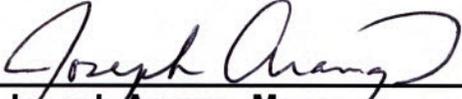


**U.S. DEPARTMENT OF ENERGY
THOMAS JEFFERSON SITE OFFICE**

**FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES
MANUAL**

Prepared By: 
Richard Korynta

Date: 7-10-17

Approved: 
Joseph Arango, Manager
Thomas Jefferson Site Office

Date: 7/10/17

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REVIEW/REVISION HISTORY		
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4/30/08	1a	Responsibility Update
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7/27/16	7	Update FRA and Assignment Matrix
7/7/17	8	Update FRA and Assignment Matrix

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FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES MANUAL

1.0 INTRODUCTION

The Thomas Jefferson Site Office (TJSO) Functions, Responsibilities, and Authorities Manual (FRAM) describes the safety management functions, responsibilities, and authorities for the federal staff at TJSO. The TJSO FRAM aligns and flows down from U.S. Department of Energy (DOE) directives and the *Office of Science (SC) Environment, Safety and Health (ES&H) Functions, Responsibilities, and Authorities (FRA) Document*, dated 1/10/2012. Since this is a manual rather than a procedure, it does not follow the outline prescribed in TJSO SOPP 4.2 for Standard Operating Plans and Procedures (SOPPs).

In accordance with DOE Order 450.2, *Integrated Safety Management*, the TJSO Manager has the responsibility for implementing management systems to ensure DOE safety requirements and expectations are achieved at the Thomas Jefferson National Accelerator Facility (TJNAF). The goal of systematically integrating safety into management and work practices at all levels, so that missions are accomplished efficiently while protecting the workers, the public, and the environment, established in DOE Order 450.2, and reinforced in DOE Order 226.1B, *Implementation of Department of Energy Oversight Policy*, has been incorporated into the FRAM.

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

2.0 SCOPE AND OBJECTIVE

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

3.0 TJSO ORGANIZATION

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

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

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

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

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

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

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

The primary responsibility of the business, contract, and financial management staff is to provide administrative, contractual, property, and procurement support at TJSO for all activities, including any associated ES&H activities. The DOE ES&H requirements and directives applicable to TJNAF are formally incorporated into the DOE-JSA M&O contract for TJNAF.

4.0 TJSO PERSONNEL ROLES, RESPONSIBILITIES, ACCOUNTABILITIES, AND AUTHORITIES

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

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

5.0 CHANGE CONTROL

The TJSO FRAM is a living document that is maintained current and accurate and is located on the TJSO SharePoint site. Significant revisions to the main text of the document are not expected unless there are major changes to the DOE Order 450.2 (*Integrated Safety Management*), the SC organization, the SC FRAM, or TJSO's organizational and/or operational philosophy. Rick Korynta (as directed by the TJSO Manager) has the lead responsibility for developing revisions to the TJSO FRAM in response to changes. Specific delegation of authority documents will be maintained consistent with the TJSO records management process. This document will be reviewed annually and updated as appropriate by the end of each fiscal year.

ATTACHMENT 1 – FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES

FUNCTIONS AND SOURCE DOCUMENTS	RESPONSIBILITIES	AUTHORITIES DELEGATED FROM SC	TJSO STAFF FUNCTIONS & AUTHORITIES	NOTES
<p>Accident Investigation DOE O 225.1B</p>	<ul style="list-style-type: none"> • Provide support to Investigation Board Investigations. • Review draft Investigation Reports for factual accuracy. • Develop or provide assistance in developing lessons learned for accident investigations. • Approve Corrective Action Plans and track to closure. • Conduct extent-of-condition reviews for work under Head of Field Element’s authority, and address lessons learned from investigations conducted at other DOE sites. • Identify an Accident Investigation Program Liaison to Headquarters. 		<ol style="list-style-type: none"> 1. Joe Arango 2. Steve Neilson 	<ol style="list-style-type: none"> 1. Identify an Accident Investigation Program Liaison. 2. Accident Investigation Program Liaison.
<p>Biological Safety 10 CFR 851 (Appendix A, Paragraph 7)</p>	<ul style="list-style-type: none"> • Register with the Centers for Disease Control and Prevention prior to requesting or receiving the transfer or receipt of biological select agents at a DOE facility. 		Steve Neilson	
<p>Conduct of Operations DOE O 422.1Chg 2</p>	<ul style="list-style-type: none"> • Provide implementation direction to contractor. • Review and approve contractor documentation. • Provide appropriate oversight of conduct of operations.* 	Conduct of Operations functions (DOE O 422.1, 5.a.(1): Determine applicability of Conduct of Operations Order to facilities other than Hazard Category 1, 2, or 3 nuclear facilities.	<ol style="list-style-type: none"> 1. Mike Epps 2. Patricia Hunt 3. Steve Neilson 	<ol style="list-style-type: none"> 1. Overall implementation. 2. Application to facilities inside the fence. 3. Application to facilities outside the fence. <p>* Staffing analysis was done in September 2016 IAW DOE-STD-1063-2006, Facility Representatives, and determined that a Facility Representative is not needed to provide Conduct of Operations oversight.</p> <p>Delegation: Memorandum from Joseph A. McBrearty, Deputy Director for Field Operations, Office of Science, to Joseph Arango, Manager, Thomas Jefferson Site Office, entitled “Delegations of Authority for Office of Science Operations and Safety, Property Management, and Safeguards and Security” dated August 17, 2012.</p>

FUNCTIONS AND SOURCE DOCUMENTS	RESPONSIBILITIES	AUTHORITIES DELEGATED FROM SC	TJSO STAFF FUNCTIONS & AUTHORITIES	NOTES
<p>Corrective Action Plans DOE O 227.1A DOE O 226.1B DOE O 225.1B DOE O 414.1D Chg 1</p>	<ul style="list-style-type: none"> Use site- and program-specific issues management processes and systems developed in accordance with DOE O 226.1B, <i>Implementation of Department of Energy Oversight Policy</i>, dated 4-25-11, to manage corrective action plans and track them to completion. Provide information on corrective actions related to appraisals of their organization, sites, and/or contractor activities when requested by the Director, Office of Enforcement. 		<ol style="list-style-type: none"> Steve Neilson All 	<ol style="list-style-type: none"> Responsible for oversight of TJNAF corrective action program implementation. Responsible for ensuring closure of corrective actions for assigned areas of responsibility.
<p>Continuity Program DOE O 150.1A</p>	<ul style="list-style-type: none"> Develop and implement field element COOP program. Approve contractor COOP business continuity plan. Integrate COOP program with emergency management program. Establish order of succession and predetermined delegations of authority. Appoint primary and alternate COOP coordinator. Establish a Personnel Accountability Program to document contact info and well-being of personnel during continuity event. Approve Continuity Readiness Assurance Report. 		<ol style="list-style-type: none"> Dave Luke Patty Hunt 	<ol style="list-style-type: none"> Primary COOP Coordinator. Alternate COOP Coordinator.
<p>DOE Enforcement SCMS ES&H Oversight</p>	<ul style="list-style-type: none"> Designate an Enforcement Coordinator to serve as the interface with EA-10 and the contractor’s enforcement coordinator. Promote timely self-identification and correction of non-compliant conditions, using DOE reporting systems Provide staff to, and participate in enforcement investigations and reviews. Ensure Enforcement Coordinator is properly trained and qualified in the enforcement process and contractor operations. Carry out Enforcement Coordinator responsibilities as outlined in the DOE Office of Enforcement guidance document “Enforcement Process Overview. 		<ol style="list-style-type: none"> Joe Arango Steve Neilson 	<ol style="list-style-type: none"> Designate an Enforcement Coordinator EA-10. Serves as Enforcement Coordinator and is responsible for implementation of enforcement requirements at the TJNAF Site.

