

**U.S. DEPARTMENT OF ENERGY  
NATIONAL NUCLEAR SECURITY ADMINISTRATION**



**PANTEX SITE OFFICE**

**PROCEDURE NUMBER: 103.4.0**

**REVISION: 3**

**TITLE: Functions, Responsibilities and Authorities Manual (FRAM)**

**APPROVED:** *Daniel Gleason* **DATE:** 2/18/04  
**Manager**

## TABLE OF CONTENTS

PURPOSE	1
SCOPE	1
FUNCTIONS, RESPONSIBILITIES and AUTHORITIES	2
Manager	2
Office of the Manager	5
Deputy Manager	8
General Attorney	8
Senior Scientific and Technical Advisor	9
Assistant Managers	9
Assistant Manager for Nuclear Engineering	13
Assistant Manager for Oversight & Assessment	18
Assistant Manager for Operations	24
Assistant Manager for Safeguards & Security	32
Assistant Manager for Environmental & Site Engineering Programs	33
Assistant Manager for Contract Administration & Business Management	39
REQUIREMENTS	43
Delegation of Authority	43
Changes to the PXS0 FRAM	43
RECORDS	44
Attachment 1, References	45
Attachment 2, Definitions	55
Attachment 3, Acronyms	62

## REVISION LOG

Revision Number	Affected Page(s)	Date	Reason for Revision
1	2,3,15	December 20, 1999	Changes are made to this procedure to reflect delegations of authority.
2	3,15,17,21, 25,30,33,38,4 5,46,47,48,50 55,59,60,61, 63,64,66,67,69	May 24, 2000	To address Opportunities for Improvement identified during the 2000 Integrated Safety Management Verification.
3	All	January 31, 2004	Update to reflect changes to DOE Manual 411.1-1C, DOE Notice 411.1, the NNSA FRAM, and changes to the PXSO organization.

## COMMITMENT/REQUIREMENT LOG

Commitment/ Requirement Number	Procedure Section	Source of Commitment/Requirement
1	All	DOE Policy 411.1, "Safety Management Functions, Responsibilities, and Authorities Policy," January 28, 1997.
2		DOE Manual 411.1-1B, "Safety Management Functions, Responsibilities, and Authorities Manual," May 22, 2001.
3	5	<p>DOE Manual 411.1-1C, "Safety Management Functions, Responsibilities, and Authorities Manual," December 31, 2003.</p> <p>DOE Notice 411.1, "Safety Software Quality Assurance Functions, Responsibilities, and Authorities for Nuclear Facilities and Activities," August 27, 2003.</p> <p>NNSA "Safety Management Functions, Responsibilities, and Authorities Policy (NNSA FRAM)," October 15, 2003.</p>

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 1 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

1. PURPOSE

The purpose of this document is to clearly define Pantex Site Office functions, responsibilities and authorities. The Pantex Site Office (PXSO) Manager is responsible for administering the Management and Operating (M&O) contract for the Pantex Plant and ensuring day-to-day operations are conducted in a safe, secure and environmentally sound manner. This document describes how the PXSO implements integrated safety management and quality assurance elements into a safety management approach to managing mission work, including the work associated with maintaining a safe, secure, and reliable nuclear weapons stockpile.

Within the Department of Energy/National Nuclear Security Administration (DOE/NNSA) and the PXSO, the safety management functions, responsibilities and authorities are founded upon the principles and functions of integrated safety management to accomplish NNSA mission requirements. This document addresses the two guiding principles of safety management: 1) line managers are responsible for the protection of employees, the public, and the environment; and 2) DOE/NNSA and its contractors must clearly define and maintain the lines of responsibility for ensuring protection of the environment, safety and health at all organizational levels.

This document also incorporates all pertinent DOE and NNSA functions, responsibilities and authorities (FRAs). It describes the PXSO organization and its line management, other office FRAs, and clearly identifies any authority that has been transferred to or from other organizations.

2. SCOPE

This document applies to all PXSO personnel responsible for the overall direction, program support, and oversight of work at Pantex.

3. REFERENCES

References are listed in Attachment 1.

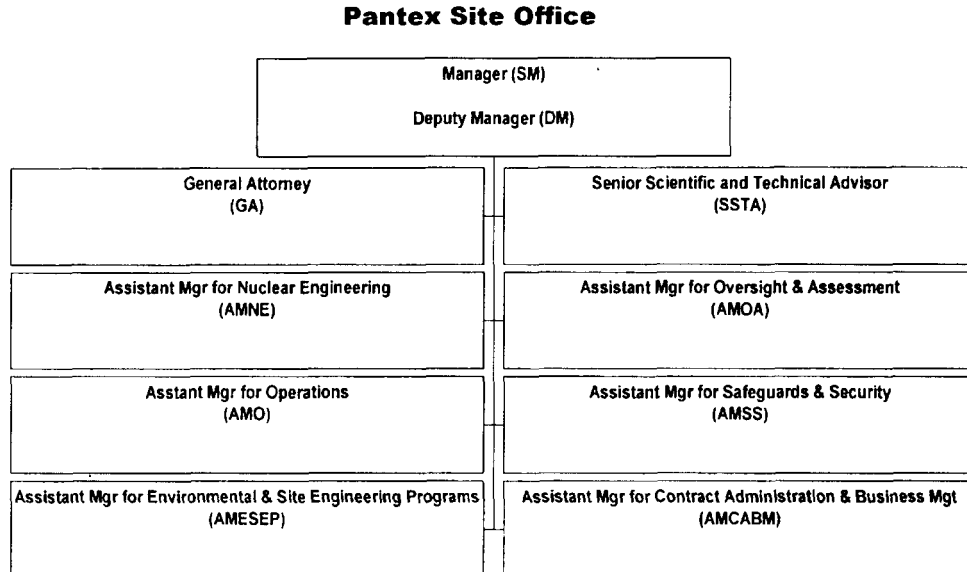
4. DEFINITIONS and ACRONYMS

Definitions are listed in Attachment 2 and Acronyms in Attachment 3.

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 2 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

5. **FUNCTIONS, RESPONSIBILITIES AND AUTHORITIES**

The Pantex Site Office (PXSO) Manager directs and manages a staff of senior management personnel comprised of the Deputy Manager, General Attorney, Senior Scientific and Technical Advisor, and six Assistant Managers.



a. **Manager.**

The National Nuclear Security Administration (NNSA) Headquarters' line interface with the Pantex Site Office is the Site Office Manager (hereafter referred to as the Manager). This interface takes place for program and Environmental, Safety & Health matters through the appropriate Deputy Administrator and, for all matters as deemed necessary or required, with the Office of the Administrator and specifically the Principal Deputy Administrator and the Chief Operating Officer. [NNSA FRAM 3.0]

- (1) The Manager (SM) is responsible for administering assigned prime and related subcontract operations for the contractor's fulfillment of mission requirements pertaining to weapons assembly and disassembly operations

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 3 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

and nuclear material disposition and staging operations, and the overall appraisal of contractor performance within this structure. This is included (but is not limited to) integrating safety into all activities, assuring compliance with environmental protection policies, acceptance and establishment of quality standards, performance to schedule, compliance with financial plans, budget and cost control, economy of management for procurement, maintenance and physical economy and other support functions.

- (2) The SM is responsible for directing a staff to include all activities of the Pantex Site Office in primary functional categories such as budget and cost control, personnel, procurement procedures, security, safety and fire protection, quality assurance, engineering design, and public relations unique to the community of Amarillo, Texas.
- (3) The SM provides program management and leadership for the implementation of Integrated Safety management requirements on all nuclear weapon and nuclear material activities for both the facilities and operations to include risk management, conduct of operations, systems engineering, configuration management, and conduct of maintenance.
- (4) The SM provides program management for assigned weapon activities; participates in quality evaluations, safety evaluations, and nuclear explosive safety studies; conducts quality surveys to ensure assembled weapons meet Design Agency specifications; and monitors contractor assembly and disassembly operations to ensure adherence to approved procedures.
- (5) The SM has the authority for day-to-day execution of the safety management program at the Pantex Plant. [NNSA FRAM V.G]
  - (a) Approve the safety envelope, within which all work done at Pantex must be performed. (Implement Controls) [NNSA FRAM 3.0]
  - (b) Exercise shut down authority when there is a clear and present danger, or when necessary in accordance with DOE Order 425.1B, AL 425.1B and PXS0 Procedure 115.1.0. (Perform Work) [NNSA FRAM 3.0]

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 4 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

- (c) Exercise restart authority for Category 2 & 3 Defense Program (DP) nuclear and High Hazard non-nuclear facilities, startup authority for new Hazard Category 3 DP nuclear and High Hazard non-nuclear facilities (including accelerators), and start/restart authority for EM field activities. [Memo on "Clarification of Roles and Responsibilities in Critical Function Areas," Linton Brooks, January 2, 2003]
- (d) Act as Emergency Manager at the Pantex Plant during an emergency. This includes authority to: [DOE Order 151.1A and Memo on "Clarification of Roles and Responsibilities in Critical Function Areas," Linton Brooks, January 2, 2003]
  - 1) Coordinate with local, state and federal emergency response agencies
  - 2) Establish Emergency Response organization, including designation of Emergency Manager
  - 3) Approve and submit Emergency Plans/Hazard Assessments
  - 4) Approve and submit Emergency Planning Zones
  - 5) Approve and submit Emergency Readiness Assurance Plans and pre-designate the DOE On-Scene Coordinator
- (6) As Contracting Officer: [NNSA FRAM 3.8]
  - (a) Negotiate with each contractor, in consultation with the Deputy Administrator (NA-10 only), the set of Directives or provisions of Directives, if any, to be included in the contract. (Define Scope of Work)
  - (b) Approve and issue contracts that meet contract regulations and provide clear expectations and performance measures to contractors regarding work to be performed for the mission including safety requirements. (Define Scope of Work/Perform Work)
  - (c) Determine annually that contractor safety management systems and systems requirements are current, valid, and appropriately reflected in the implementation procedures. (Perform Work/Feedback and Improvement)



<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 5 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

- (d) Determine the need for team review of the M&O Contractor's safety management system and revisions thereto. (Perform Work)
- (e) Approve safety management systems and revisions thereto (48 CFR 970). (Perform Work)
- (f) Incorporate approved Standards into contract requirements. (Implement Controls)
- (g) Prepare budget execution documents in accordance with the NNSA Planning, Programming, Budgeting and Evaluation (PPBE) process to allocate resources to contractors. (Perform Work)
- (h) Determine appropriate protocol based on work and hazard; append approved authorization agreement to or modify the affected contract to contain its provisions; and establish requirements to ensure that authorization agreements are maintained up-to-date. (Identify and Implement Controls/Perform Work)
- (i) Ensure that a documented Price Anderson Amendment Act (PAAA) coordination process exists in accordance with NNSA policies and procedures, including a process for tracing and verification of closure of contractor corrective actions. (Perform Work)

b. Office of the Manager.

The Office of the Manager is comprised of the Deputy Manager, Senior Scientific and Technical Advisor, and General Attorney. Functions, Responsibilities and Authorities (FRAs) common to most of the Office of the Manager are:

- (1) Provide full cooperation with the Defense Nuclear Facilities Safety Board (DNFSB), including ready access to NNSA facilities, personnel, and information; provide responses to DNFSB recommendations and requests per DOE Manual 140.1-1B, "Interface with the Defense Nuclear Facilities Safety Board." (Define Scope of Work) [NNSA Functions, Responsibilities and Authorities Manual (FRAM) 3.0]

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 6 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

(2) Assist in the development/review of guidance documents that promulgate expectations for Pantex activities and performance (including Rules, NNSA and DOE Policies, Orders, Notices, Manuals, Guides, and Technical Standards). (Define Scope of Work) [NNSA FRAM 3.8]

(3) Prepare the PXSO FRAM, submit for approval by the Deputy Administrator – Defense Programs (NA-10), and implement functions, responsibilities and authorities documents for PXSO that delineate how the applicable responsibilities and authorities in the NNSA FRAM are performed. Ensure that the FRAs for operation and maintenance of all Pantex facilities are clearly defined, appropriately assigned, and executed. Revise FRA documents within 90 days of the issuance of revisions of the NNSA FRAM and following PXSO organizational changes (Deputy Administrator approval is only needed for significant PXSO FRAM changes). (Define Scope of Work) [NNSA FRAM 3.8]

Ensure PXSO activities are aligned with the NNSA organization structure and Service Level Agreements. [Operational Plan]

(4) Review and support development of expected performance objectives and related Deputy Administrator goals and priorities. (Define Scope of Work) [NNSA FRAM 3.8]

(5) Ensure that hazard surveys and hazards assessments for emergency planning purposes are adequately performed and documented in accordance with the requirements of DOE Order 151.1A, *Comprehensive Emergency Management System*. Approve and forward approved hazards surveys and hazards assessments to the Deputy Administrators and Director of Emergency Operations, as appropriate. (Analyze Hazards) [NNSA FRAM 3.8]

(6) Approve the Technical Safety Requirements and other hazards controls for Hazard Category 2 and 3 nuclear facilities and ensure sufficient funding for implementation. (Implement Controls) [NNSA FRAM 3.8]

(7) Review and provide recommendations to the Deputy Administrator on requests for exemptions to 10 CFR Parts 830 and 835. If necessary, pursue exemptions from DOE requirements, local, state, or other federal agencies. Coordinate with the contractor and Deputy Administrator.

