



- CHARTER -

**DEPARTMENT OF ENERGY VOLUNTARY PROTECTION PROGRAM
FEDERAL FIELD STEERING COMMITTEE**

OFFICIAL DESIGNATION

This committee shall be officially titled the “Department of Energy Voluntary Protection Program (DOE-VPP) Federal Field Steering Committee.” Once the official title is used in any document, it may be referred to there after as the “DOE-VPP Federal Field Steering Committee” or simply as the “VPP Field Steering Committee.”

PURPOSE

This charter formally establishes and sets forth guidelines for the DOE-VPP Federal Field Steering Committee. The VPP Field Steering Committee will periodically, or whenever a need may arise, provide input from the DOE field offices to the Office of Environment, Safety and Health (EH), Office of Corporate Performance Assessment, EH-3, on DOE-VPP program policies, procedures, protocols and initiatives. The VPP Field Steering Committee will function to assist EH with configuration control of the overall VPP effort. In this capacity, the VPP Field Steering Committee will help in identifying and defining the features of the DOE-VPP, recommend programmatic changes as appropriate to EH-3, recording and updating information to keep track of sources, documentation, and issues, and in verifying the on-going completeness and correctness of the program. Additionally, the VPP Field Steering Committee will ensure that any finalized revisions or changes to the DOE-VPP program guidance are distributed to all primary DOE and National Nuclear Security Administration (NNSA) organizations.

STRUCTURE

The VPP Field Steering Committee’s membership shall be comprised of Federal staff members from DOE field offices that are actively supporting and engaged in the DOE-VPP process and where at least one contractor organization is a current and active participant in the DOE-VPP. To encourage the active participation of the Department’s senior management in this process, the VPP Field Steering Committee may include senior management representation from a *field office* where at least one contractor organization is a current and active participant in the DOE-VPP.

In no case may consultants, and/or contract employees be designated as members of this VPP Field Steering Committee. No member of the general public, regardless of affiliation, may serve on this VPP Field Steering Committee. This will not, however, prevent VPP Field Steering Committee members from contacting stakeholders and soliciting their input and opinions as a means of developing committee opinions and recommendations. Furthermore, the solicitation of ideas, opinions and concerns by Committee members from the stakeholders at each site is specifically encouraged.

FUNCTIONING

The VPP Field Steering Committee will provide input to the Office of Environment, Safety and Health (EH), through the Office of Corporate Performance Assessment (EH-3), or the designated management official within EH-3. Input may be provided on both technical issues and on policy for use in the development of an integrated, standardized approach to the implementation of the DOE-VPP across the DOE complex.

In order to effectively and efficiently advise EH, the VPP Field Steering Committee may develop a list of issues, procedures and/or initiatives, which they believe warrant their consideration. The VPP Field Steering Committee will prioritize any issues, procedures or initiatives that they elect to address and provide the prioritized listing to the designated official within EH-3. This listing will delineate specific tasks and timeframes for completion of such tasks that will be clearly identified. As a result of the VPP Field Steering Committee's considerations, they may advise EH-3 of their recommendation to change or not to change DOE-VPP policy, protocols, procedures and/or initiatives.

The VPP Field Steering Committee will provide the designated official within EH-3 with any recommendation(s) developed by the committee along with supporting justifications, material(s) and options for consideration.

The review and development of proposals by the VPP Field Steering Committee may be accomplished through the work of the entire Committee or by appointing a subset of the members to address an issue and develop a proposal for the entire Committee's consideration and approval.

OFFICERS AND MEMBERSHIP

All members of the VPP Field Steering Committee must be full-time officers or employees of the Federal Government. The VPP Field Steering Committee will hold an initial meeting to elect a Chairperson. The Chairperson must be a Federal employee from a field office that has one or more contractors currently recognized as participants in the DOE-VPP. The membership of the VPP Field Steering Committee will consist of full-time employees of the Federal Government located at Federal field offices and who are staff members designated as the "point-of contact" (POC) at their respective offices for DOE-VPP operations and issues. Members of this initial VPP Field Steering Committee will establish a method by which Federal field personnel will be requested to serve this group and ensure that any method employed is neutral and non-arbitrary.

In order to achieve the highest levels of field ownership and commitment, each Federal field or operations office having a contractor organization that is participating in the DOE-VPP will have a Federal POC for VPP appointed to the committee. Because these committee members serve not only to represent their respective field offices, but also function as official advisors to the Office of Environment, Safety and Health (EH) on DOE-VPP program policies, procedures, protocols and initiatives, it is vital that each member understand the importance of this

appointment and are committed to fulfilling the responsibilities of membership on this committee. In addition, due to the importance of this VPP Field Steering Committee and the need to ensure our field offices continue to have motivated and trained Federal POC's for the DOE-VPP, each POC appointed to this committee will identify an alternate or "back-up" POC at their respective office.

