

**Thomas Jefferson Site Office
Annual Performance Plan**

October 1, 2012 – March 31, 2014



**Joseph Arango, Manager
Thomas Jefferson Site Office
Office of Science
U.S. Department of Energy**

Issued: September 2012

TABLE OF CONTENTS

	Page
ACRONYMS	2
EXECUTIVE SUMMARY	3
I. MANAGER’S PERSPECTIVE	6
II. PERFORMANCE ASSESSMENT	7
III. FY 2013/14 OBJECTIVES AND MEASURES	8
IV. OVERSIGHT PLAN	8
APPENDIX A – FY 2013 INTEGRATED ASSESSMENT SCHEDULE	15

ACRONYMS

APP	Annual Performance Plan
CAS	Contractor Assurance System
CD	Critical Decision
CEBAF	Continuous Electron Beam Accelerator Facility
DDFO	Deputy Director for Field Operations
DOE	U.S. Department of Energy
ES&H	Environment, Safety, and Health
EXT REV	External Review
FY	Fiscal Year
IA	Independent Assessment
JSA	Jefferson Science Associates, LLC
LLC	Limited Liability Corporation
M&O	Management and Operating
MSA	Management Self-Assessment
OAPP	Operational Awareness Program Plan
PEMP	Performance Evaluation Management Plan
QACI	Quality Assurance & Continuous Improvement
QAS	Quality Assessment Specialist
REV	Review
SC	Office of Science
SCMS	Office of Science Management System
SOPP	Standard Operating Procedure Program
TEDF	Technology and Engineering Development Facility
TJNAF	Thomas Jefferson National Accelerator Facility
TJSO	Thomas Jefferson Site Office

EXECUTIVE SUMMARY

The purpose of the Thomas Jefferson Site Office (TJSO) Annual Performance Plan (APP) is to describe how the Site Office Fiscal Year (FY) 2013 and the first half of 2014 activities will support the Office of Science (SC). The APP is the highest level operating plan for the TJSO.

Within SC, the SC-Headquarters organization establishes policy and direction, while the field organizations are responsible for implementing that policy and direction. TJSO is a U.S. Department of Energy (DOE) line management organization reporting to the SC Deputy Director for Field Operations (DDFO). TJSO provides DOE and the Office of Science on-site presence at the Thomas Jefferson National Accelerator Facility (TJNAF), Newport News, Virginia, and has overall federal responsibility for all operations at TJNAF. An organization chart is shown in Figure 1.

