U.S. DEPARTMENT OF ENERGY
THOMAS JEFFERSON SITE OFFICE

FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES MANUAL

Prepared By: _____ **Date:** 5-1-08

Approved: _____ **Date:** 5/1/08
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Thomas Jefferson Site Office

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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 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 April 2007). 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 Policy 411.1, *Safety Management Functions, Responsibilities, and Authorities Policy*, 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 Policy 450.4, *Safety Management System Policy*, and DOE Policy and Order 226.1, *Department of Energy Oversight Policy*, have been incorporated into the FRAM.

The TJSO Manager's responsibilities are delegated (see Attachment 1) to the TJSO staff performing the work at TJSO. The TJSO Manager's responsibilities being delegated include those that have been delegated by DOE and SC. The delegation and distribution of the 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 administration of the contract with the Jefferson Science Associates, LLC (JSA), to manage 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 Service 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 Service 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 Service 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 identify the delegation 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 delegated 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, the SC organization, 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 - RESPONSIBILITIES

FUNCTIONS AND AUTHORITIES	RESPONSIBILITIES			NOTES
	RESPONSIBILITIES	DELEGATED FROM SC	TJSO STAFF RESPONSIBLE	
Accident Investigation DOE O 225.1A	• Type A and Type B Investigations • Investigation Reports • Corrective Action Plans (CAP)	• Approve CAPs resulting from Type B investigations for satisfaction of judgments of need identified by the accident investigation board. (DOE O 225.1A)	David Luke	
Beryllium Disease Prevention 10 CFR 850 10 CFR 851 29 CFR 1910	• 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 10 CFR 851 (Appendix A, Paragraph 7)	• Program for Biological Agents	• Confirm that DOE facilities are registered with the Centers for Disease Control and Prevention for the transfer or receipt of the biological select agents pursuant to 42 Code of Federal Regulations (CFR) 72.6(a) prior to requesting or receiving such biological select agents. (10 CFR 851)	Steve Neilson	
Conduct of Operations DOE O 5480.19 Chg 2	• Ensure conduct of operations provisions are incorporated into contractor programs and procedures.	• Ensure the preparation, review, and approval of contractor documentation implementing the requirements of DOE O 5480.19 for SC programs. (DOE O 5480.19)	Accelerator Ops & Project Engineer (vacant)	See Attachment 3 (David Luke Interim Assignment)

FUNCTIONS AND AUTHORITIES	RESPONSIBILITIES			NOTES
	RESPONSIBILITIES	DELEGATED FROM SC	TJSO STAFF RESPONSIBLE	
Corrective Action Plans DOE O 225.1A DOE O 414.1C DOE O 470.2B	• Develop CAPs • CAP Verification	• As line management, accept accountability for the performance of a site, facility, laboratory, operation or organization including its performance with respect to safeguards and security; cyber security; emergency management; and environment, safety, and health. (DOE O 470.2B) • Review draft Health, Safety and Security (HSS) appraisal reports for factual accuracy and prepare corrective action plans within the time frames prescribed in DOE O 470.2B. (DOE O 470.2B)	1. David Luke 2. All	1. Responsible for oversight of JLab corrective action program implementation. 2. Responsible for ensuring closure of corrective actions for assigned areas of responsibility.
Employee Concerns Program (ECP) DOE O 442.1A 10 CFR 708 48 CFR 970.0309 DOE P 442.1 DOE M 442.1-1	• Develop and implement an Employee Concerns Program. • Document and track concerns in accordance with the law and DOE regulations.	• Ensure implementation of ECPs required by contract for contractors under their jurisdiction. (DOE O 442.1A) • Use management assessment results to verify the adequacy and implementation of the ECP and improve performance. (DOE O 442.1A)	David Luke	

