



Department of Energy  
National Nuclear Security Administration  
Washington, DC 20585



MEMORANDUM FOR MANAGER, Y-12 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 *Y-12 Site Office Action Plan for Commitment 23 of the 2004-1 Implementation Plan*, dated February 3, 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 Y-12 Site Office and BWXT Y-12 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](mailto: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



United States Government

Department of Energy

National Nuclear Security Administration

# memorandum

DATE: February 3, 2006

REPLY TO

ATTN OF: Y12-50:Morris

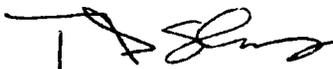
SUBJECT: **Y-12 SITE OFFICE ACTION PLAN FOR COMMITMENT 23 OF THE 2004-1  
IMPLEMENTATION PLAN**

TO: Thomas P. D'Agostino, Deputy Administrator for Defense Programs, NA-10, FORS

Reference: January 23, 2006 Memorandum, *Revitalizing integrated Safety Management; Site Office Action Plans for Improving Activity Level Work Planning and Control Processes*

In response to the referenced memorandum, attached for your approval is the required Y-12 Site Office Action Plan. The actions will be tracked in the YSO information system (Pegasus)

For any questions or requests for additional information, please have your staff contact the YSO ISM Champion, Doug Dearolph at 865-241-8398.

  
fs William J. Brumley  
Manager  
Y-12 Site Office

Attachment:  
As stated

cc w/attachment:  
R. A. Kendall, NA-124, GTN  
S. D. Liedle, 9106, MS 8001, BWXT Y-12  
D. F. Owen, 9115, MS 8017, DNFSB  
T. D. Sherry, Y12-01, YSO  
T. B. Olberding, Y12-30, YSO  
D. K. Hoag, Y12-40, YSO  
J. R. Martin, Y12-10, YSO  
K. D. Ivey, Y12-20, YSO  
D. J. Dearolph, Y12-50, YSO

Site Action Plan  
Activity Level Work planning and Control  
Commitment 23 – DNFSB Recommendation 2004-1

**DNFSB Recommendation 2004-1 Implementation Plan**

**Y-12 Site Action Plan**

**Commitment 23**



for

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Approved, Manager, Y-12 Site Office

Note: Change Control of this Site Action Plan (SAP) resides with the Y-12 Site Office Manager, with a cc to NA-10

**NNSA Y-12 Site Office Action Plan**  
**for Improving Activity Level Work Planning and Control Processes**  
 DNFSB Recommendation 2004-1 Implementation Plan Commitment # 23

Commitments		Planned Completion Date	Responsible Individual and Point of Contact	
No.	Planned Action		Site Office	Contractor
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;	April 30, 2006	Ken Guay	Steve Little
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;	April 30, 2006	Ken Guay	Steve Little
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	Diane McCarten	Nancy Johnson, David Alger
3b	Complete first assessment using the Appendix B CRAD.	April 30, 2006	Susan Morris	Steve Little, Beverly Ward
3c	Complete second assessment using the Appendix B CRAD.	July 31, 2006	Ken Guay	Steve Little
3d	Determine remaining assessments to be conducted for the year and develop schedule for performing the assessments.	August 31, 2006	Diane McCarten	Nancy Johnson, David Alger
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;	October 30, 2006	Ken Guay	Steve Little
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> ;	April 30, 2006	Doug Dearolph	David Alger
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.	July 31, 2006	Susan Morris	Sam Easterling