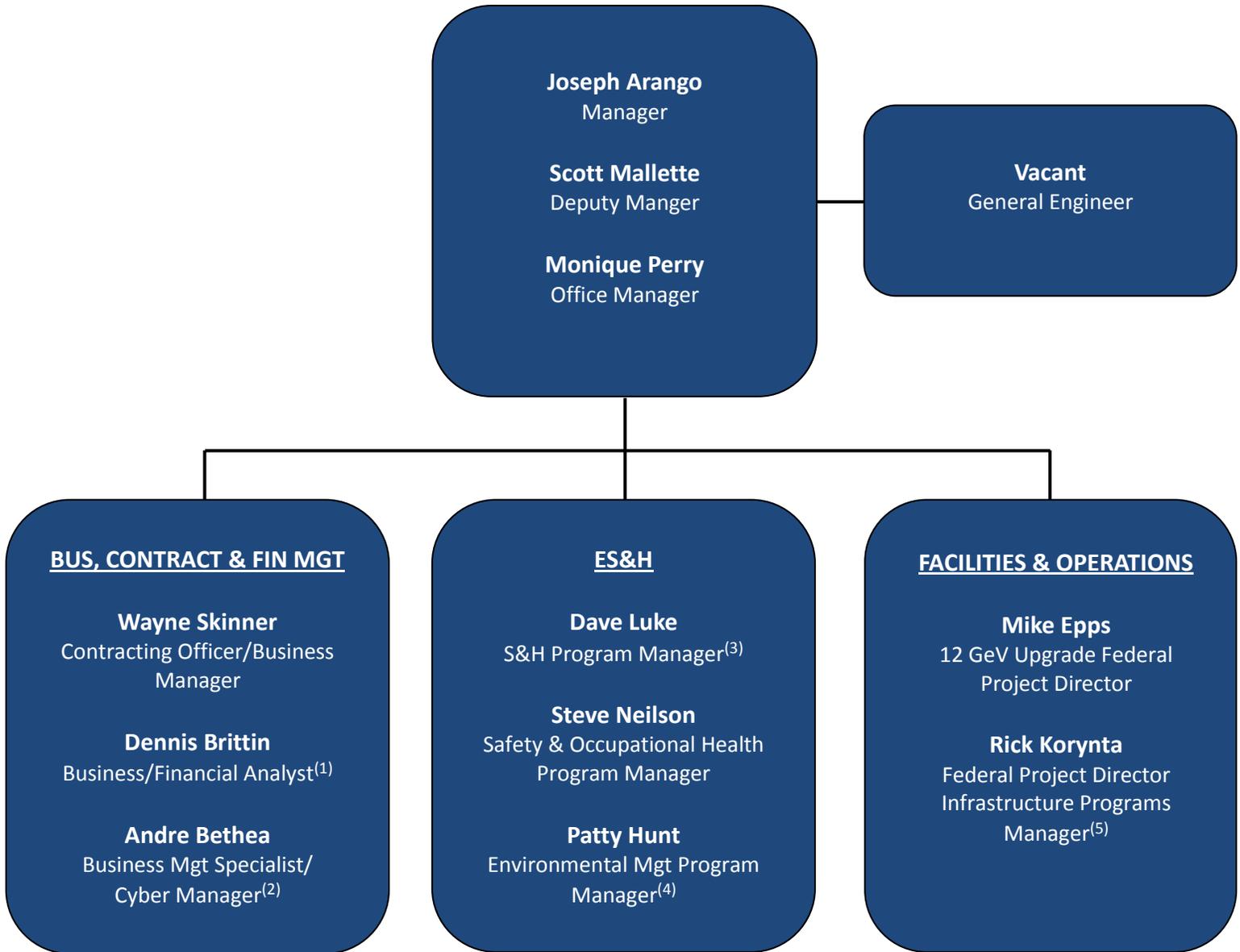
TJSO is responsible and accountable for the administration and management of the performance-based management and operating (M&O) contract with the Jefferson Science Associates, LLC (JSA), for the safe, secure, effective, and efficient operation of the TJNAF. JSA is jointly owned by the Southeastern Universities Research Association, Inc., and Computer Sciences Corporation Applied Technologies, LLC (also known as the Computer Sciences Corporation, North American Public Sector's Applied Technology Division).

TJNAF is a government-owned, contractor-operated facility and is one of ten world-class, contractor-operated laboratories under the management of SC. JSA, as the M&O Contractor for TJNAF, performs basic research into the nature of hadronic matter as the core business line for the laboratory. TJNAF provides a world-class, unique nuclear physics user facility for scientific research using a continuous beam of high-energy electrons and state-of-the-art instrumentation to elucidate the complex dynamics by which quarks, interacting via gluons, form the stable matter of everyday experience. TJSO and JSA share an overarching commitment to partner in the achievement of the DOE's and TJNAF's scientific and operating objectives, including best in class science, security, facility and business operations, and environmental, safety, and health (ES&H) performance. Contract management functions and the enhanced partnership concept (see Figure 2) consist of the following:

- Setting Expectations: Establishing and communicating expectation requirements to guide contractor planning and conduct of work activities.
- Monitoring Performance: Monitoring contractor operations, work activities, and deliverables to ensure that the Department and contract expectations and requirements are met.
- Facilitating Performance: Maintaining ongoing DOE federal employee activities required for efficient contractor performance, including providing support and guidance.
- Providing Feedback: Developing and communicating performance results from monitoring processes to the contractor so as to improve performance.

