA Directives requirements take precedence. If there are any conflicts between this Manual and other NNSA/NSO Directives, position description, or performance appraisals regarding roles and responsibilities, the provisions of this Manual take precedence.
- m. This Manual, coupled with individual position descriptions and performance appraisals, forms the basis for accountability of all NNSA/NSO employees. Employees are trained on the content of this Manual. Employees are encouraged to identify inconsistencies and/or inaccuracies with this, or any

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other NNSA/NSO Directive, so that they can be addressed by the appropriate OPR(s). This will provide the feedback necessary to strive for continuous improvement in our NNSA/NSO management systems.

TABLE 1—NNSA/NSO POSITION CATEGORIES

<p><u>Manager and AMs.</u></p>	<p>Senior Managers are responsible for developing the overall mission; establishing broad priorities; providing technical direction; preparing and defending the mission budget; integrating all components of the mission; providing liaison with management, DOE and NNSA, and the public; and retaining overall accountability for safe delivery of all products associated with the mission. Some of these Senior Managers are formally designated by the Manager as a "Program Manager" as defined by the Procurement Integrity Act definition of a "Program Manager." This formal designation has no relationship to the term as it is used below and any other place in this document as a NNSA/NSO position category nor does it have any relation to the Office of Personnel Management (OPM) position classification: Series 340—Program Manager.</p>
<p><u>Contracting Officer Representatives (COR).</u></p>	<p>A COR is an individual appointed by the Contracting Officer to act as an authorized representative for such functions as technical monitoring, inspection, and other functions of a more technical nature not involving a change in the scope, terms, and conditions of the contract. The contractor must comply with written direction provided by the COR, that does not change the scope, terms, and conditions of the contract.</p>
<p><u>Office/Division Director.</u></p>	<p>Office/Division Directors are responsible for ensuring assigned programs/projects are properly planned, executed, and evaluated; ensuring the quality and effectiveness of assigned functions; and for ensuring qualifications of assigned personnel. The Office/Division Directors are responsible for establishing priorities, setting goals, and providing overall strategic and technical direction; ensuring availability of human and budgetary resources; negotiating and reconciling conflicting or competing requirements and/or priorities within the assigned projects and functions; and ensuring work is performed safely. Office/Division Directors must coordinate and integrate the efforts of Program/Project Managers, Task Managers, Functional Managers, Facility Representatives (FR), and Subject Matter Experts (SME) that report to them.</p>

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TABLE 1—NNSA/NSO POSITION CATEGORIES

<u>Program/Project Manager.</u>	An NNSA/NSO employee, formally designated by an AM or Office/Division Director, who is assigned program/project management responsibilities for a defined work scope. The Program/Project Manager is the single Point of Contact (POC) for management and oversight of the work scope and in this role is accountable for ensuring an adequately defined work scope, cost, schedule, and for monitoring contractor performance. The Program/Project Manager is responsible for ensuring adequate planning and organizing, directing, controlling, and reporting of all activities within the assigned scope of work has been accomplished to provide a defined product(s) in a safe manner. Program/Project Managers may reside in any of the AM organizations. Neither Program Manager nor Project Manager responsibilities are further delegable. For DOE O 413.3 projects, the title Federal Project Director (FPD) is used, and designation is by the Manager or Headquarters Acquisition Executive. Refer to NV O 413.X.
<u>Task Manager.</u>	An NNSA/NSO employee, formally designated by an Office/Division Director, who is responsible for oversight of specific tasks within a program/project to ensure compliance with approved plans. The Task Manager is accountable to the Director for providing appropriate support to designated Program/Project Managers. The Task Manager is responsible for monitoring performance in accordance with approved plans, notifying the Program/Project Manager of deviancies from plans and unsafe conditions, and providing recommendations to the Program/Project Manager to ensure the delivery of specific project deliverables.
<u>Functional Manager.</u>	An NNSA/NSO employee, formally designated by an Office/Division Director, who is assigned the responsibility to monitor the performance of a function(s) that supports multiple NNSA/NSO missions/programs/projects. The Functional Manager has no responsibility for the contractor's/user's development of cost, scope, or schedule. However, the Functional Manager ensures assigned functions does satisfy defined requirements and are performed in a manner that adequately controls associated risks.
<u>Facility Representative.</u>	NNSA/NSO personnel designated by the Manager. The FR is assigned to monitor the performance of facility operations from an Environment, Safety, and Health (ES&H) perspective. In particular, FRs provide day-to-day oversight of contractor operations at the NNSA/NSO facilities so that senior staff, technical SMEs, and designated Managers have accurate and up-to-date information on safe work performance. FRs assist in the development and implementation of Validation/Assessment (VIA) Plans. They provide an on-site presence and maintain a constant vigil on operations to ensure hazard controls are functioning as planned and work is being performed safely. FRs maintain stop work authority, as necessary, to protect the health and safety of workers and the public, to protect the environment, or to protect the facility and equipment.

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TABLE 1—NNSA/NSO POSITION CATEGORIES

<u>Subject Matter Expert.</u>	An NNSA/NSO support staff employee, who by virtue of a combination of education, training, and experience, possesses knowledge and skills in a particular field/discipline sufficient to provide Managers with sound advice and direction relating to their area of expertise. SMEs are formally designated by the applicable Office/Division Director with responsibility for the area of expertise.
<u>Administrative Staff.</u>	NNSA/NSO employees providing clerical and administrative support to the organization.

(NOTE: The term Program Manager is used in this Manual to establish an overall NNSA/NSO management system and has no association with the OPM position classification, "Series 340—Program Manager.")

3. DELEGATION OF AUTHORITY.

- a. The NNSA Administrator is the source for all NNSA authority and may delegate that authority throughout DOE and NNSA. The Cognizant Secretarial Office (CSO) of the NNSA Program Office delegates NNSA/NSO operating authority to the Manager, who in turn, delegates operating authority to the AMs of NNSA/NSO organizational elements. Authority may be delegated by DOE and NNSA Directives, mission statements, position descriptions, and FRA memorandums.
- b. The following restrictions apply to the NNSA/NSO delegation of authority:
 - (1) All delegations must be in writing, which must be provided to the designee. This document will establish a clear understanding between the delegating authority and the designee of the specific function delegated and all circumstances under which the authority may be exercised including any restrictions or prohibitions related to further delegation.
 - (2) The delegation may be rescinded by the delegating authority in writing at any time.
 - (3) Permanent delegations remain in effect until rescinded in writing by the delegating official. Temporary delegations will specify when authority is to be terminated.

(4) Any time an NNSA/NSO signature is required, the signing official will have written authority.

4. **WORK CONTROL.** Those activities that define and shape the missions of the Department, such as the development of strategic plans, budget execution plans, and safety policies and requirements, are considered direction. The five core management functions, together with corporate direction, define the necessary structure for any work activity that could impact the Department. The degree of rigor in addressing these functions will vary based on the work activity and the risks involved. Collectively, execution of NNSA/NSO's system of Directives will provide reasonable assurance that work will be effectively controlled (see Figure 1).

NNSA/NSO MANAGEMENT FUNCTIONS

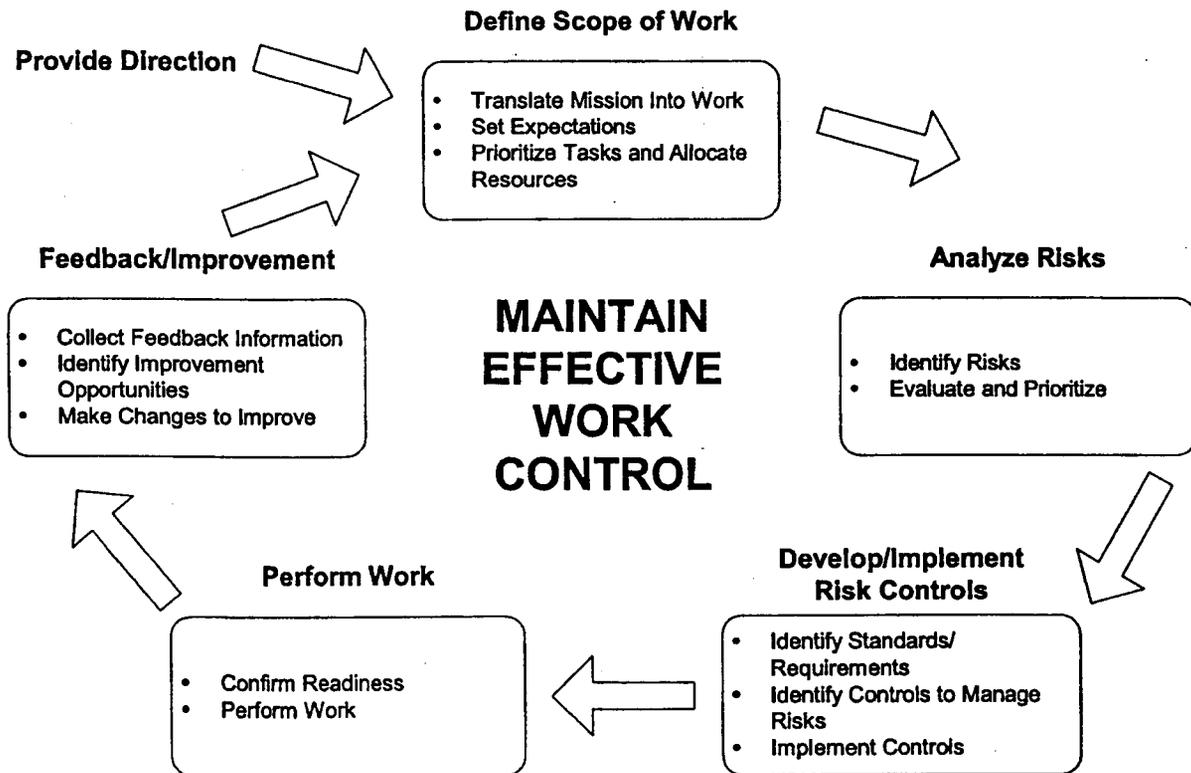


FIGURE 1

CHAPTER II

NNSA/NSO ORGANIZATIONAL MANUAL
FUNCTIONAL ASSIGNMENTS

1. OFFICE OF THE MANAGER.

a. Mission.

- (1) The role of the Office of the Manager is to ensure assigned NNSA/NSO missions are successfully accomplished in a manner that protects the health and safety of workers, the public, and the environment; and promotes public trust. NNSA/NSO's five current missions are:
 - (a) National Security.
 - (b) Environmental Management.
 - (c) Technology and Economic Diversification.
 - (d) Energy Efficiency and Renewable Energy.
 - (e) Stewardship of the NTS.
- (2) The NNSA/NSO organizational structure to accomplish these missions is depicted in Figure 2.

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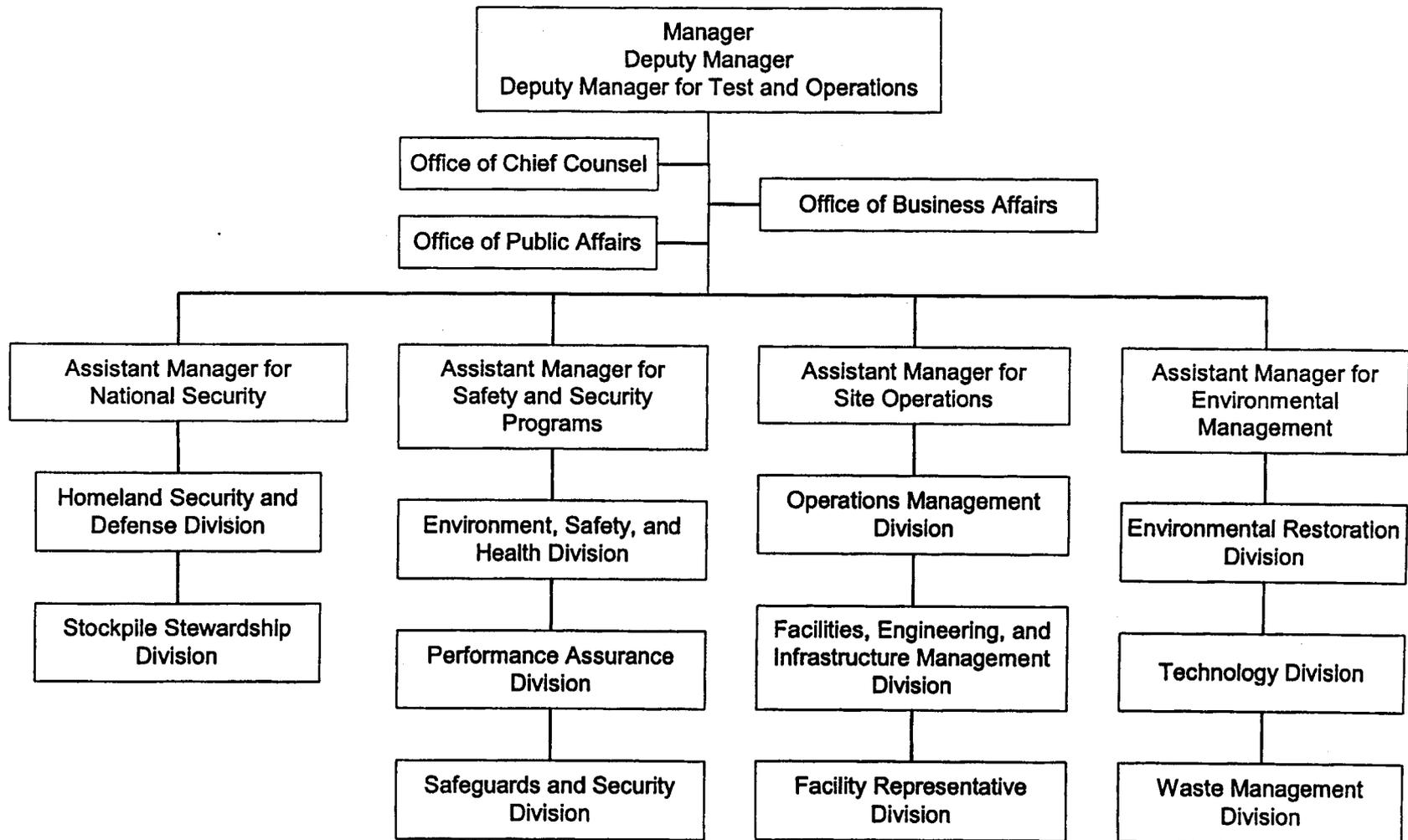


FIGURE 2

- b. Components. The Office of the Manager is comprised of the Manager, Deputy Manager, Deputy Manager for Test and Operations, Office of Chief Counsel (OCC), OPA, and OBA.
- c. Functions.
 - (1) Manager. The Manager provides executive direction of program, project, and administrative functions and activities assigned to NNSA/NSO.
 - (a) Approves nuclear facility Safety Basis (SB) documentation as delegated by NNSA or DOE. When the approval authority is not delegated, the Manager and staff serve in a support role to NNSA processes. This SB documentation includes:
 - 1 Nuclear and radiological facility hazard categorization level performed per DOE-STD-1027-92.
 - 2 Documented Safety Analysis (DSA) pursuant to Title 10 Code of Federal Regulations (CFR), Part 830.202(c)(2), Preliminary DSA (PDSA) pursuant to 10 CFR 830.206(b)(2), and NNSA/NSO issued Safety Evaluation Reports (SER) for nuclear facilities.
 - 3 Technical Safety Requirements (TSR) pursuant to 10 CFR 830.205(a)(2) for nuclear facilities.
 - 4 Access Authorizations for Category 1 and 2 nuclear facilities pursuant to DOE M 411.1-1C, Section 9.4.1.
 - (b) Approves startup and restart of nuclear facilities pursuant to DOE O 425.1C as delegated by NNSA or DOE. This includes Plans of Action (POA) for both contractor and NNSA/NSO readiness reviews.
 - (c) Approves startup and restart of radiological facilities where deemed appropriate.
 - (d) Appoints SB Review Team (SBRT) and Readiness Review Team Leaders as recommended by AMSSP.

- (e) Approves contractor Unreviewed Safety Question (USQ) procedures pursuant to 10 CFR 830.203.
 - (f) Approves contractor positive USQ Determinations (USQD) pursuant to 10 CFR 830.203(e) and 203(g)(4).
 - (g) Concurs and transmits to NNSA or nuclear facility alternative safety analysis methodology pursuant to 10 CFR 830.204(a).
 - (h) Approves startup and restart of hazardous nonnuclear facilities where deemed appropriate.
 - (i) Approves the QAP for NNSA/NSO and contractors per 10 CFR 830, Subpart A.
- (2) Deputy Manager. The Deputy Manager assists the Manager in the executive direction of program, project, and administrative functions and activities assigned to NNSA/NSO.
- (3) Deputy Manager for Test and Operations. The Deputy Manager for Test and Operations serves as the Senior Manager for operations at the NTS and ensures overall integration among all NTS field operations.
- (4) Office of Chief Counsel. OCC performs the following functions:
- (a) Legal Advice. Provides legal review and advice on matters of legal significance arising in areas including, but not limited to, NS, nuclear safety, contracts, environment, etc.
 - (b) Litigation and Claims Management. Takes legal action on claims, litigation, and administrative proceedings. Monitors and approves outside counsel billings. Reviews and/or approves claims. Represents NNSA/NSO management in litigation and administrative proceedings.
 - (c) Preparation of Legislative Material. Prepares or coordinates review of legislative material.
 - (d) Legal Library. Maintains legal library resources for NNSA/NSO use.

- (e) Ethics and Financial Disclosure Reporting. Distributes financial disclosure reporting documents and information. Reviews financial submissions. Provides ethics advice.
- (5) Office of Public Affairs. OPA performs the following functions:
- (a) News and Public Media Interface and Coordination. Produces news releases, newsletters, fact sheets, and biographies; coordinates advertising, news monitoring, news dissemination, and video/film production. Serves as the primary interface for media and public inquiries related to NNSA programs and activities. Coordinates responses to media and public with appropriate NNSA program element.
 - (b) Education Outreach Program. Coordinates NNSA/NSO's efforts in science and mathematics education through Science Now, Science Bowl, JASON, Professional and Youth Building a Commitment, Solar Sprint, etc.
 - (c) Community Outreach Program. Coordinates NNSA/NSO's community outreach efforts in conducting public meetings, input into the Equipment Loan Program, the NNSA/NSO Speakers' Bureau, etc.
 - (d) Freedom of Information Act Program. Provides for the release of government records to the public. Freedom of Information Act requests pertaining to intelligence and intelligence-related activities are coordinated through the Nevada Intelligence Center (NVIC).
 - (e) Privacy Act Program. Provides employees' personal information maintained by NNSA/NSO and predecessors, e.g., Dosimetry Research Project.
 - (f) Facility and Site Tours Program. Coordinates public and programmatic visits and tours to the NTS and other facilities and sites. Facility and site tours involving members of the Intelligence Community (as visitors or briefers) are coordinated through NVIC. Coordinates visits and tours to the NTS and to those facilities with the appropriate NNSA Program Office and the FR for those facilities that have an assigned FR.