FUNCTIONS AND SOURCE DOCUMENTS	RESPONSIBILITIES	AUTHORITIES DELEGATED FROM SC	TJSO STAFF FUNCTIONS & AUTHORITIES	NOTES
<p>Emergency Management DOE O 151.1D</p>	<ul style="list-style-type: none"> Establish and maintain an effective, integrated emergency management program. During an emergency, conduct appropriate and necessary emergency actions. Assess the TJSO emergency management program annually. Assess periodically the contractor emergency management program and review contractor self-assessments. 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. Ensure timely and accurate emergency classification, notification, and reporting of emergency events. Ensure effective communication systems and protocols are coordinated and maintained with the Headquarters Operations Center regarding emergencies. 		<ol style="list-style-type: none"> Joe Arango Dave Luke 	<ol style="list-style-type: none"> Identify a senior official to serve as an emergency manager with decision-making authority and responsibilities and assign a senior Field Element representative to the Emergency Management Advisory Committee. Responsible for the Emergency Management program.
<p>Employee Concerns Program (ECP) DOE O 442.1A DOE O 442.2 Chg 1 10 CFR 708 48 CFR 970.0309</p>	<ul style="list-style-type: none"> Develop and implement an Employee Concerns Program. Ensure implementation of contractor’s ECP. Ensure contractor requirements for whistleblower protection and the differing professional opinions process are fulfilled. Designate the position responsible for developing and implementing ECP. Manage the MOU established between ORO and TJSO for ECP support. 		<ol style="list-style-type: none"> Joe Arango David Luke 	<ol style="list-style-type: none"> Designate the position responsible for developing and implementing ECP. Develop and implement an ECP and process differing professional opinions.
<p>Environmental – Environmental Protection (Includes Environmental Management Systems [EMSs] and Sustainability) DOE O 436.1 DOE O 231.1B Chg 1 E.O. 13101 E.O. 13148 E.O. 13693</p>	<ul style="list-style-type: none"> Prepare, submit and implement the Site Sustainability Plan and associated required data. Ensure that EMS covering all site activities are certified to or conform with ISO 14001:2015. Request funding and resources needed to carry out the requirements of DOE O 436.1 that are not otherwise financed. Provide FEMP all contracts for utilities services prior to execution for concurrence. Ensure integrated ASERs that characterize environmental management performance are submitted to the Chief Health, Safety and Security Officer. 		<ol style="list-style-type: none"> Patricia Hunt Rick Korynta 	<ol style="list-style-type: none"> Responsible for oversight of the EMS implementation at TJNAF. Responsible for oversight of the Site Sustainability Plan and associated required data.

FUNCTIONS AND SOURCE DOCUMENTS	RESPONSIBILITIES	AUTHORITIES DELEGATED FROM SC	TJSO STAFF FUNCTIONS & AUTHORITIES	NOTES
<p>Environmental – National Environmental Policy Act (NEPA) Compliance DOE O 451.1B Chg 3 10 CFR 1021 NEPA</p>	<ul style="list-style-type: none"> Coordinate NEPA documents: <ul style="list-style-type: none"> - Annual Mitigation Reports - Mitigation Action Plans - Annual NEPA Planning Summaries - NEPA Quality Assurance Plans - Environmental Impact Statements and Associated Notices - Environmental Assessments - Categorical Exclusions - Records of Decision - Public Participation Plans - Independent Reviews of Proposed Actions under NEPA Conduct reviews of DOE NEPA Compliance. 		<ol style="list-style-type: none"> Joe Arango Patricia Hunt Federal Project Directors 	<ol style="list-style-type: none"> Assign NEPA Document Manager. Responsible for implementing NEPA Compliance Program and duties of NEPA Document Manager at the TJNAF site. Obtain Oak Ridge Office Legal Counsel evaluation of TJSO’s legal compliance with NEPA requirements and regulations and obtain concurrence from the NEPA Compliance Officer. Responsible for incorporation of the NEPA process into TJSO/SC projects.
<p>Facility Safety - Fire Protection DOE O 420.1C, Chg 1, Chapter II</p>	<ul style="list-style-type: none"> Approve equivalencies to DOE technical standards and industry codes. Approve the emergency services organization baseline needs assessment. Approve contractors’ fire protection program. Fulfill the role and responsibilities for the authority having jurisdiction (AHJ) for matters involving fire protection. Fulfill the roles and responsibilities for the building code official. Perform responsibilities of “owner,” or other equivalent term in the application of DOE technical standards or industry codes and standards. Ensure that contactor facilities, activities, and programs operate in compliance with the requirements of ch. II of this Order. Establish and implement an appropriate self-assessment and oversight program for Fire Protection. 		<ol style="list-style-type: none"> Joe Arango David Luke Federal Project Directors Wayne Skinner 	<ol style="list-style-type: none"> AHJ Responsible for oversight of implementation of Fire Protection requirements at the TJNAF site. Responsible for incorporating DOE’s Fire Protection requirements into TJSO/SC projects. Responsible for incorporating DOE’s Fire Protection requirements, as directed by the COR, into the procurement process.
<p>Facility Safety - Natural Phenomena Hazards Mitigation DOE O 420.1C, Chg 1, Chapter IV</p>	<ul style="list-style-type: none"> Ensure that TJNAF facilities, activities, and programs operate in compliance with the requirements of DOE O 420.1C, ch. IV. Consistent with DOE O 226.1, establish and implement an appropriate self-assessment and oversight program for NPH. 		<ol style="list-style-type: none"> David Luke Federal Project Directors Wayne Skinner 	<ol style="list-style-type: none"> Responsible for oversight of implementation of Natural Phenomena Hazard Mitigation requirements at the TJNAF site. Responsible for incorporating DOE’s Natural Phenomena Hazard Mitigation into assigned projects. Responsible for incorporating DOE’s Natural Phenomena Hazard Mitigation requirements, as directed by the COR, into the procurement process.

