

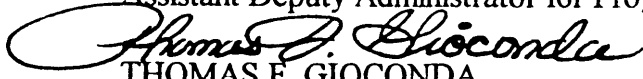


Department of Energy
National Nuclear Security Administration

Washington, DC 20585

May 7, 2001

MEMORANDUM FOR: Manager, Albuquerque Operations Office
Manager, **Oakland** Operations Office
Manager, NNSA Savannah River Area Office
Manager, NNSA Y-12 Area Office
Manager, Nevada Operations Office
Principal Assistant Deputy Administrator for Operations, DP-3
Assistant Deputy Administrator for Research, Development and
Simulation, DP-10
Assistant Deputy Administrator for Military Application and Stockpile
Operations, DP-20
Assistant Deputy Administrator for Program Support, DP-40

FROM: 
THOMAS F. GIOCONDA
Brigadier General, USAF
Acting Deputy Administrator
for Defense Programs

SUBJECT: Interactions with the Defense Nuclear Facilities Safety Board (DNFSB)

Reference my memorandum dated March 5, 2001 on the same subject.

The purpose of this memorandum is to direct all Defense Programs (DP) employees to be sensitive to the potential impact of their dealings with the DNFSB and its staff. I am committed to open but disciplined communications with them; however, the first step is to determine the DP position.

This memorandum supersedes my memorandum of March 5, 2001, and is intended to provide clarification on National Nuclear Security Administration (NNSA) Defense Programs interactions with the (DNFSB).

The DNFSB enabling legislation from the Congress requires that DOE cooperate fully with the Board. Nothing in this memorandum should be construed as contrary to Congress' intent. However, there is a need for DP to have a corporate viewpoint on major issues. Only by our full internal communication and vetting of issues can we "cooperate fully" with the Board by providing them information that is both timely and correct.



Recently, there have been a few instances where members of the federal staff have exceeded their authority with unforeseen results. They have committed Defense Programs to actions that were not agreed to by the line managers, or, have “de facto” established policy. I have no intent to stifle any valid open communication with the Board or its staff. However, in order for me to be effective here at HQ, I need to know what the Board is interested in and what you are telling them.

The addendum to this memorandum provides examples and directions for several of our interactions with the Board. As with all lists of examples, it is not all **inclusive** and cannot replace good judgement. Nonetheless, I ask that you **carry** out the provisions of the addendum so that we may better communicate.

Addendum

Examples of Board Interactions

Members at your site have periodic meetings with the DNFSB site representative.

The meetings should continue. Any new issues or issues of importance raised by the site representative should be communicated to the appropriate HQ action officer, Division Director or Assistant Deputy Administrator, as appropriate.

The Board or Board staff conduct a visit to the site.

A copy of the agenda for the visit should be sent to the appropriate Division Director. An "after action report" should be sent after the visit. Depending on the importance of the issues, length of visit, etc, the report can be e-mailed, faxed, telephoned or by letter.

Your site has been tasked to provide a brief to the Board on a selected subject.

The brief and major talking points should be discussed with the appropriate Assistant Deputy Administrator, or his representative before hand.

Your site is tasked to answer a letter from the Board or provide deliverables to the Board to satisfy a commitment to the Board.

The letter and/or associated deliverables should be discussed with the appropriate HQ action officer, Division Director or Assistant Deputy Administrator as appropriate.

Correspondence that requires action is received at Headquarters from the Board.

The Office of the Chief Operating Officer, DP-3, will convene a meeting of appropriate personnel within two days of receipt in order to determine the appropriate path forward to answer the correspondence in a timely manner. Appropriate field and Headquarters personnel needed to address the issue should participate in the meeting. An action officer will be assigned to execute the agreed upon path forward.

You see a need to initiate discussion with the Board on a new topic or idea or your topic may result in the initiation of policy.

This type of discussion should be vetted at Headquarters, unless you are speaking purely as an individual outside of DP channels. Do not initiate this type of communication without concurrence if you are representing a Defense Programs position.

As many of the issues we discuss with the Board are cross-cutting and can affect more than one division or site, I ask that all correspondence, e-mails, etc. be copied to Emil D. Morrow, our Senior Technical Advisor for Safety and Operations.