Issue Summary Report

DOE-ID

11/19/2002

Tracking Number	06786	Date Received	11/19/2002
Responsible	BERGHOWE	Date Due	11/19/2002
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Category	File Code	Originator
Correspondence	0100	Magwood, William D., DOE HQ
ID Organization	**Facility**	
Office of the Manager		

Source

November 14, 2002

Action Taken

Description

INFORMATION-SUBJECT: DIRECTION FOR TRANSITION OF THE DEPARTMENT OF ENERGY (DOE) IDAHO OPERATIONS OFFICE (ID) AND THE IDAHO NATIONAL ENGINEERING AND ENVIRONMENTAL LABORATORY (INEEL) MANAGEMENT RESPONSIBILITIES FROM THE OFFICE OF ENVIRONMENTAL MANAGEMENT (EM) TO THE OFFICE OF NUCLEAR ENERGY, SCIENCE AND TECHNOLOGY (NE)
FROM: MAGWOOD, WILLIAM D./JESSIE HILL ROBERSON
FILE CODE: 0100
COPY TO: MEDELLIN, GROSE, BOWMAN, SATO, KING, STALLMAN, OTT, KEELE, DESAUTEL, LLOYD, REE, VIVIAN, HOYLES

Summary

Attachment is the guiding document for the transfer of functions, responsibilities, authorities, programs, and facilities from the Office of Environmental Management to the Office of Nuclear Energy, Science and Technology.

Notes

Action Number	Subject	Assignee	Category

Date Received	Date Due	Date Completed	Date Closed

Description

Result

United States Government Department of Energy

memorandum

DATE: November 14, 2002

REPLY TO ATTN OF: NE-2.3

SUBJECT: Direction for Transition of the Department of Energy (DOE) Idaho Operations Office (ID) and the Idaho National Engineering and Environmental Laboratory (INEEL) Management Responsibilities from the Office of Environmental Management (EM) to the Office of Nuclear Energy, Science and Technology (NE)

TO: Warren Bergholz, Acting Manager, ID

Based on the transition team work, we have reached agreement on the appropriate transfer of functions, responsibilities, authorities, programs, and facilities to effect the transfer of the Lead Program Secretarial Office (LPSO) to NE. The INEEL LPSO Transition Plan (attachment 1) will be the guiding document for specific transition activities. Action items identified in the plan will be tracked to completion, and the plan will be updated as necessary. The schedule for the transfer contained in the transition plan identifies the actions necessary to complete the transition. All actions are expected to be completed no later than the end of the fiscal year (FY) 2003.

NE, as the new LPSO, will be responsible for ID, but Cognizant Secretarial Office (CSO) responsibilities for INEEL facilities will be divided between NE and EM. The Policy Position for LPSO/CSO/Program Secretarial Office (PSO) Relationships, dated September 3, 2002, defines the responsibilities of the LPSO, CSO, and PSO and can be found in attachment 2. Other DOE offices and Federal agencies have relationships at INEEL. NE, as the LPSO, will be involved in those relationships as appropriate. In accordance with the transition plan, specific LPSO responsibilities will be transitioned from EM to NE and documented through operating protocols as necessary. These operating protocols will detail process, responsibility, and authority to effect an orderly transition.

NE will have CSO responsibilities for the Test Reactor Area, Central Facilities Area, Idaho Falls facilities, the Specific Manufacturing Capability, and INEEL site-wide facilities. EM, as DOE's lead program for waste cleanup functions, retains the CSO responsibility for the Idaho Nuclear Technology and Engineering Center, Radioactive Waste Management Complex, Test Area North less the Specific Manufacturing Capability, and Waste Reduction Operations Complex/Power Burst Facility.

Responsibility for specific facilities is identified in the "INEEL Building Ownership Data Base." A summary of the data base is provided in attachment 3. The data base will be updated following the 90-day NE review of INEEL facilities to commence in October 2002 and can be changed upon agreement by the affected Secretarial offices as new missions are developed or other changes are identified.

Target funding will be transferred from EM to NE in FY 2004. NE will budget for INEEL infrastructure, new mission, program direction, and safeguards and security funding thereafter. NE and EM will coordinate closely in FY 2003 to manage resources allocated to ID/INEEL.

