



U.S. DEPARTMENT OF  
**ENERGY** | Office of  
Science

THOMAS JEFFERSON SITE OFFICE

FUNCTIONS, RESPONSIBILITIES AND AUTHORITIES (FRA) DOCUMENT

(TJSO-SOPP-4.10, Revision 13)

**Approval:**

Joseph Arango

Joseph Arango, Manager

3/1/22

Date

*TJSO Functions, Responsibilities, and Authorities Document*

<b>REVIEW/REVISION HISTORY</b>		
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## *TJSO Functions, Responsibilities, and Authorities Document*

### **1. INTRODUCTION**

The Thomas Jefferson Site Office (TJSO) Functions, Responsibilities and Authorities (FRA) Document describes the safety management functions, responsibilities, and authorities for the federal staff at TJSO. The TJSO FRA Document aligns and flows down from Department of Energy (DOE) directives, the Office of Science (SC) Functions, Responsibilities, and Authorities (FRA) Document and the Office of Science Management System (SCMS) Program Description: SC Environment, Safety, and Health (ES&H) FRA Document. Since this document is not an operating plan or procedure, it does not follow the outline prescribed in TJSO SOPP 4.2 for Standard Operating Plans and Procedures (SOPPs).

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 in the SC FRA to the TJSO Manager by DOE and SC line managers. Finally, Attachment 1 shows the distribution of functions and delegated authorities within TJSO and other SC organizations to support the responsibilities assigned to the Site Office. The distribution of the FRA from the TJSO Manager to others ensures clear understanding of roles, efficient integration of knowledge and resources, and accountability for individual responsibility for ES&H.

### **2. SCOPE & OBJECTIVE**

The SC FRA for Safety, Security, Emergency, and National Environmental Policy Act (NEPA) Management (dated 4/6/2020) describes safety management functions, responsibilities and authorities and implementing mechanisms for performing DOE requirements. The SCMS Management System: Environmental, Safety and Health, Program Description: Environment, Safety, and Health (ES&H) Functions, Responsibilities, and Authorities (FRA) further describes how specific FRAs are developed and maintained in SC. All DOE FRAs are based on the requirements laid out in DOE Order 450.2, Change 1, *Integrated Safety Management*. For convenience, selected TJSO non-ES&H functions are addressed in this document. The TJSO FRA Document applies to all TJSO personnel who provide technical direction, execution and oversight of the contractors at TJNAF.

### **3. TJSO ORGANIZATION**

The TJSO Manager reports to the Director of SC (SC-1) through the Deputy Director for Field Operations (SC-4) and holds line responsibility for all ES&H matters at TJNAF. The TJSO organization (See Attachment 2) is comprised of the Site Office Manager (SOM) staff, Operations staff, Mission Integration and Projects staff, and Business Management staff. The Operations and Mission Integration staff have direct responsibilities related to ES&H and monitor contractor implementation of ES&H programs. Business Management staff lead in managing contractual matters, budget, and other administrative programs (i.e., Strategic Partnership Projects, property management, and training).

Operations staff's primary responsibility is to provide ES&H oversight at the TJNAF site. Staff are required to remain cognizant of ES&H aspects in their assigned facilities and programs through operational awareness activities. Staff function as the "eyes and ears" of TJSO. Staff have responsibility for various site-wide ES&H programs implemented at TJNAF. Operations staff ensure that the ES&H programs are meeting the established

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requirements and expectations by conducting periodic performance assessments of the contractor's programs.

The Mission Integration and Projects staff have responsibility for managing programs and projects including site-wide infrastructure planning, energy management, construction projects, land use controls and excess facilities disposition. For line-item projects and major items of equipment (MIE), a Federal Project Director (FPD) is responsible for overall ES&H implementation of the project. The FPD verifies, with support from the Operations staff, that project planning at TJNAF adequately addresses ES&H issues and resources and monitors project performance, including ES&H implementation, during design and construction. ES&H oversight of other projects (e.g., General Plant Projects (GPPs)) are the responsibility of the Mission Integration and Project and Operations staff. The Mission Integration staff also coordinate TJSO participation in the Contractor project risk ranking and site-wide planning process and ensure appropriate TJSO ES&H participation in coordination with the Operations staff.

Business Management staff are responsible for providing administrative, contractual, financial, and procurement support to TJSO for all ES&H activities. The DOE ES&H requirements and directives applicable to TJNAF are formally incorporated by the Business staff into the Prime Contract.

Contracting Officers have delegated authority for enforcing, via the Prime Contract, certain aspects of safety to include authorizing penalties and loss of performance fee.

The TJSO staff functions as an integrated team to ensure successful and efficient execution of TJSO's and TJNAF's mission. A matrix management structure has been established at TJSO to utilize the in-house and matrix technical capabilities of TJSO and Consolidated Service Center's (CSC's) personnel. In this management structure, the primary ES&H expertise is contained within Operations. In accordance with the TJSO Operational Awareness Program Plan, staff that are assigned responsibility for program areas covering: Quality Assurance, Radiation Protection, Fire Protection, Occupational Safety, or Transportation will be classified as either "In-Development," or "Qualified" to designate management's level of technical competency expected for their program oversight role. When local technical competency is being acquired, or augmentation of local skills and abilities is needed, TJSO obtains support from qualified individuals within SC and other DOE organizations.

#### **4. TJSO PERSONNEL ROLES, RESPONSIBILITIES, AND AUTHORITIES**

The Integrated Safety Management (ISM) Guiding Principle on Clear Roles and Responsibilities states that *"Clear and unambiguous lines of authority and responsibility for ensuring safety are established and maintained at all organizational levels."* Additionally, the ISM Guiding Principle on Competence Commensurate with Responsibilities states that *"Personnel possess the experience, knowledge, skills, and abilities that are necessary to discharge their responsibilities."* TJSO implements these ISM Guiding Principles to ensure that:

- Responsibility and authority for safety are well defined and clearly understood as an integral part of performing work;
- Individuals have an in-depth understanding of the safety and technical aspects of their jobs;

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- Assignments of safety responsibilities and delegations of associated authorities are made to individuals with the necessary technical experience and expertise; and
- The organization values and practices continuous learning, requires employees to participate in recurrent and relevant training, and encourages educational experiences to improve knowledge, skills, and abilities. Professional and technical growth is formally supported and tracked to build organizational capability.

Attachment 1 identifies TJSO safety management functions applicable to the organization and authorities delegated via Regulation, DOE Directive or otherwise (e.g., the SC-FRA) to the Site Office. The TJSO has identified personnel-specific Roles, Responsibilities, and Authorities that flow down to staff, which include safety 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 TJSO staff member may perform multiple roles depending on their official position within the organization, in addition to those identified in Attachment 1.

### **5. SC DELEGATED AUTHORITIES**

SC delegated authorities are contained in SC's Functions, Responsibilities, and Authorities (FRA) For Safety, Security, And National Environmental Policy Act (NEPA) Management.

The TJSO Manager has further delegated some authorities and duties to Site Office staff members and to the Contractor at TJNAF in writing via memo or letter. These delegation memos and letters have been annotated in Attachment 1.

### **6. CHANGE CONTROL**

Per DOE O 450.2, the TJSO Manager designates a lead individual to annually review and revise the TJSO FRA Document as needed. The Lead ensures that the FRA Document meets the following expectations:

- Describes the TJSO organization and line management responsibilities;
- Provides a breakdown of applicable functions related to safety;
- Clearly identifies any authority that has been transferred to or from TJSO; and
- Generally, describes the process for control and revision of the document.

The TJSO FRA Document is maintained with TJSO Policy, Programs and Plans on SharePoint.

TJSO Functions, Responsibilities, and Authorities Document

**ATTACHMENT 1 – TJSO FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES MATRIX**

FUNCTIONS/SOURCE DOCS	RESPONSIBILITIES AND SC FRA DELEGATED AUTHORITIES	TJSO STAFF FUNCTIONS AND DELEGATIONS OF AUTHORITY	REFERENCES/NOTES
<p><b>Accident Investigation</b>  <a href="#">DOE O 225.1B</a></p>	<p>DOE O 225.1B                      Head of Field Element:</p> <ul style="list-style-type: none"> <li>Identify contracts to which the CRD should apply and notify the cognizant contracting officers.</li> <li>After incorporating this Order into contracts, ensure its implementation and identify to the Head of the Headquarters Element and HSS a single point of contact to act as liaison to Headquarters on matters pertaining to the Accident Investigation Program.</li> <li>Provide for the necessary on-site support to the AIB, as requested by the Chairperson, to facilitate the timely and effective completion of the accident investigation.</li> <li>Review draft accident investigation reports for factual accuracy within the time frame allowed for the investigation.</li> <li>As appropriate, develop or provide assistance in developing lessons learned for accident investigations.</li> <li>As appropriate, require the submittal of contractor corrective action plans to address the Judgments of Need, approve the implementation of those plans, and track the effective implementation of those plans to closure.</li> <li>As directed by the Head of the Headquarters Element, conduct extent-of-condition reviews for specific issues resulting from accident investigations that might be applicable to work locations or activities under the Head of Field Element's authority, and address applicable lessons learned from investigations conducted at other DOE sites.</li> </ul>	<p>Steve Neilson – Accident Investigation Program Liaison</p>	<p>SCMS Management System: ES&amp;H                      Subject Area: Accident Investigation</p> <p>DOE-HDBK-1208-2012, Accident and Operational Safety Analysis</p> <p><a href="#">DOE STD 1197-2011</a></p>
<p><b>Aviation Safety</b>  <a href="#">DOE O 440.2C Chg 2</a></p>	<p>DOE O 440.2C Chg. 2                      Head of Field Element:</p> <ul style="list-style-type: none"> <li>Develop and implement effective aviation operations, airworthiness, security and safety programs that meet the requirements of this Order.</li> <li>Identify the contracts to which the CRD applies and notifies the contracting officers to incorporate the CRD into the affected contracts via the laws, regulations, and DOE/NNSA directives clauses included in those contracts. In the case of contracts requiring contractor</li> </ul>	<p>Gus Fadel – Aviation Safety Officer (ASO)</p> <p>Appointment memorandum as ASO from Joseph Arango to Gus Fadel dated 9/8/2021</p> <ul style="list-style-type: none"> <li></li> </ul>	<p>SCMS Management System: ES&amp;H; Program Description: Aviation Management and Safety</p>

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FUNCTIONS/SOURCE DOCS	RESPONSIBILITIES AND SC FRA DELEGATED AUTHORITIES	TJSO STAFF FUNCTIONS AND DELEGATIONS OF AUTHORITY	REFERENCES/NOTES
	<p>performance of activities set forth in the CRD, but which do not contain the laws, regulations, and DOE/NNSA directives clause, notify the contracting officers of these requirements.</p> <ul style="list-style-type: none"> <li>Appoint a Federal Aviation Manager or Federal ASO or both, depending upon the size and scope of operations, number of aviation operations conducted or aircraft assigned and appoints a person to the DOE/NNSA Aviation Board of Directors.</li> </ul> <p>Aviation Safety Officer (ASO):</p> <ul style="list-style-type: none"> <li>Gathers, trends, and analyzes aviation safety performance data to ensure the safety of the field aviation program.</li> <li>Conducts periodic assessments of aviation activities to ensure that requirements, policies, and procedures are implemented and followed and prepares reports documenting assessment findings, concerns, and recommendations and tracks corrective actions to help prevent similar occurrences.</li> <li>Participates as directed in aviation accident or incident investigations and provides assistance to accident investigation boards during their investigations.</li> <li>Identifies and reports safety concerns to the AvM when he/she believes that the field element manager's intervention is required and works to eliminate potential hazards.</li> <li>Develops ASR and/or ASD as required by paragraph 10 of this Order, or in the case of a contractor operated aviation element, reviews and concurs on ASRs and ASDs. ASDs will address potential hazards associated with the activity and methods to mitigate these hazards.</li> <li>Ensures that aviation personnel report mishaps, hazards, and concerns to the Occurrence Reporting and Processing System (ORPS) or the Aircraft Accident Incident Reporting System (AAIRS).</li> <li>Participates in the Aviation Safety Awards Programs to ensure that organizations and personnel are recognized for their contributions toward providing the Department with a safe aviation program.</li> </ul>		
<p><b>Biological Safety</b>  <a href="#">10 CFR 851</a>                      (Appendix A, Paragraph 7)</p>	<p>DOE P 434.1B                      Head of Field Element:</p>	<p>Steve Neilson</p>	



