

Chronology: Competition -> JSA -> April 2007 Status

- DOE announces intent to compete JLab (Feb 2004)
- SURA Board approves engaging in competition (Apr 2004)
- SURA convenes capture team (May 2004)
- Capture team conducts SWOT analysis, reviews customer expectations, begins strategizing (Jun 2004)
- Capture team interviews 9 potential industrial partners (Aug 2004)
- SURA selects CSC to team with to compete for JLab (Oct 2004)
- DOE conducts site visit (Feb 2005)
- DOE issues draft RFP (Sep 2005)
- DOE issues final RFP (Dec 2005)
- Jefferson Science Associates, LLC (JSA) organized (Dec 2005)
- JSA submits proposal (Jan 2006)
- JLab leadership team presents at Orals (Feb 2006)
- DOE selects JSA as M&O contractor for JLab (Apr 2006)
- SURA, CSC, JLab transition to new JSA contract (Jun 2006)

JSA Structure

- LLC responsive to DOE's requirement for a separate legal entity
- Scientific expertise of SURA paired with operations expertise of CSC
- SURA maintains 501(c)(3) status – JSA operated as a not-for-profit with a Sarbanes-Oxley compliant orientation
- JSA – a unique entity – few (if any) others like it in DOE complex
- Strong and responsive governance structure (10+1-member board)
- Board's major responsibilities: oversight and advocacy
- Committee structure helps to fulfill responsibilities
 - Science Council, Programs Committee overseeing the science
 - Operations Committee, Finance & Audit Committee, Compensation Committee overseeing operations
 - Safety & Risk Management Committee overseeing EH&S performance and risks at JLab
 - Relations & Outreach Committee set up a program to solidify not only the future of JLab, but of nuclear physics across the nation



Board of Directors

April 2007

CEO of VA
Institution
Granting Ph.D.
in Physics

**John T.
Casteen, Ph.D.**
*President,
University of
Virginia*

*Co-chair, Relations
& Outreach
Committee*

Chair, JSA Board

Chief Executive
of SURA

**Jerry P.
Draayer, Ph.D.**
*President &
CEO, SURA*

*Chair, Compensation
Committee*

Vice Chair, JSA Board

Eminent
Scientist

**Thomas
Appelquist, Ph.D.**
*Professor of
Physics, Yale
University*

*Chair, Science
Council*

User Institution
Executive

**William R.
Harvey, Ph.D.**
*President,
Hampton
University*

*Co-chair, Relations
& Outreach
Committee*

Former
Government
Executive/Lab
Director

**Ernest J. Moniz
Ph.D.**
*Former Under
Secretary of
Energy*

Member of
SURA JLab
Committee

**Steven J.
Wallace, Ph.D.**
*Professor of
Physics,
U of Maryland*

*Chair, Programs
Committee*

Chief Executive,
CSC Applied
Technology
Division

**Lawrence H. Hare,
Ph.D.**
*President,
CSC Applied
Technology Div.*

*Chair, Safety & Risk
Management
Committee*

Vice Chair, JSA Board

Financial Expert

**Jeffrey C. Purnell,
CPA**
*CFO,
CSC Applied
Technology Div.*

*Chair, Finance and
Audit Committee*

Operations &
Business
Management
Expert

**John A. Gordon,
Gen. USAF (Ret.)**
*Former
Administrator,
NNSA*

*Chair, Operations
Committee*

President of
Small Business

Ramarao Inguva
*President & CEO,
East-West
Enterprises, Inc.*

JSA, LLC
President and
Laboratory
Director

**Christoph W.
Leemann, Ph.D.**
*Laboratory
Director, TJNAF*

(Non-voting)

Managing and
Operating the

 **Jefferson Lab**

for the



Committees – Science Council

- Advise Board and the President/Lab Director on matters related to JSA's scientific mission, including long range planning; performance in accomplishing its scientific mission; commissioning periodic and/or ad hoc independent scientific peer reviews or study panels; and effective relations support and promotion of leadership from the JLab user community in the larger scientific community
- In event that the President/Lab Director position becomes vacant, provide input to the Board on the selection of a new President/Lab Director
- Provide input to the Compensation Committee on the annual performance of the President/Lab Director

Composition – April 2007

Chair, Thomas Appelquist

Jerry Draayer

Ernest Moniz

Steve Wallace

Up to eight (8) additional at-large scientists

– SURA appoints up to six (6) of the additional at-large members

– CSC appoints up to two (2) of the additional at-large members

Christoph Leemann (non-voting)