Figure 1 – TJSO Organizational Chart

THOMAS JEFFERSON SITE OFFICE



⁽¹⁾ Includes Property and Fleet Management

⁽²⁾ Includes Cyber Security

⁽³⁾ Includes Emergency Management

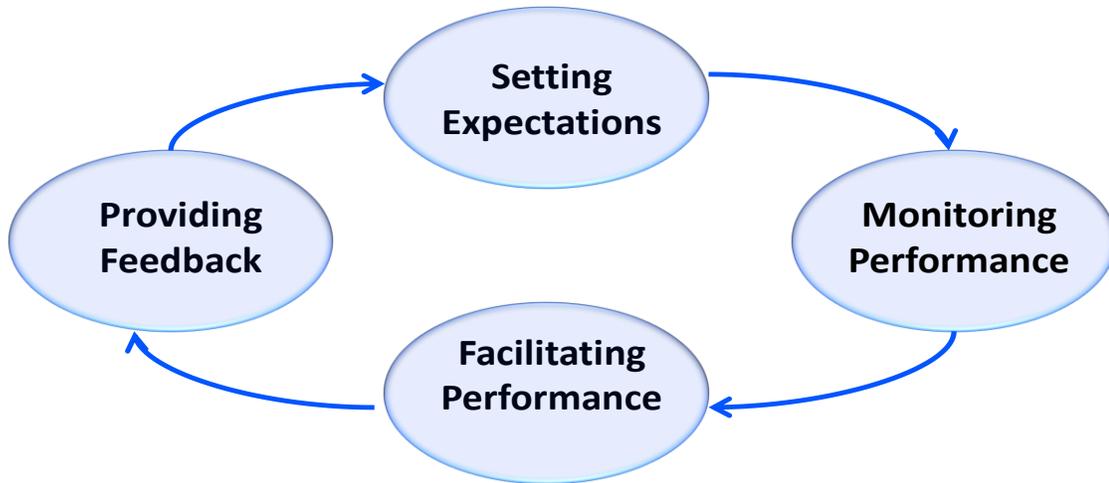
⁽⁴⁾ Includes Directives Review

⁽⁵⁾ Includes Safeguards and Security

Figure 2 – Enhanced Partnership



Enhanced Partnering for Performance Assurance



Enhanced partnering is implemented through each step of the contract management process. Examples include:

1. **Setting Expectations:**
 - Joint planning discussions on PEMP Notable Outcomes
 - Tailor contractor annual performance measures based on factors such as assessment performance, improved safety performance, risk management, and incorporation of progressive and leading indicators
 - Ensure contract clearly communicates expectations and accountability
 - Collaborative approach for developing vision and strategy for infrastructure modernization and mission readiness
2. **Monitoring Performance**
 - Conduct risk-based, joint assessments, whenever practical
 - Monitor PEMP progress
 - Monitor CAS steady state progress
3. **Facilitating Performance**
 - Validate and verify the CAS outcomes
 - Work together to resolve issues, and maintain open communications
 - Remove obstacles and streamline internal processes to enable mission
 - Renew emphasis on enabling lab mission accomplishment
4. **Providing Feedback**
 - Emergent and notable issues are openly discussed and tracked through biweekly ES&H meetings between TJSO and TJNAF
 - Build mutual trust through increased transparency and open communications
 - Focus formal/informal feedback on outcomes

I. Manager's Perspective

The Department of Energy 2011 Strategic Plan establishes goals focusing on an operational framework to maximize mission success and on maintaining a vibrant effort in science. The SC DDFO establishes goals, builds the objective framework to align with the DOE Strategic Plan, and provides a top-down methodology for SC sites to formulate specific measures within the DDFO objectives for accomplishing the SC mission. In support of the DOE Strategic Plan and SC DDFO goals, TJSO will effectively manage the contract and enable the Laboratory to accomplish its mission.

TJSO successfully executed the FY 2012 APP which had objectives and measures mainly centered on being an advocate for the science mission focusing on mission outcomes, supporting and confirming Contractor Assurance System (CAS) results, improving the Laboratory, and getting back to basics by taking non-value added work out of processes to gain efficiencies. The APP objectives and measures were flowed down and linked to individual performance plans for each member of the Site Office staff allowing everyone to contribute to the success of the organizational performance plan and achievement of mission outcomes by the Laboratory. Highlights of TJSO/TJNAF major accomplishments in FY 2012 include:

- The 12 GeV upgrade project, a \$310M, six-year project that will double the beam energy of Continuous Electron Beam Accelerator Facility (CEBAF), is overall 66% complete (July 2012) with construction 67% complete (July 2012). The tunnel tie-in to the new Hall D was completed and the first two C100 cryomodules were installed in the tunnel, and successfully operated at 12 GeV upgrade goals.
- The Technology and Engineering Development Facility (TEDF) project that is transformative in modernization of the TJNAF campus is 87% complete (July 2012). Critical Decision (CD) 4a, approval of operations for new construction, was achieved with occupancy and start of operations in the Test Lab Addition and the TEDF.
- Achieved further maturity of CAS implementation with development of a CAS steady state vision, monitoring of tri-party operating principles, and continued improvements to assurance systems through various mechanisms including Governance processes.
- Completed accelerator operations for a successful 6 GeV era science program (prior to a planned sixteen month shutdown period) with the weighted average cumulative delivered beam used for the three experimental halls at 69% against the fiscal year target of 81%.
- Implemented Site Office staffing changes, functional re-assignments, and workload adjustments in order to accommodate the loss of two staff members during the year while maintaining overall team effectiveness.