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<a href="#">DOE P 434.1B</a>	<ul style="list-style-type: none"> <li>Review, concur and submit applications for possession, use, transfer, and disposition of select agents and toxins.</li> </ul>		
<p><b>Conduct of Operations</b>  <a href="#">DOE O 422.1Chg 3</a>  <a href="#">DOE STD 1063 2017</a>                      SC FRA d.(8)</p>	<p>DOE O 422.1                      Head of Field Element:</p> <ul style="list-style-type: none"> <li>Notify contracting officers to incorporate the CRD into the affected contracts (considering the hazards and mission impact of the operations) via the Laws, regulations, and DOE directives clause (DEAR 970.5204-2) for those contracts that contain this clause. For contracts that do not contain DEAR 970.5204-2, request that the contracting officer attempt to get the CRD incorporated into the contract via a contract modification. Notify contracting officers in advance to include the requirements of the CRD in the terms and conditions of any request for proposals for any new contracts.</li> <li>Provide direction and oversight for the development and implementation of conduct of operations applicability matrices, manuals, plans, procedures, and programs consistent with the provisions of this Order. Perform oversight of the contractor's conduct of operations performance.</li> <li>Review and approve the documentation prepared by the contractor demonstrating conformance to the specific requirements stated in the CRD.</li> <li>Assign DOE facility representatives to oversee conduct of operations in accordance with DOE-STD-1063-2017, Facility Representatives.</li> </ul> <p>DOE STD-1063-2017                      Field Element Managers:</p> <ul style="list-style-type: none"> <li>Determine facility coverage needs and make assignments of qualified FRs to maintain day-to-day oversight of applicable site/facilities activities, using Appendix C, Process to Determine Facility Representative Staffing.*</li> </ul> <p>SC FRA d.(8)</p> <ul style="list-style-type: none"> <li>Determine the applicability of DOE O 422.1, Conduct of Operations, for all facilities other than Hazard Category 1, 2, or 3 nuclear facilities and approve the DOE O 422.1 implementation matrices. This may only be re-delegated to the Deputy Site Office Manager based upon appropriate qualifications and expertise and concurrence by the CTA.</li> </ul>	<p>Steve Neilson – application to facilities inside the fence.</p> <p>Dave Luke – application to facilities outside the fence.</p>	<p>SCMS Management System: Facilities Safety Operations and Infrastructure                      Subject Area: Facility Safety and Operations</p> <p>*The Site Manager conducts a staffing analysis every 3 years, or whenever a significant operational change occurs, in accordance with DOE-STD-1063-2017, Facility Representatives. This provides a determination on Facility Representative coverage.</p>

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FUNCTIONS/SOURCE DOCS	RESPONSIBILITIES AND SC FRA DELEGATED AUTHORITIES	TJSO STAFF FUNCTIONS AND DELEGATIONS OF AUTHORITY	REFERENCES/NOTES
<p><b>Continuity Program</b>  <a href="#">DOE O 150.1A</a></p>	<p>Field Elements. Each field element must (Summary, reference directive for full list of responsibilities):</p> <ul style="list-style-type: none"> <li>Plan and implement a COOP program commensurate with responsibilities to ensure the performance of essential functions, and ensure that it addresses infectious disease/pandemic influenza and cyber events;</li> <li>Document/reference and address all continuity planning elements in a COOP plan;</li> <li>Ensure that COOP programs and plans are aligned with and support the DOE COOP Plan, the relevant PSO or staff office COOP plan, appropriate field element emergency management plan, and contractor's COOP program, if applicable; and</li> <li>Address their support for non-Departmental entities' essential functions. The documentation of work for others ensures implementation with the field element's role in supporting the execution during a continuity event. Appoint primary and alternate COOP coordinator.</li> </ul>	<p>Dave Luke – Primary COOP Coordinator</p> <p>Steve Neilson – Alternate COOP Coordinator</p>	<p>SCMS Management System: Safeguards, Security and Emergency Management, Subject Area: Emergency Operations</p>
<p><b>DOE Corporate Operating Experience Program</b>  <a href="#">DOE O 210.2A</a>  <a href="#">DOE O 232.2A, Chg. 1</a></p>	<p>Head of Field Element:</p> <ul style="list-style-type: none"> <li>Designate OE Program coordinators who have access to senior management to fulfill the responsibilities assigned by this Order.</li> <li>Develop and promulgate relevant operating experience through the DOE Corporate Operating Experience Program, including lessons learned following completion of major program missions and contract transitions, and submit lessons learned to the DOE Corporate Lessons Learned Database.</li> <li>Ensure appropriate coordination and responses for DOE Corporate Operating Experience Documents, in accordance with Appendix A</li> <li>Ensure that operating experience is incorporated into applicable activities and processes</li> <li>Identify contracts to which the CRD should apply and notify the cognizant contracting officers.</li> <li>As part of self-assessments conducted to evaluate organizational performance in Integrated Safety Management (ISM), include an assessment of the effectiveness of the organization's operating experience program.</li> <li>Consistent with DOE O 226.1A, Implementation of DOE Oversight Policy, perform appropriate contractor oversight, and performance trending analysis.</li> </ul>	<p>Steve Neilson – OPEX Coordinator</p>	<p>SCMS Management System: Quality Assurance and Oversight                      Subject Area: Corporate Operating Experience/Lessons Learned</p>

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FUNCTIONS/SOURCE DOCS	RESPONSIBILITIES AND SC FRA DELEGATED AUTHORITIES	TJSO STAFF FUNCTIONS AND DELEGATIONS OF AUTHORITY	REFERENCES/NOTES
	<p>Operating Experience Program Coordinator:</p> <ul style="list-style-type: none"> <li>• Serve as the point-of-contact for the DOE Corporate Operating Experience Program.</li> <li>• Support Program, Field Office, or Government Site Managers, as requested, in implementing, managing, and overseeing the OE Program.</li> <li>• Determine, with the help of subject matter experts, the applicability and significance of internal and external operating experiences and distribute products, as applicable, for review, analysis, and potential action.</li> <li>• Apprise senior management of any emergent operating experience issues or adverse trends that need management attention.</li> </ul>		
<p><b>DOE Enforcement</b>  <a href="#">10 CFR 851.5, Enforcement</a></p>	<p>Site Office Manager:</p> <ul style="list-style-type: none"> <li>• Designate an Enforcement Coordinator with direct access to Senior Management to serve as the principal interface with EA 10 and the contractor's Enforcement Coordinator on all enforcement matters.</li> <li>• Promptly notify the EA 10 of Enforcement Coordinator assignments and changes to those assignments.</li> <li>• Promote timely contractor self-identification (utilizing the Noncompliance Tracking System [NTS] and the Safeguards and Security Information Management System [SSIMS]) and correction of noncompliance conditions.</li> <li>• Assign staff as appropriate to provide support to and participate in EA 10 investigations and/or reviews.</li> <li>• Ensure that staff assigned, as Enforcement Coordinators, are trained and knowledgeable of applicable requirements of the enforcement process and maintain a broad understanding of the activities and operations undertaken by their contractors.</li> </ul>	<p>Steve Neilson – Enforcement Coordinator</p>	<p>SCMS Management System: Environment, Safety, and Health. Subject Area: Environment, Safety, and Health (ES&amp;H) Oversight of Contractors</p>

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<p><b>DOE Oversight (including Contractor Assurance)</b>  <a href="#">DOE O 226.1B</a>  <a href="#">DOE O 227.1A</a></p>	<p>DOE O 226.1B  Heads of Field Elements/Heads of Contracting Activities.</p> <ul style="list-style-type: none"> <li>Establish oversight programs and implement the requirements in this Order.</li> <li>Notify the contracting officer of affected contracts so that the CRD, or its applicable requirements, may be incorporated into those affected contracts as appropriate.</li> <li>Establish and implement line management oversight programs and processes at the Field Element level to meet the requirements of this Order and hold personnel accountable for implementing these programs and processes.</li> <li>Approve the initial contractor assurance system description. Review and assess the effectiveness of the Contractor Assurance System.</li> <li>Establish performance expectations and communicate same to contractors through formal contract mechanisms.</li> <li>Use the results of DOE line and independent oversight and contractor assurance systems to make informed decisions about corrective actions and the acceptability of risks and to improve the effectiveness and efficiency of programs and site operations.</li> </ul> <p>DOE O 227.1A  Heads of Field Elements</p> <ul style="list-style-type: none"> <li>Identify contracts to which the CRD requirements should apply and notify the cognizant contracting officers.</li> <li>Review and comment on the factual accuracy of draft appraisal reports.</li> <li>Take timely and appropriate action to address the findings identified in Independent Oversight appraisal reports and approve corrective action plans as appropriate. Address other deficiencies identified in Independent Oversight appraisal reports in accordance with established issues management processes (DOE O 226.1, current version) and quality assurance programs (DOE O 414.1, current version).</li> </ul> <ul style="list-style-type: none"> <li>Provide EA with requested documentation, points of contact, and information concerning programs under their jurisdiction; ensure necessary support for appraisal activities, including access to sites, facilities, networks, and operations; and provide work space for appraisal teams.</li> </ul>	<p>All Staff - Integrate CAS information into oversight planning/scheduling and perform oversight in assigned areas.</p>	<p>SCMS Management System: Environment, Safety, and Health. Subject Area Environment, Safety, and Health (ES&amp;H) Oversight of Contractors</p>
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<p><b>Emergency Management</b>  <a href="#">DOE O 151.1D Chg 1</a></p>	<p>DOE O 151D Chg 1                      Head of Field Element (summary only)</p> <ul style="list-style-type: none"> <li>Identify a senior official to serve as an emergency manager with decision-making authority and responsibilities</li> <li>Establish and maintain an effective, integrated emergency management program.</li> <li>During an emergency, conduct appropriate and necessary emergency actions.</li> <li>Approve the site Emergency Plan, hazard survey, and THIRA every three years and approve the Emergency Readiness Assurance Plan (ERAP) ever year. Prepare the TJSO portion of the annual ERAP.</li> <li>Ensure timely and accurate emergency classification, notification, and reporting of emergency events.</li> <li>Ensure effective communication systems and protocols are coordinated and maintained with the Headquarters Operations Center regarding emergencies.</li> </ul> <p>Emergency Management Coordinator:</p> <ul style="list-style-type: none"> <li>Assess the TJSO emergency management program annually.</li> <li>Assess periodically the contractor emergency management program and review contractor self-assessments.</li> </ul>	<p>Joe Arango – Emergency Manager</p> <p>Steve Neilson – Alternate Emergency Manager</p> <p>Dave Luke – Emergency Management Coordinator</p>	<p>SCMS Management System: Safeguards, Security and Emergency Management,                      Subject Area: Emergency Operations</p>
<p><b>Employee Concerns Program (ECP)/Differing Professional Opinions</b>  <a href="#">DOE O 442.1B Chg. 1</a>  <a href="#">10 CFR 708</a>  <a href="#">48 CFR 970.0309</a></p>	<p><a href="#">DOE O 442.1B Chg 1</a>                      Field Office Managers.</p> <ul style="list-style-type: none"> <li>Implement an Employee Concerns Program (ECP).</li> <li>Issue an annual statement of availability of an ECP.</li> <li>Designate the Field Office DOE ECP Manager.</li> <li>Review and, if acceptable, approve, the implementing documentation for the Field Office DOE ECP.</li> <li>Provide adequate support and resources to DOE ECP Managers for effective implementation of the Field Office DOE ECP, including appropriate training for DOE ECP Managers and other ECP personnel in ECP policies, procedures, processes, and practices.</li> <li>Use Assessment results to evaluate the effectiveness of the Field Office DOE ECP and the processes used to implement this Order.</li> </ul>	<p>Dave Luke – Site Office DOE ECP Manager</p>	<p>SCMS Management System: Environment, Safety, and Health                      Subject Area: Employee Concerns Program</p>

