

6.0 OFFICE OF ASSISTANT MANAGER FOR ENVIRONMENTAL MANAGEMENT (AMEM).

6.1 Mission. Develop guidelines, requirements, and procedures for accelerating the closure of the Oak Ridge environmental management (EM) sites at the East Tennessee Technology Park (ETTP), the Oak Ridge National Laboratory (ORNL), the Y-12 National Security complex (Y-12) and other offsite locations as required. This is accomplished through environmental remediation, decontamination and decommissioning (D&D), waste management (WM), and environmental technology activities applicable to the Oak Ridge Office (ORO) programs and contractors at ETTP, ORNL, Y-12 and other offsite locations as required. The organization provides oversight and direction of contractors performing EM activities at all ORO sites; provides overall management direction and guidance for the East Tennessee Technology Park (ETTP), including remedial action, transition, D&D, and WM; and surveillance, maintenance and shipping of DUF₆ cylinders; administers the ORO transportation and packaging program including satellite tracking during transit; administers support services contracts for technical support; and provides independent assessments of environmental restoration and WM activities. In the administration of contracts, ensures that contractor-executed functions are carried out in a manner that protects Federal and contractor personnel and the general public against all environmental, safety, and health (ES&H) hazards arising from performance of the contract. Performs the full range of project management activities directly related to EM programs in accordance with Federal and Department of Energy (DOE) laws and guidelines. Also, ensures that the principles of Integrated Safety Management (ISM) are fully integrated into all site work activities. Implements the requirements for safe operations of nuclear facilities including safety basis process requirements and flow down of approved safety basis documents.

6.2 The Assistant Manager discharges this mission through the following subordinate organizations:

- a. ORNL Projects (6.3 below),
- b. ETTP Project (6.4 below),
- c. U 233 Disposition Project (6.5 below),
- d. Y-12 Projects (6.6 below),
- e. Facility Operations and Safety Division (6.7 below),
- f. Project Controls and Administration Division (6.8 below), and
- g. Quality Assurance Division (6.9 below).

6.3 ORNL Projects.

6.3.1 The Federal Project Director discharges the following functions through the Integrated Project Team members.

- a. Strategic Planning for future goals and commitments of the ORNL Projects, including sequencing of projects.

- b. Negotiates regulatory agreements for EM activities on the Oak Ridge Reservation (ORR) sites with regulatory agencies in support of the ORNL Project activities.
- c. Ensures that government and contractor-executed functions are carried out in compliance with DOE Directives in a manner that protects government and contractor personnel and the general public against all ES&H hazards arising from performance of contract work.
- d. Manages preparation for reviews and approves Resource Conservation and Recovery Act/Comprehensive Environmental Response, Compensation, and Liability Act (RCRA/CERCLA), and National Environmental Policy Act (NEPA) decision documents.
- e. Evaluates prime contractors' performance on EM tasks and provides input to assessment of contractor performance.
- f. Coordinates with regulatory agencies and obtains permits.
- g. Advises the Manager, ORO, regarding the Natural Resource Damage Assessment Program for ORO.
- h. Oversees Core Team interactions with regulatory authorities such as the State of Tennessee and the Environmental Protection Agency (EPA).
- i. Oversees waste operations and storage, treatment, and disposal of legacy and currently generated waste in support of ORNL Projects objectives.
- j. Communicate issues involving ES&H to appropriate ORO and DOE elements, and applicable DOE Headquarters (HQ) personnel.
- k. Executes the EM activities including alternatives evaluation and remedial investigations and actions.
- l. Implements the requirements of the ORR Federal Facility Agreement (ORRFFA) and Site Treatment Plan at ORNL.
- m. Provides day-to-day oversight and review of operations at EM sites to assess compliance with DOE ISM, nuclear safety, materials control and accountability, and safeguards and security requirements.
- n. Represents DOE in negotiations of agreements with regulatory authorities such as the State of Tennessee and the EPA.
- o. Manages the surveillance and maintenance of EM facilities.
- p. Provides support for day-to-day onsite direction and technical oversight of contractor activities to implement the environmental management program.
- q. Serves as the Contracting Officer's Representative (COR) or the Alternate COR and coordinates the overall planning, budget, cost, and schedule

performance for assigned environmental management activities. This includes review of scope statements, cost estimates, schedules, and recommends approval to the Contracting Officer.

