

EFCOG WORKING GROUP INFORMATION

Working Group	Subgroup(s)	Working Group Chair(s)	EFCOG Sponsor(s)	DOE & NNSA Sponsor(s)	Number of Participants
Acquisition Management	None chartered	Kathy Vaselopoulos	Ellen Livingston-Behan	None at this time	15
Contractor Assurance	None chartered	Jack Anderson	Mike Schlender	William Roege, John Boulden III	200
D&D and Facility Engineering	None chartered	Rick Dearholt	Pete Knollmeyer	Paula Kirkk, Andrew Szilagyi	20
Energy & Infrastructure	Maintenance, Energy Efficiency, Facility Management	Lynnwood Dukes	William Klemm	Peter O’Konski, Dino Herrera, Skye Schell, John Yates, Adam Pugh, Donna Green	50
Enforcement Coordination	Peer Review	Alan Wagner Conard Stair	Greg Meyer	Kathy McCarty, John Boulden III	90
Engineering Practices	Configuration Management, Fire Protection, Commercial Grade Dedication, Testing and Commissioning, Cognizant System Engineer, Pressure Safety	Charles Kronvall	Joe Yanek	James O’Brien, Chip Lagdon, Rick Kendall, James McConnell	220
Environmental Safety & Health	Chemical Safety & Lifecycle Management, Environmental, Electrical Safety, Industrial Hygiene/Industrial Safety, Occupational Medicine, Radiation Protection, Laser Safety	Anthony Umek	Joe Yanek	Frank Russo, Pat Worthington	175
Human Capital	Fire Protection Engineers – Criticality of Skills, Best Practices	Dione Heusel	Bill Gallo, Pat Smith	Sandra Waisley, Mari-Jo Campanone, Bob Lange, Jamileh Soudah, Arnold Guevara, Robert Myers, William Valdez	35
Integrated Safety Management & Quality Assurance	Feedback and Improvement, ISM Safety Culture, Quality Assurance, Work Management	Norm Barker	Robert Milazzo	Frank Russo, Pat Worthington	150
Project Management	Cost Estimating, Construction Management	Robert Miklos	Tom Gioconda, Sue Stiger	Paul Bosco, Bob Raines, Lowell Ely, Dan Lehman, Mike Hickman	70
Safety Analysis	Accident Analysis, Safety Basis, Unreviewed Safety Questions, Criticality Safety	Rob McKeehan	Pamela Horning	Mark Blackburn, James O’Brien, Pranab Guha	80
Safeguards & Security	Cyber Security, Physical Security, Material Control & Accountability	Reuben McGilvary	Mike Bebon	Glenn Podonsky, Brad Peterson, Ted Wyka, Amy Whitworth, Steve Crowe	80
Waste Management	High-Level Waste; National Laboratory	Sonny Goldston	William Morrison	Frank Marcinowski, Dave Michlewicz, John Lehr	35

FFCOG WORKING GROUP ACCOMPLISHMENTS AND PLANS

	FY 2010 Accomplishments	FY 2011 Plans
Acquisition Management	<ul style="list-style-type: none"> Initiated the review of applicable training for contracts professionals Provided a forum for contract and subcontract managers to share and exchange best practices in their respective areas Assessed and assured compliance with the requirement for DOE "Work For Others" for the Department of Defense to meet all the requirements of the Defense Federal Acquisition Regulations Supported DOE's Office of Environmental Management (EM) in reviewing issues/problems with processing requests for equitable adjustments and the relationship to contract modifications and baseline changes 	<ul style="list-style-type: none"> Complete the white paper on requests for equitable adjustments/contract modifications/baseline changes and submit to DOE's Office of Environmental Management Re-introduce the results of the 2009 survey, "Cost of Proposal Survey," to the new procurement management at DOE Roll-out the implementation of the curriculum provided for contracts professionals Plan a focus area on the desirability of award term contracting to the DOE contractor community. Form a task team to develop a guide for contract close-outs Develop one best practice
Contractor Assurance	<ul style="list-style-type: none"> Supported the NNSA Governance Reform Initiative, including development of a contractor assurance system framework, Line Oversight/Contractor Assurance System (CAS) performance measures, and assessment planning and execution approach Continued site-to-site sharing of information on CAS implementation based on numerous site benchmarking visits and independent effectiveness assessments across DOE Provided review/feedback regarding the Office of Science's field and Headquarters development of an updated contract assurance approach Initiated preparation of a white paper on development of leading indicators in contractor performance, factoring in perspectives and insights of the Defense Nuclear Facilities Safety Board (DNFSB) Provided support to DOE's Office of Health, Safety, and Security (HSS) on development of a revised independent oversight approach Documented a best practice regarding improvement of contractor performance and assurance systems 	<ul style="list-style-type: none"> Continue to work with NNSA on refinement/implementation of their Governance Reform initiative through staff supporting Requirements Analysis Working Group initiatives Evaluate and promulgate key elements of a corporate governance model Continue emphasis on site visits/sharing/benchmarking to generally improve CAS effectiveness Finalize the development of leading indicators white paper Continue to develop an approach to an integrated risk-based assessment schedule Develop an approach to review adequacy/relevance of management metrics Evaluate and promulgate key elements of a corporate governance model Develop approach to integrate with the HSS Operating Experience Committee (lessons learned program) Develop up to three best practices