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	<p>Implement improvement actions, when appropriate, to address issues impacting the effectiveness of the Field Office DOE ECP.</p> <ul style="list-style-type: none"> <li>Approve and implement, as appropriate, Corrective Actions responsive to the issues identified as part of the closure of a federal employee's Employee Concern that has been Substantiated or Partially Substantiated by the DOE ECP Manager.</li> </ul> <p>DOE Field Office ECP Managers.</p> <ul style="list-style-type: none"> <li>Develop ECP implementing documentation as specified in Appendix A, and submit the implementing documentation to the appropriate Head of Departmental Element or Field Office Manager for approval.</li> <li>Implement the ECP, and disposition Employee Concerns, in accordance with this Order and the approved implementing documentation.</li> <li>Review the Contractor's proposed ECP implementing documentation and provide a recommendation to the Contracting Officer as to whether to approve the proposed ECP.</li> </ul>		
<p><b>Environmental – Environmental Protection</b> (Includes Sustainability and Environmental Management Systems [EMSs]) <a href="#">DOE O 436.1</a></p>	<p><a href="#">DOE O 436.1</a> Field Managers.</p> <ul style="list-style-type: none"> <li>Prepare, submit and implement the Site Sustainability Plan (SSP) and associated required data.</li> <li>Ensure that EMSs covering all site activities are certified to or conform with the International Organization for Standardization's (ISO) 14001:2004 (E) in accordance with the accredited registrar provisions of the International Standard or the self-declaration instructions found in References 7.o and 7.p, respectively, are maintained at sites under their purview.</li> <li>Monitor site performance in implementing the requirements of this Order and make such information available annually to their PSO.</li> <li>Request through the annual internal budgetary processes funding and resources needed to carry out these requirements that are not otherwise financed.</li> </ul> <p>DOE O 231.1B Chg 1 Field Managers</p> <ul style="list-style-type: none"> <li>Ensure integrated Annual Site Environmental Reports (ASERs) that characterize environmental management performance for assigned sites are prepared and submitted to the Chief Health, Safety and Security Officer.</li> </ul>	<p>Ben Sherman</p>	<p>ISO 14001:2015</p> <p>SCMS Management System: Environment, Safety, and Health Subject Area: Environmental Authorization</p> <p>EO 14008, Executive Order on Tackling the Climate Crisis at Home and Abroad</p> <p>EO 13990 Protecting Public Health and the Environment and Restoring Science to Tackle the Climate Crisis;</p>

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<p><b>Environmental – National Environmental Policy Act (NEPA) Compliance</b>  <a href="#">DOE P 451.1</a>  <a href="#">10 CFR 1021</a>  <a href="#">10 CFR 1022</a>  <a href="#">40 CFR 1500-1509</a>  <a href="#">SC FRA d.(15)</a></p>	<p>DOE P 451.1                  Site Office Manager:  <ul style="list-style-type: none"> <li>Coordinate NEPA documents.</li> <li>Conduct reviews of DOE NEPA compliance.</li> </ul> <p><u>SC FRA d.(15) National Environmental Policy Act</u></p> <ul style="list-style-type: none"> <li>Ensure an efficient and effective risk-based approach to the implementation of the Field Element’s NEPA compliance program</li> <li>Control costs and time while maintaining quality of the process, activities, and results.</li> <li>With the exception of approval or adoption authority for a specific EIS, maintain and delegate responsibility for NEPA compliance at their discretion:                         <ul style="list-style-type: none"> <li>Request from the DDFO delegation of approval or adoption of authority for a specific EIS when appropriate to expedite the review and approval process.</li> <li>Designate a DOE NEPA Compliance Officer (NCO) who need not be present at the site office, with the requisite knowledge and experience to provide leadership, guidance, and advice; delegate responsibilities as appropriate.</li> <li>Designate a DOE NEPA Document Manager (NDM), who need not be present at the site office, with the requisite knowledge and experience for each EIS, Environmental Assessment, and Supplement Analysis.</li> <li>The NCO and NDM may be the same person.</li> </ul> </li> <li>Ensure access to information, coordination and collaboration, as needed.</li> <li>Develop and maintain updated Field Element specific resources.</li> </ul> </p>	<p>Pete Siebach – NEPA Compliance Officer (NCO)</p> <p>Memoranda to File from Joseph Arango entitled “Thomas Jefferson Site Office (TJSO) National Environmental Policy Act (NEPA) Compliance Officer (NCO) Designation for Peter R. Siebach,” dated 4/9/2019.</p>	<p>SCMS Management System: ES&amp;H                  Subject Area: Implementing the National Environmental Policy Act (NEPA) Within the Office of Science (SC)</p>
<p><b>Facility Safety - Fire Protection</b>  <a href="#">DOE O 420.1C, Chg 3</a>  <a href="#">Chapter II – Fire Protection</a>  <a href="#">Chapter IV - NPH</a>  <a href="#">10 CFR 851, Appendix A, Section 2</a></p>	<p>DOE O 420.1C, Chg 3                  Head of Field Element:</p> <ul style="list-style-type: none"> <li>Ensure that the facilities, activities, and programs under their purview operate in compliance with the requirements of this Order and the CRD.</li> <li>Identify contracts to which the CRD applies and notify contracting officers when contracts are affected by this Order.</li> <li>Review and, where justified, approve equivalencies to DOE technical standards and industry codes and standards determined to be applicable to the facility design or operations.</li> <li>Approve contractor emergency services organization baseline needs assessments (BNAs) that meet the requirements in Attachment 2, Chapter II, Section 3.e.(1) of this Order.</li> <li>Approve contractor fire protection programs (this may be accomplished in conjunction with 10 CFR</li> </ul>	<p>Dave Luke</p> <p>Letter from Joseph Arango to TJNAF Director dated Nov 21, 2019, assigned responsibility for selected aspects of the AHJ for Fire Protection to the JSA Fire Marshall.</p>	<p>SCMS: Management System: Facilities Safety Operations and Infrastructure                  Subject Area: Facility Safety and Operations                  Procedure 13. Oversight of Facility Safety</p>

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	<p>Part 851, Worker Health and Safety Program) and Wildland Fire Management Plans.</p> <ul style="list-style-type: none"> <li>• Fulfill the roles and responsibilities for the AHJ for matters involving fire protection, as defined by the NFPA, including documentation of any delegation or assignment of related responsibilities (See Section 5.2.4 of DOE-STD-1066-2016, for further discussion of delegations).</li> <li>• Fulfill the roles and responsibilities for the building code official, as defined in DOE-STD-1066-2016, including documentation of any delegation or assignment of related responsibilities.</li> <li>• Perform responsibilities of 'owner,' or other equivalent term in the application of DOE technical standards or industry codes and standards, including documentation of any delegation or assignment of related responsibilities.</li> <li>• Approve periodic NPH assessment evaluations, any recommended update actions, and any recommended upgrade plans, in accordance with Chapter IV of Attachment 2 of this Order.</li> <li>• Consistent with DOE O 226.1B, establish and implement an appropriate self-assessment and oversight program for the elements of this Order.</li> </ul>		
<p><b>Functions, Responsibilities, and Authorities Documents</b>  <a href="#">DOE O 450.2, Chg 1</a>                  SC-FRA d.(4)</p>	<p>DOE O 450.2, Chg 1                  Head of Field Element:</p> <ul style="list-style-type: none"> <li>• Develop and maintain an organizational Functions, Responsibilities, and Authorities (FRA) Document.</li> <li>• Review annually and update the FRA document if needed.</li> <li>• Site Office Manager approves the FRA document.</li> </ul> <p>SC-FRA d.(4)</p> <ul style="list-style-type: none"> <li>• Prepare a field office FRA document for their site and implement processes and procedures that delineate how the applicable responsibilities and authorities in this FRA are performed at the field office. Revise the field office FRA document as delegations, authorities, and responsibilities change with revisions to this FRA.</li> </ul>	<p>Dave Luke</p>	<p>SCMS Management System: Environment, Safety, and Health</p> <p>Subject Area: Managing SC Functions, Responsibilities, and Authorities Documents                  SCMS Program Description: Environment, Safety, and Health (ES&amp;H) Functions, Responsibilities, and Authorities (FRA)</p>
<p><b>Integrated Safety Management (ISM)</b>  <a href="#">DOE O 450.2, Chg 1</a>                  SC FRA d.(1, 9, 12, 13)</p>	<p>DOE O 450.2, Chg 1                  Head of Field Element:</p> <ul style="list-style-type: none"> <li>• Designate an ISM Champion responsible for oversight of implementation of ISM requirements.</li> <li>• Maintain the TJSO ISM System Description.</li> <li>• Review and approve the contractor's initial ISM System Description.</li> </ul>	<p>Steve Neilson – ISM Champion</p>	<p>SCMS Management System: ES&amp;H                  Subject Area Managing the Integrated Safety Management System</p>



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	<ul style="list-style-type: none"> <li>Monitor the status of ISM systems for the contractors' facilities and activities and provide feedback to their contractors to support continuous improvement.</li> <li>Ensure the establishment of the annual Field Element safety goals and objectives and contractor safety performance objectives, measures, and commitments.</li> <li>Determine whether and when to conduct ISM verifications of contractor ISM systems.</li> <li>Submit field office declaration to CTA/CNS on a frequency not to exceed three years. Oversee contractor Safety Management Program implementation.</li> </ul> <p>SC FRA d.(1, 9, 12, 13)</p> <ul style="list-style-type: none"> <li>Execute the responsibilities and authorities for Field Element Managers and implementation of safety and quality programs at their site and ensure that M&amp;O contractors operate facilities safely in support of the SC mission.</li> <li>Approve the M&amp;O contractor ISMSD and submit the site office ISMSD to the SC CTA and CNS for information. Ensure that contractor requirements for ISM are implemented via the Department of Energy Acquisition Regulation (DEAR) requirements where prescribed. Provide the SC CTA/CNS input on the need for, and frequency of, ISM declarations for field element and contractor facilities and activities based on hazard, risk, and performance history. Submit field office declaration to CTA/CNS on a frequency not to exceed three years.</li> <li>Designate a field element ISM Champion per DOE O 450.2.</li> <li>Oversee contractor Safety Management Program implementation.</li> </ul>		<p>Program Description: Integrated Safety Management System</p>
<p><b>Laser Safety</b> <a href="#">10 CFR 851</a> <a href="#">21 CFR 1040</a></p>	<p>10 CFR 851 Head of Field Element:</p> <ul style="list-style-type: none"> <li>Ensure contractor Laser Safety Officer prepares the annual exempt laser report.</li> </ul>	<p>Dave Luke</p>	<p><a href="#">ANSI Z136.1-2014</a></p>
<p><b>Nanotechnology Safety</b> <a href="#">DOE O 456.1A</a></p>	<p>DOE O 456.1A Head of Field Element:</p> <ul style="list-style-type: none"> <li>Ensure each field element with activities involving UNP (unbound engineered nanoparticles) are providing appropriate oversight to ensure compliance with DOE O 456.1.</li> <li>Heads of DOE Field Elements. Notify contracting</li> </ul>	<p>Dave Luke</p>	