FUNCTIONS AND AUTHORITIES	RESPONSIBILITIES			NOTES
	RESPONSIBILITIES	DELEGATED FROM SC	TJSO STAFF RESPONSIBLE	
Environmental – Environmental Protection (Includes Environmental Management Systems [EMSs]) DOE O 450.1 (Latest Version) DOE O 5400.5 Chg 2 E.O. 13101 E.O. 13148 DOE M 231.1-1A (Latest Version)	• Incorporate EMS into the site Integrated Safety Management System (ISMS). • Ensure ISMS updates include the EMS. • Ensure contractor budget includes adequate funding to implement DOE requirements. • 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.	• Ensure that the information needed to meet the requirements of DOE O 450.1, *Environmental Protection Program*, is reported annually considering annual guidance provided by HSS: - Information on site progress in implementing EMSs. - Information on site progress in reducing or eliminating the generation of waste, the release of pollutants to the environment, and the use of Class I ozone-depleting substances. Site reporting must be accomplished utilizing the web-based Pollution Prevention Performance Tracking and Reporting System. - Information on site procurement of recycled-content materials and environmentally preferable products and services. Site reporting must be accomplished utilizing the web-based Pollution Prevention Performance Tracking and Reporting System. • Information on pollution prevention award nominations from sites, and nominations forwarded to SC-3 as nominations for "best in class." Site reporting must be accomplished utilizing the web-based Pollution Prevention Performance Tracking and Reporting System. (DOE M 231.1-1A)	1. Patricia Hunt 2. Federal Project Directors 3. Wayne Skinner	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.

FUNCTIONS AND AUTHORITIES	RESPONSIBILITIES			NOTES
	RESPONSIBILITIES	DELEGATED FROM SC	TJSO STAFF RESPONSIBLE	
Environmental – National Environmental Policy Act (NEPA) Compliance DOE O 451.1B Chg 1 DOE M 231.1-2 DOE P 141.2 10 CFR 1021 Delegation: Memorandum from Milt Johnson, Mail #3, entitled "Clarification of Responsibilities for Implementing NEPA by OneSC," dated June 01, 2004	• Annual Mitigation Reports • Annual NEPA Planning Summaries • NEPA Compliance Program • NEPA Quality Assurance Plans • Environmental Impact Statements and Associated Notices • Environmental Assessments • Records of Decision • Public Participation Plans • Mitigation Action Plans • Independent Reviews of Proposed Actions under NEPA • Review of DOE NEPA Compliance		1. Patricia Hunt 2. Federal Project Directors	The delegation by Memorandum from Milt Johnson, Mail #3, entitled "Clarification of Responsibilities for Implementing NEPA by OneSC," dated June 01, 2004, delegates the responsibilities from DOE O 451.1B to the field. 1. Responsible for implementing NEPA at the TJNAF site. Obtain Oak Ridge Office Legal Counsel evaluation of TJSO's legal compliance with NEPA requirements and regulations 2. Responsible for incorporation of the NEPA process into TJSO/SC projects.
Facility Safety DOE O 420.1B	• Ensure all new construction, as a minimum, must comply with national consensus industry standards and the model building codes and additional codes supplemented in a graded manner with additional safety requirements for associated safety. • Specify the frequency of the contractor's periodic facility assessment for fire protection. • Review and approve: - Fire department baseline needs assessment. - Plans for upgrades to correct deficiencies in natural phenomena hazards mitigation for existing structures, systems, and components. - National Phenomena Hazards (NPH) assessments.		1. Dave Luke 2. Federal Project Directors 3. Wayne Skinner	1. Responsible for oversight of implementation of Facility Safety requirements at the TJNAF site. 2. Responsible for incorporating DOE's Facility Safety requirements into TJSO/SC projects. 3. Responsible for incorporating DOE's Facility Safety requirements into the procurement process.