D&D and Facility Engineering	<ul style="list-style-type: none"> Identified and developed solutions to deactivation and decommissioning (D&D)-related execution challenges in American Recovery and Reinvestment Act (ARRA)-funded projects Continued development of D&D informational products to assist in continued support for D&D projects Continued to operate the fully-functional D&D Knowledge Resource Center as a front-line effort to disseminate best practices; the Center includes a D&D hotline and an associated website -- an extension of the existing successful as-low-as-reasonably-achievable (ALARA) hotline set up and maintained by the ALARA Center at the Hanford Site, Washington 	<ul style="list-style-type: none"> Sponsor a technical information exchange meeting for the general D&D community, including demolition equipment demonstrations Continue to operate the fully-functional D&D Knowledge Resource Center as a front-line effort to disseminate best practices; the Center includes a D&D hotline and an associated website Compile a primer for ARRA reporting based on the experience gained over the past year at the operating sites Continue to identify site points of contact and subject matter experts in D&D techniques; these individuals will support the Florida International University Knowledge Management data base development and be a resource to the help lines at the ALARA centers Continue with the development of the promotional video with a target of mid-2011 for completion Develop up to six best practices
Energy & Infrastructure	<ul style="list-style-type: none"> Supported DOE in its implementation of Executive Order 13514, "Federal Leadership in Environmental, Energy, and Economic Performance," including developing a report discussing greenhouse gas measurement and reduction, building exclusion criteria, benchmarking of energy use intensity for standard building types and establishing ranges of energy use 	<ul style="list-style-type: none"> Participate in the development of a guidance document to supplement DOE Order 433.1, "Maintenance Management Program for DOE Nuclear Facilities" Review and define training venues for facility management certification and key performance indicators

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	<ul style="list-style-type: none"> • Provided support to a DOE Sustainability Integration Team formed to develop the Strategic Sustainability Performance Plan • Facilitated significant information exchange with DOE's Federal Energy Management Program through a joint GovEnergy Conference • Prepared a white paper which acted as a catalyst to the current Departmental effort to combine DOE Orders 430.2, "Departmental Energy, Renewable Energy and Transportation Management," and 450.1, "Environmental Protection Program" • Conducted a benchmark survey of 14 DOE sites on space management practices; data was compiled, analyzed and summarized in a white paper titled "Space Management Benchmark" • Posted numerous documents and data concerning lessons learned related to energy efficiency, water use reduction, and sustainable building goals to the EFCOG web site 	<ul style="list-style-type: none"> • Follow up on the space utilization white paper incorporating space capabilities to meet program missions • Pursue integration opportunities relating to energy goals, measurement efficiencies, guidance in development of the new annual site energy performance plans, and development • Pursue sponsorship for a workshop on facilities management and maintenance • Develop one best practice
Enforcement Coordination	<ul style="list-style-type: none"> • Continued a forum of interacting with the DOE's HSS Office of Enforcement to discuss Price Anderson, worker safety/health, and classified information security issues, including lessons learned from recent enforcement actions, enforcement conferences, program reviews and other interactions with the DOE Office of Enforcement • Also participated in the DOE Office of Enforcement Annual Coordinator training, with a shift in the focus of the training from being largely directed at "new" coordinators to being largely directed at "experienced" coordinators as a forum for on-going refresher training • Documented a best practice regarding the development of the Safeguards and Security Tracking, Analysis and Reporting System (SSTARS), a multi-user, classified web application developed by the Y-12 National Security Complex to support the Issues Management Program in accordance with requirements specified in