



Department of Energy
National Nuclear Security Administration
Washington, DC 20585



April 10, 2006

The Honorable A. J. Eggenberger
Chairman
Defense Nuclear Facilities Safety Board
625 Indiana Avenue, N.W., Suite 700
Washington, D.C. 20004-2901

Dear Mr. Chairman:

The purpose of this letter is to inform you that the National Nuclear Security Administration (NNSA) has approved the enclosed Los Alamos Site Office (LASO) Functions, Responsibilities, and Authorities Manual (FRAM) of March 2006. Our original commitment to revise this FRAM relates to Board recommendation 2002-1 and incorporation of Federal responsibilities and authorities for Software Quality Assurance. With approval of the LASO FRAM, recent revisions to all NNSA Site Office FRAMs are now approved (see my previous letter to you dated September 9, 2005).

If you have any questions, please contact Rabi Singh at (301) 903-5864.

Sincerely,

Thomas P. D'Agostino
Deputy Administrator
for Defense Programs

Enclosure

cc w/enclosure:
M. Whitaker, DR-1

cc w/o enclosure:
L. Brooks, NA-1
J. Paul, NA-2



**U.S. DEPARTMENT OF ENERGY
NATIONAL NUCLEAR SECURITY
ADMINISTRATION**

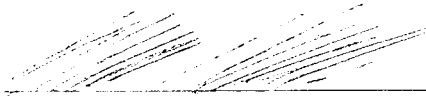


LOS ALAMOS SITE OFFICE

Functions, Responsibilities, and Authorities Manual

FRAM

Revision 1 - Approved by:


Edwin L. Wilmot, Manager


Date

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

FRAM COMMITMENT/REQUIREMENT LOG

FRAM Commitment/ Requirement Number	Procedure Section	Source of Commitment/Requirement
1	All	DOE Policy 411.1, "Safety Management Functions, Responsibilities, and Authorities Policy", January 28, 1997.
2	5	DOE Manual 411.1-1C, "Safety Management Functions, Responsibilities, and Authorities Manual," December 31, 2003.
3	5	DOE Manual 411.1-1C, "Safety Management Functions, Responsibilities, and Authorities Manual," December 31, 2003.
4	5	DOE Notice 411.1, "Safety Software Quality Assurance Functions, Responsibilities, and Authorities for nuclear Facilities and Activities," August 27, 2003.
5, 6	5	NNSA "Safety Management Functions, Responsibilities, and Authorities Policy (NNSA FRAM)," February 28, 2005.

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

TABLE OF CONTENTS

1.	PURPOSE	7
2.	SCOPE	7
3.	REFERENCES	7
4.	DEFINITIONS and ACRONYMS	8
5.	FUNCTIONS, RESPONSIBILITIES and AUTHORITIES	8
	a. Manager	9-15
	b. Office of the Manager	15-18
	c. Deputy Manager	18-20
	d. Office of Counsel	20
	e. Intergovernmental and External Relations	20-21

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

f.	Senior Program Advisor	21
g.	Assistant Managers and Principal Staff	21-25
h.	Senior Authorization Basis Manager (SABM)	25-30
i.	Assistant Manager for Office of Field Operations.....	30-34
j.	Manager for the Office of Safety and Health Team	34-38
k.	Office of Quality Assurance	38-40
l.	Assistant Manager for Project Management.....	40-46
m.	Chemistry and Metallurgy Research Facility Replacement (CMRR) – Project Office	46-49
n.	Assistant Manager for Security Management.....	49-52
o.	Assistant Manager for Environmental Stewardship	52-60
p.	Assistant Manager for Program Liaison	60-66

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

q. Assistant Manager for Business Administration.....66-70

6. REQUIREMENTS..... 70

7. RECORDS..... 70

ATTACHMENTS

1. REFERENCES71-81

2. DEFINITIONS.....82-87

3. ACRONYMS.....88-90

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

1. PURPOSE.

The purpose of this document is to clearly define Los Alamos Site Office functions, responsibilities and authorities. The Los Alamos Site Office (LASO) Manager is responsible for administering the Management and Operating (M&O) contract for the Los Alamos National Laboratory and ensuring day-to-day operations are conducted in a safe, secure and environmentally sound manner. This document describes the roles and responsibilities of LASO organizations that also reflect accountability for safety management and incorporates quality assurance roles and responsibilities. The LASO FRAM defines a safety management approach to managing mission work, including the work associated with maintaining a safe, secure, and reliable nuclear weapons stockpile.

Within the Department of Energy/National Nuclear Security Administration (DOE/NNSA) and the LASO, the safety management functions, responsibilities and authorities are founded upon the principles and functions of integrated safety management to accomplish NNSA mission requirements. This document addresses the two guiding principles of safety management: 1) line managers are responsible for the protection of employees, the public, and the environment; and 2) DOE/NNSA and its contractors must clearly define and maintain the lines of responsibility for ensuring protection of the environment, safety and health at all organizational levels.

Additionally, this document includes the Integrated Safeguards and Security Management (ISSM) policy which is the Department's philosophical approach to the management of the Safeguards and Security (S&S) Program. A principal objective of the ISSM Program is to integrate Safeguards and Security (S&S) into management and work practices at all levels, based on program line management's risk-based management decisions. This ensures that missions may be accomplished without security events, such as interruptions, disruption or compromise.

This document also incorporates all pertinent DOE and NNSA functions, responsibilities and authorities (FRAs). It describes the LASO organization and its line management, other office FRAs, and clearly identifies any authority that has been transferred to or from other organizations.

2. SCOPE.

This document applies to all LASO personnel responsible for the overall direction, program support, and oversight of work at Los Alamos.

3. REFERENCES.

References are listed in Attachment 1.

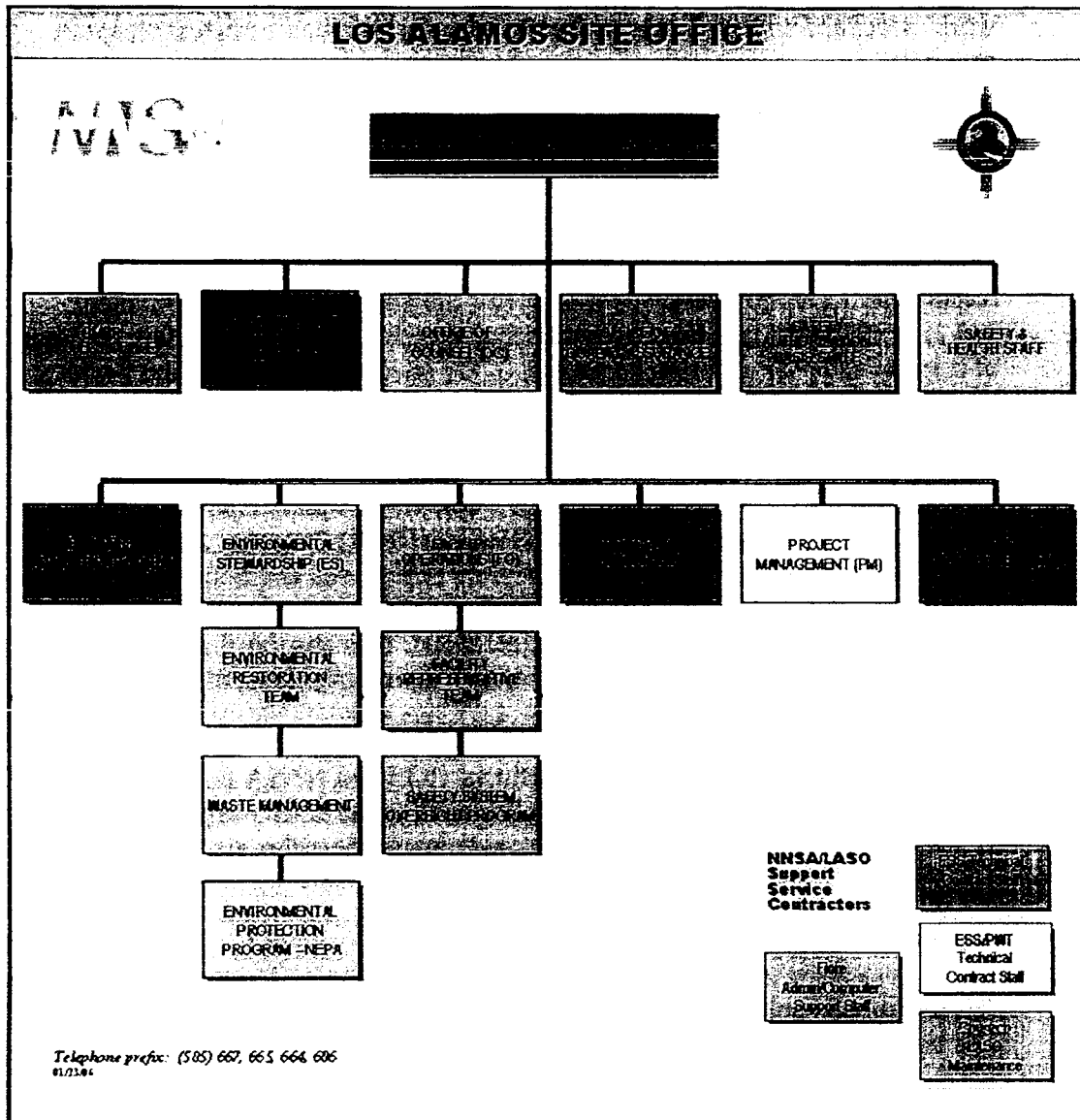
Los Alamos Site Office
 FRAM
 Revision 1
 Effective Date: March 15, 2006

4. DEFINITIONS and ACRONYMS.

Definitions are listed in Attachment 2 and Acronyms in Attachment 3.

5. FUNCTIONS, RESPONSIBILITIES AND AUTHORITIES.

The Los Alamos Site Office (LASO) Manager directs and manages a staff of senior management personnel comprised of the Deputy Manager, Office of Counsel, Senior Program Advisor, Assistant Managers, and Principal Staff.



Los Alamos Site Office
FRAM
Revision I
Effective Date: March 15, 2006

a. **Manager.**

The National Nuclear Security Administration (NNSA) Headquarters' line interface with the Los Alamos Site Office is the Site Office Manager (hereafter referred to as the Manager). This interface takes place for programs, Security, Environmental, Safety, and Health matters through the appropriate Deputy Administrator and, for all matters as deemed necessary or required, with the Office of the Administrator and specifically the Principal Deputy Administrator and the Chief Operating Officer. [NNSA FRAM 3.0] [DOE O 452.3]

- (1) The Manager is responsible for reporting to the NNSA Administrator on matters pertaining to DOE O 452.3 or affecting the Nuclear Weapons Complex (NWC), including submittal of the long-range work projections and potentially negative issues; provide NWC administrative oversight and tracking to ensure that Work For Others (WFO) projects are monitored properly and the resources for WFO do not adversely affect nuclear weapon program responsibilities; ensure that organizations and contractors under LASO cognizance comply with requirements of the order; communicate with other site offices to ensure integration of NWC work; and fulfill all additional expectations of DOE O 452.3. [DOE O 452.3]
- (2) The Manager is responsible for administering assigned prime and related subcontract operations for the contractor's fulfillment of mission requirements pertaining to weapons assembly and disassembly operations and nuclear material disposition and staging operations, and the overall appraisal of contractor performance within this structure. This includes (but is not limited to) integrating safety and security into all activities, assuring compliance with environmental protection policies, acceptance and establishment of quality standards, performance to schedule, compliance with financial plans, budget and cost control, economy of management for procurement, maintenance and physical economy and other support functions. (Define scope of Work) [FRAM 3.12]
- (3) The Manager is responsible for directing staff to include all activities of the Los Alamos Site Office in primary functional categories such as budget and cost control, personnel, procurement procedures, security, safety and fire protection, quality assurance, engineering design, and public relations unique to the communities in the vicinity of the Los Alamos National Laboratory. (Provide Direction) [FRAM 3.12]
- (4) The Manager provides program management and leadership for the Implementation of Integrated Safety management requirements on all nuclear weapon and nuclear material activities for both the facilities

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

and operations to include risk management, conduct of operations, systems engineering, configuration management, and conduct of maintenance. (Define Scope) [FRAM 3.12]

- (5) The Manager provides program management for assigned weapon activities; participates in quality evaluations, safety evaluations, and explosive safety studies; conducts or directs quality surveys to ensure assembled weapons meet Design Agency specifications; and monitors contractor assembly and disassembly operations to ensure adherence to approved procedures. (Translate Mission) [FRAM 3.12]

- (6) The Manager provides program management and leadership pertaining to DOE O 451.1B for the Implementation of the National Environmental Policy Act (NEPA). The Manager directs and performs supervisory, oversight and contract administration activities including the following: (Translate Mission) [FRAM 3.12]
 - (a) Establishes a NEPA compliance program and use the NEPA process early in project and program planning to consider environmental factors along with other relevant information.
 - (b) Maintains a DOE NEPA Compliance Officer for the office and designate a DOE NEPA Document Manager at the start of each environmental assessment and environmental impact statement.
 - (c) Ensures that internal scoping procedures, a quality assurance plan and a public participation plan are prepared for the office.
 - (d) Includes in new contracts and grants a provision that the awardee may not undertake on DOE's behalf an action that is subject to NEPA until DOE has notified the awardee that DOE has satisfied applicable NEPA requirements.
 - (e) Incorporates NEPA milestones in project planning documents.
 - (f) Incorporates NEPA compliance status information in internal budget review documents.
 - (g) Submits an annual NEPA planning summary to the Assistant Secretary for Environment, Safety and Health by January 31 of each year and make it available to the public.
 - (h) Determines that an environmental assessment is appropriate or required.

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- (i) After an environmental assessment determination, prepares and issues an environmental assessment. Responsibilities for approving and adopting environmental assessments and issuing findings of no significant impact may not be delegated. In addition to meeting requirements established in the Regulations, responsibilities include:
 - 1) When another agency is involved in preparation, determining whether DOE shall be a lead or cooperating agency.
 - 2) Obtaining concurrence of DOE counsel in the legal adequacy of an environmental assessment before it is approved and in any finding of no significant impact before it is issued.
 - 3) Determining, based on an environmental assessment, that the impacts of a proposed action are significant and that an environmental impact statement is required, or issuing a finding of no significant impact when appropriate.
 - 4) Adopting another agency's environmental assessment.
 - 5) When a commitment to mitigation is essential to render the impacts of a proposed action not significant, preparing a mitigation action plan for any such commitment before issuing the finding of no significant impact.
 - 6) Tracking and annually reporting progress made in implementing, and the effectiveness of, any commitment for environmental impact mitigation that is essential to render the impacts of a proposed action not significant.
- (j) Requests from the appropriate NNSA Deputy Administrator's Office or the appropriate DOE Assistant Secretary's Office delegation of approval or adoption authority for a specific environmental impact statement when appropriate to expedite the review and approval process.
- (k) When required by the Regulations, prepares a supplement analysis and with the concurrence of NNSA counsel, determine whether a supplemental or a new environmental impact statement is required for a proposed action, or whether no further documentation is required.

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- (l) Determines that a proposed action that may be an interim action is clearly allowable under the Regulations. For a proposed action that may be an interim action not clearly allowable under the Regulations, provide the appropriate NNSA Deputy Administrator's Office or the appropriate DOE Assistant Secretary's Office with a recommendation for a determination whether the proposed action may proceed.
- (m) Incorporates NEPA values, such as analysis of cumulative, off-site, ecological, and socioeconomic impacts, to the extent practicable, in NNSA documents prepared under the Comprehensive Environmental Response, Compensation, and Liability Act.
- (n) When appropriate, requests from the appropriate NNSA Deputy Administrator's Office or the appropriate DOE Assistant Secretary's Office a variance from the DOE NEPA Regulations or from DOE Order 451.1B.
- (o) Recommends to appropriate NNSA Deputy Administrator's Office or the appropriate DOE Assistant Secretary's Office that an environmental impact statement is appropriate.
- (p) After an environmental impact statement determination, the Manager shall direct the preparation an environmental impact statement. Responsibilities include
 - 1) Submitting a notice of intent to prepare an environmental impact statement to the appropriate NNSA Deputy Administrator's Office or the appropriate DOE Assistant Secretary's Office for issuance.
 - 2) Issuing a record of decision for an environmental impact statement, after obtaining the concurrence of the appropriate NNSA Deputy Administrator's Office or the Assistant Secretary for Environment, Safety and Health in its environmental content and ensuring that DOE counsel concurs in its legal adequacy.
 - 3) Preparing any mitigation action plan required under the DOE Regulations before taking an action that is the subject of a mitigation commitment made in a record of decision.
 - 4) Tracking and annually reporting progress made in implementing, and the effectiveness of, any mitigation commitment made in a record of decision.