JLab resources: Anthony Thomas

Committees – Programs

- Administer the JSA Initiatives Fund (Reference IF Guidelines)
- Foster relations and communications with users and community stakeholders
- Monitor the Lab's use of non-DOE support
- Monitor reviews of the Lab's scientific programs
- Assess JLab technology transfer and commercialization initiatives

Composition – April 2007

Chair, Steve Wallace

Jerry Draayer

Past Chair of JLab User Group

Up to six (6) additional members

– SURA appoints up to four (4)

– CSC appoints up to two (2)

Christoph Leemann (non-voting)

JLab resources: Lawrence Cardman, other TJNAF AD's
as appropriate, Chair of JLab Users Group

Committees – Relations and Outreach

- Help develop, execute, evaluate and monitor a relations and outreach strategy approved by the Board in compliance with the relations policy
- Monitor federal and state budgets that impact JSA, meet periodically with DOE to ensure timely and effective communications related to JLab and to foster a good relationship between JSA and DOE
- Monitor the activities of those persons engaged to help garner support for JSA
- Ensure consistency of JSA's near- and long-term strategic plans with those of the broader scientific community as endorsed by Nuclear Science Advisory Committee
- Enlist support from the members (SURA and CSC) for special JSA initiatives

Composition – June 2006

Co-Chair, John Casteen

Co-Chair, William Harvey

Jerry Draayer

Lawrence Hare

Up to two (2) other persons jointly selected by SURA and CSA

Christoph Leemann (non-voting)

Committees – Safety and Risk Management

- Advise and assist the Board in assuring that JSA establishes, implements, and maintains risk management and safety systems, policies, procedures and practices that effectively manage contract performance risk and that protect the health and safety of workers and the public at JLab
- Provide input to the Compensation Committee regarding employee safety and health and risk management performance in the annual performance evaluation of the President/Lab Director

Composition – April 2007

Chair, Lawrence Hare

Jerry Draayer

Ramarao Inguva

Two (2) additional senior level persons

– SURA appoints one (1)

– CSC appoints one (1)

Christoph Leemann (non-voting)

JLab resources: Craig Ferguson

Committees – Operations

- Advise and assist the Board in setting policies and procedures for ensuring that JLab operations and support systems, including facilities and infrastructure, IT management and cyber-security, procurement, project management, human resources, and DOE contract management and relations, are in accordance with best industry practices and foster maximum productivity and program effectiveness
- Oversee the development, periodic refinement and benchmarking of applicable performance measures
- Review JLab's budget proposals, and advise on performance levels needed to achieve targeted performance incentives

Composition – April 2007

Chair, John Gordon

Jerry Draayer

Lawrence Hare

Ramarao Inguva

SURA appoints one (1) additional member

CSC VP for Contract Administration (non-voting)

JLab resources: Michael Dallas

Committees – Finance and Audit

- Advise and assist JSA in fulfilling its governance responsibilities to ensure that financial planning, reporting, cost control and internal control processes are effective and compliant with relevant financial regulatory and professional requirements and standards
- Advise the Board on aspects of financial policies, practices, system processes and internal controls needed to ensure effective financial management, stewardship and best use of financial and human resources
- Review JLab's budget proposals

Composition – June 2006

Chair, Jeffrey Purnell

Jerry Draayer

Lawrence Hare

Donald Lehman (Chair, SURA Finance Committee)

Peter Bjonerud (non-voting)

Committees – Compensation

- Review and approve on behalf of the Board the compensation and benefits programs for JSA
- Negotiate the employment contract and set the salary of the President/Lab Director
- Review and approve salary offers for positions for which DOE approval is required
- Annually review the performance of the President/Lab Director and determine any salary adjustment
- Annually review the President/Lab Director's performance appraisals of his/her key personnel and approve the President/Lab Director's recommendations for salary adjustments for key personnel
- Review periodically the succession planning for JSA leadership

Composition – June 2006

Chair, Jerry Draayer

Lawrence Hare

John Casteen

Thomas Appelquist

Elizabeth Lawson (non-voting)

Other Matters (that Matter)