Building upon the progress made in FY 2012, the APP for FY 2013/14 is structured to continue efforts as a Site Office advocate for improving mission execution. The TJSO approach is to implement the four DDFO goals with underlying objectives and measures in FY 2013/14 that are focused on helping to minimize or remove obstacles to better enable science, assisting in streamlining processes, effectively prioritizing work and gaining efficiencies, enhancing opportunities for open communications and transparency to build mutual trust, and achieving success as a team.

There are major opportunities and challenges going forward. The Site Office team is faced with implementing the APP in a constrained and essentially flat Program Direction budget environment. This means that at a summary level risks to mission effectiveness will need to be managed by prioritization and selection of the most appropriate work to be accomplished given fewer personnel resources remain. Key challenges include:

- Ensuring programs and projects are conducted safely, securely, and efficiently, using sound management practices. The TJSO will work to address this challenge by continuing to manage the management and operating contract effectively.
- Ensuring that the long shutdown work continues to progress in order to position the Laboratory in support of the DOE SC mission and strategic goals for the 12 GeV era. The Site Office will continue close coordination with and support of the Office of Nuclear Physics in furthering the science mission at the Thomas Jefferson National Accelerator Facility.
- Rebaselining the 12 GeV Upgrade Project in order to address the directed change resulting from the reduced Congressional appropriation in FY2012. Ensuring, within TJSO's control, that projects adhere to cost, schedule, and performance targets (e.g., 12 GeV upgrade, TEDF, Utility Infrastructure Modernization).
- Continuing to improve communication and collaboration throughout the organization including between TJSO, Headquarters offices, other field offices, the Laboratory, and other stakeholders.
- Continuing TJSO mission support initiatives to identify and implement process efficiencies and cost avoidance changes.

II. Performance Assessment

Performance against the FY 2012 APP is highlighted by a number of TJSO/TJNAF major accomplishments including:

- The 12 GeV upgrade project, a \$310M, six-year project that will double the beam energy of CEBAF, is 66% complete (July 2012).
- The TEDF project that is transformative in modernization of the TJNAF campus is 87% complete (July 2012). Completed CD-4a in March 2012.
- Provided leadership in enhancing JSA's procedure and independent approach to Governance.
- Completed successful 6 GeV accelerator operations on May 18, 2012.

TJSO objectives and measures in FY 2013/14 are focused on helping to support the science mission while maintaining safe and efficient operations of the Laboratory. TJSO key objectives and measures for FY 2013/14 are summarized as follows:

- Improve communication throughout the DDFO organization to ensure that policies and practices are well-understood (including intent) and implemented consistently and effectively across our organization.

- Drive improvements in laboratory safety and sustainability.
- Aggressively seek opportunities for reducing transactions, eliminating low-value work, and automating work where possible to gain efficiencies and increase productivity.
- Work within the Site Office to ensure CAS is maturing in all areas of operations, including business systems.

Where applicable, specific objectives and measures have been established for each DDFO performance goal (Table 1). Measures have been identified to provide a quantitative or qualitative means for characterizing performance, level of achievement, or desired condition. The performance objectives and measures flow down with supporting detail to TJSO employee performance plans, as applicable.

In accordance with DOE O 450.2, *“Integrated Safety Management,”* and DOE-SC SCMS Procedure 4, *“Implementing and Continually Improving the Field Office Integrated Safety Management Program,”* the TJSO has reviewed JSA performance over the past year. Additionally, TJSO conducted an Integrated Safety Management (ISM) Self-Evaluation, as required by a memorandum from Joseph A. McBrearty, subject: *“Guidance for Annual Performance Plans and Assessment Reports,”* dated August 7, 2012.

In summary, the review indicates that JSA and the TJSO are executing an effective ISM Program. Areas for improvement remain in each organization; however, there were no implementation gaps or breakdowns that indicate the ISM programs are not satisfactory.

- **JSA:** Upon review of FY 2012 operational and safety performance at the Laboratory, including review of the Lab’s 2012 ISMS Effectiveness Review report, TJSO concludes that ISM is being effectively implemented by JSA at TJNAF. There were no implementation gaps or breakdowns that indicate the Lab’s ISM program is not satisfactory.
- **TJSO:** TJSO has reached an overall conclusion that ISM is being effectively implemented within the Site Office; opportunities for improvement have been identified in the FY 2012 Integrated Safety Management Self-Evaluation of the Thomas Jefferson Site Office document.

III. FY 2013/14 Objectives and Measures

The FY 2013/14 objectives and measures associated with each of the four DDFO goals are included in Table 1.

IV. Oversight Plan

The TJSO organizational oversight plan described below encompasses all TJSO activities which can be categorized into four general work areas:

- Contract and Financial Management
- ES&H Management
- Facilities, Infrastructure, and Projects Management
- Internal Operations Management

TJSO has an integrated management system approach to accomplish work in these areas, as depicted in Figure 3.