- (g) Nuclear Testing Archives. Manages the nuclear weapons testing document collection and provides copies to requesters.
 - (h) Public Reading Room. Manages the Public Reading Room facility and provides recently released government reports and records to the public.
 - (i) Governmental Affairs. Coordinates governmental and intergovernmental affairs for NNSA between local, county, state, and Congressional offices.
- (6) Office of Business Affairs. The OBA performs the following functions:
- (a) Management and oversight of functional responsibilities of OBA.
 - (b) Contracting Officer responsibilities for major NNSA/NSO contractors.
 - (c) Management Control Action Officer. Ensures adequacy and accuracy of the Financial Manager's Report to the Secretary.
 - (d) Budget Management.
 - 1 Budget Planning and Formulation. Develops and issues budget guidance and calls; prepares and submits quality budget materials; and conducts budget validations.
 - 2 Budget Execution. Develops and manages an administrative control of funds system to ensure compliance with Anti-Deficiency Statutes and Appropriations Act limitations; develops and manages a funds distribution system for allocating resources; and coordinates budget requests, reprogramming, and other funding adjustment actions.
 - 3 Project Control System. Manages and maintains a project control system, which includes a cost/schedule monitoring component.
 - 4 Work Authorization and Control System. Provides direction for initiation of programmatic scope of work.
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- 5 Program Support. Provides program budget and cost reporting. Recommends reallocation of available resources based on project requirements.
- 6 Multi-Year Planning Coordination. Coordinates the development of programmatic or office-wide plans used to develop the NNSA/NSO Strategic Plan and budget formulation.
- 7 Inspector General (IG) and General Accounting Office (GAO) Coordination. Coordinates IG and GAO requests for financial information, interviews, and report review in accordance with DOE or NNSA Policy. Coordinates the review of financial statements with the IG and Certified Public Accounting firms contracted with DOE or NNSA.
- 8 Integrated Management Schedule. Maintains the NNSA/NSO Integrated Management Schedule and issues notices and calls regarding the initiation/completion of activities identified within the schedule.
- 9 Indirect Cost Management. Prepares and updates five-year reports of contractor indirect costs. Coordinates and reviews the NNSA/NSO submission of Functional Indirect Cost information to DOE or NNSA. Reviews and approves contractor indirect cost rates. Reviews and analyzes indirect pool variances.
- 10 Contractor Financial Liaison. Conducts financial liaison activities with contractors to transmit guidance and direction, exchange information, and resolve issues in a timely manner. Attends weekly and monthly financial steering meetings to discuss financial issues and potential resolutions.
- 11 Budget Interface. Coordinates with the NNSA Service Center (NNSA/SC) BRMD to ensure the Funds Control Distribution System interfaces with the departmental accounting system.
- 12 NNSA/SC Liaison. Provides coordination and liaison with NNSA/SC on financial systems support, travel, and payment processing.

(e) Contract Administration.

- 1 Performance-Based Management Contract Administration. Ensures proper administration to include negotiation of award or incentive fees; development of annual performance measures and scorecards; periodic assessment of accomplishment of performance measures, changes to scope, terms, conditions, funding modifications, and communication of issues requiring coordination between NNSA/NSO and the contractor. Includes the development and maintenance of Management and Operating (M&O) and site-specific non-M&O Contract Management Plans. Efforts also include maintaining qualified Contracting Officers and CORs to provide support to the Site Office Manager in the administration of the contract. Ensures adequate M&O contractor self-appraisal plans are in place, such as Performance Objectives Matrix. In addition, oversees the administration of those contracts/actions assigned to the M&O to administration and payment.
- 2 MOU or MOA. Coordinates and assists program offices with the establishment of MOUs and MOAs.
- 3 WFO Program Administration. Develops and implements procedures for the review, acceptance, authorization, and monitoring of WFO that are consistent with DOE and NNSA Policies and procedures; coordinates scope of work estimates; and develops and manages the proposed work review and acceptance process including assessing field performance and effectiveness of local WFO processes using the Balanced Scorecard Compliance Program performance objectives, measures, and expectations; and subsequent improvements and/or additional requirements, as appropriate. Acts as focal point for WFO program-related issues. Develops and implements management systems to ensure effective administration of the process.
- 4 NNSA/SC Liaison. Provides coordination and liaison with the NNSA/SC Office of Business Services (OBS) on acquisition, financial assistance and M&O contract support.

- (f) Information Technology/Information Management.
- 1 Computing Resources. Provides NNSA/NSO employees with the capability to acquire, share, protect, disseminate, and store readily the electronic information needed to accomplish their jobs successfully. Designs and implements, through appropriate resources, intelligent and cost-effective technology solutions for NNSA/NSO's information needs. Develops and implements plans for the acquisition, management, and utilization of computing equipment, networks, software, and related services for NNSA/NSO and provides oversight of contractor activities.
 - 2 Telecommunications. Administers voice, data, video, image, and scientific cable activities at NNSA/NSO; use of secure and nonsecure telephones; and coordinates use of radio frequencies. Coordinates installation and access to intelligence-related communication capabilities through NVIC.
 - 3 Records Management Program. Coordinates, plans, and executes the NNSA/NSO Records Management Program. Ensures effective use, retention, disposition, and retirement of official NNSA/NSO files and records.
 - 4 Directives Management Program. Coordinates, plans, and executes the NNSA/NSO Directives Management Program. Oversees contractor functions in the Directives Management Center.
 - 5 Printing and Reproduction Coordination. Manages the Printing and Reproduction Program. Oversees contractor-operated printing and reproduction functions.
 - 6 Mail Services and Distribution. Provides comprehensive mail services including express mail shipments and internal distribution of mail. Processing includes classified documents.
 - 7 Word Processing Center. Provides word processing service within the Word Processing Center and support service at satellite locations. Includes word processing support for classified and unclassified document material.

- 8** Forms Management Program. Provides the ordering, stocking, and distribution of Standard, Optional, DOE, NNSA, and local forms. Reviews, analyzes, and recommends approval of new and revised NNSA/NSO forms.
 - 9** NNSA/SC Liaison. Provides coordination and liaison with the NNSA/SC Office of Federal Services (OFS) on information technology and information management.
- (g) Human Capital Management.
- 1** Organization Change Control. Develops and retains supporting documentation for organizational structure changes. Coordinates approval and implementation of changes as they relate to the FRAM.
 - 2** Human Resources. Advises management on appropriate staffing process. Provides advice to management in the description of positions, establishing title, series, grade, and pay. Provides recruitment and staffing advisory services to management and guidance on the application process to prospective job candidates. Tracks and reports organizational and contractor manpower utilization.
 - 3** Federal Employee Performance Management and Recognition Program. Administers the organization's Performance Management and Recognition Program. Provides advice to management in the establishment of effective work plans, as well as provide advice to management and employees on the program requirements.
 - 4** Federal Employee Relations Program. Provides advisory services to management and employees on workplace discipline and the administrative grievance process including performance and leave abuse issues. Coordinates contact with the Employee Assistance Program for management and employees. Coordinates with NNSA/SC for mediation services when necessary to resolve conflicts.

- 5 Employee Training and Development. Administers the organization's Training Programs; implements Training Qualifications Programs; and performs oversight of Contractor Training Programs with enhanced focus on compliance requirements training.
 - 6 Equal Employment Opportunity/Diversity Management. Develops and implements diversity management and the special emphasis programs.
 - 7 NNSA/SC Liaison. Provides coordination and liaison with NNSA/SC OFS on human resources, and training and development.
- (h) Personal Property.
- 1 Contractor Personal Property Management. Provides Functional Manager and Real Estate/Operations Permit (REOP) assessments of contractor personal property management and ISM implementation. Ensures NNSA/NSO's contractor personal property management operations are efficiently utilized and maintained to satisfy federal DOE and NNSA regulatory mandates, contract requirements, and satisfy customer needs. Provides guidance and direction to NNSA/NSO contractors through interpretation of federal DOE and NNSA Directives and requirements. Provides oversight for contractors through implementation of the Objectives Matrix Program. This oversight is achieved through continued operational awareness, feedback, application of Lessons Learned, and the development of a close working partnership. Provides personal property task plan guidance to the PBMC. Interfaces with all users of NNSA/NSO contractor personal property services to provide a forum for feedback and understanding of property issues.
 - 2 NNSA/SC Liaison. Provides coordination and liaison with NNSA/SC OBS on personal property support.

2. ASSISTANT MANAGER FOR NATIONAL SECURITY (AMNS).

a. **Mission.** AMNS ensures assigned missions are accomplished in a manner that protects the health and safety of workers, the public, and the environment; and promotes public trust. AMNS provides the programmatic direction and technical project management necessary to:

- (1) Maintain nuclear test resumption capability.
- (2) Support field experiments gathering stockpile related physics data.
- (3) Oversee the Device Assembly Facility (DAF), the U1a Complex, the Big Explosive Experimental Facility (BEEF), the Joint Actinide Shock Physics Experimental Research (JASPER) Facility, Nevada Energetic Materials Operations Facility (NEMOF), Augmented Test Logistics Assembly System (ATLAS), the Hazardous Materials Spill Center (HSC), Remote Sensing Laboratories, and Special Technology Laboratory (STL).
- (4) Manage key elements of national nuclear emergency response.
- (5) Host Department of Defense (DoD) and Defense Threat Reduction Agency (DTRA) special projects, and other WFO projects.
- (6) Provide federal presence, intelligence support, and oversight to NTS programmatic and operational activities including Test Controller and Hazardous Operations Controller (HOC) programs.
- (7) Maintain and operate the National Center for Combating Terrorism.

b. **Components.** The Office of AMNS is comprised of NVIC and two divisions: Stockpile Stewardship Division (STD) and Homeland Security and Defense Division (HSDD).

c. **Functions.**

- (1) **Office of AMNS.** The Office of AMNS performs the following functions:
 - (a) Oversight of functional responsibilities of AMNS.
 - (b) Oversight of the Nevada Work Smart Standards (NV-WSS) process.

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- (c) Management and oversight of intelligence activities including the federal Field Intelligence Element (FIE), foreign intelligence, intelligence collection management, intelligence security, and intelligence education and training.
 - (d) Program administration, intergovernmental coordination, and day-to-day operations of the National Center for Combating Terrorism.
 - (e) Crosscutting activities including development of programmatic budgets and strategic planning.
 - (f) DNFSB coordination.
- (2) Stockpile Stewardship Division. STD performs the following functions:
- (a) Stockpile Stewardship Program. Provides programmatic Management for Stockpile Stewardship projects and facilities assigned to NNSA/NSO including the DAF, U1a, BEEF, JASPER, ATLAS, G-Tunnel, NEMOF, and for the transition of TA-18 missions from Los Alamos to the DAF at the NTS.
 - (b) Subcritical and High Explosive (HE) Experiments and Other Stockpile Stewardship Program Work. Ensures contractor work associated with subcritical and HE experiments and other related Stockpile Stewardship Program work is defined, meets user laboratory requirements, complies with the principles of ISM, and meets all applicable DOE and NNSA regulatory requirements.
 - (c) Test Readiness Program. Manages test readiness activities related to the five Major Technical Emphasis Areas defined as: Planning; Authorization Basis; Training and Diagnostics; Facilities and Heavy Equipment; and Operations with the objective to transition from the current 24- to 36-month nuclear test readiness posture to an 18-month posture by September 30, 2005. Manages the work associated with the four principal participating scientific and technical organizations: Los Alamos National Laboratory; Lawrence Livermore National Laboratory; Sandia National Laboratories; and Bechtel Nevada. Ensures overall planning and integration; monitors project execution at a high level for each organization; participates in a formal change control process; and tracks and reports performance.

- (d) Disposition of a Nuclear or Radiological Device at the NTS. Program management for the receipt, staging, assessment, disassembly, and/or destruction of a nuclear or radiological device at the NTS. Under guidance of the policy letter from the Deputy Administrator for Defense Programs (NA-10), dated 10-25-99, and the Service Level Agreement between NNSA/SC and NNSA/NSO, the NTS can be the location for the disposition of a damaged United States nuclear weapon, an improvised nuclear device or a radiological dispersal device.
- (e) Programmatic Construction Activities. Manages and/or oversees all programmatic construction activities and associated REOPs.
- (f) DNFSB Coordination. Provides NNSA/NSO a single POC for interactions with DNFSB personnel regarding Defense Programs Nuclear Facilities and NNSA/NSO activities of interest to the DNFSB. Provides technical expertise to AMNS and the NNSA/NSO Management Team in coordinating DNFSB activities.
- (g) Nuclear Explosive Safety (NES). Provides a NES Program Manager who in support of NES activities for NNSA/NSO and its customers, performs Nuclear Explosives Safety Studies on operations and facilities involving the use of Special Nuclear Material (SNM). Provides reciprocal support to NNSA/SC
- (h) Subcritical Experiment (SCE) SER. STD establishes and chairs the PDSA Review Team for SCEs (if a PDSA is submitted to NNSA/NSO for review and approval) and the DSA Review Team that provides expert technical and safety review for all SCEs. (The Review Teams will also include appropriately qualified SMEs provided by the Performance Assurance Division [PAD].) The chairperson will be responsible for the development of the SER, and for preparation of the final recommendation of approval/nonapproval to the Manager.
- (i) HOC Program. Manages and administers the HOC Program for NNSA/NSO and assigns an HOC for applicable operations.

- (3) Homeland Security and Defense Division. HSDD performs the following functions:
- (a) Combating Terrorism Program. Support of the Department and other agencies in the execution of their antiterrorism commitments. These efforts include serving as the NNSA Managers and providing oversight for the National Center for Combating Terrorism, Counterterrorism Operations Support, Counterterrorism Technologies, Counterterrorism Test and Evaluation, DTRA Hardened and Buried Target projects, Civil/Military WFO, and Special Nuclear Projects. Oversees the Test and Evaluation Center for the Department of Homeland Security (DHS), and manages the HSC with its applications to chemical spill test and evaluation and counterterrorism systems development and training. Supports the efforts of the Defense Nuclear Nonproliferation in their nonproliferation role of dealing with foreign radiological sources. Provides support to the Department of State in an advisory capacity for the response to radiological incidents overseas.
 - (b) NS Response Program. Management of NS Response through the execution of Consequence Management, Crisis Response, and the development of Counterterrorism Technologies and Special Programs, Nonproliferation Technology, and Test and Evaluation Technologies. Manages the assets and deploys in support of the DHS for all radiological consequence management responses, and is the national responder for the search component of the Nuclear Emergency Support Team for DHS.
 - (c) Work for Others. Manages all DoD Demilitarization Programs conducted at the NTS. Coordinates and oversees DTRA projects. Coordinates and oversees all DoD conventional weapons tests carried out at the NTS. Coordinates and oversees other assigned defense/NS project activities on the NTS such as NTS imaging, chemical/biological projects, military training, or special projects. Oversees commercial and special WFO projects as assigned. Manages the applied technology equipment development at the Remote Sensing Laboratory-West and at the STL. All intelligence and intelligence-related WFO including imaging of the NTS, is coordinated through NVIC.

- (d) Aviation Management. Management, safety, and oversight of all NNSA/NSO and Office of Repository Development aviation assets and their operations. Utilizes input from the NNSA/NSO Aviation Safety Officer to evaluate the overall Aviation Program and provide technical direction when needed. Coordinates intelligence activities through NVIC.
 - (e) Communications. Maintains the emergency communications network for DOE for NNSA/SO. Develops and installs communication walls for emergency operations centers for the Office of Intelligence (IN-1).
- (6) Nevada Intelligence Center. As the only federal DOE or NNSA FIE, NVIC is an extension of IN-1 and is responsible for the following functions:
- (a) Intelligence Oversight. Serves as the Departmental Senior Intelligence Officer's (SIO) representative for oversight of intelligence and intelligence-related activities (including intelligence-related WFO) under the purview of NNSA/NSO at the NTS and DOE-sponsored intelligence and intelligence-related activities at the Tonopah Test Range (TTR). As such, the FIE Director has direct reporting authority to the Manager and the SIO. Implements Executive Order 12333, Presidential Decision Directive 61, and applicable Director of Central Intelligence Directives (DCID).
 - (b) Intelligence Collection Management. In consonance with agreements among NNSA/NSO, the United States Air Force, and DOE and NNSA, coordinates any Intelligence Community collection activities involving the NTS- and DOE-sponsored intelligence and intelligence-related activities at the TTR. Coordinates all imagery, Signals Intelligence, Measurement and Signature Intelligence, etc., with all relevant organizations to ensure proper deconfliction. Ensures DOE, NNSA, and NNSA/NSO management is cognizant of intelligence activities within their respective jurisdictions.
 - (c) Foreign Intelligence. Provides research and analysis resources for NNSA/NSO foreign intelligence consumers. Maintains connectivity with national-level Intelligence Community databases providing current information on a variety of topics applicable to the NNSA/NSO mission.

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- (d) Counterintelligence Program. Accommodates the local representatives of the Office of Counterintelligence and supports their activities in so far as access to foreign intelligence and analysis collaboration is involved.
- (e) Intelligence Security. In accordance with DCID, DOE, and NNSA procedures for Sensitive Compartmented Information (SCI) Facilities (SCIF), manages and operates the NNSA/NSO federal SCIF. Controls, processes, and protects classified foreign intelligence information. Manages and ensures proper operation of communications security, computer security, SCI couriers, SCI clearances, and SCI Security Awareness Programs.
- (f) Intelligence Education and Training Program. Plans and executes the DOE and NNSA Underground Nuclear Weapons Testing Orientation Program for the benefit of the United States arms control, intelligence, and nonproliferation communities. Provides additional NTS orientation tours as requested by the Intelligence Community. In coordination with IN-1, facilitates professional intelligence training for qualified NNSA/NSO staff at Intelligence Community training facilities in the Washington, D.C., area. Conducts Executive Order 12333 and DOE and NNSA procedures for intelligence activities training as prescribed by DOE and NNSA regulations.

3. ASSISTANT MANAGER FOR ENVIRONMENTAL MANAGEMENT (AMEM).

- a. Mission. The role of AMEM is to ensure assigned missions are successfully accomplished in a manner that protects the health and safety of workers, the public, and the environment; and promotes public trust. AMEM provides the programmatic and technical project management necessary to:
 - (1) Conduct environmental restoration project work including all investigation, assessment, and Corrective Action (CA) work in accordance with required regulatory parameters.
 - (2) Manage staged, stored, treated, and disposed waste in accordance with required regulatory parameters.
 - (3) Manage environmental technology development and deployment activities.

- (4) Provide federal oversight of contractor efforts for the Marshall Islands Programs.
 - (5) Manage the NNSA/NSO Transportation Program.
 - (6) Manage the NNSA/NSO Resource Conservation and Recovery Act (RCRA) Program.
- b. Components. The Office of AMEM is comprised of a Senior Laboratory Advisor, the Environmental Restoration Division (ERD), the Waste Management Division (WMD), and the Technology Division (TD).
- c. Functions.
- (1) Office of AMEM. The Office of AMEM provides the following functions:
 - Laboratory Advisor. Provides senior-level guidance and advice for the NNSA/NSO EM Program pertaining to issues such as hydrologic modeling, Performance Assessment (PA) criteria, integrated closure cap design, monitoring, transportation, and regulatory interfaces.
 - (2) Environmental Restoration Division. ERD performs the following functions:
 - (a) Federal Facilities Agreement and Consent Order (FFACO). Manages the FFACO, which defines the regulatory requirements and CA strategies for NNSA/NSO environmental restoration responsibilities within the state of Nevada.
 - (b) Underground Test Area (UGTA) Project. Manages the UGTA project to model and monitor the effects of historical underground nuclear testing on and around the NTS.
 - (c) Soils Project. Manages the Soils Project to assess and perform applicable CAs for contaminated surface and near-surface soils on and off the NTS.
 - (d) Industrial Sites Project. Manages the Industrial Sites Project to assess and perform applicable CAs for abandoned industrial-type contaminated sites and facilities on the NTS and TTR.