FUNCTIONS AND SOURCE DOCUMENTS	RESPONSIBILITIES	AUTHORITIES DELEGATED FROM SC	TJSO STAFF FUNCTIONS & AUTHORITIES	NOTES
Functions, Responsibilities, and Authorities Documents DOE O 450.2, Chg 1	<ul style="list-style-type: none"> Develop and maintain an organizational Functions, Responsibilities, and Authorities (FRA) Document. Review annually and update the FRA document if needed. 		<ol style="list-style-type: none"> Joe Arango Rick Korynta All 	<ol style="list-style-type: none"> Approves TJSO FRAM Prepares TJSO FRAM Performance in accordance with the TJSO FRAM is the responsibility of all staff.
Integrated Safety Management (ISM) DOE O 450.2, Chg 1 48 CFR 970.5204-2 48 CFR 970.5223-1 48 CFR 970.5215-3	<ul style="list-style-type: none"> Designate an ISM Champion. Maintain the TJSO ISM System Description and send revisions to the Secretarial Officer for approval. Approve the contractor ISM System Description. Monitor the status of ISM systems for their contractors' facilities and activities and provide feedback to their contractors to support continuous improvement. Support the Secretarial Office in determining the need for, and frequency of, Field Element and Field Element contractors' ISM Declarations. Determine whether and when to conduct ISM verifications of contractor ISM systems. Implement the Field Element management systems to ensure DOE safety requirements and expectations are achieved. 		<ol style="list-style-type: none"> Joe Arango Steve Neilson All 	<ol style="list-style-type: none"> Designate ISM Champion. ISM Champion responsible for oversight of implementation of ISM requirements at the TJNAF site. Responsible for implementation of ISM requirements in assigned areas of responsibility.
Laser Safety 10 CFR 851 ANSI Z136.1-2000	<ul style="list-style-type: none"> Ensure the contractor maintains policies and practices to ensure the safe use of lasers per 10 CFR851. Maintain awareness of applicable requirements for laser safety, as delineated in ANSI Z136.1-2007 American National Standard for the Safe Use of Lasers when they are more stringent than 10 CFR851. Conduct joint assessments of the laser safety program with the contractor Laser Safety. Prepare the annual exempt laser report for TJNAF. 		Patricia Hunt	
Line Management Oversight DOE O 226.1B	<ul style="list-style-type: none"> Notify Contracting Officer of contracts affected by the CRD. Establish and implement line management oversight programs and processes and hold personnel accountable for implementing these programs and processes. Review and assess the effectiveness of the Contractor Assurance System. Establish performance expectations and communicate same to contractors through formal contract mechanisms. Use results of oversight and contractor assurance systems to improve effectiveness and efficiency of program and site operations. 		All	Integrate CAS information into oversight planning/scheduling and perform oversight in assigned areas.
Nanomaterials Safety DOE O 456.1A	<ul style="list-style-type: none"> Confirm that all TJNAF contractor work activities involving UNP complies with the requirements contained in the Contractor Requirements Document (CRD) in DOE O 456.1A or otherwise set forth in the contract. 		Patricia Hunt	

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<p>Nuclear Materials Management, Control, and Accountability DOE O 474.2 Chg 4 DOE O 410.2 Admin Chg 1</p>	<ul style="list-style-type: none"> 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. Document and maintain characterization data to support management of nuclear materials. Prepare and submit Nuclear Materials Allotment Forecast Reports annually. Prepare and submit NMIA data by January 31 each year. Prepare and submit other inventory reports as requested by the ONML. Prepare and submit annual NMMPs. Approve Defined Use or No Defined Use designation for all materials at sites under the field element’s control. Review and approve MC&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. Detect anomalies indicative of unauthorized activities or diversion of nuclear material. 		<ol style="list-style-type: none"> Joe Arango Rick Korynta 	<ol style="list-style-type: none"> Designate the position responsible for overseeing Management of Nuclear Materials and Nuclear Material Control and Accountability. Responsible for overseeing Management of Nuclear Materials and Nuclear Material Control and Accountability (Delegation memo from Joseph Arango to Rick Korynta dated 2/24/12).
<p>Operating Experience Program, including Lessons Learned and Occurrence Reporting and Processing of Operations Information DOE O 210.2A DOE O 232.2A</p>	<ul style="list-style-type: none"> Designate OPEX Coordinator. Implement a system to evaluate internal and external lessons and assess trends. Disseminate lessons learned internally and externally from operations at the site. Ensure that lessons learned are developed and disseminated following completion of major program missions and contract transitions. Assess performance of facility personnel in carrying out occurrence reporting requirements. Designate and direct a DOE Representative to fulfill responsibilities required by occurrence reporting Order 232.2A. 		<ol style="list-style-type: none"> Joe Arango Steve Neilson Federal Project Directors Wayne Skinner 	<ol style="list-style-type: none"> Designates OPEX Coordinator and a DOE Representative for occurrence Reporting. OPEX Coordinator: Ensures that lessons learned from TJSO, TJNAF, DOE complex, private industry and other places are implemented at the TJNAF site and responsible for maintaining the TJSO Lessons Learned Program. Fulfill Designated DOE Representative responsibilities (O 232.2A, 5.f.) for occurrence reporting (Designated by memo from Joseph Arango to Steve Neilson dated 2/3/2017). Responsible for implementing lessons learned into assigned projects. Responsible for incorporating lessons learned and occurrence reporting requirements, as directed by the COR, into the procurement process.

FUNCTIONS AND SOURCE DOCUMENTS	RESPONSIBILITIES	AUTHORITIES DELEGATED FROM SC	TJSO STAFF FUNCTIONS & AUTHORITIES	NOTES
<p>Organizational Staffing, Training and Competency, including the Oversight Training Program (OTP) DOE O 360.1C 10 CFR 830.122</p>	<ul style="list-style-type: none"> • Approve workforce analysis and staffing plans. • Develop and implement staffing plan performance indicators. • Implement formal training and qualification programs. • Determine positions and individuals subject to FTCP and the technical qualification standards that apply to each. • Assign qualifying officials to sign qualification cards. 		<ol style="list-style-type: none"> 1. Joe Arango 2. Steve Neilson 	<ol style="list-style-type: none"> 1. Reviews and approves oversight staffing plans and OTP assignments. 2. Maintains OTP program documents. <p>Oversight Training Program is implemented at TJSO in accordance with SCMS Procedure <i>Assignment of Personnel to the Oversight Training Program for Unique Hazard Facilities</i>.</p>
<p>Packaging and Transportation Safety DOE O 460.1D DOE O 460.2A DOE M 460.2-1A</p>	<ul style="list-style-type: none"> • Approve Transportation Plan. • Approve Transportation Safety Analysis Reports. • Packaging Approval. • Ensure onsite packaging and transfer procedures are adequate. • Carrier Evaluations. • Oversee Transportation System Risk Assessments. • Provide communications to governor’s offices or tribal leaders for offsite shipments. • Approve onsite Transportation Safety Document. • Oversee Safety Analysis Report for Packaging. 		<ol style="list-style-type: none"> 1. Joe Arango 2. Patricia Hunt 3. Federal Project Directors 	<ol style="list-style-type: none"> 1. Approve Transportation Plan and Transportation Safety Analysis Reports. 2. Responsible for oversight of implementation of transportation safety requirements at the TJNAF site. 3. Responsible for incorporating DOE’s transportation safety requirements into assigned projects.
<p>Personal Property DEAR 970.5245-1 41CFR 109</p>	<ul style="list-style-type: none"> • Establish a personal property management program. • Accept, conditionally accept, or not accept the TJNAF personal property management system. • Planning, acquisition, control, management, and disposition of personal property in the custody of TJSO. • Conducting oversight and periodic management reviews of TJSO personal property management activities at least every three years. • Developing and applying an oversight program to include periodic management reviews of TJNAF personal property activities at least every three years. • Advising COs and OPMOs of any TJNAF noncompliance with accepted procedures, or other significant problems, and recommending appropriate action. • Appoint a property administrator for each contract and financial instrument that contains Gov. furnished property. 		<ol style="list-style-type: none"> 1. Joe Arango 2. Dave Luke 3. Wayne Skinner 	<ol style="list-style-type: none"> 1. Ensure an ISC OPMO is appointed to cover TJSO property management functions. 2. Responsible for oversight of personal property management program. 3. Appoint a property administrator. <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>