- r. Ensures that milestones in regulatory agreements pertaining to assigned environmental management activities are met.
- s. Oversees DOE contractor compliance with the Occupational Safety and Health Administration (OSHA), Department of Transportation (DOT) requirements, Clean Air Act (CAA); Clean Water Act (CWA); NEPA; CERCLA; RCRA; environmental laws, environmental incident notification and reporting requirements; and radiological control requirements of DOE. Reviews and analyzes compliance audits, appraisals, and Unusual Occurrence Reports (UORs); evaluates corrective actions to be taken by the prime contractor in response to findings and deficiencies detected; and verifies that corrective actions have been fully implemented.
- t. Performs onsite surveillance of DOE activities to ensure compliance with DOE and other Federal and state ES&H requirements.
- u. Develops strategies for minimizing wastes at each ORO facility in conjunction with the generators.
- v. Maintains EM records management and document control program that includes an electronic document management system. Develops, implements, and manages the EM Administrative Record.
- w. Responsible for coordination and facilitation for the Site Specific Advisory Board (SSAB) and other stakeholders. Provides Ex-Officio and Federal Coordinator to the SSAB.
- x. Supports any media inquiries about ongoing environmental management activities at ORNL.
- y. Provides central coordination point for EM program compliance requirements under the ORRFFA.
- z. Implements integrated groundwater program and water quality activities for EM Projects at ORNL.

6.4 ETTP Project.

- 6.4.1 The Federal Project Director discharges the following functions through the Integrated Project Team members.
 - a. Maintains administrative responsibility for 5,000 acres that make up the ETTP.
 - b. Ensures that government and contractor-executed functions are carried out in compliance with DOE Directives in a manner that protects government and

- contractor personnel and the general public against ES&H hazards arising from performance of the contract work.
- c. Evaluates prime contractors' performance on ETTP tasks and provides input to the Performance Agreement process and assessment of contractor performance.
 - d. Oversees Core Team interactions and represents DOE in negotiations of agreements with regulatory authorities such as the State of Tennessee and the EPA.
 - e. Manages preparation for reviews and approves RCRA/CERCLA, and NEPA decision documents.
 - f. Ensures the communication of activities of other DOE-ORO programs functioning at ETTP. These programs include: Reindustrialization, United States Enrichment Corporation (USEC), other DOE prime contractors, and Community Reuse Organization of East Tennessee leasees.
 - g. Coordinates the ETTP safeguards and security, classification, and emergency management, nuclear materials control and accountability and fire protection programs. Maintains 24-hour Emergency Operations Center cadre responsibility as the DOE Emergency Manager.
 - h. Oversees the operation of the Park Shift Superintendent's Office at ETTP.
 - i. Oversees waste operations and storage, treatment, and disposal of legacy and currently generated waste in support of Accelerated Closure Objectives (ACO).
 - j. Oversees DOE contractor compliance with the OSHA, DOT requirements, CAA; CWA; NEPA; RCRA/CERCLA; environmental laws, environmental incident notification and reporting requirements; and radiological control requirements of DOE. Reviews and analyzes compliance audits, appraisals, and UORs; evaluates corrective actions to be taken by the contractor in response to findings and deficiencies detected; and verifies that corrective actions have been fully implemented.
 - k. Appraises contractor performance through the development of contractor performance criteria, performance of operational appraisals, coordination of multidisciplinary functional appraisals of contractor performance, and preparation of performance evaluation reports.
 - l. Provides day-to-day oversight and review of operations to assess compliance with DOE ISM, nuclear safety, materials control and accountability, and safeguards and security requirements.
 - m. Ensures that milestones in regulatory agreements pertaining to the ETTP Project activities are met.