- (e) Off-Sites Project. Manages the Off-Sites Project to assess and perform applicable CAs for non-NTS underground nuclear testing locations in Alaska, Colorado, Mississippi, Nevada, and New Mexico.
- (3) Waste Management Division. WMD performs the following functions:
- (a) Federal Facility Compliance Act Consent Order (FFCAct), Mutual Consent Agreement (MCA), and Site Treatment Plan (STP). Manages the FFCAct, MCA, and STP that define regulatory requirements associated with NNSA/NSO waste management activities.
 - (b) Low-Level Waste Project. Manages low-level waste disposal facilities at the NTS for approved generators.
 - (c) Transuranic Waste (TRU) Project. Manages the storage, characterization, and shipment of legacy TRU off-site to the Waste Isolation Pilot Plant.
 - (d) Mixed Waste Project. Manages the storage, characterization, treatment, and disposal of low-level mixed waste in accordance with required regulatory activities; and manages and maintains the NTS RCRA Part B Permit.
 - (e) Solid Waste Project. Manages the disposal of solid and hazardous waste for NNSA/NSO activities.
 - (f) Radioactive Waste Acceptance Program (RWAP). Manages the RWAP to ensure waste generators develop and maintain a Compliant Program when shipping low-level and mixed radioactive waste to the NTS for disposal.
 - (g) NNSA/NSO RCRA Program. Manages the NNSA/NSO RCRA Oversight Program and coordinates NNSA/NSO RCRA Hazardous Waste Permit activities including maintenance of the Hazardous Waste Permit.
 - (h) NNSA/NSO Transportation Program. Manages the NNSA/NSO Transportation Program including traffic management, packaging, transportation of waste, and coordination with DOE and NNSA transportation initiatives. WMD is responsible for transportation

safety programmatic oversight. Additionally the NNSA/NSO onsite transfer of hazardous materials or materials of NS interest and the NNSA/NSO responsible onsite portions of the Office of Secure Transportation, Transportation Safeguards System, shipments that originate or terminate on the NTS are also within the purview of the WMD.

- (i) **Radioactive Waste Management Basis.** Provides for the establishment, implementation, and maintenance of the integrated Solid Waste Radioactive Waste Management Program and program oversight. WMD also approves Radioactive Waste Information Documents (RWID) for applicable radioactive waste activities, approves requests for exemption from specific processes or elements within the RWID, manages the PAs and CAs effort, and provides technical expertise in the management of disposal operations for the DOE complex including disposal of Waste With No Identified Path to Disposal.
- (4) **Technology Division.** TD performs the following functions:
- (a) **EM Program Integration.** Responsible for all crosscutting activities associated with NNSA/NSO EM Program functions including strategic planning, scope, cost, and schedule development; project control; performance reporting; health and safety; QA; technical and regulatory support; long term stewardship planning; and management of agreements and grants. Also oversees the Pollution Prevention Program.
 - (b) **Public Accountability.** Manages activities for the NNSA/NSO EM Program; provides guidance and advice to the Community Advisory Board to the NTS EM Program; and coordinates stakeholder meetings with state and local agencies, the public, and other interested groups.
 - (c) **EM Technology Development.** Manages the effort to investigate, demonstrate, and deploy innovative technologies that have the potential to provide more effective or cost efficient methods for environmental restoration and waste management activities.

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- (d) Advanced Monitoring Systems Initiative. Manage the effort to develop state-of-the-art microtechnology sensor systems for remote monitoring, with integration of the detection, data collection, communication, and display capability.
- (e) Nevada Environmental Research Park (NERP). Provides leadership and coordination of the research relationship with Nevada universities to develop new and innovative science and technology for EM.
- (f) Marshall Islands Environmental and Medical Surveillance. Provides federal oversight for logistical support for the annual terrestrial science missions, the continuing medical support to the Marshallese affected by atmospheric fallout from nuclear testing activities, and the resettlement efforts for the displaced populations.

4. ASSISTANT MANAGER FOR SAFETY AND SECURITY PROGRAMS.

- a. Mission. The role of AMSSP is to manage Crosscutting Functional Programs and to ensure safety and security programs are successfully accomplished in support of operations conducted at the NTS in support of NNSA/NSO missions.
- b. Components. The Office of AMSSP is comprised of three divisions: Environment, Safety, and Health Division (ESHD); Facility Representative Division (FRD); Safeguards and Security Division (SSD); and PAD.
- c. Functions.
 - (1) Office of AMSSP.
 - (a) The Office of AMSSP is responsible for management and oversight of AMSSP functional responsibilities including ES&H, safeguards and security, and nuclear safety. Oversight of the long-term maintenance of the NNSA/NSO ISM Program.
 - (b) Provides independent evaluation and recommendations to NNSA/NSO management on the adequacy of nuclear, radiological and hazardous nonnuclear facility safety management programs inclusive of SB documentation, readiness review and USQ process.

- (c) Implements nuclear and nonnuclear ES&H regulatory authority for the Manager.
- (2) Environment, Safety, and Health Division. ESHD performs the following functions:
- (a) Environmental Planning. National Environmental Policy Act (NEPA) Coordination. Provides the focal point for the coordination of all NEPA documentation including Environmental Impact Statements (EIS), environmental assessments, findings of no significant impact, and records of decision. Serves as the NEPA Compliance Officer for NNSA/NSO. Manages the NNSA/NSO Site-Wide EIS. Manages NNSA/NSO's effort to comply with Environmental Justice. Natural Resource Management. Federal management and oversight of the cultural resources management, American Indian and ecological monitoring, and Compliance Programs to comply with federal and state regulations and DOE, NNSA, and NNSA/NSO Directives and contract requirements. Coordinates and facilitates all non-EM funded NERP Projects.
- (b) Environmental Compliance. Environmental Reporting Coordination. Coordinates and performs the reporting of all spills in accordance with environmental regulations. Also manages the preparation and reporting of the NNSA/NSO Annual Site Environmental Report; Environmental Liabilities Report; Chemical Accident Prevention Plan; Toxic Substance Control Act, Polychlorinated Biphenyl, and Asbestos Reports; Nevada Combined Report; Toxic Chemical Release Inventory (TRI) Report; State Fire Marshall Report; TRI/Superfund Amendments and Reauthorization Act of 1986 Title III Report; and unregulated tanks. Coordinates the efforts of NNSA/NSO and contractor ES&H input to the ES&H Management Plan planning process and serves as the POC with DOE or NNSA for NNSA/NSO's input. Environmental Permits. Federal management and oversight of various environmental permits that include air, water, wastewater, food, septic tanks, and storm water.
- (c) Environmental Monitoring Programs. Federal management and oversight of the Comprehensive Environmental Monitoring Program including the Routine Radiological Environmental Program and Community Environmental Monitoring Program. Compliance with 40 CFR 61, *National Emission Standards for Hazardous Air*

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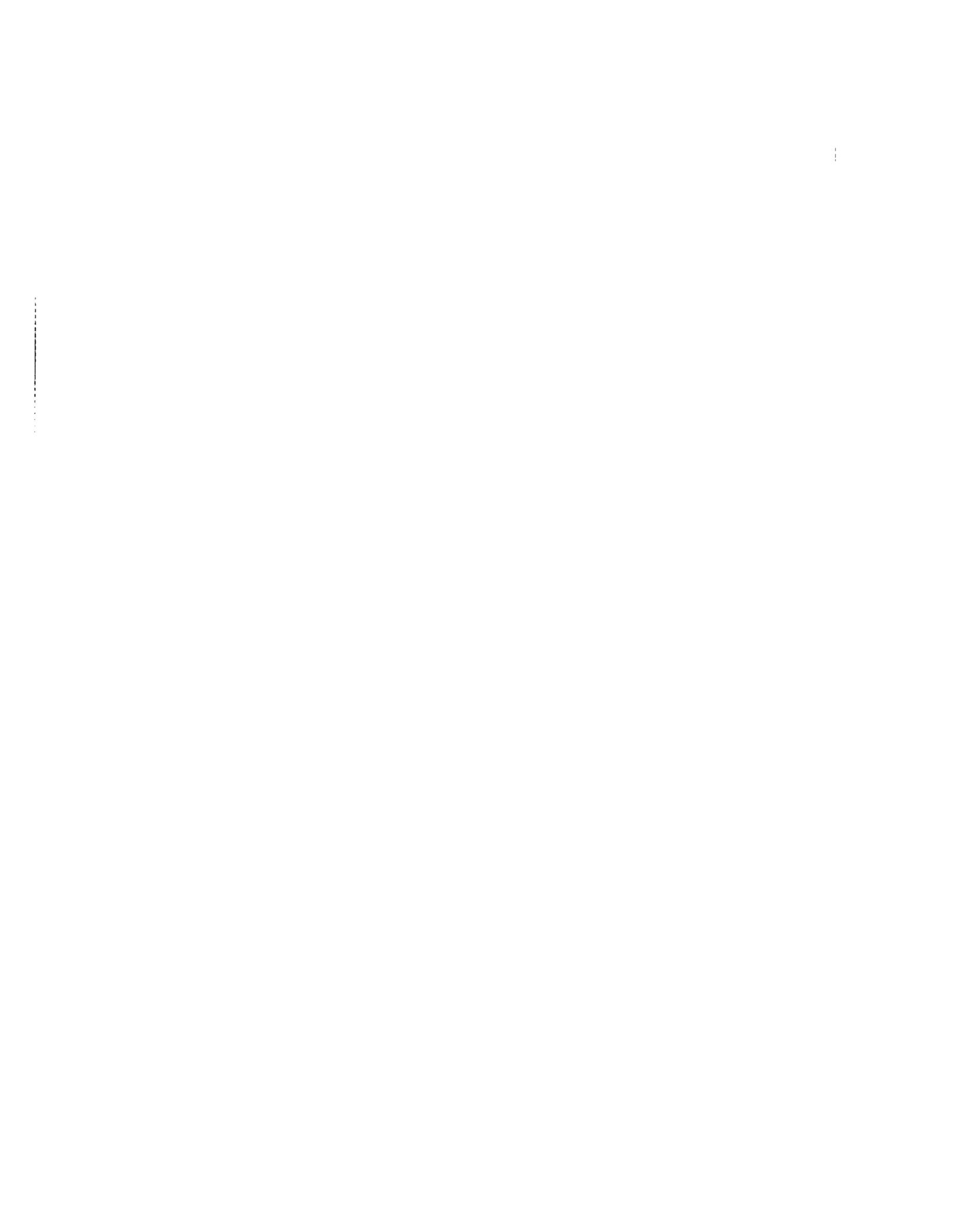
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Pollutants. Hydrology Program. Manages the coordination of hydrology studies and water resource planning. Establishes policy for use, protection, and study of groundwater. Ensures coordination of all programs and projects related to groundwater assessment, monitoring, or development. Ensures technical basis for expanded water use; determines impact of increased off-site use. Ensures all work is completed in accordance with state and federal regulations in order to protect groundwater resources. Maintenance of Test Capability Geology. Geologic/hydrologic support by U.S. Geological Survey to NTS environmental and technical studies associated with nuclear test readiness activities and site capability. Supporting activities include: 1) Verification of NTS emplacement hole conditions; 2) Maintenance of NTS Core Library; 3) Water level monitoring of supply/production wells; 4) Monitoring of site tectonic (fault) conditions through aeromagnetic, gravity, and geologic mapping; and 5) Support to regional groundwater model development and maintenance.

- (d) Occupational Safety Program. Federal management and oversight of the contractor-operated Occupational Safety Program, which addresses: Fall Protection, Excavations, Mobile Equipment (powered industrial trucks, cranes, manlifts, hoists, earth moving equipment, etc.), Hazard Communication, Hoist/Rigging, Required Inspection Programs (elevators, pressurized vessels, conveyors, etc.), Voluntary Protection Programs, and Firearm and Safety Training. ES&H Authorization Basis Assurance. Supports Management Program Offices to ensure all work performed under the purview of NNSA/NSO has an adequate ES&H Authorization Basis. Type A and B Accident/Incident Investigation Coordination. Federal management and oversight of all Type A and B accident/incident investigations. Provides trained investigators to support DOE or NNSA Accident Investigation Teams and NNSA/NSO chaired investigations.
- (e) Fire and Rescue. Federal oversight of the contractor's fire stations, paramedics, and associated facilities and equipment. Manages the contractor's Fire Engineering Program that includes fire suppression, alarm, and review engineering drawings to ensure compliance with National Fire Protection Association requirements.

- (f) Underground Operations. Federal management and oversight of the contractor's Mine Safety Program that consists of ground control, ventilation, electrical systems, fire protection, loading, hauling, dumping, travel-ways, escape-ways, compressed air, illumination, hoisting systems, mine rescue, and MOUs with the state of Arizona regarding mine rescue.
- (g) Explosive Safety. Federal management and oversight of the contractor's Explosive Safety Program that includes storage and use (demolition, construction, and nonmilitary). Integrates with various NTS users regarding explosive safety.
- (h) Construction Safety. Federal management and oversight of the contractor's Construction Safety Program that includes Occupational Health/Environmental Controls, Personal Protective Equipment (PPE), Fire Protection, Materials Handling, Hand and Power Tools, Welding/Cutting, Scaffolding, Fall Protection, Hoisting/Rigging, Excavation, Compressed Air, and Demolition.
- (i) Electrical Safety. Federal management and oversight of the contractor's Electrical Safety Program. This includes: electric utilization systems; lockout-tagout; high voltage; wiring design and protection; wiring methods, components, and equipment; hazardous locations; use of equipment; PPE; specific purpose equipment and installation; and training.
- (j) Industrial Hygiene Program. Federal management and oversight of the contractor-operated Industrial Hygiene Program that provides traditional industrial hygiene services to NTS workers and users. Subfunctions include: Health Hazard Inventories, Workplace Air Monitoring, Hearing Conservation, Carcinogen Control Program, Hazard Communication, Nonionizing Radiation, Lead, Ergonomics, Confine Space Entry, Asbestos, Field Survey Equipment, Sanitation, Beryllium, High Efficiency Particulate Air Filters, Respiratory Protection, and Toxic/Hazardous Substances.
- (k) Radiation Protection Program (RPP). Federal management and oversight of the contractor-operated RPP that provides traditional health physics/radiation protection services to NNSA/NSO customers. Ensures consistency and completeness of contractor RadCon Manuals. Coordinates NNSA/NSO efforts to respond to



- (b) Facility Approvals. Grants approval to facilities to access, possess, and store classified information, nuclear material, and government property. This includes registering safeguards and security activities in the Safeguards and Security Information Management System.
- (c) Foreign Ownership, Control, or Influence (FOCI). Renders determinations of FOCI prior to award of contracts involving personnel security clearances.
- (d) Safeguards and Security Surveys. Conducts Safeguards and Security Surveys and assessments of approved facilities. Monitors deficiencies to ensure CA.
- (e) Incidents of Security Concern. Manages the program for security incident reporting. Reports security incidents to the appropriate offices both within and outside of DOE and NNSA. Ensures CAs are developed to prevent recurrence of security incidents.
- (f) Protection Program Operations. Manages the contractor-operated Protective Force, which provides protection for SNM, property, and classified matter. Manages physical security systems including closed circuit television, intrusion detection, and duress alarms systems for all NNSA/NSO facilities.
- (g) Information Security. Administers the Information Security Program for protecting classified and sensitive unclassified information. This includes managing the Classified Matter Protection and Control Program. Provides security coordination for Special Access Programs.
- (h) Technical Surveillance Countermeasures. Ensures an effective program to counter electronic penetration of NNSA/NSO and NNSA/NSO facilities.
- (i) Operations Security. Implements *National Security Decision Directive 298* requiring protection of sensitive information and establishes a Risk Management Program.
- (j) Cyber Security. Manages the unclassified and classified Cyber Security Programs including the Designated Accrediting Authority

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and Information Systems Operations Management functions, for the NNSA/NSO enterprise. Manages the Public Key Infrastructure Program for the NNSA/NSO enterprise.

- (k) Nuclear Materials Control and Accountability. Manages the Nuclear Material Control and Accountability Program for SNM including detection and prevention of unauthorized diversions of SNM; and receipt, shipment, storage, and use of SNM.
- (l) Personnel Security. Administers the program for providing DOE and NNSA identification and access to NNSA/NSO facilities. Conducts interviews, arranges administrative review hearings, and initiates additional investigations to resolve questions of clearance eligibility.
- (m) Badges and Credentials. Manages the issuance of security badges, credentials, and shields.
- (n) Security Awareness. Provides initial, comprehensive, refresher, and termination security awareness training.
- (o) Human Reliability Program. Administers the Human Reliability Program to certify employees to critical NES and critical security duties.
- (p) Visitor Access Program. Controls classified visits and unclassified visits by foreign nationals. Ensures request for all classified visits to NNSA/NSO facilities have been authorized and approved. Notifies NNSA/NSO personnel of sensitive out-of-country travel issues. Coordinates access for intelligence-related activities and visits with NVIC.
- (q) Employee Concerns/Confidential Hotline. Provides a 24-hour hotline for individuals to report areas of concern.
- (r) Information Classification Program. Provides information determinations, guidance, and reviews; designates, trains, and certifies classifiers; and performs declassification reviews. Classified intelligence-related information is coordinated with NVIC.

- (4) Performance Assurance Division. PAD performs the following functions:
- (a) Nuclear, Radiological, and Hazardous Nonnuclear Facility Authorization Basis. Manages an oversight program to ensure development, maintenance and implementation of nuclear facility SB in accordance with 10 CFR 830, Subpart B, or other applicable DOE and NNSA Directives, standards, and requirements (e.g., Safety Analysis Reports [SAR], DSA/TSRs, Operational Safety Requirements, USQs, Authorization Basis Agreements, Basis for Interim Operation, Justification for Continued Operation [JCO], and Hazards Analysis Reports), and recommends approval/disapproval to the Manager.
 - (b) SBRT Establishment and SER Preparation. For all nuclear facilities or activities (except SCEs), radiological facilities and hazardous nonnuclear when deemed appropriate by the Manager, establishes SBRT and recommends SBRT Team Leader for a DSA, TSR, PDSA, JCO, nuclear facility safety analysis methodology (when appropriate) or positive USQD (when appropriate) reviews that provides expert technical and safety review, prepares an SER, and recommends approval/disapproval to the Manager.
 - (c) Readiness Review Program. Manages and administers a program to provide NNSA/NSO readiness reviews in accordance with DOE O 425.1C, STARTUP AND RESTART OF NUCLEAR FACILITIES, the guidance of DOE-STD-3006, and, where designated by the Manager, a graded approach for radiological and hazardous nonnuclear facilities, and recommends approval/disapproval to the Manager.
 - (d) Nuclear Facility Systems Engineer Program. Manages an oversight program to ensure the development and maintenance of vital safety system at NTS nuclear facilities pursuant to DOE O 420.1A, and DOE and NNSA commitments to the DNFSB. Provides overall administration and coordination of federal cognizant system engineers assigned to oversee vital safety systems.

