

FY18 TJSO APP to Individuals Responsibilities Matrix

9/6/2017

TJSO APP	Individual Performance Plan	Critical Element and Job Performance Expectations
<p>Goal Linkage: 1. Develop our people, and train the next generation of field operations leaders.</p>		
<p>Objective: 1.1: Continue employee recognition programs, at both the local and SC wide levels that incentivize and reward employees.</p> <p>--Measures: 1.1.1: Take innovative steps to recognize Site Office team-work accomplishments.</p>	<p>1.1.1 Scott Mallette</p>	<p>TJSO Internal Operations</p> <p>– 1.1.1: Use measure in first column by 9/30/18.</p>
<p>Objective: 1.2: Achieve and maintain qualifications for staff (i.e. TQP, FPD, COR or CO Certification).</p> <p>--Measures: 1.2.1: Use the training budget to ensure adequate training and development so that the TJSO staff members have the required skills to perform their assignments and to maintain necessary certifications subject to availability of funds.</p>	<p>1.2.1 Scott Mallette and All support</p>	<p>TJSO Internal Operations</p> <p>– 1.2.1: Use measure in first column by 9/30/18.</p>
<p>Objective: 1.3: Provide detail opportunities to staff so that they gain perspective from other organizations.</p> <p>--Measures: 1.3.1: Submit FY 2020 Program Direction budget request and justification and request funds to support cross communications with other site offices and HQ. 1.3.2. Complete trips to other sites or offices to assist on short-term tasks, reviews, or detail assignments.</p>	<p>1.3.1 Joe Arango and Dennis Brittin</p> <p>1.3.2 All support</p>	<p>TJSO Internal Operations</p> <p>– 1.3.1: Use measure in first column by 6/1/18.</p> <p align="center">Federal Stewardship</p> <p>– 1.3.2: Use measure in first column by 9/30/18.</p>
<p>Objective: 1.4: Engage in corporate activities and further the science mission.</p>		<p>Federal Stewardship</p>

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<p>-Measures: 1.4.1: Support corporate activities that arise during the year, as appropriate.</p> <p>1.4.2: Complete incorporation of revolutionary contract changes at TJNAF.</p>	<p>1.4.1 Joe Arango</p> <p>1.4.2 All Support</p>	<p>– 1.4.1: Use measure in first column by 6/1/18.</p> <p>– 1.4.2: Use measure in first column by 12/31/17</p>
<p>Objective: 1.5: Continue TJSO goal of zero work related injuries through a staff-engaged FEOSH program.</p> <p>-Measures: 1.5.1: Zero work related injuries on-site or on official travel, reflected in TJSO’s OSHA 300A annual injury reporting log.</p> <p>1.5.2: Continue to incorporate FEOSH discussion and feedback, as warranted, during staff meetings.</p>	<p>1.5.1 All support</p> <p>1.5.2 Scott Mallette and Steve Neilson</p>	<p>TJSO Internal Operations</p> <p>– 1.5.1: Use measure in first column by 9/30/18</p> <p>– 1.5.2: Use measure in first column by 9/30/18.</p>
<p>Goal Linkage: 2. Develop and implement policies and programs that enable science.</p>		
<p>Objective: 2.1: Critically review directives, Acquisition Letters, and other requirements documents to ensure controls are commensurate with risk, will be cost effective and are supportive of the mission.</p> <p>--Measures: 2.1.1: Continue to ensure that new and revised directives and other requirements documents are evaluated by the Site Office and effectively implemented with tailored controls, when necessary.</p> <p>2.1.2: Continue to identify improvements in directives and other requirements documents that can be recommended to SC Headquarters to improve programs and enable science.</p>	<p>2.1.1 All support</p> <p>2.1.2 All support</p>	<p>Contract Management</p> <p>– 2.1.1: Use measure in first column by 9/30/18.</p> <p>– 2.1.2: Use measure in first column by 9/30/18.</p>
<p>Objective: 2.2: Implement SLI and S&S programs that are based on Science Priorities.</p> <p>--Measures: 2.2.1: Partner with the Laboratory in the continuing efforts of the UESC Project.</p>	<p>2.2.1 Rick Korynta</p>	<p>Program/Project Management</p> <p>– 2.2.1: Use measure in first column by 9/30/18.</p>
<p>Objective: 2.3: Manage capital projects effectively, ensuring their on-time, on-budget performance.</p>		<p>Program/Project Management</p>