- n. Coordinates and responds to requests from the Tennessee Department of Environment and Conservation Department of Energy Oversight Division and the EPA.
- o. Serves as the COR or the Alternate COR and coordinates the overall planning, budget, cost, and schedule performance for assigned environmental management activities. This includes review of scope statements, cost estimates, schedules, and recommends approval to the Contracting Officer.
- p. Executes D&D activities at ETTP including alternatives evaluations, investigations, documentation, and removal actions.
- q. Provides support for day-to-day onsite direction and technical oversight of contractor activities to implement project objectives.
- r. Implements the requirements of the ORRFFA.
- s. Coordinates the National Historic Preservation Act consultations to support the Accelerated Closure of ETTP.
- t. Oversees the surveillance and maintenance activities performed on approximately 550 facilities.
- u. Develops strategies for minimizing wastes for each ETTP Project activity.
- v. Coordinates the implementation of USEC activities at ETTP.
- w. Monitors the ETTP infrastructure system including power operations and maintenance, real property management, and fire protection systems. Provides oversight of planning, funding, and daily execution of operations.
- x. Executes remediation activities at ETTP including alternatives evaluations, investigations, documentation, and remedial/removal actions.
- y. Manages ETTP activities with respect to air permits, wastewater; RCRA waste; solid waste; Toxic Substance Control Act compliance, and FFA agreements.
- z. Oversees the ETTP groundwater program and water quality activities.
- aa. Develops and implements the Acquisition Plan and Project Execution Plan.
- bb. Coordinates scheduling for the design, construction, and closeout phases of the project including the approval of significant milestones.
- cc. Reviews the project documentation in coordination with assigned Site Office Representatives to determine conformity with contract requirements.
- dd. Oversees the design, construction, environmental, safety and health efforts performed by the contractor, and other functions enumerated in the Project

Execution Plan and in accordance with public law, regulations, and Executive Orders.

- ee. Establish and implement project management systems; ensure preparation of reports and approve all reporting; monitor progress through report analysis, field inspections, and performance evaluation and implement corrective actions to resolve problems and conflicts; initiate critical decisions and required reviews.
- ff. Approve and implement changes to project baselines.
- gg. Manages and oversees packaging and transportation and ensures that contractor-executed functions are carried out in an economical and safe manner.
- hh. Develops, reviews, and approves guidelines related to the movement of all commodities by commercial carriers, coordinates and negotiates special rates and services with commercial carriers for DOE and contractor material movements, and arranges for commodity shipments to ORO facilities.
- ii. Serves as the ORO commodity manager of railroad cars employed in support of ORO including their registry, replacement, repairs, modification, and disposal. Approves or disapproves ORO contractor requirements and assigns or reassigns rail car assets to meet these requirements.
- jj. Develops guidelines, requirements, and procedures applicable to packaging utilized to move general, hazardous, and radioactive commodities.
- kk. Ensures the existence of adequate programs for the packaging of radioactive and fissile materials; evaluates the design of shipping containers proposed by contractors for certification; provides liaison with DOE HQ, the Nuclear Regulatory Commission, and the DOT on reviews and certifications; reviews technical standards and applications for national security exemptions, DOT exceptions, and DOE alternatives; and reviews proposed contractor operations prior to use of packaging.
- ll. Provides for the implementation of the Transportation Emergency Preparedness Program for Region II. Provides for matrix support to all of ORO for transportation operations.

6.4.2 K-25/K-27 Project.

- a. Ensures that government and contractor-executed functions are carried out in compliance with DOE Directives in a manner that protects government and contractor personnel and the general public against ES&H hazards arising from performance of the contract work.
- b. Evaluates prime contractors' performance on K-25/K-27 tasks and provides input to the Performance Agreement process and assessment of contractor performance.

