



## Department of Energy

Washington, DC 20585

November 9, 2001

### MEMORANDUM FOR DISTRIBUTION

FROM:  Joseph Arango, Facility Representative Program Manager (S-3.1)

SUBJECT: Facility Representative Program Performance Indicators Quarterly Report

The Facility Representative Program Performance Indicators (PIs) Quarterly Report is attached covering the period from July to September 2001. Data for these indicators are gathered by the Field elements quarterly per the Facility Representatives Standard, DOE-STD-1063, and reported to Headquarters Program Offices for evaluation and feedback in order to improve the Facility Representative Program. The definitions of the PIs from the Standard are also attached for your use in evaluating the data.

You will note that the indicators show the program has made progress this past fiscal year on staffing open positions with staffing levels now at 220 total Facility Representatives, up from 189 a year ago. In addition to progress made on hiring to fill open positions, the attrition rate from the program this past fiscal year dropped to 12% from the 17% that we experienced the year before. In addition, of the 27 people that make up that 12% attrition for the year, four of them were promoted to new positions and seven of them transferred to a Facility Representative position at another Department site. Eleven other individuals took lateral positions within the Department and only five people left the Department for various reasons. Field Element Managers should continue efforts to fill existing openings in the program and take the necessary steps to replace departing Facility Representatives in a timely manner. Secretarial Officers should monitor the number of positions filled with qualified personnel to ensure that adequate Facility Representative coverage is provided.

These PIs provide valuable measures of the effectiveness of the Facility Representative Program across the complex. These indicators should be used to guide future actions to correct weaknesses and further strengthen the role of the Facility Representatives in the Department goal of conducting work safely.

Current Facility Representative information and past quarterly reports are accessible via the Internet at our website (<http://www.facrep.org>). Should you have any questions or comments on this report, please contact me at 202-586-7599.

Attachments



Facility Representative Program Quarterly Report  
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Manager, Office of River Protection  
Manager, Rocky Flats Field Office  
Manager, Savannah River Operations Office  
Manager, Y-12 Area Office

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## Facility Representative Program Performance Indicators (3QCY2001)

Ops Office	Area Office	Staffing per Analysis	FTEs	Actual Staffing	% Staffing	Attrition	% Core Qual	% Full Qual	% Field Time	% Oversight Time *
AL	AAO	15	12	8	53	0	88	88	40	60
AL	CBFO	1	1	1	100	0	100	0	60	60
AL	KAO	12	11	9	75	0	78	67	30	67
AL	KCAO	4	4	4	100	0	50	50	38	72
AL	LAAO	19	19	16	84	0	81	38	43	87
CH	AMES	1	1	1	100	0	100	100	33	93
CH	AAO-E	5	5	5	100	0	100	100	40	85
CH	AAO-W	3	3	3	100	0	100	100	32	51
CH	BAO	6	6	6	100	0	83	50	20	80
CH	FAO	2	2	2	100	0	50	50	40	60
CH	PAO	1	1	1	100	0	100	100	45	75
ID	OPS	17	17	18	106	0	100	94	34	66
NV	OPS	9	10	9	100	0	89	33	34	60
OAK	OPS	10	10	10	100	1	100	30	33	72
OH	FERN	6	6	6	100	0	100	100	41	66
OH	MEMP	4	4	4	100	0	100	100	51	68
OH	WVDP	2	3	3	150	0	100	100	53	71
OR	EM	20	17	17	85	0	88	82	50	70
OR	NE	5	4	4	80	1	75	75	65	78
OR	ORNL	3	2	2	67	0	100	100	76	87
OR	YAO	13	13	11	85	0	27	27	51	74
ORP	-	7	7	6	86	0	100	100	55	84
RF	FIELD	15	15	15	100	0	86	86	55	75
RL	OPS	21	21	20	95	1	100	95	49	75
SR	EM	41	41	36	88	3	97	94	46	81
SR	NNSA	3	3	3	100	0	100	100	45	71
<b>Totals:</b>		245	238	220	90	6	89	76	44	74
<b>DOE Goals:</b>		-	-	-	100	-	-	>75	>40	>60