FUNCTIONS AND AUTHORITIES	RESPONSIBILITIES			NOTES
	RESPONSIBILITIES	DELEGATED FROM SC	TJSO STAFF RESPONSIBLE	
Fire Protection (Facility Safety) DOE O 420.1B (Chapter II)	• Develop, implement, and maintain acceptable fire protection programs.		1. David Luke 2. Federal Project Directors	1. Responsible for oversight of implementation of Fire Protection requirements at the TJNAF site. 2. Responsible for incorporating DOE's Fire Protection requirements into TJSO/SC projects.
Functions, Responsibilities, and Authorities Documents DOE P 411.1 DOE M 411.1-1C Delegation Order 00-002.00G, from Samuel W. Bodman, Secretary of Energy to the Under Secretary, to dated January 29, 2007 Delegation: Memorandum from Raymond Orbach, Director, Office of Science, to All Office of Science Staff, entitled "*Delegations of Authority*," dated March 15, 2004	• Develop and implement a Functions, Responsibilities, and Authorities (FRA) Document.	• Memorandum from Raymond L. Orbach, Director, Office of Science, to All Office of Science Staff, entitled "*Delegations of Authority*," dated March 15, 2004 – TJSO is a direct report to SC. The Site Office Manager has federal responsibility for the laboratory contracts and is the accountable federal presence at the laboratory site.	1. James Turi 2. Rick Korynta 3. All	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) DOE P 450.4 DOE M 450.4-1 48 CFR 970.5204-2 48 CFR 970.5223-1 48 CFR 970.5215-3 10 CFR 851	• Develop and implement an ISM safety system description with an EMS that addresses the five Core Functions. • Approve annual updates to contractor's ISM system.		David Luke	
Line Management Oversight DOE O 226.1A Delegation: Memorandum from George Malosh, "*Office of Science Expectations for Review of Contractor Assurance Systems Program Descriptions*," dated August 25, 2006	• Monitor and evaluate contractor performance. • Conduct contractor appraisals, assessments, surveillances, and walkthroughs of contractor facilities and activities. • Track and trend corrective actions. • Verify contractor's closure of corrective actions.	• Initially approve and thereafter annually review and approve ISM system description updates. (DOE O 226.1A) • Initially approve and thereafter annually review and approve contractor assurance system program descriptions updates. (DOE O 226.1A)	All	• Delegation memorandum from George Malosh, "*Office of Science Expectations for Review of Contractor Assurance Systems Program Descriptions*," dated August 25, 2006.

FUNCTIONS AND AUTHORITIES	RESPONSIBILITIES			NOTES
	RESPONSIBILITIES	DELEGATED FROM SC	TJSO STAFF RESPONSIBLE	
Natural Phenomena Hazards Mitigation (Facility Safety) DOE O 420.1B (Chapter IV) E.O. 12699 E.O. 12941 P.L. 104-303 (110 Stat. 3658)	• Assess and analyze that structures, systems, and components and personnel will be able to perform to the intended effects of natural phenomena hazards. • Ensure facilities are constructed, altered and maintained to withstand NPH. • Ensure post-natural phenomena procedures are adequate.		1. Patricia Hunt 2. Federal Project Directors	1. Responsible for oversight of implementation of Natural Phenomena Hazard Mitigation requirements at the TJNAF site. 2. Responsible for incorporating DOE's Natural Phenomena Hazard Mitigation into assigned projects.
Operating Experience Program, including Lessons Learned DOE O 210.2 DOE O 231.1A Chg 1 DOE M 231.1-1A (Latest Version) DOE M 231.1-2	• 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). (DOE O 210.2) • Provide Centers for Disease Control and Prevention officials, their contractors, and grantees access to the DOE facilities, workers, information, and data needed to conduct these [worker and community health] studies. The Centers for Disease Control and Prevention investigators will comply with Privacy Act and security requirements. (DOE M 231.1-1A)	1. Steve Neilson 2. Steve Neilson 3. Federal Project Directors 4. Wayne Skinner	1. Ensures that lessons learned from TJSO, TJNAF, DOE complex, private industry and other places are implemented at the TJNAF site. 2. Responsible for maintaining the TJSO Lessons Learned Program and performing Facility Representative responsibilities as defined in M 231.1-2. 3. Responsible for implementing lessons learned into assigned projects. 4. Responsible for incorporating lessons learned requirements into the procurement process.