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- (e) DNFSB Technical Support. Provides technical expertise to the AMSSP in overseeing NNSA/NSO activities and interactions associated with DNFSB recommendations dealing with nuclear facilities SB, vital safety systems, and QA.
- (f) Quality Assurance. Responsible for overseeing the compliance with 10 CFR 830 and DOE O 414.1A (or latest edition) as they pertain to QA. Responsible for coordinating with management to ensure all requirements are identified and resolved in a timely manner. Coordinates and interprets 10 CFR 830, Subparts A and B, policy for NNSA/NSO sites. Provides guidance and technical expertise to NNSA/NSO Management on implementing the requirements of the rules, orders, guides, and standards.
- (g) Nuclear Facility Training Program. Manages an oversight program to ensure NTS nuclear facilities comply with training and qualification requirements pursuant to DOE Order 5480.20A
- (h) SCE Support. Provides nuclear safety SME support to SCE Safety Evaluation Panels as requested by AMNS.
- (i) Packaging and Transportation (P&T). Provides oversight of contractor onsite P&T operations for nuclear activities (non-SCE, nonnuclear explosive operations). Leads NNSA/NSO review of specific SAR for Packaging.

5. ASSISTANT MANAGER FOR SITE OPERATIONS (AMSO).

- a. Mission. As landlord of the NTS, the Office of AMSO will provide infrastructural services needed in support of our customers, the test site users. These services may be provided under contract, subcontract, or in-house. Three divisions functioning within the office will provide well-trained, qualified professionals to provide the quality services for site and facility maintenance; construction project management; day-to-day oversight of contractor operations for ensuring the safety envelopes and safe work practices at the facilities; ground and air space control for operational exclusivity; and on-call emergency management teams.

- b. Components. The Office of AMSO is comprised of three divisions: Facilities, Engineering, and Infrastructure Management Division (FEIMD); Operations Management Division (OMD); and FRD.
- c. Functions.
- (1) Office of AMSO. The Office of AMSO performs the following functions:
- (a) Management and oversight of functional responsibilities of AMSO.
 - (b) COR responsibilities for major NNSA/NSO contractors.
 - (c) Oversight of principles and practices of project management at NNSA/NSO.
 - (d) Leads and/or participant on Office of Project Management and System Support Independent Project Reviews.
 - (e) Secretariat for the NNSA/NSO Energy System Acquisition Advisory Board Equivalent process for line item projects with delegated Acquisition Executive authority assigned to NNSA/NSO.
 - (f) NNSA/NSO Administrator for the DOE Project Acquisition and Reporting System.
 - (g) Lead for Strategic Site Development Planning. Provides the Executive Secretary for the Site Development Steering Committee and co-chairs the Integration Committee.
- (2) Facilities, Engineering, and Infrastructure Management Division. FEIMD performs the following functions:
- (a) Facilities and Infrastructure Recapitalization Program (FIRP) and Operational Planning. Performs federal management and oversight of the FIRP to restore, rebuild, and revitalize the physical infrastructure of the NTS and the North Las Vegas Complex. Ensures the integration and prioritization of infrastructure and programmatic requirements (in coordination with the NS and EM Programs) to sustain the operational efficiency and effectiveness of NNSA/NSO missions. For nonprogrammatic constructions projects, coordinates and reviews project data sheet information required for

the annual NNSA field budget call, reviews preconceptual activities, prepares conceptual designs, conducts project validations, and prepares/reviews program execution plans. In addition, FEIMD is responsible for developing, reviewing, and submitting the Ten-Year Comprehensive Site Plan to NNSA in accordance with defined requirements.

- (b) **Construction Project Execution.** Manages and oversees the design and execution of all nonprogrammatic capital construction projects regardless of funding source. Provides project management/project engineering expertise to manage and oversee all design and construction-related activities and their associated REOPs. Division activities include serving as the main field office liaison to NNSA personnel on implementation of procedures flowing from DOE O 413.3. Functional project management interpreter for system requirements to be performed by the PBMC and other FPDs.

- (c) **Facility/Infrastructure/Utility Management and Maintenance.** Provides direction and guidance to the NNSA/NSO community for NNSA/NSO implementation of DOE, NNSA, and Federal Agency Directives and direction for management of facilities, roads, water, steam, and electrical distribution systems. Functional Managers provides oversight of facility, infrastructure, and utility management and maintenance. Provides guidance to and reviews NNSA/NSO contractor execution of the DOE Facility Information Management System. Interfaces with all users of NNSA/NSO infrastructure to provide a forum for feedback and understanding of facility and infrastructure issues.

- (d) **Nevada Support Facility Management and Maintenance.** Provides a Statement of Work and a COR to ensure the Nevada Support Facility, along with the General Services Administration federal fleet, the direct operations personal property, building utilities, office supplies, and associated equipment are maintained to satisfy the user's needs. Provides maintenance management services for building occupants including additions, modifications and/or demolitions to the current facility structure, modification to building as-built drawings, space utilization management, logistics for personnel moves, and access controls to nonsecure areas of the facility including key control. Also provides for conference room management including setups, coordination of equipment/supplies,

and maintenance of the automated reservation system. Provides oversight of contractors performing maintenance work within the facility to ensure compliance with applicable standards, contractual requirements, and DOE and NNSA Directives.

- (e) Motor Vehicle/Equipment Management and Maintenance. Provides Functional Manager and REOP assessments of NNSA/NSO vehicle/equipment operations and ISM implementation. Provides oversight of vehicle and equipment fleet operations. Ensures NNSA/NSO vehicle and equipment operations are efficiently utilized and maintained to satisfy federal, DOE, and NNSA regulatory mandates contained in 41 CFR, Chapters 102 and 109. Reviews contractor fleet operations for adherence to contract requirements and meeting of customer requirements. Provides vehicle and equipment fleet management and maintenance task plan guidance to the NNSA/NSO community and documents attainment of agreed to milestones and deliverables. Coordinates, reviews, and provides oversight of NNSA/NSO contractor motor vehicle budgets. Approves additions to the motor vehicle fleet. Develops and assesses the NNSA/NSO community's implementation of NNSA/NSO's policy for meeting alternative fuel objectives outlined in Executive Order 13149 and the Energy Policy Act of 1992. Provides guidance and direction to the NNSA/NSO community through interpretation of federal, DOE, and NNSA Directives and requirements. Acts as the NNSA/NSO focal point for motor vehicle and equipment fleet operations. Interfaces with all NNSA/NSO users and federal, DOE, and NNSA organizations to provide a forum for feedback and understanding of motor vehicle/equipment fleet issues.
- (f) Energy Management. Manages the NNSA/NSO Energy Management Program to control and reduce energy consumption on NNSA/NSO facilities. Defines the PBMC requirements and provides task plan guidance for energy management activities including reporting through the EMS4 Reporting System, development of energy management studies, retrofit projects, and energy savings performance contracts. Plans, coordinates, and provides federal technical administration for utility service contracts.
- (g) Labor Standards Committee. Chairs the NNSA/NSO Labor Standards Committee for determination of coverage or noncoverage of the Davis-Bacon Act on work performed by NNSA/NSO,

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contractors, and subcontractors through the review of pertinent work orders, proposed contracts, subcontracts, and work site visits, as appropriate. Reviews appeals made by union or unions regarding labor standards determination.

- (3) Operations Management Division. OMD performs the following functions:
- (a) NTS Operational Coordination. As the single POC for coordination, scheduling, and deconfliction of all operations and activities occurring outside of facilities on the NTS, develops and maintains an integrated schedule, current and projected, for distribution to NNSA/NSO personnel, National Laboratories, contractors, and other site users.
 - (b) On-Site Aviation/Airspace Management. Exercises sole control of NTS airspace to ensure protection of high-risk facilities and activities and safe conduct of special operations and tests. Functions as the single POC for airspace coordination with other entities including Nellis Air Force Base 98th Range Wing. Coordinates all intelligence-related activities with NNSA/NSO Intelligence Center.
 - (c) Test Readiness Requirements. Provides support to NNSA/NSO, National Laboratories, contractors, other federal agencies, and other site users prior to and during conduct of tests and experiments at the NTS. Provides support during readiness training, drills, exercises, and, should underground nuclear testing be resumed, will support planning operations associated with the conduct of tests.
 - (d) Functional Management Responsibilities. Provides functional management of NTS ranges and training/testing areas where hazardous operations involving use of military munitions, explosives, and other hazardous activities are conducted. Provide function, oversight and training for NNSA/NSO Operations Controllers. Serve as the NNSA/NSO representative to the DOE Explosives Safety Committee and the Range Commander's Council. Provide interface with environmental regulatory agencies to program and project organizations ensuring operational compliance. Provide mechanism addressing unexploded ordnance.
 - (e) NTS Access and Area Control. Oversees and coordinates or denies all access to specific, designated areas of the NTS for authorized purposes ensuring safety and security. Operations and activities in

these areas are authorized under primary REOPs maintained by the PBMC and are conducted under the primary or a secondary REOP. Controls ground access between the NTS and Nellis Air Force Range Complex.

- (f) NTS Duty Officer Program Management. Duty Officers from multiple NNSA/NSO organizations provides federal oversight at the NTS after normal working hours and on weekends. They are responsible for multiple aspects of NTS stewardship including oversight of safety and security.
- (g) NTS Explosive Operations. Provides oversight for the tracking of explosives on the NTS during normal working hours and, via the Duty Officer Program, after normal working hours and on weekends.
- (h) Coordination of NTS Land Use. Planning and NTS project siting occurs via the Site Use and Development (SUD) Working Group and the Project Screening and Location Process. OMD chairs the SUD Working Group, supports the SUD Board, and maintains NNSA/NSO Directives that implement DOE's land use policies.
- (i) Real Estate/Operations Permit. Provides the administrative function for the REOP process including oversight of the PBMC administration of the REOP database.
- (j) Test Group Director Support. Provides administrative support for Test Group Director meetings.
- (k) NTS Management Plans. Maintains and updates the NTS Resource Management Plan and NTS Range and Airspace Management Plan consistent with DOE and NNSA policy.
- (l) Local Emergency Management Program. Manages the comprehensive Emergency Management Program for NNSA/NSO facilities. As such, provides programmatic direction and oversight of the program in accordance with DOE O 151.1B, COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM, and DOE G 151.1-1, EMERGENCY MANAGEMENT GUIDE. The comprehensive Emergency Management Program includes emergency planning,

preparedness, response, recovery, and readiness assurance activities and effectively integrating these activities under a comprehensive, all-emergency concept.

- (4) Facility Representative Division. FRD performs the following functions:
- (a) Manages and administers an FR Program for all nuclear and higher hazard nonnuclear facilities under the purview of NNSA/NSO. The FR work activities will be conducted according to DOE-STD-1063-2000 (latest edition), *Facility Representative Program*, as implemented by the FRD procedures.
 - (b) The FR is the primary POC to monitor the operational performance of assigned facilities from a safety perspective.
 - (c) Tracks and verifies resolution of concerns and completion of improvement actions.
 - (d) Occurrence Reporting. Provides the NNSA/NSO functional management for all occurrence reports including program administration, notification protocols, and trending/analysis reports.
 - (e) Provides expert knowledge for walkthroughs, surveillances, and audits in facilities assigned by the FRD Director.
 - (f) Lessons Learned sharing.

CHAPTER III

NNSA/NSO FEDERAL WORK

NNSA/NSO FEDERAL WORK		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NSO Directives
1.0 Leadership	<p>Manager</p> <ul style="list-style-type: none"> Defines the corporate vision. Leads the development of values, mission statement, and strategic plan that is consistent with the Secretary's Strategic Plan, and various Program Secretarial Office (PSO)/Lead PSO planning documents. Establishes forums to achieve corporate coordination and integration such as the Manager's Staff meeting, the Executive Council, and the Leadership Team. <p>Assistant Managers</p> <ul style="list-style-type: none"> Communicate corporate vision/values/mission into their organization. Define the work, resources, goals, objectives, performance indicators at the Office of AM level. Establish expectations of behaviors for the management team that emulate the organizational values. Create a continuous improvement environment through process improvement mechanisms, i.e., benchmarking/reengineering/Lessons Learned, etc. <p>Office/Division Directors</p> <ul style="list-style-type: none"> Communicate corporate/AM vision/values/mission into their organization. Define the work, resources, goals, objectives, performance indicators at the division/office level. Establish expectations for staff behavior that emulate the organizational values. Create a continuous improvement environment through process improvement mechanisms, i.e., benchmarking/reengineering/Lessons Learned, etc. Coach/mentor/motivate/empower staff utilizing established boundaries. <p>All Employees</p> <ul style="list-style-type: none"> Perform assignments with an understanding of and commitment to the organization's vision/values/mission. Establish behavioral patterns that emulate the organization's values. Raise opportunities for improvement (technical, management, system, work place safety, etc.) to supervisor. 	NV M 111.X

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NNSA/NSO FEDERAL WORK		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NSO Directives
2.0 Technical Qualification and Competency	<p>Manager</p> <ul style="list-style-type: none"> Provides adequate resources and support to meet expectations of the Federal Technical Capability Program (FTCP). Designates Senior Technical Safety Managers (STSM). Establishes a culture committed to developing and maintaining employee technical competency commensurate with the degree of risk in assigned work. <p>FTCP Agent</p> <ul style="list-style-type: none"> Assists the Manager in establishing a formal STSM Program for the organization. Facilitates recruitment to fill open positions with technically competent individuals. Concurs with STSM vacancy announcements and crediting plans to ensure the inclusion of adequate selection criteria. Represents, to the FTCP, the office's justification regarding the identification and qualification of STSM incumbents. Maintains a list of STSMs. Coordinates the periodic self-assessment of the NNSA/NSO Employee Qualification Program. <p>Assistant Managers</p> <ul style="list-style-type: none"> Designate TQP participants. Implement the FTCP. Direct the performance of self-assessments of the FTCP in the second quarter of odd years. <p>Office/Division Directors</p> <ul style="list-style-type: none"> Identify professionals in defined position categories per this Directive. Ensure personnel are qualified to perform their safety management and/or oversight functions through the Professional Development Program. Ensure technical skills and knowledge related to safety management functions are reflected in position descriptions and performance criteria. Ensure employee Individual Development Plans (IDP) document qualification and continuous training requirements. Participate in annual training needs assessments to determine technical training requirements. Recruit and hire technically capable personnel. <p>STSM/TQP Participants</p> <ul style="list-style-type: none"> Complete training in accordance with approved IDPs. 	<p>DOE O 360.1 DOE M 360.1-1 DOE P 426.1 NV M 360.1-1</p>

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NNSA/NSO FEDERAL WORK		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NSO Directives
<p>3.0 Federal Employee Occupational Safety and Health</p>	<p>Manager</p> <ul style="list-style-type: none"> · Establishes the FEOSH Program and has overall responsibility for the program. <p>Assistant Managers</p> <ul style="list-style-type: none"> · Select an individual to represent their organization on the FEOSH Committee. <p>Office/Division Directors</p> <ul style="list-style-type: none"> · Ensure the specific requirements are properly implemented. · Conduct safety and health inspections of their areas. · Ensure complaints are promptly reported. · Ensure violations are promptly abated. · Ensure all employees are afforded the opportunity to attend hazard recognition training. · Ensure all employees are familiar with accident and injury reporting requirements. <p>All Employees</p> <ul style="list-style-type: none"> · Ensure they maintain a safe and healthy working environment. · Report any observed unsafe or unhealthful condition in their work environment. · Immediately report an accident or injury to their supervisor. 	<p>DOE O 440.1 DOE P 450.4</p>
<p>4.0 Employee Concerns</p>	<p>Manager</p> <ul style="list-style-type: none"> · Concur with or disapproves with the recommended action for employee concerns. Reviews employee concerns quarterly and year-end concern statistics. <p>Assistant Managers</p> <ul style="list-style-type: none"> · Concur with or disapproves the recommended action for the employee concern. Reviews employee concerns quarterly and year-end concern statistics. Encourages employees to report concerns. <p>Office/Division Directors</p> <ul style="list-style-type: none"> · Encourage employees to report concerns; respond to management request to investigate concerns that fall within their assigned organizational purview; provide SME when applicable, etc. <p>All Employees</p> <ul style="list-style-type: none"> · Report concerns related to security, ES&H, mismanagement, theft, fraud, abuse, reprisal, or other concerns that hamper the employee's ability to accomplish assigned work, e.g., harassment, etc. 	<p>DOE O 442.1</p>

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NNSA/NSO FEDERAL WORK		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NSO Directives
5.0 Laws and Regulations	<p>Manager</p> <ul style="list-style-type: none"> Approves requests for exemptions from agency and state regulators, when delegated by NA-10 or DOE PSO for non-NNSA facilities. <p>Assistant Managers</p> <ul style="list-style-type: none"> Provide leadership for the implementation of applicable laws and regulations pertaining to assigned work. Determine if exemptions are required. <p>Office/Division Directors</p> <ul style="list-style-type: none"> Ensure staff is aware of laws and regulations pertaining to their assigned work. Prepare exemption requests, when required. <p>FRs/Program/Project Managers, Task Managers, Functional Managers/SMEs</p> <ul style="list-style-type: none"> Maintain awareness of laws and regulations pertaining to the work they are assigned. Assist in the development of rules with supporting SME participation on development teams. Determine actions necessary to ensure the implementation of the final rules. Provide comments on proposed rules and recommend technical and economical improvements, as appropriate. 	<p>DOE O 251.1 DOE M 251.1-1 NV P 251.1 NV M 251.1-1 NV O 1300.2</p>

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NNSA/NSO FEDERAL WORK		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NSO Directives
<p>6.0 DOE, NNSA, and NNSA/NSO Directives Including DOE or NNSA Technical Standards</p>	<p>Manager</p> <ul style="list-style-type: none"> · Approves all NNSA/NSO Directives. <p>OPRs—Functional Managers (NOTE: An OPR is usually a Functional Manager assignment for certain DOE, NNSA, and NNSA/NSO Directives addressing a functional area, i.e., fire protection, emergency management, etc.)</p> <ul style="list-style-type: none"> · Maintain cognizance of related functional DOE and NNSA Directives, and develop and maintain content of NNSA/NSO Directives, within their assigned functional area of responsibility. · Propose local requirements, processes, procedures, and responsibilities for implementation of DOE and NNSA requirements applicable to federal employees. · Propose local requirements for NNSA/NSO contractors, where appropriate, for incorporation in appropriate contracts. · Coordinate review process of assigned DOE, NNSA, and NNSA/NSO Directives. <p>Assistant Managers</p> <ul style="list-style-type: none"> · Provide leadership for the implementation of applicable DOE, NNSA, and NNSA/NSO Directives on programs and projects and in functional areas by employees. · Review and concur on NNSA/NSO Directives prior to Manager approval. · Provide leadership for use of technical standards that are developed or adopted by voluntary consensus standards bodies, as a means to carry out Department policy, objectives, missions, and activities. <p>Office/Division Directors</p> <ul style="list-style-type: none"> · Determine strategy and consensus actions necessary for employees to implement DOE, NNSA, and NNSA/NSO Directive System requirements. · Obtain Leadership Team consensus on proposed NNSA/NSO Directives. <p>Program/Project Managers</p> <ul style="list-style-type: none"> · Recommend applicability of necessary and sufficient DOE, NNSA, and NNSA/NSO Directives to assigned programs and projects. · Recommend the appropriate selection of standards (NV-WSS, NNSA/NSO, industry consensus standards, etc.) for assigned work scopes. 	<p>DOE O 251.1 DOE M 251.1-1 NV P 251.1 NV M 251.1-1 NV O 1300.2</p>