the site's quality program document and the Issues Management program document' SSTARS captures data about management issues and facilitates the evaluation, resolution, trending, and reporting of those issues 	<ul style="list-style-type: none"> • Continue the information exchange with DOE's HSS on topics such as Price Anderson, worker safety/health, lessons learned from enforcement actions, etc. • Depending on the specific requests from contractors to conduct peer reviews at their sites, the Peer Review Subgroup will support those requests • Support HSS in implementation of the assist visit process as a mechanism to further improve safety and security performance • Focus on additional training needs and topics of interest • Support HSS by providing input for the revision of the Enforcement Process Overview Guidance Document • Provide support to HSS for regulatory meeting training and planning efforts to achieve the most effective meeting information exchanges • Develop one best practice
Engineering Practices	<ul style="list-style-type: none"> • Worked with the DOE National Training Center to form a partnership for developing commercial grade dedication, configuration management, cognizant system engineer, and general engineering standards training courses • Supported the preparation and review of DOE-STD-3024, "System Design Description Documents (SDDs)," including additional guidance to link SDDs to DOE-STD-1189, "Integration of Safety into the Design Process" requirements • Provided staff to support the preparation and review of DOE Order 420.1B, "Facility Safety," as applied to the cognizant system engineer and fire protection programs • Initiated a relationship with the California Polytechnic University at San Luis Obispo, California fire protection engineering program to establish a career pipeline/mentoring relationship with the DOE and DOE contractors • Documented best practices regarding naming conventions for engineering 	<ul style="list-style-type: none"> • Compile a listing of Engineering Software utilized at each of the major DOE sites. Use the listing to develop an "Engineering Software Toolbox" similar to the Safety Software Toolbox • Provide assistance to the DOE-Headquarters led team evaluating natural phenomena hazard criteria development and implementation • Continue to provide support to HSS in the final review, comment resolution, publication, and implementation for the revised DOE-STD-3024 • Continue to support DOE on the development of a technical position to address actions appropriate for potential significant HEPA filter loadings under fire scenarios • Deliver two Configuration Management Training pilot sessions; assess the need for roll-out of the training on a larger scale; if needed, support the National Training Center in delivery of the training to audiences across the DOE complex • Organize support for criteria for barrier design of pressure systems • Define fire protection metrics; develop relationship with universities to enhance recruiting, training, and mentoring for DOE fire protection engineers; benchmark site fire protection

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	<p>documents, elements of a safety equipment list, and fire protection program applicability to leased facilities</p> <ul style="list-style-type: none"> Continued to support DOE’s HSS in the development of a new standard to provide guidance on design of safety instrumented systems Continued to work on a comprehensive test and commissioning program guidance document Supported DOE efforts in responding to DNFSB Recommendation 2008-1, “Safety Classification of Fire Protection Systems,” with development of design and maintenance criteria for sprinkler system design and water supplies classified as safety significant and safety class 	<p>design criteria (international codes vs. National Fire Protection Association)</p> <ul style="list-style-type: none"> Develop up to three best practices
Environmental Safety & Health	<ul style="list-style-type: none"> Co-sponsored the 12th annual joint EFCOG-DOE Chemical Management Workshop Initiated work on providing a technically-sound, consistent, complex-wide approach of neutron quality factors, based on the amended 10 CFR 835, “Occupational Radiation Protection” Supported DOE in implementing "independent verification" radiological survey requirements for the proposed DOE Order 458.1, “Radiation Protection of the Public and the Environment” Sponsored a first-ever Laser Safety Officer workshop, focused on policies and practices Established three subteams to address recent electrical trends and emerging issues throughout the DOE complex (hazardous energy control, subcontractor oversight, and lightning protection systems) Supported DOE regarding the onset and progression of the H1N1 pandemic, including regular teleconferences to update status and to allow sites to share individual strategies for addressing disease progression, vaccination, sanitation, antivirals, return