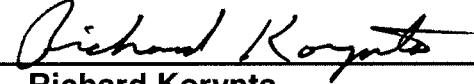


**U.S. DEPARTMENT OF ENERGY
THOMAS JEFFERSON SITE OFFICE**

**FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES
MANUAL**

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Date: 3-28-11

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Thomas Jefferson Site Office

Date: 3/28/11

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FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES MANUAL

1.0 INTRODUCTION

The Thomas Jefferson Site Office (TJSO) Functions, Responsibilities, and Authorities Manual (FRAM) describes the safety management functions, responsibilities, and authorities for the federal staff at TJSO. The TJSO FRAM aligns and flows down from U.S. Department of Energy (DOE) directives and the Office of Science (SC) FRAM (*Office of Science Environment, Safety and Health Functions, Responsibilities, and Authorities Manual*, dated October 2009). Since this is a manual rather than a procedure, it does not follow the outline prescribed in TJSO SOPP 4.2 for Standard Operating Plans and Procedures (SOPPs).

In accordance with DOE Manual 411.1-1C, *Safety Management Functions, Responsibilities, and Authorities Manual*, the TJSO Manager has the primary responsibility for ensuring that work at the Thomas Jefferson National Accelerator Facility (TJNAF) is performed in a manner that adequately protects the worker, the public, and the environment. The goal of performing work safely reflected in the guiding principles and core management functions established in DOE Manual 450.4-1, *Integrated Safety Management System Manual*, and DOE Order 226.1A, *Implementation of Department of Energy Oversight Policy*, have been incorporated into the FRAM.

The TJSO Manager's responsibilities are listed in Attachment 1 according to the source documents that assign the responsibilities. Attachment 1 also includes authorities that have been delegated to the TJSO Manager by DOE and SC line managers. Finally, Attachment 1 shows the distribution of functions and delegated authorities within TJSO to support the responsibilities assigned to the Site Office. The distribution of Functions, Responsibilities, and Authorities (FRA) from the TJSO Manager to the TJSO staff ensures clear understanding of roles, efficient integration of knowledge and resources, and accountability for individual responsibility for Environment, Safety, and Health (ES&H).

2.0 SCOPE AND OBJECTIVE

The FRAM describes safety management FRA and implementing mechanisms for performing DOE requirements. The TJSO FRAM applies to all TJSO personnel who provide technical direction, execution, and oversight of the contractors at TJNAF.

3.0 TJSO ORGANIZATION

The TJSO reports to the Office of Science and holds line responsibility for all ES&H matters at the TJNAF site. The TJSO organization with staff assignments (as shown in Attachment 2) is comprised of the Manager, the Deputy Manager, Office Manager, and subject matter expert staff grouped by primary functions.

TJSO fulfills its responsibility through management of the contract with the Jefferson Science Associates, LLC (JSA), to execute the science mission and operate TJNAF. JSA is jointly owned by the Southeastern Universities Research Association and the Computer Science Corporation. TJSO manages the contract through the efforts of a

variety of specialists in the office and support provided through the SC Integrated Support Center complex. These efforts are described in four program management functions:

- Setting Expectations - Establishing and communicating expectation requirements to guide contractor planning and conduct of work activities.
- Monitoring Performance - Monitoring contractor operations, work activities, and deliverables to ensure that the Department and contract expectations and requirements are being met.
- Facilitating Performance - Maintaining ongoing DOE federal employee activities required for efficient contractor performance, including providing support and guidance.
- Providing Feedback - Developing and communicating performance results from monitoring processes to the contractor so as to improve performance.

The TJSO staff functions as an integrated team to implement the TJSO's mission. A central management structure has been established at TJSO to provide flexibility for utilization of the specialized technical capabilities of TJSO personnel. Primary ES&H expertise is contained within TJSO. However, when necessary, TJSO supplements its ES&H resources with technical support from the SC Integrated Support Center, primarily from the Oak Ridge Office.

Staff assignments are made to address the responsibilities of the TJSO. A primary responsibility of the ES&H, project, and operations staff is to provide ES&H oversight at the TJNAF. Staff members are required to remain cognizant of ES&H aspects in their assigned facilities and programs through operational awareness activities. Staff members performing operational awareness activities function as the "eyes and ears" of TJSO. Staff members have responsibility for various site-wide ES&H programs implemented by TJNAF. The TJSO staff ensures that TJNAF's ES&H programs are meeting the established requirements and expectations by conducting periodic performance assessments of TJNAF programs. The TJSO staff serves as specialists in the following areas: radiological protection, waste management, fire protection, industrial hygiene, occupational safety and health, transportation safety, emergency preparedness, and environmental compliance (including waste minimization and pollution prevention program).

The project and operations staff also have responsibility for managing programs and projects, including science and technology awareness, site-wide planning, infrastructure and energy management, and construction projects. The TJSO staff members verify (with support from the SC Integrated Support Center) that TJNAF project planning adequately addresses ES&H issues and monitors project performance during design and construction.

The primary responsibility of the business, contract, and financial management staff is to provide administrative, contractual, property, and procurement support at TJSO for all activities, including any associated ES&H activities. The DOE ES&H requirements and

directives applicable to TJNAF are formally incorporated into the DOE-JSA M&O contract for TJNAF.

4.0 TJSO PERSONNEL ROLES, RESPONSIBILITIES, ACCOUNTABILITIES, AND AUTHORITIES

The TJSO has identified personnel-specific Roles, Responsibilities, Accountabilities, and Authorities (R2A2s) in order to implement the distribution of FRA from the TJSO Manager (Attachment 1). Attachment 1 also identifies TJSO assignments for oversight of contractor implementation of DOE directives, and for supporting TJSO implementation of field element responsibilities specified in directives, as applicable. An individual staff member may perform multiple roles depending on their official position within the organization, in addition to those identified in Attachment 1. A site office assignment matrix is shown in Attachment 3.

TJSO staff are provided with more specific roles and responsibilities than are provided in the R2A2s identified above. These functions, responsibilities, and accountabilities are emphasized through the TJSO Annual Performance Plan and individual's annual Performance Evaluation Plan (PEP). On an annual basis, supervisors and employees prepare and sign a PEP, which establishes expectations. TJSO management has also assigned specific individuals (and backups) with responsibility for oversight of TJNAF management systems.

5.0 CHANGE CONTROL

The TJSO FRAM is a living document that is maintained current and accurate and is located on the TJSO share drive. Significant revisions to the main text of the document are not expected unless there are major changes to the DOE Manual 411.1-1C (*Safety Management Functions, Responsibilities, and Authorities Manual*), the SC organization, the SC FRAM, or TJSO's organizational and/or operational philosophy. Rick Korynta (as directed by the TJSO Manager) has the lead responsibility for developing revisions to the TJSO FRAM in response to changes. Specific delegation of authority documents will be maintained consistent with the TJSO records management process. This document will be reviewed annually and updated as appropriate.