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 7 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

(Implement Controls) [NNSA FRAM 3.8]

- (8) Determine the appropriate level of readiness necessary for the startup on non-nuclear facilities; ensure that it has been attained; and exercise all startup authority. (Confirm Readiness) [NNSA FRAM 3.8]
- (9) Exercise startup authority for nuclear facilities in accordance with the requirements contained in DOE Order 425.1B for all cases except those designated for the Secretary of Energy/NNSA Administrator. Headquarters retains startup authority for new Category 2 nuclear facilities. (Confirm Readiness) [NNSA FRAM 3.8]
- (10) Ensure that duly authorized independent oversight personnel have unfettered access to information and facilities, consistent with safety and security requirements. (Perform Work) [NNSA FRAM 3.8]
- (11) If delegated, approve Corrective Action Plans (CAPs) within 60 calendar days [for Office of Independent Oversight and Performance Assurance (OA) evaluations, approve CAPs within 30 calendar days] of the issuance of the formal independent oversight assessment report. If OA provides comments on an approved CAP, determine whether the CAP needs to be revised to address those comments, and revise the CAP appropriately. (Feedback and Improvement) [NNSA FRAM 3.8]
- (12) Appraise performance of the contractor against formally established ES&H and emergency management performance measures and other ES&H and emergency management performance indicators, and take appropriate action. The adequacy of the contractor self-assessment process, and assessments of safety system operability and programs that support system operability should be specifically appraised. (Feedback and Improvement) [NNSA FRAM 3.8]

Conduct Independent evaluations of emergency drills and exercises, and ensure timely and appropriate corrective actions are developed and implemented for issues resulting from the drills and exercises. (Feedback and Improvement) [PXSO Operational Plan]

- (13) Participate in Change Control Boards. (Define Scope of Work) [DOE Policy 450.4]

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 8 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

Deputy Manager.

The Deputy Manager (DM) assists the Manager in managing the Pantex Site Office. The DM has the authority to act for the Manager when the Manager is not present or has delegated his or her responsibilities to the DM.

The Deputy Manager (DM) has the following specific FRAs, in addition to the applicable duties listed under the Office of the Manager.

- (1) Represent the Site Office:
  - (a) DOE/NNSA/PXSO and M&O Contractor meetings
  - (b) Department Standards Committee
  - (c) Work Authorization Directive and Work Authorization Control Change Control Board (Chair)
- (2) Facilitate Emergency Management planning, training and exercises. [DOE Order 151.1B]
- (3) Develop the PXSO Operational Plan and associated performance indicators. (Feedback and Improvement)
- (4) Supervise and provide oversight of the following programs:
  - (a) Public Affairs
  - (b) Community Outreach
  - (c) Employee Concerns, including Whistle Blower reports. [DOE Order 442.1A and 48 CFR]
- (5) Serve as a PXSO Contracting Officer in administration of the M&O Contract.
- (6) Facilitate administration of business and financial functions.

General Attorney.

The General Attorney reports to the Manager on programmatic, administrative, and functional matters and the NNSA General Counsel on matters of law and

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 9 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

legal policy. The Attorney provides legal advice and assistance to the Manager and Staff, and is responsible for and represents DOE/NNSA in all matters of law and legal policy related to the functions of the PXSO.

- (1) Review and concur on Environmental Assessments (“Findings Of No Significant Interest”) and Environmental Impact Statements. (Analyze Hazards/Feedback and Improvement) [DOE Order 450.1A, 451.1A]
- (2) Provide contract oversight and legal direction to the M&O Contractor legal personnel. (Define Scope of Work/Feedback and Improvement) [DOE Order 430.1B]

Senior Scientific and Technical Advisor.

Responsible for technical and scientific assistance, readiness assessments, and serves as the primary Defense Nuclear Facilities Safety Board (DNFSB) contact at PXSO.

The Senior Scientific and Technical Advisor (SSTA) has the following specific FRAs, in addition to the applicable duties listed under the Office of the Manager.

- (1) Serves as the Senior Principal Contact and Primary Action Person for matters relating to the DNFSB and other high-level advisory organizations regarding Pantex Plant. The SSTA manages, tracks, and integrates DNFSB issue resolution for PXSO. (Perform Work) [DOE Manual 140.1-1B]
- (2) Manage the PXSO Readiness Review program for PXSO. (Perform Work) [DOE Order 420.2A, 425.1C, AL 425.1B]

c. Assistant Managers.

The following FRAs are common, in general, to the Assistant Managers (AM):

- (1) Participate in preparation and review of the proposed budget and subsequent budget allocation, and provide input on the adequacy to support missions and safety initiatives; landlord activities; implement corrective actions and safety improvements. (Provide Direction) [NNSA FRAM 3.8]

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 10 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

- (2) Provide oversight to ensure that contractor employees maintaining and operating Pantex facilities are trained to perform their duties safely and efficiently per DOE/NNSA requirements. (Provide Direction) [NNSA FRAM 3.8]

AMs will administer and implement the functions of the Line Oversight Plan that falls under their purview. [Operational Plan]

- (3) Continuously improve the efficiency and quality of operations; ensure that corrective actions are planned, prioritized, and pursued to completion and adequately correct the root causes of the conditions that prompted them; ensure that information from various feedback sources is evaluated in an integrated manner and implement and participate in DOE/NNSA lessons learned programs to improve internal organizational lessons learned processes, and enhance NNSA/DOE-wide sharing of lessons learned. Integrate sharing of lessons learned with contractor programs to maximize lessons learned exchange. (Provide Direction) [NNSA FRAM 3.0]

Provide Feedback and Continuous Improvement: [DEAR 970.5204-2, 10 CFR 830.120, DOE Order 414.1A and DOE Policy 450.4]

- (a) Review, evaluate, and report on contractor performance.
  - (b) Prepare and recommend Performance Evaluation Report/ Performance Evaluation Plan (PER/PEP) input to the Contracting Officer for responsible facilities, activities and/or programs.
  - (c) Review the technical adequacy and translation into line work processes of changes.
  - (d) Perform self-assessments.
- (4) Develop work plans (including scope, schedule and funding allocations) for each fiscal year. These plans should reflect mission assignments to the field and by facilities, projects, and programs. (Define Scope of Work) [NNSA FRAM 3.8]

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 11 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

For the Programming, Planning, Budget and Evaluation (PPBE) process:  
 [Directed Stockpile Work Implementation Plan FY2004-FY2005, Rev 1.1,  
 dated December, 2003]

- (a) Monitor the M&O Contractor Fiscal Year preplanning activities.
  - (b) Review and concur with allocation of Plant-wide resources through fiscal out years.
  - (c) Address concerns/provide comments on preliminary plans/budget.
  - (d) Review and concur with Priority Decrement List presented by M&O Contractor.
  - (e) Review and concur with M&O Contractor final budget submission to PXSO prior to submittal to HQ, includes concurring with Requirements Over Target.
- (5) Prepare, award and administer contracts that establish clear expectations and performance measures with requirements for annual updates. Monitor contractor performance to assess whether performance expectations have been met. (Define Scope of Work) [NNSA FRAM 3.8]
  - (6) Perform management assessments of contractors to evaluate their success in doing work safely. (Feedback and Improvement) [NNSA FRAM 3.8]
  - (7) Recommend Stop Work in the event the M&O Contractor fails to provide a resolution of a non-compliance with applicable ES&H requirements and the safety management system, or if, at any time, the Contractor's acts or failure to act causes substantial harm or an imminent danger to the environment or health and safety of employees or the public. (Feedback and Improvement) [U.S. DOE Contract No. DE-AC04-00AL66620]
  - (8) Review and comment on proposed regulations, orders, directives and standards. Provide comments to HQ, as requested. Incorporate new regulations, orders and directives into contracts as necessary. (Develop and Implement Controls) [DOE Order 251.1A, DOE Manual 251.1-1A, DOE Policy 251.1, Public Law 104-113, OMB A-119]

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 12 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

- (9) Provide input for corrective action plans.
- (10) Support development of the Contractor Performance Assessment Plan (CPAP). (Feedback and Improvement) [DOE Order 225.1A, DOE Order 460.1B, DOE Order 5480.19, DOE Policy 450.5, 10 CFR 830.203 & DOE Guide 424.1-1]
- (11) Develop contractual performance measures and criteria, evaluate contractors' performance, and provide input on the M&O Contractor's performance for Award Fee purposes. (Feedback and Improvement) [DOE Order 430.1B]
- (12) Participate in development of the Operational Plan. (Feedback and Improvement) [DOE Order 231.1A]
- (13) Oversee contractors' performance indicator programs. (Feedback and Improvement) [DOE Order 452.2B]
- (14) Provide Work Authorization input for responsible facilities, activities and/or programs. (Develop and Implement Controls) [DOE]
- (15) Participate on committees and change control boards, as assigned. (Define Scope of Work/Feedback and Improvement) [DOE Policy 450.4]
- (16) Change Control Process: [U.S. DOE Contract No. DE-AC04-00AL66620]
  - (a) Receive Change Control Requests (CCRs) submitted by M&O Contractor.
  - (b) Review CCRs to collect and evaluate facts.
  - (c) Coordinate with appropriate NNSA HQ.
  - (d) Resolve any M&O Contractor Work Authorization delivery issues by coordinating with appropriate NNSA HQ, other Site Offices and/or appropriate CORs.
  - (e) Recommend approval/disapproval to CO for M&O Contractor requested changes.



<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 13 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

(17) Track, coordinate and close assigned issues associated with DNFSB recommendations. [42 U.S.C. p 2286a(a)(5), Atomic Energy Act of 1954, as amended.]

d. Assistant Manager for Nuclear Engineering.

The Assistant Manager for Nuclear Engineering (AMNE) acts as the Contracting Officer's Representative in all matters relating to authorization basis, nuclear explosives and criticality safety, and system, fire protection and weapon mechanical/electrical engineering. In addition to the applicable duties listed under the Assistant Managers, directs and performs supervisory, oversight, and contract administration activities.

(1) Authorization Basis:

- (a) Provide Authorization Basis (AB) guidance and technical interpretations for consistent PXSO implementation. (Provide Direction) [10 CFR 830]
- (b) Review and approve annual updates to the site AB. (Provide Direction) [10 CFR 830]
- (c) Ensure that the hazard analyses for Hazard Category 1, 2 and 3 nuclear facilities meet the requirements of 10 CFR 830. (Analyze Hazards) [NNSA FRAM 3.8]
- (d) Ensure that the analysis provided by the contractor properly covers the hazards associated with the work, is consistent with its safety management system, and provides sufficient information for the selection of safety standards and controls. (Analyze Hazards) [NNSA FRAM 3.8]
- (e) Identify any other facilities for which hazard controls must be identified and documentation prepared (e.g., accelerators and major systems). (Identify Controls) [NNSA FRAM 3.8]
- (f) Approve the nuclear safety design criteria selected for the preliminary Documented Safety Analyses (DSAs) for Hazard

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 14 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

Category 1, 2 and 3 nuclear facilities if they are not consistent with DOE Order 420.1, *Facility Safety*, as required by 10 CFR 830. (Analyze Hazards) [NNSA FRAM 3.8]

Provide support to AMESEP on new facility construction.

