

Kelly's Corner

May 31, 2013



Management Self-Assessment

We've partially completed the ORO management self-assessment that focuses on key processes involved in the execution of the ORO-ISC's functions and services.

The employees involved in the assessment are developing a report that identifies the gaps and findings from the review. However, we require additional time to complete the review of roles and responsibilities, authorities, accountabilities and delegations for each

ORO organization. We will complete this portion of the self-assessment this summer, and the output will help each ORO organization determine the necessary corrective actions. Additionally, it ensures everything is clearly defined, documented and understood and ORO's key processes and interfaces are implemented consistently across the organization. The findings and associated corrective actions will be entered and tracked via ePegasus.

Key Management Documents

The following updated Key Management Documents were recently updated and posted on the [ORO Directives Management Group webpage](#).

Integrated Support Center (ISC) Quality Management System Description (QMSD)—March 2013 (Rev 3)

This document describes the Quality Management System (QMS) for DOE-SC ISC. This QMSD includes general descriptions of the structure and processes used by the ISC to fulfill its mission. It explains the ISC management policy, organizational objectives and quality-based work processes necessary to meet ISC customer expectations and regulatory requirements.

Oak Ridge Office Quality Assurance Program—March 2013 (Rev 5)

This document describes the ORO quality policy and objectives and incorporates the requirements of DOE O

414.1D and ISO 9001-2008 for federal activities. When implemented, this system will demonstrate that ORO's missions, policies and objectives are integrated into standard business practices and work processes for federal operations and contractor oversight.

Federal Employee Occupational Safety and Health Program Description—March 2013 (Rev 2)

This document provides personnel information and references needed to understand how to provide a safe and healthful work environment. Implementation of the ORO FEOSH Program requires integration of all environment, safety and health activities. In addition, it provides work planning and control processes to ensure employee safety and environmental protection. The guidelines contained within this program description apply to all ORO federal personnel and support contractor employees (that are under the ORO FEOSH Program Description).

“Be pleasant until ten o'clock in the morning and the rest of the day will take care of itself.”

~Elbert Hubbard

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Brookhaven National Laboratory SEB



The Department plans to begin competing the management and operating (M&O) contract for the Brookhaven National Laboratory during the next 20 months. DOE's SC is responsible for the stewardship of Brookhaven National Laboratory, which is a multi-program laboratory, conducting research in nuclear and high-energy physics, physics and chemistry of materials, environmental and energy research, nonproliferation, neurosciences and medical imaging, and structural biology. In collaboration with several DOE offices and sites, employees at ORO will provide substantial support to the procurement. For more information, visit DOE's website for the [Brookhaven National Laboratory](#).

DOE 2012 Project Management Awards

The Office of Environmental Management's K-33 D&D Project has been selected for a Secretary's Achievement Award. The project was successfully completed in 2012 through commitment and a team effort by several ORO and EM-OR employees. Jessica Reed (Procurement & Contracts Division), Karen Shears (Procurement & Contracts Division), Wendy Bryant (Office of Chief Counsel), and David Queen (EM-OR) participated on the project. The award presentations will be made at EM's Construction Management/Project Management Conference the first week in June.

Congratulations on a job well done!



Federal Employees All-Hands Meeting

I want to remind everyone that we are having our monthly ORO All-Hands Meeting this Wednesday, June 5, at 9 a.m. at the American Museum of Science and Energy.

During this meeting, we will have a safety message, provide an update on the status and schedule concerning the Federal Building, and conduct service awards and employee recognitions. Unfortunately, due to recent scheduling conflicts that developed, this will not be a joint meeting as the earlier DOECAST stated.

I hope you will make a commitment to attend this meeting and learn the latest happenings in our office.