to work and absence medical management Participated on the DOE-Headquarters directives reform initiative focused on safety and health Documented several best practices, including electrical safety (fire protection), subsurface investigations safety, environmental management system compliance, and improved occupational health and safety assessment strategies Completed and published the first performance improvement tools customized for use at DOE sites, “Guide for the Development and Use of Control Charts” 	<ul style="list-style-type: none"> Continue to support safety improvement initiatives in electrical safety, industrial hygiene and safety exposure monitoring, and radiological controls Co-sponsor the annual joint EFCOG-DOE Chemical Management Workshop Continue to participate in the DOE-Headquarters directives reform initiative focused on safety and health continue to rotate meetings to different sites to allow for occupational medicine clinic visits and to foster greater understanding of similarities and differences between various DOE sites Support DOE in its potential adoption of the developing ANSI Z136.8 standard, “Laser Safety in the Research, Development and Testing Environment Standard” Support environmental initiatives, including integrating Executive Order 13514 across the complex sponsor the topics of wellness and performance indicators of safety to integrate with other EFCOG Working Groups and DOE Develop up to three best practices
Human Capital	<ul style="list-style-type: none"> Focused resources on a specific critical skills issue (fire protection engineers) and on publishing best practices and/or lessons learned germane to human capital management Established contact with workforce planning experts in industry in order to respond to DOE requests for information Documented best practices in the areas of post-doctoral professional development program, energy systems technology and education center, and developing a pipeline of potential critical skills candidates at the local level 	<ul style="list-style-type: none"> Complete the evaluation of the fire protection engineer staffing issue; in addition to providing recommendations to the Engineering Practices Working Group, the results will be presented as a case study to the DOE Sponsors and EFCOG community Provide workforce planning recommendations to DOE Sponsors Explore the prospect of hosting a panel discussion on workforce planning at the 2011 annual EFCOG Executive Council meeting Develop up to three best practices

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Integrated Safety Management & Quality Assurance	<ul style="list-style-type: none"> • After completion of the initial five tasks in support of DOE’s EM Corporate Quality Assurance (QA) Board on top issues, initiated work on the next four tasks identified by EM • Completed the EFCOG/DOE safety culture pilot with a final set of recommendations to assist DOE in improving integrated safety management implementation by developing a consensus set of safety culture principles and implementation practices; socialized this project’s success at the 2010 DOE Integrated Safety Management Champions Workshop • Completed the NNSA-EFCOG QA Improvement Initiative, in the areas of construction QA lessons learned and NQA-1 implementation, with follow-on tasks being supported by NNSA • Continued to improve the supply chain common audit program with conduct of 12 audits • Providing guidance on application of DOE Order 414.1C, “Quality Assurance” to non-safety software • Consolidated resources to form a national Joint Supplier Evaluation Program (JSEP) with DOE’s EM, with the goal of sharing audit results and eliminating or reducing redundant audits of common suppliers • Provided human performance improvement support to two DOE site assessment visits • Conducted two work planning and control site assessment visits to identify areas of improvement, and supported DOE in consolidating criteria review and approach documents • Provided support to DOE’s Occurrence Reporting and Processing System (ORPS) on lessons learned 	<ul style="list-style-type: none"> • Continue the Safety Culture Task Team activities with a focus at capturing lessons learned from pilot facilities and establish on-going dialogue to promote organizational learning • Developing leading indicators that support sustained performance and continuous improvement; conduct more in-depth analyses of the data to enable mid-course corrections before major events and significant decrease in performance occurs • Continue support to EM on the JSEP through finalization of the integration efforts, development of the description document for the program and full execution of the JSEP database • Continue to support the DOE-Headquarters ORPS Program Manager • Develop a set of performance metrics based on QA program elements to assist the DOE complex in monitoring performance. • Issue white paper on SQAS37.01.00-2008, “Software Quality Assurance for Deterministic Algorithms (Numerical Calculations)” • Continue working with EM and NNSA personnel to develop and implement an improvement plan for work planning and control processes across the DOE complex • Address software QA issues, including a graded approach for software QA, software risk management, software safety review, and software QA personnel qualification • Develop up to three best practices