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<p>Protection of Human Subjects DOE O 443.1B Chg 1 10 CFR 745</p>	<ul style="list-style-type: none"> • 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"> - An institute without an IRB - Foreign country - Potential for significant controversy - Research on protected subjects - Generation or use of classified or unclassified controlled information • Ensure contracts, financial assistance agreements, and other agreements involving Human Subject Research require compliance with the CRD, 10 CFR Part 745, and 45 CFR Part 46. • Ensure that contractors establish and maintain a process for: <ul style="list-style-type: none"> (a) Notifying the Human Subjects Research Program Manager i.a.w. CRD paragraph 1 conditions, such as loss of PII data. (b) Training relevant personnel on HSR requirements. 		<p>Steve Neilson</p>	

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<p>Quality Assurance (QA) DOE O 414.1D Chg 1</p>	<ul style="list-style-type: none"> Review and approve any new or revised QAPs for TJNAF Contractor. Provide resources and staff to meet the provisions of DOE O 414.1D and ensure that appropriate staff is qualified. Ensure reviews are performed of the Site Office QAP and update as necessary; approve Site Office QAP. Ensure review of grading levels of safety software. 	<p>DOE O 14.1D,5.b.(6).(a) –(b) and 5.c.(2): Review and approve new or revised Quality Assurance Program (QAP) for work under the Field Element Manager’s purview, including the FEM and TJNAF.</p>	<ol style="list-style-type: none"> Joe Arango Steve Neilson Andre Bethea Federal Project Directors Wayne Skinner All 	<ol style="list-style-type: none"> Identify responsible individual for Site Office and TJNAF QA Program and approve new and revised QAPs. Responsible for oversight of implementation of QA requirements at the TJNAF site. Cognizant of TJSO’s QAP. Responsible for oversight of TJNAF Software Quality Assurance. Responsible for incorporating DOE’s QA requirements into TJSO/SC projects. Responsible for incorporating DOE’s QA requirements, as directed by the COR, into the procurement process. Perform assigned work safely. <p>Delegation: Memorandum from Joseph A. McBrearty, Deputy Director for Field Operations, Office of Science, to Joseph Arango, Manager, Thomas Jefferson Site Office, entitled “Delegations of Authority for Office of Science Operations and Safety, Property Management and Safeguards and Security” dated August 17, 2012</p>

FUNCTIONS AND SOURCE DOCUMENTS	RESPONSIBILITIES	AUTHORITIES DELEGATED FROM SC	TJSO STAFF FUNCTIONS & AUTHORITIES	NOTES
<p>Radiation Protection DOE O 231.1B Chg 1 DOE O 458.1, Change 3 10 CFR 835 DOE-STD-1095-2011</p> <p>Memo, Richardson to Heads of Field Elements, dated July 13, 2000, Release of Surplus and Scrap Metals. (i.e., the metals suspension)</p> <p>Memo, Richardson to Heads of Field Elements, dated Feb 14, 2000, Release of Materials for Reuse and Recycle. (i.e., the metals moratorium)</p>	<ul style="list-style-type: none"> • Ensure radiological protection programs are established and maintained for protection of the worker (10CFR835), and the public/environment: <ul style="list-style-type: none"> - Review Site’s effectiveness in implementing requirements - Prepare, issue and retain all records, reports, and documents in accordance with applicable requirements • Approve applicable Authorized Limits for clearance of property. • Determine and implement oversight activities necessary to independently verify material clearance processes. • Maintain capabilities for monitoring and assessing routine and unplanned releases of radioactive materials. • Ensure that agreements, permits, leases, licenses, or other legally-binding obligations with a tenant or concessionaire require the tenant or concessionaire to take appropriate radiation protection actions. • Temporarily suspend any requirement when necessary to minimize damage to life or property or to protect public health or safety. Report such suspension and the reason for it to SC-31.1 and to the Chief Health, Safety and Security Officer. • Ensure survey methods and modeling are adequate. • Ensure reporting of annual radiation exposure and revisions to the Radiation Exposure Monitoring System (REMS). • Ensure that procedures exist and are effective in support of radiation exposure records for special individuals. • Ensure implementation of as low as reasonably achievable requirements and processes. • Ensure the inventory and inventory verification of all accountable radioactive sealed sources. • Verify closure of findings identified by DOELAP. 	<p>Radiation Protection functions (10 CFR 835 Subpart B 835.101 (a) and (b): Review and approve contractor Radiation Protection Program (RPP).</p>	<ol style="list-style-type: none"> 1. Joe Arango 2. Patricia Hunt 3. Federal Project Directors 	<ol style="list-style-type: none"> 1. Review and approve contractor RPP. 2. Responsible for implementation of RPP requirements at the TJNAF site. 3. Responsible for incorporating DOE’s RPP requirements into TJSO/SC projects. <p>Delegation: Memorandum from Joseph A. McBrearty, Deputy Director for Field Operations, Office of Science, to Joseph Arango, Manager, Thomas Jefferson Site Office, entitled “Delegations of Authority for Office of Science Operations and Safety, Property Management and Safeguards and Security,” dated August 17, 2012</p>

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

FUNCTIONS AND SOURCE DOCUMENTS	RESPONSIBILITIES	AUTHORITIES DELEGATED FROM SC	TJSO STAFF FUNCTIONS & AUTHORITIES	NOTES
<p>Real Property Asset Management DOE O 430.1C</p>	<ul style="list-style-type: none"> Oversees implementation of real property asset management requirements. 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. Ensures contract requirements for real property life-cycle activities and projects are incorporated in assurance systems. Identifies and reports all real property assets within assigned site responsibility. Identifies and reports planned and actual expenditures, both direct and indirect, supporting real property life-cycle activities and projects. Reviews and submits FIMS data and real property planning documentation for acceptance. 	<p>Real Property functions (DOE 0 430.1B, 4.b.(1). and 5.e.(l).): Take all necessary action to acquire, by purchase, lease, or otherwise, real property interests; take necessary additional action following the initiation of condemnation proceedings and the execution of declarations of taking; and exercise all authority of the Secretary regarding the management and disposal of Departmental real property, excluding the acceptance by donation of real property. This authority does not extend to initiation of condemnation proceedings, executions of declarations of taking, or approval of indemnification provisions or clauses in contracts, subcontracts, leases, or other real property documents. In exercising this authority, all real property actions must be reviewed and approved by a DOE Certified Realty Specialist (CRS) prior to execution in accordance with requirements in DOE 0 430.1B, Real Property Asset Management.</p>	<p>Rick Korynta</p>	<p>Delegation: Memorandum from Joseph A. McBrearty, Deputy Director for Field Operations, Office of Science, to Joseph Arango, Manager, Thomas Jefferson Site Office, entitled “Delegations of Authority for Office of Science Operations and Safety, Property Management and Safeguards and Security,” dated August 17, 2012.</p>