- c. Oversees Core Team interactions and represents DOE in negotiations of agreements with regulatory authorities such as the State of Tennessee and the EPA.
- d. Manages preparation for reviews and approves RCRA/CERCLA and NEPA decision documents.
- e. Oversees DOE contractor compliance with OSHA, DOT requirements, CAA; CWA; NEPA; CERCLA; RCRA; environmental laws, environmental incident notification and reporting requirements; and radiological control requirements of DOE. Reviews and analyzes compliance audits, appraisals, and UOR; evaluates corrective actions to be taken by the contractor in response to findings and deficiencies detected; and verifies that corrective actions have been fully implemented.
- f. Appraises contractor performance through the development of contractor performance criteria, performance of operational appraisals, coordination of multidisciplinary functional appraisals of contractor performance, and preparation of performance evaluation reports.
- g. Provides day-to-day oversight and review of operations to assess compliance with DOE ISM, nuclear safety, materials control and accountability, and safeguards and security requirements.
- h. Ensures that milestones in regulatory agreements pertaining to K-25/K-27 D&D Project activities are met.
- i. Coordinates and responds to requests from the Tennessee Department of Environment and Conservation Department of Energy Oversight Division and the EPA.
- j. Coordinates the overall budget, cost, and schedule performance for all activities under K-25/K-27 D&D Project purview.
- k. Executes K-25/K-27 D&D activities including alternatives evaluations, investigations, documentation, and removal actions.
- l. Provides support for day-to-day onsite direction and technical oversight of contractor activities to implement ACO.
- m. Implements the requirements of the ORR FFA.
- n. Coordinates the National Historic Preservation Act consultations to support the D&D of K-25 and K-27.
- o. Develops strategies for minimizing wastes for K-25/K-27 D&D Project activities.
- p. Serves as the single point of contact between Federal and contractor staff for matters relating to project and its execution.

- q. Develops and implements the Acquisition Plan and Project Execution Plan.
- r. Coordinates scheduling for the design, construction, and closeout phases of the project including the approval of significant milestones.
- s. Reviews the project documentation in coordination with assigned Site Office Representatives to determine conformity with contract requirements.
- t. Oversees the design, construction, ES&H efforts performed by the contractor, and other functions enumerated in the Project Execution Plan and in accordance with public law, regulations, and executive orders.
- u. Establish and implement project management systems; ensure preparation of reports and approve all reporting; monitor progress through report analysis, field inspections, and performance evaluation and implement corrective actions to resolve problems and conflicts; initiate critical decisions and required reviews.
- v. Approve and implement changes to project baselines.

6.5 U233 Disposition Project.

6.5.1 The Federal Project Director discharges the following functions through the Integrated Project Team members.

- a. Ensures that government and contractor-executed functions are carried out in compliance with DOE Directives in a manner that protects government and contractor personnel and the general public against all ES&H hazards arising from performance of contract work.
- b. Evaluates prime contractors' performance on U233 tasks and provides input to the Performance Agreement process and assessment of contractor performance.
- c. Oversees Core Team interactions and represents DOE in negotiations of agreements with regulatory authorities such as the State of Tennessee and the EPA.
- d. Manages preparation for reviews and approves RCRA/CERCLA, and NEPA decision documents.
- e. Oversees DOE contractor compliance with OSHA, DOT requirements, CAA; CWA; NEPA; RCRA/CERCLA; environmental laws, environmental incident notification and reporting requirements; and radiological control requirements of DOE. Reviews and analyzes compliance audits, appraisals, and UORs; evaluates corrective actions to be taken by the prime contractor in response to findings and deficiencies detected; and verifies that corrective actions have been fully implemented

- f. Appraises contractor performance through the development of contractor performance criteria; performance of operational appraisals; coordination of multidisciplinary functional appraisals of contractor performance; and preparation of performance evaluation reports.
- g. Executes remediation activities including alternative evaluation and remedial investigations and actions in support of the ACO.
- h. Provides day-to-day oversight and review of operations to assess compliance with DOE ISM, nuclear safety, materials control and accountability, and safeguards and security requirements.
- i. Ensures that milestones in regulatory agreements pertaining to the U233 Disposition Project activities are met
- j. Coordinates and responds to requests from the Tennessee Department of Environment and Conservation, Department of Energy Oversight Division.
- k. Serves as the Contracting Officer's Representative (COR) or the Alternate COR and coordinates the overall planning, budget, cost, and schedule performance for activities under U233 Disposition Project purview. This includes review of scope statements, cost estimates, schedules, and recommends approval to the Contracting Officer.
- l. Executes U233 Disposition Project D&D activities including alternatives evaluations, investigations, documentation, and removal actions.
- m. Provides support for day-to-day onsite direction and technical oversight of contractor activities to implement ACO.
- n. Implements the requirements of the ORR FFA.
- o. Develops strategies for minimizing wastes for U233 Disposition Project activities.
- p. Serves as the single point of contact between Federal and contractor staff for matters relating to project and its execution.
- q. Develops and implements the Acquisition Plan and Project Execution Plan.
- r. Coordinates scheduling for the design, construction, and closeout phases of the project including the approval of significant milestones.
- s. Reviews the project documentation in coordination with assigned Site Office Representatives to determine conformity with contract requirements.
- t. Oversees the design, construction, ES&H efforts performed by the contractor, and other functions enumerated in the Project Execution Plan and in accordance with public law, regulations, and executive orders.