The process for planning, executing, reporting, and closing assessment activities is described in TJSO SOPP 4.5, Operational Awareness Program Plan. In advance of each fiscal year, an assessment schedule (Table 2) is furnished to the TJSO Manager/Deputy Manager for review and approval, which includes both contractor oversight assessments and TJSO self-assessments. TJSO and JSA share draft annual assessment schedules, and risk-based assessment planning tools in advance to allow opportunities for modification and efficiencies. Partnering in the conduct of assessments is highly encouraged between TJSO and JSA to maximize use of resources and to ensure the schedule incorporates enhanced partnership concepts using a risk-based approach. A list of mandatory assessments is coupled with risk-based rationale from each functional area representative to compile a consolidated TJSO assessment driver matrix. Risk based rationale may include local performance history as well as vulnerabilities identified from external sources (i.e., Inspector General's report, operating experience within SC, etc.).

A flow diagram of the TJSO issues management process is provided within SOPP 4.5, Appendix E. Higher significance issues, or recurrence of issues having ES&H consequence, warrant categorization to determine if external reporting is necessary. Issues identified through TJNAF-lead joint assessments are tracked through the Lab's issues management protocol. Assessment status updates and trend results are reviewed by TJSO management on a quarterly basis.

TJSO, JSA, and the Lab work collaboratively in developing notable outcomes for the annual contractor Performance Evaluation Management Plan (PEMP). The end-of-year performance feedback that is furnished to the Laboratory takes into account performance on specific PEMP measures, but also the results from both DOE and non-DOE reviews, events, walkthroughs, reports, trends, lessons-learned reporting, observations, and other operational awareness activities.

TJSO leverages off of the CAS outcomes in executing the oversight approach. Periodic tri-party interactions have been established to help sustain CAS viability. A set of CAS "steady-state" conditions has been defined to promote accountability by all parties towards efficient mission execution.