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- (7) The Manager has the authority for day-to-day execution of the safety management program at the Los Alamos National Laboratory and must perform the following activities: [NNSA FRAM V.G]
- (a) Approve the safety envelope, within which all work done at Los Alamos must be performed. (Implement Controls) [NNSA FRAM 3.0]
 - (b) Exercise shut down authority when there is a clear and present danger, or when necessary in accordance with DOE Order 425.1C, AL 425.1C and LASO Procedure 115.1.0. (Perform Work) [NNSA FRAM 3.12]
 - (c) Exercise restart authority for Category 2 & 3 Defense Program (DP) nuclear and High Hazard non-nuclear facilities, startup authority for new Hazard Category 3 DP nuclear and High Hazard non-nuclear facilities (including accelerators), and start/restart authority for EM field activities. (Implement Controls/Perform Work) [Memo on "Clarification of Roles and Responsibilities in Critical Function Areas," Linton Brooks, January 2, 2003] [NNSA FRAM 3.12]
 - (d) Act as Emergency Manager at the Los Alamos National Laboratory during an emergency. (Perform Work) This includes authority to: [DOE Order 151.1B and Memo on "Clarification of Roles and Responsibilities in Critical Function Areas," Linton Brooks, January 2, 2003]
 - 1) Coordinate with local, state and federal emergency response agencies.
 - 2) Establish Emergency Response organization, including designation of Emergency Manager.
 - 3) Approve and submit Emergency Plans/Hazard Assessments.
 - 4) Approve and submit Emergency Planning Zones.
 - 5) Approve and submit Emergency Readiness Assurance
 - 6) Plans and pre-designate the DOE Incident Commander.

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- (e) Review and approve the Los Alamos National Laboratory Emergency Management Plan, the Emergency Planning Zone, and the Emergency Readiness and Assurance Plan (ERAP). Submit these documents to the Program Secretarial Office and the Assistant Administrator, Office of Emergency Operations in accordance with the requirements of DOE Order 151.1C, "Comprehensive Emergency Management." (Develop and Implement Hazards Controls)
- (8) As Contracting Officer the Manager must: [NNSA FRAM 3.12]
- (a) Negotiate with each contractor the set of Directives or provisions of Directives and Standards, if any, to be incorporated into the contract, in accordance with the NNSA process. Coordinate with and provide documentation to Central Technical Authority (CTA), Chief of Defense Nuclear Safety (CDNS), and Deputy Administrators for review. (Define Scope of Work) [DOE O226.1]
 - (b) 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. (Define Scope of Work/Perform Work)
 - (c) Determine annually that contractor safety management systems and systems requirements are current, valid, and appropriately reflected in the implementation procedures. (Perform Work/Feedback and Improvement)
 - (d) Determine the need for team review of the M&O Contractor's safety management system and revisions thereto. (Perform Work)
 - (e) Approve safety management systems and revisions thereto (48 CFR 970). (Perform Work)
 - (f) Prepare budget execution documents in accordance with the NNSA Planning, Programming, Budgeting and Evaluation (PPBE) process to allocate resources to contractors. (Perform Work)
 - (g) 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 current.

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

(Identify and Implement Controls/Perform Work)

- (h) Ensure that a documented Price Anderson Amendment Act (PAAA) coordination process exists in accordance with NNSA policies and procedures, including a process for tracing and verification of closure of contractor corrective actions. (Perform Work)
- (i) Approve other proposed contractor actions as specified in the contract. (Perform Work)
- (9) The Manager is responsible for Environmental Management Systems. [DOE Order 450.1 Chg 2]
- (10) Directs preparation of the LASO FRAM and submits the document for approval by the Deputy Administrator, NA -10 and subsequently directs implementation of processes and procedures for LASO that delineate how the applicable responsibilities and authorities in the NNSA FRAM are performed. Ensures that the FRAs for operation and maintenance of all Los Alamos facilities are clearly defined, appropriately assigned, and executed. Revises the LASO FRAM within 90 days of the issuance of revisions of the NNSA FRAM and following LASO organizational changes (Deputy Administrator approval is only needed for significant LASO FRAM changes). (Define Scope of Work) [NNSA FRAM 3.12] Ensures LASO activities are aligned with the NNSA organization structure and Service Level Agreements. [Operational Plan]
- (11) The Manager is responsible for day-to-day execution of the security program at LASO and LANL. (Perform Work) [DOE Order 470.4]

b. Office of the Manager.

The Office of the Manager is comprised of the Deputy Manager, Senior Program Advisor, Office of Intergovernmental and External Affairs, Office of Quality Assurance, Office of Counsel, six Assistance Managers and seven Principal Staff. Functions, Responsibilities and Authorities (FRAs) common to Office of the Manager are:

- (1) Provide full cooperation with the Defense Nuclear Facilities Safety Board (DNFSB), including ready access to NNSA facilities, personnel, and information; provide responses to DNFSB recommendations and requests per DOE Manual 140.1-1B, "Interface with the Defense Nuclear Facilities Safety Board." (Define Scope of Work) [NNSA Functions, Responsibilities and Authorities Manual (FRAM) 3.0]

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- (2) Assist in the development/review of guidance documents that promulgate expectations for Los Alamos activities and performance (including Rules, NNSA and DOE Policies, Orders, Notices, Manuals, Guides, and Technical Standards). (Define Scope of Work) [NNSA FRAM 3.12]
- (3) Assist with prepare of the LASO FRAM, and assist with implementation of processes and procedures for LASO that delineate how the applicable responsibilities and authorities in the NNSA FRAM are performed. Ensure that the FRAs for operation and maintenance of all Los Alamos offices are clearly defined, appropriately assigned, and executed. Revise the LASO FRAM within 90 days of the issuance of revisions of the NNSA FRAM and following LASO organizational changes (Deputy Administrator approval is only needed for significant LASO FRAM changes). (Define Scope of Work) [NNSA FRAM 3.12] Ensure LASO activities are aligned with the NNSA organization structure and Service Level Agreements. [Operational Plan]
- (4) Review and support development of expected performance objectives and related Deputy Administrator goals and priorities. (Define Scope of Work) [NNSA FRAM 3.12]
- (5) Ensure that hazard surveys and hazards assessments for emergency planning purposes are adequately performed and documented in accordance with the requirements of DOE Order 151.1C, "Comprehensive Emergency Management." Approve and forward approved hazards surveys and hazards assessments to the Deputy Administrators and Associate Administrator of Emergency Operations, as appropriate. (Analyze Hazards) [NNSA FRAM 3.12]
- (6) Approve the Technical Safety Requirements and other hazards controls for Hazard Category 2 and 3 nuclear facilities and ensure sufficient funding for implementation. (Implement Controls) [NNSA FRAM 3.12]
- (7) Review and provide recommendations to the Deputy Administrator on requests for exemptions to 10 CFR Parts 830 and 835. If necessary, pursue exemptions from DOE requirements, local, state, or other federal agencies. Coordinate with the contractor and CTA, CDNS and NA-10. (Analyze Hazards/Implement Controls) [NNSA FRAM 3.12]
- (8) Determine the appropriate level of readiness necessary for the startup on non-nuclear facilities; ensure that it has been attained; and exercise all startup authority. (Confirm Readiness) [NNSA FRAM 3.12]

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- (9) Exercise startup authority for nuclear facilities in accordance with the requirements contained in DOE Order 425.1C for all cases except those designated for the Secretary of Energy/NNSA Administrator. Headquarters retains startup authority for new Category 2 nuclear facilities. Ensure that readiness reviews are conducted in accordance with DOE Order 425.1C. (Confirm Readiness) [NNSA FRAM 3.12]
- (10) Ensure that duly authorized independent oversight personnel have unfettered access to information and facilities, consistent with safety and security requirements. (Perform Work) [NNSA FRAM 3.12]
- (11) If delegated, approve Corrective Action Plans (CAPs) within 60 calendar days of the issuance of the formal independent oversight assessment report. 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. (Feedback and Improvement) [NNSA FRAM 3.12]
- (12) Evaluate performance of the contractor against formally established emergency management performance measures and indicators, and take appropriate action. The adequacy of the contractor self-assessment process should be specifically evaluated. (Feedback and Improvement) [NNSA FRAM 3.12] Conduct Independent evaluations of emergency drills and exercises, and ensure timely and appropriate corrective actions are developed and implemented for issues resulting from the drills and exercises. (Feedback and Improvement) [LASO Operational Plan]
- (13) Participate in Change Control Boards. (Define Scope of Work) [DOE Policy 450.4]
- (14) Authorize accident investigations, when applicable. (Analyze Hazards/Implement Controls) [NNSA FRAM 3.12]
- (15) Review and approve contractor's Quality Assurance Program; obtain NA-10 concurrence for QAPS required to demonstrate conformance to QC-1, and ensure QAPS for nuclear facilities meet the requirements of 10 CFR 830 and are integrated with the contractor's safety management program and ensure that the contractor implements the QAPS [FRAM 3.12]
- (16) Ensure the status of corrective actions in the DOE Corrective Action Tracking System is maintained current. (Feedback and Improvement) [FRAM 3.12]
- (17) Ensure contractor compliance with requirements and evaluate

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

contractor performance with defined performance indicators.
(Implement Controls) [O226.1]

- (18) Ensure LASO line management implements oversight processes to include Operational Awareness Activities, Assessments of Facilities, Operations, and Programs, Assessments of Contractor Assurance Systems, Evaluations of Contractor Performance, and Self Assessments. [DOE O226.1] (Perform Work)
- (19) Provide systematic planning, integrated execution, and evaluation of programs for public health and environmental protection, pollution prevention (P2), and compliance with applicable environmental protection requirements in accordance with the Environmental Management System. (EMS) (Implement Controls)
- (20) Ensure the contractor has a comprehensive and integrated contractor assurance system. [DOE Order 226.1] (Perform Work)
- (21) Develop, implement, and maintain structured, documented self-assessment program for environment, safety, and health; safeguards and security; cyber security; emergency management; and business operations to comply with DOE requirements. Perform self-assessments of programmatic and line management oversight processes and activities to assess whether requirements and management expectations are met. Frequency of assessments must be commensurate with the hazards and risks related to the activity. Continuous improvement mechanisms must be in place. (Perform Work/Feedback/Improvement)[DOE O 226.1]
- (22) Integrate S&S into management and work practices at all levels, based on program line management's risk-based management decisions to ensure missions are accomplished without security events, such as interruption, disruption, or compromise.
 - (a) Coordinates the LASO office-wide Issues Management program for LASO including management of the Lessons Learned Program. (Provide Direction/Feedback and Improvement) [10CFR 830.120, DOE O414.1C]

c. Deputy Manager.

The Deputy Manager (DM) assists the Manager in managing the Los Alamos Site Office. The DM has the authority to act for the Manager when the Manager is not present or has delegated his or her responsibilities to the DM. If the DM is not a Senior Technical Safety Manager (STSM), those tasks must have review by a STSM prior to approval.

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

The Deputy Manager (DM) has the following specific FRAs, in addition to the applicable duties listed under the Office of the Manager:

- (1) Represent the Site Office as follows: (Perform Work)
 - (a) DOE/NNSA/LASO and M&O Contractor meetings.
 - (b) Department Standards Committee.
 - (c) Work Authorization Directive and Work Authorization Control Change Control Board (Chair).
- (2) Facilitate Emergency Management planning, training and exercises. (Perform Work) [DOE Order 151.1C]
- (3) Provide oversight of implementation of the LASO Oversight Plan and associated performance indicators including the performance evaluation process. (Perform Work/Feedback and Improvement)
- (4) Supervise and provide oversight of the following programs: (Implement Controls/Perform Work)
 - (a) Public Affairs.
 - (b) Community Outreach.
 - (c) Albuquerque Service Center Employee Concerns, including Whistle Blower reports as the LASO POC. [DOE Order 442.1A and 48 CFR]
 - (d) The LASO office-wide self-assessment program for the Manager, MP 07.03, Rev 0, and "LASO Self-Assessments for Federal Operations Management Procedure." (Provide Direction/Feedback and Improvement) [10 CFR 830.120, DOE Policy 450.5, DOE O 226.1]
 - (e) Coordination and direction to contractors to develop and implement a lessons learned program. The program should include analysis (i.e., causal factors) and trending of events. Monitor and assess contractor's lessons learned program. Participate in the DOE-wide sharing of Lessons Learned. (Feedback and Improvement) [DOE Order 225.1A, 231.1A, 460.1B, STD 7501-99, NNSA FRAM 3.12]
- (5) Serves as a LASO Contracting Officer's Representative in administration of the M&O Contract. (Perform Work)

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- (6) Facilitates administration of business and financial functions. (Perform Work)
- (7) Ensures the contractor has a comprehensive and integrated parent oversight plan and contractor assurance system. [DOE Order 226.1]

d. Office of Counsel.

The Office of Counsel reports to the Manager on programmatic, administrative, and functional matters and the NNSA General Counsel on matters of law and legal policy. The Office of Counsel provides legal advice and assistance to the Manager and Staff, and is responsible for and represents DOE/NNSA in all matters of law and legal policy related to the functions of the LASO including the following activities:

- (1) Review and concur on Environmental Assessments (“Findings of No Significant Impact”) and Environmental Impact Statements. Provide advice and counsel on other environmental compliance matters. (Analyze Hazards/Feedback and Improvement) [DOE Order 450.1, 451.1C]
- (2) Provide contract oversight and legal direction to the M&O Contractor Laboratory Counsel. (Define Scope of Work/Feedback and Improvement)
- (3) Provides coordination of the LASO FOIA program (Perform Work)
- (4) Ensure the contractor has a comprehensive and integrated contractor assurance system. [DOE Order 226.1])

e. Intergovernmental and External Relations.

The Manager of Intergovernmental and External Relations (IER) is the Contracting Officers Representative for all programmatic matters related to Intergovernmental and External Relations. Specific activities include the following:

- (1) Development, managements, and oversight of the LASO public affairs program including media relations, community relations, tribal relations, public participation, government/congressional relations, protocol, emergency management public affairs, and employee communication.
- (2) IER keeps the NNSA Headquarters Office of Congressional, Intergovernmental, and Public Affairs informed of issues that might result in broader public interest.

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- (3) IER is the single point of contact, representing LASO when activities pertain to the interpretation, review, and approval of public affairs related documents or activities.
- (4) IER prepares and maintains the LASO Communication Plan.
- (5) IER public affairs issues for the Emergency Operations Center.
- (6) Ensures the contractor has a comprehensive and integrated contractor assurance system. [DOE Order 226.1]
- (7) Establishes performance expectations and evaluate performance for LANL at a minimum annually. [DOE Order 226.1]

f. Senior Program Advisor.

The Senior Program Advisor performs the following tasks:

- (1) Provides high-level programmatic integration for LASO regarding NWC mission initiatives.
- (2) Provides programmatic support to LASO management for special efforts as identified.
- (3) Ensures the contractor has a comprehensive and integrated contractor assurance system. [DOE Order 226.1]

g. Assistant Managers and Principal Staff.

The following FRAs are common, in general, to the Assistant Managers (AM) and Principal Staff (PS):

- (1) 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. (Provide Direction) [NNSA FRAM 3.12]
- (2) AMs and PS will administer and implement the functions of the Line Oversight Plan that falls under their purview. [Operational Plan]
- (3) Continuously improve the efficiency and quality of operations; ensure that corrective actions are planned, prioritized, and pursued to completion and adequately correct the root causes of the conditions that prompted them; ensure that information from various feedback sources is evaluated in an integrated manner and implement and participate in DOE/NNSA lessons learned programs to improve

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

internal organizational lessons learned processes, and enhance NNSA/DOE-wide sharing of lessons learned. Integrate sharing of lessons learned with contractor programs to maximize lessons learned exchange. (Provide Direction) [NNSA FRAM 3.0 & 3.12]

- (4) Provide Feedback and Continuous Improvement: [DEAR 970.5204-2, 10 CFR 830.120, DOE Order 414.1C and DOE Policy 450.4]
 - (a) Review, evaluate, and report on contractor performance.
 - (b) Prepare and recommend Performance Evaluation Report/ Performance Evaluation Plan (PER/PEP) input to the Contracting Officer for responsible facilities, activities and/or programs.
 - (c) Review the technical adequacy and translation into line work processes of changes.
 - (d) Perform LASO management, self, and independent assessments.
 - (e) Examine the findings of both internal and external assessments conducted by competent authority of LASO to identify root causes, trends, and necessary corrective actions within the responsibility of LASO. [NNSA FRAM 3.0]
 - (f) As a part of overall issues management, review the findings of assessments to evaluate their safety significance and ensure that appropriate priorities and resources are assigned to corrective actions for eventual closure of findings and continuous improvement. [NNSA FRAM 3.12]
- (5) In coordination with HQ Program Managers, develop work plans (including scope, schedule and funding allocations) for each fiscal year. These plans should reflect mission assignments to the field and by facilities, projects, and programs. (Define Scope of Work) [NNSA FRAM 3.12]

For the Programming, Planning, Budget and Evaluation (PPBE) process: [Directed Stockpile Work Implementation Plan FY2004-FY2005, Rev 1.1, dated December 2003]

- (a) Monitor the M&O Contractor Fiscal Year preplanning activities.
- (b) Review and concur with allocation of National Laboratory-wide resources through fiscal out years.