- (g) Approve final nuclear facility/activity hazard categorization level based on input from NNSA line managers and contractors regarding the type and amounts of hazards, and the requirements of 10 CFR 830. (Analyze Hazards) [NNSA FRAM 3.8]
- (h) Direct the contractor to propose site- or facility-specific standards tailored to the work and the hazards, and provide this documentation to the Deputy Administrator for information. (Identify Controls) [NNSA FRAM 3.8]
- (i) Direct the contractor to prepare documentation for controls for the prevention and mitigation of hazards (including Technical Safety Requirements for Hazard Category 1, 2 and 3 nuclear facilities and Important to Safety controls). Review the adequacy of the controls and their documentation. (Implement Controls) [NNSA FRAM 3.8]

Accomplish AB document reviews in accordance with 10 CFR 830 and SS-21 requirements and schedules. [Operational Plan]

- (j) Direct the contractor to prepare, and review and approve, the following: Radiological Protection Plans, Unreviewed Safety Question (USQ) procedures, preliminary DSAs and DSAs for Hazard Category 2 and 3 nuclear facilities, including the nuclear safety design criteria, where required by 10 CFR 830 and 835. (Implement Controls) [NNSA FRAM 3.8]
- (k) Obtain EH review and Deputy Administrator approval if the provisions of 10 CFR 830 for DSA methodologies are not used. (Implement Controls) [NNSA FRAM 3.8]
- (l) For Hazard Category 2 and below nuclear facilities and accelerators, approve the safety basis and prepare a safety

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 15 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

evaluation report. (Implement Controls) [NNSA FRAM 3.8]

Develop SER per DOE-STD-1104-96 (recommend approval for newly developed AB).

- (m) Provide line management oversight and ensure the implementation of hazards mitigation programs and controls. Monitor the proper implementation of controls, including contractor processes for USQs and configuration management and compliance with the Technical Safety Requirements. (Implement Controls) [NNSA FRAM 3.8]

- 1) Review and approve the M&O Contractor's USQ program [10CFR830]
- 2) Review and concur on Positive USQ Determinations (USQD) for Nuclear Explosive and Nuclear Material Facilities (Analyze Hazards) [10CFR830]
- 3) Monitor/assess USQ identification, review, and the decision-making process (Feedback and Improvement) [10CFR830]

(2) Nuclear Explosives Safety:

- (a) Conduct assessments of the contractor's Nuclear Explosive Safety (NES) program. (Feedback and Improvement) [DOE Order 452.1B]
- (b) Evaluate the contractor's self-assessment reports for on-going weapon operations that may reveal NES program issues, and capture those reports that may reveal key weaknesses in the contractor's NES program. (Feedback and Improvement) [DOE Order 452.1B]
- (c) Provide oversight and processing of nuclear explosive safety non-trivial NES change control per the D & P Manual Chapter 11.7. (Implement Controls/Feedback and Improvement) [10 CFR 830 Subpart B, DOE Order 452.2B, AL 452.2B, D & P Manual Chapter 11.7]

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 16 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

- (d) Participate on Nuclear Explosive Safety Study Group (NESSG), Joint NES Review Teams, NES Tester Evaluations (NESTES) and Operational Safety reviews. (Analyze Hazards/Feedback and Improvement) [DOE Order 452.2B and AL 452.2B]
  - (e) Validate pre- and post-start closure actions for NES Study (NESS) findings. (Feedback and Improvement) [DOE Order 452.2B]
  - (f) Monitor Occurrence Reports for nuclear explosive safety issues. (Perform Work) [DOE Order 231.1A and DOE Order 452.2B, AL 452.2B]
  - (g) Approve Master Equipment List equipment and procedures. (Perform Work) [DOE Order 452.2B, AL 452.2B]
  - (h) Conduct safety reviews of Personnel Assurance Program/Human Reliability Program certification issues. (Analyze Hazards) [10 CFR 711]
- (3) Nuclear Criticality Safety: [DOE Order 420.1A]
- (a) Oversee the M&O Contractor's criticality safety program. (Define Scope of Work)
  - (b) Verify implementation of the M&O Contractor's Nuclear Criticality Safety Assessment Report. (Feedback and Improvement)
- (4) System Engineering:
- (a) Provide oversight of the M&O Contractor's System Engineering Program. (Implement Controls/Feedback and Improvement) [DOE Order 420.1A]
  - (b) Approve the M&O Contractor's Technical Safety Requirement (TSR) Implementation Plan for new (excluding Cat 2 Nuclear Explosive) or existing facilities and subsequent plan changes. (Identify/Implement Controls) [DOE Guide 423.1-1]

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 17 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

- (c) Conduct line oversight of safety management systems to ensure effective implementation and maintenance. (Define Scope of Work) [NNSA FRAM 3.8]
  - 1) Provide core expertise for Systems, Structures and Components operation, maintenance and design (e.g., Systems Engineering).
  - 2) Provide support for identification of pertinent general design criteria for the design of new safety systems or modifications to existing safety systems, including Natural Phenomena Hazards mitigation. (Implement Controls/Perform Work) [DOE Order 420.1A]
- (d) Evaluate Safety System and associated component functionality and reliability. (Perform Work) [DOE Order 420.1A]
  - 1) Review application of systems and components to prevent or mitigate the hazards that may be present in nuclear facilities or from equipment or components that may come in contact with nuclear explosives or nuclear material.
  - 2) Evaluate system deficiencies and operational problems for operability considerations. Recommend course of action for correcting.
- (e) Provide core expertise and oversight of the M&O Contractor's Fire Protection activities. (Define Scope of Work/Feedback and Improvement) [DOE Order 420.1A and 440.1A]
  - 1) Plan, coordinate, and direct assessments of the Fire Protection Program implementation and maintenance. (Feedback and Improvement)
  - 2) Coordinate, develop and implement reviews of Safety Documentation for new and existing facilities dealing with Fire Protection Safety. (Feedback and Improvement)
- (5) Readiness Review input:

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 18 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

- (a) Develop readiness review Plan of Action for applicable facilities/activities/programs. (Perform Work) [DOE Order 425.1C, STD 3006-2000]
- (b) Provide readiness review closure verification of pre/post start findings for applicable facilities/activities/programs. (Perform Work) [DOE Order 425.1C]
- (c) Review and concur on start or restart of existing facilities/activities/programs. (Perform Work) [DOE Order 420.2A, DOE Order 425.1C, AL 425.1B]

e. Assistant Manager for Oversight and Assessment.

The Assistant Manager for Oversight and Assessment (AMOA) acts as the Contracting Officer's Representative in all matters relating to the facility representative program, occupational safety and health, Price Anderson Accountability Act, conduct of operations, assessment program, operations quality assurance, safety software quality assurance, and weapons and operations quality. In addition to the applicable duties listed under the Assistant Managers, directs and performs supervisory, oversight, and contract administration activities.

- (1) Review and provide input to the Federal Technical Capability Program (FTCP) with guidance developed by the Principal and Deputy Administrators to ensure the NNSA Federal technical employees responsible for oversight at Pantex are trained to perform their duties safely and efficiently. [Note: This responsibility is shared with HQ and the Albuquerque Service Center.] (Provide Direction) [NNSA FRAM 3.0 & 3.8]

Serve as the FTCP Agent for PXSO. (Define Scope of Work/Perform Work) [DOE Policy 426.1 and DOE Manual 426.1-1A]

- (2) Assess PXSO to identify areas in which continuous improvement in the safety of NNSA operations can be realized. Assign responsibility within PXSO for establishing criteria for such assessments and for conducting them. (Provide Direction) [NNSA FRAM 3.0]

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 19 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

Assist in the development of implementing requirements for rules and follow protocol for Price Anderson Act Amendment. (Develop and Implement Controls) [10 CFR 820, STD-1082-94, STD-1083-95]

Coordinate the development and oversee the implementation of the PXSO Self-Assessment program. (Provide Direction) [10 CFR 830.120 and DOE Policy 450.5]

- (3) Examine the findings of both internal and external assessments conducted by competent authority of PXSO to identify root causes, trends, and necessary corrective actions within the responsibility of PXSO. [Note: This responsibility is shared with HQ and the NNSA Service Center.] (Provide Direction) [NNSA FRAM 3.0]
- (4) Authorize Integrated Safety Management System (ISMS) verifications to ensure ISMS is implemented and maintained at Pantex facilities. (Define Scope of Work) [NNSA FRAM 3.8]

Integrated Safety Management System implementation:

- (a) Provide or review ISMS guidance for contractors. (Define Scope of Work) [DOE Policy 450.4]
- (b) Review and comment on Site ISMS Description and Implementation plans. (Define Scope of Work) [DOE Policy 450.4]

Approve annual updates to ISM System Descriptions. [Define Scope of Work] [Memo on "Clarification of Roles and Responsibilities in Critical Function Areas," Linton Brooks, January 2, 2003]

- (c) Comment on ISMS Review Scoping Plan and participate on team as required (Phase 1 and 2). (Develop and Implement Controls) [DOE Policy 450.4]
- (d) Comment on ISMS Review Plan (Phase 1 and 2) and conduct review. (Feedback and Improvement) [DOE Policy 450.4]
- (e) Manage PXSO ISM Verification Program. (Feedback and

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 20 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

Improvement) [DOE Policy 450.4]

- (f) Recommend approval of ISM Program review results (Phase 1 and 2) and ISMS Description, as applicable. (Feedback and Improvement) [DOE Policy 450.4]
- (g) Oversee the Standards and Requirements Identification Document (S/RID) program. (Perform Work)
- (h) Coordinate incorporation of ES&H directives into contracts, verify their implementation, and notify the Office of Primary Interest of the new directives. (Develop and Implement Controls) [DOE Policy 251.1 and DOE Policy 450.2A, DOE Order 251.1A, DOE Manual 251.1-1A]
- (i) Review the ISM process and develop Criteria and Review Approach Documents (CRADs). (Develop and Implement Controls) [10 CFR 820, STD-1083-95]
- (j) Review and concur on exemptions from 10 CFR Parts 835. (Develop and Implement Controls) [10 CFR 820 and 835]
- (k) Review and concur on the Radiation Protection program (RPP) for the 10 CFR 835 rule. (Develop and Implement Controls) [10 CFR 835, DOE Policy 441.1, DOE Guide 441.1-1A]
- (5) Coordinate the development and oversee the implementation of the PXSO Line Oversight Plan. [Operational Plan]
- (6) Ensure that the M&O Contractor describes, documents, implements, and maintains its safety management systems. (Define Scope of Work) [NNSA FRAM 3.8]
- (7) Ensure that all Hazard Category 3 nuclear facilities have an up-to-date Authorization Agreement. (Implement Controls) [NNSA FRAM 3.8]
- (8) Implement a Federal Employee Occupational Safety and Health (FEOSH) program for NNSA PXSO employees. (Confirm Readiness) [NNSA FRAM 3.8; also see NAP-6]



<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 21 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

- (a) Ensure OSH Worker Protection by implementing a PXSO Stop Work procedure. (Perform Work) [DOE Order 440.1A]
- (b) Provide engineering support for resolution of division, facility, and operational ES&H issues. (Perform Work)
- (c) Provide core expertise for:
  - 1) ES&H Management Systems (e.g., Performance Assessment, Performance Measures, Conduct of Operations, Readiness Reviews, and Facility Representative Program) (Perform Work)
  - 2) Occupational Safety (Perform Work) [DOE Order 440.1A]
  - 3) Occupational Medicine (Perform Work) [DOE Order 440.1A, DOE Guide 440.1-4]
  - 4) Industrial Hygiene (Perform Work) [DOE Order 440.1A]
  - 5) Chemical Safety (Perform Work) [29 CFR 1910]
  - 6) Firearms Safety (Perform Work) [DOE Order 440.1A]
  - 7) Process Safety Management (Perform Work) [29 CFR 1910]
- (d) Review and approve ES&H requirements to be included in the contracts. (Identify Controls) [NNSA FRAM 3.8]
 

Perform ES&H reporting per DOE Order 231.1A. (Feedback and Improvement) [DOE Order 231.1 A]

Assist in performance of ES&H Management Systems appraisal and approval of report. (Feedback and Improvement) [DOE Policy 450.5]
- (e) Oversee implementation of contractors' Lessons Learned program. (Define Scope of Work) [DOE Order 225.1A, 231.1A, 460.1B, STD 7501-99, HDBK 7502-95]
- (f) Approve the Voluntary Protection Program (VPP). (Review and Implement Controls)
- (g) Ensure implementation of Corrective Action Plans (CAP) and

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 22 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

assign a cognizant line manager to review CAPs for assurance that issues raised in formal independent assessment reports are addressed. (Feedback and Improvement) [NNSA FRAM 3.8]