FIGURE 3 – TJSO INTEGRATED MANAGEMENT SYSTEM

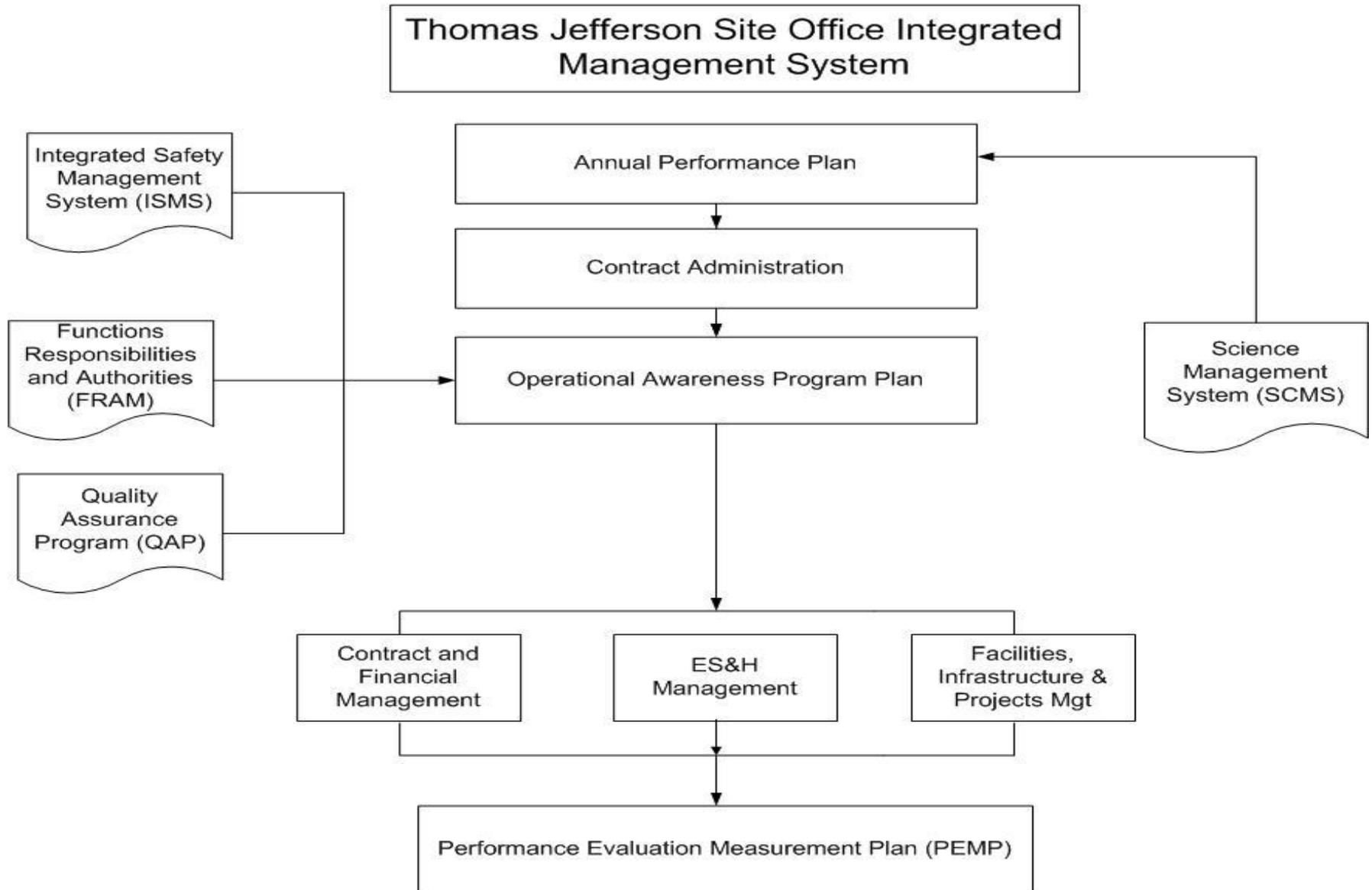


TABLE 1 – SPECIFIC MEASURES SUPPORTING THE DDFO FY 2013/14 OBJECTIVES

<p>GOAL 1: <i>Develop our people, allowing us to achieve success as a team; train the next generation of field operations leaders.</i></p>	<p>GOAL 2: <i>Develop and implement policies and programs that enable science.</i></p>	<p>GOAL 3: <i>Streamline our processes to eliminate inefficiencies and reduce costs.</i></p>	<p>GOAL 4: <i>Fully implement Contractor Assurance System (CAS) as the cornerstone of field operations oversight and performance.</i></p>
<p><i>DOE Strategic Goal 4 Establish Operational Framework to Maximize Mission Success</i></p>	<p><i>DOE Strategic Goal 2 Maintain Vibrant Effort in Science</i></p>	<p><i>DOE Strategic Goal 4 Establish Operational Framework to Maximize Mission Success</i></p>	<p><i>DOE Strategic Goal 4 Establish Operational Framework to Maximize Mission Success</i></p>
<p>OBJECTIVES & MEASURES</p>	<p>OBJECTIVES & MEASURES</p>	<p>OBJECTIVES & MEASURES</p>	<p>OBJECTIVES & MEASURES</p>
<p>1.1: Establish/reinvigorate employee recognition programs, at both the local and SC-wide levels, that incentivize and reward employees.</p> <p>Measure: Complete analysis of inputs from employees on Site Office morale and develop possible team recognition mechanism(s).</p> <p>Measure: Use the limited special awards budget to recognize Site Office accomplishments.</p>	<p>2.1: Improve communication throughout the DDFO organization to ensure that policies and practices are well-understood (including intent) and implemented consistently and effectively across our organization.</p> <p>Measure: Provide data as appropriate to support decision-making and policy development.</p> <p>Measure: Issue the FY 2013 Annual Performance Plan, incorporating DDFO Goals and Objectives.</p>	<p>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>Measure: Identify and implement ways to streamline and take non-value-added work out of Lab and Site Office transactional processes.</p> <p>Measure: Continue in the review and optimization of the contract deliverables and requirements. Seek efficiencies through the use of the electronic management system.</p> <p>Measure: Partner with the Laboratory to identify infrastructure needs driven by DOE sustainability policy and statutory requirements.</p>	<p>4.1: Conduct an in-depth analysis of 2 of the 4 primary assurance processes (i.e., self-assessment, performance measurement, issues management, feedback and improvement) to benchmark, share lessons learned, and drive behavior changes necessary to optimize that element of CAS.</p> <p>Measure: Use contract provisions, CAS outcomes, oversight, and management systems to ensure compliance with contract ES&H requirements.</p>