FUNCTIONS AND SOURCE DOCUMENTS	RESPONSIBILITIES	AUTHORITIES DELEGATED FROM SC	TJSO STAFF FUNCTIONS & AUTHORITIES	NOTES
<p>Safety of Accelerator Facilities DOE O 420.2C</p>	<ul style="list-style-type: none"> • Ensure the safe operation of accelerator facilities. • Recommend to the PSO/NNSA Administrator any alternate safety standards, requirements or DOE Directives that are contractually-binding to the accelerator facility. • Approve the following: <ul style="list-style-type: none"> - Accelerator Safety Envelope (ASE); - Start of commissioning activities after ensuring that an appropriate Accelerator Readiness Review (ARR) has been conducted; - Start of routine operations; - Restart of an accelerator facility or activity after a DOE-mandated shutdown because of an USI or ASE violation; - Activities that justify a USI; - Decommissioning activities; and - Exemption/Equivalency request as appropriate • Notify the contractor of any approved or denied requests for exemptions or equivalencies. 		<ol style="list-style-type: none"> 1. Patricia Hunt 2. Mike Epps 	<ol style="list-style-type: none"> 1. ASE, SAD, USI and Operations. 2. ARR
<p>Safeguards and Security – Counter Intelligence DOE O 475.1</p>	<ul style="list-style-type: none"> • Ensure that the servicing or local CI office has appropriate access to all records, facilities, operational activities, security information, IT systems, and databases necessary to perform official duties. • 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. • Support analyses of the threat posed by foreign intelligence and international terrorist activities and provide threat information to DOE/NNSA management to support the protection of DOE/NNSA personnel, information, facilities, and assets. • Support investigations and inquiries on incidents of CI concern. 		<ol style="list-style-type: none"> 1. Joe Arango 2. Rick Korynta 	<ol style="list-style-type: none"> 1. Support and adhere to all CI-related statutory and regulatory requirements, as well as DOE CI directives impacting DOE CI program requirements. 2. Assigned authority for UFVA program management (Delegated by memo from Joseph Arango to Rick Korynta dated 2/24/12).
<p>Safeguards and Security – Credentials and Information DOE O 206.2 DOE O 471.3 DOE M 471.3-1 Chg 1</p>	<ul style="list-style-type: none"> • 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. • Identify certain unclassified controlled information as Official Use Only (OUO) and mark and protect documents containing such information. 		<ol style="list-style-type: none"> 1. Joe Arango 2. Rick Korynta 	<ol style="list-style-type: none"> 1. ODFSA 2. ODSA (Delegated by memo from Joseph Arango to Rick Korynta dated 2/24/12).

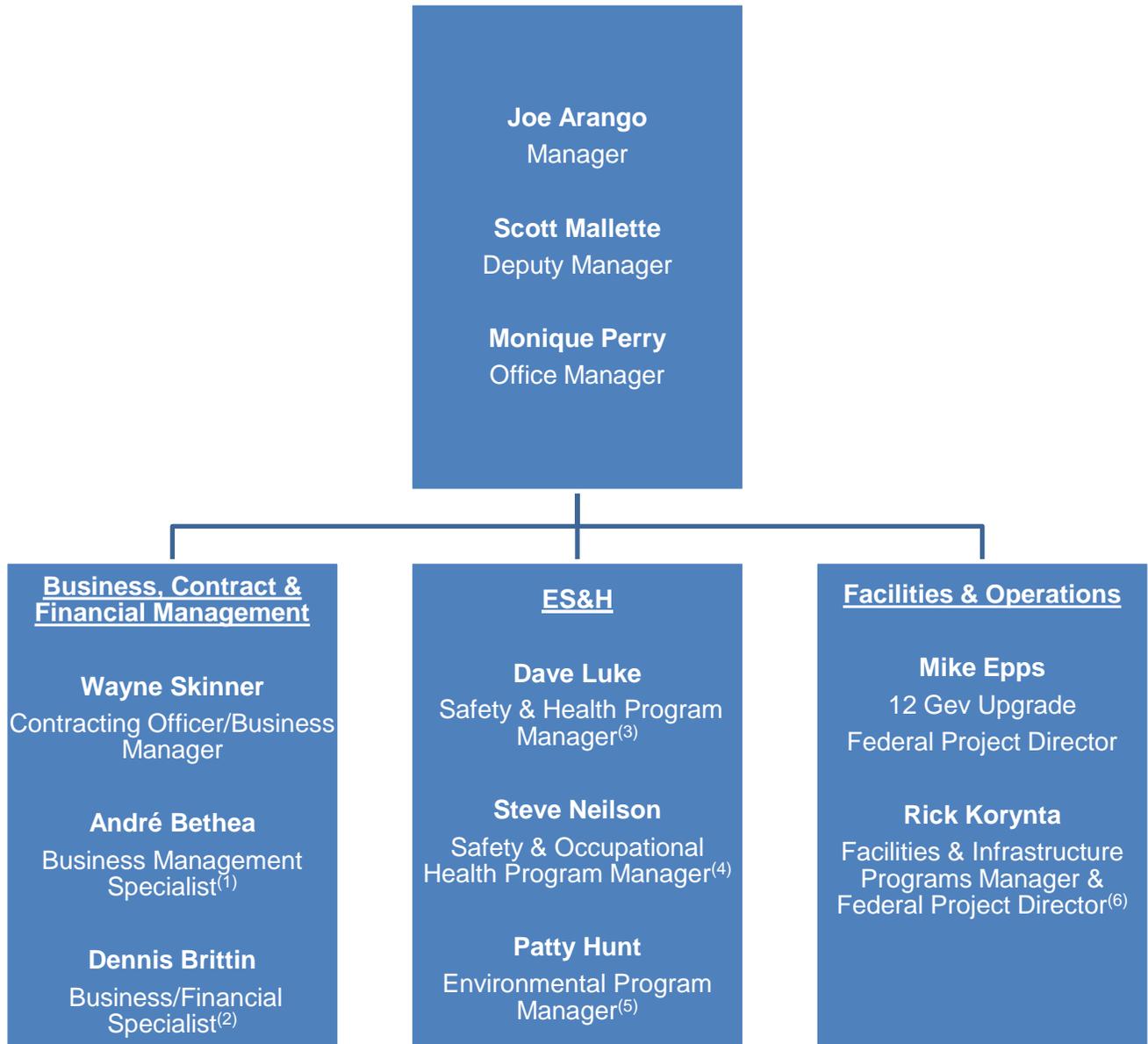
FUNCTIONS AND SOURCE DOCUMENTS	RESPONSIBILITIES	AUTHORITIES DELEGATED FROM SC	TJSO STAFF FUNCTIONS & AUTHORITIES	NOTES
<p>Safeguards and Security – Cyber DOE O 205.1B Chg 3</p>	<ul style="list-style-type: none"> Oversee the effective management of the site cyber security program, approving, reviewing, and/or accepting CAS outputs. Oversee and review the effectiveness of the site-level RMA, communicating results and decisions with SDM and Site Contractor Management. Coordinate with Senior Site Contractor Management (e.g., Laboratory Director, Plant Manager) to codify acceptable site-level, local risk in the context of mission performance. 	<p>Authorizing Official (AO) (DOE O 205.1B, 4.b.(6), 5.b.(5), and 5.g.(1) – (6)): Authorize information systems to ensure operation with an acceptable level of risk</p>	<ol style="list-style-type: none"> Joe Arango Andre Bethea 	<ol style="list-style-type: none"> AO Cyber Security Authorizing Official Representative (AOR). <p>Delegation: Memorandum from Joseph A. McBrearty, Deputy Director for Field Operations, Office of Science, to Joseph Arango, Manager, Thomas Jefferson Site Office, entitled “Delegations of Authority for Office of Science Operations and Safety, Property Management and Safeguards and Security,” dated August 17, 2012</p>
<p>Safeguards and Security – Physical Security DOE O 470.3C DOE O 470.4B Chg 2 DOE O 470.5 DOE O 472.2 Chg 1 DOE O 473.3A</p>	<ul style="list-style-type: none"> Oversee the implementation of the DBT in accordance with direction from SC for Departmental assets at TJNAF. Ensure site security plans reflect the results of the analyses conducted in accordance with this DBT. Authorize operations for PL-6 assets deemed at low security risk and all levels of security risk for PL-7 assets. Approve the level of rigor and documentation required for an SRA to support security planning activities. Approve the site boundary distance used for purposes of radiological or chemical sabotage analysis. Administer DOE physical security programs for the purposes of protecting S&S interests. Deter, detect, and mitigate insider threat actions by Federal and contractor employees. 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. Determine whether and when to approve requests for temporary security clearance upgrades. With the concurrence of the Director, Office of Departmental Personnel Security, determine whether and when to modify procedures for reinstating security clearances. Communicate to all cleared DOE personnel under their cognizance their personal responsibilities with regard to holding a DOE security clearance. Notify contracting officers of affected site/facility management contracts that must include the CRDs. 	<p>Protection Program Operations & Safeguards and Security functions (DOE O 473.3, 7.(a) – (b), and DOE O 470.4B, 5.d.(3)): Designation as the Officially Designated Federal Security Authority (ODFSA) and approval authority, may be delegated to Officially Designated Security Authorities (ODSA)</p>	<ol style="list-style-type: none"> Joe Arango Rick Korynta 	<ol style="list-style-type: none"> ODFSA ODSA (Delegated by memo from Joseph Arango to Rick Korynta dated 2/24/12). <p>Delegation: Memorandum from Joseph A. McBrearty, Deputy Director for Field Operations, Office of Science, to Joseph Arango, Manager, Thomas Jefferson Site Office, entitled “Delegations of Authority for Office of Science Operations and Safety, Property Management and Safeguards and Security,” dated August 17, 2012</p>