Ensure the status of corrective actions in the DOE Corrective Action Tracking System (CATS) is updated. Coordinate with the contractor and Headquarters elements as necessary, in order to ensure all completed corrective actions have been verified by persons with sufficient independence from those who performed the work described in the CAP. (Feedback and Improvement) [NNSA FRAM 3.8]

- (h) Conduct all activities associated with Type B Accident Investigations. (Feedback and Improvement) [DOE Order 225.1A and Memo on "Clarification of Roles and Responsibilities in Critical Function Areas," Linton Brooks, January 2, 2003]

Review and concur on Corrective Action Plans from Type A and B accident investigations. (Feedback and Improvement) [DOE Order 225.1A, DOE Policy 450.6]

Develop and approve Accident Investigation Reports. (Feedback and Improvement) [DOE Order 225.1A]

- (9) Perform line management oversight of contractors' worker, public, environment, and facility protection programs and maintain day-to-day operational oversight of contractor activities at applicable facilities through Facility Representatives. (Perform Work) [NNSA FRAM 3.8]

Manage the DOE/NNSA Facility Representative (FR) program, including Conduct of Operations. [DOE Order 360.1B & DOE Manual 360.1-1B, DOE Order 5480.19, DOE-STD-1063-2000, DOE-EM-STD-5505-96]

- (10) Responsible for ISO 9000 program and compliance.
- (11) Review and approve contractors' Quality Assurance Programs (QAPs), and ensure QAPs for nuclear facilities meet the requirements of 10 CFR 830, and are integrated with the contractors' safety management program. Ensure that contractors implement QAPs. (Perform Work) [NNSA FRAM

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 23 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

3.8]

- (a) Approve the M&O Contractor QAPs and Implementation Plans. (Define Scope of Work) [DOE Order 414.1A, 10 CFR 830.120]
  - (b) Evaluate the M&O Contractor's Operations Quality Assurance program and compliance. (Perform Work) [10 CFR 830.120, DOE Order 414.1A]
  - (c) Evaluate the M&O Contractor's Software Quality Assurance (SQA) program and compliance. (Perform Work) [DOE Notice 411.1, D & P Manual, QC-1]
  - (d) Evaluate the M&O Contractor's Suspect and Counterfeit Parts program and compliance. (Define Scope of Work) [DOE Order 440.1A]
- (12) Develop and implement site QAPs or integrate and implement QA elements through PXSO FRAM and FRA documents. Submit integrated PXSO site FRAM/QAP to the Deputy Administrator for review and concurrence. Submit PXSO QAPs to the Deputy Administrator for approval. (Perform Work) [NNSA FRAM 3.8]
- (a) Develop and approve the PXSO operations Quality Assurance Program and ensure compliance. (Define Scope of Work) [DOE Order 414.1A, 10 CFR 830.120]
  - (b) Manage a quality information system to measure and report Quality Assessment. (Feedback and Improvement) [DOE Order 414.1A Chg. 1]
- (13) Administer the Occurrence Reporting and Processing System (ORPS) program and require contractors to report occurrences on ORPS. Review and approve reports, including proposed corrective actions and lessons learned. Review ORPS reports from other similar sites to detect potential improvements and means of averting occurrences. (Feedback and Improvement) [NNSA FRAM 3.8] [DOE Order 231.1A & DOE Manual 231.1-2]

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 24 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

- (14) As a part of overall issue management, review the findings of assessments to evaluate their safety significance and ensure that appropriate priorities and resources are assigned to corrective actions. (Feedback and Improvement) [NNSA FRAM 3.8]
- (15) Monitor contractor reporting of potential nuclear safety violations and non-compliances with nuclear safety Rules to the Office of Enforcement and Investigation for review under the provisions of 10 CFR Part 820. Provide information and support investigations. Participate in enforcement conferences with the Office of Enforcement and Investigation. (Feedback and Improvement) [NNSA FRAM 3.8]
- (16) Monitor and assess contractors' Lessons Learned program. The program should include analysis and trending of events. Participate in the DOE-wide sharing of lessons learned. (Feedback and Improvement) [NNSA FRAM 3.8]
- (17) Readiness Review input:
  - (a) Develop readiness review Plan of Action for applicable facilities/activities/programs. (Perform Work) [DOE Order 425.1C, STD 3006-2000]
  - (b) Provide readiness review closure verification of pre/post start findings for applicable facilities/activities/programs. (Perform Work) [DOE Order 425.1C]
  - (c) Review and concur on start or restart of existing facilities/activities/programs. (Perform Work) [DOE Order 420.2A, 425.1C, AL 425.1B]

f. Assistant Manager for Operations

The Assistant Manager for Operations (AMO) acts as the Contracting Officer's Representative in all matters relating to: Directed Stockpile Work (Stockpile Maintenance, Stockpile Evaluation, Dismantlement/Disposal, Legacy Material Disposition, and Production Support); Campaigns (Enhanced Surveillance Campaign, Advanced Design and Production Technologies Campaign, and High Explosives Manufacturing, Weapons Assembly/Disassembly (HEMWAD)

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 25 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

Campaign and Plant Directed Research and Development (PDRD); Nuclear Material Operations; Explosives Operations; Staging and Storage; Container; Nonproliferation and Treaty Verification; Packaging and Transportation Operations; Startup/Restart of Operations - Integrated Weapons Activity Plan (IWAP); Authorization Basis Management; Defense Nuclear Facilities Safety Board, (DNFSB) Recommendations; Weapons-related Reimbursable and Integrated Contractor Orders (ICOs); Data Collection, Feedback, and Continuous Improvement; Sandia National Laboratories Weapons Evaluation Test Laboratory at Pantex Plant Oversight; and National Laboratories (Tri-Lab) Project Office activities at Pantex Plant Oversight.

In order to evaluate the Pantex Plant Management and Operating (M&O) Contractor, AMO participates in and oversees onsite program/project planning to assure that the NNSA program requirements are integrated into the Pantex Plant operations and budgets to be proactive in identifying issues, concerns, and impacts for early resolution. For the above functions, the AMO is the Site Office line management that integrates safety, quality, and security into the work planning, programming, budgeting, execution and evaluation. The AMO office identifies and implements a data collection and feedback process to evaluate the adequacy of controls, and define opportunities for improving the definition and planning of work.

Serve as the Chair of the Pantex Operations Security (OPSEC) Committee (DOE Order 471.2A Ch. 2), and is a member/co-chair of the Standing Management Team.

In addition to the applicable duties listed under the Assistant Managers, directs and performs supervisory, oversight, and contract administration activities.

- (1) Directed Stockpile Work: [Production & Planning Directive 2004, DOE Order 452.1B & 452.2B, AL 452.1B, 452.2B, & 56XB Rev. 1]
  - (a) Participate as Project Team members to ensure compliance with site contractual and legal requirements, and to identify administrative and technical issues with scope, cost, and schedule.
  - (b) Review and monitor M&O Contractor weapon program project plans in accordance with the Work Authorizations (WAs).

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 26 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

- (c) Validate M&O Contractor's preliminary Fiscal Year Integrated Program Plans/budgets against the Future Years Nuclear Security Program, and review weapons program costs and NNSA Level I and II Milestones for all weapon systems.
- (d) Review, communicate, and recommend resolutions of administrative and technical issues in meeting directive schedule requirements in accordance with WAs.
- (e) Provide M&O Contractor direction for the surveillance selections from NNSA HQ (e.g., Retrofit Evaluation System Test, Canned Subassemblies, and Pits).
- (f) Provide on site line management technical direction to M&O Contractor concerning QC-1 issues.
- (g) Coordinate with NNSA HQ concerning Directive Stockpile Work issues including programmatic disposition of components and/or tooling.
- (h) Ensure equipment, tooling, procedures, processes and facilities are available to support directive schedule work.
- (i) Identify for resolution with NNSA HQ, any National Laboratories or M&O Contractor issues regarding directive schedule work.
- (j) Coordinate M&O Contractor issues with on- and off-site Contracting Officer's Representatives (COR), including other site offices, to timely identify impacts and/or issues.
- (k) Assess actions necessary for resolution of Unsatisfactory Reports (URs) and provide direction to the M&O Contractor. Track and trend URs, and check contractor compliance with corrective actions.
- (l) Review, identify, communicate, and assist in the resolution of administrative and technical issues regarding the completion of Integrated Weapons Activity Plan projects.

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 27 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

- (m) Identify, communicate, and recommend new startup and restart projects (e.g., nuclear, nuclear explosive, explosive operations) required to fulfill national security mission requirements.
  - (n) Perform onsite line management function responsibilities for the nuclear weapon surety program to include Permissive Action Link/Code Activated Processor (PAL/CAP), use control program and information access.
  - (o) Identify, coordinate and obtain resolution for onsite programmatic issues with appropriate NNSA HQ, related to the nuclear weapon surety program.
- (2) Legacy Material: [DOE Order 5660.1B, Atomic Energy Act of 1954 as amended, AL 56XB, Development & Production Manual]
- (a) Review, coordinate, and track Pantex Plant Integrated Legacy Program Plan to include Legacy Nuclear Material, Legacy Non-Nuclear Material, and Legacy Weapon Partial Builds.
  - (b) Ensure that the Pantex Site plan is consistent with the NNSA HQ Combined Plan for Defense Programs Material Stewardship Program (Non-enduring stockpile special nuclear material items, non-enduring stockpile energetic components and material, non-enduring stockpile non-nuclear, non-energetic weapon components, Tooling, process equipment, and Nuclear Explosive Like Assemblies).
- (3) Campaigns (i.e., Advanced Design and Production Technologies, Enhanced Surveillance Campaign, Plant Directed Research, Development, and Demonstration program, and High Explosive Manufacturing and Weapon Assembly/Disassembly): [P&PD 2004]
- (a) Review, coordinate, and obtain approval of all M&O Contractor Campaign submittals.
  - (b) Track, evaluate, and report issues/progress.

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 28 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

- (c) Coordinate and review processes for implementing new technologies into site operations to modernize plant processes.
  - (d) Validate and concur with M&O Fiscal Year Selective Acquisition Report budget for Life Extension Programs.
- (4) Nuclear Material Operations: [DOE Order 130.1 & 135.1, 10 CFR 830.121, 10 CFR 830.122, 10 CFR 830.202]
- (a) Ensure facilities, equipment, tooling, procedures, and processes are in place to support operations.
  - (b) Review, obtain approval, and monitor of projects (i.e., Breached Pit Contingency Plan, Weigh and Leak Check upgrade project, pit cleaning, staging project, pit re-packaging project, pit characterization project).
  - (c) Participate on Thermal Working Group to coordinate resolution of Pantex Site issues.
  - (d) Coordinate and transfer new technologies.
  - (e) Support movements of SNM on- and off-site.
- (5) Explosive Operations: [DOE Manual 440.1-1, DOE Order 440.1A, 29 CFR 1910, P&PD 2004]
- (a) Participate as a member of the DOE Explosives Safety Committee.
  - (b) Perform as the Department of Transportation Interim Hazard Classifier.
  - (c) Coordinate transfer of new technologies.
  - (d) Review and validate directive schedule requirements.
  - (e) Monitor and evaluate M&O Contractor progress in fulfilling explosive operations in support of Directive Stockpile Work.