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- (c) Address concerns/provide comments on preliminary plans/budget.
 - (d) Review and concur with Priority Decrement List presented by M&O Contractor.
 - (e) Review and concur with M&O Contractor final budget submission to LASO prior to submittal to HQ, includes concurring with Requirements Over Target.
- (6) Administer contracts that establish clear expectations and performance measures with requirements for annual updates. Monitor contractor performance to assess whether performance expectations have been met for:
- (a) Changes to Technical Safety Requirements.
 - (b) Authorization Agreement changes.
 - (c) New or significantly changed processes that require Process Hazards Analyses or equivalent documents.
 - (d) Significant changes to emergency or abnormal operating procedures.
 - (e) Reviews associated with significant start-up or re-start activities (e.g., Readiness Assessment/Operational Readiness Review, or Explosive Safety Study).
 - (f) Critical Decisions (CD-3) as delegated.
 - (g) Accident investigation reports.
- (7) Support the Federal Technical Capability Program (FTCP) to ensure affected employees are trained to perform their duties safely and efficiently. (Define Scope of Work) [NNSA FRAM 3.12]
- (8) Perform independent assessments of contractors to evaluate their performance in doing work safely. (Perform Work/Feedback and Improvement) [NNSA FRAM 3.12]
- (9) Recommend Stop Work in the event the M&O Contractor fails at any time to act upon events that may cause substantial harm or an imminent danger to the environment or health and safety of employees or the public or fails to provide a resolution of a non-compliance with applicable requirements of the safety management system or a condition significantly adverse to quality. (Feedback and

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

Improvement) [U.S. DOE Contract No. DE-AC04-00AL66620]

- (10) Review and comment on proposed regulations, orders, directives and standards. Provide comments to HQ, as requested. Incorporate new regulations, orders and directives into contracts as necessary. (Develop and Implement Controls) [DOE Order 251.1A, DOE Manual 251.1-1A, DOE Policy 251.1, Public Law 104-113, OMB A-119]
- (11) Provide input for corrective action plans, and track corrective actions. (Provide Direction/Feedback and Improvement)
- (12) Support development of the Contractor Performance Evaluation Plan (PEP). (Feedback and Improvement) [DOE Order 225.1A, DOE Order 460.1B, DOE Order 5480.19, DOE Policy 450.5, 10 CFR 830.203 & DOE Guide 424.1-1]
- (13) Participate on committees and change control boards, as assigned. (Define Scope of Work/Feedback and Improvement) [DOE Policy 450.4]
- (14) Change Control Process: (Perform Work/Feedback and Improvement) [U.S. DOE Contract No. DE-AC04-00AL66620]
 - (a) Receive Change Control Requests (CCRs) submitted by M&O Contractor.
 - (b) Review CCRs to collect and evaluate facts.
 - (c) Coordinate with appropriate NNSA HQ.
 - (d) Resolve any M&O Contractor Work Authorization delivery issues by coordinating with appropriate NNSA HQ, other Site Offices and/or appropriate CORs.
 - (e) Recommend approval/disapproval to CO for M&O Contractor requested changes.
- (15) Track, coordinate and close assigned issues associated with DNFSB recommendations. (Provide Work/Feedback and Improvement) [42 U.S.C. p 2286a(a)(5), Atomic Energy Act of 1954, as amended.]
- (16) AMs and their programmatic and subject matter experts assist the Facility Representatives and other line management upon identification of new or significant changes to site-specific hazards or activities that could have an impact on safety, and submit the information to the AM for OFO. Examples of information that could

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

contain such changes are: (Feedback and Improvement) [DNFSB letter of May 14, 2004]

- (a) Positive Unreviewed Safety Questions.
 - (b) Annual updates to Documented Safety Analyses.
 - (c) New DSAs and associated Safety Evaluation Reports.
- (17) AMs will provide systematic planning, integrated execution, and evaluation of programs for public health and environmental protection, pollution prevention (P2), and compliance with applicable environmental protection requirements in accordance with the Environmental Management System (EMS).
- (18) Ensure the contractor has a comprehensive and integrated contractor assurance system. [DOE Order 226.1]
- h. Senior Authorization Basis Manager (SABM).

The SABM acts as the Contracting Officer's Representative in all matters relating to authorization basis. In addition to the applicable duties listed under the Assistant Managers, directs and performs supervisory, oversight, and contract administration activities. The Senior Authorization Basis Manager (SABM) is a Contracting Officer Representative and is responsible for direction, day-to-day oversight and contract administration activities regarding development of safe nuclear and select non-nuclear Safety Bases in support of safe nuclear and non-nuclear operations. SABM is responsible for the planning, implementation, and operations at the LANL nuclear and non-nuclear facilities to ensure programmatic objectives are met. LANL Nuclear Facilities supports long term planning of facility operations and mission/program activities. The SABM will provide systematic planning, integrated execution, and evaluation of programs for public health and environmental protection, pollution prevention (P2), and compliance with applicable environmental protection requirements in accordance with the Environmental Management System (EMS). The SABM is responsible for ensuring satisfactory development, and approval of the safety basis requirements for all LANL Sites both nuclear and select non-nuclear. Specific duties include the following:

- (1) Authorization Basis:
 - (a) Provide Authorization Basis (AB) guidance and technical interpretations for consistent LASO implementation. (Provide Direction) [10 CFR 830]

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- (b) Review and approve annual updates to the site AB. (Provide Direction) [10 CFR 830]
- (c) Ensure employees are qualified to perform their assigned safety functions, including oversight, by implementing the Federal Technical Capability Program. Approve employee qualification cards and qualify employees. Maintain and approve the Safety Analysis qualification standard consistent with DOE-STD-1182 NNSA FRAM.
- (d) Ensure the contractor 's proposed site- or facility-specific standards are tailored to the work and the hazards.
 - 1) 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.
 - 2) Ensure that hazard analyses for Hazard Category 1, 2, and 3 nuclear facilities meet the requirements of 10 CFR 830.
 - 3) In coordination with the CTA, 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 420.1A, *Facility Safety*, as required by 10 CFR 830
 - 4) Ensure the contractor prepares 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.
 - 5) Ensure the contractor prepares USQ procedures, preliminary DSAs, and DSAs in accordance with 10 CFR 830.
 - 6) Review and approve the following: 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.
 - 7) Obtain EH review and Deputy Administrator/CTA approval if the provisions of 10 CFR 830 for DSA

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

methodologies are not used.

- 8) Approve the Technical Safety Requirements and other hazards controls for Hazard Category 2 and 3 nuclear facilities and ensure sufficient funding for implementation.
 - 9) For Hazard Category 2 and below nuclear facilities and accelerators, approve the safety basis, and prepare a safety evaluation report.
 - 10) Review and provide recommendations to the Deputy Administrator on requests for Exemptions to 10 CFR Parts 830. If necessary, pursue Exemptions from DOE requirements, local, State, or other Federal agencies. Coordinate with contractor and CTA, CDNS, and NA-10.
 - 11) Provide line management oversight and ensure the implementation of hazards mitigation programs and controls. Monitor the proper implementation of controls including contractor processes for USQs, configuration management and compliance with the Technical Safety Requirements.
 - 12) Identify any other facilities for which hazard controls must be identified and documentation prepared (e.g., accelerators and major systems)
 - 13) Ensure that readiness reviews are conducted in accordance with DOE O 425.1C, *Startup and Restart of Nuclear Facilities*. Review and approve contractor Startup Notification Report in accordance with DOE O 425.1C. Forward Startup Notification Reports to NA-10 in accordance with DOE O 425.1C. Forward Startup Notification Reports, Plans of Action, and Implementation Plans to CDNS for review.
 - 14) Approve final nuclear facility/activity hazard categorization level regarding the types and amounts of hazards, and the requirements of 10 CFR 830.
- (e) DOE approval of safety basis.
- 1) Contractors responsible for a hazard category 1, 2, or 3 existing DOE nuclear facility must submit for DOE approval a safety basis that meets the requirements of this Subpart.

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- 2) Pending issuance of a safety evaluation report in which DOE approves a safety basis for a hazard category 1, 2, or 3 existing DOE nuclear facility, the contractor responsible for the facility must continue to perform work in accordance with the safety basis.
 - 3) With respect to a hazard category 1, 2, or 3 new DOE nuclear facility or a major modification to a hazard category 1, 2, or 3 DOE nuclear facility, a contractor may not begin operation of the facility or modification prior to the issuance of a safety evaluation report in which DOE approves the safety basis for the facility or modification.
- (f) Enforcement of Safety Basis Requirements 2. As part of the approval process, DOE will review the content and quality of the safety basis documentation. DOE intends to use the approval process to assess the adequacy of a safety basis developed by a contractor to ensure that workers, the public, and the environment are provided reasonable assurance of adequate protection from identified hazards.
- (g) Because DOE has ultimate responsibility for the safety of its facilities, DOE will review each documented safety analysis to determine whether the rigor and detail of the documented safety analysis are appropriate for the complexity and hazards expected at the nuclear facility. In particular, DOE will evaluate the documented safety analysis by considering the extent to which the documented safety analysis (1) satisfies the provisions of the methodology used to prepare the documented safety analysis and 2) adequately addresses the criteria set forth in 10 CFR 830.204(b). DOE will prepare a Safety Evaluation Report to document the results of its review of the documented safety analysis. A documented safety analysis must contain any conditions or changes required by DOE.
- (h) Hazard Controls. DOE will examine and approve the technical safety requirements as part of preparing the safety evaluation report and reviewing updates to the safety basis. As with all hazard controls, technical safety requirements must be kept current and reflect changes in the facility, the work and the hazards as they are analyzed in the documented safety analysis. In addition, DOE expects a contractor to maintain technical safety requirements, and other hazard controls as appropriate, as controlled documents with an authorized users list.

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- (i) Ensure that the safety basis for the facility is adequate and complies with the safety basis requirements of Part 830. Responsible for ensuring the timely and proper (1) review of all safety basis documents submitted to DOE and (2) preparation of a safety evaluation report concerning the safety basis for a facility.
- (j) The approval authority is responsible for providing a defensible review and approval of the DSA. Achieving defensible review and approval is facilitated by an independent review process. Since both the preparation of the DSA and its review and approval typically fall within the purview of the approval authority, the approval authority assigns a review team leader the responsibility of performing the independent review. In making this assignment, the approval authority ensures that the review team leader maintains sufficient independence of the line organization responsible for the DSA preparation (i.e., no responsibility for preparation of the DSA under review) and possesses the technical competence relevant to the DSA of concern. The details of independently reviewing the DSA, up to and including recommending approval to the approval authority. As such, the SABM is the approval authority for all existing and proposed new Documented Safety Requirements (TSRs) for facilities and activities per 10 CFR 830.
- (k) “The approval authority has responsibility as the single point of contact between DOE and the facility contractor for all matters regarding review of the DSA. The approval authority remains the final authority on any points requiring arbitration. The single point of contact is the focal point through which DOE and the facility contractor interface and from which directions to the facility contractor originate. Requests for any material on the DSA, determination of the significance of identified issues on such material, and direction to the facility contractor for resolution of issues are approved by the single point of contact. As appropriate, transmittal of official communications and directions involving significant work effort by the facility contractor... Line management personnel and representatives of organizations responsible for monitoring and auditing 10 CFR 830 implementation coordinate their activities through the single point of contact as well.”
- (l) “The approval authority has the specific responsibility of ensuring the review and approval process represents all DOE entities with vested interest in the facility under review and

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

considers commitments made to agencies outside DOE. Agencies external to DOE, however, have no standing under the Orders/Rules structure for approval. Identifying safety issues and their resolution may involve negotiations between concerned organizations. Discounting a safety issue raised by any vested interest without giving the issue proper consideration could reduce safety assurance.”

- (m) “The approval authority does not relinquish responsibility for ensuring adequate performance of the review team leader in fulfilling assigned responsibilities. Final approval of the DSA and SER issuance remain an unassignable responsibility function of the approval authority.”
 - (n) Approval bases for documented safety analyses: DOE evaluates the DSA by considering the extent to which the DSA (1) adequately addresses the criteria set forth in 10 CFR 830.202 and 10 CFR 830.204 and (2) satisfies the provisions of the methodology used to prepare the DSA. DSA review and approval focuses on the adequacy of the following approval bases: Base information; Hazard and accident analyses; Safety structures; Systems and Components; Derivation of technical safety requirements; and Safety management program characteristics.
 - (o) Once technical justification exists to support conclusions that the DSA adequately describes how the facility is satisfactory with respect to the approval bases, the DSA may generally be considered adequate. These approval bases also form the foundation for documenting DSA approval in a SER.
 - (p) Approval authority for Safety Authorization Basis Team Standard Operating Procedures Conducts negotiations in contract performance measures.
- (2) Ensure the contractor has a comprehensive and integrated contractor assurance system. [DOE Order 226.1]
- i. Assistant Manager for Office of Facility Operations.

The Assistant Manager for Office of Facility Operations (AMFO) acts as the Contracting Officer’s Representative in all matters relating to the facility representative program, conduct of operations, and requested ES&H verifications. In addition to the applicable duties listed under the Assistant Managers, the AMFO directs and performs supervisory, oversight, and contract administration activities. Other activities include:

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- (1) Verify implementation of Safety Basis controls for nuclear and unique risk facilities (Implement Controls) [DOE-STD-1063-2000].
- (2) Evaluate and report on the effectiveness of programs that support or are taken credit for in the safety basis. (Implement Controls) [DOE-STD-1063-2000]
- (3) Provide reviews of nuclear and select non-nuclear facility operations, increasing rigor of oversight for activities with the potential for high consequence events. (Implement Controls, Feedback and Improvement) [DOE O 226.1]
- (4) Maintain appropriate qualification standards for personnel with oversight responsibilities and establish clear, unambiguous lines of authority and responsibility for oversight (Perform Work) [DOE O 226.1].
- (5) Ensure contractor compliance with requirements. Periodically examine contractor programs and their implementation at the work-activity level to assess that DOE requirements and external regulatory requirements are met effectively. (Perform Work/Feedback and Continuous Improvement) [DOE O 226.1]
- (6) Provide line management oversight and ensure the implementation of hazards mitigation programs and controls. Monitor the proper implementation of controls, including contractor processes for USQs, configuration management and compliance with the Technical Safety Requirements. (Implement Controls) [NNSA FRAM 3.12]
- (7) Manage the Energy Employees Occupational Illness Compensation Program for the Los Alamos Site Office. (Perform Work) [Executive Order 13179]
- (8) Verify Integrated Safety Management System (ISMS) is implemented and maintained at Los Alamos facilities. (Define Scope of Work) [NNSA FRAM 3.12]
- (9) Verification of S&H requirements implementation. (Implement Controls) [DOE Policy 251.1 and DOE Policy 450.2A, DOE Order 251.1A, DOE Manual 251.1-1A]
 - (a) FRs support programmatic and subject matter experts, and notify them of new developments or significant incidents, setbacks, or changes in their area of responsibility (Perform Work) [DOE O 226.1].

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- (10) Ensure that the M&O Contractor implements, and maintains its safety management systems. (Define Scope of Work) [NNSA FRAM 3.12]
- (11) Ensure that all Hazard Category 2 nuclear facilities have current Authorization Agreements. (Implement Controls) [NNSA FRAM 3.12]
- (12) Review Corrective Action Plans (CAPs), providing verifications as necessary to support program owners within LASO. [FRAM 3.12]
- (13) Manage the DOE/NNSA Facility Representative (FR) program, including Conduct of Operations. (Perform Work) [DOE Order 360.1B & DOE Manual 360.1-1B, DOE Order 5480.19, DOE-STD-1063-2000]
- (14) Perform line management oversight of contractors' worker, public, and facility protection programs and maintain day-to-day operational oversight of contractor activities at applicable facilities through Facility Representatives. (Perform Work) [NNSA FRAM 3.12, DOE-STD-1063-2000]
- (15) Administer the Occurrence Reporting and Processing System (ORPS) program and require contractors to report occurrences on ORPS. Review and approve reports, as delegated, including proposed corrective actions and lessons learned. Review ORPS reports from other similar sites to detect potential improvements and means of averting occurrences. (Feedback and Improvement) [DOE Order 231.1A & DOE Manual 231.1-1A Chg 1, NNSA FRAM 3.12]
- (16) Evaluate performance of the contractor against formally established nuclear safety and ES&H performance measures and indicators, and take appropriate action. The adequacy of the contractor self-assessment process should be specifically evaluated. (Feedback and Improvement) [NNSA FRAM 3.12, DOE O 226.1]
- (17) As part of overall issue management, review the findings of assessments, for FO responsible facilities and programs, to evaluate their safety significance and ensure that appropriate priorities and resources are assigned to corrective actions for eventual closure of findings and continuous improvement. (Collect Feedback) [NNSA FRAM 3.12]
- (18) Review contractor assurance systems to gauge that contractors are assessing site activities adequately, self-identifying deficiencies, and taking timely and effective corrective actions. (Feedback and Improvement) [DOE O 226.1]

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- (19) Implement a structured, documented self-assessment program for LASO Facility Operations to comply with requirements. DOE organizations must perform self-assessments of programmatic and line management oversight processes and activities (e.g. safety system oversight and facility representative programs, personnel qualification standards, and training programs) to assess whether requirements and management expectations are met. (Feedback and Improvement) [DOE O 226.1]
- (20) Ensure that the responsibility, authority, and accountability for operation and maintenance of all NNSA facilities are clearly defined, appropriately assigned, and executed. (Define Scope of the Work) [NNSA FRAM 3.12]
- (21) Conduct line oversight of safety management systems to ensure effective implementation and maintenance. (Define Scope of the Work) [NNSA FRAM 3.12]
- (22) Ensure that contractors implement and maintain their safety management systems. (Define Scope of the Work) [NNSA FRAM 3.12]
- (23) For FO responsible facilities or programs, ensure implementation of and associated CAP and assign a cognizant manager to review CAPs for assurance that issues raised in formal independent assessment reports are addressed. (Collect Feedback) [NNSA FRAM 3.12]
- (24) Perform management assessments of contractors to evaluate their performance in doing work safely. (Collect Feedback) [NNSA FRAM 3.12]
- (25) Readiness Review:
 - (a) Provide readiness review closure verification of pre/post start findings for applicable facilities/activities/programs. (Perform Work) [DOE Order 425.1C]
 - (b) Ensure that Contractor readiness reviews are conducted adequately, verify DOE management readiness, and concur on Contractor readiness. (Define Scope of Work/Perform Work) [DOE O 425.1C, DOE STD 3006-2000]
 - (c) Review and concur on start or restart of facilities/activities/programs, as required. (Perform Work) [DOE Order 420.2B, 425.1C, AL 425.1C]

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- (d) Ensure that readiness reviews are conducted in accordance with DOE O 425.1C, Startup and Restart of Nuclear Facilities. Review and approve contractor Startup Notification Report in accordance with DOE O 425.1C. Forward Startup Notification Reports to NA-10 in accordance with DOE O 425.1C. Forward Startup Notification Reports, Plans of Action, and Implementation Plans to CDNS for review. (Confirm Readiness) [NNSA FRAM 3.12, DOE O 425.1C, DOE-STD-3006-2000]
- (e) Coordinate external reviews. (Perform Work/Feedback and Continuous Improvement) [DOE-STD-3006-2000]
- (f) Determine the appropriate level of readiness necessary for the startup of non-nuclear, moderate and high hazard facilities, ensure that readiness has been attained, and exercise all startup authority (Confirm Readiness) [NNSA FRAM 3.12, 29CFR1910.119]
- (g) Obtain approval of changes to the Authorization Agreements. (Implement Controls) [NNSA FRAM 3.12]

(26) System Engineering:

- (a) Plan, staff, and direct safety system assessments and report results to LASO and NNSA management. (Implement Controls/Perform Work/Feedback and Improvement) [DOE Order 420.1A]
- (b) Maintain oversight of systems and monitor performance of the contractor's Cognizant System Engineer Program by assessing Contractor safety systems. (Implement Controls/Perform Work/Feedback and Improvement) [DOE Order 420.1A]
- (c) Maintain cognizance of, communication with, and oversight of; and assess status of; Contractor Cognizant System Engineering and Conduct of Engineering programs, monitor their implementation, and review the results of their system assessments. (Perform Work/Feedback and Improvement) [DOE Order 420.1]

j. Manager for the Office of Safety and Health Team.