CHAPTER IV

NNSA/NSO WORK EXECUTION—MANAGEMENT AND OVERSIGHT

NNSA/NSO WORK EXECUTION— MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NSO Directives
1.0 Provide Direction	PSOs/Lead PSOs are responsible for defining mission, program objectives, high-level program performance measures, and programmatic expectations. The Manager and staff are responsible for directing the execution of contracts/agreements and identifying planned deliverables, schedules, and budget needs to accomplish specific missions, goals, and objectives as defined in the NNSA/NSO Strategic Plan.	DOE P 450.1 DOE P 450.4 DOE P 450.5 NV P 450.4
1.1 PSO/Lead PSO Mission Assignment to the Field	<p>Manager</p> <ul style="list-style-type: none"> · Executes contracts consistent with DOE, NNSA, and NNSA Policies and requirements. · Assigns AMs responsible for executing PSO/Lead PSO mission assignments. · Notifies NA-10, Lead PSO, when direction or guidance from multiple PSOs is inconsistent. · Approves Federal Project Managers (FPM) for DOE O 413.3 projects having delegated Acquisition Executive authority from the PSO/Lead PSO. · Recommends candidate FPMs for DOE O 413.3 projects to the PSO/Lead PSO for projects where the PSO/Lead PSO retains Acquisition Executive authority. <p>Assistant Managers</p> <ul style="list-style-type: none"> · Involve appropriate NNSA/NSO organizations and stakeholders in reviewing proposed mission assignments. · Review input and provide comments on DOE and NNSA program guidance. · Provide support to resolve conflicts in PSO/Lead PSO direction or guidance. · Ensure implementation of final program guidance. · Recommend candidate FPMs to the Manager for DOE O 413.3 projects. 	DOE O 413.3 NV O 413.X

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NNSA/NSO WORK EXECUTION— MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NSO Directives
1.2 Budget Formulation	<p>Manager</p> <ul style="list-style-type: none"> Approves and transmits proposed budget request to the PSO/Lead PSOs for DOE or NNSA consideration regarding their inclusion in the Department's budget request to Congress. Designates membership to NNSA/NSO's Resources Management Council. <p>OBA/Chief Financial Officer</p> <ul style="list-style-type: none"> Coordinates the development of programmatic budget requests for the Manager to forward to PSO/Lead PSOs by providing mission level guidance that is consistent with the NNSA/NSO Strategic Plan to all applicable AMs and affected contractors. Participates in preparation of budget and provides input to PSO/Lead PSO on adequacy of budget to support landlord activities and safety/security needs. Determines the adequacy of budget requests to support programmatic objectives and functional and institutional objectives/requirements and documents the results of that determination to the Manager and the PSO/Lead PSO receiving the budget request. Coordinates the submission of supplemental and crosscutting budget documents and corresponding execution year reports of status. Identifies business and financial issues that may impact budget. <p>Assistant Managers</p> <ul style="list-style-type: none"> Ensure a coordinated review of proposed budgets among all appropriate stakeholders. Ensure budget requests are consistent with the NNSA/NSO Strategic Plan and annual planning baselines covering assigned mission/program work. Ensure preparation of, and concur on the proposed budget for their organization and provides input to the PSO/Lead PSO POC on the adequacy of the proposal to support missions, safety initiatives, and implement CAs. Coordinate the development of programmatic budget requests for the Manager to forward to PSO/Lead PSOs by providing mission level guidance to Division/Offices, Program/Project Managers, and affected contractors. Participate in preparation of budget and provide input to PSO/Lead PSO on adequacy of budget to support landlord activities and safety needs. Formally assess the adequacy of the programmatic budget planning for functional and institutional responsibilities assigned to them; provide alternate plans to PSO when budgets are insufficient. Develop and issue to appropriate contractors activity and priority guidelines for applicable mission/programmatic work and priority guidelines for ES&H activities. AMSO maintains a system to prioritize the acquisition of physical assets. <p>Executive Council</p> <ul style="list-style-type: none"> Reviews, assesses impacts, and approves annual planning baselines that represent a balanced approach to addressing the priorities of mission/program work and safety activities. 	<p>DOE O 130.1 DOE O 135.1 DOE M 135.1-1 DOE O 430.1 paragraph 7c(5) DOE G 430.1-1 NV O 124.X</p>

NNSA FRAM Section 3.8

Item	Section Title	Requirement	Office Requirement (Yes/No)	Cited in Site Office FRAM Page, Section	Responsible Site Office Person or Position Identified:	Site Office Implementation Process or Procedure Cited	Comments
83	Confirm Readiness, Quality Assurance, Collect Feedback	Perform management assessments of contractors to evaluate their success in doing work safely.	NA	IV-16, section 6.2	Manager, Assistant Managers, Management System Steering Panel (MSSP), Office/Division Directors, Program/Project/Functional/Managers/Facility Reps	NV M 220.X	Per DOE G 414.1, management assessments are "introspective self-analyses." What is meant is oversight of contractors; but this is already addressed in several other places in this document.
84	Confirm Readiness, Quality Assurance, Collect Feedback	Appraise performance of the contractor against formally established ES&H and emergency management performance measures and other ES&H and emergency management performance indicators, and take appropriate action.	y	IV-18, section 6.4	Program/ Project/ Task/ Functional/ Managers/ Facility Reps	NV M 210.X	
85	Confirm Readiness, Quality Assurance, Collect Feedback	The adequacy of the contractor self-assessment process, and assessments of safety system operability and programs that support system operability should be specifically appraised.	y	IV-16, section 6.2	Manager, Assistant Managers, Management System Steering Panel (MSSP), Office/Division Directors, Program/Project/Functional/Managers/Facility Reps	NV M 220.X	specifically addressed in NV M 220.X

Appendix C Site Office FRAM

NNSA FRAM Section 3.8			Site Office Requirement (Yes/No)	Cited in Site Office FRAM: Page, Section	Responsible Site Office Person or Position Identified:	Site Office Implementation Process or Procedure Cited	Comments
Item	Section Title	Requirement					
73	Confirm Readiness, Quality Assurance, Collect Feedback	As part of overall issue management, review the findings of assessments to evaluate their safety significance and ensure that appropriate priorities and resources are assigned to corrective actions.	y	IV-16, section 6.2	Manager, Assistant Managers, Management System Steering Panel (MSSP), Office/Division Directors, Program/Project/Functional/Managers/Facility Reps	NV M 220.X	specifically addressed in NV M 220.X
74	Confirm Readiness, Quality Assurance, Collect Feedback	Ensure that duly authorized independent oversight personnel have unfettered access to information and facilities, consistent with safety and security requirements.	n				Revise NV M 111.XC, section IV-16, 6.2
75	Confirm Readiness, Quality Assurance, Collect Feedback	Monitor contractor reporting of potential nuclear safety violations and non-compliances with nuclear safety Rules to the Office of Enforcement and Investigation for review under the provisions of 10 CFR Part 820.	n	IV-17, section 6.3	Manager, Assistant Managers, Office/Division Directors, Program/Project/Functional Managers, Facility Representatives	none	Revise NV M 111.XC, section IV-17, 6.3
76	Confirm Readiness, Quality Assurance, Collect Feedback	Provide information and support investigations.	y	IV-17, section 6.3	Office/Division Directors	none	
77	Confirm Readiness, Quality Assurance, Collect Feedback	Participate in enforcement conferences with the Office of Enforcement and Investigation.	y	IV-17, section 6.4	Assistant Managers	none	
78	Confirm Readiness, Quality Assurance, Collect Feedback	Ensure implementation of the CAP and assign a cognizant line manager to review CAPs for assurance that issues raised in formal independent assessment reports are addressed.	y	IV-16, section 6.2	Manager, Assistant Managers, Management System Steering Panel (MSSP), Office/Division Directors, Program/Project/Functional/Managers/Facility Reps	NV M 220.X	specifically addressed in NV M 220.X
79	Confirm Readiness, Quality Assurance, Collect Feedback	Ensure the status of corrective actions in the DOE Corrective Action Tracking System (CATS) is updated.	n				Revise NV M 111.XC, section IV-18, 6.5
80	Confirm Readiness, Quality Assurance, Collect Feedback	Coordinate with the contractor and Headquarters elements as necessary, in order to ensure all completed corrective actions have been verified by persons with sufficient independence from those who performed the work described in the CAP.	n				Revise NV M 111.XC, section IV-18, 6.5
81	Confirm Readiness, Quality Assurance, Collect Feedback	If delegated, approve CAPs within 60 calendar days (for OA evaluations, approve CAPs within 30 calendar days) of the issuance of the formal independent oversight assessment report.	n				Revise NV M 111.XC, section IV-18, 6.5
82	Confirm Readiness, Quality Assurance, Collect Feedback	If OA provides comments on an approved CAP, determine whether the CAP needs to be revised to address those comments, and revise the CAP appropriately.	n				Revise NV M 111.XC, section IV-18, 6.5

Appendix to the Office FRAM

NNSA FRAM Section 3.8			Site Office Requirement (Yes/No)	Cited in Site Office FRAM: Page, Section	Responsible Site Office Person or Position Identified:	Site Office Implementation Process or Procedure Cited	Comments
Item	Section Title	Requirement					
63	Confirm Readiness, Quality Assurance, Collect Feedback	Develop and implement site QAPs or integrate and implement QA elements through site FRAM and FRA documents.	y	IV-14, section 5.3	Manager, Assistant Managers, Office/Division Directors, Program/Project/Functional Managers, Facility Representatives	NV M 10.XE	new NSO QAP in development to be completed by 5/04
64	Confirm Readiness, Quality Assurance, Collect Feedback	Submit integrated site FRAM/QAP to the Deputy Administrator for review and concurrence.	y	IV-14, section 5.3	Manager, Assistant Managers, Office/Division Directors, Program/Project/Functional Managers, Facility Representatives	NV M 10.XE	new NSO QAP in development to be completed by 5/04
65	Confirm Readiness, Quality Assurance, Collect Feedback	Submit site office QAPs to the Deputy Administrator for approval.	y	IV-14, section 5.3	Manager, Assistant Managers, Office/Division Directors, Program/Project/Functional Managers, Facility Representatives	NV M 10.XE	new NSO QAP in development to be completed by 5/04
66	Confirm Readiness, Quality Assurance, Collect Feedback	Direct contractors to develop and implement a lessons learned program.	y	IV-7, section 4.2	Contracting Officer, Deputy Manager, Assistant Managers, Office/Division Directors, Program/Project/Functional Managers	NV M 450.3X	
67	Confirm Readiness, Quality Assurance, Collect Feedback	The program should include analysis and trending of events.	NA				addressed through WSS; NV O 450.4 by 6/04
68	Confirm Readiness, Quality Assurance, Collect Feedback	Monitor and assess contractor's lessons learned program.	y	IV-16, section 6.2	Program/Project/Functional Managers/Facility Reps	NV M 220.X	
69	Confirm Readiness, Quality Assurance, Collect Feedback	Participate in the DOE-wide sharing of lessons learned.	n				Revise NV M 111.XC, section IV-15, 6.6.1
70	Confirm Readiness, Quality Assurance, Collect Feedback	*Require contractors to report occurrences on ORPS.	y	IV-7, section 4.2	Contracting Officer, Deputy Manager, Assistant Managers, Office/Division Directors, Program/Project/Functional Managers	NV M 450.3X	
71	Confirm Readiness, Quality Assurance, Collect Feedback	Review and approve reports, as delegated, including proposed corrective actions and lessons learned.	y	IV-18, section 6.5	Assistant Managers	NV M 220.X	
72	Confirm Readiness, Quality Assurance, Collect Feedback	Review ORPS reports from other similar sites to detect potential improvements and means of averting occurrences.	n				Revise NV M 111.XC, section IV-15, 6.6.2

Appendix A - Site Office FRAM

NNSA FRAM Section 3.8			Site Office Requirement (Yes/No)	Cited in Site Office FRAM: Page, Section	Responsible Site Office Person or Position Identified:	Site Office Implementation Process or Procedure Cited	Comments
Item	Section Title	Requirement					
54	Confirm Readiness, Quality Assurance, Collect Feedback	Ensure that readiness reviews are conducted in accordance with DOE O 425.1C, <i>Startup and Restart of Nuclear Facilities</i> .	y	IV-11, section 5.1.1	Manager, Assistant Managers, Office/Division Directors, Program/Project/Functional Managers, Facility Representatives, Review Team Leaders	NV M 421.X	
55	Confirm Readiness, Quality Assurance, Collect Feedback	Review and approve contractor Startup Notification Report in accordance with DOE O 425.1C.	y	IV-11, section 5.1.1	Manager	NV M 421.X	
56	Confirm Readiness, Quality Assurance, Collect Feedback	Forward Startup Notification Reports to Deputy Administrator in accordance with DOE O 425.1C.	y	IV-11, section 5.1.1	Cognizan Assistant Manager	NV M 421.X	
57	Confirm Readiness, Quality Assurance, Collect Feedback	Exercise startup authority for nuclear facilities in accordance with the requirements contained in DOE O 425.1B for all cases except those designated for the Secretary of Energy/NNSA Administrator.	y	IV-11, section 5.1.1	Manager	NV M 421.X	
58	Confirm Readiness, Quality Assurance, Collect Feedback	Headquarters retains startup authority for new Category 2 nuclear facilities.	y	IV-11, section 5.1.1	Manager	NV M 421.X	
59	Confirm Readiness, Quality Assurance, Collect Feedback	Determine the appropriate level of readiness necessary for the startup of non-nuclear facilities, ensure that it has been attained, and exercise all startup authority.	y	IV-12, section 5.1.3	Manager	NV M 421.X	
60	Confirm Readiness, Quality Assurance, Collect Feedback	Perform line management oversight of contractors' worker, public, environment, and facility protection programs and maintain day-to-day operational oversight of contractor activities at applicable facilities through Facility Representatives.	y	IV-16, section 6.2	Manager, Assistant Managers, Management System Steering Panel (MSSP), Office/Division Directors, Program/Project/Functional Managers/Facility Reps	NV M 220.X	
61	Confirm Readiness, Quality Assurance, Collect Feedback	*Review and approve contractors' QAPs, and ensure QAPs for nuclear facilities meet the requirements of 10 CFR 830, and are integrated with the contractor's safety management programs.	y	IV-14, section 5.3	Manager, Assistant Managers, Office/Division Directors, Program/Project/Functional Managers, Facility Representatives	NV M 10.XE	new NSO QAP in development to be completed by 5/04
62	Confirm Readiness, Quality Assurance, Collect Feedback	Ensure that contractors implement QAPs.	y	IV-16, section 6.2	Manager, Assistant Managers, Management System Steering Panel (MSSP), Office/Division Directors, Program/Project/Functional Managers/Facility Reps	NV M 220.X	

Appendix Site Office FRAM

NNSA FRAM Section 3.8			Site Office Requirement (Yes/No)	Cited in Site Office FRAM: Page, Section	Responsible Site Office Person or Position Identified:	Site Office Implementation Process or Procedure Cited	Comments
Item	Section Title	Requirement					
48	Analyze Hazards and Develop and Implement Controls	Provide line management oversight and ensure the implementation of hazards mitigation programs and controls.	y	IV-16, section 6.2	Manager, Assistant Managers, Management System Steering Panel (MSSP), Office/Division Directors, Program/Project/Functional Managers/Facility Reps	NV M 220.X	
49	Analyze Hazards and Develop and Implement Controls	Monitor the proper implementation of controls, including contractor processes for USQs and configuration management and compliance with the Technical Safety Requirements.	y	IV-16, section 6.2	Manager, Assistant Managers, Management System Steering Panel (MSSP), Office/Division Directors, Program/Project/Functional Managers/Facility Reps	NV M 220.X	
50	Analyze Hazards and Develop and Implement Controls	Identify any other facilities for which hazard controls must be identified and documentation prepared (e.g., accelerators and major systems).	y	IV-5, section 3.1	Manager, Assistant Managers, Office/Division Directors, Program/Project/Functional Managers, Subject Matter Experts (Service Center as needed)	NV M 412.X1; NV M 412.X2	reference directives for this element are incomplete in current FRAM. Add NV M 412.X1 and NV M 412.X2
51	Analyze Hazards and Develop and Implement Controls	As Contracting Officer, determine appropriate protocol based on work and hazard; append approved authorization agreement to or modify the affected contract to contain its provisions; and establish requirements to ensure that authorization agreements are maintained up-to-date.	y	IV-9, section 4.5	Manager	NV M 421.X	reference directives for this element are incomplete in current FRAM: NV M 421.X specifically addresses this element
52	Analyze Hazards and Develop and Implement Controls	*Ensure that all Hazard Category 2 nuclear facilities have an up-to-date Authorization Agreement.	y	IV-9, section 4.5	Manager	NV M 421.X	reference directives for this element are incomplete in current FRAM: NV M 421.X specifically addresses this element
53	Confirm Readiness, Quality Assurance, Collect Feedback	Implement a Federal Employee Occupational Safety and Health (FEOSH) program for NNSA site employees.	y	III-3, section 3.0	Manager, Assistant Managers, Office/Division Directors, all employees	none	