\* % Oversight Time includes % Field Time

## Facility Representative Program Accomplishments

- An Oakland Operations Office Facility Representative identified a hot work operations control issue when a room in the Plutonium Facility at Lawrence Livermore National Lab (LLNL) is undergoing maintenance. The Facility Representative discovered some conflicting or inadequate guidance to control such work and resolved the issue with the facility.
- Brookhaven Area Office Facility Representatives were among those deployed to the World Trade Center site following September 11<sup>th</sup> as part of the Radiological Assistance Program response.
- An Oakland Operations Office Facility Representative operated with LLNL staff in a major effort in the Contained Firing Facility (CFF) readiness assessment. CD-4 recommendation was approved with major FR involvement in the commissioning and startup of the facility. The CFF began an integrated startup process with the Facility Representative on the operations team for the entire complex; tying the new construction project operations into the existing equipment interfaces between explosive operations, flash x-ray imaging, high speed cameras, environmental controls of explosive smoke and control systems to verify operation as an integrated facility.
- An Ohio Field Office Facility Representative discovered a tritium release to a room which prevented future releases or contamination, and provided an important lesson learned for deactivation and decommissioning of tritium facilities. This discovery and resulting corrective actions will be incorporated in future work packages at Mound.
- A Savannah River Operations Office Facility Representative led the DOE Readiness Assessment Team and three Savannah River Facility Representatives were on the DOE Operational Readiness Review Team for the 2H Evaporator Restart.
- A Savannah River Operations Office Facility Representative observed that two radiation generating devices (RGD), located in a posted Radiation Area, were not properly secured while unattended. The Facility Representative took immediate action to control the situation and made appropriate notifications. As a result, the contractor submitted a noncompliance tracking system report for the Price Anderson Amendments Act violation.
- An Oakland Operations Office Facility Representative identified a discrepancy in the training implementation matrix (TIM) for the LLNL hazardous waste complex operations. LLNL updated the TIM and the Facility Representative reviewed it against the formal DOE Order requirements then negotiated revisions resulting in an approved TIM.
- A Kansas City Area Office Facility Representative identified cyanide detection system anomalies.
- Los Alamos Area Office Facility Representatives supported Operational Readiness Reviews at both the Oak Ridge National Laboratory and the Savannah River Site.
- Kirtland Area Office Facility Representatives supported the recent design reviews for Sandia National Laboratory's Microsystems and Engineering Sciences Applications (MESA) Project. The Facility Representatives provided substantial comments to the lab related to MESA's authorization basis and future operations.
- Ken Wade, an Office of River Protection Facility Representative, determined that periodic system testing was not properly performed during a vital safety system assessment. As a result, five systems were declared inoperable until retested. This assessment will result in improved safety system testing as well as improved processes for procedure development, review and approval.
- Ohio Field Office Facility Representatives participated on the Event Investigation Team for the July 30, 2001 Independent Analysis of the West Valley Demonstration Project Transportation Event involving a breached low-level waste shipping container.

- A Rocky Flats Field Office Facility Representative questioned the failure to implement required actions after automatic sprinklers in Building 707, F-module, Room 125 were declared inoperable. Facility Management declared a Technical Safety Requirement Violation. The Facility Representative's understanding of the authorization basis ensured continued safe operations in Building 707.
- A Y-12 Area Office Facility Representative identified that pre-use inspections on vacuum lifting fixtures were not being performed in accordance with hoisting and rigging requirements. Significant involvement was needed to ensure this issue was adequately addressed across the site.

<b>STAFFING</b>			
TYPE	INDICATOR NAME	HOW TO CALCULATE	GOAL
DOE-wide	% Staffing  -- Staffing analysis positions -- Approved FTE staffing -- Actual filled staffing	Number of FacRep positions filled ----- Number of FacRep positions *	100% of [#FacReps]  * per DOE-STD-1063-2000 staffing analysis
DOE-wide	Attrition	Number of FacReps leaving the program this quarter.	N/A

<b>TRAINING AND QUALIFICATION</b>			
TYPE	INDICATOR NAME	HOW TO CALCULATE	GOAL
DOE-wide	% of FacReps Core Qualified	Number of FacReps Core Qualified ----- Number of FacReps	None specified
DOE-wide	% of FacReps Fully Qualified	Number of Fully Qualified FacReps ----- Number of FacReps	Greater than 75%

<b>FULFILLING THE FACILITY REPRESENTATIVE ROLE</b>			
TYPE	INDICATOR NAME	HOW TO CALCULATE	GOAL
DOE-wide	% Field Time (FacRep % time spent in the plant/field on plant walkthroughs, surveillances, assessments, etc.)  Overtime/comptime hours count in both the numerator and denominator	Average number of hours spent in the plant/ field this quarter ----- Number of available work hours this quarter*	Greater than 40%  * Denominator only includes number of hours expected by DOE-STD-1063-2000, if the FacRep is a part-time FacRep.
DOE-wide	% Oversight Time (FacRep % time spent performing contractor oversight which includes time in plant/field as above, and procedure reviews at desk, ORPS activities at desk, etc.)  Overtime/comptime hours count in both numerator and denominator	Average number of hours FacReps spend performing contractor oversight this quarter ----- Number of available work hours this quarter*	Greater than 60%  * Denominator only includes number of hours expected by DOE-STD-1063-2000, if the FacRep is a part-time FacRep.

<b>FACILITY REPRESENTATIVE PROGRAM ACCOMPLISHMENTS</b>			
TYPE	INDICATOR NAME	HOW TO CALCULATE	GOAL
DOE-wide	Accomplishments	Any accomplishments of note during the quarter	None specified