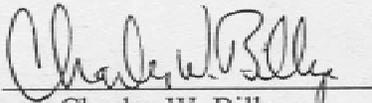
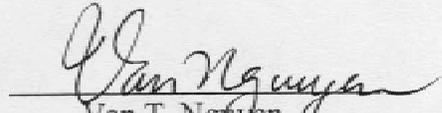


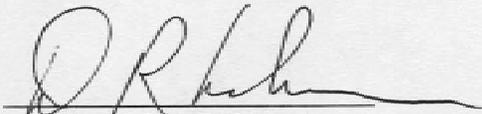
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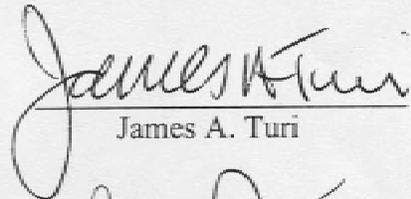
OFFICE OF LABORATORY OPERATIONS AND

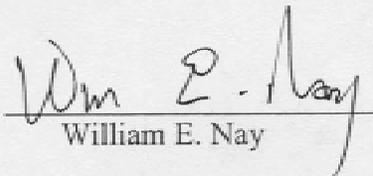
ENVIRONMENT, SAFETY AND HEALTH

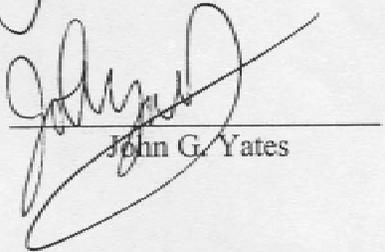

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Office of Science Office of Laboratory Operations and Environment, Safety and Health

FY 2002 Annual Operating Plan

The Office of Laboratory Operations and Environment, Safety and Health (SC-80) supports the Office of Science mission programs by providing technical advice and assistance, conducting lessons learned and crosscutting analyses, and providing guidance and policy interpretation. This Plan identifies the Office's FY 2002 objectives in support of the Office of Science Program and Field offices.

To carryout its mission, the Office is organized into three divisions and one team:

- Security Management Team (SC-80.1),
- Construction Management Support Division (SC-81),
- Laboratory Infrastructure Division (SC-82), and
- Environment, Safety, and Health Division (SC-83).

In addition to the goals and objectives for each organizational element, the Office will complete several crosscutting activities, such as laboratory stewardship and corporate management model development.

SECURITY MANAGEMENT PROGRAM

SC-80.1

Goal

To provide guidance, technical assistance and evaluation to ensure appropriate protection of Office of Science (SC) assets, including personnel, facilities, property, information, and nuclear materials.

Objectives

(a) Critical Few Performance Objectives:

1. Advise the Director of Science and staff on Safeguards and Security (S&S) matters.
 - Lead the development of SC corporate policies and guidance (ongoing).
 - Review Field Management Council (FMC), RevCom, and other actions; prepare the SC position in coordination with Headquarters and field elements (ongoing).
 - Represent SC on S&S matters with other programs and agencies (ongoing).
 - Provide SC Headquarters staff with a Security Awareness Briefing (December 2001).
2. Provide the SC Headquarters management implementation of the field S&S program to ensure appropriate levels of security and funding, and provide support to the program direction activities.
 - Participate in Institutional and Landlord reviews of SC field elements (as appropriate).
 - Participate in S&S reviews, surveys, and inspections at SC facilities (as appropriate).
 - Lead the development and defense of the SC S&S budget (ongoing).
3. Coordinate the implementation of Integrated Safeguards and Security Management (ISSM) throughout the SC program.
 - Conduct Safeguards and Security Program Workshop (March 2002).
 - Develop a plan to integrate ISSM into all management and work practices at six or more SC facilities (February 2002).
 - Evaluate the overall effectiveness of ISSM implementation (December 2002).

(b) Other Key Performance Objectives:

1. Provide oversight of Cyber Security Protection at SC Headquarters and field elements.
 - Develop and distribute to SC staff a “Cyber Crime Guide” (June 2002).
 - Conduct a Cyber Security risk assessment (January 2002).

2. Perform SC Headquarters Security Officer functions, including personnel security, security awareness, classified matter protection and control, and security incident reporting (ongoing).
3. Manage the SC Foreign Visits and Assignments and J-1 Visa Waiver Program (ongoing).