Seventy-four ID positions will remain allocated and funded within the EM account. The Grand Junction Office (19 positions) will report directly to EM Headquarters. Twenty positions supporting the Radiological and Environmental Sciences Laboratory (RESL) will transfer from EM to the Office of Environment, Safety and Health, which will assume responsibilities for the RESL facility and program direction. The balance of the prior 338 EM full-time equivalent (FTE) allocation (i.e., 225 FTEs) will be transferred to NE. At Headquarters, 20 EM positions will be transferred to NE from EM.

The joint NE/EM/ID Transition Executive Steering Committee will remain in effect to facilitate decisions on roles and responsibilities until transition is complete. The Interim Operating Instructions memorandum, dated August 23, 2002, that describes the interim relationship between EM and NE for management of the INEEL, will remain in effect until all LPSO/CSO responsibilities are transferred from EM to NE.

William D. Magwood, IV, Director
Office of Nuclear Energy, Science
and Technology

Jessie Hill Roberson
Assistant Secretary for
Environmental Management

3 Attachments

DOE/ID-11029
Revision 5

INEEL Lead Program Secretarial Office Transition Plan

September 2002

Prepared for the
U.S. Department of Energy
Idaho Operations Office

Preamble

On July 15, 2002 in a speech to employees at the Department of Energy's (DOE) Idaho National Engineering and Environmental Laboratory (INEEL), Secretary of Energy Spencer Abraham announced a major mission realignment for the INEEL, establishing the site as the nation's leading center of nuclear energy research and development.

The INEEL's current Lead Program Secretarial Office, Environmental Management, will now transfer the sitewide oversight of the INEEL to the Office of Nuclear Energy, Science and Technology, where it will become a major contributor to initiatives such as Generation IV nuclear energy systems and advanced, proliferation-resistant fuel-cycle technology.

In his speech, Secretary Abraham stated that the "INEEL will be the epicenter of our efforts to expand nuclear energy as a reliable, affordable and clean energy source for our nation's energy future. While environmental cleanup remains a priority at Idaho, the importance of advanced, safe nuclear energy for the future demands that we return the Idaho labs to their core mission of nuclear technology research, development and demonstration. This realignment is an important first step to rebuilding our advanced nuclear research capabilities and we look forward to working with Governor Kempthorne, Senators Larry Craig and Mike Crapo, and the entire Idaho congressional delegation on the transition to a long-term nuclear energy mission."

Secretary Abraham directed the heads of DOE's nuclear energy and environmental management programs – William D. Magwood and Jessie H. Roberson – to form a joint transition team with the DOE-Idaho Operations Office to make an effective transition on the earliest possible schedule.

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1.0 Introduction

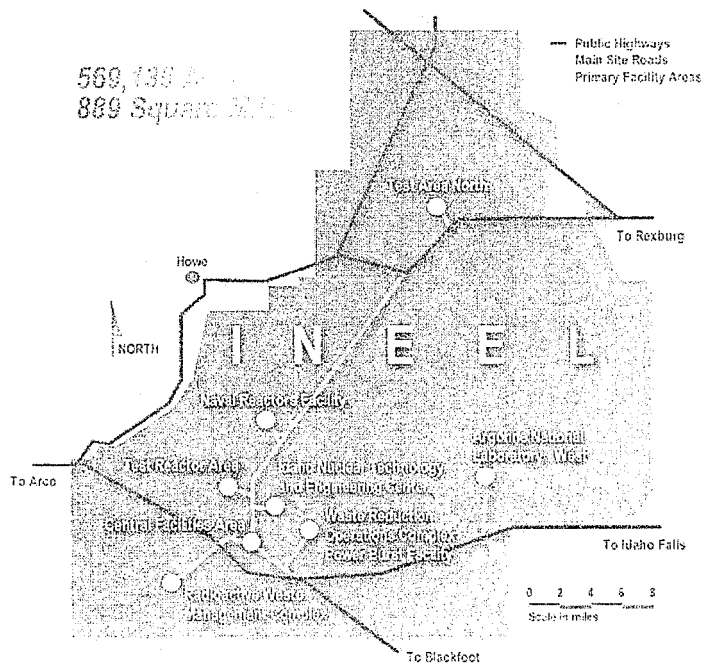
In July 2002, Secretary Abraham announced plans for a new mission and organizational alignment for the INEEL and the DOE-Idaho Operations Office (DOE-ID). The plan calls for the Office of Nuclear Energy, Science, and Technology (NE) to assume the roles of Lead Program Secretarial Office (LPSO) for DOE-ID and Cognizant Secretarial Office (CSO) for the INEEL. Currently, the Office for Environmental Management (EM) fills both of these roles. The transition of responsibilities from DOE's EM office to its NE office is referred to herein as "transition."

