

SAFETY SYSTEM OVERSIGHT ANNUAL AWARD PROGRAM

OBJECTIVE

The Safety System Oversight (SSO) Annual Award is a special award designed to recognize superior or exemplary service by an employee who has performed SSO functions. This special award program has been established in accordance with the requirements of Department of Energy (DOE) Order 331.1C, *Employee Performance Management and Recognition Program*.

SAFETY SYSTEM OVERSIGHT ANNUAL AWARD

The SSO Annual Award recipient is determined by a panel representing the Chief Health, Safety and Security Officer and managers from the National Nuclear Security Administration (NNSA), the Office of Environmental Management (EM), the Office of Science (SC), and the Office of Nuclear Energy (NE). The SSO Program Manager in the Office of Nuclear Safety Policy and Assistance within the Office of Health, Safety and Security will serve as the executive agent for the panel. This award is based on excellent achievements or contributions made during the calendar year that clearly exceed the normal expectations of SSO personnel; therefore, an employee's retirement, transfer, or long period of service do not constitute sufficient basis for this award.

1. Eligibility

All employees who have performed Department of Energy and National Nuclear Security Administration SSO functions are eligible to receive the SSO Annual Award.

2. Criteria/ Basis for Award

The nominee has made unique or notable contributions which clearly distinguish job performance and achievements as a SSO practitioner from those of other qualified employees. For example:

- a. Outstanding achievement in direction, leadership, or skill in devising or implementing an element of a SSO Program (i.e., reviews, surveillances, report writing).
- b. Outstanding knowledge and use of codes, standards, DOE directives, laws and regulations relating to safety system design, construction, maintenance, operation, and testing or certification.
- c. Unique and/or notably creative service which is marked by exceptional success in meeting responsibilities as an SSO practitioner.
- d. Exceptional ability to develop and monitor performance measures, examine records and documents, observe and evaluate operator and maintenance actions, and determine safety system functionality and readiness.

- e. Exceptional skill in preparing analytical, persuasive, and concise technical reports and documents.
- f. Exceptional skill in oral communications in presenting technical findings, dealing persuasively with technical personnel and administrators, and negotiating with contractors and appropriate regulatory agencies on plans, criteria, and implementing strategies.
- g. Exceptional performance in situational analysis, innovation, and creative problem resolution.

3. Submission of Nominations

- a. Field Element SSO management should submit nominations directly to the Headquarters SSO Program Manager in the Office of Nuclear Safety Policy and Assistance, who will coordinate the panel and the selection of the award winner.
- b. One nominee may be submitted from each Service Center, or Operations, Field, Site, or Area office supporting a single Headquarters Program Office. Operations, Field, Site, or Area offices supporting more than one Headquarters Program Office may submit one nominee from each Program.
- c. Nominations should be prepared under a heading: Nomination for the SSO Annual Award. The following information should be included:
 - (1) Nominee's name, position title, date of qualification, brief description of duties, and organizational location;
 - (2) Justification for nomination, including date(s) of the achievement or contribution and how the employee's critical elements in his/her performance plan have been exceeded or the achievement or contribution is in addition to the requirements in his/her performance plan (justifications should not exceed two pages).
- d. Nominating organizations should be prepared to provide photographs of nominees in electronic format, suitable for at least 5X7 printing, within a few weeks after submitting nominations.

4. Description and Presentation of Award

- a. The SSO Award consists of a citation or scroll signed by the approving officials, a plaque with the recipient's name, and a monetary award funded by the recipient's field element. The final award amount should be determined in accordance with the Department's Monetary Awards Scale, which is accessible on the DOE Human Capital Website at: <http://humancapital.doe.gov/>.
- b. The SSO Annual Award will be presented at the Safety System Oversight/Facility Representative Annual Workshop or other appropriate forum as determined by the Headquarters SSO Program Manager.