FUNCTIONS AND SOURCE DOCUMENTS	RESPONSIBILITIES	AUTHORITIES DELEGATED FROM SC	TJSO STAFF FUNCTIONS & AUTHORITIES	NOTES
<p>Safeguards and Security – Unclassified Foreign Visits and Assignments DOE O 142.3A Chg 1</p>	<ul style="list-style-type: none"> 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. Serve as approval authorities for UFVAs to the DOE field element, and reassign approval authority to other U.S. citizen employees, as appropriate. Assign foreign national access approval authority to site management officials and laboratory directors under their cognizance. Designate POCs for UFVA program management and provide contact information to the Office of Health, Safety and Security. Incorporate all LPSO guidance into local management processes for approving foreign national access to field element sites, information, and organizations. Ensure that appropriate site security plans and countermeasures are in place for UFVAs at their sites. 		<ol style="list-style-type: none"> Joe Arango Rick Korynta 	<ol style="list-style-type: none"> Assign foreign national access approval authority to site management officials and laboratory directors under their cognizance Assigned authority (POC) for UFVA program management (Delegated by memo from Joseph Arango to Rick Korynta dated 2/24/12).
<p>Substance Abuse DOE O 350.1, Chg 5 DOE O 343.1 10 CFR 707 48 CFR 970.2305 48 CFR 970.5223 48 CFR 923.570</p>	<ul style="list-style-type: none"> Ensure that the following are included in the procurement request package for each DOE procurement requiring the application of 10 CFR 707, substance abuse testing programs of other Federal agencies and this chapter. Those requirements in 10 CFR 707 appropriate to the specific site and/or facility. Requirements for the flow-down of 10 CFR 707 to any subcontract covered by the regulation. Requirements for substance abuse testing for other Federal agencies. Review and approve Contractor Workplace Substance Abuse Programs, including provisions for testing designated positions. Approve contractor requests to conduct additional testing programs as permitted in Sections 10 CFR 707.5(e) and 707.7(d). 		<ol style="list-style-type: none"> Joe Arango/Scott Mallette Dennis Brittin 	<ol style="list-style-type: none"> Carry out the manager/supervisor responsibilities in DOE O 343.1 FEDERAL SUBSTANCE ABUSE TESTING PROGRAM. Responsible for oversight of the Contractor Workplace Substance Abuse Program.

FUNCTIONS AND SOURCE DOCUMENTS	RESPONSIBILITIES	AUTHORITIES DELEGATED FROM SC	TJSO STAFF FUNCTIONS & AUTHORITIES	NOTES
<p>Worker Protection – Federal Employee Occupational Safety and Health (FEOSH) DOE O 440.1B Chg 2 10 CFR 851 29 CFR 1960 E.O. 12196 Occupational Safety and Health Act (OSHA) Act of 1970, As Amended</p>	<ul style="list-style-type: none"> • Appoint FEOSH Program Manager/Coordinator for administering the FEOSH Program. • Review and forward all exemptions, exceptions, and variances to mandatory worker protection requirements to the DOE Chief Health, Safety and Security Officer, and conduct annual review of the status of all exemptions. • Establish written policy, goals, and objectives for the worker protection program, (as appointed by Joe Arango). • Provide annual input for the Department of Labor’s FEOSH report following SC guidance. • Establish annual FEOSH Program goals and objectives for promoting the program and for reducing accidents, injuries, and lost-time cases. • Conduct an annual, unannounced worker protection inspection of federal workplaces. • Ensure initiators of procurement requests specify therein whether requirements in 10 CFR 851 are to be applied to the resulting awards or sub awards. • Provide contractors with technical direction on and criteria for the development of contractor goals, objectives, and performance measures. 		<ol style="list-style-type: none"> 1. Joe Arango 2. Steve Neilson 3. Wayne Skinner 	<ol style="list-style-type: none"> 1. Appoint FEOSH Manager/Coordinator; provide technical direction to the contractor; and forward exemptions, exceptions, and variances. 2. Performs FEOSH Manager/Coordinator duties. Obtain support for injury and workman’s compensation reporting requirements from the HR Department in Oak Ridge. 3. Incorporates 10 CFR 851 worker protection requirements into procurement requests as directed by the COR.
<p>Violence In The Workplace DOE P 444.1 DOE G 444.1-1</p>	<ul style="list-style-type: none"> • Ensure availability of adequate resources to establish an effective workplace violence prevention program. • Develop a site specific document establishing the set of procedures/processes that implement the violence in the workplace policy. • Help prevent workplace violence. • Report workplace violence. 		<ol style="list-style-type: none"> 1. Joe Arango 2. Rick Korynta 3. All 	<ol style="list-style-type: none"> 1. Ensure availability of adequate resources. 2. Develop a site specific document establishing the set of procedures/processes utilizing the Laboratory’s Active Threat Emergency Procedure as the site specific document. 3. Help prevent workplace violence and report workplace violence.

