



Department of Energy
National Nuclear Security Administration
Washington, DC 20585



Rathy
MEMORANDUM FOR ~~MANAGER~~, NEVADA SITE OFFICE

FROM: Thomas P. D'Agostino
Deputy Administrator
for Defense Programs

SUBJECT: APPROVAL OF SITE OFFICE ACTION PLAN
FOR IMPROVING ACTIVITY LEVEL WORK PLANNING
AND CONTROL PROCESSES

We have reviewed the attached Nevada Site Office Action Plan, *National Nuclear Security Administration Nevada Site Office (NNSA/NSO) Action Plan for Improving Activity Level Work Planning and Control Processes*, dated February 6, 2006. The action plan is consistent with the direction provided in my January 23, 2006 memorandum, *Revitalizing Integrated Safety Management; Site Office Action Plans for Improving Activity Level Work Planning and Control Processes*, and is hereby approved.

We appreciate the valuable contributions of Nevada Site Office and Bechtel Nevada personnel in the workshops and meetings where the action plan content was developed. We will continue to work with you and the contractor to ensure adequate implementation and documentation of the required actions.

If you have any questions, please contact Rick Kendall, at (301) 903-3102 or by e-mail at Rick.Kendall@nnsa.doe.gov.

Attachment

cc w/attachment:

J. Paul, NA-2

F. Russo, NA-3.6

E. Blackwood, EH-21

D. Compton, DR-1





Department of Energy
National Nuclear Security Administration
Nevada Site Office
P.O. Box 98518
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FEB 6 2006

Thomas P. D'Agostino, Assistant Deputy Administrator for Program Integration, NNSA/HQ
(NA-13) FORS

NATIONAL NUCLEAR SECURITY ADMINISTRATION NEVADA SITE OFFICE
(NNSA/NSO) ACTION PLAN FOR IMPROVING ACTIVITY LEVEL WORK PLANNING
AND CONTROL PROCESSES

Reference: Memo, D'Agostino to Site Office Managers, dtd 1/23/06

The above-referenced memorandum directed site office managers to develop and approve a site office action plan for improving activity level work planning and control processes at their sites, and to submit the plan for approval by February 4, 2006.

This memorandum provides the NNSA/NSO Action Plan for review and approval by NA-10. This plan has been developed consistent with the guidelines provided in the January 23, 2006, memorandum. As directed, each action identified provides target completion dates and identifies responsible site office and contractor points of contact for completion. An NNSA/NSO process to complete actions 1 and 2 at mission critical facilities was implemented on October 1, 2005, and is ongoing. All actions are scheduled for completion by April 2007.

If you have any questions or require additional information, please contact me at (702) 295-3211 or W. Don Seaborg at (702) 295-4752.


for Kathleen A. Carlson
Manager

AMSO:WDS-6068

Enclosure:
As stated

cc w/encls:

J. E. Powell, BN, Las Vegas, NV
M. D. Ebert, WSI, Las Vegas, NV
T. D. Taylor, SNJV, Las Vegas, NV
Michael Kasper, CMI, Las Vegas, NV
David Shafer, DRI, Las Vegas, NV
B. K. Thompson, USGS, Las Vegas, NV
R. L. Higgs, LLNL, Mercury, NV
Raffi Papazian, LANL, Mercury, NV
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W. C. Suiter, O/AMNS, NNSA/NSO, Las Vegas, NV
W. D. Seaborg, O/AMSO, NNSA/NSO, Las Vegas, NV

**NNSA Nevada Site Office Action Plan
for Improving Activity Level Work Planning and Control Processes
DNFSB Recommendation 2004-1 Implementation Plan Commitment #23
01/31/06**