The Manager for the Office of Safety and Health Team (MOSHT) acts as the Contracting Officer's Representative in all matters relating to: occupational safety and health, construction safety, Price Anderson Accountability Act, fire protection engineering, fire department contract

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

administration, emergency management, industrial hygiene, and health physics. The Manager is responsible for technical and scientific assistance, readiness assessments, and serves as the primary Defense Nuclear Facilities Safety Board (DNFSB) contact at LASO.

The Manager has the following specific FRAs, in addition to the applicable duties listed under the Office of the Manager:

- (1) Serves as the Senior Safety Advisor Principal Contact and Primary Action Person for matters relating to the DNFSB and other high-level advisory organizations regarding Los Alamos National Laboratory. The SSTA manages, tracks, and integrates DNFSB issue resolution for LASO. (Perform Work) [DOE Manual 140.1-1B]
- (2) Maintains oversight of facility and site-wide fire protection programs and physical features for compliance with DOE requirements, applicable mandatory codes and standards, adopted building code, and other requirements as may be referenced in contract documents. Areas of review include but are not limited to overall fire protection program, development of fire hazard analysis and inspection reports, fire safe construction, protection of hydrants unique to NNSA, automatic fire alarm, detection and extinguishing systems, fire water supply and distribution systems, installation and maintenance of means of egress systems and associated features, and fire protection system inspection, testing and maintenance programs. (Perform Work), [DOE O 420.1A]
- (3) Implements a Federal Employee Health Services program for NNSA site employees. (Confirm Readiness/Collect Feedback)
- (4) Reviews, coordinates with CTA, DCNS, and NA 10, and recommends for approval or disapproval request for exemption or equivalency to DOE Orders and referenced mandatory codes and standards that pertain to Safety and Health requirements. (Analyze Hazards) [NNSA FRAM 3.12]
- (5) Reviews and monitors construction projects for safety compliance. [DOE-STD-1066-99]
- (6) Acts as the Point of Contact for coordination of all Price Anderson Amendment Act oversight activities.
- (7) Assists in the development of implementing requirements for rules and follow protocol for Price Anderson Act Amendment. (Develop and Implement Controls) [10 CFR 820, STD-1083-95]

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- (8) Ensures 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. (Develop and Implement Controls) [NNSA FRAM 3.12]
- (9) Coordinates incorporation of S&H directives into contracts, verify their implementation, and notify the Office of Primary Interest of the new directives. (Develop and Implement Controls) [DOE Policy 251.1 and DOE Policy 450.2A, DOE Order 251.1A, DOE Manual 251.1-1A]
- (10) Reviews and provides recommendations to the Deputy Administrator on requests for Exemptions to 10 CFR Parts 835 and 831. If necessary, pursue Exemptions from DOE requirements, local, State, or other Federal agencies. Coordinate with contractor and CTA, CDNS, and NA-10. (Develop and Implement Controls) [10 CFR 820 and 835, NNSA FRAM 3.12]
- (11) Reviews and concurs on the Radiation Protection Program (RPP) for the 10 CFR 835 rule. (Develop and Implement Controls) [10 CFR 835, DOE Policy 441.1, DOE Guide 441.1-1A, NNSA FRAM 3.12]
- (12) Provides support for resolution of division, facility, and operational Safety, Health, Fire Protection and Emergency Management issues. (Perform Work)
- (13) Provides core expertise for: Occupational Safety. (Perform Work) [DOE Order 440.1A] 3) Occupational Medicine. (Perform Work) [DOE Order 440.1A, DOE Guide 440.1-4] 4) Industrial Hygiene. (Perform Work) [DOE Order 440.1A] 5) Chemical Safety. (Perform Work) [29 CFR 1910] 6) Firearms Safety. (Perform Work) [DOE Order 440.1A] 7) Process Safety Management. (Perform Work) [29 CFR 1910] DOE O 420.1, Fire protection Radiation Protections, Criticality/Nuclear Safety, and DOE O 151.1C, Emergency Management.
- (14) Ensures that contractors describe and document their safety management systems. (Define Scope of the Work) [NNSA FRAM 3.12]
- (15) Assists in performance of S&H Management Systems appraisal and approval of report. (Feedback and Improvement) [DOE Policy 450.5]
- (16) Monitors 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. Provides information and support investigations.

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

Participates in enforcement conferences with the Office of Enforcement and Investigation. (Feedback and Improvement) [NNSA FRAM 3.12]

- (17) Ensures that contractor employees maintaining and operating Los Alamos facilities are trained to perform their duties safely and efficiently per DOE/NNSA requirements. (Define Scope of Work) [NNSA FRAM 3.12]
- (18) Implements the Federal Technical Capability Program, with guidance developed by the Principal Deputy Administrator, CTA, 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. (Provide Direction) [NNSA FRAM 3.12]
 - (a) Serve as the FTCP Agent for LASO. (Define Scope of Work/Perform Work) [DOE Policy 426.1 and DOE Manual 426.1-1A]
- (19) Ensures the status of corrective actions of safety issues in the DOE Corrective Action tracking System (CATS) is updated. Coordinate with the contractor and Headquarters elements as necessary, in order to ensure all completed corrective actions have been verified by staff with sufficient independence from those who performed the work described in the CAP. (Feedback and Improvement) [NNSA FRAM 3.12]
- (20) Authorizes accident investigations, when applicable. (Implement Controls) [NNSA FRAM 3.12]
- (21) Conducts all activities associated with Type B Accident Investigations. (Feedback and Improvement) [DOE Order 225.1A and Memo on "Clarification of Roles and Responsibilities in Critical Function Areas," Linton Brooks, January 2, 2003]
- (22) Reviews and concurs on Corrective Action Plans from Type A and B accident investigations. (Feedback and Improvement) [DOE Order 225.1A, DOE Policy 450.7]
- (23) Develops and approves Accident Investigation Reports. (Feedback and Improvement) [DOE Order 225.1A]
- (24) Supports the Deputy Manager in directing contractors to develop and implement a lessons learned program. The program should include analysis (i.e., causal factors) and trending of events. Monitor and

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

assess contractor's lessons learned program. Participate in the DOE-wide sharing of Lessons Learned. (Feedback and Improvement) [DOE Order 225.1A, 231.1A, 460.1B, STD 7501-99, NNSA FRAM 3.12]

- (25) As part of overall issue management, reviews the findings of assessments, for S&H responsible programs, to evaluate their safety significance and ensure that appropriate priorities and resources are assigned to corrective actions for eventual closure of findings and continuous improvement. (Collect Feedback) [NNSA FRAM 3.12]
- (26) Ensures implementation of and associated CAP and assign a cognizant manager to review CAPs for assurance that issues raised in formal independent assessment reports are addressed for programs the Safety and Health Team are responsible for. (Collect Feedback) [NNSA FRAM 3.12]
- (27) Performs independent assessments of contractors to evaluate their performance in doing work safely. (Collect Feedback) [NNSA FRAM 3.12]
- (28) Evaluates performance of the contractor against formally established nuclear safety, ES&H, and emergency management performance measures and indicators, and take appropriate action. The adequacy of the contractor self-assessment process should be specifically evaluated. (Collect Feedback) [NNSA FRAM 3.12]
- (29) Performs identification of root causes and trends, and verification of corrective actions for OFO responsible facilities and programs. Track and trend issues to assure optimum performance. (Perform Work/Feedback and Continuous Improvement) [NNSA FRAM 3.12]
- (30) Integrated Safety Management System implementation:
 - (a) Authorizes Integrated Safety Management System (ISMS) verifications to ensure ISMS is implemented and maintained at Los Alamos facilities. (Define Scope of Work) [NNSA FRAM 3.12]
 - (b) Provides or reviews ISMS guidance for contractors. (Define Scope of Work) [DOE Policy 450.4] Manages LASO ISM Verification Program. (Feedback and Improvement) [DOE Policy 450.4]

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

k. Office of Quality Assurance.

The Manager for the Office of Quality serves as the Contracting Officer's Representative in all matters relating to quality assurance, safety software quality assurance, and weapons operations quality assurance. Serves as the Federal official for all matters pertaining to Quality Assurance at the Los Alamos NNSA facilities. MOQA will provide systematic planning, integrated execution, and evaluation of programs for public health and environmental protection, pollution prevention (P2), and compliance with applicable environmental protection requirements in accordance with the Environmental Management System (EMS). FRAs require the Manager to:

- (1) Perform line management oversight of contractors' quality assurance program. The line management oversight of QA includes effectiveness of QA for safety systems and safety software. (Perform Work) [NNSA FRAM 3.12]
- (2) Review and recommend approval of contractors' Quality Assurance Programs (QAPs) and Implementation Plans (IPs); obtain NA-10 concurrence for QAPs required to demonstrate conformance to QC-1, and ensure QAPs for nuclear facilities meet the requirements of 10 CFR 830, and are integrated with the contractors' safety management program. Ensure that contractors implement QAPs. (Quality Assurance) [NNSA FRAM 3.12]
- (3) Prepare and submit QAPs and Implementation Plans for site office. (Define Scope of Work/Quality Assurance) [DOE Order 414.1C, 10 CFR 830.120, QC-1, Revision 10, FRAM 3.12]
- (4) Evaluate the M&O Contractor's Operations Quality Assurance program, compliance, and implementation. (Perform Work) [10 CFR 830.120, DOE Order 414.1C, QC-1, Revision 10, FRAM 3.12]
- (5) Evaluate the M&O Contractor's Software Quality Assurance (SQA) program, compliance, and implementation. (Perform Work) [DOE Notice 411.1, D & P Manual, QC-1, DOE Order 414.1C]
- (6) Evaluate the M&O Contractor's Suspect and Counterfeit Parts program, implementation and compliance. (Perform Work) [DOE Order 414.1C]
- (7) Implement Suspect and Counterfeit Parts program for the site office. (Define Scope) (Perform Work) [DOE Order 414.1C]

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- (8) Ensure that contractors describe, document, implement and maintain their Weapons Quality management systems. (Implement Controls/Perform Work /Feedback and Improvement) [NNSA FRAM 3.12]
- (9) Perform product acceptance as defined in the LASO Quality Assurance Plan and the Weapons quality Assurance Procedures Manual. (Collect Feedback) [FRAM 3.12]
- (10) Maintain appropriate qualification standards for personnel with oversight responsibilities and clear, unambiguous lines of authority and responsibility for oversight. (Perform Work) [DOE O 226.1]
- (11) Implement a structured, documented self-assessment program for quality assurance to comply with requirements. DOE organizations must perform self-assessments of programmatic and line management oversight processes and activities (e.g. facility representative programs, personnel qualification standards, and training programs) to assess whether requirements and management expectations are met. (Feedback and Improvement) [DOE O 226.1]
- (12) Ensure contractor compliance with requirements. DOE line management must periodically examine contractor programs and their implementation at the work-activity level to assess that DOE requirements and external regulatory requirements are met effectively. (Perform Work/Feedback and Continuous Improvement) [DOE O 226.1]
- (13) Manage a quality information system to measure and report Quality Assessments. (Feedback and Improvement) [DOE Order 414.1C]
- (14) Establish performance expectations and evaluate performance for LANL at a minimum annually. [DOE Order 226.1]
- (15) Ensure the contractor has a comprehensive and integrated contractor assurance system that addresses Quality Assurance requirements. [DOE Order 226.1]
- (16) Perform identification of root causes and trends, and verification of corrective actions for OFO responsible facilities and programs. Track and trend issues to assure optimum performance. (Perform Work/Feedback and Continuous Improvement) [NNSA FRAM 3.12]
- (17) Evaluate performance of the contractor against formally established QA performance measures and indicators, and take appropriate action. The adequacy of the contractor self-assessment process should be

specifically evaluated. (Collect Feedback) [NNSA FRAM 3.12]

1. Assistant Manager for Project Management.

The Assistant Manager for Construction Project Management (AMPM) is a Contracting Officer Representative and is responsible for direction, day-to-day oversight, and contract administration activities in support of facilities, design and construction project management and Facilities Management. The AM shall provide oversight and contract administration of design and construction project planning and management; and in project planning for site construction projects. The AM approves LANL contractor property systems with respect to property acquisition, control, and disposition at LANL sites. AMPM will provide systematic planning, integrated execution, and evaluation of programs for public health and environmental protection, pollution prevention (P2), and compliance with applicable environmental protection requirements in accordance with the Environmental Management System (EMS). Specific FRAs include the requirement to:

- (1) Monitor the Interagency Agreement with the Corps of Engineers for Design and/or Construction Activities. (Define Scope of Work) [IA-DEGM04-84AL23521]
- (2) Oversee and ensure compliance with Configuration Management policy for physical plant arrangement and documentation control to ensure operation within the approved Safety Envelope, Site Maintenance, Utilities, the Ten-Year Comprehensive Site Plan(TYCSP), and Energy Conservation programs. (Perform Work) [DOE Order 413.3 and 430.1B, Manual 413.3-1]
- (3) Assure that new or modified facilities are constructed or back fitted to meet appropriate safety and environmental requirements. (Define Scope of Work) [DOE Order 420.1A]
- (4) Develop, implement, administer, evaluate, and enforce Project Management Policy and Guidelines. (Define Scope of Work) [DOE Order 430.1B and 413.3]
- (5) Ensure the responsibilities and requirements of DOE Order 430.1B, Life Cycle Asset Management (LCAM) are properly planned, budgeted, managed, and executed. (Perform Work) [DOE Order 430.1B]
- (6) Manage project planning, execution, design, construction, and NEPA for new, reconfigured, and modified facilities. (Feedback and Improvement) [DOE Order 420.1A and 413.3]

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- (7) Ensure proper coordination of Authorization Basis records, status AB deliverables and issues for applicable facilities. (Perform Work) [DOE Order 413.3]
- (8) LANL Capital Assets Management Program:
 - (a) Monitor Capital & Expense projects and perform Energy Systems Acquisition Advisory Board activities. (Define Scope of Work) [DOE Order 430.1B]
 - (b) Ensure compliance with: (Perform Work)
 - 1) Site Development plans. (Define Scope of Work) [DOE Order 430.1B and 420.1A]
 - 2) Life Cycle Asset Management. (LCAM) principles. (Perform Work)[DOE Order 430.1B]
 - 3) Surplus Facility assessment. [DOE Order 430.1B]
 - (c) Evaluate and enforce site planning for Future Use facilities. (Perform Work) [DOE Order 430.1B]
 - (d) Provide periodic reports on design and construction projects. (Perform Work) [DOE Order 413.3]
 - (e) Concur in and submit Project Data Sheets and additional budget documents as required. (Perform Work) [DOE Order 413.3]
 - (f) Support independent assessments of projects. (Perform Work) [DOE Order 413.3]
 - (g) Issue project authorizations, allowing the execution of work. (Perform Work) [DOE Order 413.3]
 - (h) Manage the Baseline Change Control Process for changes at Level 2 or below and ensure the LANL CCB system integrates schedule, cost, and technical baselines are developed and maintained through a contractor-level change control board. (Perform Work) [DOE Order 413.3]
- (9) Assure Project Authorizations for Operating/Expense Funded projects. (Perform Work) [DOE Order 413.1]
- (10) Ensure Strategic Site Planning to support both operations and research goals (TYCSP and Integrated Nuclear Planning) and coordinate

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

review with LASO offices. (Perform Work) [DOE Order 413.3 and 420.1B, Manual 413.3-1]

