

**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 thereafter 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 Department of Energy (DOE) field offices to the Office of Health, Safety and Security (HS) on DOE-VPP program policies, procedures, protocols, and initiatives. The VPP Field Steering Committee will function to assist HS 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 DOE-VPP; recommend programmatic changes as appropriate to HS; recording and updating information to keep track of sources, documentation, and issues; and verifying the ongoing completeness and correctness of the program. Additionally, the VPP Field Steering Committee will ensure that any finalized revisions or changes to DOE-VPP 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 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 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 Chief Health, Safety and Security Officer through HS or the designated management official within HS. 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 DOE-VPP across the DOE complex.

In order to effectively and efficiently advise HS, the VPP Field Steering Committee may develop a list of issues, procedures, and/or initiatives that they believe warrant consideration. The VPP Field Steering Committee will prioritize any issues, procedures, or initiatives that it elects to address and provide the prioritized listing to the designated official within HS. 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, it may advise HS of its 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 HS with any recommendation(s) developed by the Committee, along with supporting justifications, materials, 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 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 nonarbitrary.

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 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 Chief Health, Safety and Security Officer on DOE-VPP program policies, procedures, protocols, and initiatives, it is vital that each member understand the importance of this appointment and is 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 POCs for DOE-VPP, each POC appointed to this Committee will identify an alternate or “backup” POC at the POC’s 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 ensure that its recommendation(s) on new appointments, reappointments and/or replacements is neutral and nonarbitrary. In making recommendations for new appointments, reappointments, or replacements, the VPP Field Steering Committee will ensure that its recommendation will result in a committee that reflects the widest array of opinions from those field offices with organizations actively participating in DOE-VPP.

### **MEETINGS**

Within 5 days of the scheduling of any meetings, teleconferences or video-conferences, the Chairperson of the VPP Field Steering Committee will ensure that an agenda is prepared and submitted to the designated committee official in HS. 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 its annual meeting concurrently with other activities for which they are already assembled, such as the Annual National Voluntary Protection Programs Participants Association (VPPPA) Conference or in conjunction with other workshops or conferences.

### **PRINCIPLES OF CONDUCT FOR COMMITTEE ACTIVITIES**

The Chairperson and each member of the VPP Field Steering Committee will ensure that all official activities of the Committee are conducted in a manner that promotes and ensures:

- A balance of interest 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 are 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 VPP Field Steering Committee for a 2-year term:

Idaho Operations Office

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

Kansas City Site Office

Catherine Karney  
 P: (816) 997-5691  
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Oak Ridge Operations Office

Jenise (Jenny) Mullins  
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Pacific Northwest Site Office

Theodore P. Pietrok  
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Fernald Site Office

Johnny W. Reising  
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West Valley Site Office

Geoffrey Gorsuch  
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Yucca Mt. Site Office

Michael Ruiz, C.S.P.  
 P: (702) 794-5472  
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Nevada Site Office

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 F: (702) 295-0625  
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Strategic Pet. Reserve Office

Will Woods  
 P: (504) 734-4329  
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Richland Operations Office

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 P: (509) 373-9625  
 F: (509) 376-2964  
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Office of River Protection

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Savannah River Operations Office

Yvonne B. Gentry  
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 F: (803) 725-3376  
 e: [yvonne.gentry@srs.gov](mailto:yvonne.gentry@srs.gov)

**DESIGNATED OFFICIAL**

The designated official in HS for interaction with the VPP Field Steering Committee will be the Director, Office of Worker Safety and Health Assistance, or a full-time Federal staff member appointed by that Director.

**TERM OF THE CHARTER**

This Charter of the VPP 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 Director, HS. Accordingly, the VPP Field Steering Committee will remain active and its function(s) endorsed unless it is determined by the Director 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 Director 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 Worker Safety and Health Assistance.

**APPROVAL AND AUTHORIZATION**



Patricia R. Worthington, PhD  
Director  
Office of Health and Safety  
Office of Health, Safety and Security

1/05/07  
Date