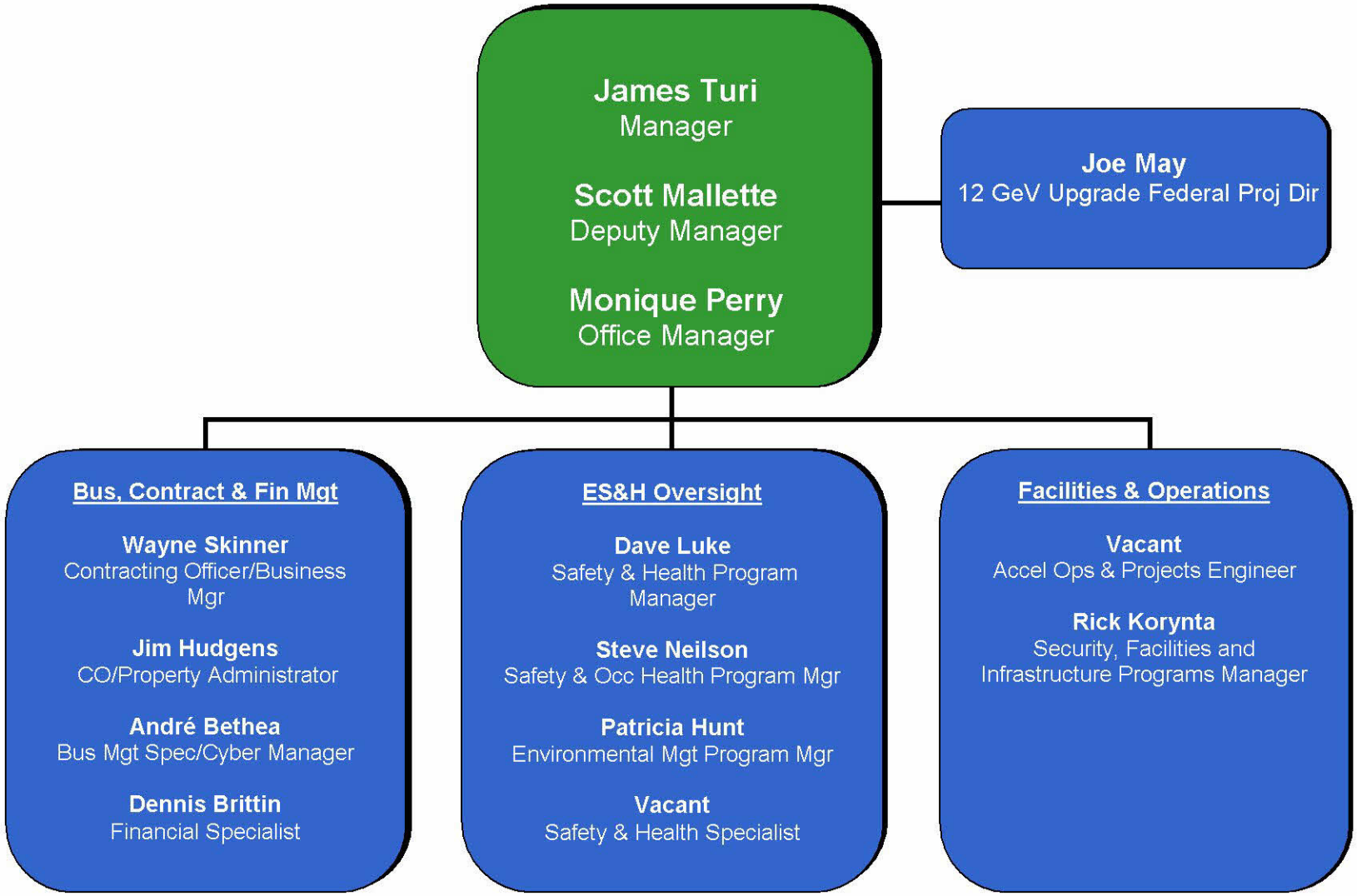
FUNCTIONS AND AUTHORITIES	RESPONSIBILITIES			NOTES
	RESPONSIBILITIES	DELEGATED FROM SC	TJSO STAFF RESPONSIBLE	
Organizational Staffing and Competency, including the Technical Qualification Program (TQP) DOE O 5480.20A Chg 1 DOE P 426.1 DOE M 426.1-1A DOE O 360.1B DOE M 360.1-1B 10 CFR 830.122 DOE O 252.1 P.L. 104-113 (110 Stat. 775) (15 U.S.C. 3701) OMB Circular A-119	• Recruit, deploy, develop/train, and retain federal personnel with the demonstrated technical capability to safely accomplish the field office's missions and responsibilities.	• Perform reviews to confirm implementation of this order using DOE-STD-1070-94. (DOE O 5480.20A) • Assign qualifying officials to sign site-specific qualification cards after verifying that the TQP candidate possesses the required level of knowledge or skills. (DOE M 426.1-1A)	David Luke	• This is being implemented at TJSO with a Technical Competency Program.
Packaging and Transportation Safety DOE O 460.1B DOE O 461.1A DOE O 460.2A DOE M 460.2-1 Delegation: Memorandum from Milt D. Johnson, Chief Operating officer, Office of Science, to Distribution, entitled "Approval of Radiological Material Shipments Under Security Conditions," dated June 1, 2004	• Approve Transportation Plan • Approve Transportation Safety Analysis Reports • Packaging Approval • Ensure onsite packaging and transfer procedures are adequate. • Carrier Evaluations • Transportation System Risk Assessments • Provide communications to governor's offices or tribal leaders for offsite shipments. • Transportation Safety Document • Safety Analysis Report for Packaging	• Support the sharing of packaging and transportation safety successes, problems, and corrective actions with other DOE/National Nuclear Security Administration elements and the field through the use of an effective lessons learned program. (DOE O 460.1B)	1. Patricia Hunt 2. Federal Project Directors	1. Responsible for oversight of implementation of transportation safety requirements at the TJNAF site. 2. Responsible for incorporating DOE's transportation safety requirements into assigned projects.
Protection of Human Subjects DOE P 443.1 DOE O 443.1 10 CFR 745	• Notify SC-72 of any research involving human subjects conducted with DOE funding. • Notify SC-72 of non-compliances with the law, DOE regulations, or approved plans.	• Periodically conduct self-assessments to ensure compliance with the requirements of this order and provide the results to SC-3. (DOE O 443.1)	Steve Neilson	