- u. Establish and implement project management systems; ensure preparation of reports and approve all reporting; monitor progress through report analysis, field inspections, and performance evaluation and implement corrective actions to resolve problems and conflicts; initiate critical decisions and required reviews.
- v. Approve and implement changes to project baselines.

6.6 Y-12 Projects.

6.6.1 The Federal Project Director discharges the following functions through the Integrated Project Team members:

- a. Strategic planning for future goals and commitments of Y-12 Projects, including sequencing of projects.
- b. Negotiates regulatory agreements for EM activities on the ORR sites with regulatory agencies in support of activities related to Y-12 Projects.
- c. Ensures that government and contractor-executed functions are carried out in compliance with DOE Directives in a manner that protects government and contractor personnel and the general public against all ES&H hazards arising from performance of contract work.
- d. Manages preparation for reviews and approves RCRA/CERCLA, and NEPA decision documents.
- e. Evaluates prime contractors' performance on EM tasks and provides input to assessment of contractor performance.
- f. Coordinates with regulatory agencies and obtains permits.
- g. Oversees Core Team interactions with regulatory authorities such as the State of Tennessee and the EPA.
- h. Oversees waste operations and storage, treatment, and disposal of legacy and currently generated waste in support of Y-12 Project objectives.
- i. Communicates issues involving ES&H to appropriate ORO and DOE elements, and applicable DOE HQ personnel.
- j. Executes the EM activities including alternatives evaluation and remedial investigations and actions.
- k. Implements the requirements of the ORRFFA and Site Treatment Plan at Y-12.

- l. Provides day-to-day oversight and review of operations at EM sites to assess compliance with DOE ISM, nuclear safety, materials control and accountability, and safeguards and security requirements.
- m. Represents DOE in negotiations of agreements with regulatory authorities such as the State of Tennessee and the EPA.
- n. Manages the surveillance and maintenance of EM facilities.
- o. Provides support for day-to-day onsite direction and technical oversight of contractor activities to implement the environmental management program.
- p. Serves as the COR or the Alternate COR and coordinates the overall planning, budget, cost, and schedule performance for assigned environmental management activities. This includes review of scope statements, cost estimates, schedules, and recommends approval to the Contracting Officer.
- q. Ensures that milestones in regulatory agreements pertaining to assigned environmental management activities are met.
- r. Oversees DOE contractor compliance with OSHA, DOT requirements, CAA; CWA; NEPA; CERCLA; RCRA; environmental laws, environmental incident notification and reporting requirements; and radiological control requirements of DOE. Reviews and analyzes compliance audits, appraisals, and UORs; evaluates corrective actions to be taken by the prime contractor in response to findings and deficiencies detected; and verifies that corrective actions have been fully implemented.
- s. Performs onsite surveillance of DOE activities to ensure compliance with DOE and other Federal and state ES&H requirements.
- t. Develops strategies for minimizing wastes at each ORO facility in conjunction with the generators.
- u. Maintains EM records management and document control program that includes an electronic document management system. Develops, implements, and manages the EM Administrative Record.
- v. Supports any media inquiries about ongoing environmental management activities at Y-12.
- w. Implements integrated groundwater program and water quality activities for Y-12 Projects.
- x. Executes EM activities at the Off-Site Projects.
- y. Establishes linkages and partnerships with industry and other agencies facilitating utilization of innovative environmental technologies at ORO sites.

- z. Provides matrix support to EM teams in identifying environmental technology opportunities, systems, or equipment to support team work plans.
- aa. Coordinates efforts to provide independent technical evaluations of project plans, strategies, or technologies as requested by program teams.
- bb. Manages/implements the Technical Integration/International Technology Programs at Oak Ridge including oversight of task performance, ensuring technical quality, and cost/schedule control.
- cc. Ensures projects are integrated across EM programs and other elements and develops strategic plans to use innovative technologies.
- dd. Coordinates exchange of information with EM staff and develops strategies for integration of technologies into remediation, treatment, transportation, characterization, and disposal of waste.