ATTACHMENT 1 – FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES

FUNCTIONS AND SOURCE DOCUMENTS	RESPONSIBILITIES	AUTHORITIES DELEGATED FROM SC	TJSO STAFF FUNCTIONS & AUTHORITIES	NOTES
Accident Investigation <u>DOE-O 225.1B</u>	<ul style="list-style-type: none"> • Provide support to Investigation Board Investigations • Review draft Investigation Reports for factual accuracy • Approve Corrective Action Plans and track to closure • Identify an Accident Investigation Program Liaison to Headquarters 		<ul style="list-style-type: none"> 1. Joe Arango 2. David Luke 	<ul style="list-style-type: none"> 1. Identify an Accident Investigation Program Liaison. 2. Accident Investigation Program Liaison.
Beryllium Disease Prevention <u>10 CFR 850</u> <u>10 CFR 851</u> <u>29 CFR 1910</u>	<ul style="list-style-type: none"> • Apply DOE records management requirements to Beryllium records and retain for a minimum of seventy-five years • Ensure Beryllium Disease Prevention activities are systematically planned, documented, executed, and evaluated to protect the public, the workers, and the environment including <ul style="list-style-type: none"> ◦ Recordkeeping ◦ Chronic Beryllium Disease Prevention Program ◦ Baseline Beryllium Inventory ◦ Formal Exposure Reduction and Minimization Program ◦ Medical Surveillance Program ◦ Beryllium Training Program ◦ Postings ◦ Reporting Beryllium Sensitization 		Steve Neilson	
Biological Agents <u>10 CFR 851</u> (Appendix A, Paragraph 7)	<ul style="list-style-type: none"> • Register with the Centers for Disease Control and Prevention prior to requesting or receiving the transfer or receipt of biological select agents at a DOE facility 		Steve Neilson	
Conduct of Operations <u>DOE-O 422.1</u>	<ul style="list-style-type: none"> • Provide implementation direction to contractor • Assign DOE facility representatives in accordance with DOE-STD-1063-2006 • Review and approve contractor documentation • Provide appropriate oversight of conduct of operations 	<ul style="list-style-type: none"> • Conduct of Operations functions (DOE O 422.1, 5.a.(1); Determine applicability of Conduct of Operations Order to facilities other than Hazard Category 1, 2, or 3 nuclear facilities. 	Mike Epps	Delegation: Memorandum from George J. Malosh, Deputy Director for Field Operations, Office of Science, to Joseph Arango, Manager, Thomas Jefferson Site Office, entitled "Delegations of Authority for Office of Science Operations and Safety, and Property Management," dated February 28, 2011

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Corrective Action Plans <u>DOE O-414.1C</u> <u>DOE O-479.2B</u>	<ul style="list-style-type: none"> • Review draft appraisal reports for factual accuracy • Identify causes and prevent recurrence in planning corrective actions • Determine extent of condition • Apply lessons learned from other sites • Prepare corrective action plans (and submit to HQ for approval when required) • Track and verify completion (in CATS for HQ approved CAP) • Perform CAP effectiveness reviews 	<ul style="list-style-type: none"> 1. Steve Neilson 2. All 	<ul style="list-style-type: none"> 1. Responsible for oversight of JLab corrective action program implementation. 2. Responsible for ensuring closure of corrective actions for assigned areas of responsibility. 	
DOE Enforcement <u>10 CFR 820</u> <u>10 CFR 851 (Subpart E & Appendix B)</u>	<ul style="list-style-type: none"> • Ensure that safety and security are rigorously pursued in concert with program mission objectives and schedules • Demonstrate emphasis on safety and security compliance and performance, positive safety and security cultures, and an ethic of continuous improvement, as well as facilitating the transition from event-driven to a non-event-driven environment • Demonstrate strong support for the noncompliance screening and reporting process, assessment programs, and the corrective action process • Consider the regulatory screening and reporting program an integral part of the safety and security management programs and not "check the box" exercises • Place the enforcement coordinator at a senior reporting level, demonstrating management commitment to the program, and providing access to senior management • Maintain regular and open communication with the contractor, Program Office, and HS-40 on safety and security, noncompliance conditions, and noncompliance report resolution 		David Luke	DOE/TJSO Enforcement Coordinator

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Emergency Management <u>DOE O 150.1</u> <u>DOE O 151.1C</u>	<ul style="list-style-type: none"> • Approve site Emergency Plans (including annual updates) • Assess the site emergency management program annually • Ensure development of appropriate emergency plan • Implementing procedures for timely and accurate emergency classification, notification, and reporting of emergency events • Ensure effective communication systems and protocols are coordinated and maintained with the Headquarters Operations Center regarding emergencies • Review and approve Emergency Readiness Assurance Plans (ERAPs) • Participate in the development and implementation of mutual assistance agreements with State, Tribal and local authorities • Ensure that Emergency Planning Hazards Assessments (EPHAS) and Hazards Surveys for emergency planning purposes are adequately performed and documented • Conduct assessments of facility management programs at least once every three years • Ensure that emergency plans and procedures are prepared, reviewed annually, and updated as necessary 		Dave Luke	
Employee Concerns Program (ECP) <u>DOE O 442.1A</u> <u>DOE M 442.1-1</u> 10 CFR 708 48 CFR 970.0309	<ul style="list-style-type: none"> • Develop and implement an Employee Concerns Program • Document and track concerns • Process differing professional opinions • Ensure implementation of contractor's ECP • Use management assessment results to verify the adequacy and implementation of the ECP and improve performance • Designate the position responsible for developing and implementing ECP. 	<ul style="list-style-type: none"> 1. Joe Arango 2. David Luke 	<ul style="list-style-type: none"> 1. Designate the position responsible for developing and implementing ECP. 2. Develop and implement an ECP. 	
Environmental – Environmental Protection (includes Environmental Management Systems (EMSS)) <u>DOE M 231.1-1A Chg. 2</u> <u>DOE O 450.1-A</u> <u>DOE O 5400.5 Chg. 2</u> E.O. 13161 E.O. 13148 E.O. 13423 E.O. 13514 <u>DOE O 458.1 Chg. 1</u>	<ul style="list-style-type: none"> • Ensure incorporation of the EMS into the site Integrated Safety Management System (ISMS) including training and updates • Characterize, monitor, and evaluate impacts to the environment from DOE operations • Conduct operational assessments to find opportunities for pollution prevention/waste minimization • Monitor procurements to reduce and manage tracking of toxic and hazardous materials • Promote long-term stewardship of site's natural and cultural resources • Forward E-Star award nominations to SC-3 • Use the web based Pollution Prevention Performance Tracking and Reporting System for site reports • Submit annual EMS scorecard on Fed Center website 	<ul style="list-style-type: none"> 1. Patricia Hunt 2. Federal Project Directors 3. Wayne Skinner 	<ul style="list-style-type: none"> 1. Responsible for oversight of the EMS implementation at TJNAF. 2. Responsible for incorporating EMS into TJSO/SC projects. 3. Responsible for incorporating principles of EMS into the procurement process. 	

