

OAK RIDGE NATIONAL LABORATORY SITE OFFICE

OFFICE OF SCIENCE U.S. DEPARTMENT OF ENERGY

1.0 Mission

The Oak Ridge National Laboratory (ORNL) Site Office (OSO) supports the Office of Science (SC) mission to foster, formulate, and support forefront basic and applied research programs that advance the science and technology foundations necessary to accomplish Department of Energy (DOE) missions. The OSO, under the direction of the SC Deputy Director for Field Operations (DDFO), and in partnership with our program sponsors, customers, contractors, and support organizations, is responsible for implementation of DOE's mission at the ORNL and the Oak Ridge Institute for Science and Education (ORISE). The OSO responsibility includes the Work for Others performed for Other Federal Agencies, State, and Local Governments and Private Industry performed under the OSO contracts, and other research and development contracts assigned by DOE-Headquarters.

2.0 Vision

The Site Office is accountable for mission execution. The Site Office is focused on supporting program management and line organizational delivery, using risk informed decision making to focus on high value activities to achieve success, improving effectiveness and efficiency by streamlining work processes, and modifying assurance oversight based on performance in order to facilitate and enhance mission accomplishment while identifying and eliminating non-value added activities.

3.0 Functions

The OSO executes its mission through four major functions: management of the contracts for operation of the ORNL and ORISE; providing operational oversight and assuring regulatory compliance of contractor operations; providing effective federal stewardship of DOE resources; and managing federal resources to assure effective and efficient operations.

The OSO contract management provides leadership and maximizes the effective working relationship between DOE and contractors; manages and administers the contract by setting and communicating expectations and DOE requirements, authorizing work, and providing timely feedback to the contractor. In addition, contract management includes facilitating performance, monitoring and evaluating on a

day-to-day basis, and formally evaluating contractor performance.

Program implementation responsibilities include all programs and projects conducted under the ORNL and ORISE contracts, regardless of funding source. Projects include, but are not limited to, scientific facility capabilities and upgrades, laboratory infrastructure revitalization, and U.S. Contributions to ITER.

Federal stewardship maintains and protects Federal assets assigned to the OSO. Federal stewardship responsibilities include assuring that contractor-executed functions are carried out in a manner that protects government and contractor personnel and the general public against environmental, safety, and health hazards arising from the performance of DOE work and ensure integrated management of resources and work activities. The OSO implements the requirements for safe operations of nuclear facilities, including safety basis process requirements and flow down of approved safety basis documents.

Internal operations include management of resources and business systems to ensure that OSO successfully achieves its mission. Site Office operations are integrated to support mission delivery and focused on taking the necessary DOE actions to facilitate mission accomplishment; day-to-day functional assignments within the Site Office are tailored to achieve program mission priorities. Current assignments are detailed below in the Oak Ridge National Laboratory Site Office Functions. Additional resources needed to accomplish mission objectives are obtained from the SC Integrated Support Center. OSO activities are conducted in accordance with applicable federal regulations, DOE directives, and the SCience Management System (SCMS).

3.1 Office of the Manager

The OSO Manager, under the direction of the SC Deputy Director for Field Operations, discharges the mission through a Deputy Manager and two subordinate organizations, the Mission Integration and Projects Division, and the Operations and Oversight Division. Site Office operations are integrated to support mission delivery; day-to-day functional assignments within the Site Office are tailored to achieve program mission priorities. Current functional assignments are detailed below.

The OSO Manager is ultimately accountable for all activities conducted at OSO. The OSO Manager is the ORNL Contracting Officer's Representative (COR) and the Approving Official for ORNL and ORISE Cyber Security activities. The Deputy OSO Manager is the ORISE COR, primary Alternate COR for ORNL, and is qualified to act on behalf of the OSO Manager on all matters in his absence. The Site Manager and Deputy Site Manager discharge the following functions through direct reports to the office.

- a. Conduct acquisition planning and contract integration, implementation, and management for ORNL and ORISE contracts.

- b. Management of the U.S. Contributions to the ITER Project, as the ITER Federal Project Director.
- c. Manage the Technology Transfer Program, including Work for Others and Cooperative Research and Development Agreements, and ensures integration of the programs to effectively carry out the technology transfer objective of the Department.
- d. Coordinate visits, issues, and actions related to oversight entities including the Office of Inspector General, the Government Accountability Office, Congressional Inquiries, etc.
- e. Conduct public affairs and media relations activities.
- f. Provide business and performance management functions for the OSO.

3.2 Mission Integration and Projects Division

The Division Director serves as an Alternate COR for ORNL, as a member of the emergency response cadre, and discharges the following functions through division members.

- a. Maintains responsibility for program coordination and implementation of all research programs conducted under the ORNL and ORISE contracts.
- b. Maintains responsibility for project management of all projects conducted under the ORNL and ORISE contracts, with the exception of ITER.
- c. Maintains responsibility for the coordination and oversight of the Laboratory Directed Research and Development program, User Facility designations, and Joint Faculty Appointments.
- d. Manages the Universities Program (pre-college, college, co-op graduate, postgraduate) and other educational and training programs (e.g., Historically Black Colleges and Universities, and Minority Education Institution) carried out by ORNL.
- e. Provides oversight for ORNL and ORISE sustainability infrastructure programs including utilities and telecommunications.
- f. Coordinates the ORNL and ORISE Performance Evaluation and Measurement Plan and Contractor Evaluation Process.
- g. Manages/coordinates issues and actions related to ORNL and ORISE business management, contractor human resources, employee concerns functions, and foreign travel.
- h. Coordinates the directives management process activities within the OSO.
- i. Serves as point-of-contact and assistant to/liaison with the Office of Scientific and Technical Information and DOE Headquarters (HQ) regarding the Scientific and Technical Information Program.

- j. Maintains responsibility for the establishment, technical oversight, and closeout of direct procurements in support of DOE HQ Program Offices.

3.3 Operations and Oversight Division

The Director serves as an Alternate COR for ORNL, a primary responder for the emergency response cadre and discharges the following functions through division members.

- a. Ensures that DOE actions are effectively managed and coordinated to support efficient, effective, safe, and appropriate operating practices at ORNL and ORISE.
- b. Provides integrated Environment, Safety, Health, and Quality Assurance oversight of contractor operations in accordance with regulatory, DOE, SC, and OSO requirements.
- c. Provides oversight of the contractor and OSO Integrated Safety Management System.
- d. Provides leadership of the OSO Assurance Oversight Program.
- e. Provides Facility Representative Oversight for Category 1, 2, and 3 nuclear facilities at ORNL.
- f. Ensures the establishment and maintenance of the adequate safety basis documentation for ORNL and ORISE.
- g. Ensures the adequacy of the contractor's nuclear facility startup and restart readiness process via line management oversight an independent assessment.
- h. Provides operational oversight of Environment, Safety, and Health, and Quality Assurance activities at ORNL and ORISE in support of program and project implementation.
- i. Provides operational oversight of environmental compliance programs and activities, including interfaces with federal, state, and local regulators.
- j. Provides program coordination and oversight for Safeguards and Security, Emergency Management, Counterintelligence, Maintenance, Waste Management, and Packaging and Transportation, and Occurrence Reporting programs.
- k. Ensures OSO staff is appropriately trained for emergency response and that the contractor has made adequate provisions to handle all emergency situations.