

ROLE OF EVALUATION CRITERIA IN ANNUAL SELF-ASSESSMENTS

QUESTION: DOE Order 151.1C and its Contractor Requirements Document (CRD) require that contractors at all DOE/NNSA facilities conduct an annual self-assessment of their emergency management programs. What is the role of the evaluation criteria from DOE G 151.1-3, Appendix D, in conducting these self-assessments?

ANSWER: DOE/NNSA contractors must conduct an annual self-assessment of their emergency management programs. DOE O 151.1C, Attachment 2, Contractors Requirements Document, 7.a.(1) addresses the role of the evaluation criteria in these annual self-assessments as follows:

“(1) Self-assessments. The contractor must conduct an annual self-assessment of their emergency management programs. Program and exercise evaluations (including appraisals and assessments) must be based on specific standards and criteria, issued by the Director, Office of Emergency Operations.”

The specific standards and criteria refer to those issued by the Director, Office of Emergency Operations and published in DOE G 151.1-3, Appendix D. The intent of the Order is that every DOE emergency management program be self-assessed by the contractor using the evaluation criteria from Appendix D. The evaluation criteria should be used both to judge anticipated performance based on reviews of plans and procedures, interviews with response staff, etc., during program evaluations and to select task-oriented objectives for self-assessing (self-evaluating) performance during exercises.

Although it is intended that all Program Elements be self-assessed annually, the scope of the annual self-assessment of each element does not necessarily include all aspects of the associated programmatic or response tasks as detailed in the evaluation criteria given in Appendix D. (The intended scope of these self-assessments is addressed in a related FAQ – Annual Self-Assessment Requirement.) A comprehensive readiness assurance program, which satisfies the Order requirement, may cover all program-specific evaluation criteria of the emergency management program over a number of years. Using this standard set of evaluation criteria forms the basis for a cohesive and convincing judgment of “*readiness*” based on the processes and results of the **COORDINATED** self-assessment component of the readiness assurance program.