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Environmental – National Environmental Policy Act (NEPA) Compliance <u>DOE M 231.1-2</u> <u>DOE O 450.1B Chg 2</u> 10 CFR 1021	<ul style="list-style-type: none"> • Coordinate NEPA documents <ul style="list-style-type: none"> - Annual Mitigation Reports - Mitigation Action Plans - Annual NEPA Planning Summaries - NEPA Quality Assurance Plans - Environmental Impact Statements and Associated Notices - Environmental Assessments - Categorical Exclusions - Records of Decision - Public Participation Plans - Independent Reviews of Proposed Actions under NEPA - Conduct reviews of DOE NEPA Compliance 	<ul style="list-style-type: none"> 1. Joe Arango 2. Patricia Hunt 3. Federal Project Directors 	<ul style="list-style-type: none"> 1. Assign NEPA Document Manager. 2. Responsible for implementing NEPA Compliance Program and duties of NEPA Document Manager at the TJAFA site. Obtain Oak Ridge Office Legal Counsel evaluation of TJSO's legal compliance with NEPA requirements and regulations and obtain concurrence from the NEPA Compliance Officer. 3. Responsible for incorporation of the NEPA process into TJSO/SC projects. 	
Facility Safety - Fire Protection <u>DOE O 420.1B Chg 1 (Chapter II)</u>	<ul style="list-style-type: none"> • Specify the frequency of the contractor's periodic facility assessment for fire protection • Review and approve fire department baseline needs assessment • Conduct comprehensive self assessments and assessments of contractor fire protection programs • (Unless otherwise directed by the Secretarial Officer) fulfill the role and responsibilities for the authority having jurisdiction (AHJ) for matters involving fire protection • Ensure any comments from designated fire protection subject matter experts (SMEs) are appropriately addressed 	<ul style="list-style-type: none"> 1. David Luke 2. Federal Project Directors 3. Wayne Skinner 	<ul style="list-style-type: none"> 1. Responsible for oversight of implementation of Fire Protection requirements at the TJAFA site. 2. Responsible for incorporating DOE's Fire Protection requirements into TJSO/SC projects. 3. Responsible for incorporating DOE's Fire Protection requirements into the procurement process. 	
Facility Safety - Natural Phenomena Hazards Mitigation <u>DOE O 420.1B Chg 1 (Chapter IV)</u> <u>E.O. 12699</u> <u>E.O. 12941</u> <u>P.L. 104-303 (110 Stat. 3658)</u>	<ul style="list-style-type: none"> • Review and approve NPH assessments • Review and approve plans for upgrades to correct deficiencies in natural phenomena hazards (NPH) mitigation for existing structures, systems, and components • Ensure facilities are constructed, altered and maintained to withstand NPH • Evaluate ability of structures, systems, and components and personnel to perform to the intended NPH effects • Ensure post-natural phenomena procedures are adequate 	<ul style="list-style-type: none"> 1. David Luke 2. Federal Project Directors 3. Wayne Skinner 	<ul style="list-style-type: none"> 1. Responsible for oversight of implementation of Natural Phenomena Hazard Mitigation requirements at the TJAFA site. 2. Responsible for incorporating DOE's Natural Phenomena Hazard Mitigation into assigned projects. 3. Responsible for incorporating DOE's Natural Phenomena Hazard Mitigation requirements into the procurement process. 	

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Functions, Responsibilities, and Authorities Documents <u>DOE M 411.1-1C</u>	<ul style="list-style-type: none"> Develop and implement a Functions, Responsibilities, and Authorities (FRA) Document. Update the FRA document at least annually 	<ul style="list-style-type: none"> 1. Joe Arango 2. Rick Korynta 3. All 	<ul style="list-style-type: none"> 1. Approves TJSO FRAM 2. Prepares TJSO FRAM 3. Performance in accordance with the TJSO FRAM is the responsibility of all staff. 	
Integrated Safety Management (ISM) <u>DOE M 450.4-1</u> 48 CFR 970.5204-2 48 CFR 970.5223-1 48 CFR 970.5215-3 48 CFR 970.5203-2	<ul style="list-style-type: none"> Designate an ISM Champion Communicate implementation and improvement expectations to DOE and contractor personnel Develop, approve, maintain, and implement field office ISM system integrated with the EMS and QAP Provide field office ISM system description to the applicable Secretarial office Review and approve the contractor's ISM system descriptions and updates Conduct line oversight of contractor implementation Perform an annual ISM effectiveness review and prepare annual declaration of the status and effectiveness of ISM implementation (field office and contractor) and submit to the applicable Secretarial office Prepare annual field office safety performance objectives, measures, and commitments, and provide to the applicable DOE Secretarial office Use the results of the annual ISM effectiveness review and the annual ISM declaration to drive ownership and improvement Determine whether and when to conduct full ISM verifications of both federal and contractor implementation of ISM 	<ul style="list-style-type: none"> 1. Joe Arango 2. David Luke 3. All 	<ul style="list-style-type: none"> 1. Designate ISM Champion and approve the contractor's ISM system descriptions and updates. 2. ISM Champion responsible for oversight of implementation of ISM requirements at the TJNAF site. 3. Responsible for implementation of ISM requirements in assigned areas of responsibility. 	
Laser Safety <u>10 CFR 851</u> <u>ANSI Z136.1-2000</u>	<ul style="list-style-type: none"> Ensure the contractor maintains policies and practices to ensure the safe use of lasers per 10 CFR 851 Maintain awareness of applicable requirements for laser safety, as delineated in ANSI Z136.1-2007 American National Standard for the Safe Use of Lasers when they are more stringent than 10 CFR 851 Conduct joint assessments of the laser safety program with the contractor Laser Safety Prepare the annual exempt laser report for TJNAF. 		<ul style="list-style-type: none"> Patricia Hunt 	

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Line Management Oversight <u>DOE O 226.1A</u>	<ul style="list-style-type: none"> • Notify Contracting Officer of contracts affected by the CRD • Implement line management oversight programs • Approve contractor Assurance System descriptions • Prepare an annual schedule for a mix of oversight activities (i.e., assessment of facilities, operations, and programs; operational awareness activities; assessments and peer reviews of contractor assurance systems, and evaluate contractor performance) whose output collectively assesses the implementation effectiveness of the contractor's assurance system • Provide access to information and facilities to conduct an effective oversight program • Revise field element policies and procedures to be consistent with criteria established by SC • Use results of oversight and contractor assurance systems to improve effectiveness and efficiency of program and site operations 	All		Integrate CAS information into oversight planning/scheduling and perform oversight in assigned areas
Nanomaterials Safety <u>DOE N 450.1</u>	<ul style="list-style-type: none"> • Adopt and implement existing and future environment, safety and health best practices, "National Consensus Standards," and guidance relating to nanotechnology developed by recognized standard-setting organizations and relevant existing DOE Directives and Standards • Identify and manage potential health and safety hazards and potential environmental impacts at sites through the use of existing Integrated Safety Management Systems, including Environmental Management Systems. • Stay abreast of current research and guidance relating to the potential hazards and impacts of nanomaterials, and ensure that this best current knowledge is reflected in the identification and control of these potential hazards and impacts at their facilities. • Support research on the environmental and safety and health impacts of nanomaterials, and participate in government-wide activities aimed at identifying and resolving potential environmental, safety, and health issues. 		Patricia Hunt	