ATTACHMENT 2 – TJSO ORGANIZATIONAL CHART

THOMAS JEFFERSON SITE OFFICE



⁽¹⁾ Includes Cyber Security

⁽²⁾ Includes Human Resources

⁽³⁾ Includes Fire Protection, Natural Phenomenon Hazards, Continuity, Emergency Management, Employee Concerns, and Personal Property

⁽⁴⁾ Includes Technical Building Operations (outside the fence)

⁽⁵⁾ Includes Directives Review, Accelerator Operations, Radiation Protection, Accelerator Safety, Transportation Safety, & Laser Safety Program Oversight

⁽⁶⁾ Includes Safeguards and Security

ATTACHMENT 3 – TJSO ASSIGNMENT MATRIX
(current as of 7/7/17)

<u>Joe Arango – Manager</u>	<u>Scott Mallette – Deputy Manager</u>
<ul style="list-style-type: none"> • Contracting Officer’s Representative • Sense of the Laboratory • External Relations • Operational Awareness and Site Oversight • Contractor Performance Evaluation • Personnel Reviewing Official • Business Management Oversight • ES&H Management Oversight • Program and Project Oversight 	<ul style="list-style-type: none"> • Alternate Contracting Officer’s Representative • Sense of the Laboratory • Business Management Oversight • ES&H Management Oversight • Program and Project Oversight • Operational Awareness and Site Oversight • Contractor Performance Evaluation • Personnel Rating Official • Manage assigned SME contract deliverables records in SharePoint
	*Serves as backup to Joe Arango
<u>Wayne Skinner – Contracting Officer/Bus Mgr</u>	<u>Monique Perry – Office Manager</u>
<ul style="list-style-type: none"> • Senior Contracting Officer • DOE TJNAF Contract Management • TJNAF Contract Modifications and Issues • Incorporation of DOE directives in M&O contract • Contractor Performance Evaluation Plan/Metrics • Contractor Performance Evaluation • Technology Transfer/Strategic Partnership Program Arrangements • Low Energy Recirculator Facility (LERF) Contract and Funding Actions • Operational Awareness and Site Oversight in the area of Business Management • Manage assigned SME contract deliverables records in SharePoint 	<ul style="list-style-type: none"> • Provide Day-to-Day Administrative Support to the Site Office (includes maintaining calendars, managing basic systems for mail control, records management, suspense control, as well as prepare critical TJSO documents/presentations) • Interface with DOE Field Offices and Headquarters as it relates to Office Administration and Logistics • Serve as Records Manager for TJSO Responsibilities (includes developing, modifying, and maintaining the inventory, disposition, and scheduling of all TJSO official files/records) • Serve as Certified Funds Official (authorizing the expenditure of funds for the procurement of supplies, services, and general support to the TJSO) • Maintain Site Office Procedures System • Manage the Clause Management Database on SharePoint • Telework Coordinator
	*Serves as backup to Andre Bethea

<u>Patty Hunt – Environmental Program Manager</u>	<u>Steve Neilson - Safety & Occ. Health Program Manager</u>
<ul style="list-style-type: none"> • Environmental Management System <ul style="list-style-type: none"> – Permit and EPA requirements <ul style="list-style-type: none"> ○ Sanitary Sewer (Acid neutralization system and cooling tower discharge) ○ Groundwater Withdrawal (from experimental end stations) ○ Storm Water Management for Industrial Discharge (MS4) ○ Storm water pollution prevention for construction activities ○ Discharges to surface water (VPDES) ○ Hazardous Waste RCRA – Waste Recycling/Management <ul style="list-style-type: none"> ○ Radioactive Waste (DOE O 435.1, <i>Radioactive Waste Management</i> & DOE M 435.1-1, <i>Radioactive Waste Management Manual</i>) ○ Rad Waste Projections Annual Planning Report ○ Solid Waste and Recycling (E.O. 13693) ○ Hazardous Waste activities (RCRA Subtitle C & 49 CFR Part 100-180) ○ Independent Verification for materials release from Radiation Control Group – National Environmental Policy Act (NEPA) (DOE O 451.1B, <i>National Environmental Policy Act Compliance Program</i>) <ul style="list-style-type: none"> ○ Site Office Document Manager ○ NEPA annual Planning Report – Emergency Planning and Community Right to Know Hazardous Chemical Tier II report (EPCRA) – Annual Site Environmental Report (DOE O 231.1B Admin Chg 1, <i>Environmental, Safety and Health Reporting</i>) – National Emission Standards for Hazardous Air Pollutants (40 CFR 61 Subpart H) – Sustainable Acquisitions • Accelerator Safety <ul style="list-style-type: none"> – DOE O 420.2C Chg 1 (lead) – FSAD/ASE, including implementation 	<ul style="list-style-type: none"> • Safety and Health <ul style="list-style-type: none"> – Contractor Assurance System – Industrial Safety Lead – 10 CFR 851 Worker Safety and Health Program Review – Occupational Medical Program – Industrial Hygiene Programs – Human Research Protection • TJSO ISM Champion <ul style="list-style-type: none"> – DEAR 970.5223-1 (lead) – DOE O 450.2 (lead) • DOE/TJSO Enforcement Coordinator <ul style="list-style-type: none"> – Price Anderson Amendments Act – 10 CFR 820.20 – 10 CFR 851, subpart E and App B • Other <ul style="list-style-type: none"> – Lab Line Self-Assessment and Independent Assessment Review in Selected Areas – QA Program – Suspect and Counterfeit Parts – Operational Awareness Program Coordinator – Operating Experience Program Coordinator – Participates in Contractor's Safety Walkthrough Inspections – Performs Unannounced Safety Walkthrough Inspections – Monitors Implementation of Corrective Actions for Non-compliances Found During Inspections – Attends Contractor Meetings to Maintain Operational Awareness of Contractor Work Activities – Supports incident/injury investigations, reviews, reports, and follows upon corrective actions – Recommends assigned DOE directives for incorporation into contracts – Operational Awareness and Site Oversight – Contractor Performance Evaluation – Facility Representative (Equiv.) for Occurrence Reporting and Processing System – Technical buildings operations (outside the fence) – Manage assigned SME contract deliverables records in SharePoint – Accident Investigation Program Liaison (DOE O 225.1B, <i>Accident Investigations</i>) – Oversight Training Program
continued on next page	*Serves as backup to David Luke and Patty Hunt