- (11) Ensure maintenance of both nuclear and non-nuclear facilities is effectively and efficiently planned to support both operations and research goals. (Perform Work) [DOE Order 433.1, Order 430.1B, Guide 433.1-1]
- (12) Ensure effective oversight of Programs and optimization of funds toward program objectives for programs assigned to the Office of Project Management. (Perform Work) [4.6.2 and 5.5 of LANL contract]
- (13) Ensure LANL capital assets are managed and maintained to support both operations and research goals. (Perform Work) [DOE Order 413.3 and 433.1, Manual 413.3-1]
- (14) Oversee the critical decision process to ensure timely development of documentation to support upcoming critical decisions. (Perform Work) [DOE Order 413.3, Manual 413.3-1]
- (15) Ensure implementation of Earned Value Management System (ANSI/EIA-748). (Perform Work) [DOE Order 413.3, Manual 413.3-1]
- (16) Ensure a compliant configuration management process (ANSI/EIA-649) is utilized on projects during all phases of execution. (Perform Work) [DOE Order 413.3, Manual 413.3-1]
- (17) Ensure a value engineering process is employed on projects in accordance with DOE policy. (Perform Work) [DOE Order 413.3, Manual 413.3-1, 41 USC 432]
- (18) Ensure implementation of a compliant quality assurance program for projects. (Perform Work) [DOE Order 413.3, Order 414.1C, Manual 413.3-1, 10 CFR 830.120a]
- (19) Ensure Integrated Safety Management is implemented for the contract scope for all phases of LANL projects. (Perform Work) [DOE Order 413.3, Manual 413.3-1, DEAR 970-5204-2]
- (20) Ensure sustainable engineering and building design principles are applied to the siting, design, and construction for all facilities. (Perform Work) [DOE Order 413.3, Manual 413.3-1]

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- (21) Ensure definition and implementation of an Integrated Safety and Security Management program for projects during design and construction phases. (Perform Work) [DOE Order 413.3, Manual 413.3-1]
- (22) Ensure effective system for project reporting. (Perform Work) [DOE Order 413.3, Manual 413.3-1]
- (23) Ensure LANL has a system for project acquisition strategy and procurement support that facilitates analysis in an unbiased manner various acquisition and procurement strategies. (Perform Work) [DOE Order 413.3, Manual 413.3-1]
- (24) Ensure LANL has an effective cost estimating system. (Perform Work) [DOE Order 413.3, Manual 413.3-1]
- (25) Ensure contractor has an effective schedule estimating system that will ensure sound estimates for establishment of performance baselines, support internal and external reviews, and budget submissions to support the ICPP and PPBE process. (Perform Work) [DOE Order 413.3, Manual 413.3-1]
- (26) Ensure project technical, cost, and schedule risks are identified, quantified and mitigated through an effective Risk Management System. (Perform Work) [DOE Order 413.3, Manual 413.3-1]
- (27) Ensure application of system engineering support for all projects. (Perform Work) [DOE Order 413.3, Manual 413.3-1]
- (28) Ensure effective Engineering Program. (Perform Work) [DOE Order 413.3, Manual 413.3-1]
- (29) Ensure project portfolio is prioritized to support Nuclear Weapons Complex program priorities. (Perform Work) [DOE Order 452.3]
- (30) Establish performance expectations and evaluate performance for LANL at a minimum annually. (Perform Work) [DOE Order 226.1]
- (31) Ensure the contractor has a comprehensive and integrated contractor assurance system. (Perform Work) [DOE Order 226.1]
- (32) Ensure appropriate readiness verification if performed where applicable. (Perform Work) [DOE Order 413.3]
- (33) LANL Work for Others (Reimbursables) Program:
 - (a) Review and concur/non-concur with proposed Work for Others

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

and other reimbursable projects involving LANL personnel onsite or at offsite locations ensuring WFO projects do not adversely affect nuclear weapons program responsibilities. (Perform Work) [DOE Order 481.1C, 452.3 and associated Notices, Manuals, and Guides]

- (b) Monitor progress of Work for Others and reimbursable projects, and ensure DOE's and the sponsor's requirements are met. (Perform Work) [DOE Order 481.1C and associated Notices, Manuals, and Guides]
- (34) Make Davis-Bacon Act determinations. (Perform Work)
- (35) 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. (Define Scope of Work) [NNSA FRAM 3.12]
- (36) Conduct line oversight of safety management systems to ensure effective implementation and maintenance. (Define Scope of Work) [NNSA FRAM 3.12]
- (37) Ensure that contractors describe, document, implement, and maintain their safety management systems. (Define Scope of Work) [NNSA FRAM 3.12]
- (38) 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. (Define Scope of Work) [NNSA FRAM 3.12]
- (39) Review and support development of expected performance objectives and related Deputy Administrator goals and priorities. (Define Scope of Work) [NNSA FRAM 3.12]
- (40) Perform management assessments of contractors to evaluate their performance in doing work safely (Provide Feedback) [NNSA FRAM 3.12]
- (41) Ensure the contractor has a comprehensive and integrated contractor assurance system. [DOE Order 226.1]
- (42) Implement the Energy Systems Acquisition Advisory Board (ESAAB) requirements at LASO and support Headquarters initiatives for ESAAB.

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- (43) Ensure the responsibilities and requirements of DOE Order 430.1B, Real Property Asset Management (RPAM) are properly planned, budgeted, managed, and executed (Perform Work) [DOE Order 430.1B]
- (44) Ensure that LASO building maintenance is managed per requirements.
- (45) Ensure that Project Management activities adhere to the requirements of the Department's small business initiatives.

m. Chemistry and Metallurgy Research Facility Replacement (CMRR) - Project Office.

The lead Federal Project Director (FPD) for the CMMR Project is a Contracting Officer Representative and is responsible for direction, day-to-day oversight, and contract administration activities in support of project facilities, design and construction project management for this major system project. The CMRR Project Office is comprised of a lead Federal Project Director as well as additional Federal Project Directors responsible for the management, oversight, and execution of the main components or phases of this project. The CMRR Project Office shall provides oversight and contract administration of safety integration, safeguards and security integration, design and construction project planning and management for all phases of this project. The CMRR Project Office will provide systematic planning, integrated execution, and evaluation of programs for public health and environmental protection, pollution prevention (P2), and compliance with applicable environmental protection requirements in accordance with the Environmental Management System (EMS). Specific FRAs require the Manager to:

- (1) Oversee and ensure compliance with Configuration Management policy for the overall CMRR physical facility arrangement and documentation control to ensure safety documentation development, operation within the approved Safety Envelope, Facility Maintenance and Utility planning, and integration with LANL Nuclear Facility Consolidation Planning.
- (2) Assure that new facilities are constructed to meet appropriate safety and environmental requirements. (Define Scope of Work) [DOE Order 420.1A]
- (3) Develop, implement, administer, evaluate, and enforce Project Management Policy and Guidelines. (Define Scope of Work) [DOE Order 430.1B and 413.3]
- (4) Manage project planning, execution, design, construction, and NEPA

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

for all CMRR facilities and components. (Feedback and Improvement)
[DOE Order 420.1A and 413.3]

- (5) Oversee the coordination of Authorization Basis records, status and issues for applicable CMRR facilities. (Perform Work) [O 413.3]
- (6) LANL Capital Assets Management Program:
 - (a) Monitor Capital & Expense allocations for CMRR and perform Energy Systems Acquisition Advisory Board activities. (Define Scope of Work) [DOE Orders 413.3, 430.1B, DOE M 413.3-1]
 - (b) Ensure compliance with: (Perform Work)
 - 1) Site Development and consolidation plans. (Define Scope of Work) [DOE Order 430.1B and 420.1A]
 - 2) Real Property Asset Management (RPAM) principles. (Perform Work)[DOE Order 430.1B]
 - (c) Provide periodic reports on design and construction projects. (Perform Work) [DOE Order 413.3, DOE M 413.3-1.]
 - (d) Concur in and submit Construction Project Data Sheets and additional budget documents as required. (Perform Work) [DOE Order 413.3, OMB A-11.]
 - (e) Support independent assessments of projects. (Perform Work) [DOE Order 413.3, DOE M 413.3-1]
 - (f) Issue project authorizations, allowing the execution of work within established baselines. (Perform Work) [DOE Order 413.3]
 - (g) Manage the Baseline Change Control Process for changes at Level 2 or below and ensure the LANL CCB system integrates schedule, cost, and technical baselines are developed and maintained through a contractor-level change control board. (Perform Work) [DOE Order 413.3, DOE M 413.3-1]
- (7) Assure Project Authorizations address Operating/Expense funded project activities. (Perform Work) [DOE Order 413.3, DOE M 413.3-1]
- (8) Oversee Strategic Site Planning to support both operations and mission goals (TYCSP and Integrated Nuclear Planning) and coordinate review with appropriate LASO offices. [DOE Order 413.3, Manual 413.3-1]

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- (9) Ensure maintenance of both nuclear and non-nuclear facilities is effectively and efficiently planned to support both turnover, operations and mission goals of the CMRR Project. [DOE Order 433.1, Order 430.1B, Guide 433.1-1]
- (10) Ensure effective oversight of Programs and optimization of funds toward program mission objectives. [4.6.2 and 5.5 of LANL contract]
- (11) Ensure CMRR capital assets are managed and maintained to support both operations and mission goals. [DOE Order 413.3, Manual 413.3-1]
- (12) Manage the Critical Decision process to ensure timely development of documentation to support upcoming critical decisions. [DOE Order 413.3, Manual 413.3-1]
- (13) Ensure project compliance with implementation of Earned Value Management System (ANSI/EIA-748). [DOE Order 413.3, Manual 413.3-1]
- (14) Ensure a compliant configuration management process (ANSI/EIA-649) is utilized on CMRR project during all phases of execution. [DOE Order 413.3, Manual 413.3-1]
- (15) Ensure a value engineering process is applied on the CMRR project in accordance with DOE policy. [DOE Order 413.3, Manual 413.3-1, 41 USC 432]
- (16) Ensure implementation of a compliant quality assurance program for the CMRR Project. [DOE Order 413.3, Order 414.1B, Manual 413.3-1, 10 CFR 830.120a]
- (17) Ensure Integrated Safety Management is implemented for the contract scope for all phases of the CMRR project. [DOE Order 413.3, Manual 413.3-1, DEAR 970-5204-2]
- (18) Ensure sustainable engineering and building design principles are applied to the siting, design, and construction for all CMRR facilities. [DOE Order 413.3, Manual 413.3-1]
- (19) Ensure definition and implementation of an Integrated Safety and Security Management program for CMRR during design and construction phases. [DOE Order 413.3, Manual 413.3-1]

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- (20) Ensure CMRR Project employs an effective system for project reporting, to enable data entry into the Project Assessment and Reporting System (PARs) [DOE Order 413.3, Manual 413.3-1]
- (21) Ensure LANL develops and maintains the CMRR project acquisition strategy coupled with a procurement support function that facilitates effective contracting strategies during execution.[DOE Order 413.3, Manual 413.3-1]
- (22) Ensure CMRR LANL team utilizes an effective cost estimating system to support performance baseline development and validation. [DOE Order 413.3, Manual 413.3-1]
- (23) Ensure LANL CMRR team utilizes an effective schedule estimating system that will ensure sound estimates for establishment of performance baselines, support internal and external reviews, and budget submissions to support NNSA's ICPP and PPBE budget processes. [DOE Order 413.3, Manual 413.3-1]
- (24) Ensure CMRR project technical, cost, and schedule risks are identified, quantified and mitigated through an effective Risk Management Plan. [DOE Order 413.3, Manual 413.3-1]
- (25) Ensure application of system engineering for all project phases. [DOE Order 413.3, Manual 413.3-1]
- (26) Ensure effective Engineering Program support during all design and construction activities. [DOE Order 413.3, Manual 413.3-1]
- (27) Establish performance expectations and evaluate performance for CMRR Project in accordance with the CMRR Oversight Assessment Plan. [DOE Order 226.1]
- (28) Ensure the contractor has a comprehensive and integrated contractor assurance system that identifies the CMRR Project and required actions to ensure performance is maintained. DOE Order 226.1]
- (29) Readiness Review input:
 - (a) Provide readiness review planning support and oversight in the development of readiness documentation for applicable CMRR facilities. (Perform Work) [DOE Order 425.1C]
 - (b) Review and concur on startup or readiness review plans. (Perform Work) [DOE Order 420.2B, 425.1C, AL 425.1C]

(30) Ensure the contractor has a comprehensive and integrated contractor assurance system. [DOE Order 226.1]

n. Assistant Manager for Security Management.

The Assistant Manager for Security Management (AMSM) is the Contracting Officer's Representative and is responsible for providing direction, day-to-day oversight and contract administration for all LANL activities related to Safeguards and Security (S&S) and Counter-Intelligence. The AMSM performs comprehensive compliance and performance-based monitoring and evaluation of the contractor's safeguards and security program effectiveness through the conduct of surveys, surveillances, compliance reviews and performance testing across all topics and sub topics. In addition, the AMSM evaluates the credibility and effectiveness of the contractor's protection plan and strategies in comparison to the current Design Basis Threat and site-specific vulnerability assessments. The AMSM participates in the formulation of the annual sites S&S fiscal budget and monitors the execution of the approved budget. The AMSM is responsible for the final approval of the LANL Site Safeguards and Security plan and other pertinent security plans. The AMSM provides oversight to ensure the effective implementation of the overall LANL S&S program to include the topics: program management, protection program operations, nuclear material control and accountability, information security to include classified and unclassified cyber security, personnel security, and counter-intelligence. The AMSM serves as the Federal official for all matters pertaining to Safeguards and Security at the Los Alamos NNSA facilities including approval of security CAPs, deviations and other security responsibilities to ensure effective operations. AMSM will provide systematic planning, integrated execution, and evaluation of programs for public health and environmental protection, pollution prevention (P2), and compliance with applicable environmental protection requirements in accordance with the Environmental Management System (EMS). Specific FRAs require the Manager to:

- (1) Implement NNSA "Updated Job Task Inventory, Roles, Responsibilities and Authorities," as provided by the Associate Administrator for Defense Nuclear Security (NA-70). (Perform Work)
- (2) Safeguards and Security Program:
 - (a) Implement for LASO and oversee the M&O Contractor's Safeguards and Security Program Management process to ensure ISSM is effectively implemented. (Define Scope of Work/Perform Work) [DOE Order 470.4 and DOE P 226.1]
 - 1) Monitoring site office and contractor performance through

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

review of information provided by Site Offices, Service Center and other HQ Staff elements.

- 2) Review and comment on proposed Directives, Technical Standards, and Rules and alert office of primary interest to any inconsistency between the proposed initiatives and NNSA missions.
 - 3) Recommend improvements or changes pertinent to security operation or policy.
 - 4) Review and analyze the results of S&S Assurance assessments of Site S&S performance.
 - 5) Track Corrective Actions to ensure appropriate corrective actions are implemented within directed timeframes.
 - 6) Monitor field element performance to include review of adequacy of self-assessments and conduct reviews, site assistance visits, and Operational Readiness Reviews as required.
- (b) Define Scope of Work-Translate Mission into Work, Set Expectations.
- 1) Provide program management plans and annual Program Execution Guidance to HQ and Site Offices.
 - 2) Review and analyze Site Safeguards and Security Plans and the results of surveys and surveillances.
 - 3) Review and comment on proposed Directives, Technical Standards, and Rules and alert OPI to any inconsistency between proposed initiatives and NNSA missions. Recommend improvements or changes pertinent to security operations or policy.
 - 4) Approve work authorizations to provide direction and define the scope of work, funding, and expectations.
 - 5) Provide program management plans and annual Program Execution Guidance to HQ and Site Offices.
 - 6) Review and analyze Site Safeguards and Security Plans and the results of surveys and surveillances.
 - 7) Review and comment on proposed Directives, Technical Standards, and Rules and alert OPI to any inconsistency

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

between proposed initiatives and NNSA missions. Recommend improvements or changes pertinent to security operations or policy.

- 8) Approve work authorizations to provide direction and define the scope of work, funding, and expectations.
- (c) Confirm Readiness, Quality Assurance, Collect Feedback.
- 1) Review and analyze the results of S&S Assurance assessments of Site S&S performance.
 - 2) Track Corrective Action Plans and Incident Reports to ensure appropriate corrective actions are implemented within directed timeframes.
 - 3) Monitor field element performance to include review of adequacy of self-assessments and conduct special reviews, site assistance visits, and Operational Readiness Reviews as required.
- (d) The Pro Force Specialist oversees the M&O Contractor's Protection program implementation. (Develop and Implement Controls/Perform Work) [DOE M 470.4-3]
- (e) Security Specialists oversee the M&O Contractor's Information Security program implementation. (Perform Work) [DOE M 470.4-4]
- (f) The MC&A Program Manager oversees the M&O Contractor's Nuclear Materials Control and Accountability program. (Perform Work) [DOE M 470.4-6]
- (g) The Personnel Security Specialist oversees the M&O Contractor's Personnel Security program. (Perform Work) [DOE M 470.4-5]
- (h) The Physical Protection Specialist oversees the M&O Contractor's Integrated Safeguards and Security Management program. (Perform Work) [DOE M 470.4-1]
- (i) The Cyber Security Specialist oversees the M&O Contractor's Cyber Security Program. (Perform Work) [DOE O 205.1 and DOE O 471-2-2]
- (3) Ensure the contractor has a comprehensive and integrated contractor assurance system. [DOE Order 226.1]

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

o. Assistant Manager for Environmental Stewardship.