This transition plan identifies the actions and schedule necessary to complete the transition. It is essential for NE in assuming its new roles to have all management authorities and processes identified and documented. New mission description and planning actions, which are not covered by this plan, will be identified in the INEEL Strategic Plan that is expected to be issued in December 2002.

1.1 Background

In operation since 1949, the INEEL is a science-based, applied engineering national laboratory dedicated to supporting DOE's missions in environment, energy, science, and national defense. The INEEL is a leading laboratory in basic nuclear and radiological science research and applications. Located in southeastern Idaho, it occupies almost 900 square miles and consists of several major work and research facilities (see Figure 1 below).

Figure 1. INEEL facilities



- *Facilities located at the INEEL site and in the city of Idaho Falls*
- *526 buildings (5,077,054 ft²)*
- *Over 1,000 support structures*
- *177 miles of paved roads*
- *14 miles of railroad lines*
- *111 miles of electrical transmission and distribution lines*
- *Full complement of utilities and services*

The long-term vision of the INEEL is to continue to be a national asset for the United States. and a productive member of the DOE national laboratory system in accomplishing DOE's missions. The nuclear mission realignment is based on the need to enhance nuclear energy's role in the diversity of the U.S. energy mix as defined in the National Energy Policy. The current nuclear missions at the INEEL will be integrated into the new nuclear mission. The EM program of cleaning up the Cold War waste will continue to be a high priority at the INEEL. Existing and new programs for the various DOE offices and Work-for-Others projects will continue in those areas where the INEEL has unique capabilities that apply to these programs.

1.2 Transition Team

Organizations affected by the INEEL management realignment are:

- Office of Nuclear Energy, Science and Technology (NE)
- Office of Environmental Management (EM)
- DOE-Idaho Operations Office (DOE-ID)
- Bechtel BWXT Idaho, LLC (BBWI)

Argonne National Laboratories-West and the Naval Reactors Facility are not affected by the transition.

A joint transition team was established as directed by the Secretary of Energy. The team leadership is shown below:

Organization	Team Leadership
HQ/NE	Rebecca Smith-Kevern Wade Carroll
HQ/EM	Jay Rhoderick Randy Scott
HQ/OMBE	John Hubbard John Rigby
DOE-ID	Midge Vivian Bill Leake
DOE-CH	Mark Holzmer
BBWI	Paul Kearns
ANL-W	John Sackett

The Executive Steering Committee comprises Rebecca Smith-Kevern, Jay Rhoderick, and Midge Vivian.

2.0 Transition Approach and Summary

The transition team's approach to planning and implementing the transition and a summary of the actions and key dates are described in Sections 2.1 and 2.2 below.

2.1 Transition Implementation Approach

As LPSO, NE will be responsible for DOE-ID and the institutional health, long-term planning, and landlord activities of the INEEL. NE will be accountable for sitewide environment, safety, and health; safeguards and security; and implementation of policy promulgated by DOE-HQ staff and support functions. A complete discussion of roles and responsibilities for LPSO/CSO/PSO is provided in the policy position paper. This paper, approved by the Executive Steering Committee, also gives general guidance to the transition team in developing the transition products.

The transition activities and products are shown below in Figure 2.