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Operating Experience Program, including Lessons Learned and Occurrence Reporting and Processing of Operations Information <u>DOE O 210.2</u> <u>DOE O 231.1A Chg 1</u> <u>DOE M 231.1-1A Chg 2</u> <u>DOE M 231.1-2</u>	<ul style="list-style-type: none"> Assign OPEX Coordinator Implement a system to evaluate internal and external lessons and assess trends Disseminate lessons learned internally and externally from operations at the site Ensure that lessons learned are developed and disseminated following completion of major program missions (e.g., contractor closeout of a major cleanup site, major decontamination and decommissioning projects, construction) Ensure implementation of occurrence reporting requirements 	<p>ES&H Reporting functions (DOE O 231.1A, 5.c.(3).(a) . and M 231.1-2, 4.2.a): Designation as Occurrence Reporting Program Manager.</p> <p>Authority for approval of Operational Emergency and Significance Category 1 Final Occurrence Reports may not be re-delegated.</p> <p>Authority for approval of Significance Category R and 2 Final Occurrence Reports may be assigned to a qualified Facility Representative consistent with requirements under DOE M 231.1-2, 5.6.c. (the term Facility Representative as used in M 231.1-2 includes selected line management staff if a Facility Representative is not assigned).</p>	<ol style="list-style-type: none"> Joe Arango Steve Neilson Federal Project Directors Wayne Skinner 	<p>1. Assigns OPEX Coordinator and serves as Occurrence Reporting Program Manager.</p> <p>2. Ensures that lessons learned from TJSO, TINAF, DOE complex, private industry and other places are implemented at the TINAF site and responsible for maintaining the TJSO Lessons Learned Program and performing Facility Representative responsibilities as defined in M 231.1-2. Approves Significance Category R and 2 final occurrence reports as assigned by memo from Joseph Arango to Steve Neilson dated 3/8/11.</p> <p>3. Responsible for implementing lessons learned into assigned projects.</p> <p>4. Responsible for incorporating lessons learned and occurrence reporting requirements into the procurement process.</p> <p>Delegation: Memorandum from George J. Malosh, Deputy Director for Field Operations, Office of Science, to Joseph Arango, Manager, Thomas Jefferson Site Office, entitled "Delegations of Authority for Office of Science Operations and Safety, and Property Management," dated February 28, 2011</p>

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Organizational Staffing and Competency, including the Technical Qualification Program (TQP) <u>DOE O-252.1A</u> <u>DOE O-360.1.B</u> <u>DOE M-360.1.1B</u> <u>DOE O-426.1</u> <u>10 CFR 830.122</u> <u>P.L. 104-113 (10 Stat. 775)</u> <u>(15 U.S.C. 3701)</u> <u>OMB Circular A-119</u>	<ul style="list-style-type: none"> Approve workforce analysis and staffing plans Develop and implement staffing plan performance indicators Implement formal training and qualification programs Determine positions and individuals subject to FTCP and the technical qualification standards that apply to each Assign qualifying officials to sign qualification cards Designate Technical Standards Manager (TSM) to serve as the point-of-contact for the Technical Standards Program Perform reviews to confirm contractor training and qualification program implementation and evaluate effectiveness using DOE-STD-1070-94 	<ul style="list-style-type: none"> Recruit, deploy, develop/train, and retain federal personnel with the demonstrated technical capability to safely accomplish the field office's missions and responsibilities 	David Luke	This has been implemented at TJSO with a Technical Competency Program, in accordance with Memorandum from George Malosh, Chief Operating Officer, SC-3, to Gerald Boyd, et al., entitled "Technical Qualification Program," dated April 2, 2007 (Malosh Memorandum TOP 2 April 2007).
Packaging and Transportation Safety <u>DOE O-460.1.C</u> <u>DOE O-460.1.2A</u> <u>DOE M-460.2.1A</u> <u>DOE O-461.1B</u>	<ul style="list-style-type: none"> Approve Transportation Plan Approve Transportation Safety Analysis Reports Packaging Approval Ensure onsite packaging and transfer procedures are adequate Carrier Evaluations Oversee Transportation System Risk Assessments Provide communications to governor's offices or tribal leaders for offsite shipments. Approve onsite Transportation Safety Document Oversee Safety Analysis Report for Packaging 	<ul style="list-style-type: none"> Joe Arango Patricia Hunt Federal Project Directors 	<ol style="list-style-type: none"> Approve Transportation Plan and Transportation Safety Analysis Reports. Responsible for oversight of implementation of transportation safety requirements at the TJNAF site. Responsible for incorporating DOE's transportation safety requirements into assigned projects. 	
Protection of Human Subjects <u>DOE O-443.1B</u> <u>10 CFR 745</u>	<ul style="list-style-type: none"> Notify the Human Subjects Research Program Manager of any research involving human subjects conducted with DOE funding in order to gain Institutional Review Board approval Annually report human subject research projects to the HSR Projects Database Notify the Human Subjects Research Program Manager of non-compliance with the law, DOE regulations, or approved plans Notify the Human Subjects Research Program Manager of suspension or termination of Institutional Review Board approval of research Conduct self-assessments to ensure compliance with the requirements of this order and provide the results to SC-3 	Steve Neilson		

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Quality Assurance (QA) <u>DOE O-414.1C</u>	<ul style="list-style-type: none"> • Identify the senior management position assigned responsibility for Quality Assurance Program development and implementation • Develop and maintain the site office QAP and submit to HQ for approval • Implement site office QAP and perform management assessments • Perform work consistent with technical standards, administrative controls, and hazard controls adopted to meet regulatory or contract requirements using approved instructions, procedures, etc. • Review and approve (see delegation) new and revised contractor QAP • Evaluate adequacy and effectiveness of contractor QAP implementation • Periodically report DOE and contractor management assessment results to HQ • Report suspect/counterfeit items to the Office of the Inspector General 	<ul style="list-style-type: none"> • DOE O-414.1 C, 5.b.(5)): Review and approve contractor Quality Assurance Program (QAP). 	<ul style="list-style-type: none"> 1. Joe Arango 2. Steve Nelson 3. Federal Project Directors 4. Wayne Skinner 5. All 	<p>1. Identify responsible individual for TJNAF QA Program and approve new and revised contractor QAPs.</p> <p>2. Responsible for oversight of implementation of QA requirements at the TJNAF site. Cognizant of TJSO's QAP.</p> <p>3. Responsible for incorporating DOE's QA requirements into TJSO/SC projects.</p> <p>4. Responsible for incorporating DOE's QA requirements into the procurement process.</p> <p>5. Perform assigned work safely.</p> <p>Delegation: Memorandum from George J. Malosh, Deputy Director for Field Operations, Office of Science, to Joseph Arango, Manager, Thomas Jefferson Site Office, entitled "Delegations of Authority for Office of Science Operations and Safety, and Property Management," dated February 28, 2011</p>