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	<p>officers of contracts containing activities involving UNP in order for the contracting officers to incorporate the CRD or its relevant requirements in the identified contract, as appropriate.</p>		
<p><b>Nuclear Materials Management, Control, and Accountability</b>  <a href="#">DOE O 410.2 Chg. 1</a>  <a href="#">DOE O 474.2 Chg. 4</a></p>	<p>DOE O 410.2                  DOE Field Elements that Manage Nuclear Materials. With the support of site/facility contractors, must:</p> <ul style="list-style-type: none"> <li>• Designate DOE field element senior representatives to serve as primary points of contact on nuclear materials issues, facilitate the performance of nuclear materials management responsibilities, and coordinate nuclear materials management activities with the ONMI and appropriate DOE headquarters organizations.</li> <li>• Implement management activities under their jurisdiction in conformance with the requirements of this Order to ensure safe and secure packaging, storage, stabilization, and consolidation or disposition of nuclear materials.</li> <li>• Document and maintain characterization data to support management of nuclear materials under their jurisdiction. Request guidance and support, as appropriate, from the ONMI and/or the designated LMMO for consolidation or disposition of nuclear materials.</li> <li>• Approve discard limits established or recommended by the contractor for disposal of low equity or waste nuclear materials based on guidance from the ONMI.</li> <li>• Prepare and submit Nuclear Materials Allotment Forecast Reports by June 15 each year for their respective sites in response to guidance from the ONMI and in accordance with programmatic requirements from applicable DOE headquarters organizations.</li> <li>• Receive material allotments from the ONMI prior to utilization of nuclear materials. DOE field elements may approve material allotments for limited quantities of nuclear material based on guidance from the ONMI.</li> <li>• Prepare and submit NMIA data by January 31 each year in response to guidance from the ONMI.</li> <li>• Prepare and submit other inventory reports as requested by the ONMI.</li> <li>• Prepare and submit NMMPs at their respective sites by June 30, using the prior fiscal year NMIA</li> </ul>	<p>Steve Neilson – ODSA</p> <p>ODSA delegated by memo from Joseph Arango to Steve Neilson dated 11/21/19.</p>	<p>Management System: Safeguards, Security and Emergency Management                  Subject Area: Facility Operations</p>

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	<p>data, in response to guidance from the ONMI.</p> <ul style="list-style-type: none"> <li>• As requested by the ONMI, review materials-specific management plans, and the national strategic plan regarding nuclear materials under their control.</li> <li>• Approve Defined Use or No Defined Use designation for all materials at sites under the field element's control. Provide justification in the NMMP for materials designated as Defined Use at sites under the field element's control. Develop disposition plans or options for materials designated as No Defined Use and provide recommendations to the ONMI.</li> <li>• Ensure transfer of nuclear materials as directed by the responsible DOE program office for production, research and development, consolidation or disposition, and other purposes.</li> <li>• In coordination with the cognizant DOE headquarters organizations and ONMI, provide site-specific nuclear materials inventory data to authorized external stakeholders.</li> <li>• Evaluate nuclear material liabilities and assets for acknowledgement on the Department's financial statements.</li> <li>• Provide facility landlord and infrastructure support to materials management activities located at sites under the DOE field element's control.</li> <li>• Coordinate with the ONMI and appropriate DOE headquarters organizations to ensure that project numbers for nuclear materials are established, reported, and deactivated in accordance with guidance from the ONMI.</li> <li>• Annually review and direct the update of project numbers to reflect budget and reporting (B&amp;R) code changes for the upcoming fiscal year by October 1 each year.</li> <li>• Coordinate operation of isotope production, distribution, and sales program for designated nuclear materials in cooperation with the Office of Science.</li> <li>• In coordination with appropriate DOE headquarters organizations, support the development and reporting of nuclear materials integration and consolidation or disposition performance metrics to ONMI.</li> </ul> <p>DOE O 474.2</p>		
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	<p>Site Offices Oversight. If site offices are responsible for oversight of a site/facility possessing nuclear material, oversight entails the following responsibilities.</p> <ul style="list-style-type: none"> <li>Review and approve MC&amp;A Plans that conform to this Order and any additional direction provided by DOE line management. Confirm site compliance with the approved plans and periodically assess the effectiveness of the operators' programs against the metrics provided in Attachment 3 or documented alternative metrics.</li> <li>Detect anomalies indicative of unauthorized activities or diversion of nuclear material.</li> </ul>		
<p><b>Occurrence Reporting and Processing of Operations Information</b>  <a href="#">DOE O 232.2A Chg1</a>  <a href="#">DOE O 231.1B Admin Chg 1</a>  <a href="#">SC FRA d.(2)</a></p>	<p><a href="#">DOE O 232.2A Chg1 (MinChg)</a>  Head of Field Element:</p> <ul style="list-style-type: none"> <li>Designate and direct a DOE Representatives to fulfill the responsibilities required by this Order.</li> <li>Ensure that operational information with potential for broader implications in DOE are identified and communicated to the HQ Program Office with timeliness commensurate with HQ's information needs.</li> <li>Ensure that Occurrence Reports and operations information from other organizations are disseminated to appropriate DOE and contractor activities within their cognizance, are reviewed for generic implications, and are used to improve operations.</li> <li>If the nature of the operational events has broader implications, prompt notification to the HQ Emergency Operations Center is required.</li> </ul> <p>Designated DOE Representatives:</p> <ul style="list-style-type: none"> <li>Evaluate facility implementation of the notification and reporting process to ensure that it is compatible with and meets the requirements of this Order and that facility personnel involved in these operations perform related functions</li> <li>Be readily available to operating contractor personnel to facilitate the notification and reporting of occurrences.</li> <li>Manager to inform Lab contractor of additional requirements related to ORPS reporting</li> <li>Ensure that occurrences that may have generic or programmatic implications are identified and elevated for appropriate action.</li> <li>Review and assess reportable occurrence information</li> </ul>	<p>Steve Neilson – Designated DOE Representative</p> <p>Designated by memo from Joseph Arango to Steve Neilson dated 2/3/2017.</p>	<p>TJSO-OA-04</p> <p>SCMS Management System:  Environment, Safety, and Health  Subject Area: Environment, Safety, and Health Reports to Office of Science (SC)  Headquarters  SCMS Occurrence Management Expectations</p> <p><a href="#">DOE STD 1197-2011</a></p>

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	<p>from facilities under their cognizance, both to determine the acceptability of the evaluation of the significance and approach taken, and to evaluate that facility personnel involved in these operations perform the related functions. For High Level Reports, review, and approval or rejection on the basis of compliance with the Order is required.</p> <ul style="list-style-type: none"> <li>Elevate any unresolved issues regarding actions or determinations on a reportable occurrence for resolution and direction.</li> </ul> <p>SC FRA d.(2)</p> <ul style="list-style-type: none"> <li>Perform the reporting functions for DOE O 231.1B and DOE O 232.2A, except those related to a fatality or hospitalization of 3 or more Federal employees. Those functions remain with SC-1</li> </ul>		
<p><b>Packaging and Transportation Safety</b>  <a href="#">DOE O 460.1D</a>          DOE O 460.2A</p>	<p>DOE O 460.1D          Head of Field Element:</p> <ul style="list-style-type: none"> <li>Approve Transportation Plan.</li> <li>Approve Transportation Safety Analysis Reports.</li> <li>Packaging Approval.</li> <li>Ensure onsite packaging and transfer procedures are adequate.</li> <li>Carrier Evaluations.</li> <li>Oversee Transportation System Risk Assessments.</li> <li>Provide communications to governor's offices or tribal leaders for offsite shipments.</li> <li>Approve onsite Transportation Safety Document.</li> <li>Oversee Safety Analysis Report for Packaging.</li> </ul>	Ben Sherman	SCMS: Management System: Environment, Safety, and Health Subject Area: Packaging and Transportation Safety
<p><b>Personal Property</b>  <a href="#">DEAR 970.5245-1</a>  <a href="#">41CFR 109</a></p>	<ul style="list-style-type: none"> <li>Establish a personal property management program.</li> <li>Conducting oversight and periodic management reviews of TJSO personal property management activities at least every three years.</li> <li>Developing and applying an oversight program to include periodic management reviews of TJNAF personal property activities at least every three years.</li> <li>Advising COs and OPMOs of any TJNAF noncompliance with accepted procedures, or other significant problems, and recommending appropriate action.</li> <li>Appoint a property administrator for each contract and financial instrument that contains Gov. furnished property.</li> </ul>	<p>Dave Luke – personal property program oversight</p> <p>Rebecca Whitehead – OPMO</p> <p>Karen Herrell – Property Administrator</p> <p>OPMO Appointment: Memorandum from Joseph A. McBrearty, Head of Contracting Activity, to Rebecca N. Whitehead, OPMO, entitled "Delegation of Authority for Office of Science Personal Property Management" dated September 9, 2015.</p> <p>Property Administrator Appointment: Letter from Wayne Skinner, Contracting Officer, to Karen Herrell, Property Administrator, dated January 29, 2014.</p>	
<p><b>Protection of Human</b></p>	DOE O 443.1C		

**Commented [AJ1]:** Personal property has been deleted from our current FRA and should be added back in I believe.

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<p><b>Subjects</b>  <a href="#">DOE O 443.1C</a>          10 CFR 745</p>	<p>DOE Site Offices:</p> <ul style="list-style-type: none"> <li>• Ensure contracts and other agreements involving HSR require compliance with the requirements set forth in the CRD associated with this Order 10 CFR Part 745, and 45 CFR Part 46 (all subparts).</li> <li>• Notify the Human Subjects Research Program Manager prior to issuance of any new proposal involving Human Subject Research that involves:             <ul style="list-style-type: none"> <li>- An institute without an IRB</li> <li>- Foreign country</li> <li>- Potential for significant controversy</li> <li>- Research on protected subjects</li> <li>- Generation or use of classified or unclassified controlled information</li> </ul> </li> <li>• Ensure that contractors establish and maintain a process for:             <ul style="list-style-type: none"> <li>(a) Notifying the HSP Program Manager(s) as required in paragraph 1 of the CRD associated with this Order.</li> <li>(b) Training relevant personnel in HSP requirements.</li> </ul> </li> </ul>	<p>Steve Neilson</p>	
<p><b>Quality Assurance (QA)</b>  <a href="#">DOE O 414.1D Chg 1</a>  <u>SC FRA d. (10, 11)</u></p>	<p>Field Element Manager (FEM).          Notify contracting officers for field-issued contracts as to which contractors are affected by this Order. The Secretarial Officer has the authority to direct the contracting officer, as necessary, to ensure appropriate quality requirements are implemented by the contractor.</p> <ul style="list-style-type: none"> <li>• For FEMs of sites, other than NNSA sites, where approval authority is delegated to the FEM, review and approve any new or revised QAPs for work under the FEM's purview.</li> <li>• Provide resources and staff to meet the provisions of this Order and ensure that appropriate staff is qualified, as specified in paragraph 4.c.</li> <li>• Ensure reviews are performed of the field element QAP per paragraph 4.b.(2) and update as necessary.</li> <li>• Ensure review of safety documentation for the facility or activity to validate that safety software has been properly identified.</li> <li>• Ensure review of grading levels of safety software for approval by the QAP approval authority.</li> </ul> <p>SC FRA d. (10, 11)</p> <ul style="list-style-type: none"> <li>• Review and approve any new or revised QAP for work under the SOM's purview and contractor. This may not be delegated unless concurred by the CTA. Additionally, approve the safety software graded approach as required by the version of DOE O 414.1 in</li> </ul>	<p>Steve Neilson – QA          Andre' Bethea – Software QA</p>	<p>TJSO-PPP-03,          SCMS Management System, Quality Assurance and Oversight          ISO 9001:2015          DEAR Clauses 970.5223-1 and 970.5204-2</p>