The Assistant Manager for Environmental Stewardship (AMES) acts as the Contracting Officer's Representative in all matters relating to Environmental Compliance Permitting, Cultural Resources, Environmental Management System, Environmental Restoration, DOE-Oversight Bureau, Los Alamos Pueblo Project, NNM CAB, Groundwater, Land Transfer and Conveyance Project, National Environmental Policy Act, Endangered Species Act, Natural Resources, DOE Radionuclide Self-Regulation, Packaging and Transportation, and Waste Management. AMES will provide systematic planning, integrated execution, and evaluation of programs for public health and environmental protection, pollution prevention (P2), and compliance with applicable environmental protection requirements in accordance with the Environmental Management System (EMS).

In addition to the applicable duties listed under the Assistant Managers, the AMES directs and performs supervisory, oversight and contract administration activities and the following FRAs:

- (1) Environmental Compliance Permitting (RCRA, CWA, CAA). [DOE Order 450.1 Chg 2]
 - (a) Develops and manages Resource Conservation and Recovery Act (RCRA) permits and interfaces with regulatory agencies on RCRA compliance issues. (Perform Work)
 - (b) Provides oversight of the contractors compliance with permits covered under the Clean Water Act. (CWA) (Develop Controls, Perform Work)
 - (c) Provides oversight of the Contractors Air Operating Permit. (Develop Controls, Perform Work)
 - (d) Evaluates and monitors the contractor for compliance with the Clean Air Act (CAA), CWA, and RCRA at LANL and interfaces with regulatory agencies on compliance issues and permit applications. (Develop Controls, Feedback and Improvement, Perform Work)
- (2) Cultural Resources. [DOE Order 450.1 Chg 2, NHPA, NAGPRA, ARPA, AIRFA, EO 13007, EO 13175, EO 13287, EO11593]
 - (a) Provides program direction to the Contractor with regard to the Cultural Resource Program. (Define Scope)

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- (b) Monitors and evaluates Contractor performance in the Cultural Resource Program. (Develop Controls, Feedback and Improvement)
 - (c) Ensures Cultural Resource Program is in compliance with applicable regulations. (Perform Work)
 - (d) Ensures Cultural Resource Program is in compliance with Programmatic Agreement with SHPO and ACHP. (Perform Work)
 - (e) Ensures Cultural Resource Program follows the approved Cultural Resource Management Plan. (Perform Work)
 - (f) Reviews, concurs and recommends approval with respect to cultural resource documents. (Perform Work)
 - (g) Ensure consultation occurs when required between the Los Alamos Site Office, the State Historic Preservation Office(r) and the President's Advisory Council on Historical Preservation. (Perform Work)
 - (h) Ensures consultation regarding cultural resources occurs when required between the Los Alamos Site Office and various Pueblos or Native American Tribes. (Perform Work)
 - (i) Ensures consultation regarding NAGPRA remains and objects occurs when required between the Los Alamos Site Office and Pueblos. (Perform Work)
 - (j) Ensures compliance with Cultural Resource Protection Laws and Regulations. (Perform Work)
- (3) Environmental Restoration and Waste Management Programs. [DOE Order 450.1 Chg 2, DOE Order 435.1 Chg 1]:
- (a) Provides program direction to the M&O Contractor with regard to Sanitary, Hazardous, Radioactive, and Mixed Waste operations, storage, treatment and disposal. (Define Scope of Work) [DOE Order 435.1 Chg 1 and 450.1 Chg 2]
 - (b) Assures that production sites are in compliance with the Resource Conservation and Recovery (RCRA) Acts' requirements regarding waste generation, handling, packaging and storage. (Feedback and Improvement) [40 CFR 260-265]

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- (c) Tracks Environmental Restoration program performance improvements. (Feedback and Improvement)
 - (d) Reviews and concurs on interim field-level exemptions to DOE Order 450.1 Chg 2 while permanent exemptions are being processed. (Define Scope of Work) [DOE Order 450.1 Chg 2]
 - (e) Provides oversight of low-level waste disposal facilities. (Develop Controls, Feedback and Improvement)
 - (f) Provides oversight of TRU waste certification activities. (Develop Controls, Feedback and Improvement)
 - (g) Monitors and evaluates contractor performance in waste management (WM), waste operations, waste storage, waste treatment/disposal, and pollution prevention programs. (Develop Controls, Feedback and Improvement)
 - (h) Coordinates and reviews low level WM activities at Los Alamos National Laboratories (LANL), including the degree of progress in meeting schedules and objectives. (Perform Work)
 - (i) Develops and manages Resource Conservation and Recovery Act (RCRA) permits and interfaces with regulatory agencies on RCRA compliance issues and permit application.
 - (j) Performs site characterization and remedial alternatives analysis, and compliance with EPA and state permits. (Perform Work)
 - (k) Provides input to risk assessment evaluations and makes recommendations to establish remedial action project priorities and long-range planning for remedial actions. (Perform work)
 - (l) Completes DOE / EM cleanup activities on Land Transfer Tracts. (Perform Work)
 - (m) Evaluates Volume Reduction of Waste and Reduction of Low-Level, Non-Nuclear Hazardous Materials in Waste. [DOE Order 450.1 Chg 2]
 - (n) Monitors the Interagency Agreement with the Corps of Engineers for Design and/or Construction Activities. (Define Scope of Work) [IA-DEGM04-84AL23521]
- (4) Waste Treatment Technologies Program. [DOE Order 450.1 Chg 2]
- (5) State of New Mexico Hazardous Waste Act.

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- (6) Nevada Operations Office Authorization for Waste Shipments.
[Nevada Test Site Waste Acceptance Criteria. (WAC), DOE Order 435.1 Chg. 1]

- (7) Los Alamos Pueblos Project (LAPP). [1992 Pueblo Accords]
 - (a) Ensures Pueblo funding requests are evaluated and appropriate funding is provided. (Perform work)
 - (b) Ensures Pueblos provide appropriate work plans, reports, and financial disclosures. (Perform work)
 - (c) Facilitates Pueblo coordination with NNSA and the LANL. (Perform Work)
 - (d) Evaluates quality of Pueblo technical work. (Perform work)

- (8) Water Quality Programs. (Groundwater, Surface Water, and Storm Water) [DOE Order 450.1 Chg 2, CWA, CERCLA, 40 CFR 100-125, NMAC 20.6.2]
 - (a) Provides program direction to the M&O contractor on technical and legal aspects relating to the Water Quality Programs.
 - (b) Ensures compliance with the State of New Mexico Surface Water Quality Regulations. (Perform work)
 - (c) Ensures compliance with the State of New Mexico Groundwater Quality Regulations. (Perform work)
 - (d) Reviews, concurs, and recommends approval on submittals and technical documents. (Perform work)
 - (e) Provides oversight of contractor compliance with the Groundwater Monitoring Program requirements. (Perform work)
 - (f) Reviews and concurs with NPDES storm water permit applications, construction permits and Groundwater discharge permit applications. (Perform work)
 - (g) Monitors and evaluates contractor performance in the Water Quality Programs. (Develop Controls, Feedback and Improvement)
 - (h) Reviews and provides input into the Annual Environmental

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

Surveillance Report. (Feedback and Improvement, Perform work)

- (i) Ensures consultation with Pueblos, federal and state regulatory agencies, local government and national laboratories regarding the Water Quality Programs. (Perform work)
- (9) State of New Mexico Order of Consent. [AEA, CWA, CERCLA, 10 CFR 830-835, NMAC 20.4.1, 20.6.2, 40 CFR 260.10, DOE Order 450.1 Chg 2]
- (a) Reviews, concurs, and provides approval of deliverables pursuant to the Consent Order. (Perform work)
 - (b) Negotiates updates to the Consent Order as appropriate. (Perform Work)
 - (c) Ensures appropriate funding requests and program coordination to meet Consent Order requirements. (Perform work)
- (10) Land Conveyance and Transfer Project. [PI 105.119]
- (a) Provides direction to the M&O Contractor with regard to the Land Conveyance and Transfer Project. (Define Scope)
 - (b) Monitors and evaluates Contractor performance in the Cultural Resource Program. (Develop Controls, Feedback and Improvement)
 - (c) Ensures surveys are completed for tracts being transferred. (Perform Work)
 - (d) Participates in monthly meetings with the County of Los Alamos. (Perform Work)
 - (e) Ensures CERCLA documents are reviewed and approved. (Perform Work)
 - (f) Ensure NMED is consulted with and has concurred on the transfer of tracts. (Perform Work)
 - (g) Ensures deeds are written and transferred. (Perform Work)
- (11) National Environmental Policy Act (NEPA). [42 U.S.C. 4321 et seq, DOE Order 450.1B]

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- (a) Assures compliance with the National Environmental Policy Act through program guidance, appraisals, and development and review of environmental documentation. (Define Scope)
 - (b) Implements the requirements to establish and maintain a NEPA compliance program. Develop and approve annual NEPA Planning Summary (perform work). Submit requests for variance from NEPA regulations or O 451.1B. (Define Scope of Work) [DOE Order 231.1A Chg 1, 451.1B Chg. 1, and 10 CFR 1021]
 - (c) Implements policy and guidance for Environmental Assessments in the Quality Assurance Plan. (Define Scope of Work) [DOE Order 451.1B Chg. 1 and 10 CFR 1021]
 - (d) Implements the preparation, coordination and review of Environmental Assessments and “Findings of No Significant Impact”, including public and stakeholder meetings and briefings. (Perform Work) (Analyze Hazards) [DOE Order 451.1B Chg1 and 10 CFR 1021]
 - (e) Implements the development of external Environmental Regulation guidance and develop and transmit site-specific environmental regulatory documents/submittals. (Define Scope of Work/Develop and Implement Controls) (DOE Order 5400.5 Chg 2]
 - (f) Implements the review and approval of Annual Environmental Surveillance Report, Monitoring Plans, Groundwater Protection, and Management Plans. (Define Scope of Work) [DOE Order 231.1A Chg 1, 5400.1 (specific paragraphs cancelled by DOE Order 231.1 and changes thru DOE Order 231.1A Chg 1)]
 - (g) Implements the preparation, coordination and review of Environmental Impact Statements and “Records of Decisions”, including public and stakeholder meetings and briefings. (Perform Work) (Analyze Hazards) [DOE Order 451.1B Chg. 1 and 10 CFR 1021]
 - (h) Evaluates performance of the contractor against formally established environmental performance measures and indicators, and take appropriate actions. The adequacy of the contractor self-assessment process should be specifically evaluated. (Perform Work/Feedback and Improvement) [NNSA FRAM 3.12] Ensure compliance with: (Perform Work)
- (12) Endangered Species Act. (50 CFR 402)

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- (a) Ensures Endangered Species Protection program is in compliance with applicable regulations. (Perform Work)
 - (b) Reviews and concurs with biological resources documents. (Perform Work)
 - (c) Ensures consultation occurs when required between the Los Alamos Site Office and the U.S. Fish and Wildlife Service. (Perform Work)
- (13) Natural Resource Damage Assessment process. [42 U.S.C. 4321 et seq, 50 CFR 402, Executive Order No. 11987, 11990 and 11988]
- (a) Ensure compliance with the Natural Resources requirements.
- (14) Wetland Management programs. [DOE Order 450.1 Chg 2 and 10 CFR 1022, EOs 11990 and 11988]
- (a) Ensures wetland and floodplains protection program is in compliance with applicable regulations. (Perform Work)
 - (b) Reviews and concurs with wetland and floodplain documents. (Perform Work)
 - (c) Ensures consultation occurs when required between the Los Alamos Site Office and the Army Corps of Engineers. (Perform Work)
 - (d) Ensures public notice of wetland and floodplain actions occurs when required. (Perform work)
- (15) Environmental Regulation and Protection Monitoring.
- (a) Interprets compliance with DOE, Federal, State, and local rules, laws and regulations.
 - (b) Approves environmental surveillance reports, monitoring reports and groundwater reports. (Perform Work)
 - (c) Oversees, monitors, and evaluates contractor performance in environmental and resource protection and monitoring. (Develop Controls, Perform Work)
- (16) Federal Facilities Compliance Agreement (FFCA).
- (a) Reviews, concurs, and provides approval of deliverables

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- pursuant to the FFCA. (Perform work)
- (b) Negotiates updates to the FFCA as appropriate. (Perform work)
 - (c) Ensures appropriate funding requests and program coordination to meet FFCA requirements. (Perform work)
- (17) Environmental Stewardship Project Management for Los Alamos National Laboratory, monitor costs and schedules for major system acquisitions, major projects, and other assigned programs. [DOE Order 413.3 Chg 1, DOE Order 420.1B, DOE Order 430.1B, DOE Order 425.1C]
- (a) Assures that new or modified facilities are constructed or back fitted to meet appropriate safety and environmental requirements. (Define Scope of Work) [DOE Order 420.1B]
 - (b) Develops, implements, administers, evaluates, and enforces Project Management Policy and Guidelines. (Define Scope of Work) [DOE Order 430.1B and 413.3 Chg1]
 - (c) Ensures the responsibilities and requirements of DOE Order 430.1B, Life Cycle Asset Management (LCAM) are properly planned, budgeted, managed, and executed. (Perform Work) [DOE Order 430.1B]
 - (d) Manages project planning, execution, design, construction, and NEPA for new, reconfigured, modified facilities. (Feedback and Improvement) [DOE Order 420.1B and 413.3 Chg 1]
 - (e) Approves startup/restart of General Purpose, Explosives, Waste, and Hazardous Waste facilities. (Perform Work) [DOE Order 425.1 C and 413.3 Chg 1]
 - (f) Oversees and ensures compliance with Configuration Management policy for physical National Laboratory arrangement and documentation control to ensure operation within the approved safety envelope, national laboratory maintenance, utilities, and energy conservation programs.
- p. Assistant Manager for Program Liaison.

The Assistant Manager for Program Liaison (AMOPL) acts as the Contracting Officer's Representative in all matters relating to: Directed Stockpile Work (Stockpile Maintenance, Stockpile Evaluation, Dismantlement/Disposal, Legacy Material Disposition, and Production

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

Support); Campaigns (Enhanced Surveillance Campaign, Advanced Design and Production Technologies Campaign, and High Explosives Manufacturing, Weapons Assembly/Disassembly (HEMWAD) Campaign and Laboratory Directed Research and Development (LDRD); Nuclear Material Operations; Explosives Operations; Staging and Storage; Container; Nonproliferation and Treaty Verification; Packaging and Transportation Operations; Startup/Restart of Operations - Integrated Weapons Activity Plan (IWAP); Authorization Basis Management; Defense Nuclear Facilities Safety Board, (DNFSB) Recommendations; Weapons-related Reimbursable and Integrated Contractor Orders (ICOs);. In order to evaluate the Los Alamos National Laboratory (LANL) Operating Contractor, AMPL participates in and oversees onsite program/project planning to assure that the NNSA program requirements are integrated into the LANL operations and budgets to be proactive in identifying issues, concerns, and impacts for early resolution. For the above functions, the AMPL is the Site Office line management that integrates safety, quality, and security into the work planning, programming, budgeting, execution and evaluation. The AMPL office identifies and implements data collection and feedback process to evaluate the adequacy of controls, and define opportunities for improving the definition and planning of work. AMPL will provide systematic planning, integrated execution, and evaluation of programs for public health and environmental protection, pollution prevention (P2), and compliance with applicable environmental protection requirements in accordance with the Environmental Management System (EMS). Manages the following FRAs:

- (1) Participates 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. (Provide Direction)
[NNSA FRAM 3.12]
- (2) Ensures that the contractor has a comprehensive and integrated contractor assurance system that addresses programmatic activities.
[DOE Order 226.1]

In addition to the applicable duties listed under the Assistant Managers, the AMOPL directs and performs supervisory, oversight, and contract administration activities for the following functions:

- (1) Directed Stockpile Work: [Production & Planning Directive 2004, DOE Order 452.1C (Nuclear Explosive and Weapon Surety Program) & 452.2B (Safety of Nuclear Explosive Operations), AL 452.1B , 452.2B, & DOE/NNSA 56XB Rev.2]

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- (a) Participates as Project Team members to ensure compliance with site contractual and legal requirements, and to identify administrative and technical issues with scope, cost, and schedule. (Define Scope of Work/Perform Work)
- (b) Reviews and monitors Laboratory Contractor weapon program project plans in accordance with the Work Authorizations (WAs). (Define Scope of Work/Perform Work)
- (c) Validates Laboratory Contractor's preliminary Fiscal Year Integrated Program Plans/budgets against the Future Years Nuclear Security Program, and review weapons program costs and NNSA Level I and II Milestones for all weapon systems. (Perform Work/Feedback and Continuous Improvement)
- (d) Review, communicates, and recommends resolutions of administrative and technical issues in meeting directive schedule requirements in accordance with WAs. (Define Scope of Work/Perform Work)
- (e) Coordinates with NNSA HQ concerning Directive Stockpile Work issues including programmatic disposition of components and/or tooling. (Define Scope of Work/Perform Work)
- (f) Ensures equipment, tooling, procedures, processes and facilities are available to support directive schedule work. (Perform Work)
- (g) Identifies for resolution with NNSA HQ, any National Laboratories or Laboratory Contractor issues regarding directive schedule work. (Perform Work/Feedback and Continuous Improvement)
- (h) Coordinates Laboratory Contractor issues with on- and off-site Contracting Officer's Representatives (COR), including other site offices, to timely identify impacts and/or issues. (Perform Work/Feedback and Continuous Improvement)
- (i) Reviews, identifies, communicates, and assists in the resolution of administrative and technical issues regarding the completion of Integrated Weapons Activity Plan projects. (Perform Work/Feedback and Continuous Improvement)
- (j) Identifies, communicates, and recommends new startup and restart projects (e.g., nuclear, nuclear explosive, explosive operations) required to fulfill national security mission requirements. (Define Scope of Work/Perform Work)