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<p>--Measures: 2.3.1: Ensure within TJSO's control that the UESC, UIM, and LCLS II projects adhere to cost, schedule, and performance targets.</p>	<p>2.3.1 Rick Korynta</p>	<p>– 2.3.1: Use measure in first column by 9/30/18.</p>
<p>Objective: 2.4: Execute contract actions in support of the science mission and priorities.</p> <p>--Measures: 2.4.1: Use contract provisions, CAS outcomes, oversight, and management systems to ensure compliance with contract requirements.</p> <p>2.4.2: Manage contract deliverables to ensure requirements are met, documents are reviewed and approved (when necessary), and to identify contract changes that better support the science mission.</p> <p>2.4.3: Work with the contractor to solve problems, and work with Headquarters and the Integrated Support Center staff to remove barriers or solve issues so that science outcomes are achieved.</p>	<p>2.4.1 All support</p> <p>2.4.2 Patty Hunt and All support</p> <p>2.4.3 All support</p>	<p>Contract Management</p> <p>– 2.4.1: Use measure in first column by 9/30/18.</p> <p>– 2.4.2: Use measure in first column by 9/30/18.</p> <p>Site Office Advocate</p> <p>– 2.4.3: Use measure in first column by 9/30/18.</p>
<p>Goal Linkage: 3. Eliminate inefficiencies and reduce costs.</p>		
<p>Objective: 3.1: Aggressively seek opportunities for reducing transactions, eliminating low-value work, and automating work where possible to gain efficiencies and increase productivity.</p> <p>--Measures: 3.1.1: Identify and implement ways to streamline and take non-value-added work out of Lab and Site Office transactional processes.</p>	<p>3.1.1 All support</p>	<p>TJSO Internal Operations</p> <p>– 3.1.1: Use measure in first column by 9/30/18.</p>
<p>Objective: 3.2: Reduce program direction spending without sacrificing mission requirements.</p> <p>--Measures: 3.2.1: The Site Office will use travel, training, supplies, materials, and other services budget resources efficiently.</p>	<p>3.2.1 All support</p>	<p>TJSO Internal Operations</p> <p>– 3.2.1: Make efficient use of program direction budget resources by 9/30/18.</p>

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<p>Objective: 3.3: Ensure SCMS reflects the most efficient methods of conducting business and meeting mission goals.</p> <p>--Measure:</p> <p>3.3.1: Maintain effective TJSO management systems and processes by reviewing and updating SOPPs consistent with SCMS procedures and field office roles, responsibilities, authorities, and accountabilities to enable the Laboratory's mission.</p>	<p>3.3.1 All support</p>	<p>TJSO Internal Operations</p> <p>– 3.3.1: Use measure in first column by 9/30/18.</p>
<p>Goal Linkage: 4. Fully implement Contractor Assurance System (CAS) as the cornerstone of field operations oversight and performance.</p>		
<p>Objective: 4.1: Increase time spent in the field, observing work and verifying CAS results via “boots on the ground.”</p> <p>--Measures:</p> <p>4.1.1: Ensure Integrated Assessment Schedule is carried out incorporating enhanced partnerships concepts using a risk-based approach.</p> <p>4.1.2: Observe work in the field and verify CAS results.</p>	<p>4.1.1 All support</p> <p>4.1.2 All support</p>	<p>Contract Management</p> <p>– 4.1.1: Use measure in first column by 9/30/18.</p> <p>– 4.1.2: Use measure in first column by 9/30/18.</p>
<p>Objective: 4.2: Ensure effective oversight of operations and high risk activities.</p> <p>--Measures:</p> <p>4.2.1: Support annual CAS effectiveness review.</p> <p>4.2.2: Monitor oversight activities, including joint walkthrough participation, through quarterly assessment status and trend summaries.</p> <p>4.2.3 Monitor the completion of DOE's Integrated Assessment Schedule (IAS)</p>	<p>4.2.1 All support</p> <p>4.2.2 Steve Neilson</p> <p>4.2.3 Scott Mallette/Steve Neilson</p>	<p>Federal Stewardship</p> <p>– 4.2.1: Use measure in first column by 9/30/18.</p> <p>– 4.2.2: Use measure in first column by 9/30/18.</p> <p>– 4.2.3: Use measure in first column by 9/30/18.</p>

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activities, including TJSO self-assessments, using the quarterly assessment status and trend reports.		