Appendix Site Office FRAM

NNSA FRAM Section 3.8			Site Office Requirement (Yes/No)	Cited in Site Office FRAM: Page, Section	Responsible Site Office Person or Position Identified:	Site Office Implementation Process or Procedure Cited	Comments
Item	Section Title	Requirement					
34	Analyze Hazards and Develop and Implement Controls	For Hazard Category 1 nuclear facilities, ensure that appropriate safety requirements in necessary functional areas are included in the contracts and in the authorization agreement as directed by the Deputy Administrator.	NA				No CAT 1 facilities
35	Analyze Hazards and Develop and Implement Controls	*Approve final nuclear facility/activity hazard categorization level based on input from NNSA line managers and contractors regarding the type and amounts of hazards, and the requirements of 10 CFR 830.	y	IV-9, section 4.5	Manager	NV M 421.X	reference directives for this element are incomplete in current FRAM: NV M 421.X specifically addresses this element
36	Analyze Hazards and Develop and Implement Controls	Approve the nuclear safety design criteria selected for the preliminary DSAs for Hazard Category 1, 2, and 3 nuclear facilities if they are not consistent with DOE O 420.1, <i>Facility Safety</i> , as required by 10 CFR 830.	y	IV-9, section 4.5	Manager	NV M 421.X	reference directives for this element are incomplete in current FRAM: NV M 421.X specifically addresses this element
37	Analyze Hazards and Develop and Implement Controls	*Direct the contractor to prepare documentation for controls for the prevention and mitigation of hazards (including Technical Safety Requirements for Hazard Category 1, 2 and 3 nuclear facilities). Review the adequacy of the controls and their documentation.	y	IV-9, section 4.5	Manager	NV M 421.X	reference directives for this element are incomplete in current FRAM: NV M 421.X specifically addresses this element
38	Analyze Hazards and Develop and Implement Controls	Direct the contractor to prepare RPPs, USQ procedures, preliminary DSAs, and DSAs in accordance with 10 CFR 830 and 835.	y	IV-8, section 4.4	Manager	NV M 421.X	reference directives for this element are incomplete in current FRAM: NV M 421.X specifically addresses this element
39	Analyze Hazards and Develop and Implement Controls	*Review and approve the following: RPPs for DOE activities as required in 10 CFR 835; USQ procedures for Hazard Category 1, 2, and 3 nuclear facilities; and preliminary DSAs and DSAs for Hazard Category 2 and 3 nuclear facilities, including the nuclear safety design criteria, where required by 10 CFR 830.	y	IV-8, section 4.3	Manager	NV M 421.X	reference directives for this element are incomplete in current FRAM: NV M 421.X specifically addresses this element
40	Analyze Hazards and Develop and Implement Controls	Obtain EH review and Deputy Administrator approval if the provisions of 10 CFR 830 for DSA methodologies are not used.	y	IV-8, section 4.4	Manager	NV M 421.X	reference directives for this element are incomplete in current FRAM: NV M 421.X specifically addresses this element
41	Analyze Hazards and Develop and Implement Controls	Send recommendation for approval or disapproval of DSAs and preliminary DSAs for Hazard Category 1 nuclear facilities, including the nuclear safety design criteria, to the Deputy Administrator with comments.	NA				No CAT 1 facilities
42	Analyze Hazards and Develop and Implement Controls	Respond to Principal Deputy Administrator, Deputy Administrator, ES&H Advisor, Director of Emergency Operations, Associate Administrator for Infrastructure and Security (AAIS), or EH comments.	n				revise NV M 111.XC, page IV-8, Section 4.4
43	Analyze Hazards and Develop and Implement Controls	*Approve the Technical Safety Requirements and other hazards controls for Hazard Category 2 and 3 nuclear facilities and ensure sufficient funding for implementation.	y	IV-9, section 4.5	Manager	NV M 421.X	reference directives for this element are incomplete in current FRAM: NV M 421.X specifically addresses this element
44	Analyze Hazards and Develop and Implement Controls	*For Hazard Category 2 and below nuclear facilities and accelerators, approve the safety basis, and prepare a safety evaluation report.	y	IV-9, section 4.5	Manager	NV M 421.X	reference directives for this element are incomplete in current FRAM: NV M 421.X specifically addresses this element
45	Analyze Hazards and Develop and Implement Controls	Review and provide recommendations to the Deputy Administrator on requests for Exemptions to 10 CFR Parts 830 and 835.	y	IV-8, section 4.4	Manager	NV M 421.X	reference directives for this element are incomplete in current FRAM: NV M 421.X specifically addresses this element
46	Analyze Hazards and Develop and Implement Controls	If necessary, pursue Exemptions from DOE requirements, local, State, or other Federal agencies.	y	IV-7, section 4.2	Contracting Officer	NV M 450.3X	
47	Analyze Hazards and Develop and Implement Controls	Coordinate with contractor and Deputy Administrator.	n				normal course of business

Appendix Site Office FRAM

NNSA FRAM Section 3.8			Site Office Requirement (Yes/No)	Cited in Site Office FRAM: Page, Section	Responsible Site Office Person or Position Identified:	Site Office Implementation Process or Procedure Cited	Comments
Item	Section Title	Requirement					
27	Analyze Hazards and Develop and Implement Controls	Direct the contractor to propose site- or facility-specific standards tailored to the work and the hazards and provide this documentation to the Deputy Administrator for information (or for approval in the authorization agreement and in the contract in the case of Hazard Category 1 nuclear facilities).	n	III-5, section 6.0	Manager, Assistant Managers, Office/Division Directors, Program/Project/Functional Managers	NV M 251.1	Revise NV M 111.XC
28	Analyze Hazards and Develop and Implement Controls	Ensure that the analysis provided by the contractor properly covers the hazards associated with the work, is consistent with its safety management system, and provides sufficient information for the selection of safety standards and controls.	y	IV-5, section 3.1	Manager, Assistant Managers, Office/Division Directors, Program/Project/Functional Managers, Subject Matter Experts (Service Center as needed)	NV M 412.X1; NV M 412.X2	reference directives for this element are incorrect in current FRAM
29	Analyze Hazards and Develop and Implement Controls	Ensure that hazards surveys and hazards assessments for emergency planning purposes are adequately performed and documented in accordance with the requirements of DOE O 151.1A, Comprehensive Emergency Management System except at sites where exemption has been granted or the Order is not applicable.	y	IV-5, section 3.1	Manager, Assistant Managers, Office/Division Directors, Program/Project/Functional Managers, Subject Matter Experts (Service Center as needed)	NV M 412.X1; NV M 421.X	reference directives for this element are incorrect in current FRAM: NV M 412.X1 specifically addresses EMHAS
30	Analyze Hazards and Develop and Implement Controls	Approve and forward approved hazards surveys and hazards assessments to the Deputy Administrators and Director of Emergency Operations, as appropriate.	n				Revise NV M 111.XC
31	Analyze Hazards and Develop and Implement Controls	Ensure that a documented PAAA coordination process exists in accordance with NNSA policies and procedures, including a process for tracking and verification of closure of contractor corrective actions.	y	IV-17, section 6.3	Manager, Assistant Managers, Office/Division Directors, Program/Project/Functional Managers, Facility Representatives	none	The documented PAAA coordination process is a contractor process. Tracking of issues is addressed in NV M 220.X.
32	Analyze Hazards and Develop and Implement Controls	Review and approve the ES&H requirements to be included in the contracts.	y	IV-7, section 4.2	Contracting Officer, Deputy Manager, Assistant Managers, Office/Division Directors, Program/Project/Functional Managers	NV M 450.3X	
33	Analyze Hazards and Develop and Implement Controls	Ensure that the hazard analyses for Hazard Category 1, 2, and 3 nuclear facilities meet the requirements of 10 CFR 830.	y	IV-9, section 4.5	Manager, Assistant Managers, Office/Division Directors, Review Team Leaders	NV M 421.X	reference directives for this element are incorrect in current FRAM: NV M 421.X specifically addresses this element

NNSA FRAM Section 3.8			Site Office Requirement (Yes/No)	Cited in Site Office FRAM: Page, Section	Responsible Site Office Person or Position Identified:	Site Office Implementation Process or Procedure Cited	Comments
Item	Section Title	Requirement					
17	Define Scope of Work—Translate Mission into Work, Set Expectations	Prepare budget execution documents in accordance with the NNSA PPBE process to allocate resources to contractors.	n	IV-2, section 1.2	Manager, Assistant Managers, Executive Council, Office/Division Directors, Program/Project Managers	NV O 124.X	Revise NV O 124.X to address this requirement by 9/04
18	Define Scope of Work—Translate Mission into Work, Set Expectations	Prepare Site Office FRAM, submit for approval by the Deputy Administrator, and implement FRA documents for Site Offices that delineate how the applicable responsibilities and authorities in the NNSA FRAM are performed.	n	II-10, section (g) 1	Office of Business Affairs	NV M 111.X	Revise NV M 111.XC, Chap III to address this requirement by 9/04
19	Define Scope of Work—Translate Mission into Work, Set Expectations	Revise FRA documents within 90 days of the issuance of revisions of the NNSA FRAM and following local organizational changes.	n				Revise NV M 111.XC, Chap III
20	Define Scope of Work—Translate Mission into Work, Set Expectations	Deputy Administrator approval is only needed for significant Site FRAM changes.	n				Revise NV M 111.XC, Chap III
21	Define Scope of Work—Translate Mission into Work, Set Expectations	Also, obtain approval from the Deputy Administrator for Site FRAMs that have QAP elements integrated.	n				Revise NV M 111.XC, Chap III
22	Define Scope of Work—Translate Mission into Work, Set Expectations	Ensure that the responsibility, authority, and accountability for operation and maintenance of all NNSA facilities are clearly defined, appropriately assigned, and executed.	y	IV-13, section 5.2.1 and 5.2.2	Program/ Project/ Task/ Functional/ Managers/ Facility Reps		
23	Define Scope of Work—Translate Mission into Work, Set Expectations	Conduct line oversight of safety management systems to ensure effective implementation and maintenance.	y	IV-16, section 6.2	Manager, Assistant Managers, Management System Steering Panel (MSSP), Office/Division Directors, Program/Project/Functional/ Managers/Facility Reps	NV M 220.X	
24	Define Scope of Work—Translate Mission into Work, Set Expectations	Ensure that contractors describe, document, implement, and maintain their safety management systems.	y	IV-19, section 6.6	MSSP	NV O 450.4	
25	Define Scope of Work—Translate Mission into Work, Set Expectations	Ensure that the safety management system adequately prioritizes work to ensure that, when implemented, mission and safety expectations for the site are met within available budget and resources.	y	IV-2, section 1.2	Manager, Assistant Managers, Executive Council, Office/Division Directors, Program/Project Managers	NV O 124.X	
26	Define Scope of Work—Translate Mission into Work, Set Expectations	Review and support development of expected performance objectives and related Deputy Administrator goals and priorities.	n	III-1, section 1.0	Manager, Assistant Managers		Revise NV M 111.XC

NNSA FRAM Section 3.8			Site Office Requirement (Yes/No)	Cited in Site Office FRAM: Page, Section	Responsible Site Office Person or Position Identified:	Site Office Implementation Process or Procedure Cited	Comments
Item	Section Title	Requirement					
9	Define Scope of Work—Translate Mission into Work, Set Expectations	Prepare, award and administer contracts that establish clear expectations and performance measures with requirements for annual updates.	y	IV-4, section 2.2	Manager, Assistant Managers, Contracting Officer, Office of Business Affairs, Office/Division Directors, Program/Project/Managers	NV M 210.X	
10	Define Scope of Work—Translate Mission into Work, Set Expectations	Monitor contractor performance to assess whether performance expectations have been met.	y	IV-18, section 6.4	Manager, Assistant Managers, Office/Division Directors, Program/Project/Task/Functional/Managers/Facility Reps	NV M 210.X	
11	Define Scope of Work—Translate Mission into Work, Set Expectations	As Contracting Officer: Negotiate with each contractor, in consultation with Deputy Administrator (NA-10 only), the set of Directives or provisions of Directives, if any, to be included in the contract.	y	IV-8, section 4.3	Contracting Officer, Assistant Managers, Office/Division Directors, Program/Project/Functional/Managers	NV M 450.3X	
12	Define Scope of Work—Translate Mission into Work, Set Expectations	Approve and issue contracts that meet contract regulations and provide clear expectations and performance measures to contractors regarding work to be performed for the mission including safety requirements.	y	IV-4, section 2.2	Manager, Assistant Managers, Contracting Officer, Office of Business Affairs, Office/Division Directors, Program/Project/Managers	NV M 210.X	
13	Define Scope of Work—Translate Mission into Work, Set Expectations	Determine annually that contractor safety management systems and systems requirements are current, valid, and appropriately reflected in the implementation procedures.	n	IV-19, section 6.6	MSSP	NV O 450.4	Revise NV O 450.4 to address this requirement by 9/04
14	Define Scope of Work—Translate Mission into Work, Set Expectations	Determine the need for team review of the contractor's safety management system and revisions thereto.	y	IV-19, section 6.6	MSSP	NV O 450.4	
15	Define Scope of Work—Translate Mission into Work, Set Expectations	Approve safety management systems and revisions thereto (48 CFR 970).	y	IV-19, section 6.6	MSSP	NV O 450.4	
16	Define Scope of Work—Translate Mission into Work, Set Expectations	Incorporate approved Standards into contract requirements.	y	IV-8, section 4.3	Contracting Officer, Assistant Managers, Office/Division Directors, Program/Project/Functional/Managers	NV M 450.3X	

NNSA FRAM Section 3.8			Site Office Requirement (Yes/No)	Cited in Site Office FRAM: Page, Section	Responsible Site Office Person or Position Identified:	Site Office Implementation Process or Procedure Cited	Comments
Item	Section Title	Requirement					
1	NNSA Site Office Managers (SOMs) (An asterisk "*" indicates a delegated authority from NA-10 only. NA-20 shall issue separate delegations for their programs in lower tier FRA documents. Functions and authorities delegated by NA-1, 10, or 20, may be retained on a case-by-case basis)						
2	Provide Direction—Strategic Plans, Mission Statements, Budget, Resource Allocation, Technical Qualification and Competency	Review and provide input to the Federal Technical Capability Program with guidance developed by the Principal and Deputy Administrators to ensure the NNSA Federal technical employees responsible for oversight at NNSA facilities are trained to perform their duties safely and efficiently.	y	III-2, section 2.0	NSO FTCP Agent	NV M 360.1	
3	Provide Direction—Strategic Plans, Mission Statements, Budget, Resource Allocation, Technical Qualification and Competency	Participate in preparation and review of the proposed budget and subsequent budget allocation, and provide input on the adequacy to support missions and safety initiatives; landlord activities; implement corrective actions and safety improvements.	y	IV-2, section 1.2	Manager, Assistant Managers, Executive Council, Office/Division Directors, Program/Project Managers	NV O 124.X	
4	Provide Direction—Strategic Plans, Mission Statements, Budget, Resource Allocation, Technical Qualification and Competency	Provide oversight to ensure that contractor employees maintaining and operating NNSA facilities are trained to perform their duties safely and efficiently per DOE/NNSA requirements.	y	IV-16, section 6.2	Manager, Assistant Managers, Management System Steering Panel (MSSP), Office/Division Directors, Program/Project/Functional/Managers/Facility Reps	NV M 220.X	
5	Define Scope of Work—Translate Mission into Work, Set Expectations	*Authorize ISMS verifications to ensure ISMS is implemented and maintained at NNSA facilities.	y	IV-19, section 6.6	MSSP	NV O 450.4	
6	Define Scope of Work—Translate Mission into Work, Set Expectations	Develop work plans, including scope, schedule, and funding allocations for each fiscal year.	y	IV-3, section 2.1	Assistant Managers, Office/Division Directors, Program/Project/Functional/Managers	none	
7	Define Scope of Work—Translate Mission into Work, Set Expectations	These plans should reflect mission assignments to the field and by facilities, projects, and programs.		IV-3, section 2.1	Program/Project/Functional/Managers	none	
8	Define Scope of Work—Translate Mission into Work, Set Expectations	Assist in the development/review of guidance documents that promulgate expectations for field element activities and performance including Rules, NNSA and DOE Policies, Orders, Notices, Manuals, Guides, and Technical Standards.	y	III-5, section 6.0	Manager, Assistant Managers, Office/Division Directors, Program/Project/Functional/Managers	NV M 251.1	

FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES MANUAL

Attachment 1

NV M 111.XC.DMC

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SME	Subject Matter Expert
SNM	Special Nuclear Material
SSD	Safeguards and Security Division
STD	Stockpile Stewardship Division
STL	Special Technology Laboratory
STP	Site Treatment Plan
STSM	Senior Technical Safety Manager
SUD	Site Use and Development
TD	Technology Division
TQP	Technical Qualification Program
TRI	Toxic Chemical Release Inventory
TRU	Transuranic Waste
TSR	Technical Safety Requirement
TTR	Tonopah Test Range
UGTA	Underground Test Area
USQ	Unreviewed Safety Question
USQD	USQ Determination
V/A	Validation/Assessment
WFO	Work for Others
WMD	Waste Management Division

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NV M 111.XC.DMC
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Attachment 1
Page 3

NV-WSS	Nevada Work Smart Standards
OBA	Office of Business Affairs
OBS	Office of Business Services
OCC	Office of Chief Counsel
OFS	Office of Federal Services
OMD	Operations Management Division
ORR	Operational Readiness Review
OPA	Office of Public Affairs
OPM	Office of Personnel Management
OPR	Office of Primary Responsibility
ORPS	Occurrence Reporting and Processing System
P&T	Packaging and Transportation
PA	Performance Assessment
PAD	Performance Assurance Division
PBMC	Performance-Based Management Contractor
PDSA	Preliminary DSA
POA	Plan of Action
POC	Point of Contact
PPE	Personal Protective Equipment
PSO	Program Secretarial Office
QA	Quality Assurance
QAP	QA Program
RA	Readiness Assessment
RCRA	Resource Conservation and Recovery Act
REOP	Real Estate/Operations Permit
RPP	Radiation Protection Program
RWAP	Radioactive Waste Acceptance Program
RWID	Radioactive Waste Information Document
SAR	Safety Analysis Report
SB	Safety Basis
SBRT	SB Review Team
SCE	Subcritical Experiment
SCI	Sensitive Compartmented Information
SCIF	SCI Facilities
SER	Safety Evaluation Report
SIO	Senior Intelligence Officer

FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES MANUAL

Attachment 1

NV M 111.XC.DMC

Page 2

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FPD	Federal Project Director
FPM	Federal Project Manager
FR	Facility Representative
FRA	Functions, Responsibilities, and Authorities
FRAM	Functions, Responsibilities, and Authorities Manual
FRD	Facility Representative Division
FTCP	Federal Technical Capability Program
GAO	General Accounting Office
HE	High Explosive
HSC	Hazardous Materials Spill Center
HOC	Hazardous Operations Controller
HSDD	Homeland Security and Defense Division
IDP	Individual Development Plan
IG	Inspector General
IN-1	Office of Intelligence
IP	Implementation Plan
ISM	Integrated Safety Management
JASPER	Joint Actinide Shock Physics Experimental Research
JCO	Justification for Continued Operation
M&O	Management and Operating
MCA	Mutual Consent Agreement
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MSSP	Management System Steering Panel
NA-10	Deputy Administrator for Defense Programs
NEMOF	Nevada Energetic Materials Operations Facility
NEPA	National Environmental Policy Act
NERP	Nevada Environmental Research Park
NES	Nuclear Explosive Safety
NNSA	National Nuclear Security Administration
NNSA/NSO	NNSA Nevada Site Office
NNSA/SC	NNSA Service Center
NS	National Security
NTS	Nevada Test Site
NVIC	Nevada Intelligence Center

FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES MANUAL

NV M 111.XC.DMC

Attachment 1

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Page 1

ACRONYMS

AM	Assistant Manager
AMEM	Assistant Manager for Environmental Management
AMNS	Assistant Manager for National Security
AMSO	Assistant Manager for Site Operations
AMSSP	Assistant Manager for Safety and Security Programs
ARR	Accelerator Readiness Review
ATLAS	Augmented Test Logistics Assembly System
BEEF	Big Explosive Experimental Facility
CA	Corrective Action
CFR	Code of Federal Regulations
COR	Contracting Officer Representative
CRG	Change Review Group
CSO	Cognizant Secretarial Office
DAF	Device Assembly Facility
DCID	Director of Central Intelligence Directives
DHS	Department of Homeland Security
DNFSB	Defense Nuclear Facilities Safety Board
DoD	Department of Defense
DOE	Department of Energy
DSA	Documented Safety Analysis
DTRA	Defense Threat Reduction Agency
EIS	Environmental Impact Statement
EM	Environmental Management
ERD	Environmental Restoration Division
ES&H	Environment, Safety, and Health
ESHD	Environment, Safety, and Health Division
FEIMD	Facilities, Engineering, and Infrastructure Management Division
FEOSH	Federal Employee Occupational Safety and Health
FFACO	Federal Facilities Agreement and Consent Order
FFCAct	Federal Facility Compliance Act Consent Order
FIE	Field Intelligence Element
FIRP	Facilities and Infrastructure Recapitalization Program
FOCI	Foreign Ownership, Control, or Influence

FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES MANUAL

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IV-20

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NNSA/NSO WORK EXECUTION— MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NSO Directives
6.7 Oversight Management System	<p>Manager</p> <ul style="list-style-type: none"> Reviews the MSSP's information and recommendation on NNSA/NSO's quality management system, the system effectiveness, and the NNSA/NSO Complex quality status, and improvement progress. <p>Management System Steering Panel</p> <ul style="list-style-type: none"> Provides the NNSA/NSO Executive Council closure status, important trends, and recommendations regarding future oversight priorities. Reviews and analyzes quarterly reports from the AMs. Conducts yearly independent self-assessment to validate Oversight Management System implementation. <p>Assistant Managers</p> <ul style="list-style-type: none"> Implement assessment plans within their organization. Ensure VIAs and walkthroughs are periodically performed. Utilize data in contractor/user performance evaluations. Review Division Director quarterly reports and develop roll-up report to the MSSP. Monitor progress of closure of findings and CA completion. <p>Division Directors</p> <ul style="list-style-type: none"> Ensure employees are fulfilling their oversight responsibilities. Ensure the coordination of assessments and information. Develop quarterly roll-up report for the AM. Ensure closure of findings and CAs are occurring as scheduled. 	

FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES MANUAL

NV M 111.XC.DMC

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IV-19

NNSA/NSO WORK EXECUTION— MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NSO Directives
<p>6.6 ISM Long-Term Maintenance</p>	<p>Manager</p> <ul style="list-style-type: none"> • Issues annual program and budget execution guidance and direction concerning safety performance objectives, performance measures and commitments to NNSA/NSO contractors, DTRA, and the National Laboratories. <p>Management System Steering Panel</p> <ul style="list-style-type: none"> • Coordinates review and approval of any revised ISM System description documents through the Contracting Officer. • Identifies self-assessment needs that will evaluate NNSA/NSO implementation and effectiveness of the NNSA/NSO Safety Management System. • Identifies areas of contractor/user oversight that will be emphasized based on the analysis of feedback information. • Meets with NNSA/NSO contractor, DTRA, and the National Laboratories to coordinate any NNSA/NSO ISM System improvement issues and opportunities. <p>Assistant Managers</p> <ul style="list-style-type: none"> • Consolidate Division Program, budget execution guidance, and direction concerning safety performance objectives, performance measures, and commitments for submission to the MSSP. <p>Office/Division Directors</p> <ul style="list-style-type: none"> • As appropriate, recommend specific program and budget execution guidance and direction for NNSA/NSO contractors and the National Laboratories concerning safety performance objectives, performance measures, and commitments for approval by the AM. • Provide input to the MSSP regarding proposed revisions to ISM System descriptions. • Ensure the conduct of NNSA/NSO self-assessments, as appropriate. 	<p>NV O 450.4</p>

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NNSA/NSO WORK EXECUTION— MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NSO Directives
6.4 Contractor/User PA	<p>Manager</p> <ul style="list-style-type: none"> Defines corporate priorities for contractors/user performance. Ensures effective feedback mechanisms are established to keep contractor/user informed of their performance. <p>Assistant Managers</p> <ul style="list-style-type: none"> Identify performance priorities for assigned functions and activities. Provide NTS/National Laboratories' performance expectations input to NNSA Albuquerque regarding Los Alamos National Laboratory, and Sandia National Laboratories; and to NNSA Oakland regarding Lawrence Livermore National Laboratory. <p>Office/Division Directors</p> <ul style="list-style-type: none"> Develop performance measures for evaluating the PBMC. Evaluate the formal input gathered by staff and other support personnel and recommend to the AM appropriate actions. <p>Program/Project Managers, Task Managers, Functional Managers/ FRs</p> <ul style="list-style-type: none"> Identify performance expectations and review performance of the contractor and user organizations. Review contractor/user self-assessments to gain perspective on their perceived performance. Monitor contractor/user performance measures. Utilize oversight data to substantiate evaluations and recommendations, where appropriate. Identify any safety-related performance expectations and evaluations for the National Laboratories' work at NNSA/NSO. 	NV M 210.X
6.5 Issues Management	<p>Manager</p> <ul style="list-style-type: none"> Ensures issues are appropriately managed. <p>Assistant Managers</p> <ul style="list-style-type: none"> Review the findings of assessments to evaluate their significance and ensure appropriate priorities and resources are assigned to CAs. Ensure CAs are processed in accordance with NNSA/NSO QA Manual. Where this review finds insufficient significance to justify corrective efforts, report the results of that review to the assessed organization. Ensure CAs in response to significant findings are effectively implemented. 	NV M 220.X

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NNSA/NSO WORK EXECUTION— MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NSO Directives
	<p>Program/Project Managers/Task Managers/Functional Managers/FRs</p> <ul style="list-style-type: none"> · Maintain operational awareness of assigned work scopes. · Plan, schedule, perform, document, risk rank, and track oversight activities/results in accordance with NV M 220.X. · Verify CAs as required in NV M 220.X. · Develop and maintain facility/activity oversight plans. · Coordinate oversight activities with the NNSA/NSO Project Manager to minimize impact on organization being reviewed. · Report potential or existing hazardous conditions to NNSA Management and report facility effectiveness in the implementation of hazard controls. · Ensure supervisor is made aware of important or potentially adverse facility/activity conditions. · Conduct periodic trending on oversight findings that may pertain to assigned work scopes. · Ensure statements of work and contracts are properly implemented. 	<p>DOE O 225.1 DOE O 420.1 DOE O 452.2 DOE O 5480.19 DOE O 5530.1 DOE O 5530.2 NV M 435.1-1 NV M 450.X NV O 452.1 NV O 56XG.1</p>
<p>6.3 Price-Anderson Enforcement</p>	<p>Manager</p> <ul style="list-style-type: none"> · Refers nuclear safety violations to the CSO and Office of Enforcement for review. <p>Assistant Managers</p> <ul style="list-style-type: none"> · Participate in enforcement conferences with Office of Enforcement. · Report to the Manager any nuclear safety violations. <p>Office/Division Directors</p> <ul style="list-style-type: none"> · Provide additional information and support investigations as required. · Identify and report to AM any nuclear safety violations. <p>Program/Project Managers/Task Managers/Functional Managers/FRs</p> <ul style="list-style-type: none"> · Inform the Price-Anderson Enforcement Coordinator (NNSA/NSO ESHD) of potential violations. 	<p>HDBK-1085-95 10 CFR 820</p>

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NNSA/NSO WORK EXECUTION— MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NSO Directives
6.1.3 ES&H Reporting Requirements (Occupational Safety and Health, Environmental, and Radiological) Categories	<p>Assistant Managers</p> <ul style="list-style-type: none"> Manage internal processes for reporting ES&H information in accordance with DOE M 231.1-1. Provide routine and special reports required by environmental protection laws, regulations, and Orders. Ensure appropriate documentation and review of USQ for nuclear facilities. 	<p>DOE O 231.1 DOE M 231.1-1 DOE P 450.1 DOE P 450.2</p>
6.2 Oversight	<p>Manager</p> <ul style="list-style-type: none"> Establishes a culture of inquisitiveness and commitment to documenting contractor/user performance. Defines corporate oversight priorities. <p>Management System Steering Panel (MSSP)</p> <ul style="list-style-type: none"> Reviews oversight findings, relative risk estimates, and trends. Provides recommendations to Executive Council on oversight priorities, frequency, depth, etc. <p>Assistant Managers</p> <ul style="list-style-type: none"> Communicate oversight priorities to direct reports and ensure their incorporation into oversight plans. Maintain cognizance of oversight findings associated with assigned missions to guide management attention. Ensure duly authorized independent oversight personnel have access to all work activities at all NNSA/NSO facilities. This includes providing the site- and facility-specific training required to gain access to radiological and other controlled areas. Maintain an oversight plan of assigned work scopes that provides adequate formal assurance that risks posed by work under their cognizance are being controlled in accordance with NNSA/NSO expectations. Perform appropriate oversight activities and document results in accordance with NV M 220.XB (or latest edition). <p>Assistant Manager for Safety and Security Programs</p> <ul style="list-style-type: none"> Ensures contractors describe and document their safety management systems. <p>Office/Division Directors</p> <ul style="list-style-type: none"> Provide guidance to staff on oversight priorities, depth, frequency, quality, consistency with Directives, etc. Request support from the Core Technical Group or PSO/Lead PSOs (with appropriate NNSA/NSO management involvement) when existing NNSA/NSO resources are deemed insufficient. Perform appropriate oversight activities and document results in accordance with NV M 220.X (or latest edition). 	<p>DOE G 120.1-5 DOE O 413.1 DOE O 414.1 DOE G 414.1-1 DOE P 450.5 NV M 220.X DOE-STD-1063-2000</p>

NNSA/NSO WORK EXECUTION— MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NSO Directives
6.1.1 Lessons Learned Program	<p>Manager</p> <ul style="list-style-type: none"> Encourages a culture that utilizes Lessons Learned to strive for continuous improvement and ES&H performance data to identify early problem development. <p>Assistant Managers</p> <ul style="list-style-type: none"> Ensure a Lessons Learned culture is implemented within their organization. <p>Office/Division Directors</p> <ul style="list-style-type: none"> Maintain awareness of applicable Lessons Learned as they relate to assigned work scopes and encourage dissemination of information. <p>Program/Project Managers/Task Manager/Functional Manager/FRs</p> <ul style="list-style-type: none"> Maintain awareness of applicable Lessons Learned as they relate to assigned work scopes and take appropriate action. Develop Lessons Learned regarding assigned work, where applicable, and disseminate through the NNSA/NSO Lessons Learned process (NV O 230.XA). 	DOE O 151.1 DOE O 210.1 DOE P 251.1 NV M 220.X NV O 230.X NV P 251.1 NV M 251.1-1
6.1.2 Occurrence Reporting and Processing System (ORPS)	<p>Assistant Managers</p> <ul style="list-style-type: none"> Ensure the process for reporting contractor occurrences is maintained, implemented, and consistent with the ORPS. <p>Office/Division Directors</p> <ul style="list-style-type: none"> Maintain cognizance of Occurrence Reports within their assigned programs and ensure proper closure actions are achieved. <p>Program/Project Managers, Task Managers, Functional Managers</p> <ul style="list-style-type: none"> Maintain cognizance of Occurrence Reports within their assigned programs and ensure proper closure actions are achieved. Monitor the contractor reporting of occurrences on the ORPS. Review reports and approve proposed CAs. Facilitate the notification and reporting of occurrences. Review and approve Occurrence Reports as delegated. <p>Facility Representatives</p> <ul style="list-style-type: none"> Facilitate the notification and reporting of occurrences of any safety or operational concerns. Review and approve occurrence reports for assigned facilities. Review and concur with proposed CAs. Maintain cognizance of Occurrence Reports within their assigned facilities. Monitor the contractor reporting and follow-up of occurrences at assigned facilities and communicate any issues to the appropriate NNSA/NSO Program/Project Manager. <p>Director, ES&H</p> <ul style="list-style-type: none"> Communicates "ES&H alerts" received from DOE and NNSA or other sources to the NNSA/NSO community. 	DOE O 232.1 DOE M 232.1-1 NV M 220.X NV PI 97-010

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NNSA/NSO WORK EXECUTION— MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NSO Directives
<p>5.3 QA (for NNSA/NSO and Contractors)</p>	<p>Manager</p> <ul style="list-style-type: none"> · Reviews and approves contractor's QAP for nuclear facilities and ensures QAP for nuclear facilities meet the requirements of 10 CFR 830 and are integrated with contractor safety management programs. · Submits and recommends NNSA/NSO QAP to NA-10 for approval. <p>Assistant Managers</p> <ul style="list-style-type: none"> · Ensure a contractor QAP is prepared in accordance with applicable regulations and Directives and submitted to DOE or NNSA or review and approval. · Ensure implementation of NNSA/NSO QAP. <p>Assistant Manager for Safety and Security Programs</p> <ul style="list-style-type: none"> · Prepare and implement an NNSA/NSO QAP for NNSA/NSO activities. <p>Office/Division Directors</p> <ul style="list-style-type: none"> · Ensure contractors implement QAPs. · Ensure a contractor QAP is prepared in accordance with applicable Directives and submitted to DOE or NNSA for review and approval. · Ensure the contractor prepares and submits a QAP and monitors the implementation of the contractor's approved plan. <p>Program/Project Managers/Task Manager/Functional Manager/FRs</p> <ul style="list-style-type: none"> · Review and recommend approval of contractor QAPs. · Ensure appropriate QA-related issues are resolved and tracked to completion and appropriately validated. · Ensure contractors' QAPs are implemented and monitor performance in accordance with NV M 220.X (or latest edition). 	<p>DOE O 414.1 DOE G 414.1-1 NV M 220.X NV O 10XE.1 NV M 10XE.1-1 10 CFR 830.120</p>
<p>6.0 Collect Feedback and Pursue Improvement</p>	<p>In the performance of work, incidents may occur, opportunities for improvement may be identified, lessons will be learned. This perspective will be fed back into the planning and implementing documentation to ensure the Department derives long-term benefits.</p>	<p>NV M 220.X</p>
<p>6.1 Generation, Collection, and Dissemination of Information</p>		

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NNSA/NSO WORK EXECUTION— MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NSO Directives
5.2 Perform Work Safely	<p>Manager</p> <ul style="list-style-type: none"> · Participates in Worker Recognition Programs to encourage safety improvements. <p>Assistant Managers</p> <ul style="list-style-type: none"> · Participate in Worker Recognition Programs to encourage safety improvements. · Ensure immediate and effective remedial actions are taken for imminent danger situations. <p>Office/Division Directors</p> <ul style="list-style-type: none"> · Ensure contractors implement worker, public, environment, and Facility Protection Programs in accordance with requirements and good safety practices. · Participate in Worker Recognition Programs to encourage safety improvements. · Ensure federal employees comply with applicable laws, rules, and DOE and NNSA Directives. · Ensure federal employees provide technical direction that is consistent with applicable laws, rules, and DOE and NNSA Directives. <p>Program/Project Managers/Task Manager/Functional Manager/FRs</p> <ul style="list-style-type: none"> · Exercise shut down authority if an imminent danger exists or USQ is discovered and promptly notify the next higher level of NNSA/NSO management. · Conduct an inspection as soon as possible after an imminent danger situation has been corrected to ensure appropriate actions have been taken to preclude recurrence. 	DOE O 440.1 DOE P 450.4 NTS-SOP 1103 NTS-SOP 1105
5.2.1 Maintenance	<p>Program/Project Managers</p> <ul style="list-style-type: none"> · Ensure programmatic facilities have appropriate maintenance management systems and processes in place to meet the requirements of Life Cycle Asset Management for maintenance. 	DOE O 430.1
5.2.2 Conduct of Operations	<p>Program/Project Managers/Task Manager/Functional Manager/FRs</p> <ul style="list-style-type: none"> · Monitor contractor/user Conduct of Operations activities. · Understand management systems used by the contractor/users to control operations including operating procedures, radiation work permits, criticality control, lockout/tagout, environmental control, design and configuration control, maintenance activities, etc. 	DOE O 5480.19
5.2.3 Configuration Management	<p>Program/Project Managers/Task Manager/FRs</p> <ul style="list-style-type: none"> · Review, analyze, and monitor execution of the contractor's Configuration Management Program. <p>Federal System Engineer Functional Manager</p> <ul style="list-style-type: none"> · Reviews, analyzes, and monitors execution of the NNSA/NSO cognizant vital safety system engineer program and contractor's Configuration Management Program. 	DOE O 430.1

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NNSA/NSO WORK EXECUTION— MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NSO Directives
<p>5.1.3 Startup/Restart Authorization (Nonnuclear Facilities)</p>	<p>Manager</p> <ul style="list-style-type: none"> • Serves as the Startup/Restart Approval Authority as required by NV M 421.X. <p>Assistant Managers</p> <ul style="list-style-type: none"> • Serve as the Startup/Restart Approval Authority as required by NV M 421.X. • Approve, if delegated, or concur in the recommended readiness review and proposed performing organization. • Approve, if delegated, or concur in recommended Review Team, scope, plans, and procedures. <p>Office/Division Directors</p> <ul style="list-style-type: none"> • Serve as the Startup/Restart Approval Authority as required by NV M 421.X. • Approve, if delegated, or concur in recommended readiness review and proposed performing organization. • Approve, if delegated, or concur in recommended Review Team, scope, plans, and procedures. <p>Program/Project Managers</p> <ul style="list-style-type: none"> • Determine when a readiness review is required and the appropriate type per NV M 421.X. • Coordinate any NNSA/NSO readiness review required or NNSA/NSO review of a contractor readiness review. • Concur in NNSA/NSO's basis for verification and closure of all prestart/restart findings and keep the approval official appropriately informed. • Verify any NNSA/NSO approval conditions have been satisfied. • Review the final readiness recommendations and recommend startup/restart. <p>Facility Representatives</p> <ul style="list-style-type: none"> • Verify that any NNSA/NSO prestart/restart/poststart findings have been satisfied. 	<p>NV M 421.X</p>

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NNSA/NSO WORK EXECUTION— MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NSO Directives
5.0 Perform Work	After planning has been completed and funding received, the work may be initiated.	
5.1 Confirm Readiness		
5.1.1 Startup/Restart Operational Readiness Reviews (ORR)/Readiness Assessments (RA) for Nuclear Facilities or Accelerator Readiness Review (ARR) for Accelerators	<p>Manager</p> <ul style="list-style-type: none"> • Ensures readiness reviews are conducted per DOE O 425.1. • Reviews and approves startup notification reports per DOE O 425.1. • Exercises startup authority for nuclear facilities per DOE O 425.1 (exception for new Hazard Category 2 startup). • Designates an ORR or RA Team Leader for nuclear or accelerator facilities. • Approves ORR POAs. • When approval authority is not delegated, the Manager and staff serve in a support role to DOE processes and requirements. <p>Assistant Managers</p> <ul style="list-style-type: none"> • Recommend to the Manager the readiness review type, the Review Team Leader, scope, and POAs. • Concur in NNSA/NSO's bases for verification and closure of all prestart/restart findings. <p>Office/Division Directors</p> <ul style="list-style-type: none"> • Concur in recommended readiness review. • Determine the scope and select qualified Team Leader. • Concur in NNSA/NSO's bases for verification and closure of all prestart/restart findings and keep the approval official appropriately informed. • Coordinate the appointment of the NNSA/NSO Review Team Leader, if applicable. <p>Program/Project Managers</p> <ul style="list-style-type: none"> • Recommend the appropriate type of review (ORR, RA, or ARR) and the performing organization (NNSA/NSO versus contractor) per DOE O 425.1 or DOE O 420.2. • Review adequacy of the Contractor Operational Readiness Review or the Contractor Readiness Assessment Report and CA prior to initiation of NNSA/NSO ORR or RA. • Concur in NNSA/NSO's bases for verification and closure of all prestart/restart findings and keep the approval official appropriately informed. • Review the final readiness recommendations from NNSA/NSO organizational elements and recommend startup/restart. <p>Review Team Leaders</p> <ul style="list-style-type: none"> • Conduct ORR or RA per approved POA, (IP), DOE O 425.1 and DOE-STD-3006 and 3012. • Prepare ORR or RA report per DOE-STD-3006 recommend to the approval authority startup or restart of nuclear or accelerator facilities. <p>Facility Representatives</p> <ul style="list-style-type: none"> • Verify that any NNSA/NSO prestart/restart/poststart findings have been satisfied. 	<p>DOE O 420.2 DOE O 425.1 NV M 421.X DOE-STD-3006-2000</p>