CONSTRUCTION MANAGEMENT SUPPORT DIVISION SC-81

Goal

To provide guidance, technical assistance and evaluation to ensure successful management and attainment of technical, cost, and schedule baselines of Office of Science (SC) construction projects, including large experimental equipment.

Objectives

(a) Critical Few Performance Objectives:

1. Advise the Director of Science on the construction and operation of major research facilities.
 - Provide feedback from Independent Project Reviews (as required).
 - Issue a quarterly status report for large SC projects (November 2001, February 2002, May 2002, and August 2002).
 - Review Field Management Council, RevCom, and other actions; prepare the SC position in coordination with Headquarters and field elements; and represent SC (as required).
2. Conduct technical, cost, schedule, and management peer reviews of SC construction projects.
 - Conduct Independent Project Reviews of SC major system projects and other large projects as requested (10-15 reviews).
 - Conduct External Independent Project Reviews for projects awaiting Critical Decision 3, Start of Construction (5-8 reviews).
3. Serve as SC Secretariat for Energy Systems Acquisition Advisory Board (ESAAB) and the Project Baseline Change Control Process.
 - Support the SC ESAAB process to meet project schedules (10-15 Critical Decisions).
4. Conduct, as requested, operations reviews of SC facilities evaluating their present performance and cost of operations and needed funding.
 - CEBAF at TJNAF – January 2002
 - RHIC at BNL – February 2002

(b) Other Key Performance Objectives:

1. Lead the development of SC corporate policies and guidance on project management activities (as required).
2. Other Activities:
 - Support technical, cost, schedule, and management peer review of Defense Programs' National Ignition Facility project (November 2001).
 - Provide project management support to other DOE programs and offices (OECM, DP, EM, NE, RW, etc.) (ongoing).
 - Support the National Research Council in the review of DOE's Office of Science project management activities (ongoing).
 - Participate in Federal Facilities Council meetings (ongoing).
 - Coordinate and conduct FY 2004 project budget validations (as required).

LABORATORY INFRASTRUCTURE DIVISION SC-82

Goal

To provide guidance, technical assistance and evaluation to maintain the enabling infrastructure critical to the Office of Science (SC) laboratories to conduct today's high technology scientific research.

Objectives

(a) Critical Few Performance Objectives:

1. Advise the Director of the Office of Science on infrastructure management policy, corporate infrastructure initiatives, and crosscutting implementation issues.
 - Lead the development of SC corporate policies and guidance (ongoing).
 - Review Field Management Council, RevCom, and other actions; prepare the SC position in coordination with Headquarters and field elements; and represent SC (ongoing).
 - Represent SC's interests in the development of policies, requirements, and initiatives through participation in DOE steering committees (e.g., Facilities and Infrastructure Coordination Group, Facility Information Management System, task forces, working groups, and interactions with other DOE program offices) (ongoing).
 - Provide technical advice and assistance to Headquarters and the field in fulfilling their infrastructure management responsibilities, including maintaining quality maintenance data (e.g., actual, required, and deferred maintenance) prepared by laboratories (ongoing).
 - Lead the development and defense of infrastructure and excess facility programs and budget (ongoing).
 - Participate in reviews, appraisals, and assessments of SC facilities conducted by the DOE's corporate facilities and infrastructure organization (as appropriate).
 - Support the SC Facilities and Infrastructure Crosscut submission to the DOE Chief Financial Officer in the areas of maintenance and excess facilities for corporate, OMB, and Congressional budgets (ongoing).

2. Advise SC Headquarters management on infrastructure management performance/trend analysis at SC laboratories using high-level performance measures.
 - Maintain a Report of Infrastructure Needs (June 2002).
 - Develop an Infrastructure Revitalization Roadmap (January 2002).
 - Issue FY 2004 SC Integrated Infrastructure Planning and Budget process (January 2002).

- Develop and issue annual report analyzing infrastructure management performance for FY 2001 (February 2002).
- Complete an analysis of SC FY 2002 contractual infrastructure management performance measures and recommend opportunities for improvement in FY 2003 measures (June 2002).