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FUNCTIONS AND SOURCE DOCUMENTS	RESPONSIBILITIES	AUTHORITIES DELEGATED FROM SC	TJSO STAFF FUNCTIONS & AUTHORITIES	NOTES
10 CFR 835 DOE M-231.1A Chg. 2 (Chapter 41) DOE O-458.1 Chg. 1	<ul style="list-style-type: none"> • Implement radiological requirements to ensure that: <ul style="list-style-type: none"> ◦ Environmental radiological protection programs are established and maintained ◦ Implementation effectiveness reviews are conducted, and Records, reports, and documentation are prepared, issued, and/or retained ◦ Approve applicable Authorized Limits for clearance of property ◦ Determine and implement oversight activities necessary to independently verify compliance ◦ Maintain capabilities for monitoring and assessing routine and unplanned releases of radioactive materials ◦ Ensure that agreements, permits, leases, licenses, or other legally-binding obligations with a tenant or concessionaire require the tenant or concessionaire to take appropriate radiation protection actions ◦ Temporarily suspend any requirement when necessary to minimize damage to life or property or to protect public health or safety. Report such suspension and the reason for it to SC-31.1 and to the Chief Health, Safety and Security Officer ◦ Approve use of an alternative approach capable of demonstrating that the dose rates to representative biota populations do not exceed the dose rate criteria in DOE-STD-1153-2002, Table 2.2 ◦ Ensure survey methods and modeling are adequate ◦ Report annual radiation exposure and revisions to the Radiation Exposure Monitoring System (REMS) ◦ Ensure that procedures exist and are effective in support of radiation exposure records for special individuals. ◦ Ensure implementation of as low as reasonably achievable requirements and processes 	<ul style="list-style-type: none"> • Radiation Protection functions (10 CFR 835 Subpart B 835.101 (a) and (b); Review and approve contractor Radiation Protection Program (RPP). Note: Provide RPPs to SC-3 for comment in advance of providing approval. 	<ul style="list-style-type: none"> 1. David Luke 2. Federal Project Directors 	<p>1. Responsible for oversight of implementation of RPP requirements at the TJNAF site.</p> <p>2. Responsible for incorporating DOE's RPP requirements into TJSO/SC projects.</p> <p>Delegation: Memorandum from George J. Malosh, Deputy Director for Field Operations, Office of Science, to Joseph Arango, Manager, Thomas Jefferson Site Office, entitled "Delegations of Authority for Office of Science Operations and Safety, and Property Management," dated February 28, 2011</p>

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FUNCTIONS AND SOURCE DOCUMENTS	RESPONSIBILITIES	AUTHORITIES DELEGATED FROM SC	TJSO STAFF FUNCTIONS & AUTHORITIES	NOTES
Radioactive Waste Management <small>DOE O-435.1 Chg 1 DOE M-435.1-1 Chg 1</small>	<ul style="list-style-type: none"> • Ensure radioactive waste management activities are systematically planned, documented, executed, and evaluated to protect the public, the workers, and the environment including: <ul style="list-style-type: none"> ○ Site-Wide Radioactive Waste Management Program ○ Radioactive Waste Management Basis ○ Waste Minimization and Pollution Prevention ○ Approval of Exemptions for Use of Non-DOE Facilities (DOECAP audits) ○ Environmental Restoration, Decommissioning, and Other Cleanup Waste ○ Radioactive Waste Acceptance Requirements ○ Radioactive Waste Generator Requirements ○ Closure Plans ○ Defense-In-Depth ○ Oversight ○ Training and Qualification ○ As Low As Reasonably Achievable (ALARA) ○ Storage ○ Treatment ○ Disposal ○ Monitoring ○ Material and Waste Declassification for Waste Management. ○ Waste Incidental to Reprocessing ○ Waste with No Identified Path to Disposal. ○ Corrective Actions ○ Problem Identification ○ Shutdown or Curtailment of Activities 	<ul style="list-style-type: none"> 1. Patricia Hunt 2. Federal Project Directors 	<ul style="list-style-type: none"> 1. Responsible for oversight of implementation of Radioactive Waste Management requirements at the TJAFF site. 2. Responsible for incorporating DOE's Radioactive Waste Management requirements into TJSO/SC projects. 	