6.7 Facility Operations and Safety Division.

- 6.7.1 The Director discharges the following functions through team leaders, facility representatives and other division members.
 - a. Provides overall program management in the areas of ES&H, and Facility Operations.
 - b. Ensures program wide technical consistency in the implementation of EM safety and technical core functions. These include, but are not limited to, conduct of operations and integrated safety management.
 - c. Serves as the point-of-contact for all EM Facility Representative (FR) activities. Develops and maintains guidelines, plans, and procedures governing the conduct of the ORO EM FR program to comply with applicable DOE HQ and local requirements.
 - d. Supports DOE line management as a primary point-of-contact for ES&H day-to-day operations.
 - e. Provides oversight of facilities and associated activities to identify problems and initiate appropriate actions through DOE line management and the contractor.
 - f. Provides support for day-to-day onsite direction and technical oversight of contractor activities to implement ES&H programs.
 - g. Ensures that government and contractor-executed functions are carried out in compliance with DOE Directives in a manner that protects government and contractor personnel and the general public against all ES&H hazards arising from performance of contract work.

- h. Reviews Occurrence Reports; evaluates corrective actions to be taken by the contractor in response to findings and deficiencies detected; and verifies that corrective actions have been fully implemented.
- i. Participates as technical representatives on corporate boards, committees, and review teams
- j. Performs onsite surveillance of DOE activities to ensure compliance with DOE and other Federal and State ES&H requirements
- k. Provides overall management for EM crosscutting technical programs relating to ES&H program implementation including: Integrated Safety Management, Authorization Agreement Program and worker protection programs (radiation protection, industrial safety, industrial hygiene, etc.).

6.7.2 Nuclear Safety Team.

6.7.2.1 The Nuclear Safety Team Leader discharges the following functions through team members:

- a. Ensures that the Nuclear Safety Program is appropriately implemented at ORO EM facilities such that facilities are properly categorized, Documented Safety Analyses (DSAs) and Technical Safety Requirements (TSRs) are prepared and reviewed and the Unreviewed Safety Question (USQ) process is functioning properly.
- b. Ensures EM contracts contain appropriate nuclear safety requirements.
- c. Assures implementation of all DSA/TSRs and changes to DSA/TSRs at EM Nuclear facilities.
- d. Implements Safety System Oversight Program at EM facilities.
- e. Assists program directors in the reviews of Emergency Preparedness Hazards Assessment documents at EM facilities.
- f. Interfaces with DNFSB staff as the EM program representative.
- g. Oversees the Criticality Safety Program at EM facilities.
- h. Implements the Safety System Oversight Program for ORO EM facilities and systems.

6.8 Project Controls and Administration Division.

6.8.1 The Director discharges the following functions through division members.

- a. Integrates EM project management processes and ensures compliance with DOE O 413.3A.

- b. Establishes and oversees the processes for baseline and baseline change control board, cost, schedule, milestones, performance measures, estimating, and current year work plans.
- c. Establishes and manages the prioritization and project sequencing processes.
- d. Oversees and coordinates the preparation of planning documents and program budget requirements.
- e. Oversees contractor fee process to ensure recommended fee amounts reflect contractor performance.

6.8.2 In addition to the functions listed in Subparagraphs 6.8.1 above, the Division Director discharges the following functions through team leaders and division members.

- a. Ensures integration of EM management processes and systems to eliminate redundancy and inconsistency.
- b. Establishes, oversees, and provides performance data for project control processes for the EM program including baseline, cost, schedule, milestones, and current year work plans.
- c. Evaluates and ensures quality and consistency of integrated EM schedules, milestones, performance measures, estimates, and cost information.
- d. Establishes EM system to support the business rules to ensure quality and consistency and to eliminate redundancy.
- e. Directs the development and integration of EM performance measures. Provides performance measurement tracking and reporting systems to ensure EM goals are achieved in a cost effective and timely manner.
- f. Evaluates EM program priorities among the various sites; reviews overall program status; develops and administers the budget/cost reporting systems; and administers the budget process.
- g. Develops the funding requirements for EM and the documentation and development of program fund requirements. Directs the preparation of the EM annual budget requests such as the Project Baseline Summary reports as required.
- h. Oversees and coordinates preparation of EM strategic planning documents. Serves as the primary point-of-contact with DOE HQ program officials on planning documents and reporting systems.
- i. Manages the Change Control Process to ensure that proposed changes to the EM Integrated Baseline are properly identified, developed, reviewed, alternatives evaluated, approved, implemented, validated, and documented. Organizes and facilitates the EM Baseline Change Control Board.