<p>1.2: Clearly communicate expectations, including the types of behaviors that we want. Follow that with training (Rules of Thumb), development, and leadership to onboard staff. Improve our use of performance-based evaluations to drive accountability.</p> <p>Measure: Use the limited 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.</p>	<p>2.2: Drive improvements in laboratory safety and sustainability.</p> <p>Measure: Partner with the Laboratory to implement (if feasible) a creative financing method for the Reclaimed Water project.</p> <p>Measure: Partner with the Laboratory to continue progress in development of Energy Corridor Initiative.</p> <p>Measure: Ensure Integrated Assessment Schedule is carried out incorporating enhanced partnerships concepts using a risk-based approach.</p>	<p>3.2: Improve the way we integrate our work across the SC-3 organizations (e.g., capitalizing on ISC resources), and increase collaboration throughout SC.</p> <p>Measure: Review and approve TJSO contributions to the FY12 Integrated Assessment Schedule with the Lab to ensure sufficient balance exists between independent assessment activities and Lab self-directed assessments.</p> <p>Measure: Promote innovative planning through information sharing with other Site Offices and SC HQ Offices, helping to secure funding, and helping to minimize or remove obstacles.</p> <p>Measure: Monitor transactional oversight activities, including joint walkthrough participation, through quarterly assessment status and trend summaries.</p>	<p>4.2: Work within individual site offices to ensure CAS is maturing in all areas of operations, including business systems.</p> <p>Measure: Support periodic CAS tri-party meetings at the line level, and senior management level.</p> <p>Measure: Incorporate CAS specific expectations into annual performance plan and appraisals for each TJSO staff member.</p> <p>Measure: Active participation in SC's CAS teleconferences.</p> <p>Measure: Work with ISC and other Site Offices for opportunities to cross-pollinate CAS lessons learned and augment the conduct of CAS effectiveness reviews at other facilities.</p>
---	---	--	---

<p>1.3: Provide detail opportunities to staff so that they gain perspective from other SC organizations, as well as other DOE offices.</p> <p>Measure: Submit FY 2014 Program Direction budget request and justification and request funds to support cross communications with other site offices.</p> <p>Measure: Complete the detail assignment to SC-Headquarters Office of Nuclear Physics.</p>	<p>2.3: Implement an SLI program that is based on current Science Priorities, and evaluate alternative financing methods for facility needs.</p> <p>Measure: Partner with the Laboratory in the completion of major milestones as identified in the TEDF and UIM Project Execution Plans.</p>	<p>3.3: Efficiently use program direction funding by reducing spending on travel, federally-sponsored conferences, office equipment, etc.</p> <p>Measure: The Site Office will maintain a tracking of travel and training budget to ensure efficiently used.</p>	<p>4.3: Spend time in the field, observing work and verifying CAS results via “boots on the ground.”</p> <p>Measure: TJSO management and staff get out of the office to observe work in the field.</p>
	<p>2.4: Continue to leverage horizontal integration opportunities like the Field Management Council to effect DOE-wide improvements that benefit Science.</p> <p>Measure: Support corporate initiatives through efforts with one of the Field Management Council teams.</p>	<p>3.4: Support implementation of the best practices identified by the Operations Improvement Committee to be executed across the laboratories.</p> <p>Measure: Implement initiatives as identified by the OIC.</p> <p>Measure: Continue to identify and implement TJSO mission support initiatives that can be included with other OIC activities.</p>	
	<p>2.5: Continue to ensure that ongoing projects are delivered within the established cost, schedule, and scope.</p> <p>Measure: Ensure, within TJSO’s control, that the 12 GeV, TEDF, and UIM projects adhere to cost, schedule, and performance targets.</p> <p>Measure: Complete a re-baseline of the 12 GeV project based on the directed change from the FY 2012 Congressional Appropriation.</p>	<p>3.5: Ensure SCMS reflects the most up-to-date and efficient methods of conducting business and meeting mission goals.</p> <p>Measure: TJSO to provide support to SCMS through comment and implementation of management systems.</p> <p>Measure: 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>Measure: Serve as active participants in the Office of Science SCMS review of new or modified procedures.</p>	
		<p>3.6: Critically review directives, Acquisition Letters, and other requirements documents to ensure controls are commensurate with risk, and will be cost effective. Support implementation of the Enterprise Risk Model framework.</p> <p>Measure: 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>	

APPENDIX A – FY 2013 INTEGRATED ASSESSMENT SCHEDULE

**TABLE 2 – FY 2013 INTEGRATED ASSESSMENT SCHEDULE
THOMAS JEFFERSON NATIONAL ACCELERATOR FACILITY**

First Quarter FY13

Description	Functional Area	Scheduled Start	Scheduled Completion	Justification/Comments
SC Independent Baseline Change Review of the 12 GeV Upgrade Project	Proj. Mgt	11/27/2012	11/29/2012	
HRSD Inspection	ES&H	Oct 2012	Oct 2012	
TEDF Project Peer Review	Proj. Mgt	10/23/2012	10/23/1012	
TJSO Operational Awareness Program Self-Assessment	QA	12/5/2012	12/9/2012	