<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 29 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

- (f) Coordinate and resolve explosive operations issues with NNSA HQ, National Laboratories, M&O Contractor and CORs.
- (6) Staging & Storage:
  - (a) Coordinate with Labs, DOD, and NNSA to assure capability will support current requirements.
  - (b) Monitor and review initiatives to increase capability.
  - (c) Ensure facilities are monitored to maintain thermal limit requirements.
  - (d) Perform oversight activities to assure operations are performed to established requirements.
  - (e) Track and trend issues to assure optimum performance.
- (7) Container:
  - (a) Reviews, identifies and resolves Onsite/Offsite Container Issues.
  - (b) Initiates the Development/Process Realization Team and has membership representation of teams.
  - (c) Directs and monitors surveillances.
  - (d) Performs evaluations on programs.
  - (e) Initiates site actions on the Thermal Working Group and has membership representation on the group.
  - (f) Identifies issues and coordinates resolution on NNSA Complex container issues.
- (8) Non-Proliferation and Treaty Non-Proliferation and Treaty Verification: [Weapon and Weapon Related Treaties, e.g., Non-Proliferation, START I, START II, Start III, Strategic Offensive Reduction, SNM disposition]

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 30 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

- (a) Review, coordinate and obtain approval of M&O Contractor's proposed funding profile plans and tasks.
  - (b) Review, coordinate and provide Federal Site Office assessment of potential impacts of non-proliferation and treaty verification initiatives.
  - (c) Participate in meetings on treaty related issues.
  - (d) Act as the Point of Contact for PXSO.
  - (e) Coordinate travel authorization of M&O Contractor.
- (9) Packaging & Transportation: [40 & 49 CFR as applicable, 10 CFR 71, 29 CFR 1910.1096, 10 CFR 835, DOE Order 452.1B, 452.2B, 460.1B, 460.2, & 461.1, AL 452.2B]
- (a) Review planning/program documents for adherence to requirements (Container development through Product Realization Team (PRT) process, Safety Analysis Report for Packaging Review, Container Certification Tracking).
  - (b) Identify container needs and coordinate with multiple site offices to ensure availability and receipt of weapon related containers.
  - (c) Coordinate shipment and packaging activities (HQ, Site Offices, and other Federal Agencies).
  - (d) Validate transportation controls for both on- and off-site operations.
  - (e) Develop, coordinate, and obtain approval of OST/PXSO Memorandum of Understanding (MOU).
- (10) Startup/Restart of Operations: [DOE Order 425.1C & 452.1B, DOE-STD-3006-2000, 29 CFR 1910, NNSA FRAM]

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 31 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

- (a) Develop and issue the NNSA Plans of Action (POA) for applicable operations including necessary facilities required for the mission work.
  - (b) Review and obtain approval for Startup Notification Reports and the M&O Contractor's POA for adequacy.
  - (c) Coordinate independent reviews (Safety Basis, Readiness, and Nuclear Explosive Safety Reviews).
  - (d) Review, validate and obtain closure of pre-start findings and approve post start implementation plans.
  - (e) Review and validate closure for any pre-start, and post start conditions of approval from a NNSA Safety Evaluation Report.
  - (f) Obtain approval of changes to the Master Authorization Agreement.
- (11) Authorization Basis (AB) Program Management: [10 CFR 830, Subpart B]
- (a) Review, coordinate, and obtain approval of AB Project Plans to meet national security mission requirements.
  - (b) Identify, communicate, and resolve priority and scheduling issues regarding weapons response information required to complete safety upgrades for nuclear and nuclear explosive operations within the Nuclear Weapons Complex.
  - (c) Review, communicate, and resolve scheduling and cost issues regarding line management priorities on approval of AB change proposals.
  - (d) Identify, communicate, and resolve scheduling and cost issues on implementation of administrative and engineering controls.
- (12) Weapons Related Reimbursables & Integrated Contractor Orders: [AL 56XB]

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 32 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

- (a) Manage all weapon reimbursable work to include the United Kingdom reimbursable work.
- (b) Determine impact to mission on all reimbursable weapon, weapon-related, and non-weapon-related work to ensure non-interference with weapon mission.

(13) Weapons Evaluation Test Laboratory:

- (a) Resolve conflicts between the M&O Contractor and Sandia National Laboratory, in support of mission requirements.
- (b) Review, coordinate, and obtain approval of the Memorandum of Agreement.
- (c) Ensures M&O Contractor provides weapons materials on schedule.

(14) Tri-Lab Project Office:

- (a) Resolve conflicts between the M&O Contractor and the national laboratories, in support of mission requirements.
- (b) Review, coordinate, and obtain approval of the Memorandum of Agreement.

g. Assistant Manager for Safeguards and Security.

The Assistant Manager for Safeguards and Security (AMSS) acts as the Contracting Officer's Representative in all matters relating to safeguards and security, integrated safeguards and security management, and the personnel assurance program. In addition to the applicable duties listed under the Assistant Managers, directs and performs supervisory, oversight, and contract administration activities.

- (1) Implement NNSA "Updated Job Task Inventory, Roles, Responsibilities and Authorities."
- (2) Safeguards and Security Program:

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 33 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

- (a) Implement for PXSO and oversee the M&O Contractor's Safeguards and Security Program Management process. (Define Scope of Work/Perform Work) [DOE Order 470.1 Chg. 1]
- (b) Oversee the M&O Contractor's Protection program implementation. (Develop and Implement Controls/Perform Work) [DOE Order 473.1]
- (c) Oversee the M&O Contractor's Information Security program implementation. (Perform Work) [DOE Order 471.2A]
- (d) Oversee the M&O Contractor's Nuclear Materials Control and Accountability program. (Perform Work) [DOE Order 474.1A]
- (e) Oversee the M&O Contractor's Personnel Security program. (Perform Work) [DOE Manual 472.1C and 10 CFR 711]
- (f) Oversee the M&O Contractor's Integrated Safeguards and Security Management program. (Perform Work) [DOE Order 470.1]

h. Assistant Manager for Environmental and Site Engineering Programs

The Assistant Manager for Environmental and Site Engineering Programs (AMESEP) acts as the Contracting Officer's Representative in all matters relating to environmental restoration and management projects, component disposition, new construction and facility upgrade projects, Work for Others (reimbursables), and waste management. In addition to the applicable duties listed under the Assistant Managers, directs and performs supervisory, oversight and contract administration activities.

- (1) Environmental Regulation and Protection Monitoring:
  - (a) Establish and maintain a National Environmental Policy Act (NEPA) compliance program. Develop and approve annual NEPA Planning Summary. Submit requests for variance from NEPA regulations or O 451.1B. (Define Scope of Work) [DOE Order 231.1A, 451.1B Chg. 1, and 10 CFR 1021]

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 34 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

- (b) Implement policy and guidance for Environmental Assessments in the Quality Assurance Plan. (Define Scope of Work) [DOE Order 451.1B Chg. 1 and 10 CFR 1021]
  - (c) Approve Environmental Assessments, "Finding of No Significant Interest." (Analyze Hazards) [DOE Order 451.1 and 10 CFR 1021]
  - (d) Develop external Environmental Regulation guidance and develop and transmit site-specific environmental regulatory documents/submittals. (Define Scope of Work/Develop and Implement Controls) (DOE Order 5400.5)
  - (e) Review and approve annual Environmental Surveillance Report, Monitoring Plans, Groundwater Protection, and Management Plans. (Define Scope of Work) [DOE Order 231.1A, 5400.1 (specific paragraphs cancelled by DOE Order 231.1 and changes thru DOE Order 231.1A)]
  - (f) Coordinate and review Environmental Impact Statements. (Analyze Hazards) [DOE Order 451.1B Chg. 1 and 10 CFR 1021]
  - (g) Ensure compliance with: (Perform Work)
    - 1) Federal Facilities Compliance Act. [DOE Order 450.1]
    - 2) Environmental Protection Monitoring. [DOE Order 450.1]
    - 3) Environmental Permits. [DOE Order 450.1; 30 TAC 106, 116, & 122; 10 CFR 260-265; and TWC Ch. 26]
    - 4) Cultural Resources and Wetland Management programs. [DOE Order 450.1 and 10 CFR 1021 & 1022]
    - 5) Natural Resource Damage Assessment process. [DOE Order 451.1, 10 CFR 1021]
    - 6) Public Drinking Water requirements. [30 TAC 290]
    - 7) Natural Resources requirements. [4 TAC 7, 22 TAC 591-599, 25 TAC 65, 25 TAC 169, 31 TAC 13, 30 TAC 20, and 31 TAC 52]
    - 8) Air Program requirements. [40 CFR 60-61 and 30 TAC 101, 106, 111, 112, 113, 114, 116, 117, 118, & 122.]
- (2) Environmental Restoration and Waste Management programs:

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 35 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

- (a) Provide program direction to the M&O Contractor with regard to Sanitary, Hazardous, Radioactive, and Mixed Waste operations, storage, treatment and disposal. (Define Scope of Work) [DOE Order 435.1 and 450.1]
- (b) Assure that production sites are in compliance with the Comprehensive Environmental Resource Compensation and Liability (CERCLA) and Resource Conservation and Recovery (RCRA) Acts' requirements regarding waste generation, handling, packaging and storage. (Feedback and Improvement) [40 CFR 260-265]
- (c) Track Environmental Restoration program performance improvements. (Feedback and Improvement)
- (d) Review and concur on interim field-level exemptions to DOE Order 450.1 while permanent exemptions are being processed. (Define Scope of Work) [DOE Order 450.1]
- (e) Ensure compliance with: (Perform Work)
  - 1) Nevada Operations Office Authorization for Waste Shipments. [Nevada Test Site Waste Acceptance Criteria (WAC), DOE Order 435.1 Chg. 1]
  - 2) Waste Minimization program. [30 TAC 335, DOE Order 450.1]
  - 3) Pollution Prevention program. [30 TAC 335, DOE Order 450.1]
  - 4) Volume Reduction of Waste and Reduction of Low-Level, Non-Nuclear Hazardous Materials in Waste. [DOE Order 450.1]
  - 5) Waste Treatment Technologies program. [DOE Order 450.1]
- (3) Monitor the Agreement in Principal Grant with the State of Texas. (Define Scope of Work) [Grant No. DE-FG-90AL65780]
- (4) Monitor the Interagency Agreement with the Corps of Engineers for

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 36 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

Design and/or Construction Activities. (Define Scope of Work) [IA-DEGM04-84AL23521]

- (5) Oversee and ensure compliance with Configuration Management policy for physical plant arrangement and documentation control to ensure operation within the approved Safety Envelope. Plant Maintenance, Utilities, and Energy Conservation programs:
- (6) Project Management for Pantex Plant; monitor costs and schedules for major systems acquisitions, major projects, and other assigned programs:
  - (a) Assure that new or modified facilities are constructed or back fitted to meet appropriate safety and environmental requirements. (Define Scope of Work) [DOE Order 420.1A]
  - (b) Develop, implement, administer, evaluate, and enforce Project Management Policy and Guidelines. (Define Scope of Work) [DOE Order 430.1B and 413.3]
  - (c) Ensure the responsibilities and requirements of DOE Order 430.1B, Life Cycle Asset Management (LCAM) are properly planned, budgeted, managed, and executed. (Perform Work) [DOE Order 430.1B]
  - (d) Manage project planning, execution, design, construction, and NEPA for new, reconfigured, and modified facilities. (Feedback and Improvement) [DOE Order 420.1A and 413.3]
  - (e) Approve startup/restart of General Purpose, Explosives, Waste, and Hazardous Waste facilities. (Perform Work) [DOE Order 425.1C and 413.3]
  - (f) Oversee Authorization Basis records, status and issues for applicable facilities. (Perform Work) [O 413.3]
- (7) Pantex Plant Capital Assets Management Program:
  - (a) Monitor Capital & Expense projects and perform Energy Systems Acquisition Advisory Board activities. (Define Scope of Work)



<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 37 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

[DOE Order 430.1B]

- (b) Ensure compliance with: (Perform Work)
  - 1) Site Development plans. (Define Scope of Work) [DOE Order 430.1B and 420.1A]
  - 2) Life Cycle Asset Management (LCAM) principles. (Perform Work) [DOE Order 430.1B]
  - 3) Surplus Facility assessment. [DOE Order 430.1B]
- (c) Evaluate and enforce site planning for Future Use facilities. (Perform Work) [DOE Order 430.1B]
- (d) Provide periodic reports on Construction Projects. (Perform Work) [DOE Order 413.3]
- (e) Concur in and submit Construction Project Data Sheets. (Perform Work) [DOE Order 413.3]
- (f) Support independent assessments of projects. (Perform Work) [DOE Order 413.3]
- (g) Issue project authorizations, allowing the execution of work. (Perform Work) [DOE Order 413.3]
- (h) Manage the Baseline Change Control Process for changes at Level 2 or below. (Perform Work) [DOE Order 413.3]
- (8) Provide Engineering Support for various activities:
  - (a) Resolution of division, facility, and operational ES&H issues. (Perform Work) [DOE Order 413.3]
  - (b) Environmental Management. (Perform Work) [DOE Order 450.1]
  - (c) ES&H Management Systems (e.g., maintenance, ES&H reporting, readiness reviews, configuration management, and EIS). (Perform Work) [DOE Order 413.3, 430.1, 433.1]

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 38 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