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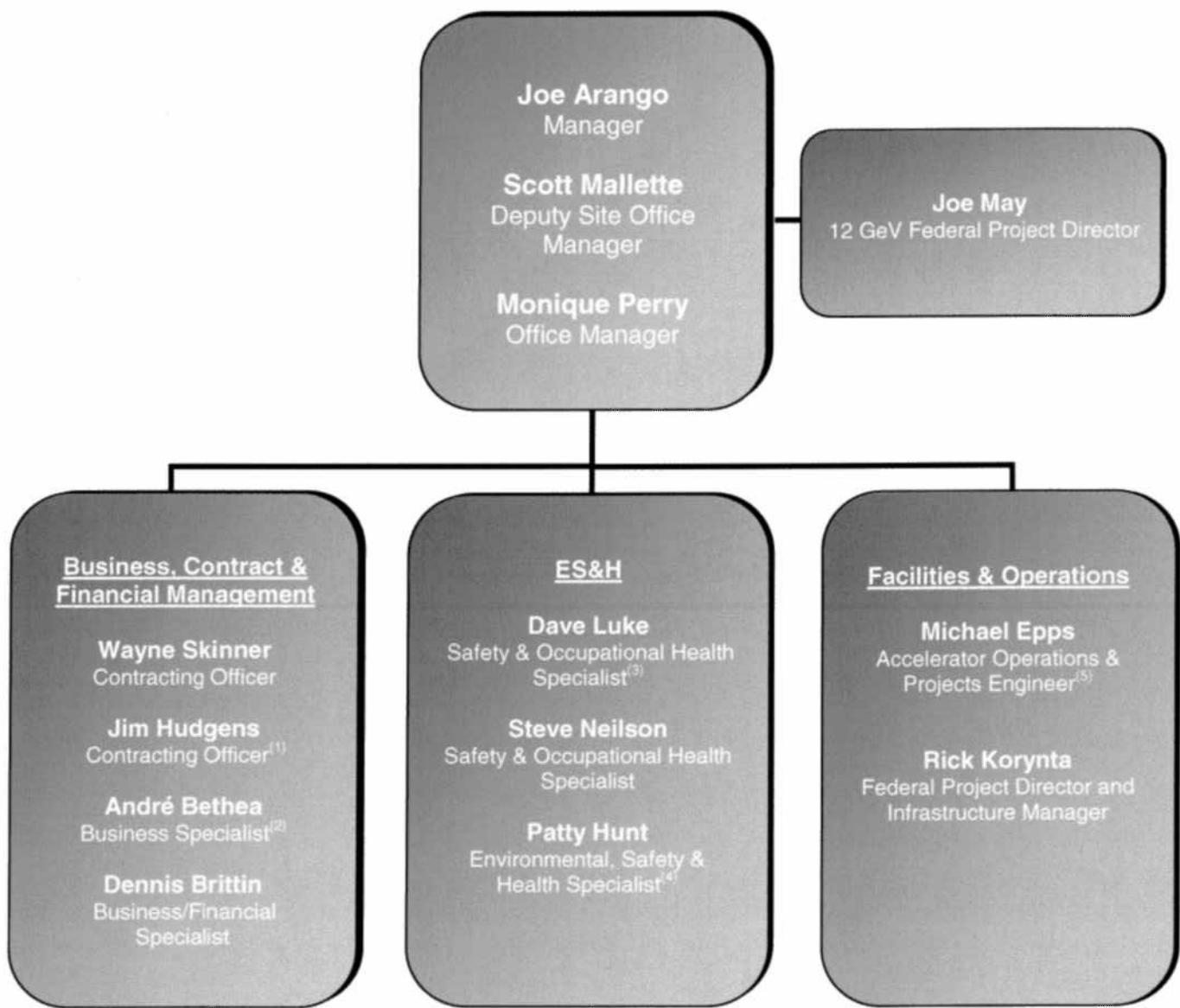
FUNCTIONS AND SOURCE DOCUMENTS	RESPONSIBILITIES	AUTHORITIES DELEGATED FROM SC	TJSO STAFF FUNCTIONS & AUTHORITIES	NOTES
Real Property Asset Management <u>DOI: O-430.1B, Chg 1</u>	Real Property functions (DOE 0-430.1B, 4.b.(1), and 5.e.(1)): Take all necessary action to acquire, by purchase, lease, or otherwise, real property interests; take necessary additional action following the initiation of condemnation proceedings and the execution of declarations of taking; and exercise all authority of the Secretary regarding the management and disposal of Departmental real property, excluding the acceptance by donation of real property. This authority does not extend to initiation of condemnation proceedings, executions of declarations of taking, or approval of indemnification provisions or clauses in contracts, subcontracts, leases, or other real property documents. In exercising this authority, all real property actions must be reviewed and approved by a DOE Certified Realty Specialist (CRS) prior to execution in accordance with requirements in DOE 0-430.1B, Real Property Asset Management.	Rick Koryta	Delegation: Memorandum from George J. Malosh, Deputy Director for Field Operations, Office of Science, to Joseph Arango, Manager, Thomas Jefferson Site Office, entitled "Delegations of Authority for Office of Science Operations and Safety, and Property Management," dated February 28, 2011	

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FUNCTIONS AND SOURCE DOCUMENTS	RESPONSIBILITIES	AUTHORITIES DELEGATED FROM SC	TJSO STAFF FUNCTIONS & AUTHORITIES	NOTES
Safety of Accelerator Facilities <u>DOE O 420.2B</u>	<ul style="list-style-type: none"> Require contractor to maintain a Safety Assessment Document (SAD) - single document for entire accelerator facility or as separate SADs for discrete modules and a documented Accelerator Safety Envelope that defines the physical and administrative bounding conditions for safe operations Ensure Accelerator Readiness Reviews are performed before approval for commissioning and routine operation Ensure activities involving identified unreviewed safety issues do not commence before providing written approval Approve the start of commissioning and the start of routine operations for an accelerator facility (or module) with minor/negligible impact Recommend approval to the DOE cognizant Secretarial Officer for start of commissioning activities and start of initial routine operation for an accelerator facility (or module) for more than minor onsite impact Approve restart of an activity at an accelerator facility after shutdown that was ordered by the field manager Approve exemptions for accelerator facility or module with no more than minor offsite impact 		Mike Epps	
Worker Protection – Federal Employee Occupational Safety and Health (FEOSH) <u>DOE M 231.1-1A Chg 2</u> <u>DOE M 231.1-2</u> <u>DOE O 341.1A</u> <u>DOE O 440.1B</u> <u>E.O. 1.2196</u> <u>29 CFR 1960</u> <u>OSHA Act of 1970, as amended</u>	<ul style="list-style-type: none"> Appoint FEOSH Program Manager/Coordinator for administering the FEOSH Program Review and forward all exemptions, exceptions, and variances to mandatory worker protection requirements to the DOE Chief Health, Safety and Security Officer, and conduct annual review of the status of all exemptions Establish written policy, goals, and objectives for the worker protection program, (as appointed by Joe Arango) <ul style="list-style-type: none"> Provide annual input for the Department of Labor's FEOSH report to the Office of Health, Safety and Security Establish annual FEOSH Program goals and objectives for promoting the program and for reducing accidents, injuries, and lost-time cases Conduct an annual, unannounced worker protection inspection of federal workplaces Ensure initiators of procurement requests specify therein whether requirements in 10 CFR 851 are to be applied to the resulting awards or subawards Provide contractors with technical direction on and criteria for the development of contractor goals, objectives, and performance measures 	<ol style="list-style-type: none"> 1. Appoint FEOSH Manager/Coordinator and forward exemptions, exceptions, and variances. 2. Performs FEOSH Manager/Coordinator duties, Obtain Oak Ridge Office ES&H support with reporting requirements. 3. Incorporates FEOSH requirements into procurement requests and provides technical direction to contractors. 	<ol style="list-style-type: none"> 1. Joe Arango 2. Steve Neilson 3. Wayne Skinner 	

ATTACHMENT 2 – TJSO ORGANIZATIONAL CHART

THOMAS JEFFERSON SITE OFFICE



⁽¹⁾ Includes Property and Fleet Management

⁽²⁾ Includes Cyber Security

⁽³⁾ Includes Emergency Management

⁽⁴⁾ Includes Environmental activities

⁽⁵⁾ Includes Safeguards and Security

ATTACHMENT 3 – TJSO ASSIGNMENT MATRIX

(current as of 3/28/11)