Project Management	<ul style="list-style-type: none"> • Continued to support DOE’s Office of Engineering and Construction Management (OECM) with feedback on several of the eight corrective measures in DOE’s Corrective Action Plan (CAP) being implemented to address the findings of the April 2008 Root Cause Analysis Report on Contract and Project Management • Supported the on-going development of a DOE Cost Estimating Order and Manual, cost database and escalation rate policy • Participated in DOE’s update of Order 413.3, “Program and Project Management for the Acquisition of Capital Assets” • Conducted a survey of (and developed a draft white paper on) a representative cross-section of large construction projects that were either in progress or recently completed within the DOE complex - to look for trends, lessons learned and similarities between the projects in an effort to identify best practices and lessons learned • Completed a white paper on “Project Management in the R&D Environment” • Continued efforts to address emerging construction management issues in the areas of fixed price subcontracting, qualified vendors, and acquisition/execution strategy 	<ul style="list-style-type: none"> • Continue collaboration with DOE on the anticipated rollout of the revised Order 413.3B, “Program and Project Management for the Acquisition of Capital Assets” • Continue support to DOE on the on the implementation of the corrective measures from the Root Cause Analysis CAP corrective measures through the cross program teams and OECM, NNSA, EM, Chief Financial Office, and the Office of Procurement • Continue to reach out in collaboration with other professional organizations including the Project Management Institute and AACE International • Continue to support and partner with DOE’s OECM and Office of Cost Analysis as they implement measures to improve independent government cost estimating, such as the completion of the DOE Cost Estimating manual, continued deployment of cost analysis training, development of the DOE project cost database, and actions to address any other emerging cost estimating issues • Develop plans and begin implementation in the construction management area, including the issues of fixed price subcontracting, acquisition/execution strategy planning, and lack of qualified vendors • Develop one best practice

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	<p>planning</p> <ul style="list-style-type: none"> Continued to provide feedback to DOE on its effort to update and implement the Project Assessment and Reporting System (PARS) II Supported implementation across the DOE complex of contractor earned value management systems, with focus on providing cross-site support for certification review preparation and follow-up for corrective actions 	
Safety Analysis	<ul style="list-style-type: none"> Held two key workshops: 1) the 20th annual Safety Analysis Workshop, and 2) Safety Basis Workshop to discuss and disseminate information and training on safety-basis related activities, applications, and documentation Continued to analyze and support implementation of and training for complex-wide of DOE Standard 1189, "Integration of Safety into the Design Process," with focus on a new training module being deployed at various locations throughout the DOE complex Supported development and implementation of an "expert-based" unreviewed safety question (USQ) determination process across the DOE complex; conducted a pilot study (at the Oak Ridge Y-12 National Security Complex), which showed a potential 47% reduction in conventional USQ determinations with significant cost savings in the performance of the USQ process without compromising effectiveness Supported DOE's revision of DOE G 423.1-1, "Implementation Guide for Use in Developing Technical Safety Requirements," through input to DOE in of an Independent Validation Review process Documented a best practice regarding "Safety Basis Supplement," which provides recommendations for efficient addendum to safety basis documentation to support short-term activities Developed a critical flow chart of process and related text, and other revisions to resolve issues, in support of the update of DOE G 424.1-1B, "Implementation Guide for Use in Addressing Unreviewed Safety Question Requirements" 	<ul style="list-style-type: none"> Expand upon a pilot project undertaken at the Oak Ridge Y-12 National Security Complex for the development and implementation of the "expert-based" USQ process by