

Development of Office of SCience Management System (SCMS)

2008 ISM Workshop

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*“SCMS defines what we need to do and how we do it...so
SCMS is the basis for audits of our operations.”*

- **George Malosh**

Deputy Director, Field Operations
June '07 SC Field Manager Meeting

- Beginning in 2002, SC began a comprehensive reorganization to strengthen its PSO role
- SC had organizational elements with varied histories and practices:
 - Its two former Operations Offices (Chicago and Oak Ridge) were quite different in terms of missions, complexity, and practices
 - Its nine Site Offices had historical relationships with Chicago, Oak Ridge, Richland, and the former Oakland Operations Offices
 - Even within Germantown – its various Science Programs operated differently
- The reorganization created new responsibilities and authorities, including HQ
- SC needed an approach to institutionalize the reorganization and to create a single organization...thus OneSC, which was formally established in 2005
- To develop common practices, SC then adopted an approach and a web-based format previously used at 3 SC labs (PNNL, BNL, and ORNL) and modified it for its federal responsibilities. This approach is called SCMS

Regulations
Orders
Laws
Management
Direction/Delegation
Best Business
Practices

- Provides our employees with web-based access to SC policies, practices, and procedures
- Establishes uniform processes for clearer accountability, control, improved performance
- Documents what we do and how we do it
- Defines procedures from a user perspective
- Focuses on requirements, approach, and performance
- Translates requirements into processes and procedures that are current, accurate and relevant



- Budget & Financial
- Communications
- ES&H
- Facilities & Infrastructure
- Human Resources
- IT
- Legal
- M&O Contracting
- Non-M&O Contracting
- Personal Property
- Program Management
- Project Management
- Quality Assurance/
Oversight
- Real Property
- Records Management
- Requirements Management
- Safeguards, Security, &
Emergency Management

- Management System Owners (MSOs) appointed to develop/maintain SCMS content
- Requirements mapped to specific Management Systems
- SCMS/RevCom linkage being built to facilitate currency of content (MSOs lead SC commenting for assigned Directives)
- Extensive use of hyperlinks to avoid replicating Orders and other references
- Examples, fillable forms, etc. provided to SC employees within SCMS procedures to facilitate uniformity of approach and performance
- Relies on interfaces with other DOE systems (i.e. STARS, STRIPES, CHRIS, etc.)
- Procedures addresses not only process steps and responsibilities, but also performance standards – how long does it take?



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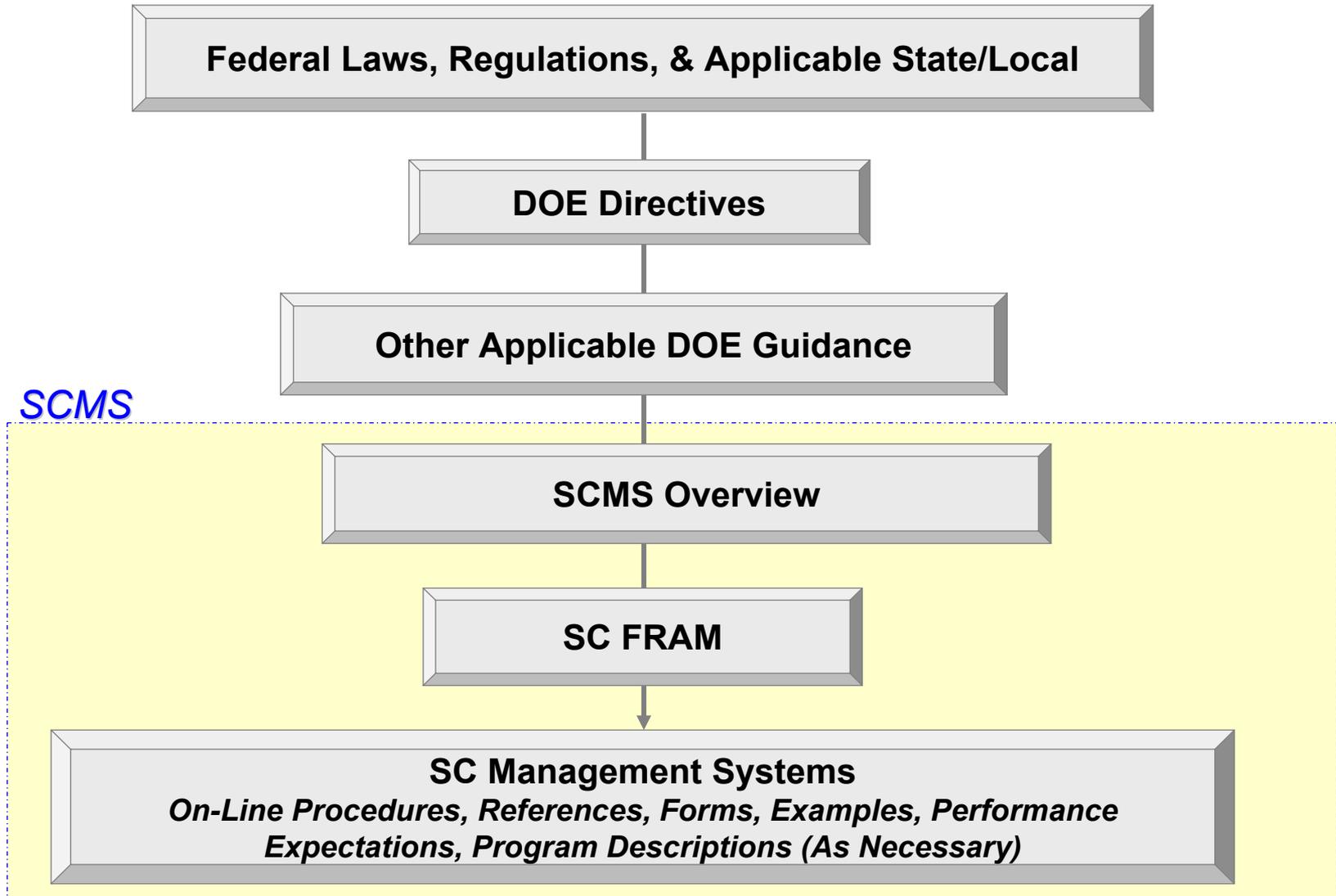
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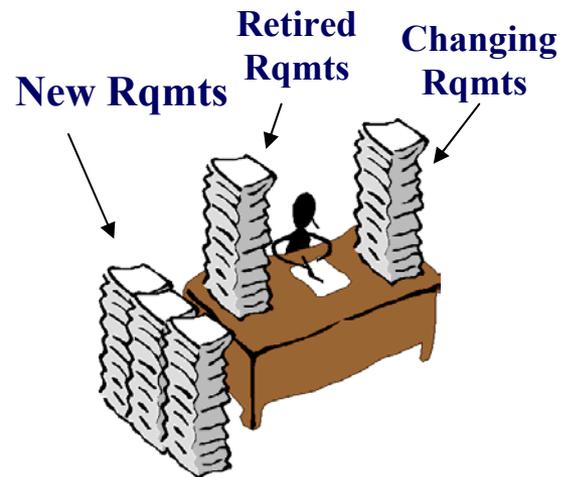
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Management Systems