(b) Other Key Performance Objectives:

1. Provide Headquarters program management of the Science Laboratories Infrastructure Program.
 - Modify the program to be consistent with Congressional direction for FY 2002, including establishing a new Facilities and Infrastructure subprogram (November 2001).
 - Conduct Quarterly Project Reviews (October 2001, January 2002, April 2002, July 2002).
 - Conduct Critical Decision Reviews (e.g., CD-O) for proposed and on-going projects (as appropriate).
2. Provide Headquarters program management of the Oak Ridge Reservation Landlord Program.
 - Lead the development and defense of landlord budget (ongoing).
 - Conduct semi-annual review of landlord program (February 2002, August 2002).
3. Enhance the SC Headquarters and field planning, review, and execution of infrastructure management activities.
 - Conduct a SC Facilities and Infrastructure Management Workshop (May 2002).
4. Provide Headquarters program management of the SC excess facilities cleanup program.
 - Develop a program plan management information system (November 2001).
5. Other Activities:
 - Support the SC Laboratory Stewardship Initiative (as appropriate).

ENVIRONMENT, SAFETY AND HEALTH DIVISION SC-83

Goal

To provide guidance, technical assistance and evaluation to ensure a technically sound and cost-effective implementation of DOE and Office of Science (SC) ES&H policies, directives, guidance, and management expectations, and to promote the attainment of high standards of site/facility performance which enables the conduct of scientific research.

Objectives

(a) Critical Few Performance Objectives:

1. Advise the Director of Science on major environment, safety and health policy (ES&H) and crosscutting implementation issues resulting from Field Management Council (FMC) issues/actions; Office of Environment, Safety and Health (EH) initiatives; and the Defense Nuclear Facilities Safety Board recommendations.
 - Lead the development of SC corporate policies and guidance (ongoing).
 - Review FMC, RevCom, and other actions; prepare the SC position in coordination with Headquarters and field elements; and represent SC (ongoing).
 - Represent SC's interests in the development of policies, requirements, and initiatives through participation in DOE steering committees, task forces, working groups, and interactions with other DOE program offices (ongoing).

2. Advise SC Headquarters management on environment, safety, and health performance/trend analysis at SC labs using Integrated Safety Management (ISM) metrics and other high-level performance measures.
 - Issue SC corporate and site-specific ES&H Performance Indicator Reports (December 2001, June 2002).
 - Issue laboratory-specific ES&H Performance Indicator Reports (May 2002).
 - Issue the Analysis of SC 1996-2000 Occurrences (December 2001).
 - Issue the Analysis of SC 1995-2000 Electrical Safety Occurrences (December 2001).
 - Issue the Analysis of SC 1996-2000 Occupational Radiation Exposure Profile (December 2001).
 - Develop and issue SC Annual Radiation Exposure Profile to include environmental radiation releases (September 2002).
 - Develop and issue SC Environmental Stewardship report, incorporating the annual Pollution Prevention Update (June 2002).
 - Complete an analysis of SC FY 2002 contractual ES&H/ISM performance measures and recommend opportunities for improvement in FY 2003 measures (June 2002).

3. Advise the Director of Science and Program Associate Directors on major environment, safety, and health compliance and management issues, including those resulting from line oversight reviews and independent reviews at SC labs.
 - Provide technical advice and assistance to Headquarters and the field in fulfilling their environment, safety, and health responsibilities (ongoing).
 - Participate in reviews, appraisals and assessments of SC facilities conducted by the Operations/Site Office, EH, or others (as appropriate).

(b) Other Key Performance Objectives:

1. Assist SC program offices, field elements, and laboratories in implementation of ES&H programs and requirements.
 - Issue an SC Emergency Management Handbook (December 2001).
 - Develop a Quality Assurance Plan for SC EISs (May 2002).
 - Develop a series of lessons learned reports that provide the SC science programs, field offices, and contractors with information on crosscutting issues (3-5 reports).
2. Review SC field implementation of DOE 450.5, "Line Environment, Safety and Health Oversight".
 - Develop and conduct an SC NEPA Implementation Awareness Initiative
 - Develop initiative (March 2002).
 - Conduct first awareness visit to an operations office (June 2002).
 - Review SC field office implementation evaluation programs (September 2002).
3. Partner with EH, OA, and others to explore changes to DOE oversight programs, accreditation of contractor self-assessment programs, and link occurrence reporting system to the ISM framework (ongoing).