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	<p>the contract, when delegated.</p> <ul style="list-style-type: none"><li>• Ensure adequate numbers of employees with an appropriate skill mix are available and qualified to perform their assigned safety management functions, including oversight and periodic self-assessments of line oversight responsibilities.</li></ul>		
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<p><b>Occupational Radiation Protection</b></p> <p><b>Rad Protection of the Public and Environment</b></p> <p><b>Radiological Clearance</b></p> <p><a href="#">DOE O 458.1 Chg. 4</a>  <a href="#">10 CFR 835</a>          SC FRA d.(5)</p>	<p>DOE O 458.1 Chg. 4          Field Element Managers:</p> <ul style="list-style-type: none"> <li>Implement the requirements in this Order for radiological activities under their purview. Such implementation must include, but may not be limited to ensuring that:             <ul style="list-style-type: none"> <li>(a) Environmental radiological protection programs are established and maintained,</li> <li>(b) Reviews of the sites' effectiveness in implementing the requirements in this Order are conducted, and</li> <li>(c) All records, reports, and documentation required by this Order are prepared, issued, and/or retained in accordance with applicable requirements.</li> </ul> </li> <li>Approve applicable Authorized Limits for clearance of property in accordance with the requirements of this Order.</li> <li>Ensure that sites' annual budget requests include the funding and resources needed to implement the requirements of this Order.</li> <li>Determine the type and scope of oversight activities necessary to independently verify compliance and implement the site independent verification activities.</li> <li>Ensure that appropriate capabilities are maintained for monitoring and assessing routine and unplanned releases of radioactive materials, consistent with the types of radioactive materials released, release modes, and radiological activities conducted.</li> <li>Ensure that agreements, permits, leases, licenses, or other legally-binding obligations between DOE and a tenant or concessionaire entered into after the effective date of this Order, require that the tenant or concessionaire take actions relating to matters within the scope of the contract that facilitate DOE's compliance with this Order.</li> <li>Temporarily suspend any requirement of this Order when doing so is in their judgment necessary to minimize damage to life or property or to protect public health or safety. Whenever this provision is invoked, such suspension and the reason for it are to be reported to a Cognizant Secretarial Officer and to the Chief Health, Safety and Security Officer at the earliest practicable time.</li> <li>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.</li> <li>Ensure survey methods and modeling are adequate to meet the requirements of this Order, and consult with the Office of Health, Safety and Security as necessary.</li> </ul>	<p>Ben Sherman</p>	<p>SCMS Management System:          Environment, Safety, and Health; Subject Area:          Environment, Safety, and Health (ES&amp;H) Oversight of Contractors</p>
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	<p>10CFR835 POC:</p> <ul style="list-style-type: none"> <li>Communicates timeframes and expectations to the Contractor 10 CFR 835 POC.</li> <li>Reviews contractor RPPs in accordance with the DOE Review Criteria for 10 CFR 835 Documented Radiation Protection Program.</li> <li>Within 120 calendar days of contractor submittal, communicates recommendation of approval or rejection to the Field Element Manager.</li> <li>Retains an evidence file for each RPP, that includes a copy of the RPP, the RPP matrix, comment resolution documentation, and, if applicable, the exemption(s).</li> </ul> <p>Clearance and Protection of the Public:</p> <ul style="list-style-type: none"> <li>Approve applicable Authorized Limits for clearance of property.</li> <li>Determine and implement oversight activities necessary to independently verify material clearance processes.</li> <li>Maintain capabilities for monitoring and assessing routine and unplanned releases of radioactive materials.</li> <li>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.</li> <li>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.</li> <li>Ensure survey methods and modeling are adequate.</li> <li>Ensure reporting of annual radiation exposure and revisions to the Radiation Exposure Monitoring System (REMS).</li> <li>Ensure that procedures exist and are effective in support of radiation exposure records for special individuals</li> </ul> <p>SC FRA d.(5)</p> <ul style="list-style-type: none"> <li>Review and approve contractor Radiation Protection Program for their assigned site office. This may not be delegated without CTA approval.</li> </ul>		<p>Safety Bulletin (DOE/EH-0697), July 2006: Control and Release of Property A Guide to Good Practices for the Control and Release of Property</p> <p>FAQs on the Suspension on Release for Recycling of Metal from Radiation Areas - Update April 2021</p> <p>Memorandum on Release of Materials for Re-Use and Recycle, February 14, 2000. Secretary Bill Richardson</p> <p>Memorandum on Release of Surplus and Scrap Materials, July 13, 2000. Secretary Bill Richardson</p> <p>Memorandum on Managing the Release of Surplus and Scrap Material, January 19, 2001. Secretary Bill Richardson</p>
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			<p>Action Memorandum on Clearance for Recycle of Scrap Metal and Materials from Radiological Areas, August 25, 2011</p> <p>Moratorium on the Unrestricted Release of Volumetrically Contaminated Metals into Commerce and Suspension on the Release for Recycling of Metals from Radiation Areas within DOE Facilities (EM-2020-000008, Paper 80010)</p> <p>NCRP Report No. 141 – Managing Potentially Radioactive Scrap Metal (2002)</p>
<p><b>Radioactive Waste Management</b></p> <p><a href="#">DOE O 435.1 Chg 2</a>  <a href="#">DOE M 435.1-1 Chg 3</a></p>	<p>DOE M 435.1-1  Head of Field Element:</p> <ul style="list-style-type: none"> <li>• Ensure radioactive waste management activities are systematically planned, documented, executed, and evaluated to protect the public, the workers, and the environment including:</li> <li>• Development of a Site-Wide Radioactive Waste Management Program</li> <li>• Approval of Radioactive Waste Management Basis</li> <li>• Implementation of Waste Minimization and Pollution Prevention Programs</li> <li>• Approval of Exemptions for Use of Non-DOE Facilities</li> <li>• Ensuring compliance of Environmental Restoration, Decommissioning, and Other Cleanup Waste with requirements</li> <li>• Radioactive Waste Acceptance Requirements are met</li> <li>• Radioactive Waste Generator Requirements are met</li> <li>• Closure Plans are developed</li> <li>• Defense-In-Depth principles are implemented</li> <li>• Oversight is performed</li> <li>• Training and Qualification programs are implemented</li> <li>• As Low as Reasonably Achievable (ALARA) principles are applied</li> <li>• Storage meets requirements</li> <li>• Treatment meets requirements</li> <li>• Disposal meets requirements</li> <li>• Monitoring meets requirements</li> <li>• Material and Waste Declassification for Waste Management is performed</li> </ul>	<p>Ben Sherman</p>	

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	<ul style="list-style-type: none"> <li>• Waste Incidental to Reprocessing determinations are made</li> <li>• Waste with No Identified Path to Disposal are identified</li> <li>• Corrective Actions are implemented</li> <li>• Problems are identified</li> <li>• Shutdown or Curtailment of Activities which pose imminent danger are performed</li> </ul>		
<p><b>Real Property Asset Management</b>  <a href="#">DOE O 430.1C, Chg 2</a></p>	<ul style="list-style-type: none"> <li>• Oversees implementation of real property asset management requirements.</li> <li>• Verifies that the Contracting Officer incorporates all applicable real property requirements and any supplemental Program Office guidance into the contracts identified with real property life-cycle activities and management functions.</li> <li>• Ensures contract requirements for real property life-cycle activities and projects are incorporated in assurance systems.</li> <li>• Identifies and reports all real property assets within assigned site responsibility.</li> <li>• Identifies and reports planned and actual expenditures, both direct and indirect, supporting real property life-cycle activities and projects.</li> <li>• Reviews and submits FIMS data and real property planning documentation for acceptance.</li> </ul>	<p>Dave Luke</p>	
<p><b>Safety of Accelerator Facilities</b>  <a href="#">DOE O 420.2C</a></p>	<p>DOE O 420.2C                      Field Element Managers:</p> <ul style="list-style-type: none"> <li>• Ensure the safe operation of accelerator facilities through the implementation of this Order.</li> <li>• Notify contracting officers of those contracts to which the CRD is applicable.</li> <li>• Recommend to the PSO any alternate safety standards, requirements or DOE Directives that are contractually-binding to the accelerator facility that are necessary to address the facility hazards in accordance with paragraph 3.c.(3).</li> <li>• Approve the following except as provided in paragraph 5.a.(2):                             <ul style="list-style-type: none"> <li>(a) Accelerator Safety Envelope (ASE);</li> <li>(b) Start of commissioning activities after ensuring that an appropriate Accelerator Readiness Review (ARR) has been conducted;</li> <li>(c) Start of routine operations;</li> <li>(d) Restart of an accelerator facility or activity after a DOE-mandated shutdown because of an USI or ASE violation;</li> <li>(e) Activities that justify a USI;</li> <li>(f) Decommissioning activities; and</li> </ul> </li> </ul>	<p>Steve Neilson</p>	<p>Management System:                      Facilities Safety Operations and Infrastructure                      Subject Area: Facility Safety and Operations</p>

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	<p>(g) Exemption/Equivalency request in accordance with paragraphs 3.c.(2) and 3.c.(3).</p> <ul style="list-style-type: none"> <li>Notify the contractor of any approved or denied requests for exemptions or equivalencies.</li> </ul>		
<p><b>Safeguards and Security – Counter Intelligence (CI)</b>  <a href="#">DOE O 475.1</a>            SC FRA d.(14)</p>	<p>DOE O 475.1</p> <ul style="list-style-type: none"> <li>Ensure that the servicing CI office has appropriate access to all records, facilities, operational activities, security information, IT systems, and databases necessary to perform official duties.</li> <li>Support the CI Program in assessing risks associated with sensitive country foreign visits and assignments and visits and assignments involving sensitive subjects or security areas.</li> <li>Support analyses of the threat posed by foreign intelligence and international terrorist activities and provide threat information to DOE management to support the protection of DOE personnel, information, facilities, and assets.</li> <li>Support investigations and inquiries on incidents of CI concern.</li> </ul> <p>SC FRA d.(14): Safeguards and Security. These authorities may not be delegated, unless specified.</p> <ul style="list-style-type: none"> <li>Designation as the Officially Designated Federal Security Authority (ODFSA) and approval authority for their site office. Only the SOM is the ODFSA and the use of the terms ODFSA and DOE Cognizant Security Authority are synonymous. Authorities may be further delegated to the Officially Designated Security Authorities (ODSA) Federal or Contractor staff but must be to specific individuals (not offices) and in writing. Unless otherwise delegated, the ODFSA ensures compliance in these delegated areas of operation:               <ul style="list-style-type: none"> <li>Protection Program Operations (DOE O 473.3A, Chg. 1, Sections 4., 5.d. and e., and 7.(a) and (b)) [Recently replaced by <a href="#">DOE O 473.1A</a> Physical Protection Program];</li> <li>Safeguards and Security functions (DOE O 470.4B Chg (MinChg), Section 5.d.(1)-(6) and (10), 5.f., and 5.m;) and (DOE O 470.3C, Section 5.d., k., and l.);</li> <li>Insider Threat Program (DOE O 470.5, Section 5.l);</li> <li>Technical Security Program measures (DOE O 470.6, Chg. 1, Sections 5.d. and j.);</li> <li>Information Security functions (DOE O 471.6, Chg. 2, Sections 5.d., f., and 7.f.); and</li> <li>Counterintelligence Program functions (DOE O</li> </ul> </li> </ul>	<p>Steve Neilson – ODSA</p> <p>ODSA delegated by memo from Joseph Arango to Steve Neilson dated 11/21/19.</p>	