<u>Patty Hunt – Environmental Program Manager</u> (continued)	<u>Andre Bethea – Bus Sys Mgr/Cyber Pgm Manager</u>
<ul style="list-style-type: none"> • Radiation Protection <ul style="list-style-type: none"> – 10 CFR 835, <i>Occupational Radiation Protection</i> (lead) – DOE O 458.1 Admin Chg 3, <i>Radiation Protection of the Public and Environment</i> (lead) – DOE-STD-1095-2011, <i>Department of Energy Laboratory Accreditation for External Dosimetry</i> – DOE O 231.1B Admin Chg 1 for Reporting of Radioactive Sealed Sources (lead) • Other <ul style="list-style-type: none"> – Operational Awareness and Oversight – Accelerator Operations – Free Electron Laser Operations – Laser Safety Oversight (10 CFR 851) – Exempt Laser Report – Nanotechnology Safety Oversight (DOE O 456.1, <i>The Safe Handling of Unbound Engineered Nanoparticles</i>) – Packaging and Transportation Safety (DOE O 460.1C, <i>Packaging and Transportation Safety</i>) – Point of Contact <ul style="list-style-type: none"> ○ Environmental Protection Agency ○ Department of Environmental Quality ○ Hampton Roads Sanitation District – Manage DOE directives process – Evaluate contractor performance – Support environmental incident investigations – Manage the Directives Database on SharePoint – Manage assigned SME contract deliverables records in SharePoint 	<ul style="list-style-type: none"> • Cyber Security Authorizing Official Representative (AOR) • Cyber Security Certification and Accreditation Manager • Oversee Laboratory Cyber Security, (IT) Planning, Data Calls, and Report Writing • Office of Inspector General Cyber Security Liaison • As a Level III certified contract specialist, review contractor work plans, budget assumptions, and support Senior Contracting Officer • DOE O 414.1D, Software Quality Assurance • Project Oversight of Laboratory High-Speed Computing- LQCD • DOE Funds Certifying Official (authorizing the expenditure of funds for the procurement of supplies and services) • Site Office Budget Execution • Oversight of Site Office Purchase Card Program • Facilitation of Funding in Support of Nuclear Physics and FEL Programs • Lab contract modification process in STRIPES • Facilitate Laboratory Field Work Proposals • Site Office Web Page and Network Administrator • SC IT Federal Network liaison. Interface with SC HQ and OCIO • Recommends assigned DOE directives for incorporation into contracts • Contractor Performance Evaluation • Operational Awareness and Site Oversight • Manage assigned SME contract deliverables records in SharePoint
<p>*Serves as backup to Steve Neilson and David Luke</p>	<p>*Serves as backup to Wayne Skinner, Dennis Brittin and Monique Perry</p>

<u>David Luke – Safety and Health Program Manager</u>	<u>Rick Korynta – F&I Prog. Manager/FPD</u>
<ul style="list-style-type: none"> • Emergency Management Program <ul style="list-style-type: none"> – DOE O 151.1D, <i>Comprehensive Emergency Management System</i> • Fire Protection Program <ul style="list-style-type: none"> – DOE 420.1C Chg 1, <i>Facility Safety</i> (lead) – Includes both protection of property and life safety • Continuity of Operations <ul style="list-style-type: none"> – DOE O 150.1A, <i>Continuity Programs</i> (lead) – Also includes Continuity of TJSO Business Operations • Employee Concerns Program Manager <ul style="list-style-type: none"> – DOE O 442.1A (lead) – Includes oversight of contractor ECP • Differing Professional Opinion Program <ul style="list-style-type: none"> – DOE O 442.2 Chg 1 (lead) – Includes both TJSO and contractor • Natural Phenomena Hazards <ul style="list-style-type: none"> – DOE O 420.1C Chg 1, Chapter IV • Personal Property Manager <ul style="list-style-type: none"> – 41 CFR 109 – Includes Fleet and Equipment Administration • Other <ul style="list-style-type: none"> – Configuration Management (lead) – Operational Awareness and Site Oversight – Manage assigned SME contract deliverables records in SharePoint 	<ul style="list-style-type: none"> • Facilities and Infrastructure <ul style="list-style-type: none"> – DOE Order 430.1C, <i>Real Property Asset Management</i> – DOE Order 436.1, <i>Departmental Sustainability</i> – Mission Readiness – Integrated Facilities and Infrastructure (IFI) Crosscut Budget – Sustainability – Energy Management – Maintenance Reporting – Facilities Information Management System – Space Bank – Easements – Leases • Project Management <ul style="list-style-type: none"> – Utilities & Infrastructure Modernization FPD – Utility Energy Service Contract (UESC) FPD – Maintain Level 2 FPD Certification – 12 GeV Project Support – GPP Program Management – Facilities & Infrastructure Expense Projects – Project Assessment and Reporting System (PARS) for Assigned Projects • Security Program <ul style="list-style-type: none"> – Personnel Security – Physical Security – Counterintelligence Liaison – Office of Inspector General Liaison – Security Program and Order Negotiations – Security Conditions Changes and Funding – Foreign Visits and Assignments – Materials Control and Accountability – Security Survey – Violence in the Work Place • Other <ul style="list-style-type: none"> – Functional Responsibilities and Authorities Manual – Technical Review of Sole-Source – Environmental Liability/Active Facilities Data Collection System – Recommend assigned DOE directives for incorporation into contracts – Operational Awareness and Site Oversight – Contractor Performance Evaluation – Manage assigned SME contract deliverables records in SharePoint
*Serves as backup to Steve Neilson and Patricia Hunt	*Serves as backup to Mike Epps

<u>Mike Epps – 12 GeV FPD</u>	<u>Dennis Brittin – Financial Specialist</u>
<ul style="list-style-type: none"> • 12 GeV CEBAF Upgrade (12 GeV) Project Federal Project Director <ul style="list-style-type: none"> – Leads 12 GeV Integrated Project Team – Interfaces with Office of Nuclear Physics 12 GeV Program Manager – Serves as DOE Point of Contact (POC) between Site Office and JLab 12 GeV Project Leadership – Maintains Level 3 FPD Certification – Approves 12 GeV Level 2 Baseline Change Control Requests – Facilitates Critical Decision Approval Process – Facilitates Independent Project Reviews by SC Office of Project Assessment – Facilitates 12 GeV Monthly Videoconferences with Nuclear Physics Leadership – Inputs 12 GeV Monthly Project Status into the OECM Project Assessment and Reporting System II (PARS II) & Verifies Monthly EV Data – Development of Quarterly Project Progress Report for Acquisition Executive – Ensures Proper Management/Reporting of 12 GeV ARRA funds – Oversight of Project 12 GeV Construction and Start-up Testing/Transition to Operations – Serves as 12 GeV Contract Technical Monitor – Facilitates 12 GeV Subcontract Actions Requiring TJSO Approval – 12 GeV Project and Operational Awareness Oversight – 12 GeV Contractor Performance Evaluation – Supports JSA EVMS Certification Compliance • Accelerator Safety – Accelerator Readiness Reviews • Laboratory Directed Research and Development <ul style="list-style-type: none"> – LDRD Program Lead and Site Office POC – Review LDRD Plan and make recommendations to the Office of Nuclear Physics • DOE Order 413.3B Chg 3, <i>Program and Project Management for the Acquisition of Capital Assets</i> • Manage assigned SME contract deliverables records in SharePoint 	<ul style="list-style-type: none"> • Budget and Financial and Central POC for the TJNAF Site Office and Contractor • Financial and Human Resources: <ul style="list-style-type: none"> – Contractor Assurance Memorandum – Monitoring Contractor Adherence to Financial Compliance Requirements and Financial Reporting – Interfacing with Oak Ridge Office of Chief Financial Officer – Representing the Site Office in the Coordination of Budget Reviews – Coordinating Site Office Comments on the Budget Call Issued to the Contractor – Site Office POC for Contractor Internal Audits, and Providing Oversight and Assistance in Financial Oversight – Cost of Doing Business – Monitoring and Analyzing Contractor Internal Audits, as well as Inspector General, General Accounting Office, Other Financial Audits and Contractor Performance Measures – Contractor Human Resource Related Actions – Site Office Program Direction Budget Formulation and Execution – Federal Managers Financial Integrity Act, and Related Department of Energy Vulnerability, Assessment and Management Assurance Actions • Other <ul style="list-style-type: none"> – Recommends assigned DOE directives for incorporation into contracts – Contractor Performance Evaluation – Operational Awareness and Site Oversight – Conference Management – Manage assigned SME contract deliverables records in SharePoint
<p>*Serves as backup to Rick Korynta</p>	