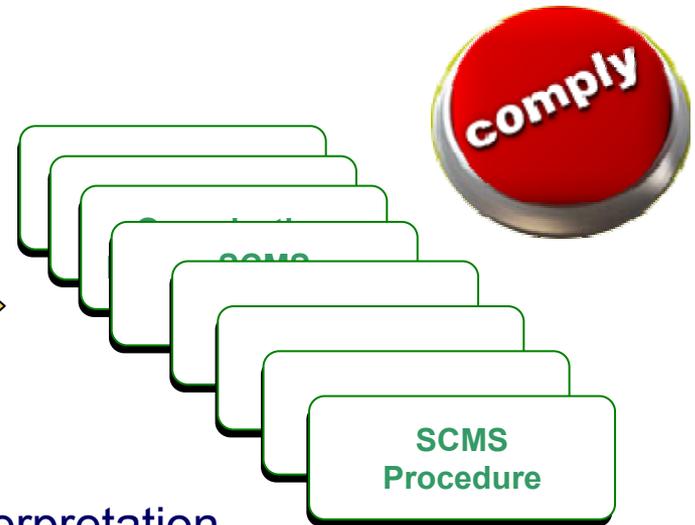
Office of Science Management System (SCMS)
Budget and Financial Management
Communications and Public Affairs
Environment, Safety, and Health
Facilities and Infrastructure
Financial Assistance
Human Resources Services
Information Technology
Legal Services
Management and Operating (M&O) Contracting
Non-Management and Operating (Non-M&O) Contracting
Personal Property Management
Program Management
Project Management
Quality Assurance and Oversight
Real Property Management
Records Management
Requirements Management
Safeguards, Security, and Emergency Management



SC operates within **more than 700** requirements



SC
evaluates
impact



- Requirements are voluminous
- Difficult to read for laymen
- Misinterpret and put SC 'out of compliance'

- Little room for interpretation
- Developed specifically to ensure SC is in compliance
- Rarely need to consult a requirement document

- *All published SCMS procedures are currently available for use by SC employees*
- *SC organizations are currently evaluating all local documentation against SCMS to ensure consistency and to retire unneeded documents*
- *SC will use the remainder of 2008 calendar year to collect feedback from users, positioning for robust operations by January 1, 2009*
- *Working interface issues with RevCom*
- *Ultimately will serve SC as basis of audit for external reviews*
- *SC Chicago and Oak Ridge are jointly seeking ISO 9001:2000 certification during FY2009, using SCMS as a major building block*