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	<p>475.1, Section 5.c.(2)(b) and g.):</p> <ul style="list-style-type: none"> <li>Perform the Authorizing Official (AO) authority for information systems to ensure operation with an acceptable level of risk for their site.</li> </ul>		
<p><b>Safeguards and Security – Credentials and Information</b>  <a href="#">DOE O 206.2</a>  <a href="#">DOE O 471.3</a>  <a href="#">DOE M 471.3-1 Chg 1</a>  <a href="#">DOE O 471.6, Chg. 3</a>                      SC FRA d.(14)</p>	<p>Head of Field Element:</p> <ul style="list-style-type: none"> <li>Appointed as the Officially Designated Federal Security Authority (ODFSA)</li> <li>Ensure that personal information collected for employee and contractor identification is handled in accordance with the Privacy Act of 1974, DOE O 206.1, Department of Energy Privacy Program, dated 1-16-09, and DOE O 471.3, Identifying and Protecting Official Use Only Information.</li> <li>Identify certain unclassified controlled information as Official Use Only (OUO) and mark and protect documents containing such information.</li> </ul> <p>SC FRA d.(14): Safeguards and Security. These authorities may not be delegated, unless specified.</p> <ul style="list-style-type: none"> <li>Designation as the Officially Designated Federal Security Authority (ODFSA) and approval authority for their site office. Only the SOM is the ODFSA and the use of the terms ODFSA and DOE Cognizant Security Authority are synonymous. Authorities may be further delegated to the Officially Designated Security Authorities (ODSA) Federal or Contractor staff but must be to specific individuals (not offices) and in writing. As ODFSA, ensure compliance in these delegated areas of operation:                             <ul style="list-style-type: none"> <li>Protection Program Operations (DOE O 473.3A, Chg. 1, Sections 4., 5.d. and e., and 7.(a) and (b));</li> <li>Safeguards and Security functions (DOE O 470.4B Chg (MinChg), Section 5.d.(1)-(6) and (10), 5.f., and 5.m;) and (DOE O 470.3C, Section 5.d., k., and l.);</li> <li>Insider Threat Program (DOE O 470.5, Section 5.l);</li> <li>Technical Security Program measures (DOE O 470.6, Chg. 1, Sections 5.d. and j.);</li> <li>Information Security functions (DOE O 471.6, Chg. 2, Sections 5.d., f., and 7.f.); and</li> <li>Counterintelligence Program functions (DOE O 475.1, Section 5.c.(2)(b) and g.):</li> </ul> </li> <li>Perform the Authorizing Official (AO) authority for information systems to ensure operation with an acceptable level of risk for their site.</li> </ul>	<p>Steve Neilson – ODSA</p> <p>Andre' Bethea – Cyber Security Authorizing Official Designated Representative (AODR)</p> <p>ODSA delegated by memo from Joseph Arango to Steve Neilson dated 11/21/19.</p>	<p>SCMS Management System: Safeguards, Security and Emergency Management                      Subject Area: Personnel Security</p>
<p><b>Safeguards and Security – Physical Security</b></p>	<p>Head of Field Element:</p> <ul style="list-style-type: none"> <li>Oversee the implementation of the DBT in accordance</li> </ul>		<p>Management System:</p>

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<p><a href="#">DOE O 470.3C</a>  <a href="#">DOE O 470.4B Chg 2</a>  <a href="#">DOE O 470.5</a>  <a href="#">DOE O 470.6</a>  <a href="#">DOE O 472.2 Chg 1</a>  <a href="#">DOE O 473.1A</a>                      SC FRA d.(14)</p>	<p>with direction from SC for Departmental assets.</p> <ul style="list-style-type: none"> <li>• Ensure site security plans reflect the results of the analyses conducted in accordance with this DBT.</li> <li>• Authorize operations for for PL-7 assets.</li> <li>• Approve the level of rigor and documentation required for an SRA to support security planning activities.</li> <li>• Approve the site boundary distance used for purposes of radiological or chemical sabotage analysis.</li> <li>• Administer DOE physical security programs for the purposes of protecting S&amp;S interests.</li> <li>• Deter, detect, and mitigate insider threat actions by Federal and contractor employees.</li> <li>• Determine whether and when to request security clearances for employees under their cognizance who, though they do not require access to classified information or SNM, nevertheless are situated such that inadvertent exposure cannot otherwise be reasonably prevented.</li> <li>• Determine whether and when to approve requests for temporary security clearance upgrades.</li> <li>• With the concurrence of the Director, Office of Departmental Personnel Security, determine whether and when to modify procedures for reinstating security clearances.</li> <li>• Communicate to all cleared DOE personnel under their cognizance their personal responsibilities with regard to holding a DOE security clearance.</li> </ul> <p>SC FRA d.(14): Safeguards and Security. These authorities may not be delegated, unless specified.</p> <ul style="list-style-type: none"> <li>• Designation as the Officially Designated Federal Security Authority and approval authority for their site office. Only the SOM is the ODFSA and the use of the terms ODFSA and DOE Cognizant Security Authority are synonymous. Authorities may be further delegated to the Officially Designated Security Authorities (ODSA) Federal or Contractor staff, but must be to specific individuals (not offices) and in writing. (As ODFSA, ensure compliance in these delegated areas of operation:                         <ul style="list-style-type: none"> <li>– Protection Program Operations (DOE O 473.3A, Chg. 1, Sections 4., 5.d. and e., and 7.(a) and (b));</li> <li>– Safeguards and Security functions (DOE O 470.4B Chg (MinChg), Section 5.d.(1)-(6) and (10), 5.f., and 5.m;) and (DOE O 470.3C, Section 5.d., k., and l.);</li> <li>– Insider Threat Program (DOE O 470.5, Section 5.l);</li> <li>– Technical Security Program measures (DOE O</li> </ul> </li> </ul>	<p>Steve Neilson – ODSA</p> <p>ODSA delegated by memo from Joseph Arango to Steve Neilson dated 11/21/19.</p>	<p>Safeguards, Security and Emergency Management</p>
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	<p>470.6, Chg. 1, Sections 5.d. and j.);</p> <ul style="list-style-type: none"> <li>– Information Security functions (DOE O 471.6, Chg. 2, Sections 5.d., f., and 7.f.); and</li> <li>– Counterintelligence Program functions (DOE O 475.1, Section 5.c.(2)(b) and g.):</li> </ul> <ul style="list-style-type: none"> <li>• Perform the Authorizing Official (AO) authority for information systems to ensure operation with an acceptable level of risk for their site.</li> </ul>		
<p><b>Safeguards and Security – Unclassified Foreign National Access Program</b>  <a href="#">DOE O 142.3B</a>                  SC FRA d.(14)</p>	<p>Head of Field Element:</p> <ul style="list-style-type: none"> <li>• Review procurement requests for new non-site/non-facility management contracts and, if appropriate, ensure that the requirements of the CRD of this Order are included in the contracts.</li> <li>• Delegate foreign national access approval authority to site management officials and laboratory directors under their cognizance.</li> <li>• Designate POCs for foreign national access and provide contact information to the Office of Environment, Health, Safety and Security.</li> <li>• Incorporate all CSO guidance into local management processes for approving foreign national access to field element sites, information, and organizations.</li> <li>• Determine if proposed foreign national access requests require an exemption based on the S&amp;T Risk Matrix..</li> </ul> <p>SC FRA d.(14): Safeguards and Security. These authorities may not be delegated, unless specified.</p> <ul style="list-style-type: none"> <li>• Designation as the Officially Designated Federal Security Authority and approval authority for their site office. Only the SOM is the ODFSA and the use of the terms ODFSA and DOE Cognizant Security Authority are synonymous. Authorities may be further delegated to the Officially Designated Security Authorities (ODSA) Federal or Contractor staff but must be to specific individuals (not offices) and in writing. (As ODFSA, ensure compliance in these delegated areas of operation:                         <ul style="list-style-type: none"> <li>– Protection Program Operations (DOE O 473.3A, Chg. 1, Sections 4., 5.d. and e., and 7.(a) and (b));</li> <li>– Safeguards and Security functions (DOE O 470.4B Chg (MinChg), Section 5.d.(1)-(6) and (10), 5.f., and 5.m;) and (DOE O 470.3C, Section 5.d., k., and l.);</li> <li>– Insider Threat Program (DOE O 470.5, Section 5.l);</li> <li>– Technical Security Program measures (DOE O</li> </ul> </li> </ul>	<p>Steve Neilson – ODSA</p> <p>ODSA delegated by memo from Joseph Arango to Steve Neilson dated 11/21/19.</p> <p>Foreign national access approval authority delegated to the Laboratory Director in letter from Joseph Arango to TJNAF Director dated May 18, 2021.</p>	<p>Management System:                  Safeguards, Security and                  Emergency Management</p>

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	<p>470.6, Chg. 1, Sections 5.d. and j.);</p> <ul style="list-style-type: none"> <li>- Information Security functions (DOE O 471.6, Chg. 2, Sections 5.d., f., and 7.f.); and</li> <li>- Counterintelligence Program functions (DOE O 475.1, Section 5.c.(2)(b) and g.);</li> </ul> <ul style="list-style-type: none"> <li>• Perform the Authorizing Official (AO) authority for information systems to ensure operation with an acceptable level of risk for their site.</li> </ul>		
<p><b>Substance Abuse</b>  <a href="#">DOE O 343.1</a>  <a href="#">10 CFR 707</a>  <a href="#">48 CFR 970.2305</a>  <a href="#">48 CFR 970.5223</a>  <a href="#">48 CFR 923.570</a></p>	<p>DOE O 343.1  Managers and Supervisors:</p> <ul style="list-style-type: none"> <li>• Ensure employees are available and direct them to report for scheduled testing.</li> <li>• Identify, justify, and recommend employees for reasonable suspicion testing and request concurrence from the Head of the Departmental Element or designee. The responsibility to authorize a reasonable suspicion test may not be delegated further than the Principal Deputy level.</li> <li>• Identify employees who should be tested following accidents, incidents or unsafe practice, and provide information to the Local Substance Abuse Program Coordinator.</li> <li>• Respond to grievances related to the testing program.</li> <li>• Consult with the local EAP counselor and the organization's servicing human resources office before taking action following the determination of an employee's use of illegal drug or alcohol abuse.</li> <li>• Implement decisions on removal from sensitive duties, leave, and corrective action as a results of an employee's positive test results and/or request for EAP counseling or rehabilitation due to substance abuse.</li> <li>• Recommend whether an employee removed from sensitive duties should be returned to his/her sensitive duties.</li> <li>• Maintain the confidentiality of test results and discuss this and related information only with those who have a need to know.</li> </ul>	<p>Steve Neilson - Supervisor</p>	<p>Executive Order 12564</p>
<p><b>Worker Protection – Federal Employee Occupational Safety and Health [FEOSH]</b>  <a href="#">DOE O 440.1B Chg 3</a></p>	<p>DOE O 440.1B Change 3  Head of Field Element:</p> <ul style="list-style-type: none"> <li>• Develop, implement and maintain a FEOSH</li> </ul>	<p>Steve Neilson – FEOSH  Manager/Coordinator</p>	