- j. Manages the EM prioritization process for projects. Establishes procedures and systems requirements for performing prioritization.
- k. Responsible for implementation of DOE's Program and Project Management Directive as it relates to EM projects, and for progress reporting on capital asset projects in Project Analysis Reporting System and the Project Execution Module.
- l. Plans, manages, and procures services of small DOE prime contractors in support of the EM mission.
- m. Promotes Federal workforce partnering with ORO-EM Contractors to achieve contract objectives.
- n. Assesses contractor performance and tracking and analysis of contractor site performance data, as a basis for Contracting Officer actions related to the accelerated cleanup contract.
- o. Develops earned value verification process, communicates the process to the Federal project directors, and assists Federal project directors in tracking and verifying earned value.
- p. Assesses ORO-EM Contractor's Project Controls System Description and recommends any necessary changes.
- q. Supports Request for Equitable Adjustments negotiations to minimize impacts to total project costs.
- r. Publishes monthly and quarterly project reports for use by Assistant Manager for Environmental Management, ORO, EM-HQ, regulators and stakeholders.
- s. Conducts analysis of critical path type closure scheduling. Provides data as requested by DOE-EM HQ in support of established project management processes.

6.9 Quality Assurance Division.

- 6.9.1 The Director discharges the following functions through team leaders and division members.
 - a. Develops contractor performance criteria, conducts operational appraisals, coordinates multidisciplinary functional appraisals of contractor performance, and prepares performance evaluation reports.
 - b. Oversees DOE contractor compliance with requirements; for example, OSHA, DOT requirements, environmental laws, environmental incident notification and reporting requirements; and radiological control requirements of DOE. Reviews and analyzes compliance audits, appraisals, and Occurrence Reports; evaluates corrective actions to be taken by the contractor in response to

- findings and deficiencies detected; and verifies that corrective actions have been fully implemented.
- c. Participates as technical representatives on corporate boards, committees, and review teams.
 - d. Performs onsite surveillance of DOE activities to ensure compliance with DOE and other Federal and State ES&H requirements.
 - e. Ensures formality in assessment program implementation by providing coordinated scheduling, developing, and maintaining consistent procedures, ensuring adequate and complete documentation, providing for centralized record keeping, ensuring corrective actions are approved and tracked until closure, and by maintaining information systems for summarization and trending of assessment results.
 - f. Plans and conducts audits, surveillances, technical assessments, and readiness reviews of various ES&H program, management systems, and technical programs important to EM. These may be conducted as internal assessment of Federal operations or as assessments of contractor organizations.
 - g. Serves as the quality assurance support organization for EM providing support for procedure development, quality assurance plan development and review, training programs, technical support to line projects on quality assurance issues, and interfacing with external groups on quality issues.
 - h. Corrective action tracking to included both EM actions in the Headquarters Corrective Action Tracking System (CATS) and in the ORO ORION issue management system.
 - i. Monitoring contractor contractive action to integrate their status into the ORION issue management system.
 - j. Provides issue analysis/trending in coordination with the AMESH Assessment and Performance Systems Team.
 - k. Assistance upon request in coordinating external audits.
 - l. Assistance upon request in coordinating verification of closure of issues/corrective actions generated in formal assessments; readiness reviews; technical assessments and external audits.
 - m. Coordination of preparation, review, issuance and control of EM procedures.
 - n. Provides overall program coordination in the area of Emergency Management.
 - o. Reviews and analyzes compliance audits, appraisals, and Occurrence Reports; evaluates corrective actions to be taken by the contractor in response to findings and deficiencies detected; and verifies that corrective actions have been fully implemented.

- p. Provides overall management for EM crosscutting technical programs relating to EM Data Quality and Sample Management Program, Waste Certification Program, and Standards and Identification and Management.