U.S. DEPARTMENT OF ENERGY
FERMI SITE OFFICE

Manager

Michael J. Weis

Deputy Manager

Mark E. Bollinger

Administrative Support

Joan C. Peters

Ana M. Benitez (Kairos)

Programs, Projects and Facilities

Pepin T. Carolan, Team Leader

Paul R. Philp

Stephen L. Webster

Alan L. Harris

Business & Contract Support

Rory S. Simpson, Business Manager

Karen E. Ade

Whitney S. Begner

Shana E. Harris

Environment, Safety & Health and Program Support

John D. Scott, Supervisor

Sally C. Arnold

Rick Hersemann

Berline Short

Mike G. Herr

Michael J. Weis

October 2013

Date

Program, Projects and Facilities Team

Programs, Projects and Facilities

Pepin Carolan, Team Leader

Federal Project Director

Lead Activities
- Team Leader
- Federal Project Director, NOvA
- Project Planning/Support LBNE
- Pre-Project POC Project X
- Pre-Project POC USLHC Upgrades
- Project Management Implementation Process at FSO and Fermilab
- Microboone (2)
- Neutrino

Support Activities
- ES&H for projects
- Operational Awareness
- Contract Administration
- Performance Evaluation, PPF areas

Paul R. Philp
Federal Project Director

Lead Activities
- Federal Project Director, DECam
- Federal Project Director Mu2e Project
- Federal Project Director MicroBoone Project
- Project oversight for AIP, small projects

Support Activities
- ES&H for projects
- Operational Awareness
- Contract Administration

Stephen L. Webster,
Federal Project Director

Lead Activities
- Deputy Federal Project Director, NOvA
- Federal Project Director, g-2 Project
- Federal Project Director GPP/Strategic Laboratory Infrastructure Program

Support Activities
- Contract Administration/COR duties
- FSO Davis-Bacon Committee
- CRADA Technical Review
- LHC (CMS)

Alan L. Harris
Facility & Project Engineer

Lead Activities
- Energy/Utility Management Program
- Project Director, GPPs
- Federal Project Director –in training
- Real Property/Maintenance/Excess Facilities
- Land Use/Real Estate Issues Program Management

Support Activities
- Contract Administration/COR duties
- Performance Evaluation in Facilities/Infrastructure
- ES&H for projects
- Operational Awareness

Environment, Safety & Health and Program Support Team

Environment, Safety & Health and Program Support
John D. Scott, Supervisor

Lead Activities
- Team Leader
- Oversight Program
- Federal/State Interface
- CI/FV&A
- ES&H Reporting/Qtly. Safety Reports
- Cyber Security
- Walkthroughs (ESHS)
- OSHA Industrial Safety
- Fire Protection
- Security

Support Activities
- Requests for Visit/Terrorism assignmts of Foreign Natl's
- FSO Davis Bacon Committee member
- Performance Measures
- Safeguards & Security
- Contract Administration
- Self Assessment
- SADs/ARRs/ASEs
- CAP & Tracking
- ESH Subcommittees
- Aviation Safety
- Electrical Safety

Rick Hersemann
Environmental Scientist

Lead Activities
- Environmental Protection & Compliance/Permits/Agreements
- NEPA Document Manager
- Environmental Compliance
- Environmental Protection
- Oversight (environmental)
- Waste Management/Permitting
- Pollution Prevention/Waste Minimization
- Ground Water Monitoring
- Wildlife Management
- Cultural Resources
- Green Purchasing
- Walkthroughs (BSS, Finance Section)

Support Activities
- Hazardous Materials Transportation
- Contract Administration
- NEPA Document Manager for NOvA Project
- Issues Management
- Maintenance and Coordinator of FSO Walkthrough Program
- Environmental Subcommittee
- IEPA

Mike G. Herr
Facility Representative
Accelerator Systems

Lead Activities
- Facility Rep for Accelerator & Experiment Operations (AD & PPD)
- Walkthroughs (AD & PPD)
- SADs/ARRs/ASEs

Support Activities
- Oversight (ES&H)
- ORPS (AD & PPD)
- SC ESH Interface
- Accelerator Safety Order & Guide development
- Contract Administration
- Qtly. Safety Reports
- Traffic Safety Subcommittee
- Fermilab ESH Committee
- SAD Review Subcommittee
- Shielding Review Subcommittee
- Issues Management
- FESHM