<u>Joe Arango – Manager</u>	<u>Scott Mallette - Deputy Manager</u>
<ul style="list-style-type: none"> • Contracting Officer's Representative • Sense of the Laboratory • External Relations • Operational Awareness and Site Oversight • Contractor Performance Evaluation • Personnel Reviewing Official • Business Management Oversight • ES&H Management Oversight • Program and Project Oversight 	<ul style="list-style-type: none"> • Contracting Officer's Representative • Sense of the Laboratory • Business Management Oversight • ES&H Management Oversight • Program and Project Oversight • Operational Awareness and Site Oversight • Contractor Performance Evaluation • Personnel Rating Official
*Serves as backup to Joe Arango	
<u>Wayne Skinner - Contracting Officer/Bus Mgr</u>	<u>Jim Hudgens – CO/Property Administrator</u>
<ul style="list-style-type: none"> • Senior Contracting Officer • DOE TJNAF Contract Management • TJNAF Contract Modifications and Issues • Incorporation of DOE directives in M&O contract • Contractor Performance Evaluation Plan/Metrics • Contractor Performance Evaluation • Technology Transfer/Work-For-Others Arrangements • Free Electron Laser (FEL) Contract and Funding Actions • Operational Awareness and Site Oversight 	<ul style="list-style-type: none"> • Contracting Officer • DOE TJNAF Contract, Modifications and Issues • Recommends and incorporates DOE directives in assigned contracts • Work-For-Others and Cooperative Research and Development Agreement Administrator • Contractor Performance Evaluation Plan and Metrics • Contractor Performance Evaluation • Personal Property Management Administrator • Fleet and Equipment Administrator • Export Control and High Risk Administrator • Operational Awareness and Site Oversight • Performs unannounced facility walkthroughs
*Serves as backup to Jim Hudgens	
*Serves as backup to Wayne Skinner	
<u>Patty Hunt – Environmental Program Manager</u>	<u>Steve Neilson - Safety & Occ. Health Program Manager</u>
<ul style="list-style-type: none"> • Environmental Management System (DOE O 450.1A, <i>Environmental Protection Program</i>) <ul style="list-style-type: none"> – Permit and EPA requirements <ul style="list-style-type: none"> ○ Sanitary Sewer (Acid neutralization system and cooling tower discharge) ○ Groundwater Withdrawal (from experimental end stations) ○ Storm Water Management for Industrial Discharge (MS4) ○ Storm water pollution prevention for construction activities 	<ul style="list-style-type: none"> • Safety and Health <ul style="list-style-type: none"> – Contractor Assurance System – Industrial Safety Lead – 10 CFR 851 Worker Safety and Health Program Review – Occupational Medical Program – Industrial Hygiene Programs • Other <ul style="list-style-type: none"> – Lab Line Self Assessment and Independent Assessment Review in Selected Areas – QA Program

<ul style="list-style-type: none"> ○ Discharges to surface water (VPDES) ○ Hazardous Waste RCRA – Waste Management <ul style="list-style-type: none"> ○ Radioactive Waste (DOE O 435.1, <i>Radioactive Waste Management & DOE M 435.1-1, Radioactive Waste Management Manual</i>) ○ Rad Waste Projections Annual Planning Report ○ Solid Waste and Recycling (E.O. 13423 & E.O. 13514) ○ Hazardous Waste activities (RCRA Subtitle C & 49 CFR Part 100-180) ○ Independent Verification for metals release from Radiation Control Group – National Environmental Policy Act (NEPA) (DOE O 451.1B, <i>National Environmental Policy Act Compliance Program</i>) <ul style="list-style-type: none"> ○ Site Office Document Manager ○ NEPA annual Planning Report – Emergency Planning and Community Right to Know Hazardous Chemical Tier II report (EPCRA) – Annual Site Environmental Report (DOE O 231.1A, <i>Environmental, Safety and Health Reporting & DOE M 231.1-1A, Environmental, Safety and Health Reporting Manual</i>) – National Emission Standards for Hazardous Air Pollutants (40 CFR 61 Subpart H) – Sustainable Acquisitions (PPTRS) <p>● Other</p> <ul style="list-style-type: none"> – Operational Awareness and Oversight – Laser Safety Oversight (10 CFR 851) – Exempt Laser Report – Nanotechnology Safety Oversight (DOE N 456.1, <i>The Safe Handling of Unbound Engineered Nanoparticles</i>) – Packaging and Transportation Safety (DOE O 460.1C, <i>Packaging and Transportation Safety</i>) – Point of Contact <ul style="list-style-type: none"> ○ Environmental Protection Agency ○ Department of Environmental Quality ○ Hampton Roads Sanitation District – Recommend applicable DOE directives for incorporation into contract – Evaluate contractor performance – Support environmental incident investigations 	<ul style="list-style-type: none"> – Suspect and Counterfeit Parts – Operational Awareness Program Coordinator – Operating Experienced Coordinator – Lessons Learned Program Coordinator – Participates in Contractor's Safety Walkthrough Inspections – Performs Unannounced Safety Walkthrough Inspections – Monitors Implementation of Corrective Actions for Non-compliances Found During Inspections – Attends Contractor Meetings to Maintain Operational Awareness of Contractor Work Activities – Supports incident/injury investigations, reviews, reports, and follows upon corrective actions – Recommends assigned DOE directives for incorporation into contracts – Operational Awareness and Site Oversight – Contractor Performance Evaluation – Facility Representative (Equiv.) for Occurrence Reporting and Processing System
*Serves as backup to Steve Neilson and David Luke	*Serves as backup to David Luke and Patty Hunt

<u>David Luke – ES&H Operations Support</u>	
<ul style="list-style-type: none"> • Radiation Protection <ul style="list-style-type: none"> – 10 CFR 835 (lead) – DOE O 458.1, <i>Radiation Protection of the Public and Environment</i> (lead) – Notice 234.1, <i>Reporting of Radioactive Sealed Sources</i> (lead) • Emergency Management Program <ul style="list-style-type: none"> – DOE O 151.1C, <i>Comprehensive Emergency Management System</i> (lead) – Accident Investigation Program Liaison (DOE O 225.1B, <i>Accident Investigations</i>) • Fire Protection Program <ul style="list-style-type: none"> – DOE 420.1B, <i>Facility Safety</i> (lead) – Includes both protection of property and life safety • Continuity of Operations <ul style="list-style-type: none"> – DOE O 150.1, <i>Continuity Programs</i> (lead) – Also includes Continuity of TJSO Business Operations • TJSO ISM Champion <ul style="list-style-type: none"> – DEAR 970.5223.-1 (lead) – DOE M 450.4-1, <i>Integrated Safety Management System Manual</i> (lead) • DOE/TJSO Enforcement Coordinator <ul style="list-style-type: none"> – Price Anderson Amendments Act (lead) – 10 CFR 820 (lead) – 10 CFR 851, subpart E and App B (lead) • Employee Concerns Program Manager <ul style="list-style-type: none"> – DOE O 442.1A, <i>Department of Energy Employee Concerns Program</i> (lead) – Includes oversight of contractor ECP • Differing Professional Opinion Program <ul style="list-style-type: none"> – DOE M 442.1-1, <i>Differing Professional Opinions Manual for Technical Issues Involving Environment, Safety, and Health</i> (lead) – Includes both TJSO and contractor • Natural Phenomena Hazards <ul style="list-style-type: none"> – DOE O 420.1B, <i>Facility Safety</i> (lead) • Other <ul style="list-style-type: none"> – Configuration Management (lead) – Safety Assessment Document/Accelerator Safety Envelope (supporting Acc. Ops FTE) – TQP Coordinator – Technical Standards Manager – Operational Awareness and Site Oversight – Stop Work (lead) 	
*Serves as backup to Steve Neilson and Patricia Hunt	