FUNCTIONS AND AUTHORITIES	RESPONSIBILITIES			NOTES
	RESPONSIBILITIES	DELEGATED FROM SC	TJSO STAFF RESPONSIBLE	
Quality Assurance (QA) DOE O 414.1C Delegation: Memorandum from Raymond L. Orbach, Director, Office of Science, to Distribution, entitled "Approved Office of Science Quality Assurance Program," dated August 1, 2006	• Develop, implement, and assess Quality Assurance Program (QAPs). • Report suspect/counterfeit parts to the Office of the Inspector General.	• Review and approve new and revised contractor QAPs within their purview.	1. Steve Neilson 2. Federal Project Directors 3. Wayne Skinner	The August 1, 2006, memorandum from Raymond L. Orbach, to Distribution, entitled "*Approved Office of Science Quality Assurance Program," delegates approval of contractor QAPs to all Site Office Managers*." (10 CFR 830, Subpart A) 1. Responsible for oversight of implementation of QA requirements at the TJNAF site. Cognizant of TJSO's QAP. 2. Responsible for incorporating DOE's QA requirements into TJSO/SC projects. 3. Responsible for incorporating DOE's QA requirements into the procurement process.

FUNCTIONS AND AUTHORITIES	RESPONSIBILITIES			NOTES
	RESPONSIBILITIES	DELEGATED FROM SC	TJSO STAFF RESPONSIBLE	
Radiation Protection 10 CFR 835 DOE P 441.1 DOE O 5400.5 Chg 2 DOE M 231.1-1A Chg 1	• Ensure an adequate Radiation Protection Program (RPP) is developed. • Monitor and assess RPP on a routine basis. • Make adequate notifications to the public as required by law and DOE regulations. • Ensure implementation of As Low As Reasonably Achievable requirements and processes.	• Report annual radiation exposure records required by 10 CFR 835.702(a) and (b) to the Radiation Exposure Monitoring System (REMS) by March 31 for the preceding monitoring year. (DOE M 231.1-1A) • Revisions to radiation exposure records for monitoring periods beginning on or after January 1, 1989, will be reported to the Radiation Exposure Monitoring System repository. Revised records for prior monitoring years will be submitted annually by March 31. However, if the revised dose record results in a dose exceeding regulatory dose limits defined in 10 CFR 835.202, revised records will be submitted within 30 days of the date that the dose record is revised. Revised records should be submitted to the REMS repository in a separate file, but in the same format as annual records. The transmittal documentation should note that the enclosed records are revised. (DOE M 231.1-1A) • Ensure that procedures exist and are effective in support of radiation exposure records for special individuals. (DOE M 231.1-1A) • Approve contractor Radiation Protection Programs (RPPs). Provide RPPs to SC-3 for comment in advance of providing approval. (10 CFR 835)	1. David Luke 2. Federal Project Directors	1. Responsible for oversight of implementation of RPP requirements at the TJNAF site. 2. Responsible for incorporating DOE's RPP requirements into TJSO/SC projects.
Radioactive Waste Management DOE O 435.1 Chg 1 DOE M 435.1-1 Chg 1	• Ensure radioactive waste management activities are systematically planned, documented, executed, and evaluated to protect the public, the workers, and the environment.		1. Patricia Hunt 2. Federal Project Directors	1. Responsible for oversight of implementation of Radioactive Waste Management requirements at the TJNAF site. 2. Responsible for incorporating DOE's Radioactive Waste Management requirements into TJSO/SC projects.

FUNCTIONS AND AUTHORITIES	RESPONSIBILITIES			NOTES
	RESPONSIBILITIES	DELEGATED FROM SC	TJSO STAFF RESPONSIBLE	
Safety of Accelerator Facilities DOE O 420.2B	• Review Safety Assessment Documents • Approve Accelerator Safety Envelopes		Accelerator Ops & Project Engineer (vacant)	See Attachment 3 (David Luke Interim Assignment)
Worker Protection – Federal Employee Occupational Safety and Health (FEOSH) DOE O 440.1B DOE M 231.1-2 DOE M 231.1-1A (Latest Version) DOE O 341.1A E.O. 12196 29 CFR 1960 OSHA Act of 1970, as amended	• Develop, implement, and maintain a FEOSH Program • Provide appropriate reports		Steve Neilson	

ATTACHMENT 2 – TJSO ORGANIZATIONAL CHART



ATTACHMENT 3 - TJSO ASSIGNMENT MATRIX
(current as of 4/10/08)

James Turi – Manager	Scott Mallette - Deputy Manager
• Administrative Contracting Officer • Fee Determining Official • Sense of the Laboratory • External Relations • Operational Awareness and Site Oversight • Contractor Performance Evaluation • Personnel Reviewing Official	• 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 James Turi
Wayne Skinner - Contracting Officer/Bus Mgr	**James Hudgens – CO/Property Administrator**
• Senior Contracting Officer • DOE TJNAF Contract Management • TJNAF Contract Modifications and Issues • Contractor Performance Evaluation Plan/Metrics • Contractor Performance Evaluation • Technology Transfer/Work-For-Others Arrangements • Free Electron Laser (FEL) Contract and Funding Actions • Incorporation of DOE directives in M&O contract • Operational Awareness and Site Oversight	• Contracting Officer • DOE TJNAF Contract, Modifications and Issues • DOE Small Business 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 • Real Property Management Administrator • Export Control and High Risk Administrator • Recommends and Incorporates DOE directives in assigned contracts • Operational Awareness and Site Oversight
*Serves as backup to James Hudgens	*Serves as backup to Wayne Skinner