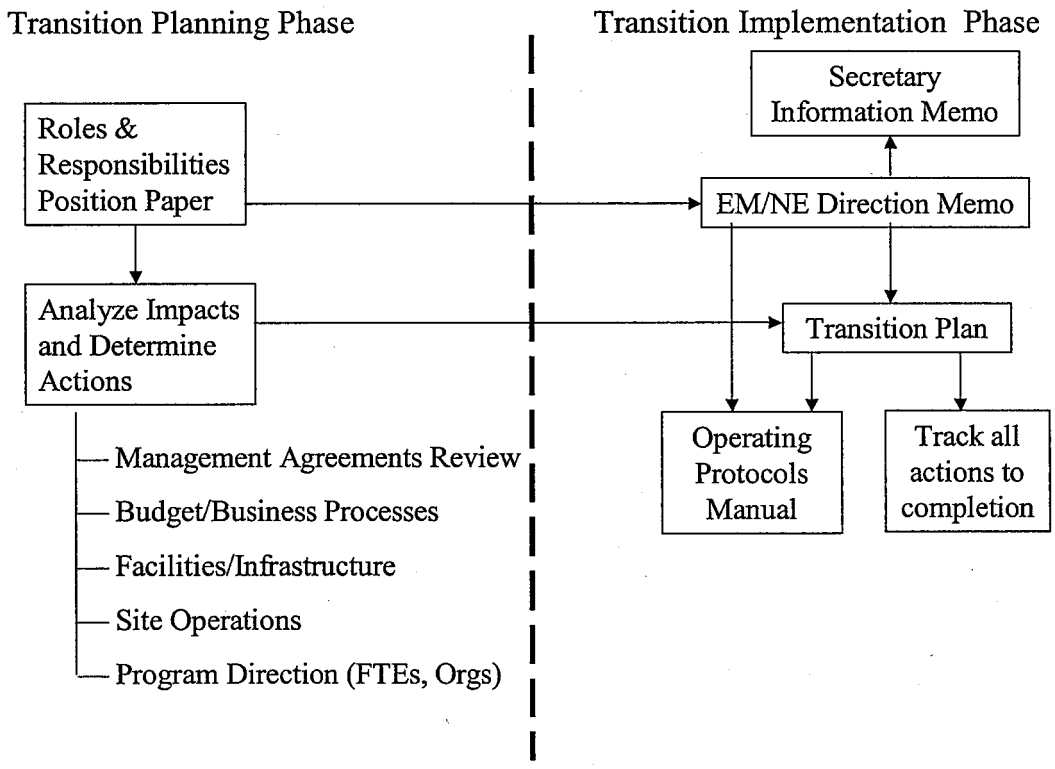


Figure 2. Key transition documents and relationships

The primary transition products are as follows:

Transition Product	Description
Transition Plan	Documents both the planning activities/ decisions and the implementing activities. Will be updated and approved regularly to reflect status of the transition actions. The DOE-ID transition lead is responsible for keeping the Transition Plan current.
EM/NE Direction Memo	Directs the start of transition implementation and references the Transition Plan and the Operating Protocols Manual. Issued by EM-1 and NE-1 to the Idaho field office.
Operating Protocols Manual	Collection of protocols (guidelines/ procedures) defining the relationships (e.g., processes, responsibilities, authorities) between affected parties for each identified functional area.

2.2 Summary of Major Transition Actions

An Interim Operating Instructions letter was prepared that describes the interim relationship between EM and NE for management of the INEEL. INEEL will continue to operate under the Interim Operating Instructions until the transition from NE to EM occurs.

The EM/NE Direction Memo will describe the major transition decisions and direct this Transition Plan to be the guiding document for specific transition activities and decisions. The memo will also authorize the INEEL Building Ownership Database as the official record for documenting responsibilities for the INEEL facilities. The database will be updated following the 90-day NE review of INEEL facilities and can be changed upon agreement by the affected Secretarial Offices as new missions are developed or other changes are identified.

Target funding will be transferred from EM to NE in FY-2004. NE will budget for INEEL infrastructure, new mission, program direction, and safeguards and security funding for FY-2005 and thereafter. NE and EM will coordinate closely in FY-03 to manage the resources allocated to DOE-ID/INEEL.

Planned key transition dates are shown in Table 1 below. The detailed transition activities and dates are provided in Section 3. The following items summarize the major direction/decisions resulting from completion of the initial transition planning actions. Implementation of these decisions will begin on January 1, 2003 and are planned to be completed by September 30, 2003, as agreed on between EM and NE. Exact timing of the implementation of transition

activities will depend on various planning and analysis tasks needed to facilitate decision-making.

- Operating protocols will be developed where needed to describe processes that involve interfaces between headquarters (EM or NE) and the field (DOE-ID or INEEL). The purpose of the protocols is to document how work will get accomplished in specific functional areas where multiple organizations have responsibility. A team comprised of working level staff who will have day-to-day responsibility in a given functional area will identify and develop the protocols. The transfer of LPSO/CSO responsibilities from EM to NE will take place after approval of the operating protocols.

