



Headquarters Program Office Role and Functions

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DOE Operating Experience Program Program Secretarial Offices



- **Collect and analyze** DOE operating experience information to **identify significant** corporate level performance **trends and issues** related to **Programmatic and Mission Related Issues**
- **Designate an OPEX Program Coordinator** – who will be a member of the Operating Experience Committee
- **Review Mission and Safety Performance** with Senior Management Periodically
 - Performance Reporting – ORPS and CAIRS reports under DOE HQ
 - Monitor Corporate Performance Information – ORPS Daily, Weekly
 - EM Performance Monitoring, NNSA Quarterly Briefings, SC Performance Goals



DOE Operating Experience Program Program Secretarial Offices



- **Screen and Disseminate Lessons Learned** (forwarded by Field Elements) for Program and Mission Applicability.
- **Develop/Promulgate Mission/Program Unique Operating Experience Documents**
 - **Ensure lessons learned are developed and disseminated following completion of major program missions (e.g., RFETS closure)**
 - **Incorporation of Safety into Design Initiative**
 - **Missions Related OPEX and LL – define new work function categories as needed, e.g., Safeguards and Security**



DOE Operating Experience Program Program Secretarial Offices



- Participate (with Lead Office) in development and Concur on Safety related Corporate Operating Experience documents
 - SORs – Participate in Development as requested
 - SORs – review for Concurrence
 - SORs, SAs, SBs - Provide Line Program tasking to DOE Field Elements and Contractors to fulfill the requirements specified in the documents and report back
 - Evaluate the Field Feedback and Provide Consolidated Response to OPEX Document Issuing Authority
- Oversight of Field Element Participation per DOE O 226.1



DOE Operating Experience Program Program Secretarial Offices



- Conduct Self-Assessment of OPEX Program during ISM Assessments
 - Assess how effectively Corporate and Program Opex documents are disseminated
 - Assess effectiveness of Field response to Corporate and PSO OPex documents
- PSO Direct Report Contractors
 - Contracting Officer – **Ensure the CRD is included in the contract within 6 months** of order issuance (by December 12, 2006)
 - **Establish Contractual Expectations** on ES&H Performance of Contractor under 48 CFR 970.5215 3, Integration of Environment, Safety and Health into Work Planning and Execution – Annual Update



DOE Corporate Operating Experience Program



QUESTIONS?