Upon their individual acceptance of this appointment and subsequent approval by their management, the appointees named in this charter will serve as steering committee members. The VPP Field Steering Committee will be responsible for issuing recommendations to EH for the new appointment, re-appointment or replacement of committee members. The VPP Field Steering Committee will ensure that their recommendation(s) on new appointments, re-appointments and/or replacements is neutral and non-arbitrary. In making recommendations for new appointments, reappointment or replacement, the VPP Field Steering Committee will ensure that their recommendation will result in a committee that reflects the widest array of opinions from those field offices with organizations actively participating in the DOE-VPP.

MEETINGS

Within five (5) days of the scheduling of any meetings, teleconferences or videoconferences, the Chairperson of the Department of Energy Voluntary Protection Program Federal Field Steering Committee will ensure that an agenda is prepared and submitted to the designated committee official in EH-3. Meeting agendas, records of proceedings, and any formal reports shall be made available to all VPP Field Steering Committee members, and to the DOE and NNSA community if determined appropriate. In the interest of efficiency, the VPP Field Steering Committee is encouraged to use teleconferencing or other similar methods for holding official meetings.

The VPP Field Steering Committee will arrange, coordinate and hold an annual meeting. This meeting should be scheduled and held in the most cost effective manner possible. It is anticipated that the VPP Field Steering Committee will elect to hold their annual meeting concurrently with other activities for which they are already assembled such as the Annual National Voluntary Protection Program's Participant's Association (VPPPA) Conference, or in conjunction with other workshops or conferences.

PRINCIPLES OF CONDUCT FOR COMMITTEE ACTIVITIES

The Chairperson and each member of the Department of Energy Voluntary Protection Program Federal Field Steering Committee will ensure that all official activities of the Committee are conducted in a manner, which promotes and ensures:

- a balance of interests from the participating elements of the field is represented on all topics and in all recommendations;
- all participating parties aggrieved by any action, inaction or recommendation of the Committee is provided an opportunity to have a fair hearing or consideration of their concerns; and

- Committee meetings and conferences provide an open and readily available means for input by DOE employees who are not members of the Committee.

APPOINTMENTS

The following DOE Federal field office personnel are appointed to serve as members of the initial Department of Energy Voluntary Protection Program Field Steering Committee for a two-year term:

Carol Henning
P: (208) 526 - 8042
F: (208) 526 - 1184
e: hennincs@id.doe.gov

Theodore P. Pietrok
P: (509) 372 - 4546
F: (509) 372 - 4037
e: Theodore_P_Pietrok@RL.gov

Noble J. Atkins, Jr.
P: (509) 376 - 4199
F: (509) 376 - 2964
e: Noble_J_Jr_Atkins@rl.gov

Dan Kelley
P: (504) 734 - 4721
F: (504) 734 - 4950
e: dan.kelley@spr.doe.gov

Bob Everson
P: (513) 648 - 3103
e: bob.everson@fernald.gov

Catherine Karney
P: (816) 997 - 5691
F: (816) 997 - 7310
e: ckarney@kcp.com

Charles White
P: (702) 295-7492
F: (702) 295 - 2261
e: whitec@nv.doe.gov

Dan Stachelski
P: (716) 942 - 4690
F: (716) 942 - 4703
e: daniel.a.stachelski@wv.doe.gov

Yvonne B. Gentry
P: (803) 952 - 7153
F: (803) 725 - 3376
e: yvonne.gentry@srs.gov

Richard Farrell
P: (505) 234 - 8318
F: (505) 234 - 6052
e: farrelr@wipp.carlsbad.nm.us

William R. Tunnell
P: (702) 295 - 5044
e: bill_tunnell@ymp.gov

Jenise (Jenny) Mullins
P: (865) 576-0836
Pager: (865) 222-1574
Fax: (865) 576-0746
e: mullinsjg@oro.doe.gov

DESIGNATED OFFICIAL

The designated official in the Office of Corporate Performance Assessment, EH-3, for interaction with the Department of Energy Voluntary Protection Program Federal Field Steering Committee will be the Director, Office of Quality Assurance Programs, EH-31, or a full-time Federal staff member appointed by that Director.

TERM OF THE CHARTER

This charter for the Department of Energy Voluntary Protection Program Federal Field Steering Committee has no expiration date. The VPP Field Steering Committee appointed under the authority of this charter serves at the pleasure of the Deputy Assistant Secretary for the Office of Corporate Performance Assessment, EH-3. Accordingly, the VPP Field Steering Committee will remain active and their function(s) endorsed unless it is determined by the Deputy Assistant Secretary that the Committee's service is no longer required or useful to the Department's mission functions.

In the case of such a determination, the Deputy Assistant Secretary may dissolve the VPP Field Steering Committee and cancel this charter by issuing a memorandum to that effect addressed to the current VPP Field Steering Committee Chairperson with a copy to the Director, Office of Quality Assurance Programs, EH-31.

APPROVAL & AUTHORIZATION



Frank B. Russo
Deputy Assistant Secretary
Office of Corporate Performance Assessment, EH-3

Aug. 17, 2004
Date