- The initial LPSO/CSO responsibilities to be transferred from EM to NE are: (1) Laboratory Directed Research and Development, (2) institutional planning, (3) technology transfer including Work for Others and intellectual property, (4) foreign travel, (5) policy review and implementation, and (6) INEEL external communication. Additional functional areas will follow as agreed on between EM and NE.

- Seventy-four (74) DOE-ID positions will remain allocated and funded within the EM account. This program direction includes: the AM/EM with the exception of the Infrastructure Division (66) and the EM R&D function within the AM/RD (8). The Grand Junction Office (19 positions) will report directly to EM Headquarters. Twenty (20) positions supporting the Radiological and Environmental Sciences Laboratory (RESL) will transfer from EM to EH. The balance of the prior 338 EM full-time-equivalent (FTE) allocation (that is, 225 FTEs) will be transferred to NE. At Headquarters, 20 EM positions will be transferred to NE.

- NE will be responsible for administrative contact with Federal and State regulatory agencies and stakeholder involvement for INEEL site-wide matters. Although other DOE offices, including EM, may have responsibility for interfacing with external agencies and stakeholders regarding specific activities at the INEEL, NE will be the single point of contact for site-wide activities and will coordinate with other offices as appropriate.

- Most existing agreements will not be affected by transition activities. Where EM has been a signatory to an agreement as LPSO, that agreement will remain in effect with NE as LPSO until otherwise changed or rescinded. The existing Management Agreement (dated January 2000) among EM, NE, and DOE-ID for the Test Reactor Area and other NE Programs at the INEEL will be terminated. NE will assume responsibility for the budget and management of the Shoshone-Bannock Agreement.

- NE will assume CSO responsibilities for the Specific Manufacturing Capability (SMC). NE will coordinate with the National Nuclear Security Administration to facilitate any actions necessary to transition CSO responsibilities. This does not affect the existing Memorandum of Understanding between the Department of the Army and DOE.

- EH will assume responsibilities for RESL (facilities and program direction). EM as the CSO for the Grand Junction and Ft. St. Vrain sites will continue to fund safeguards and security and program direction.

- As LPSO, NE will provide final approval of the Performance Evaluation Measurement Plan (PEMP) based on concurrent approvals from other PSOs such as EM and National Security and the Manager, DOE-ID Operations Office.

Key Activity	Planned Completion Date
Secretary of Energy announces new mission for INEEL.	July 15, 2002
Transition teams established.	July 24, 2002
Interim Operations Instructions finalized (agreement between EM, NE, and DOE-ID).	August 23, 2002
Transition Plan and Direction Memo developed.	September 6, 2002
Approved Transition Plan and Direction Memo issued to Secretary of Energy.	October 2002
NE review of INEEL infrastructure completed.	November 22, 2002
Long-term plan for INEEL issued by NE.	December 2, 2002
Operating protocols finalized.	December 2002
FY-04 budget to Congress.	January 2003
Completion of all transition activities.	September 30, 2003

Table 1. Key transition dates.

3.0 Transition Scope and Schedule

The transition activities necessary to complete the transition of LPSO/CSO responsibilities from EM to NE at the INEEL are identified in a Work Breakdown Structure (WBS). These include both the preliminary activities (from July 15 through September 30, 2002) and the implementation activities through September 30, 2003. Each activity has a description, planned completion date, responsible person, and comment/completion references. Activities will be tracked to completion.

The major WBS headings are as follows:

- Transition Team Management
- Roles and Responsibilities Defined
- Management Direction
- Budget/Business Processes
- Facilities/Infrastructure
- Site Operations
- Operating Protocols
- Program Direction/FTEs

Open activities are being tracked by the Executive Steering Committee.