Director's Search

- **Search Committee engaged**
- **Interviews - contacts & candidates**

Initiatives Fund

- **RFP FY08 funds mid-summer**
- **Submission & evaluation processes**

JSA Science Coordinator

- **Advertisement posted**
- **Principal responsibilities**

Residence Facility

- **Independence established**
- **Operated at cost for users**



Jefferson Science Associates, LLC

a **SURA/CSC** Company

JSA INITIATIVES FUND

A. PURPOSE

The Jefferson Science Associates, LLC (JSA) Initiatives Fund (Fund) is provided by the JSA owner-members, SURA and CSC, to support programs, initiatives, and activities that further the scientific outreach and promote the science and technology of the Jefferson Lab in ways that complement its basic and applied research missions. The owner-members intend that the Fund be used to support those programs, initiatives, and activities that leverage commitments and resources of others, including the Lab itself. The owner-members also expect Fund support to benefit the Lab's extended user community.

B. PRINCIPLES

1. The Fund can be used to support programs historically sponsored by SURA, such as the graduate fellowship and sabbatical support programs, as well as new programs, ad hoc initiatives, and other activities that further the Lab's scientific outreach and enhance its scientific and technology programs.
2. An amount not to exceed one-quarter of the total Fund will be set aside for use by the President/Lab Director at his/her discretion for expenses in support of the Lab's missions that may not be chargeable to the JSA's DOE Contract.
3. The Fund is available to those directly affiliated with the Lab, including members of the Lab's extended user community, researchers working at the Lab including Lab staff, and other individuals or groups who can make unique contributions to the Lab's research and development and technology transfer missions.
4. The Jefferson Lab Committee, whose Steering Group is the JSA Programs Committee, will be responsible for evaluating proposals and for advancing recommendations to the JSA Board through the Chair of the Committee who is a JSA Director. The JSA Science Coordinator, who serves as staff support to the JSA Programs Committee and the JSA Science Council, will support the work of the Jefferson Lab Committee.
5. The Jefferson Lab Committee will assess on a regular basis the value of the primary programs supported by the Fund, including those carried forward as programs historically sponsored by SURA, to ensure their ongoing relevance and community support for continuation.
6. SURA and CSC, the owner-members, will have final approval authority over the annual budget for the Fund. SURA, as the Administrative Member of JSA, will monitor Fund expenditures and report annually on Fund use to the JSA Board as well as the Jefferson Lab Committee.

C. PROCEDURES

POSITION: JSA COORDINATOR

REPORTS TO: President &
Director of Relations

POSITION SUMMARY: Reporting to the President, with support from the Director of Relations on relations-related matters, the JSA Science Coordinator provides executive-level coordination and management of SURA- and JSA-sponsored activities in support of Jefferson Lab (JLab). This position, working out of joint Corporate Offices in Washington, DC, assists with and leads the planning and implementation of a broad scope of activities to ensure effective programmatic and relations support for JLab.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Supports the work of the JSA Science Council and the SURA JLab Committee (also called the "JSA Programs Committee") which oversees JSA sponsored programmatic initiatives that support the Lab and its extended user community;
- Represents SURA and JSA at reviews of JLab's programs, and serves as an observer on the JLab Program Advisory Committee (PAC);
- Manages the JSA Initiatives Fund for the owners, which includes providing oversight for any/all programs supported by the Initiatives Fund;
- Works with SURA's Director of Relations to identify and pursue initiatives that support external funding and network relationships for JLab at the federal and state levels;
- Interfaces with and supports relations and outreach activities of the JLab User Group, the Energy Science Coalition, and other stakeholders;
- Monitors on behalf of JSA, JLab's use of support from the Commonwealth of Virginia, including the annual budget as well as its material and human capital investments;
- Oversees for SURA the Commonwealth of Virginia Governor's Distinguished CEBAF Professorship (GDGP) as well as Governor's Distinguished CEBAF Scientist (GDSCS) programs;
- Responsible for that portion of DOE's Performance Evaluation Management Program (PEMP) of JSA related specifically to contractor contributions to the Lab;
- Oversees management of the SURA/JLab Residence Facility, including the physical facility, its staff, and all applicable policies, services, and associated activities;
- Collects, analyzes and prepares a variety of documents and briefings that support the SURA and JSA goals and objectives for furthering the Lab's programmatic needs;
- Works with SURA member institutions and JLab's leadership in advancing institutional participation in Lab programs, including playing a coordinating role for Joint and Bridge appointments;
- Supports SURA and JSA leaders with developing agendas and presentations to the SURA and JSA boards, their committees, and for other associated activities;
- Performs other duties as assigned by the SURA President.