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- (k) Identifies, coordinates and obtains resolution for onsite programmatic issues with appropriate NNSA HQ, related to the nuclear weapon surety program. (Perform Work/Feedback and Continuous Improvement)
- (2) Campaigns (i.e., Advanced Design and Production Technologies, Enhanced Surveillance Campaign, Plant Directed Research, Development, and Demonstration program, and High Explosive Manufacturing and Weapon Assembly/Disassembly). [P&PD 2004]
 - (a) Reviews, coordinates, and obtains approval of all LABORATORY Contractor Campaign submittals. (Perform Work/Feedback and Continuous Improvement)
 - (b) Tracks, evaluates, and reports issues/progress. (Perform Work/Feedback and Continuous Improvement)
 - (c) Coordinates and reviews processes for implementing new technologies into site operations to modernize plant processes. (Define Scope of Work/Perform Work)
 - (d) Validates and concurs with LABORATORY Fiscal Year Selective Acquisition Report budget for Life Extension Programs. (Perform Work)
- (3) Nuclear Material Operations: [DOE Order 130.1 (Budget Formulation) & DOE Order 135.1 (Budget Execution - Funds Distribution and Control), 10 CFR 830.121 , 10 CFR 830.122, 10 CFR 830.202]
 - (a) Ensures facilities, equipment, tooling, procedures, and processes are in place to support operations. (Implement Controls/Perform Work)
 - (b) Reviews of, obtains approval for, and monitoring of projects.
 - (c) Coordinates and transfers new technologies. (Define Scope of Work/Perform Work)
 - (d) Supports movements of SNM on and off-site. (Perform Work)
- (4) Explosive Operations: [DOE Manual 440.1-1 (DOE Explosives Safety Manual), DOE Order 440.1A (Worker Protection Management for DOE Federal and Contractor Employees), 29 CFR 1910, P&PD 2004]
 - (a) Coordinates transfer of new technologies. (Perform Work)

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- (b) Reviews and validates directive schedule requirements. (Perform Work/Feedback and Continuous Improvement)
 - (c) Monitors and evaluates LABORATORY Contractor progress in fulfilling explosive operations in support of Directive Stockpile Work. (Perform Work/Feedback and Continuous Improvement)
 - (d) Coordinates and resolves explosive operations issues with NNSA HQ, National Laboratories, M&O Contractor and CORs. (Perform Work/Feedback and Continuous Improvement)
- (5) Containers:
- (a) Reviews, identifies and resolves Onsite/Offsite Container Issues. (Perform Work/Feedback and Continuous Improvement)
 - (b) Initiates the Development/Process Realization Team and has membership representation of teams. (Define Scope of Work/Perform Work)
 - (c) Performs evaluations on programs. (Perform Work/Feedback and Continuous Improvement)
 - (d) Identifies issues and coordinates resolution on NNSA Complex container issues. (Perform Work/Feedback and Continuous Improvement)
- (6) Non-Proliferation and Treaty Non-Proliferation and Treaty Verification: [Weapon and Weapon Related Treaties, e.g., Non-Proliferation, START I, START II, Start III, Strategic Offensive Reduction, SNM disposition]
- (a) Reviews, coordinates and obtains approval of Laboratory Contractor's proposed funding profile plans and tasks. (Define Scope of Work/Perform Work)
 - (b) Reviews, coordinates and provides Federal Site Office assessment of potential impacts of non-proliferation and treaty verification initiatives. (Perform Work/Feedback and Continuous Improvement)
 - (c) Participates in meetings on treaty related issues. (Perform Work)
 - (d) Acts as the Point of Contact for LANL. (Perform Work)
 - (e) Coordinates travel authorization of LABORATORY Contractor. (Perform Work)

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- (7) Packaging & Transportation: [40 & 49 CFR as applicable, 10 CFR 71, 29 CFR 1910.1096, 10 CFR 835, DOE Order 452.1B Chg 1 (National Environmental Policy Act Compliance Program - Change 1), DOE Order 452.2B (Safety of Nuclear Explosive Operations), DOE Order 460.1B (Packaging and Transportation Safety), DOE Order 460.2A (Departmental Materials Transportation and Packaging Management), & DOE Order 461.1A (Packaging and Transfer or Transportation of Materials of National Security Interest), AL 452.2B]
 - (a) Reviews planning/program documents for adherence to requirements (Container development through Product Realization Team (PRT) process, Safety Analysis Report for Packaging Review, Container Certification Tracking). (Perform Work/Feedback and Continuous Improvement)
 - (b) Identifies container needs and coordinate with multiple site offices to ensure availability and receipt of weapon related containers. (Define Scope of Work/Perform Work)
 - (c) Coordinates shipment and packaging activities (HQ, Site Offices, and other Federal Agencies). Implement and perform oversight of packaging and transportation consistent with HQ policies and guidelines. (Perform Work)
 - (d) Develop, coordinates, and obtains approval of LANL Memorandum of Understanding (MOU). (Perform Work)
- (8) Component Disposition: [Atomic Energy Act of 1954, as amended, 40 CFR 266 Subpart M, DOE/NNSA 56XB, "Development and Production Manual"]
 - (a) Reviews and concurs with Legacy Material Disposition Program Plan in the area of non-nuclear components, to include tooling, equipment, trainers, handling gear, etc. (Perform Work)
 - (b) Evaluates non-nuclear component disposition with respect to scope, schedule, and cost. (Perform Work)
- (9) Weapons Related Reimbursables & Integrated Contractor Orders: [DOE/NNSA 56XB]
 - (a) Manages all weapon reimbursable work to include the United Kingdom reimbursable work. (Define Scope of Work/Perform Work)

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- (b) Determines impact to mission on all reimbursable weapon, weapon related, and non-weapon-related work to ensure non-interference with weapon mission. (Perform Work/Feedback and Continuous Improvement)
- (10) LANL Work for Others (Reimbursables) Program:
- (a) Reviews and concurs/non-concurs with proposed Work for Others and other reimbursable projects involving LANL personnel onsite or at offsite locations. (Perform Work) [DOE Order 481.1C (Work for Others (Non-Department of Energy Funded Work) and associated Notices, Manuals, and Guides]
 - (b) Monitors progress of Work for Others and reimbursable projects, and ensure DOE's and the sponsor's requirements are met. (Perform Work) [DOE Order 481.1C and associated Notices, Manuals, and Guides]
 - (c) Ensures LANL compliance with DOE requirements. [DOE Orders 482.1 and 483.1 and DOE Manual 483.1]
- (11) Ensures the contractor has a comprehensive and integrated contractor assurance system. [DOE Order 226.1]

q. Assistant Manager for Business Administration.

The Assistant Manager for Business Administration (AMBA) acts as the Contracting Officer's Representative in all matters relating to Human Capital Management, Procurement and Contracting, Personal Property Management, Budget Formulation and Execution, Internal Audit, Training Operations and Information Technology. In addition to the applicable duties listed under the Assistant Managers, directs and performs supervisory, oversight, and contract administration activities. AMBA will provide systematic planning, integrated execution, and evaluation of programs for public health and environmental protection, pollution prevention (P2), and compliance with applicable environmental protection requirements in accordance with the Environmental Management System (EMS). Additional FRAs include the following requirements:

- (1) Human Capital Management and Training Operations (Perform Work):
 - (a) Provides support for organizational analysis and position management to include FTE management and staffing allocations. [DOE Order 320.1, 322.1B, 331.1B Chg. 1]

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- (b) Responsible for work force analysis and reporting staff functions for LASO. [DOE Order 3750.1 Chg. 6]
 - (c) Responsible for employee relations and employee benefits processing for LASO. [DOE Order 3771.1 Chg. 3]
 - (d) Supports the Federal Diversity and EEO programs, and the Human Capital systems (e.g., CHRIS). [DOE Order 311.1B]
 - (e) Supports the Federal Technical Capability Panel and program. [DOE Manual 426.1-1A]
 - (f) Manages the Federal Employee training program at LASO. [DOE Order 360.1B and DOE Manual 360.1-1B]
 - (g) Supports the Technical Qualification Program (TQP) and participate in or oversee periodic TQP assessments. [DOE Order 360.1B, 5480.20A, 361.1A and 414.1B Chg. 1, DOE Manual 360.1-1B]
 - (h) Manages the Contractor Training Oversight Program (CTOP) for LASO direct subcontractors to ensure that contractor employees are properly and professionally trained to perform their duties. [DOE Order 5480.20A and NNSA FRAM 3.12]
 - (i) Make Davis Bacon/Service Contract Act (SCA) determinations.
 - (j) Coordinates Albuquerque Service Center staffing support as well as support from other NNSA or outside staffing support.
 - (k) Supports the Critical Skills Initiative (Foster Panel Review).
 - (l) Preparation of the LASO FRAM, submit for approval by the Deputy Administrator, NA -10 and implement and/or coordinate implementation of processes and procedures for LASO that delineate how the applicable responsibilities and authorities in the NNSA FRAM are performed. Revise the LASO FRAM within 90 days of the issuance of revisions of the NNSA FRAM and following LASO organizational changes (Deputy Administrator approval is only needed for significant LASO FRAM changes). (Define Scope of Work) [NNSA FRAM 3.12] Ensure LASO activities are aligned with the NNSA organization structure and Service Level Agreements. [Operational Plan]
- (2) Procurement and Contracting: (Perform Work)

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- (a) Supports NNSA Strategic Planning. (Procurement and Acquisition)
 - (b) Responsible for M&O Contracting Officer duties including issuing and modifying contracts. (Define Scope of Work) [DOE Order 135.1, DOE Manual 135.1-1]
 - (c) Reviews and recommends M&O Contracting Officer's Representative appointments to Manager. [DEAR 901.603-72]
 - (d) Support Resource Management and Development (NNSA Acquisition Resource Planning) and Small Business Programs (M&O Contract) for LASO.
 - (e) Implements the Business Clearance Policy at LASO.
 - (f) Responsible for M&O and Non-M&O Contracting at the Los Alamos National Laboratory. [DOE Order 135.1, DOE Manual 135.1-1]
 - (g) Provides Contracting Officer review and approval for other federal agencies, the private sector, Cooperative Research and Development Agreements (CRADAs), and intelligence for Work for Others projects. [DOE Order 481.1C]
- (3) Personal Property: (Perform Work)
- (a) Approves the M&O Contractor's Personal Property System. [41 CFR 109]
 - (b) Performs oversight of the M&O Contractor's Personal Property System. [41 CFR 109]
 - (c) Oversees maintenance of the M&O Contractor's utilities infrastructure. [DOE Order 420.2B]
- (4) Budget Formulation, Execution, and Audit Liaison: (Provide Direction/Perform Work)
- (a) Performs audit liaison and OIG/GAO coordination. [DOE Order 2340.1C]
 - (b) Provides Waste, Fraud and Abuse Program support. [DOE Order 221.1]
 - (c) Oversees M&O indirect costs – Indirect Sizing.

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- (d) Supports the Federal Managers Financial Integrity Act process. [DOE Order 413.1A]
 - (e) Supports the Financial Management Control program. [DOE Order 413.1A]
 - (f) Supports oversight of the M&O Contractor Internal Audit program. [U.S. DOE Contract No. DE-AC04-00AL66620]
 - (g) Supports LASO Funds Control Distribution by assisting in developing a local financial plan. [OMB Circular A-11 Part 4 and DOE Order 135.1]
 - (h) Supports budget planning and analysis for Future Years Nuclear Security Program (FYNSP) and Financial Information Variance Reporting System (FIVRS). [DOE Order 135.1, DOE Manual 135.1-1]
 - (i) Prepares and submits Unicall budget requests, special purpose schedules and crosscut budgets. [OMB Circular A-11, DOE O 130.1A]
 - (j) Supports the review of Budget and Reporting (B&R) Structure and definition and validation of budget estimates. [PPBE]
 - (k) Performs site budget reviews.
 - (l) Performs quarterly program reviews.
 - (m) Accepts, processes, and authorizes Work Authorizations for the M&O Contractor activities. [DOE Order 412.1A]
 - (n) Supports the weapons program by performing budget reviews and analysis.
- (5) Information Resources Management: (Perform Work)
- (a) Supports long-range and strategic budget planning for Information Technology (IT). [Clinger-Cohen Act]
 - (b) Supports oversight of the M&O Contractor's IT operations.
 - (c) Supports the Integrated Federal Unclassified Cyber Security Initiative – Conduct of Operations. [DOE Order 5480.19 Chg. 2]
 - (d) Manages acquisition of LASO information technology equipment.

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

- (e) Acts as the federal project manager for IT projects.
- (f) Supports Headquarter IT initiatives.
- (6) Ensures the contractor has a comprehensive and integrated contractor assurance system. [DOE Order 226.1]
- (7) Implements the LASO Records Management system
- (8) Manages site and technical information
- (9) Implements LASO archiving requirements

6. REQUIREMENTS.

a. Delegation of Authority.

Authorities may be delegated unless the delegation is prohibited by regulation or other obligation. Delegation of authority does not relieve the delegating officer of responsibility for the outcomes of the exercise of that authority.

The following restrictions apply to the delegation of authority:

- (1) Delegations of authority must be in writing and provided to the designee. There must be 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. A record should be kept of all delegations of authority.
- (2) The delegating authority may rescind the delegation, in writing, at any time.
- (3) Temporary delegations must specify when authority is to be terminated.
- (4) Delegation will be granted to individuals maintaining requisite qualification and training

b. Changes to the LASO FRAM.

The LASO FRAM will be maintained and updated as a “living document” to reflect organizational and/or functional changes that affect this document or the NNSA FRAM.

The LASO FRAM must be revised within 90 days of the issuance of

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

revisions of the NNSA FRAM, and following local organizational changes.

7. RECORDS.

Records will be maintained in accordance with DOE/NNSA/LASO records procedures.

Attachment 1

REFERENCES

1. U.S. Department of Energy Contract No. DE-AC04-00AL66620.
2. Atomic Energy Act of 1954, as amended.
3. Federal Advisory Committee Act, 1972.
4. 1992 Pueblo Accords.
5. Title 20, New Mexico Administrative Code, Chapter 6, Part 2, "Environmental Protection, Water Quality, Ground and Surface Water Protection."
6. Title 10, Code of Federal Regulations, Part 71, "Packaging and Transportation of Radioactive Material."
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9. Title 10, Code of Federal Regulations, Part 830, "Nuclear Safety Management."
10. Title 10, Code of Federal Regulations, Part 835, "Occupational Radiation Protection."
11. Title 10, Code of Federal Regulations, Part 1021, "National Environmental Policy Act Implementing Procedures."
12. Title 10, Code of Federal Regulations, Part 1022, "Compliance with Floodplain/Wetlands Environmental Review Requirements."
13. Title 29, Code of Federal Regulations, Part 1910, "Occupational Safety and Health Standards."
14. Title 36, Code of Federal Regulations, Part 60, "National Register of Historic Places."
15. Title 36, Code of Federal Regulations, Part 63, "Determination of Eligibility for Inclusion in the National Register of Historic Places."
16. Title 36, Code of Federal Regulations, Part 65, "National Historic Landmarks Program."

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

17. Title 36, Code of Federal Regulations, Part 67, "The Secretary of Interior's Standards for Rehabilitation."
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19. Title 36, Code of Federal Regulations, Part 78, "Waiver of Federal Responsibilities under Section 110 of the National Historic Preservation Act."
20. Title 36, Code of Federal Regulations, Part 79, "Curation of Federally Owned and Administered Archeological Collections."
21. Title 36, Code of Federal Regulations, Part 800, "Protection of Historic Properties."
22. Title 40, Code of Federal Regulations, Part 260, "Hazardous Waste Management System - General."
23. Title 40, Code of Federal Regulations, Part 261, "Identification and Listing of Hazardous Waste."
24. Title 40, Code of Federal Regulations, Part 262, "Standards Applicable to Generators of Hazardous Waste."
25. Title 40, Code of Federal Regulations, Part 263, "Standards Applicable to Transporters of Hazardous Waste."
26. Title 40, Code of Federal Regulations, Part 264, "Standards for Owners and Operators of Hazardous Waste Treatment, Storage and Disposal Facilities."
27. Title 40, Code of Federal Regulations, Part 265, "Interim Status Standards for Owners and Operators of Hazardous Waste Treatment, Storage and Disposal Facilities."
28. Title 40, Code of Federal Regulations, Part 266, "Standards for the Management of Specific Hazardous Wastes and Specific Types of Hazardous Waste Management Facilities."
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31. Title 41, Code of Federal Regulations, Part 101, "Federal Property Management Regulations."