<u>Joe May – 12 GeV FPD</u>	<u>Rick Korynta – FPD and F&I Prog. Manager</u>
<ul style="list-style-type: none"> • 12 GeV CEBAF Upgrade (12 GeV) Project Federal Project Director <ul style="list-style-type: none"> – Leads 12 GeV Integrated Project Team – Interfaces with Office of Nuclear Physics 12 GeV Program Manager – Serves as DOE Point of Contact (POC) between Site Office and JLab 12 GeV Project Leadership – Maintains Level 3 FPD Certification – Approves 12 GeV Level 2 Baseline Change Control Requests – Facilitates Critical Decision Approval Process – Facilitates Independent Project Reviews by SC Office of Project Assessment – Facilitates 12 GeV Monthly Videoconferences with Nuclear Physics Leadership – Inputs 12 GeV Monthly Project Status into the OECM Project Assessment and Reporting System II (PARS II) & Verifies Monthly EV Data – Development of Quarterly Project Progress Report for Acquisition Executive – Ensures Proper Management/Reporting of 12 GeV ARRA funds – Oversight of Project 12 GeV Construction and Start-up Testing/Transition to Operations – Serves as 12 GeV Contract Technical Monitor – Facilitates 12 GeV Subcontract Actions Requiring TJSO Approval – 12 GeV Project and Operational Awareness Oversight – 12 GeV Contractor Performance Evaluation – Supports JSA EVMS Certification Compliance 	<ul style="list-style-type: none"> • Facilities and Infrastructure <ul style="list-style-type: none"> – DOE Order 430.1B, <i>Real Property Asset Management</i> – DOE Order 430.2B, <i>Department of Energy Utilities and Transportation Management</i> – Mission Readiness – Modernization – Integrated Facilities and Infrastructure (IFI) Crosscut Budget – Sustainability – Energy Management – Maintenance Reporting – Facilities Information Management System – Space Bank – Easements • Project Management <ul style="list-style-type: none"> – Technical and Engineering Development Facility Federal Project Director (FPD) – Maintain Level 2 FPD Certification – 12 GeV Project Support – GPP Program Management – Facilities & Infrastructure Expense Projects – Energy Savings Projects (Bonneville Power Administration and Federal Energy Management Program) – DOE Order 413.3B, <i>Program and Project Management for the Acquisition of Capital Assets</i> – Project Assessment and Reporting System (PARS) for Assigned Projects • Surveillance <ul style="list-style-type: none"> – Buildings Outside the CEBAF Fence, except EEL & Test Lab – Plant Engineering Functions and Facilities • Other <ul style="list-style-type: none"> – Functional Responsibilities and Authorities Manual – Technical Review of Procurements – Technical Review of Sole-Source – Environmental Liability/Active Facilities Data Collection System – Recommend assigned DOE directives for incorporation into contracts – Operational Awareness and Site Oversight – Contractor Performance Evaluation
*Serves as backup to Rick Korynta	*Serves as backup to Joe May & Mike Epps

<u>Dennis Brittin - Financial Specialist</u>	<u>Mike Epps - Accelerator Ops & Projects Engineer</u>
<ul style="list-style-type: none"> • Budget and Financial and Central POC for the TJNAF Site Office and Contractor • Financial and Human Resources: <ul style="list-style-type: none"> – Contractor Assurance Memorandum – Monitoring Contractor Adherence to Financial Compliance Requirements and Financial Reporting – Interfacing with Oak Ridge Office of Chief Financial Officer – Representing the Site Office in the Coordination of Budget Reviews – Coordinating Site Office Comments on the Budget Call Issued to the Contractor – Site Office POC for Contractor Internal Audits, and Providing Oversight and Assistance in Financial Oversight – Cost of Doing Business – Monitoring and Analyzing Contractor Internal Audits, as well as Inspector General, General Accounting Office, Other Financial Audits and Contractor Performance Measures – Contractor Human Resource Related Actions – Site Office Program Direction Budget Formulation and Execution – Federal Managers Financial Integrity Report, and Related Department of Energy Vulnerability, Assessment and Management Assurance Actions • Other <ul style="list-style-type: none"> – Recommends assigned DOE directives for incorporation into contracts – Contractor Performance Evaluation – Operational Awareness and Site Oversight 	<ul style="list-style-type: none"> • Operations <ul style="list-style-type: none"> – CEBAF Operations and Maintenance – Accelerator Facility – Accelerator Improvement Plan – Accelerator Long-range Development Plan – Accelerator Readiness Reviews – 6 GeV Hardening Program – Accelerator Facility operating costs – SRF Science and Technology Liaison – Experimental Nuclear Physics Liaison – SAD/ASE • Operational Awareness and Site Oversight <ul style="list-style-type: none"> – Walkdowns – Surveillance – Conduct of Operations • Security Program <ul style="list-style-type: none"> – Personnel Security – Physical Security – Counterintelligence Liaison – Office of Inspector General Liaison – Security Program and Order Negotiations – Security Conditions Changes and Funding – Foreign Visits and Assignments – Materials Control and Accountability – Security Survey • Other <ul style="list-style-type: none"> – Operational Awareness and Site Oversight – Contractor Performance Evaluation – Science and Technology Peer Review – 12 GeV Upgrade Project Deputy Federal Project Director – Monitors Implementation of corrective actions & conducts effectiveness reviews as appropriate – Recommends assigned DOE directives for incorporation into contracts – Participation on project reviews – Tech Evaluation of applicable work for others (e.g. SRF, Accelerator) – FEL Program Liaison – Performs unannounced facility walkthroughs
	*Serves as back up to Rick Korynta and Joe May

<u>Monique Perry – Office Manager</u>	<u>Andre Bethea – Bus Sys Mgr/Cyber Program Manager</u>
<ul style="list-style-type: none"> Provide Day-to-Day Administrative Support to the Site Office (includes maintaining calendars, managing basic systems for mail control, records management, suspense control, as well as prepare critical TJSO documents/presentations) Interface with DOE Field Offices and Headquarters as it relates to Office Administration and Logistics Serve as Records Manager for TJSO Responsibilities (includes developing, modifying, and maintaining the inventory, disposition, and scheduling of all TJSO official files/records) Serve as Certified Funds Official (authorizing the expenditure of funds for the procurement of supplies, services, and general support to the TJSO) Maintain Site Office Procedures System 	<ul style="list-style-type: none"> Oversee Laboratory and Site Office Cyber Security, (IT) Planning, Data Calls, and Report Writing Cyber Certification and Accreditation Manager Cyber Authorizing Official Representative As a certified contract specialist, review contractor work plans, budget assumptions, project costs Lab contract modification process in STRIPES Facilitation of Funding in Support of Nuclear Physics and FEL Programs Project Oversight of Laboratory High-Speed Computing- LQCD Facilitate Field Work Proposals Site Office Budget Execution Site Office Property Administrator Site Office Web Page Administrator Site Office Computer Network Administrator Oversight of Site Office Purchase Card System Facilitate Headquarters Disaster Recovery System Project DOE Funds Certifying Official Recommends assigned DOE directives for incorporation into contracts Contractor Performance Evaluation Operational Awareness and Site Oversight
*Serves as backup to Andre Bethea	*Serves as backup to Dennis Brittin and Monique Perry