Patricia Hunt – Environmental Management Program Manager	Steve Neilson - Safety & Occ. Health Program Manager
• **Environmental** – Environmental Management System – Permits – Water Quality – Groundwater Quality and Withdrawal – Storm Water Management for Industrial and Construction – Industrial Waste Water Environmental Protection Agency, Department of Environmental Quality, and Hampton Roads Sanitation District Coordination – National Environmental Policy Act – Hazardous Waste – National Emission Standards for Hazardous Air Pollutants – Packaging and Transportation Safety • **Emergency Preparedness** – Emergency Management Plan – Natural Phenomena Hazards – Continuity of Operations • **Other** – Emergency Management Order – Nanotechnology Safety – Radioactive Waste Management – Attends Contractor Meetings to Maintain Operational Awareness of Contractor Work Activities – Participates in Contractor's Safety Walkthrough Inspections – Performs Unannounced Safety Walkthrough Inspections – Monitors Implementation of Corrective Actions for Noncompliance Found During Inspections in Appropriate Areas – Recommends assigned DOE directives for incorporation into contracts – Contractor Performance Evaluation – Operational Awareness and Site Oversight	• **Safety and Health** – Federal and Contractor Occupational Safety and Health – Industrial Safety, 10 CFR 851 Worker Safety and Health Program Review □ Electrical □ Participates in Contractor's Safety Walkthrough Inspections □ Performs Unannounced Safety Walkthrough Inspections □ Monitors Implementation of Corrective Actions for Noncompliances Found During Inspections □ Attends Contractor Meetings to Maintain Operational Awareness of Contractor Work Activities □ Reviews Incident/Injury Investigations Reports – Occupational Medical Program – Industrial Hygiene Programs – FEOSH Program Coordinator • **Other** – Laser Safety and Exempt Laser Report – Lab Line Self Assessment and Independent Assessment Review in Selected Areas – QA Program – Suspect and Counterfeit Parts – Computerized Accident/Incident Reporting System – Occupational Safety and Health Administration Recordkeeping – Operational Awareness Program Coordinator – Annual and Three Year Surveillance/Assessment Program Plan Coordinator – Lessons Learned Program Coordinator

	– Recommends assigned DOE directives for incorporation into contracts – Operational Awareness – ES&H contractors requirements review – Contractor Performance Evaluation – Facility Representative (Equiv.) - Occurrence Reporting and Processing System
*Serves as backup to Steve Neilson and David Luke	*Serves as backup to David Luke & Patricia Hunt

David Luke – Safety &Health Program Manager	**Safety &Health Specialist (vacant)**
• **Safety and Health** – Integrated Safety Management Champion – Contractor Assurance System – Employee Concerns Program – Radiation Safety Program and Reviews – Price Anderson Site Office Enforcement Coordinator – Readiness Reviews – Attends Contractor Meetings to Maintain Operational Awareness of Contractor Work Activities – Participates in Contractor's Safety Walkthrough Inspections – Performs Unannounced Safety Walkthrough Inspections – Monitors Implementation of Corrective Actions for Noncompliance Found During Inspections in Appropriate Areas – Reviews Incident/Injury Investigation Reports – Review Contractor's ES&H Manual (Lead) – Fire Protection – Lab Line Self Assessment and Independent Assessment Review in Selected Areas – Contractor Performance Evaluation – Recommends assigned DOE directives for incorporation into contracts – Operational Awareness and Site Oversight	• Duties to be assigned
*Serves as backup to Steve Neilson and Patricia Hunt	