Sally C. Arnold
Facility Representative,
Accelerator Support Systems

Lead Activities
- Facility Rep for Support & Service activities (FESS and TD)
- Walkthroughs (FESS & TD)
- Fire Protection
- OSHA/Industrial Safety

Support Activities
- Oversight (ES&H)
- Construction oversight
- ORPS (FESS & TD)
- Contract Administration
- Subcontractor Safety Subcommittee
- Ergonomic Subcommittee
- Issues Management

Berline Short
Health Physicist

Lead Activities
- Health Physics/ Radiation Protection
- Emergency Preparedness
- 10 CFR 851
- QA Program
- Walkthroughs (WDRS)
- Price Anderson Amendment Act (PAAA) Coordinator and NTS

Support Activities
- Industrial Hygiene
- Occupational Medicine
- Self Assessment
- Oversight (radiation)
- Human Subjects
- Contract Administration
- Walkthroughs CD, DI, WDRS
- Mechanical Safety Subcommittee
- SharePoint Development
- COOP
- Nuclear

Business and Contract Support

Business Manager/Contracting Officer

Rory S. Simpson, Team Leader

Lead Activities
- Laboratory Human Resources Management
- Finance/Budget/Accounting
- Internal Audit Management
- Utilities Acquisition
- Directives Compliance
- Randolph-Sheppard Act Compliance
- Energy Savings Performance Contracting
- Contract Modifications - (Funding/Administrative)
- Contracting Officer for Key Personnel/ Salary/Contractor's Organization Approvals
- General Contract Administration

Lead Activities
- Retrospective/Commercial Insurance Admin
- Contractor Industrial Relations
- Worker's Compensation Settlement Approvals
- Work Authorization System Admin
- Field Work Proposal Approvals
- Inter-Entity Work Order Approvals
- Labor Standards Compliance Oversight (DBA)
- Collective Bargaining Agreements
- ARRA Reporting Liaison
- Administer IDCEO Energy Efficiency Grants
- FRA Board of Directors Expenses Oversight Audits
- Supply Chain Management

Karen E. Ade
Contracting Officer

Lead Activities
- Procurement Subcontract Management
- Labor Standards Compliance Oversight – (SCA/DBA)
- GSA Cross Service Agreement
- Work for Others Agreements
- Cooperative Research & Development Agreements
- Contracting Officer Actions
- General Contract Administration
- Contract Modifications (Administrative)
- Interagency Agreements
- Federally Funded Research & Development Center Actions
- Award Term Extensions
- Contract Fee Adjustments
- Contract Performance & Assessment Reporting
- Fleet Management Oversight
- Excess Personal Property Disposition
- Government Vehicle Accidents
- Property Management
- Personal Property Loans/Agreements
- Property Inventory/Annexation
- Technology Transfer
- Mentor/Protégé Administration

Whitney S. Begner
Contract Specialist

Lead Activities
- Domestic/Foreign Travel
- Conference Management
- International Affairs/Memorandums
- Of Understanding
- Records Management/Vital Records
- Telecommunications
- Freedom Of Information Act Liaison
- External Audit Liaison
- Fermilab Internal Audit Oversight
- Administer FSO Program Direction Budget
- FSO Coordinator for DOE Directives
- Laboratory Contract Performance Plan/Evaluation (PEMP)
- Interagency Agreements
- Prime Contract Closeouts
- Banking Agreements
- Cyber Security
- Administrative Support Task Orders
- Commercial Printing Report
- Printing/Publishing
- Contract Modifications (Funding)
- Export Control
- Counterintelligence

Shana E. Harris
Intern

Lead Activities
- Sharepoint -
  - Deliverables List
  - Auto Notifications
  - Charts on Deliverables and Dashboard
  - Automation and Workflows
- Tech Transfer Initial Reviews
- Property Loan Initial Reviews
- DOE Directives Management
- FNAL Obligations Report
- Internal Audit Planning and Follow-Up
- CPPR Activities – IT Resource
- Davis-Bacon Walkthroughs
- Service Contract Act Reviews
- IBenefits Reporting
- FAR Clause Updates for Administrative Contract Mods
- FNAL Walkthrough Coordination
- ES&H Performance Updates -
  - Website and Dashboard Review
  - Bi-Weekly ES&H Meeting Updates
- SOP Coordinating and Tracking