Commitments		Planned Completion Date	Responsible Individual and Point of Contact	
No.	Planned Action		Site Office	Contractor/Agency
1	Review existing site work planning and control processes against the "attributes" from Attachment 1, <i>Activity Level Work Planning and Control Processes - Attributes, Best Practices, and Guidance for Effective Incorporation of Integrated Safety Management and Quality Assurance</i> , identify any gaps, and identify corrective actions to eliminate the gaps;	NSO reviews are ongoing for mission critical facilities; June 30, 2006 (to complete gap analysis and CAP)	OGA: AMNS (Suiter) All others: AMSO (Lawrence)	BN: D. Pool LLNL: D. Felske LANL: J. Lewis SNL: L. Salgado WSI: R. Shook SNJV: R. Moore CMI: M. Kasper DRI: D. Schaeffer USGS: B. Thompson OGA: Various
2	Review existing site work planning and control processes against the best practices and guidance from Attachment 1, <i>Activity Level Work Planning and Control Processes - Attributes, Best Practices, and Guidance for Effective Incorporation of Integrated Safety Management and Quality Assurance</i> , identify areas for improvement, and take appropriate actions;	NSO reviews are ongoing for mission critical facilities; June 30, 2006 (to identify OFI and develop actions)	OGA: AMNS (Suiter) All others: AMSO (Lawrence)	BN: D. Pool LLNL: D. Felske LANL: J. Lewis SNL: L. Salgado WSI: R. Shook SNJV: R. Moore CMI: M. Kasper DRI: D. Schaeffer USGS: B. Thompson OGA: Various
3a	Institutionalize the Appendix B CRAD (<i>Assessment Criteria and Guidelines for Performing Assessments of the Effectiveness of Incorporation of Integrated Safety Management and Quality Assurance Principles Into Activity Level Work Planning and Control at NNSA Sites</i>) from Attachment 1, <i>Activity Level Work Planning and Control Processes - Attributes, Best Practices, and Guidance for Effective Incorporation of Integrated Safety Management and Quality Assurance</i> , so that activity level work is routinely assessed by the site offices and contractors for all contractor organizations that perform work;	April 30, 2006	OGA: AMNS (Suiter) All others: AMSO (Lawrence)	BN: D. Pool LLNL: D. Felske LANL: J. Lewis SNL: L. Salgado WSI: R. Shook SNJV: R. Moore CMI: M. Kasper DRI: D. Schaeffer USGS: B. Thompson OGA: Various

3b	Complete first assessment using the Appendix B CRAD.	April 30, 2006	OGA: AMNS (Suiter) All others: AMSO (Lawrence)	BN: D. Pool LLNL: D. Felske LANL: J. Lewis SNL: L. Salgado WSI: R. Shook SNJV: R. Moore CMI: M. Kasper DRI: D. Schaeffer USGS: B. Thompson OGA: Various
3c	Complete second assessment using the Appendix B CRAD.	July 31, 2006	OGA: AMNS (Suiter) All others: AMSO (Lawrence)	BN: D. Pool LLNL: D. Felske LANL: J. Lewis SNL: L. Salgado WSI: R. Shook SNJV: R. Moore CMI: M. Kasper DRI: D. Schaeffer USGS: B. Thompson OGA: Various
3d	Determine remaining assessments to be conducted for the year and develop schedule for performing the assessments.	September 30, 2006	OGA: AMNS (Suiter) All others: AMSO (Lawrence)	BN: D. Pool LLNL: D. Felske LANL: J. Lewis SNL: L. Salgado WSI: R. Shook SNJV: R. Moore CMI: M. Kasper DRI: D. Schaeffer USGS: B. Thompson OGA: Various
4	Confirm that work planners are adequately trained and qualified to the criteria/expectations defined in Attachment 2, <i>Training and Qualification of Work Planners</i> , or for those work planners who are not qualified, identify dates by which they will be qualified;	April 30, 2006	OGA: AMNS (Suiter) All others: AMSO (Lawrence)	BN: D. Pool LLNL: D. Felske LANL: J. Lewis SNL: L. Salgado WSI: R. Shook SNJV: R. Moore CMI: M. Kasper DRI: D. Schaeffer USGS: B. Thompson OGA: Various

5	Implement periodic/routine management observation of work activities and interaction with workers in the field/on the floor in accordance with the criteria/expectations defined in Attachment 3, <i>ISM - Management on the Floor Interaction with Workers</i> ;	December 31, 2006	OMGR (Hunemuller)	BN: D. Pool LLNL: D. Felske LANL: J. Lewis SNL: L. Salgado WSI: R. Shook SNJV: R. Moore CMI: M. Kasper DRI: D. Schaeffer USGS: B. Thompson OGA: Various
6	Document how the above actions will flowdown to ensure the adequacy of work performed by subcontractors, and how adequate implementation by subcontractors is verified.	February 28, 2007	OGA: AMNS (Suiter) All others: AMSO (Lawrence)	BN: D. Pool LLNL: D. Felske LANL: J. Lewis SNL: L. Salgado WSI: R. Shook SNJV: R. Moore CMI: M. Kasper DRI: D. Schaeffer USGS: B. Thompson OGA: Various