- (d) Provide safety certification for readiness review of Low Hazard Non-Nuclear Hazardous Facilities and operations. (Perform Work) [DOE Order 425.1C]
- (9) Assure Project Authorizations for Operating/Expense Funded projects. (Perform Work) [DOE Order 413.1]
- (10) Readiness Review input:
  - (a) Develop readiness review Plan of Action for applicable facilities/activities/programs. (Perform Work) [DOE Order 425.1C, STD 3006-2000]
  - (b) Provide readiness review closure verification of pre/post start findings for applicable facilities/activities/programs. (Perform Work) [DOE Order 425.1C]
  - (c) Review and concur on start or restart of existing facilities/activities/programs. (Perform Work) [DOE Order 420.2A, 425.1C, AL 425.1B]
- (11) Pantex Plant Work for Others (Reimbursables) Program:
  - (a) Review and concur/non-concur with proposed Work for Others and other reimbursable projects involving Pantex personnel onsite or at offsite locations. (Perform Work) [DOE Order 481.1B and associated Notices, Manuals, and Guides]
  - (b) Monitor progress of Work for Others and reimbursable projects, and ensure DOE's and the sponsor's requirements are met. (Perform Work) [DOE Order 481.1B and associated Notices, Manuals, and Guides]
  - (c) Ensure Pantex Plant Technology Partnering Projects and CRADA projects are conducted in compliance with DOE requirements. [DOE Orders 482.1 and 483.1 and DOE Manual 483.1]
- (12) Component Disposition: [Atomic Energy Act of 1954, as amended, 40 CFR 266 Subpart M, AL 56XB, "Development and Production Manual,

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 39 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

and 30 TAC 335 Subchapter H]

- (a) Review and concur with Legacy Material Disposition Program Plan in the area of non-nuclear components, to include tooling, equipment, trainers, handling gear, etc. (Perform Work)
- (b) Evaluate non-nuclear component disposition with respect to scope, schedule, and cost. (Perform Work)
- (c) Work with Oak Ridge Operations Office on component disposition performed under one of its contracts. (Perform Work)

(13) Cultural Resources: [36 CFR 800 & 16 USC 470H-2F]

- (a) Ensure cultural resources program is in compliance with applicable regulations. (Perform Work)
- (b) Review and concur with cultural resources documents. (Perform Work)
- (c) Ensure consultation occurs when required between the Pantex Site Office, the State Historic Preservation Office(r) and the President's Advisory Council on Historical Preservation. (Perform Work)

i. Assistant Manager for Contract Administration and Business Management

The Assistant Manager for Contract Administration and Business Management (AMCABM) acts as the Contracting Officer's Representative in all matters relating to Human Capital Management, Procurement and Contracting, Personal and Real Property Management, Finance and Accounting Systems and Information Technology. In addition to the applicable duties listed under the Assistant Managers, directs and performs supervisory, oversight, and contract administration activities.

(1) Human Capital Management:

- (a) Provide support for organizational analysis and position management to include FTE management and staffing allocations. [DOE Order 320.1, 322.1A, 325.1, 331.1B Chg. 1]

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 40 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

- (b) Responsible for work force analysis and reporting staff functions for PXSO. [DOE Order 3750.1 Chg. 6]
  - (c) Responsible for employee relations and employee benefits processing for PXSO. [DOE Order 3771.1 Chg. 3]
  - (d) Support the Federal Diversity and EEO programs, and the Human Capital systems (e.g., CHRIS). [DOE Order 311.1B]
  - (e) Support the Federal Technical Capability Panel and program. [DOE Manual 426.1-1A]
  - (f) Manage the Federal Employee training program at PXSO: [DOE Order 360.1B and DOE Manual 360.1-1B]
  - (g) Support the Technical Qualification Program (TQP) and participate in or oversee periodic TQP assessments. [DOE Order 360.1B, 5480.20A, 361.1 Chg. 2 and 414.1A Chg. 1, DOE Manual 360.1-1B]
  - (h) Manage the Contractor Training Oversight Program (CTOP). [DOE Order 5480.20A]
  - (i) Make Davis Bacon/Service Contract Act (SCA) determinations.
  - (j) Support the Critical Skills Initiative (Foster Panel Review).
- (2) Procurement and Contracting:
- (a) Support NNSA Strategic Planning (Procurement and Acquisition).
  - (b) Responsible for M&O Contracting Officer duties including issuing and modifying contracts. (Define Scope of Work) [DOE Order 135.1, DOE Manual 135.1-1]
  - (c) Review and recommend M&O Contracting Officer's Representative appointments to Manager. [DEAR 901.603-72]

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 41 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

- (d) Support Resource Management and Development (NNSA Acquisition Resource Planning) and Small Business Programs (M&O Contract) for PXSO.
  - (e) Implement the Business Clearance Policy at PXSO.
  - (f) Responsible for M&O and Non-M&O Contracting at the Pantex Plant. [DOE Order 135.1, DOE Manual 135.1-1]
  - (g) Provide Contracting Officer review and approval for other federal agencies, the private sector, Cooperative Research and Development Agreements (CRADAs), and intelligence for Work for Others projects. [DOE Order 481.1B]
- (3) Personal and Real Property:
- (a) Approve the M&O Contractor's Personal Property System. [41 CFR 109]
  - (b) Perform oversight of the M&O Contractor's Personal Property System. [41 CFR 109]
  - (e) Support the acquisition, control, and disposition of Real Property. [41 CFR 101, DOE Order 430.2A]
  - (d) Oversee maintenance of the M&O Contractor's utilities infrastructure. [DOE Order 420.2A]
- (4) Finance and Accounting systems:
- (a) Perform audit liaison and OIG/GAO coordination. [DOE Order 2300.1B and 2340.1C]
  - (b) Provide Waste, Fraud and Abuse Program support. [DOE Order 221.1]
  - (c) Oversee M&O indirect costs – Indirect Sizing.
  - (d) Support the Federal Managers Financial Integrity Act process.

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 42 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

[DOE Order 413.1A]

- (e) Support the Financial Management Control program. [DOE Order 413.1A]
  - (f) Support oversight of the M&O Contractor Internal Audit program [U.S. DOE Contract No. DE-AC04-00AL66620]
  - (g) Support PXSO Funds Control Distribution by assisting in developing a local financial plan. [OMB Circular A-11 Part 4 and DOE Order 135.1]
  - (h) Support budget planning and analysis for Future Years Nuclear Security Program (FYNSP) and Financial Information Variance Reporting System (FIVRS). [DOE Order 135.1, DOE Manual 135.1-1]
  - (i) Prepare and submit Unicall budget requests, special purpose schedules and crosscut budgets. [OMB Circular A-11, DOE O 130.1A]
  - (j) Support the review of Budget and Reporting (B&R) Structure and definition and validation of budget estimates. [PPBE]
  - (k) Performs site budget reviews.
  - (l) Perform quarterly program reviews.
  - (m) Accept, process and authorize Work Authorizations for the M&O Contractor activities. [DOE Order 412.1]
- (5) Information Technology:
- (a) Support long-range and strategic budget planning for Information Technology (IT). [Clinger-Cohen Act]
  - (b) Support oversight of the M&O Contractor's IT operations.
  - (c) Support the Integrated Federal Unclassified Cyber Security Initiative – Conduct of Operations. [DOE Order 5480.19 Chg. 2]

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 43 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

- (d) Manage acquisition of PXSO information technology equipment.
- (e) Support the Records Management Enterprise Initiative.
- (f) Manage site and technical information.
- (g) Provide support for archiving.

6. **REQUIREMENTS.**

a. **Delegation of Authority:**

Authorities may be delegated unless the delegation is prohibited by regulation or other obligation. Delegation of authority does not relieve the delegating officer of responsibility for the outcomes of the exercise of that authority.

The following restrictions apply to the delegation of authority:

- (1) Delegations of authority must be in writing and provided to the designee. There must be a clear understanding between the delegating authority and the designee of the specific function delegated and all circumstances under which the authority may be exercised, including any restrictions or prohibitions related to further delegation. A record should be kept of all delegations of authority.
- (2) The delegating authority may rescind the delegation, in writing, at any time.
- (3) Temporary delegations must specify when authority is to be terminated.

b. **Changes to the PXSO FRAM:**

The PXSO FRAM will be maintained and updated as a "living document" to reflect organizational and/or functional changes that affect this document or the NNSA FRAM.

The PXSO FRAM must be revised within 90 days of the issuance of revisions of the NNSA FRAM, and following local organizational changes.

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 44 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

7. RECORDS

Records will be maintained in accordance with DOE/NNSA/PXSO records procedures.



<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 45 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

### **Attachment 1**

#### **REFERENCES**

1. U.S. Department of Energy Contract No. DE-AC04-00AL66620.
2. Atomic Energy Act of 1954, as amended.
3. Title 10, Code of Federal Regulations, Part 71, "Packaging and Transportation of Radioactive Material."
4. Title 10, Code of Federal Regulations, Part 711, "Personnel Assurance Program (PAP)."
5. Title 10, Code of Federal Regulations, Part 820, "Procedural Rules for Nuclear Activities."
6. Title 10, Code of Federal Regulations, Part 830, "Nuclear Safety Management."
7. Title 10, Code of Federal Regulations, Part 835, "Occupational Radiation Protection."
8. Title 10, Code of Federal Regulations, Part 1021, "National Environmental Policy Act Implementing Procedures."
9. Title 10, Code of Federal Regulations, Part 1022, "Compliance with Floodplain/Wetlands Environmental Review Requirements."
10. Title 29, Code of Federal Regulations, Part 1910, "Occupational Safety and Health Standards."
11. Title 40, Code of Federal Regulations, Part 260, "Hazardous Waste Management System - General."
12. Title 40, Code of Federal Regulations, Part 261, "Identification and Listing of Hazardous Waste."
13. Title 40, Code of Federal Regulations, Part 262, "Standards Applicable to Generators of Hazardous Waste."

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 46 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

14. Title 40, Code of Federal Regulations, Part 263, "Standards Applicable to Transporters of Hazardous Waste."
15. Title 40, Code of Federal Regulations, Part 264, "Standards for Owners and Operators of Hazardous Waste Treatment, Storage and Disposal Facilities."
16. Title 40, Code of Federal Regulations, Part 265, "Interim Status Standards for Owners and Operators of Hazardous Waste Treatment, Storage and Disposal Facilities."
17. Title 40, Code of Federal Regulations, Part 266, "Standards for the Management of Specific Hazardous Wastes and Specific Types of Hazardous Waste Management Facilities."
18. Title 41, Code of Federal Regulations, Part 101, "Federal Property Management Regulations."
19. Title 41, Code of Federal Regulations, Part 109, "DOE Property Management Regulations."
20. Title 48, Code of Federal Regulations, Part 970, "DOE Management and Operating Contracts."
21. Title 49, Code of Federal Regulations, "Transportation."
22. DEAR 901.603-72, "Contracting Officer's Representatives."
23. DEAR 970.5204-2, "Integration of Environment, Safety, and Health Into Work Planning and Execution."
24. OMB Circular A-11 Part 4, "Instructions on Budget Execution," July 2003.
25. DOE Order 130.1, "Budget Formulation," September 29, 1995.
26. DOE Order 135.1, "Budget Execution – Funds Distribution and Control," September 30, 1995.
27. DOE Manual 135.1-1, "Budget Execution Manual," September 30, 1995.

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 47 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

28. DOE Policy 142.1, "Unclassified Foreign Visits and Assignments, July 14, 1999.
29. DOE Manual 140.1-1B, "Interface with the Defense Nuclear Facilities Safety Board," March 30, 2001.
30. DOE Order 151.1B, "Comprehensive Emergency Management System," October 29, 2003.
31. DOE Notice 203.1, "Software Quality Assurance," October 2, 2000.
32. DOE Order 221.1, "Reporting Fraud, Waste, and Abuse to the Office of Inspector General," March 22, 2001.
33. DOE Order 225.1A, "Accident Investigations," November 26, 1997.
34. DOE Manual 231.1-2, "Occurrence Reporting and Processing of Operations Information," August 19, 2003.
35. DOE Order 231.1A, "Environment, Safety and Health Reporting," August 19, 2003.
36. DOE Manual 251.1-1A, "Directives System Manual," January 30, 1998.
37. DOE Order 251.1A, "Directives System," January 30, 1998.
38. DOE Order 252.1, "Technical Standards Program," November 19, 1999.
39. DOE Order 311.1B, "Equal Employment Opportunity and Diversity Program," February 12, 2003.
40. DOE Order 320.1, "Acquiring and Positioning Human Resources," September 6, 2002.
41. DOE Order 322.1A, "Pay and Leave Administration and Hours of Duty," May 8, 1998.
42. DOE Order 325.1, "Position Classification," November 4, 1996.