Second Quarter FY13

Description	CAS Area	Scheduled Start	Scheduled Completion	Justification/Comments
FEOSH Workplace Inspections	ES&H	1/1/2013	3/31/2013	10 CFR 1960
Effectiveness Review on Corrective Actions from Recurrent ORPS/NTS on Silica Program	ES&H	tbd	tbd	Independent Lab-lead joint assessment
Laser Safety	ES&H	tbd	tbd	Lab-lead joint assessment
Confined Spaces Program Annual Review - Joint Assessment	ES&H	tbd	3 days	driven by 29 CFR 1910.146

Third Quarter FY13

Description	Functional Area	Scheduled Start	Scheduled Completion	Justification/Comments
JSA Budget Validation Review	Finance	5/1/2013	tbd	
JSA Annual Financial Mgt Systems - Funds Control	Finance	6/1/2013	tbd	
Radiation Safety for Workers	ES&H	2/1/2013	2/28/2013	Lab-lead joint assessment
Chemical Safety	ES&H	3/25/2013	3/29/2013	Lab-lead joint assessment
Electrical Safety Program, including annual OSHA Hazardous Energy Control Program Review	ES&H	tbd	tbd	Lab-lead joint assessment

Description	Functional Area	Scheduled Start	Scheduled Completion	Justification/Comments
A-123 Assessment	Finance	tbd	tbd	
Cyber Security Review	S&S	9/1/2013	tbd	Walkthrough
Emergency Management Program Review	Emergency Mgt	tbd	5 days	ISC supported
DCR Inspection, Va DEQ	ES&H	tbd	tbd	
TEDF Project Independent Review, CD-4b	Proj. Mgt	tbd	tbd	
Annual Self-Assessment of TJSO ISMS, and review of Lab ISMS Declaration	ISMS			
FIMS Validation Joint Assessment	Facility Mgt	tbd	2 days	Lab-lead joint assessment
Transportation Safety Assessment	ES&H	9/4/2013	9/5/2013	Joint assessment

Laser Safety Joint Assessment	ISMS	tbd	tbd	Lab-lead joint assessment
Rad Waste Program Review	ES&H	9/26/2013	9/27/2013	Joint assessment
Contractor Assurance System	CAS	tbd	tbd	Lab-lead joint assessment

First Quarter FY14

Description	Functional Area	Scheduled Start	Scheduled Completion	Justification/Comments
Independent Verification of Materials Release	ES&H	12/5/2013	12/28/2013	
Independent Project Review of 12 GeV Upgrade Project	12 GeV			

Second Quarter FY14

Description	Functional Area	Scheduled Start	Scheduled Completion	Justification/Comments
FEOSH Workplace Inspections	ES&H	1/1/2014	3/31/2014	

Indicates TJSO/DOE Independent Assessment of the Lab
Indicates joint JLab/TJSO Joint Assessment
Indicates TJSO Self-Assessment

DEFINITIONS

ASSESSMENT: A planned and managed activity to determine value and give expert judgment. Assessments are used to determine whether organizational programs are properly established and implemented. Typically the focus is on effectiveness and efficiency of processes rather than on compliance with orders or regulations as in an audit.

AUDIT: A formal, methodical examination and review of an organization's activities and compliance through a review of records. An audit is equivalent to surveillance.

EXT. REV (External Review): Site Office or DOE related Assessments that are formally conducted/ documented as a formal IA according to the Site Office or DOE procedures and process.

INDEPENDENT ASSESSMENT (IA): An assessment done by someone with no responsibility or participation in the processes or procedures being assessed. An independent assessment may be done by internal (TJNAF staff or TJNAF engaged consultants), external (TJSO or other DOE staff or consultants engaged by an entity external to TJNAF) or a combination of internal and external resources.

MANAGEMENT SELF ASSESSMENT (MSA): An assessment done by a manager or the manager's delegate on processes or procedures.

POINT OF CONTACT: The person to contact for documentation relating to that assessment. For TJNAF QA/CI, this person is the QACI Assessment Specialist (QAS).

REV (Review): Assessments that are not as formally conducted/ documented as a formal MSA (e.g., work observations, Safety Warden Inspections, in-process inspections, etc.)

SURVEILLANCE: A formal, methodical examination and review of an organization's activities and compliance through a review of records. Surveillance is equivalent to an audit.

WALK-THROUGH: The least formal of assessments often occurring over a length of time (perhaps a month) and characterized by repeated observations made in the normal course of work evolutions. Also sometimes referred to as observation.