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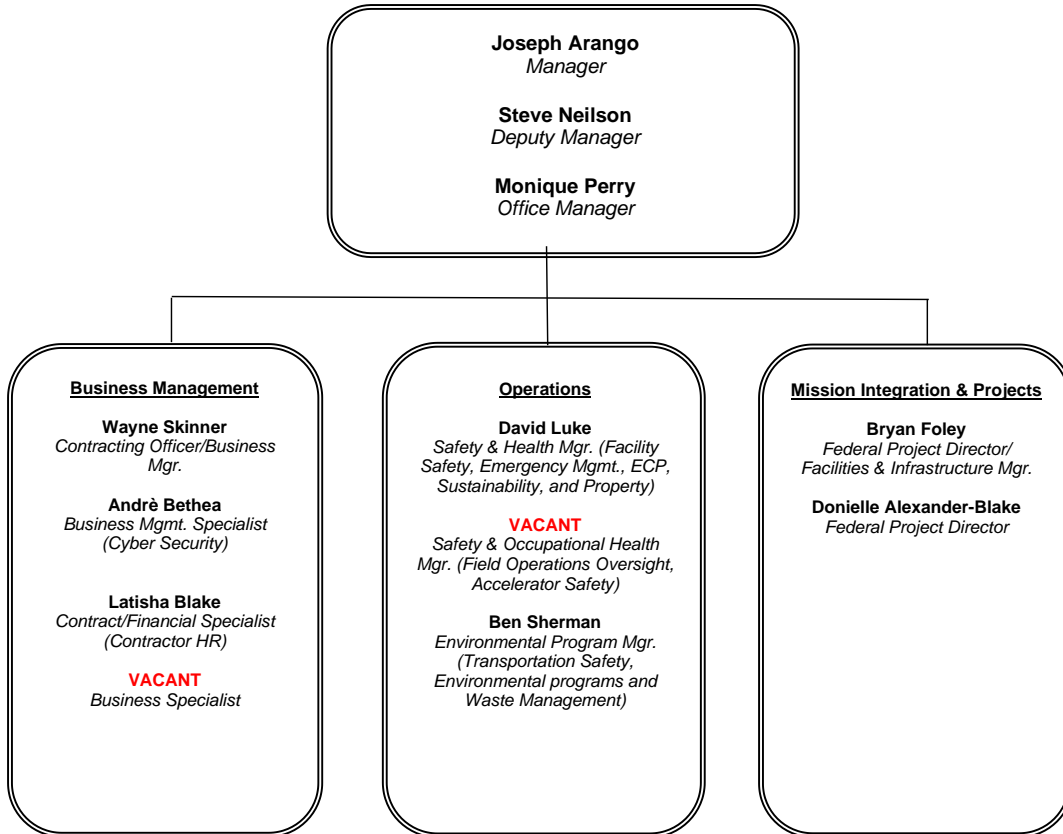
<p><a href="#">DOE O 231.1B Admin Chg 1</a>  <a href="#">10 CFR 851</a>  <a href="#">29 CFR 1960</a></p>	<p>program</p> <ul style="list-style-type: none"> <li>• Appoint a FEOSH Program Manager/Coordinator for administering the FEOSH Program.</li> <li>• Provide annual input for the Department of Labor's FEOSH report following SC guidance.</li> <li>• Establish annual FEOSH Program goals and objectives for promoting the program and for reducing accidents, injuries, and lost-time cases.</li> <li>• Ensure that initiators of procurement requests specify therein whether requirements in 10 CFR 851 are to be applied to the resulting awards or subawards.</li> </ul> <p>FEOSH Program Coordinator:</p> <ul style="list-style-type: none"> <li>• Conduct an annual, unannounced worker protection inspection of federal workplaces.</li> <li>• Meet requirements of 29CFR1960 and EO 12196.</li> </ul> <p>DOE O 231.1B Admin Chg 1  Head of Field Elements:</p> <ul style="list-style-type: none"> <li>• Report total hours worked by DOE employees each quarter to the Computerized Accident/Incident Reporting System (CAIRS) database.</li> </ul>		<p>Management System:  Environment, Safety, and Health  Subject Area: Federal Employee Occupational Safety and Health (FEOSH)</p>
<p><b>Worker Safety and Health Program</b>  <a href="#">10 CFR 851</a></p>	<p>10 CFR 851  Head of Field Element:</p> <ul style="list-style-type: none"> <li>• Review and approve Contractor's initial Worker Safety and Health Program and subsequent updates in a timely manner.</li> <li>• 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.</li> <li>• Establish written policy, goals, and objectives for the worker protection program.</li> </ul>	<p>Letter from Joseph Arango to TJNAF Chief Operating Officer dated Jan 26, 2021 assigned responsibility for limited Electrical Authority Having Jurisdiction (EAHJ) activities to the JSA Electrical Safety Program Manager.</p>	<p>Management System:  Environment, Safety, and Health  Subject Area: Federal Employee Occupational Safety and Health (FEOSH)</p>
<p><b>Violence in The Workplace</b>  <a href="#">DOE P 444.1</a></p>	<p>DOE P 444.1  Site Office Requirements per DOE P 444.1:</p> <ul style="list-style-type: none"> <li>• Promote a safe environment for its employees by working with its employees to prevent workplace violence.</li> <li>• Have no tolerance for violence, domestic violence, sexual assault, stalking, threats of violence, harassment, intimidation, bullying and other disruptive behavior in the Department of Energy</li> </ul>	<p>Steve Neilson - Supervisor</p>	<p><a href="#">DOE G 444.1-1</a></p> <p>“Guidance for Agency-Specific Domestic Violence, Sexual Assault, and Stalking Policies,” issued in February 2013, by the Office of</p>

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	<p>workplace</p> <ul style="list-style-type: none"> <li>• Be committed to providing appropriate resources to address and prevent inappropriate behavior, maintaining multi-functional response teams to help supervisors assess and address these behaviors and incidents, and assisting employees who have been adversely affected by such behaviors on or off site.</li> <li>• Ensure those with responsibilities for areas such as security, emergency management, health and safety, human capital, employee assistance, equal employment opportunity, diversity and inclusion, employee concerns, ombudsman, whistleblower protection, and legal, will work cooperatively to assist supervisors and managers as they assess and respond to inappropriate behavior.</li> <li>• Headquarters and all DOE sites will develop and periodically update procedures to ensure that they adequately address workplace violence and provide employee awareness training on those procedures.</li> </ul>		<p>Personnel Management (OPM), on behalf of an interagency workgroup.</p> <p>"Violence in the Federal Workplace: A Guide for Prevention and Response" issued in April 2013, by the Interagency Security Committee (ISC).</p> <p>Note: TJSO utilizes the Laboratory's Active Threat Emergency Procedure as the site specific document.</p>
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ATTACHMENT 2 – TJSO ORGANIZATIONAL CHART

THOMAS JEFFERSON SITE OFFICE



**ATTACHMENT 3 – TJSO Assignment Matrix**

<b>OFFICE OF THE MANAGER</b>	
<b>Staff Position/Name</b>	<b>Roles/Responsibilities</b>
<b>Joseph Arango – Site Office Manager</b>	<ul style="list-style-type: none"> <li>• Contracting Officer’s Representative</li> <li>• Sense of the Laboratory</li> <li>• External Relations</li> <li>• Operational Awareness and Site Oversight</li> <li>• Contractor Performance Evaluation</li> <li>• Personnel Reviewing Official</li> <li>• Business Management Oversight</li> <li>• Operations Oversight</li> <li>• Mission Integration and Projects Oversight</li> </ul>
<b>Steve Neilson – Site Officer Deputy Manager</b>	<ul style="list-style-type: none"> <li>• Alternate Contracting Officer’s Representative</li> <li>• Sense of the Laboratory</li> <li>• Business Management Oversight</li> <li>• Operations Oversight</li> <li>• Mission Integration and Projects Oversight</li> <li>• Operational Awareness and Site Oversight</li> <li>• Contractor Performance Evaluation</li> <li>• Personnel Rating Official</li> <li>• Manage Contract Deliverables Records in SharePoint</li> <li>• Continuity of Operations and Emergency Management (back-up)</li> <li>• Safeguards and Security Programs, ODSA</li> </ul> <p>Serves as backup to Joe Arango</p>
<b>Monique Perry – Office Manager</b>	<ul style="list-style-type: none"> <li>• Day-to-Day Administrative Support to the Site Office (includes maintaining calendars, managing basic systems for mail control, records management, suspense control, making travel arrangements, as well as prepare critical TJSO documents/presentations)</li> <li>• Interface with DOE Field Offices and Headquarters as it relates to Office Administration and Logistics</li> <li>• Serve as Records Manager for TJSO Responsibilities (includes developing, modifying, maintaining inventory, disposition and scheduling of all TJSO official files/records)</li> <li>• Serve as Certified Funds Official (authorizing the expenditure of funds for the procurement of supplies, services, and general support to the TJSO)</li> <li>• Maintain Site Office Procedures System</li> <li>• Maintain/Update TJSO SharePoint Systems (e.g., Action Tracker, Travel/Training, etc.)</li> </ul> <p>Serves as backup to Andre’ Bethea</p>

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<b>BUSINESS MANAGEMENT</b>	
<b>Wayne Skinner – Contracting Officer/ Business Manager</b>	<ul style="list-style-type: none"> <li>• Senior Contracting Officer</li> <li>• DOE TJNAF Contract Management</li> <li>• TJNAF Contract Modifications and Issues</li> <li>• Incorporation of DOE Directives in M&amp;O Contract</li> <li>• Contractor Performance Evaluation Plan/Metrics</li> <li>• Contractor Performance Evaluation</li> <li>• Technology Transfer/Strategic Partnership Program Arrangements</li> <li>• Low Energy Recirculator Facility (LERF) Contract and Funding Actions</li> <li>• Leases and Easements</li> <li>• Operational Awareness and Site Oversight in the area of Business Management</li> <li>• Manage assigned SME Contract deliverables records in SharePoint</li> </ul> <p>Serves as backup to Latisha Blake</p>
<b>Andre' Bethea – Business System Manager/ Cyber Program Manager</b>	<ul style="list-style-type: none"> <li>• Cyber Security Authorizing Official Designated Representative (AODR)</li> <li>• Cyber Security Certification and Accreditation Manager</li> <li>• Oversee Laboratory Cyber Security, IT Planning, Data Calls, and Report Writing</li> <li>• Office of Inspector General Cyber Security Liaison</li> <li>• As a Level III certified Contract Specialist, review contractor work plans, budget assumptions, and support Senior Contracting Officer</li> <li>• DOE O 414.1D, Software Quality Assurance</li> <li>• Advisory Capacity for Laboratory High-Speed Computing-LQCD</li> <li>• DOE Funds Certifying Official (authorizing the expenditure of funds for the procurement of supplies and services)</li> <li>• Site Office Budget Execution</li> <li>• Site Office Purchase Card Approving Official, alternate</li> <li>• Facilitation of funding in support of Nuclear Physics</li> <li>• Facilitate the approval of Laboratory Field Work Proposals</li> <li>• Site Office Web Page and Network Administrator</li> <li>• SC IT Federal Network liaison - Interface with SC HQ and OCIO</li> <li>• Recommends assigned DOE directives for incorporation into contracts</li> <li>• Contractor Performance Evaluation</li> <li>• Operational Awareness and Site Oversight</li> <li>• Manage assigned SME contract deliverables records in SharePoint</li> </ul> <p>Serves as backup to Monique Perry</p>
<b>Latisha Blake – Contract/Financial Specialist</b>	<ul style="list-style-type: none"> <li>• <b>Contracting Support</b> <ul style="list-style-type: none"> <li>– Contract changes modifications</li> <li>– Contract funding modifications</li> <li>– PEMP development</li> <li>– Virtual Procurement Management Review (VPMR) documentation</li> <li>– New Contracting Officer approval actions that are received</li> </ul> </li> <li>• <b>Budget and Financial POC for Site Office and TJNAF</b></li> <li>• <b>Financial and Contractor Human Resources:</b></li> </ul>