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 48 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

43. DOE Order 331.1B Chg. 1, "Employee Performance Management System," March 14, 2001.
44. DOE Manual 360.1-1B, "Federal Employee Training Manual," October 11, 2001.
45. DOE Order 360.1B, "Federal Employee Training," October 11, 2001.
46. DOE Order 361.1 Chg. 2, "Acquisition Career Development Program," June 13, 2003.
47. DOE Manual 411.1-1C, "Safety Management Functions, Responsibilities, and Authorities Manual," December 31, 2003.
48. DOE Notice 411.1, "Safety Software Quality Assurance Functions, Responsibilities, and Authorities for Nuclear Facilities and Activities," August 27, 2003.
49. DOE Policy 411.1, "Safety Management Functions, Responsibilities, and Authorities Policy," January 28, 1997.
50. DOE Order 412.1, "Work Authorization System," April 20, 1999.
51. DOE Order 413.1A, "Management Control Program," April 18, 2002.
52. DOE Order 414.1A Chg. 1, "Quality Assurance," July 12, 2001.
53. DOE Order 420.1A, "Facility Safety," May 20, 2002.
54. DOE Order 420.2A, "Safety of Accelerator Facilities," January 8, 2001.
55. DOE Guide 421.1-2, "Implementation Guide for Use in Developing Documented Safety Analyses to Meet Subpart B of 10CFR830," October 24, 2001.
56. DOE Guide 423.1-1, "Implementation Guide for Use in Developing Technical Safety Requirements," October 24, 2001.
57. DOE Guide 424.1-1, "Implementation Guide for Use in Addressing Unreviewed Safety Question Requirements," October 24, 2001.

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 49 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

58. DOE Order 425.1C, "Startup and Restart of Nuclear Facilities," March 13, 2003.
59. DOE Manual 426.1-1A, "Federal Technical Capability Manual," September 2, 2003.
60. DOE Policy 426.1, "Federal Technical Capability Policy for Defense Nuclear Facilities," December 10, 1998.
61. DOE Order 430.1B, "Real Property Asset Management," September 24, 2003.
62. DOE Order 430.2A, "Departmental Energy and Utilities Management," April 15, 2002.
63. DOE Order 433.1, "Maintenance Management Program for DOE Nuclear Facilities," June 1, 2001.
64. DOE Order 435.1 Chg. 1, "Radioactive Waste Management," August 28, 2001.
65. DOE Manual 440.1-1, "DOE Explosives Safety Manual," September 30, 1995.
66. DOE Order 440.1A, "Worker Protection Management for DOE Federal and Contractor Employees," March 27, 1998.
67. DOE Guide 441.1-1A, "Management and Administration of Radiation Protection Programs Guide for Use with Title 10, Code of Federal Regulations, Part 835, Occupational Radiation Protection," October 20, 2003.
68. DOE Policy 441.1, "DOE Radiological Health and Safety Policy," April 26, 1996.
69. DOE Order 442.1A, "DOE Employee Concerns Program," June 6, 2001.
70. DOE Order 450.1, "Environmental Protection Program," January 15, 2003.
71. DOE Policy 450.2A, "Identifying, Implementing and Complying with Environment, Safety and Health Requirements," May 15, 1996.
72. DOE Manual 450.3-1, "DOE Closure Process for Necessary and Sufficient Sets of Standards," January 25, 1996.

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 50 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

73. DOE Policy 450.3, "Authorizing Use of the Necessary and Sufficient Process for Standards-Based Environment, Safety and Health Management," Jan. 25, 1996.
74. DOE Policy 450.4, "Safety Management System Policy," October 15, 1996.
75. DOE Policy 450.5, "Line Environment, Safety and Health Oversight," June 26, 1997.
76. DOE Order 451.1B Chg. 1, "National Environmental Policy Act Compliance Program," September 28, 2001.
77. DOE Order 452.1B, "Nuclear Explosive and Weapons Surety Program," August 6, 2001.
78. DOE Order 452.2B, "Safety of Nuclear Explosive Operations," August 7, 2001.
79. DOE Order 452.4A, "Security and Control of Nuclear Explosives and Nuclear Weapons," December 17, 2001.
80. DOE Order 460.1B, "Packaging and Transportation Safety," April 4, 2003.
81. DOE Manual 460.2-1, "Radioactive Material Transportation Practices," September 23, 2002.
82. DOE Order 460.2 Chg. 1, "Departmental Materials Transportation and packaging Management," October 26, 1995.
83. DOE Order 461.1, "Packaging and Transfer or Transportation of Materials of National Security Interest," September 29, 2000.
84. DOE Policy 470.1, "Integrated Safeguards and Security Management (ISSM) Policy," May 8, 2001.
85. DOE Order 470.1 Chg. 1, "Safeguards and Security Program," September 28, 1995.
86. DOE Manual 470.1-1, "Safeguard Security and Awareness Program," October 2, 2002.

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 51 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

87. DOE Order 471.2A, "Information Security Program," March 27, 1997.
88. DOE Order 473.1, "Physical Protection Program," December 23, 2002.
89. DOE Manual 473.1-1, "Physical Protection Program Manual," December 23, 2002.
90. DOE Order 474.1A, "Control and Accountability of Nuclear Materials," November 20, 2000.
91. DOE Manual 474.1-1B, "Manual for Control and Accountability of Nuclear Materials," June 13, 2003.
92. DOE Manual 475.1-1A, "Identifying Classified Information," February 26, 2001.
93. DOE Guide 481.1-1, "Work for Others Guide," September 24, 1997.
94. DOE Order 481.1B, "Work for Others (Non-Department of Energy Funded Work)," September 28, 2001.
95. DOE Manual 481.1-1A, Change 1, "Reimbursable Work for Non-Federal Sponsors Process Manual."
96. DOE Notice 481.1A, "Reimbursable Work for Department of Homeland Security."
97. DOE Order 482.1, "DOE Facilities Technology Partnering Programs."
98. DOE Order 483.1, "DOE Cooperative Research and Development Agreements."
99. DOE Manual 483.1-1, "DOE Cooperative Research and Development Agreements Manual."
100. DOE Order 2300.1B, "Audit Resolution and Followup," June 8, 1992.
101. DOE Order 2340.1C, "Coordination of General Accounting Office Activities," June 8, 1992.
102. DOE Order 3750.1 Chg. 6, "Work Force Discipline," August 21, 1992.

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 52 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

103. DOE Order 3771.1 Chg. 3, "Grievance Policy and Procedures," August 21, 1992.
104. DOE Order 3792.3 Chg. 1, "Drug-Free Federal Workplace Testing Implementation Program," August 21, 1992.
105. DOE Order 5400.5 Chg. 2, "Radiation Protection of the Public and the Environment," January 7, 1993.
106. DOE Order 5480.4, "Environmental Protection, Safety, and Health Protection Standards."
107. DOE Order 5480.19, "Conduct of Operations Requirements for DOE Facilities," October 23, 2001.
108. DOE Order 5480.20A Chg. 1, "Personnel Selection, Qualification and Training Requirements for DOE Nuclear Facilities," July 12, 2001.
109. DOE Order 5660.1B, "Management of Nuclear Materials," May 26, 1994.
110. DOE-STD-1063-2000, "Facility Representatives," March 2000.
111. DOE-STD-1083-95, "Requesting and Granting Exemptions to Nuclear Safety Rules," February 1995.
112. DOE-STD-1104-96 Chg. 1, "Review and Approval of Nuclear Facility Safety Basis Documents," May 2002.
113. DOE-STD-3006-2000, "Planning and Conduct of Operational Readiness Reviews (ORR)," June 2000.
114. DOE-STD-7501-99, "DOE Corporate Lessons Learned Programs," December 1999.
115. NNSA "Safety Management Functions, Responsibilities, and Authorities Policy (NNSA FRAM)," October 15, 2003.
116. NNSA "Updated Job Task Inventory, Roles, Responsibilities and Authorities," February 13, 2003.



<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 53 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

117. AL 425.1B Rev. 1, "Startup and Restart of AL Facilities/Activities," April 13, 2001.
118. AL 452.1B, "Nuclear Explosive and Weapon Surety Program," November 1, 2001.
119. AL 452.2B, "Safety of Nuclear Explosive Operations," March 22, 2002.
120. AL 56XB Rev. 1, "Nuclear Weapon Development and Production," February 1, 1992.
121. D & P Manual. See AL 56XB.
122. QC-1, "DOE/NNSA Quality Management Policy," Issue 10, November 3, 2003.
123. Production and Planning Directive, 2004.
124. Title 4, Texas Administrative Code, Part 7, "Manufacture and Use of Pesticides."
125. Title 22, Texas Administrative Code, Parts 591-599, "Pesticides."
126. Title 25, Texas Administrative Code, Part 65, "Statewide Fur Bearing Animal and Trapping Proclamation."
127. Title 25, Texas Administrative Code, Part 169, "Rabies Control."
128. Title 30, Texas Administrative Code, Part 101, "Air Emissions."
129. Title 30, Texas Administrative Code, Part 106, "Definitions/Permits by Rule."
130. Title 30, Texas Administrative Code, Part 111, "Control of Air Pollution from Visible Emissions and Particulate Matter."
131. Title 30, Texas Administrative Code, Part 112, "Control of Air Pollution from Sulfur Compounds."
132. Title 30, Texas Administrative Code, Part 113, "Control of Air Pollution from Toxic Materials."

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 54 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

133. Title 30, Texas Administrative Code, Part 114, "Control of Air Pollution from Motor Vehicles."
134. Title 30, Texas Administrative Code, Part 116, "New Source Permits."
135. Title 30, Texas Administrative Code, Part 117, "Control of Air Pollution from Nitrogen Compounds."
136. Title 30, Texas Administrative Code, Part 118, "Control of Air Pollution Episodes."
137. Title 30, Texas Administrative Code, Part 122, "Federal Operating Permits."
138. Title 30, Texas Administrative Code, Part 290, "Public Drinking Water."
139. Title 30, Texas Administrative Code, Part 335, "Industrial Solid Waste and Municipal Hazardous Waste," 2003.
140. Title 31, Texas Administrative Code, Part 13, "Land Resources."
141. Title 31, Texas Administrative Code, Part 20, "Natural Resources and Damage Assessment."
142. Title 31, Texas Administrative Code, Part 52, "Wildlife."
143. Texas Water Code, Chapter 26, "Water Quality Control."
144. PXSO Integrated Safety Management System Description, October 25, 2002.
145. PXSO Operations Quality Assurance Program, 2003.
146. PXSO Operational Plan, 2004.

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 55 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

## Attachment 2

### DEFINITIONS

Accountability. Being liable for explanation to a superior NNSA official for the exercise of authority. Ultimate accountability is to the Secretary, who may delegate authority or share responsibility for specified actions. The delegate of an authority is accountable to the delegating responsible authority for the proper and diligent exercise of that authority. Responsibility differs from accountability in that a responsible official “owns” the function for which he or she is responsible; it is an integral part of his or her duties to see that the function is properly executed, to establish criteria for the judgment of excellence in its execution, and to strive for continuous improvement in that execution. A responsible official is associated with the outcomes of the exercise of authority regardless of whether it was delegated and regardless of whether the delegate properly followed guidance. Accountability, on the other hand, involves the acceptance of the authority for execution (or for further delegation of components of execution) by using guidance and criteria established by the responsible authority.

Adherence. When the conditions, activities, and physical configuration of a site, facility, or activity conform to the actions and conditions specified in the documentation established to implement the contractual standards and requirements.

Administer. To have charge of; manage.

Contracting Officer’s Representative (COR). Acts as the PXSO Site Office Manager’s (Contracting Officer) designee for administration of Pantex’s Contract and line management for the Pantex Site Office. Administration includes the issuance of Work Authorization Directives (WADs) and modifications thereto. The designee also has the authority to modify the estimated cost set forth in the Contract and Contract line items so long as the fee set forth remains unchanged.

Applicable. Term applies to requirements that are pertinent to the site, facility, or activity.

Appropriate. Term applies to requirements that have a meaningful impact on the level of ES&H protection provided.

Approve. Confirm or agree to officially.

Assign. To give out as a task.

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 56 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

Assist. Give aid or support.

Authority. The permission afforded by law, regulation or directive, or delegated by NNSA Senior Management enabling a NNSA employee to perform a function or reach and implement a decision.

Chair. The position or office of a person in authority. One holding such an office or position, especially one presiding over a meeting.

Comment. Make comment on; Annotate; Remark.

Compliance. Compliance is demonstrated when implementing documents contain the responsibilities and activities to meet requirements and when personnel follow the implementing documents during the conduct of work.

Conduct. Direct the course of; Control.

Control. Exercise authority or influence over; Direct.