Joe May – 12 GeV FPD	Rick Korynta – Security, F&I Prog. Manager
• 12 GeV Continuous Electron Beam Accelerator Facility (CEBAF) Upgrade Project Federal Project Director (FPD) – Leads Integrated Project Team – Serves as Single Point of Contact (POC) between Federal Staff and Contractor Staff – Attains and Maintains Level 3 FPD Certification – Oversight of Project Design and Construction – Serves as Project Contracting Officer's Representative (COR) – Approves Level 2 Baseline Change Control Requests – Facilitates Critical Decision Approval Process – Facilitates Required Project Reviews by SC and Office of Engineering and Construction Management • Operational Awareness and Site Oversight • Contractor Performance Evaluation • Recommends assigned DOE directives for incorporation into contracts • Alternate COR • Alternate Small Business Contracts COR	• **Facilities and Infrastructure** – DOE Order 430.1B, *Real Property Asset Management* – DOE Order 430.2B, *Department of Energy Utilities and Transportation Management* – Energy Management Plan – Quarterly Maintenance Report – Energy Management Performance Assessment Plan – Facilities Information Management System • **Project Management** – Technical and Engineering Development Facility Federal Project Director – Attains and Maintains Level 2 FPD Certification – FEL Program Liaison – 12 GeV Project Support – GPP – Facilities & Infrastructure Expense Projects – Energy Savings Projects (Bonneville Power Administration and Federal Energy Management Program) – DOE Order 413.3 – Project Assessment and Reporting System (PARS) for Assigned Projects • **Surveillance** – Buildings Outside the CEBAF Fence – Plant Engineering Functions and Facilities • **Security Program** – 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** – Small Business Contracts COR – Functional Responsibilities and Authorities Manual – Technical Review of Work for Others – Technical Review of Procurements – Technical Review of Sole-Source – Environmental Liability/Active Facilities Data Collection System – Recommends 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

Dennis Brittin - Financial Specialist	**Accelerator Ops & Projects Engineer (vacant)** (currently assigned as indicated below)
• Budget and Financial Subject Matter Expert and Central POC for the TJNAF Site Office and Contractor • Financial and Human Resources: – 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 – Contractor Performance Evaluation – Federal Managers Financial Integrity Report, and Related Department of Energy Vulnerability, Assessment and Management Assurance Actions – Recommends assigned DOE directives for incorporation into contracts	• **Operations (Steve Neilson)** – CEBAF Operations and Maintenance – Accelerator Facility – Accelerator Improvement Plan – Accelerator Long-range Development Plan – Accelerator Readiness Reviews – 6 GeV Hardening Program – Facility operating costs • **Operational Awareness and Site Oversight (David Luke)** – Walkdowns – Surveillance – Conduct of Operations – Safety of Accelerator Facilities Order and Safety Envelopes (SAD & ASE) • **Other (Joe May)** – Operational Awareness and Site Oversight – Contractor Performance Evaluation – Science and Technology Peer Review – 12 GeV Upgrade Project Deputy Federal Project Director – Technology and Engineering Development Facility Deputy Federal Project Director – Alternate Contracting Officer's Representative for JSA Contract – Recommends assigned DOE directives for incorporation into contracts
	*Serves as back up to Rick Korynta and Joe May

Monique Perry – Office Manager	**Andre Bethea – Bus Mgt Spec/Cyber Manager**
• 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	• Operational Awareness and Site Oversight • Oversee Laboratory and Site Office Cyber Security, including Certification and Accreditation Manager • Oversee Laboratory and Site Office Information Technology (IT) Planning and Data Calls and Report Writing • Laboratory IT and Cyber Operational Awareness • Oversight of Laboratory High-Speed Computing Project • Facilitate Headquarters Disaster Recovery System Project • TJSO/Laboratory's Telecommunications • Configuration/Oversight of Laboratory Videoconferencing and Satellite Transmissions • Site Office Property Administrator/Coordinates Office Space/Services and Supplies • Site Office Web Page Administrator • Facilitation of Funding in Support of Nuclear Physics and FEL Programs • ePME (Department of Energy EGovernment Corporate Research and Development Portfolio Management Environment) • Facilitate Actions in PARS • Site Office Budget Execution • Oversight of Site Office Purchase Card System • Purchase Card Program • Recommends assigned DOE directives for incorporation into contracts • Contractor Performance Evaluation
*Serves as backup to Andre Bethea	*Serves as backup to Dennis Brittin & Monique Perry