supporting its implementation at other sites and for other program offices Continuing DOE-STD-1189 implementation activities, including revision of training based on the DOE pilot course and deliver to project managers, design engineers, and safety analysts at a variety of venues; support revision of DOE Directives and Technical Standards to incorporate DOE-STD-1189 principles Hold the 2010 Safety Basis Workshop in Albuquerque, New Mexico, with focus on the USQ process improvements, nuclear criticality safety deliverables, hazard controls, DNFSB issues, site reports, training status, and hydrogen safety Hold the 21st annual Safety Analysis Workshop in New Mexico on May 7-12, 2011. The theme for the workshop is "Enabling the Nuclear Millennium." Provide input to DOE for addressing DNFSB Recommendation 2010-01, "Safety Analysis Requirements" Support implementation plan tasks coordinated through DOE-HSS associated with DNFSB Recommendation 2009-1, "Risk Assessment Methodologies at Defense Nuclear Facilities" Identify cross-cutting training in the nuclear hydrogen safety area that is tailored to particular needs of integrating hydrogen control and management into DOE safety basis applications. Continue support for development of a DOE Technical Standard on Design of Safety Instrumented Systems Continue work with the DOE Safety Software Expert Working Group's "Toolbox Code" validation and verification effort Develop one best practice
Safeguards & Security	<ul style="list-style-type: none"> Identified methods to enhance the ability to better identify problem areas (activities, days of the week, hours of the day, pre-work preparations, etc.) and take proactive steps to minimize injuries and illness to protective force employees Completed development of a security peer review process in coordination with HSS to provide a method for participating contractors to better manage their implementation of 10CFR824, "Procedural Rules for the Assessment of Civil Penalties for Classified Information Security Violations;" the process was field tested at three sites, and the pilot reviews conducted have demonstrated the value of the process to identify deficiencies, minimize the risk, and mitigate damages should an incident occur Finalized the review of DOE's draft revised Impact Measurement Impact tables and provided recommendations to DOE, which have been accepted for incorporation 	<ul style="list-style-type: none"> Develop a Safeguards First Principle Initiative guidance document Update the Safeguards Seal Reference Guide Develop a Termination of Safeguards Guidance document Implement an Assessment Program similar in structure and processes as In-Teach concept Finalize the Protective Force Injury report Finalize actions and input needed to support DOE concerning the re-negotiation of collective bargaining agreements Prepare and finalize the report on root cause analysis of security and cyber incidents Continue to support the Y-12 National Security Complex, as needed, in the performance measures pilot project Develop up to two best practices

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	<ul style="list-style-type: none"> • Shared lessons learned from DOE-Headquarters cyber security audits • Provided assistance to the Y-12 National Security Complex at Oak Ridge in a NNSA effort to develop performance measures, including initiation of a pilot project • Evaluated for the NNSA effective methods and techniques to determine root cause of security and cyber incidents and that provide an improved basis for the development of lessons learned; the analysis of ten effective techniques and tools that provide a comprehensive and analytical approach in determining root cause • Fielded “In-Teach,” a process for conducting National Training Center required courses at a local site as taught by subject matter experts from within DOE and NNSA, to save significant travel expenses 	
Waste Management	<ul style="list-style-type: none"> • Supported the DOE’s EM in its effort to complete complex-wide reviews of the field’s implementation of DOE Order 435.1, “Radioactive Waste Management,” and to support the ongoing update of the Order based on the results of the reviews • Developed a white paper which was designed to allow generators to use the legacy contaminated waste containers as a part of the waste form, which will benefit the generator through cost • Supported DOE’s EM in its successful execution of on-going ARRA projects through identification of waste treatment and disposal capabilities versus needs • Continue to work with DOE-Headquarters to prepare guidance on the recycling of scrap metal from contaminated areas 	<ul style="list-style-type: none"> • Continue to support EM’s revision of DOE Order 435.1 • Continue to support EM in its completion of ongoing ARRA projects • Continue to take advantage of the considerable knowledge and experience of the WMWG by sharing lessons learned • Develop up to two best practices