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NNSA/NSO WORK EXECUTION— MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NSO Directives
<p>4.6 Ensure an Adequate Authorization Basis (Below Category 3 Nuclear Facilities and Nonnuclear Facilities)</p>	<p>Manager</p> <ul style="list-style-type: none"> • Determines the appropriate level of readiness needed for the startup of hazardous nonnuclear facilities and exercise startup authority. <p>Assistant Managers</p> <ul style="list-style-type: none"> • Recommend the appropriate level of SB and readiness review needed for the startup or restart of hazardous nonnuclear facilities. <p>Office/Division Directors</p> <ul style="list-style-type: none"> • Ensure NNSA/NSO reviews are conducted per NV M 412.X1. <p>Program/Project Managers/Functional Managers</p> <ul style="list-style-type: none"> • Determine the required authorization basis documentation for inclusion in the REOP. • Coordinate the REOP review. 	<p>NV M 412.X1 NV M 450.X NV O 481.1</p>
<p>4.7 Authorization Protocols</p>	<p>Manager</p> <ul style="list-style-type: none"> • Reviews proposer's determination of applicability in accordance with NV M 412.X1, REAL ESTATE/OPERATIONS PERMIT, to new work or significant changes to existing work. • Negotiates with PSO/Lead PSO on the approval of construction and initial operation of reactors and selected moderate hazard facilities or modifications thereto involving a USQ. • Signs the REOP when required to be signed at the Manager's level per NV M 412.X1. <p>Cognizant AM</p> <ul style="list-style-type: none"> • Recommends NNSA/NSO SER approval to the Manager. • Approves the scope and plan for the NNSA/NSO SER. <p>Office/Division Directors</p> <ul style="list-style-type: none"> • Resolve disputes with proposer's determination of applicability of NV M 412.X1 to new work or significant changes to existing work. • Sign the REOP when required to be signed at the Division Director level per NV M 412.X1. <p>Program/Project Managers/Functional Managers</p> <ul style="list-style-type: none"> • Review proposer's determination of applicability in accordance with NV M 412.X1, REOP, to new work or significant changes to existing work. • Raise any unresolved issues with proposer's determination to the next higher level of NNSA/NSO management with recommended course of action. • Determine the appropriate readiness review, if required, per NV M 421.X. • Determine any NNSA/NSO approval conditions. • Maintain the official file of pertinent documentation relating to the authorization of each assigned work scope through the organizational elements official filing system. • Sign the REOP and coordinate other NNSA/NSO approval signatures. 	<p>DOE O 420.2 DOE O 425.1 NV M 412.X1 DOE-STD-1104-96</p>

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NNSA/NSO WORK EXECUTION— MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NSO Directives
<p>4.5 Ensure an Adequate Authorization Basis (Categories 1, 2, and 3 Nuclear Facilities and High and Moderate Hazard Accelerators)</p>	<p>Manager</p> <ul style="list-style-type: none"> · Approves final nuclear facility/activity hazard categorization per DOE STD -1027-92 · Approves nuclear safety design criteria as established in PDSA. · Directs the contractor to prepare documentation of controls (including TSRs) for the prevention and mitigation of hazards for Categories 1, 2, and 3 nuclear facilities. · Directs the contractor to prepare PDSA and DSA in accordance with 10 CFR 830. · Reviews and approves PDSA and DSA for Hazard Categories 2 and 3 nuclear facilities · Approves the TSR and other hazards controls for Hazard Categories 2 and 3 nuclear facilities. · For Hazard Category 2 and below nuclear facilities and accelerators, approves the SB and prepare an SER. · Ensures all Hazard Category 2 nuclear facilities have up to date authorization agreements. · Approves positive USQD as recommended by SBRT or equivalent level of review. · Designates an SBRT Leader and approves SBRT Review Plan for the review of DSA, PDSA, TSR, or as appropriate positive USQD. · When approval authority is not delegated, the Manager and staff serve in a support role to DOE processes and requirements <p>Cognizant AM</p> <ul style="list-style-type: none"> · Ensures the contractor submits technically accurate SB documentation for SBRT review per NV M 421.X. · Ensures timely closure of all SER conditions of approval. · Supports the resolution of technical issues identified by the SBRT process. · Determines the required authorization basis documentation for inclusion in REOPs per NV M 412.X. · Coordinates the REOP review. · Prepares the authorization agreement for Hazard Category 2 nuclear facilities. · Coordinates the appointment of the NNSA/NSO Review Team Leader, if applicable. <p>Review Team Leaders</p> <ul style="list-style-type: none"> · Recommend the scope and SBRT Review Plan for the NNSA/NSO SER to the Manager. · Recommend NNSA/NSO SER and approval to the Director. 	<p>DOE O 420.2 NV M 412.X1 NV M 450.X DOE-STD-1027-92 DOE-STD-1104-96</p>

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NNSA/NSO WORK EXECUTION— MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NSO Directives
<p>4.3 Incorporate Requirements Into Contracts or Agreements</p>	<p>Contracting Officer</p> <ul style="list-style-type: none"> · Authorizes standards/requirements to be included into contract/ agreements. <p>Assistant Managers</p> <ul style="list-style-type: none"> · Concur with the specific standards/requirements to be included in contracts or agreements. <p>Office/Division Directors</p> <ul style="list-style-type: none"> · Review and concur with the specific standards/requirements to be included in contracts or agreements. <p>Program/Project/Functional Managers</p> <ul style="list-style-type: none"> · Perform ongoing reviews of the NV-WSS set or other sets of standards and propose needed changes. · Review new work and unanalyzed hazards for needed changes to the NV-WSS set or other standards sets. 	
<p>4.4 Nuclear Safety Rules, Implementation Plans (IP), Programs, and Procedures</p>	<p>Manager</p> <ul style="list-style-type: none"> · Directs the contractor to prepare the RPP USQ procedures in accordance with 10 CFR 830 and 835. · Reviews and approves 10 CFR 835 RPP for nuclear facilities. · Reviews and approves USQ procedures for Hazard Category 2 and 3 nuclear facilities. · Obtains Environmental Health review and NA-10 approval if the provisions of 10 CFR 830 for DSA methodologies are not used. · Reviews and provides recommendations to NA-10 on requests for exemptions to 10 CFR 830 and 835. · When approval authority is not delegated, the Manager and staff serve in a support role to DOE processes and requirements. <p>Assistant Managers</p> <ul style="list-style-type: none"> · Review the nuclear safety management rule required plans, programs and procedures or exemption request prepared by the contractor for compliance with the requirements of 10 CFR 830, and 835. Recommend to the Manager the approval or rejection of proposed plans, programs, procedures, or exemption requests. <p>Office/Division Directors</p> <ul style="list-style-type: none"> · Review and concur with approval request correspondence. <p>Program/Project Managers</p> <ul style="list-style-type: none"> · Review the nuclear safety IPs, programs, procedures, or exemption request prepared by the contractor for compliance with the DOE and NNSA nuclear safety rules. · Prepare approval request correspondence with concurrence or comments. · Transmit approvals of IPs from NNSA/NSO Manager or DOE PSO/Lead PSOs (or designee) to contractor. 	<p>DOE O 452.1 DOE O 452.2 DOE O 460.1 DOE O 5480.19 10 CFR 830 10 CFR 834 10 CFR 835</p>

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NNSA/NSO WORK EXECUTION— MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NSO Directives
4.2 Nevada Work Smart Standards	<p>NOTE: NV-WSS includes laws, regulations, DOE, NNSA, and NNSA/NSO Directives, industry standards, and other requirements documents determined applicable on an NNSA/NSO complex-wide basis. NV-WSS are referenced as mandatory requirements in various NNSA/NSO contracts and agreements.</p> <p>Contracting Officer</p> <ul style="list-style-type: none"> · Serves as the NNSA/NSO agreement party signing agreements with NNSA/NSO contractors, laboratories, or other agency agreement parties on the adoption of NV-WSS for use in relevant contracts and agreements. · Approves exemptions to NV-WSS, where authority to grant exemptions is not retained by a regulatory agency. <p>Deputy Manager</p> <ul style="list-style-type: none"> · Serves as chairperson of the NNSA/NSO Change Review Group (CRG). · As Lead Contracting Officer for NNSA/NSO and chairperson of the CRG, issues modifications to contracts and other agreements regarding recommended changes to NV-WSS contained in NNSA/NSO contracts. · Dispositions identified impacts from contractors and other organizations and evaluates of pending contract or agreement modifications. · As Lead Contracting Officer for NNSA/NSO, approves contract modifications incorporating changes to NV-WSS recommended by the CRG. <p>Contracting Officer</p> <ul style="list-style-type: none"> · Dispositions contractor identified impacts of pending contract modifications. · Approves contract modifications incorporating changes to NV-WSS as recommended by the NNSA/NSO CRG. <p>Assistant Managers</p> <ul style="list-style-type: none"> · Provide leadership for the implementation of applicable NV-WSS requirements. · Sign Authorization and Activity Agreements with contractors, National Laboratories, other agencies, and other users, which adopt NV-WSS on a facility-specific or operations basis. <p>Office/Division Directors</p> <ul style="list-style-type: none"> · Develop proposed Baseline Change Requests on changes to NV-WSS for consideration by the CRG. · Provide SME support from a functional perspective on work assignments established by the CRG. <p>Program/Project Managers</p> <ul style="list-style-type: none"> · Determine adequacy of NV-WSS defined in contracts to meet the needs of programs and projects and raise issues to supervisor as needed. · Propose/support Baseline Change Requests on NV-WSS to the CRG regarding assigned programs/projects. 	<p>DOE O 251.1 DOE O 420.1 DOE P 450.3 DOE M 450.3-1 DOE G 450.3-1 NV P 251.1 NV M 251.1-1 NV M 450.3X</p>

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NNSA/NSO WORK EXECUTION— MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NSO Directives
3.2 Categorize Facility/Activity Based on the Hazards (Nuclear Facilities)	<p>Manager</p> <ul style="list-style-type: none"> Approves the final hazard categorization for Hazard Category 2 and below and accelerators not excluded in DOE O 420.2 if delegated, otherwise recommends approval to CSO. <p>Assistant Managers</p> <ul style="list-style-type: none"> Recommend to the Manager facility/activity hazard categorization for nuclear facilities. Recommend to the Manager the hazard class for accelerator facilities. <p>Office/Division Directors</p> <ul style="list-style-type: none"> Review facility hazard categorization and forward to the AM. <p>Program/Project Managers</p> <ul style="list-style-type: none"> Review the proposer's facility/activity classification (nuclear versus nonnuclear) and categorization (for nuclear facilities) and recommend approval to the Director for further action. 	DOE O 452.2 NV M 412.X1 DOE-STD-1021-93 DOE-STD-1027-92 10 CFR 830, Subpart B
4.0 Develop and Implement Risk Controls	As risks are identified and analyzed, appropriate controls are planned to control, mitigate, or eliminate the risks. Relevant standards and requirements will be identified that relate to the risks. Operational controls may be engineered barriers or administrative in nature.	
4.1 Identify Standards and Requirements	<p>Define DOE, NNSA, and NNSA/NSO requirements for contractors and user organizations through contracts, agreement instruments, and NV-WSS process.</p> <p>Manager</p> <ul style="list-style-type: none"> Signs MOU or Management Agreements with NNSA Los Alamos Site Office, NNSA Sandia Site Office, and NNSA Livermore Site Office regarding NNSA/NSO's role to establish NV-WSS and other requirements governing the activities of National Laboratories on real property assigned to NNSA/NSO. 	

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NNSA/NSO WORK EXECUTION— MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NSO Directives
	<p>Program/Project Managers</p> <ul style="list-style-type: none"> · Review contract statements of work, task plans, performance plans, etc., to ensure they adequately define NNSA/NSO objectives and expectations. · Ensure planning documentation Provides a reasonable balance between mission accomplishment and ES&H priorities. · Propose development of performance measures and criteria to meet regulatory requirements, and accomplish mission and safety initiatives. 	
3.0 Analyze Risks	In all planning processes, all types of risks must be analyzed. These may include cost, scope, schedule, security, safety, etc. Risks must be identified and analyzed to determine the appropriate levels of controls.	
3.1 Identify and Analyze Risks	<p>Manager</p> <ul style="list-style-type: none"> · Approves risk analysis and authorization basis documentation for nuclear and hazardous nonnuclear facilities. Determines if additional external technical review is warranted for proposed higher risk activities. <p>Assistant Managers</p> <ul style="list-style-type: none"> · Ensure the Manager that all potential risks that may have substantial impact on the Office have been identified. <p>Office/Division Directors</p> <ul style="list-style-type: none"> · Ensure the AM that all potential risks that may have substantial impact on the office have been identified. · Acquire technical assistance (NNSA/SC and DOE assistance), as needed. <p>Program/Project Managers</p> <ul style="list-style-type: none"> · Ensure risk analysis provided by the contractor/user property covers the appropriate risks associated with the work and provides sufficient information for the selection of standards and controls. · Involve NNSA/NSO support staff in the identifications/analysis of risks associated with proposed new work and changes to existing work in accordance with NV M 412.X1, REAL ESTATE/ OPERATIONS PERMITS. · Ensure the contractor has an acceptable process to identify and analyze new or increased risks that may warrant NNSA/NSO review. <p>Functional Managers/SMEs (NNSA/SC as needed)</p> <ul style="list-style-type: none"> · Review hazard identification/risk analyses and make formal recommendations. · Receive input from outside reviews regarding risk analysis and propose resolution. 	<p>DOE O 420.1 DOE O 440.1 DOE O 452.2 NV M 450.X DOE-STD-1022-94 DOE-STD-1063-00 DOE-STD-3009-94 EM-STD-5502 EM-STD-5503</p>

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NNSA/NSO WORK EXECUTION— MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NSO Directives
<p>2.2 Set Performance Expectations</p>	<p>Manager</p> <ul style="list-style-type: none"> • Provides strategic vision from which priority incentives can be developed. • Approves contractor ISM System description documents. Serves as Administrative Contracting Officer. <p>Contracting Officer</p> <ul style="list-style-type: none"> • In accordance with contract regulations and supported by the AMs, prepares, approves, and issues contracts that establish clear expectations and performance measures regarding work to be performed and the mission and safety requirements based upon PSO/Lead PSO guidance and NNSA/NSO's strategic vision. • Ensures contracts clearly delineate contractor responsibilities. • Acts as a liaison between the contractor and Department staff regarding contract issues and performance expectations. • Ensures QA and ISM are appropriately integrated into procurement actions. <p>Office of Business Affairs</p> <ul style="list-style-type: none"> • Negotiates and awards contracts in accordance with contractual regulations and NNSA/NSO expectations. • Ensures contracts clearly delineate contractor responsibilities regarding subcontractors and supplies. • Ensures contracts establish clear expectations and performance measures regarding work to be performed and site mission and safety requirements. • Approves funding allocations and incentive fees. <p>Assistant Managers</p> <ul style="list-style-type: none"> • Provide guidance and priorities, consistent with those of PSO/ Lead PSOs to assist the contractor in developing work strategies. • Ensure planning documentation Provides a reasonable balance between mission accomplishment and ES&H priorities. • Define and communicate applicable contractors change control thresholds to ensure NNSA/NSO's appropriate involvement. • Ensure the development of program specific worker protection goals and objectives. • Develop performance measures and criteria to incentivize key areas of interest including mission performance, ISM, Emergency Management, Asset Management. • Ensure the development of performance indicators for critical areas of performance. • Redirect the contract effort, shift work emphasis, require pursuit of certain lines of inquiry, clarify the statement of work. <p>Office/Division Directors</p> <ul style="list-style-type: none"> • Propose performance indicators/measures for critical areas of performance. • Ensure planning documentation provide a reasonable balance between mission accomplishment and ES&H priorities. 	<p>NV M 210.X</p>

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NNSA/NSO WORK EXECUTION— MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NSO Directives
	<p>Office/Division Directors</p> <ul style="list-style-type: none"> · Provide documentation in the form of scope of work descriptions, performance milestones, deliverables and funding requirements for submission to the PSO/Lead PSOs. · Develop programmatic budget requests consistent with the program guidance of PSO/Lead PSOs; coordinates programmatic budgetary planning for functional responsibilities with NNSA/NSO Functional Managers and contractor Programmatic Managers. · Ensure all functional planning documents are considered in developing the programmatic budget request. (ES&H Management Plan, Information Management Plan, and Safeguards and Security Plan, etc.) · Assess the adequacy of the programmatic budget request to support programmatic objectives and functional and institutional objectives/requirements and document the results of the assessment to all affected AMs. <p>Program/Project Managers</p> <ul style="list-style-type: none"> · Recommend budget requirements to accomplish objectives with a balanced consideration of related functional areas, i.e., safety, property management, technical information, etc., effectively. · Evaluate contractor budget submissions, planning documents, operating and capital budgets, and capital projects to ensure ES&H and other activities are appropriately addressed. 	
2.0 Define Scope of Work	<p>Once the organization has established its missions and resources, the specific work, which needs to be done in order to meet those missions, is determined. Department expectations, site and contractor capabilities, safety priorities, and available resources are considered in defining the scope of work to be performed. These activities are prioritized in order to ensure resources are most effectively applied.</p>	
2.1 Translate Mission Into Work	<p>Assistant Managers</p> <ul style="list-style-type: none"> · Ensure assigned AM missions are translated into defined work scopes. · Ensure Task Plans provide integrated support to strategic plans and mission objectives. · Identify and communicate key mission deliverables, schedules, and funding guidance to staff. <p>Office/Division Directors</p> <ul style="list-style-type: none"> · Define work scopes and appropriately delegate federal management and oversight responsibilities to accountable individuals who possess the requisite qualifications for the assignments. · Review and approve planning documents. <p>Program/Project/Functional Managers</p> <ul style="list-style-type: none"> · Provide program guidance to contractor/user counterparts. · Develop or review work scope planning documents. · Ensure appropriate functional and technical reviews are performed by NNSA/NSO organizational elements. 	