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

32. Title 41, Code of Federal Regulations, Part 109, "DOE Property Management Regulations."
33. Title 43, Code of Federal Regulations, Part 3, "Preservation of American Antiquities."
34. Title 43 Code of Federal Regulations, Part 7, "Protection of Archeological Resources"
35. Title 43, Code of Federal Regulations, Part 10, "Native American Graves Protection and Repatriation Act: Final Rule."
36. Title 48, Code of Federal Regulations, Part 970, "DOE Management and Operating Contracts."
37. Title 49, Code of Federal Regulations, "Transportation."
38. 15 United States Code s/s 2601, "Toxic Substance Control Act of 1986", as amended.
39. 16 United States Code 431, "Antiquities Act of 1906", as amended.
40. 16 United States Code 461, "Historic Sites Act of 1935".
41. 16 United States Code 470aa-mm, "Archeological Resources Protection Act of 1979", as amended.
42. 16 United States Code 470, "National Historic Preservation Act of 1966", as amended.
43. 16 United States Code 661, "Fish and Wildlife Coordination Act" March 10, 1934.
44. 16 United States Code 668-668d, 54 Stat. 250, Bald Eagle Protection Act of 1940.
45. 16 U.S.C. 703-712, Public Law 105-312; October 30, 1998; 112 Stat. 2956, Migratory Bird Treaty Act of 1918.
46. 16 United States Code 1531-1544 87 Stat. 884), as amended -- Public Law 93-205, Endangered Species Act of 1973.
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Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

48. 25 United States Code 3001, "Native American Graves Protection and Repatriation Act of 1990", as amended.
49. 33 United States Code s/s 9601 et.seq., "Clean Water Act", 1977.
50. 40 United States Code 266, "Atomic Energy Act of 1954", as amended.
51. 42 United States Code, Chapter 85, "The Clean Air Act Amendments", 1990.
52. 42 United States Code 1996, "American Indian Religious Freedom Act of 1978", as amended.
53. 42 United States Code 4321-4347 The National Environmental Policy Act of 1969, as amended.
54. 42 United States Code §§ 4371-4375, April 3, 1970, Environmental Quality Improvement Act of 1970.
55. 42 United States Code 6961, "Federal Facilities Compliance Act of 1992", as amended.
56. 42 United States Code 13101 and 13102, "Pollution Prevention Act of 1990", as amended.
57. DEAR 901.603-72, "Contracting Officer's Representatives."
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61. Executive Order 11593, "Protection and Enhancement of the Cultural Environment (1971).
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Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

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75. Public Law 105-119 "Land Conveyance and Transfer."
76. DOE Order 130.1, "Budget Formulation," September 29, 1995.
77. DOE Order 135.1, "Budget Execution – Funds Distribution and Control," September 30, 1995.
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80. DOE Policy 141.1, "Department of Energy Management of Cultural Resources", May 2, 2001.
81. DOE Order 151.1C, "Comprehensive Emergency Management System," November 2, 2005.
82. DOE Notice 203.1, "Software Quality Assurance," October 2, 2000.
83. DOE Order 221.1, "Reporting Fraud, Waste, and Abuse to the Office of Inspector General," March 22, 2001.
84. DOE Order 225.1A, "Accident Investigations," November 26, 1997.

Los Alamos Site Office
FRAM
Revision I
Effective Date: March 15, 2006

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86. DOE Order 226.1, "Implementation of Department of Energy Oversight Policy," September 15, 2005.
87. DOE Manual 231.1-1A, "Environment, Safety and Health Reporting Manual," September 9, 2004.
88. DOE Policy 251.1, "Directives System Policy," March 19, 1996.
89. DOE Order 231.1A, Chg 1, "Environment, Safety and Health Reporting," August 19, 2003.
90. DOE Manual 251.1-1A, "Directives System Manual," January 30, 1998.
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96. DOE Order 331.1B Chg. 1, "Employee Performance Management System," March 14, 2001.
97. DOE Manual 360.1-1B, "Federal Employee Training Manual," October 11, 2001.
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Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

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110. DOE Guide 423.1-1, "Implementation Guide for Use in Developing Technical Safety Requirements," October 24, 2001.
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114. DOE Policy 426.1, "Federal Technical Capability Policy for Defense Nuclear Facilities," December 10, 1998.
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116. DOE Order 430.2A, "Departmental Energy and Utilities Management," April 15, 2002.
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118. DOE Order 435.1 Chg. 1, "Radioactive Waste Management," August 28, 2001.
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Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

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136. DOE Order 460.1B, "Packaging and Transportation Safety," April 4, 2003.
137. DOE Manual 460.2-1, "Radioactive Material Transportation Practices," September 23, 2002.
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Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

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Los Alamos Site Office
FRAM
Revision I
Effective Date: March 15, 2006

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Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

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181. LASO Integrated Safety Management System Description, October 25, 2002.
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Attachment 2

DEFINITIONS

Accountability. Being liable for explanation to a superior NNSA official for the exercise of authority. Ultimate accountability is to the Secretary, who may delegate authority or share responsibility for specified actions. The delegate of an authority is accountable to the delegating responsible authority for the proper and diligent exercise of that authority. Responsibility differs from accountability in that a responsible official "owns" the function for which he or she is responsible; it is an integral part of his or her duties to see that the function is properly executed, to establish criteria for the judgment of excellence in its execution, and to strive for continuous improvement in that execution. A responsible official is associated with the outcomes of the exercise of authority regardless of whether it was delegated and regardless of whether the delegate properly followed guidance. Accountability, on the other hand, involves the acceptance of the authority for execution (or for further delegation of components of execution) by using guidance and criteria established by the responsible authority.

Adherence. When the conditions, activities, and physical configuration of a site, facility, or activity conform to the actions and conditions specified in the documentation established to implement the contractual standards and requirements.

Administer. To have charge of; manage.

Contracting Officer's Representative (COR). Acts as the LASO Site Office Manager's (Contracting Officer) designee for administration of Los Alamos's Contract and line management for the Los Alamos Site Office. Administration may include the issuance of Work Authorization Directives (WADs) and modifications thereto. The designee also has the authority to modify the estimated cost set forth in the Contract and Contract line items so long as the fee set forth remains unchanged.

Applicable. Term applies to requirements that are pertinent to the site, facility, or activity.

Appropriate. Term applies to requirements that have a meaningful impact on the level of ES&H protection provided or meaningful impacts to other programmatic efforts.

Approve. Confirm or agree to officially.

Assign. To give out as a task.

Assist. Give aid or support.

Authority. The permission afforded by law, regulation or directive, or delegated by

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

NNSA Senior Management enabling a NNSA employee to perform a function or reach and implement a decision.

Chair. The position or office of a person in authority. One holding such an office or position, especially one presiding over a meeting.

Comment. Make comment on; Annotate; Remark.

Compliance. Compliance is demonstrated when implementing documents contain the responsibilities and activities to meet requirements and when personnel follow the implementing documents during the conduct of work.

Conduct. Direct the course of; Control.

Control. Exercise authority or influence over; Direct.

Contracting Officer (CO). A DOE official holding the authority to make purchases or contract for goods and services in excess of \$25,000. Contracting officers are appointed in accordance with DOE Order 541.1A, "Appointment of Contracting Officers and Contracting Officer Representatives."

Coordinate. Arrange for activity involving other personnel.

Delegation. Written permission granted by a responsible authority to another NNSA employee to perform a specific function on behalf of that responsible authority, usually containing guidance on the manner in which the authority is to be used. By delegation, the responsible authority cannot diminish his or her responsibility for the consequences of the exercise of authority.

Designated Official (DO). Personnel who have been officially delegated in writing to act as authorized representatives for such functions as technical monitoring, inspection, and other functions of a more technical nature not involving a change in the scope, cost, terms or conditions of the contract for certain actions. These personnel maintain change control of the ISMS Description and standards and requirements for Los Alamos and periodically conduct ISMS Description meetings for these purposes.

Develop. Bring into being; Make active.

Direct. Regulate or conduct the affairs of; Manage.

DOE Standard. A technical standard which is developed by a Secretarial Office for application by one or more other Secretarial Officers within DOE and coordinated with all affected Secretarial Officers, such as the Office of Security Affairs for safeguards and security matters. The standards may be developed from a DOE limited standard when the limited standard is determined to apply to more than one

Los Alamos Site Office
FRAM
Revision I
Effective Date: March 15, 2006

Secretarial Office.

Enforce. Compel observance of (e.g., a law or regulation).

Ensure. Confirm that an activity or condition has occurred in conformance with specified requirements (by action if necessary).

Establish. Bring about. Take necessary actions to cause a specified set of conditions to exist.

Evaluate. To assess; to determine the importance, size, or nature of; to give a value to based on collected data.

Execute. Put into effect; Carry out.

Exemption. A release, variance, relief, exception, deviation, or waiver from a requirement(s), either permanent or temporary, included in a DOE Order, Notice, or Manual that has been granted to the M&O Contractor by the appropriate DOE official. Requirements contained in DOE directives (e.g., Orders, Notices, and Manuals) are made applicable to contractors by incorporation in contracts as requirements.

Field Element Manger. The DOE term for an employee having overall responsibility for a field element. Within NNSA the Site Office Manager fills the function of FEM.

Formulate. To devise; Invent.

Function. An action or activity undertaken by a NNSA employee in performing or contributing to the performance of work in compliance with component 3 of DOE Policy 450.4, "Safety Management Policy." This component defines core functions for integrated safety management, each of which includes several derivative functions that are to be applied with a degree of rigor appropriate to the type of activity and hazards involved.

Implement. To carry out; To accomplish.

Implementation Plan. A document that describes how the site, facility, or activity has met or will meet prescribed standards and requirements. An implementation plan may be prepared to address new or modified requirements.

Implementing Documents. Include but are not limited to policies, standards and procedures which assign specific responsibilities and specify which activities will be accomplished.

Incorporate. Cause to merge or combine together into a united whole.

Integrated Safety Management System (ISMS). A safety management system which

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

ensures that safety is integrated systematically into management and work practices at all levels of the organization to ensure missions are accomplished while protecting the public, the worker, and the environment.

Interfaces. Interfaces between the facility requirements and the site or installation requirements or between functional areas.

Issue. Distribute or circulate officially.

Lead. Play a principle or guiding role.

Line Management. The NNSA Site Office or Headquarters element manager with direct safety responsibilities for the NNSA facility, who is also directly responsible for the development, approval (when delegated such authority by the Deputy Administrator), and implementation of Corrective Action Plans (CAP) and associated corrective action completion, tracking and reporting. The cognizant line manager is also responsible for initiating action to elevate issues associated with CAP development, implementation, and completion to higher authority for resolution when necessary.

Any management level within the line organization, including contractor management, that is responsible and accountable for directing and conducting work. The Los Alamos Site Office line management is comprised of the Site Office Manager and the Contracting Officer's Representatives. The Designated Officials execute responsibilities on behalf of line management.

Line Organization. That unbroken chain of command that extends from the Office of the Secretary to Secretarial Offices that set program policy and plans and develops assigned programs, to the field element organizations responsible for execution of these programs, to the contractors that conduct the work.

Maintain. To hold or keep in a particular state or condition, especially in a state of efficiency or validity.

Manage. Direct or administer.

Modify. Change in form or character; Alter.

Monitor. Observe an activity, parameter value, or condition (usually on a continuous basis) to meet an instruction requirement.

Notify. Contact, advise, or communicate to make someone aware of an impending or completed activity, parameter value, or condition.

Oversee/Oversight. Provide an objective evaluation of a program, process, activity or performance.

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

Participate. To join or share with others; Take part.

Perform. Carry out specified actions or action steps.

Plan. Formulate a scheme or program for the accomplishment or attainment of a goal.

Provide. To furnish; Supply.

Recommend. To counsel or advise that something be done.

Represent. Function as the official and authorized delegate or agent for an organization or other entity.

Requirements. Those terms and conditions that the DOE and M&O Contractor agree are necessary and sufficient for a particular site, facility or activity. Enforceable under law or under DOE contract.

Responsibility. The state of being liable for the outcome of the exercise of an authority granted by law, regulation or directive. See also Authority.

Review. Examine with deliberation for confirmation or compliance to an instruction.

Safety Management Function. An activity that may affect the safety and health of workers or the public or the protection of the environment.

Safety Management Systems. Provide a formal, organized process whereby people plan, perform, assess, and improve the safe conduct of work. The Safety Management System is institutionalized through DOE directives and contracts to establish the Department-wide safety management objective, guiding principles and functions. The safety management system consists of six components: 1) objective, 2) guiding principles, 3) core functions, 4) mechanisms, 5) responsibilities, and 6) implementation. These are explained in detail in DOE P 450.4, "Safety Management Systems," and their implementation is outlined in the associated guides.

Serve. To act in a specific capacity.

Service Center. An NNSA integrated support organization established to ensure that technical, business, legal, and financial services are successfully accomplished in support of NNSA Site Offices, NNSA Service Center, NNSA Headquarters missions, and other Departmental missions, as assigned.

Site Office. The NNSA organization, located at a given site, given responsibility for directing and conducting oversight of contractor operations associated with a specified site.

Site Office Manager (SOM). The NNSA Employee having overall responsibility for a site office. The SOM serves as the formal contracting officer for the contracts at the

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

site. At LASO, this position is referred to as the Manager.

Specific. Term applies to requirements that are sufficiently specific such that functional area experts can agree on the criteria necessary to demonstrate compliance with the requirement.

Standards. Expressed expectations for the performance of work.

Subject Matter Experts (SMEs). DOE technical experts consisting of LASO personnel whose function is to perform adequacy assessment of standards and requirements, exemptions and changes to the Los Alamos ISMS Description and functional areas as directed by their respective managers.

Submit. Commit something to the consideration or judgment of another.

Sufficient. Term applies to requirements that are adequate to control the risks or hazards presented by the site, facility, and/or activity as identified by the appropriate documentation/analysis.

Technical Standard. A prescribed set of rules, conditions, or requirements concerned with classification of components; delineation of procedures; specification of materials, products, performance, design, or operations; or the definition of terms or measurements of quality and quantity in describing materials, products, systems, services, or practices.

Track. Observe something carefully.

Transmit. Convey or dispatch from one person, thing, or place to another.

Verify. Confirm, substantiate, and assure that a specific activity has occurred or that a stated condition exists.

Attachment 3

ACRONYMS

AB	Authorization Basis
AEA	Atomic Energy Act
AIMS	Assessment Information Management System
AM	Assistant Manager
AMBA	Assistant Manager for Business Administration
AMES	Assistant Manager for Environmental Stewardship
AMOFD	Assistant Manager for Office of Field Operations
AMSS	Assistant Manager for Security Management
CAP	Corrective Action Plan
CATS	Corrective Action Tracking System
CDNS	Chief of Defense Nuclear Safety (NNSA, NA-2.1)
CERCLA	Comprehensive Environmental Resource Compensation and Liability Act
CO	Contracting Officer
COR	Contracting Officer's Representative
CFR	Code of Federal Regulations
CPAF	Cost Plus Award Fee
CRAD	Criteria and Review Approach Document
CRADA	Cooperative Research and Development Agreement
CSO	Cognizant Secretarial Officer
CTA	Central Technical Authority (NNSA)
CTOP	Contractor Training Oversight Program
DEAR	Department of Energy Acquisition Regulations
DM	Deputy Manager (of the Los Alamos Site Office)
DNFSB	Defense Nuclear Facilities Safety Board
DO	Designated Official
DOE	Department of Energy
DSA	Documented Safety Analysis
DSW	Directed Stockpile Work
EH HQ	Office of the Assistant Secretary for Environment, Safety and Health
ESAAB	Energy Systems Acquisition Advisor Board
ES&H	Environment, Safety and Health
FEOSH	Federal Employee Occupational Safety and Health
FEM	Field Element Managers
FOIA	Freedom Of Information Act
FR	Facility Representative
FRA	Functions, Responsibilities and Authorities
FRAM	Functions, Responsibilities and Authorities Manual
FTCP	Federal Technical Capability Panel
HE	High Explosives

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

HQ	(DOE) Headquarters
IR	Independent Review
ISM	Integrated Safety Management
ISMS	Integrated Safety Management System
ISO	International Organization for Standardization
IWAP	Integrated Weapons Activity Plan
LASO	Los Alamos Site Office
LCAM	Life Cycle Asset Management
LOP	Line Oversight Plan
M&O	Maintenance and Operating (Contractor)
NA-1	NNSA Administrator
NA-2	Principal Deputy Administrator (PDA)
NS-3.6	Environment, Safety and Health Advisor
NA-10	NNSA Deputy Administrator for Defense Programs
NA-20	NNSA Deputy Administrator for Defense Nuclear Nonproliferation
NA-40	NNSA Director of Emergency Operations
NA-50	NNSA Associate Administrator for Facilities and Operations
NA-60	NNSA Associate Administrator for Management and Administration
NEPA	National Environmental Policy Act
NNSA	National Nuclear Security Administration
OA	Office of Independent Oversight and Performance Assurance
OPSEC	Operations Security
ORPS	Occurrence Reporting and Processing System
ORR	Operational Readiness Review
PAAA	Price Anderson Amendment Act
PAP	Personnel Assurance Program
PDA	Principle Deputy Administrator (NA-2)
PBI	Performance Based Incentive
PEP	Contractor Performance Evaluation Plan
POA	Plan of Action
PPBE	Planning, Programming, Budgeting and Evaluation
PS	Principal Staff
QA	Quality Assurance
QAP	Quality Assurance Plan
QAS	Quality Assurance Survey
RA	Readiness Assessment
RCRA	Resource Conservation and Recovery Act
RPP	Radiological Protection Plan
RTBF	Readiness in Technical Base and Facilities
SC	Service Center
SER	Safety Evaluation Report Manager (of the Los Alamos Site Office)
SOM	Site Office Manager (NNSA terminology)
SQA	Software Quality Assurance
S/RID	Source/Requirements Identification Document

Los Alamos Site Office
FRAM
Revision 1
Effective Date: March 15, 2006

SSTA	Senior Program Advisor
TQP	Technical Qualification Program
TSR	Technical Safety Requirements
TYCSP	Ten-Year Comprehensive Site Plan
USC	United States Code
USQ	Unreviewed Safety Question
USQD	Unreviewed Safety Question Determination
WAD	Work Authorization Directive