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<b>BUSINESS MANAGEMENT</b>	
	<ul style="list-style-type: none"> <li>- Monitoring Contractor Adherence to Financial Compliance and Financial Reporting Requirements</li> <li>- Interfacing with Consolidated Service Center (CSC) Chief Financial Officer's support functions</li> <li>- Coordinate DOE and Federal Audits</li> <li>- Coordinate Contractor Human Resource related actions</li> <li>- Oversee Site Office Program Direction Budget Formulation and Execution</li> <li>- Federal Managers Financial Integrity Act (FMFIA) and related Department of Energy Vulnerability Assessment and Management Assurance Actions</li> <li>• <b>Other</b> <ul style="list-style-type: none"> <li>- Recommends assigned DOE directives for incorporation into contracts</li> <li>- Operational Awareness and Site Oversight</li> <li>- Contractor performance evaluation</li> <li>- Manage assigned SME contract deliverables records in SharePoint</li> <li>- Site Office Purchase Card Approving Official (alternate)</li> <li>- IG Coordination</li> <li>- Environmental Liability/Active Facilities Data Collection System</li> <li>- Conference Management</li> </ul> </li> </ul> <p>Serves as backup to Wayne Skinner</p>
<b>OPERATIONS</b>	
<p><b>David Luke – Operations Safety &amp; Health Manager (Qualified: Fire Protection, with outside support)</b></p>	<ul style="list-style-type: none"> <li>• <b>Emergency Management Program</b> <ul style="list-style-type: none"> <li>- DOE O 151.1D Chg. 1, <i>Comprehensive Emergency Management System</i></li> </ul> </li> <li>• <b>Facility Safety</b> <ul style="list-style-type: none"> <li>- DOE 420.1C, Chg. 3, <i>Facility Safety</i> – (protection of property and life safety)                             <ul style="list-style-type: none"> <li>- Fire Protection Program – Chapter II</li> <li>- Natural Phenomena Hazards – Chapter IV</li> </ul> </li> </ul> </li> <li>• <b>Continuity of Operations</b> <ul style="list-style-type: none"> <li>- DOE O 150.1A, <i>Continuity Programs</i> (Lead)</li> <li>- Continuity of TJSO Business Operations</li> </ul> </li> <li>• <b>Employee Concerns Program</b> <ul style="list-style-type: none"> <li>- DOE O 442.1B, <i>DOE Employee Concerns Program</i></li> <li>- TJSO and oversight of contractor ECP</li> </ul> </li> <li>• <b>Differing Professional Opinion Program</b> <ul style="list-style-type: none"> <li>- DOE O 442.2 Chg. 1, <i>Differing Professional Opinions for Technical Issues Involving Environmental, Safety, and Health Technical Concerns</i> (Lead)</li> </ul> </li> <li>• <b>Personal Property</b> <ul style="list-style-type: none"> <li>- 41 CFR 109, <i>DOE Property Management</i> (includes fleet)</li> </ul> </li> <li>• <b>Real Property</b></li> <li>• <b>Other</b> <ul style="list-style-type: none"> <li>• Functional Responsibilities and Authorities                             <ul style="list-style-type: none"> <li>○ Telework Coordinator</li> <li>○ Operational Awareness and Site Oversight</li> </ul> </li> </ul> </li> </ul>

TJSO Functions, Responsibilities, and Authorities Document

<b>OPERATIONS</b>	
	<ul style="list-style-type: none"> <li>○ Manage assigned SME contract deliverables records in SharePoint</li> <li>● Contractor Performance Evaluation</li> <li>● Draft directives review coordinator for TJSO</li> <li>● 10 CFR 851: Laser Safety Oversight</li> </ul> <p>Serves as backup to Safety and Occupational Health Manager</p>
<b>VACANT – Safety &amp; Occupational Health Manager</b>	<ul style="list-style-type: none"> <li>● <b>Safety and Health</b> <ul style="list-style-type: none"> <li>● Contractor Assurance System</li> <li>● Industrial Safety Lead</li> <li>● 10 CFR 851 Worker Safety and Health Program</li> <li>● Occupational Medical Program</li> <li>● Industrial Hygiene Programs</li> <li>● Human Research Protection</li> <li>● Accelerator Safety</li> </ul> </li> <li>● <b>ISM Champion</b> <ul style="list-style-type: none"> <li>● DOE O 450.2 Integrated Safety Management</li> <li>● DEAR 970.5223-1 (Lead)</li> </ul> </li> <li>● <b>FEOSH, 29 CFR 1960</b></li> <li>● <b>Radiation Protection Lead</b> <ul style="list-style-type: none"> <li>– 10 CFR 835, <i>Occupational Radiation Protection</i></li> <li>– DOE O 458.1 Admin Chg. 3, <i>Radiation Protection of the Public and Environment</i></li> <li>– DOE-STD-1095-2011, <i>Department of Energy Laboratory Accreditation for External Dosimetry</i></li> <li>– DOE O 231.1B Admin Chg. 1 for Reporting of Radioactive Sealed Sources (Lead)</li> </ul> </li> <li>● <b>Accident Investigation Program Liaison</b> <ul style="list-style-type: none"> <li>– DOE O 225.1B, Accident Investigations</li> </ul> </li> <li>● <b>Nanotechnology Safety Oversight</b> <ul style="list-style-type: none"> <li>– DOE O 456.1, The Safe Handling of Unbound Engineered Nanoparticles</li> </ul> </li> <li>● <b>DOE/TJSO Enforcement Coordinator</b> <ul style="list-style-type: none"> <li>● Price Anderson Amendments Act</li> <li>● 10 CFR 820.20</li> <li>● 10 CFR 851, subpart E and App B</li> </ul> </li> <li>● <b>Other</b> <ul style="list-style-type: none"> <li>● DOE Representative for ORPS reporting</li> <li>● Field Operations</li> <li>● Manage assigned SME contract deliverables records in SharePoint</li> <li>● Aviation Safety POC (CSC lead)</li> <li>● Lab Line Self-Assessment and Independent Assessment Review</li> <li>● Quality Assurance</li> <li>● Suspect and Counterfeit Parts</li> <li>● Operational Awareness Program Coordinator</li> </ul> </li> </ul>

TJSO Functions, Responsibilities, and Authorities Document

OPERATIONS	
	<ul style="list-style-type: none"> <li>• Integrated Assessment Schedule Coordination</li> <li>• Operating Experience Program Coordinator</li> <li>• Participates in Contractor's safety walkthrough inspections</li> <li>• Performs unannounced safety walkthrough inspections</li> <li>• Attends Contractor Meetings to Maintain Operational Awareness</li> <li>• Supports incident/injury investigations, reviews, reports, and follows upon corrective actions</li> <li>• Recommends assigned DOE directives for incorporation into contracts</li> <li>• Operational Awareness and Site Oversight</li> <li>• Contractor Performance Evaluation</li> </ul> <p>Serves as backup to Ben Sherman</p>
<p><b>Ben Sherman – Environmental Program Manager (In-Development; Transportation/Waste)</b></p>	<ul style="list-style-type: none"> <li>• <b>Environmental Management</b> <ul style="list-style-type: none"> <li>• Permit and EPA requirements</li> <li>• Sanitary Sewer (Acid neutralization system and cooling tower discharge)</li> <li>• Groundwater Withdrawal (from experimental end stations)</li> <li>• Storm Water Management for Industrial Discharge (MS4)</li> <li>• Storm water pollution prevention for construction activities</li> <li>• Discharges to surface water (NPDES)</li> <li>• Hazardous Waste and Mixed Waste, RCRA and DOE M 435.1</li> <li>• NEPA</li> </ul> </li> <li>• <b>Waste Management</b> <ul style="list-style-type: none"> <li>• Waste Recycling/Management</li> <li>• Solid Waste and Recycling (E.O. 13693)</li> <li>• Hazardous Waste activities (RCRA Subtitle C &amp; 49 CFR Part 100-180)</li> <li>• DOE O 460.1D, Hazardous Materials Packaging and Transportation Safety (CSC SME)</li> <li>• Radioactive Waste (DOE O 435.1, <i>Radioactive Waste Management</i> &amp; DOE M 435.1-1, <i>Radioactive Waste Management Manual</i>)</li> <li>• Rad Waste Projections Annual Planning Report</li> <li>• Radiological clearance and independent verification for materials release from Radiation Control Group</li> </ul> </li> <li>• <b>DOE P 451.1, National Environmental Policy Act Compliance Program</b> <ul style="list-style-type: none"> <li>• Site Office NEPA Document Coordinator</li> </ul> </li> <li>• <b>Environmental Documents:</b> <ul style="list-style-type: none"> <li>• Annual Site Environmental Report (DOE O 231.1B Admin Chg. 1, <i>Environmental, Safety and Health Reporting</i>)</li> <li>• National Emission Standards for Hazardous Air Pollutants (40 CFR 61 Subpart H)</li> <li>• Emergency Planning and Community Right to Know Hazardous Chemical Tier II report (EPCRA)</li> </ul> </li> <li>• <b>DOE Order 436.1, Departmental Sustainability</b></li> </ul>



OPERATIONS	
	<ul style="list-style-type: none"> <li>• Sustainable Acquisitions</li> <li>• Energy Management</li> <li>• <b>Other</b> <ul style="list-style-type: none"> <li>• Operational Awareness and Oversight Packaging and Transportation Safety</li> <li>• Point of Contact:                             <ul style="list-style-type: none"> <li>○ Environmental Protection Agency</li> <li>○ Department of Environmental Quality</li> <li>○ Hampton Roads Sanitation District</li> </ul> </li> </ul> </li> </ul> <p>Serves as backup to Dave Luke</p>
MISSION INTEGRATION & PROJECTS	
<p><b>Bryan Foley – Federal Project Director, Facilities &amp; Infrastructure</b></p>	<ul style="list-style-type: none"> <li>• <b>Project Management</b> Facilities &amp; Infrastructure Expense Projects                             <ul style="list-style-type: none"> <li>• CEBAF Renovation &amp; Expansion (CRE) FPD</li> <li>• Thomas Jefferson Infrastructure Improvement (TJII) project development</li> <li>• Electron Ion Collider (EIC) Deputy FPD</li> <li>• Measurement of Lepton Lepton Electroweak Reactions (MOLLER) Project FPD</li> <li>• Solenoid Large Intensity Device (SoLID) Detector System Project development</li> <li>• High Performance Data Facility (HPDF) project development</li> <li>• 12 GeV Project final closeout report</li> </ul> </li> <li>• <b>Facilities and Infrastructure</b> <ul style="list-style-type: none"> <li>• Mission Readiness</li> <li>• Integrated Facilities and Infrastructure (IFI) Crosscut Budget</li> </ul> </li> <li>• Maintain PMCDP Level 2 FPD Certification                             <ul style="list-style-type: none"> <li>• GPP Program Management                                     <ul style="list-style-type: none"> <li>• SLI GPPs:   <ul style="list-style-type: none"> <li>○ 2K Cold Box</li> <li>○ CTF Upgrade</li> <li>○ North/South Linac Additional Cooling Retrofits</li> <li>○ Site Mechanical System Upgrade (PIC Valve Installation)</li> <li>○ NP GPPs: End Stage Refrigeration (ESR) 2</li> </ul> </li> </ul> </li> </ul> </li> </ul> <p>Project Assessment and Reporting System (PARS) for assigned projects</p> <ul style="list-style-type: none"> <li>• <b>DOE Order 413.3B Chg. 5, Program and Project Management for the Acquisition of Capital Assets</b></li> <li>• <b>Other</b> <ul style="list-style-type: none"> <li>– Recommend assigned DOE directives for incorporation into contracts</li> <li>– Operational Awareness and Site Oversight</li> <li>– Contractor Performance Evaluation</li> <li>– Manage assigned SME contract deliverables records in SharePoint</li> </ul> </li> </ul>

TJSO Functions, Responsibilities, and Authorities Document

<b>MISSION INTEGRATION &amp; PROJECTS</b>	
	Serves as backup to Donielle Alexander-Blake
<b>Donielle Alexander-Blake— Federal Project Director, Facilities and Infrastructure</b>	<ul style="list-style-type: none"> <li>• <b>Project Management</b> <ul style="list-style-type: none"> <li>– Facilities and Infrastructure Expense Projects                             <ul style="list-style-type: none"> <li>○ LCLS-II HE performance/oversight support</li> <li>○ SNS PPU performance/oversight support</li> </ul> </li> </ul> </li> <li>• <b>GPP Program Management</b> <ul style="list-style-type: none"> <li>– SLI GPPs                             <ul style="list-style-type: none"> <li>○ Cooling Water (Stormwater) Reuse</li> </ul> </li> </ul> </li> <li>• <b>Facilities &amp; Infrastructure</b> <ul style="list-style-type: none"> <li>○ Maintenance Reporting</li> </ul> </li> <li>– Obtain PMP from PMI</li> <li>– Obtain PMCDP Level 1 FPD Certification</li> <li>• <b>Other</b></li> <li>• <b>Laboratory Directed Research and Development (LDRD)</b> <ul style="list-style-type: none"> <li>• Operational Awareness and Site Oversight</li> <li>• Contractor Performance Evaluation</li> <li>• Manage assigned contract deliverables records in SharePoint</li> </ul> </li> </ul>
	Serves as backup to Bryan Foley