Contracting Officer (CO). A DOE official holding the authority to make purchases or contract for goods and services in excess of \$25,000. Contracting officers are appointed in accordance with DOE Order 541.1A, "Appointment of Contracting Officers and Contracting Officer Representatives."

Coordinate. Arrange for activity involving other personnel.

Delegation. Written permission granted by a responsible authority to another NNSA employee to perform a specific function on behalf of that responsible authority, usually containing guidance on the manner in which the authority is to be used. By delegation, the responsible authority cannot diminish his or her responsibility for the consequences of the exercise of authority.

Designated Official (DO). Personnel who have been officially delegated in writing to act as authorized representatives for such functions as technical monitoring, inspection, and other functions of a more technical nature not involving a change in the scope, cost, terms or conditions of the contract for certain actions. These personnel maintain change control of the ISMS Description and standards and requirements for Pantex and periodically conduct ISMS Description meetings for these purposes.

Develop. Bring into being; Make active.

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 57 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

Direct. Regulate or conduct the affairs of; Manage.

DOE Standard. A technical standard which is developed by a Secretarial Office for application by one or more other Secretarial Officers within DOE and coordinated with all affected Secretarial Officers, such as the Office of Security Affairs for safeguards and security matters. The standards may be developed from a DOE limited standard when the limited standard is determined to apply to more than one Secretarial Office.

Enforce. Compel observance of (e.g., a law or regulation).

Ensure. Confirm that an activity or condition has occurred in conformance with specified requirements (by action if necessary).

Establish. Bring about. Take necessary actions to cause a specified set of conditions to exist.

Evaluate. To assess; to determine the importance, size, or nature of; to give a value to based on collected data.

Execute. Put into effect; Carry out.

Exemption. A release, variance, relief, exception, deviation, or waiver from a requirement(s), either permanent or temporary, included in a DOE Order, Notice, or Manual that has been granted to the M&O Contractor by the appropriate DOE official. Requirements contained in DOE directives (e.g., Orders, Notices, and Manuals) are made applicable to contractors by incorporation in contracts as requirements.

Field Element Manger. The DOE term for an employee having overall responsibility for a field element. Within NNSA the Site Office Manager fills the function of FEM.

Formulate. To devise; Invent.

Function. An action or activity undertaken by a NNSA employee in performing or contributing to the performance of work in compliance with component 3 of DOE Policy 450.4, "Safety Management Policy." This component defines core functions for integrated safety management, each of which includes several derivative functions that are to be applied with a degree of rigor appropriate to the type of activity and hazards involved.

Implement. To carry out; To accomplish.

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 58 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

**Implementation Plan.** A document that describes how the site, facility, or activity has met or will meet prescribed standards and requirements. An implementation plan may be prepared to address new or modified requirements.

**Implementing Documents.** Include but are not limited to policies, standards and procedures which assign specific responsibilities and specify which activities will be accomplished.

**Incorporate.** Cause to merge or combine together into a united whole.

**Integrated Safety Management System (ISMS).** A safety management system which ensures that safety is integrated systematically into management and work practices at all levels of the organization to ensure missions are accomplished while protecting the public, the worker, and the environment.

**Interfaces.** Interfaces between the facility requirements and the site or installation requirements or between functional areas.

**Issue.** Distribute or circulate officially.

**Lead.** Play a principle or guiding role.

**Line Management.** The NNSA Site Office or Headquarters element manager with direct safety responsibilities for the NNSA facility, who is also directly responsible for the development, approval (when delegated such authority by the Deputy Administrator), and implementation of Corrective Action Plans (CAP) and associated corrective action completion, tracking and reporting. The cognizant line manager is also responsible for initiating action to elevate issues associated with CAP development, implementation, and completion to higher authority for resolution when necessary.

Any management level within the line organization, including contractor management, that is responsible and accountable for directing and conducting work. The Pantex Site Office line management is comprised of the Site Office Manager and the Contracting Officer's Representatives. The Designated Officials execute responsibilities on behalf of line management.

**Line Organization.** That unbroken chain of command that extends from the Office of the Secretary to Secretarial Offices that set program policy and plans and develops assigned programs, to the field element organizations responsible for execution of these programs, to the contractors that conduct the work.

PANTEX SITE OFFICE	Title:	FRAM
	Number:	103.4.0
OFFICE OF THE SITE MANAGER	Revision:	3
	Page:	Page 59 of 64
	Effective Date:	February, 2004

Maintain. To hold or keep in a particular state or condition, especially in a state of efficiency or validity.

Manage. Direct or administer.

Modify. Change in form or character; Alter.

Monitor. Observe an activity, parameter value, or condition (usually on a continuous basis) to meet an instruction requirement.

Notify. Contact, advise, or communicate to make someone aware of an impending or completed activity, parameter value, or condition.

Oversee. Provide an objective evaluation of a program, process, activity or performance.

Participate. To join or share with others; Take part.

Perform. Carry out specified actions or action steps.

Plan. Formulate a scheme or program for the accomplishment or attainment of a goal.

Provide. To furnish; Supply.

Recommend. To counsel or advise that something be done.

Represent. Function as the official and authorized delegate or agent for an organization or other entity.

Requirements. Those terms and conditions that the DOE and M&O Contractor agree are necessary and sufficient for a particular site, facility or activity. Enforceable under law or under DOE contract.

Responsibility. The state of being liable for the outcome of the exercise of an authority granted by law, regulation or directive. See also Authority.

Review. Examine with deliberation for confirmation or compliance to an instruction.

Safety Management Function. An activity that may affect the safety and health of workers or the public or the protection of the environment.

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 60 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

Safety Management Systems. Provide a formal, organized process whereby people plan, perform, assess, and improve the safe conduct of work. The Safety Management System is institutionalized through DOE directives and contracts to establish the Department-wide safety management objective, guiding principles and functions. The safety management system consists of six components: 1) objective, 2) guiding principles, 3) core functions, 4) mechanisms, 5) responsibilities, and 6) implementation. These are explained in detail in DOE P 450.4, "Safety Management Systems," and their implementation is outlined in the associated guides.

Serve. To act in a specific capacity.

Service Center. An NNSA integrated support organization established to ensure that technical, business, legal, and financial services are successfully accomplished in support of NNSA Site Offices, NNSA Service Center, NNSA Headquarters missions, and other Departmental missions, as assigned.

Site Office. The NNSA organization, located at a given site, given responsibility for directing and conducting oversight of contractor operations associated with a specified site.

Site Office Manager (SOM). The NNSA Employee having overall responsibility for a site office. The SOM serves as the formal contracting officer for the contracts at the site. At PXSO, this position is referred to as the Manager.

Specific. Term applies to requirements that are sufficiently specific such that functional area experts can agree on the criteria necessary to demonstrate compliance with the requirement.

Standards. Expressed expectations for the performance of work.

Standards and Requirements Identification Document (S/RID). A document that lists the standards and requirements to be implemented by a site, facility, or activity appropriate to its life cycle phase to achieve an adequate level of protection of worker and public health and safety, and of the environment during the life cycle phases of design, construction, operation, decontamination and decommissioning, and environmental restoration. An S/RID may include national security, business and mission requirements of the DOE. The S/RIDs are revised appropriately based on change in the site or facility's mission or configuration, a change in the facility's life cycle phase, or a change to the applicable standards and requirements.

Subject Matter Experts (SMEs). DOE technical experts consisting of PXSO personnel whose function is to perform adequacy assessment of standards and requirements, exemptions and changes to the Pantex ISMS Description as directed by their respective DOs.



<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 61 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

Submit. Commit something to the consideration or judgment of another.

Sufficient. Term applies to requirements that are adequate to control the risks or hazards presented by the site, facility, and/or activity as identified by the appropriate documentation/analysis.

Technical Standard. A prescribed set of rules, conditions, or requirements concerned with classification of components; delineation of procedures; specification of materials, products, performance, design, or operations; or the definition of terms or measurements of quality and quantity in describing materials, products, systems, services, or practices.

Track. Observe something carefully.

Transmit. Convey or dispatch from one person, thing, or place to another.

Verify. Confirm, substantiate, and assure that a specific activity has occurred or that a stated condition exists.

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 62 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

### Attachment 3

### ACRONYMS

AB	Authorization Basis
AEA	Atomic Energy Act
AIMS	Assessment Information Management System
AM	Assistant Manager
AMCABM	Assistant Manager for Contract Administration and Business Management
AMESEP	Assistant Manager for Environmental and Site Engineering Programs
AMNE	Assistant Manager for Nuclear Engineering
AMO	Assistant Manager for Operations
AMOA	Assistant Manager for Oversight and Assessment
AMSS	Assistant Manager for Safeguards and Security
CAP	Corrective Action Plan
CATS	Corrective Action Tracking System
CERCLA	Comprehensive Environmental Resource Compensation and Liability Act
COR	Contracting Officer's Representative
CFR	Code of Federal Regulations
CPAF	Cost Plus Award Fee
CPAP	Contractor Performance Assessment Plan
CRAD	Criteria and Review Approach Document
CRADA	Cooperative Research and Development Agreement
CSO	Cognizant Secretarial Officer
CTOP	Contractor Training Oversight Program
DEAR	Department of Energy Acquisition Regulations
DM	Deputy Manager (of the Pantex Site Office)
DNFSB	Defense Nuclear Facilities Safety Board
DO	Designated Official
DOE	Department of Energy
DSA	Documented Safety Analysis
DSW	Directed Stockpile Work
EH	HQ - Office of the Assistant Secretary for Environment, Safety and Health
ES&H	Environment, Safety and Health
FEOSH	Federal Employee Occupational Safety and Health
FEM	Field Element Managers
FOIA	Freedom Of Information Act
FR	Facility Representative
FRA	Functions, Responsibilities and Authorities

<b>PANTEX SITE OFFICE</b>	<b>Title:</b>	<b>FRAM</b>
	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 63 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

FRAM	Functions, Responsibilities and Authorities Manual
FTCP	Federal Technical Capability Panel
HE	High Explosives
HQ	(DOE) Headquarters
IR	Independent Review
ISM	Integrated Safety Management
ISMS	Integrated Safety Management System
ISO	International Organization for Standardization
IWAP	Integrated Weapons Activity Plan
LCAM	Life Cycle Asset Management
LOP	Line Oversight Plan
M&O	Maintenance and Operating (Contractor)
NA-1	NNSA Administrator
NA-2	Principal Deputy Administrator (PDA)
NS-3.6	Environment, Safety and Health Advisor
NA-10	NNSA Deputy Administrator for Defense Programs
NA-20	NNSA Deputy Administrator for Defense Nuclear Nonproliferation
NA-40	NNSA Director of Emergency Operations
NA-50	NNSA Associate Administrator for Facilities and Operations
NA-60	NNSA Associate Administrator for Management and Administration
NEPA	National Environmental Policy Act
NNSA	National Nuclear Security Administration
OA	Office of Independent Oversight and Performance Assurance
OPSEC	Operations Security
ORPS	Occurrence Reporting and Processing System
ORR	Operational Readiness Review
PAAA	Price Anderson Amendment Act
PAP	Personnel Assurance Program
PDA	Principle Deputy Administrator (NA-2)
PBI	Performance Based Incentive
POA	Plan of Action
PPBE	Planning, Programming, Budgeting and Evaluation
PXSO	Pantex Site Office
QA	Quality Assurance
QAP	Quality Assurance Plan
QAS	Quality Assurance Survey
RA	Readiness Assessment
RCRA	Resource Conservation and Recovery Act
RPP	Radiological Protection Plan

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	<b>Number:</b>	<b>103.4.0</b>
<b>OFFICE OF THE SITE MANAGER</b>	<b>Revision:</b>	<b>3</b>
	<b>Page:</b>	<b>Page 64 of 64</b>
	<b>Effective Date:</b>	<b>February, 2004</b>

RTBF      Readiness in Technical Base and Facilities  
SC        Service Center  
SER      Safety Evaluation Report  
SM        Manager (of the Pantex Site Office)  
SOM      Site Office Manager (NNSA terminology)  
SQA      Software Quality Assurance  
S/RID    Source/Requirements Identification Document  
SSTA     Senior Scientific and Technical Advisor  
TAC      Texas Administrative Code  
TQP      Technical Qualification Program  
TSR      Technical Safety Requirements  
TWC      Texas Water Commission  
USC      United States Code  
USQ      Unreviewed Safety Question  
USQD     Unreviewed Safety Question Determination  
WAD      Work Authorization Directive