INEEL Lead Program Secretarial Office Transition Plan

REVISION LOG

Rev.	Comments	Approval	
1	Revised Section 2.2. Updated Appendix D, Operating Protocols Development. Added new Appendix E, EM-NE Funding Transfer. Updated action items in Section 3.	Original signed by (see case file) K. A. (Midge) Vivian	09/19/2002 Date
2	Updated summary decisions in Section 2.2 and action items in Section 3.	Original signed by (see case file) K. A. (Midge) Vivian	09/30/2002 Date
3	Updated summary decisions in Section 2.2. Deleted action tables in Section 3, Transition Scope and Schedule. Deleted all five appendixes (Appendix A – Transition Team; Appendix B – Policy Position for LPSO/CSO/PSO Relationships; Appendix C – Interim Operating Instructions; Appendix D – Operating Protocols Development; and Appendix E – EM-NE Funding Transfer) and corresponding references to these appendixes.	Original signed by (see case file) K. A. (Midge) Vivian	10/08/2002 Date
4	Revised and expanded discussion on operating protocols in Sections 2.1 and 2.2.	Original signed by (see case file) K. A. (Midge) Vivian	10/24/2002 Date
5	Changed responsibility for the Radiological and Environmental Sciences Laboratory from NE to EH in Section 2.2.	Original signed by (see case file) K. A. (Midge) Vivian	10/31/2002 Date

POLICY POSITION
FOR LPSO/CSO/PSO RELATIONSHIPS
9/03/02

In July 2002, Secretary Abraham announced plans for a new mission and organizational alignment for the INEEL and the Idaho Operations Office (ID). The plan calls for the Director of Nuclear Energy, Science, and Technology to assume the roles of Lead Program Secretarial Officer (LPSO) for ID and Cognizant Secretarial Officer (CSO) for the INEEL. Formerly the Assistant Secretary for Environmental Management (EM) filled both of these roles (with a couple of exceptions where NE has been the CSO).

In order to define and implement the new relationships, responsibilities, and allocation of resources as smoothly and expeditiously as possible, it is essential that all parties have a clear understanding of DOE policy regarding roles of the various parties. It is also essential for NE in assuming its new roles to have management authorities and processes documented quickly and concisely. The purpose of this paper is to articulate DOE policy regarding the new roles that NE and EM will assume at the end of transition and to propose an approach for documenting those new roles at the functional/process level to enable the staff of NE, EM, ID, and INEEL to work together effectively after transition.

A. THE DOE MANAGEMENT STRUCTURE FOR PROGRAM EXECUTION IN THE FIELD

In 1999,[1] DOE instituted new management reporting relationships to clarify and enhance lines of authority and accountability among DOE headquarters, DOE field organizations, and the various laboratory and operations sites at which programs are executed. The guidance on these relationships was further refined in the June 2, 2000, S-2 memorandum[1] recognizing the establishment of NNSA

Secretarial Officer Roles

These reporting and supervisory relationships provide that a specific Secretarial Officer will have primary authority over and responsibility and accountability for what occurs at each DOE field office, at each contractor operated facility, and in each DOE funded program. This approach creates three distinctly different roles for the Secretarial Officers vis-à-vis what occurs outside headquarters. All functions fulfilled by Secretarial Officers with programmatic responsibility for field operations fall into one of these three roles. It is important to be aware of what role the Secretarial Officer is fulfilling in a given circumstance as the responsibilities and authorities of each role are unique. A given Secretarial Officer may fill one or more of these roles at any given location where DOE programs are executed. A brief description of these roles follows.

Lead Program Secretarial Officer (LPSO). Designation as a Lead Program Secretarial Officer, or LPSO, makes a Secretarial Officer responsible for a given DOE field organization and all that goes on in that field office, (i.e., Fed to Fed relationships). The LPSO role makes the designated Secretarial Officer responsible for providing guidance and direction to the field office; reviewing contracting decisions made by the field office; ensuring adequacy of field office resources; and resolving disputes involving the field office and other Secretarial Officers. The LPSO has responsibility for the institutional health and long-term planning at assigned sites, for landlord activities, and has accountability for overall site integration and operations. The LPSO also has overall line accountability for site-wide environment, safety and health, safeguards and security, and implementation of policy promulgated by headquarters staff and support functions. For the past several years, EM has been the LPSO for ID. Going forward, NE will be the LPSO for ID.

Cognizant Secretarial Officer (CSO). Designation as a Cognizant Secretarial Officer, or CSO, makes a Secretarial Officer responsible for all activities and programs at a specific set of DOE facilities under the management direction of a given multi-program field office. The CSO role makes the designated Secretarial Officer responsible for overall operational performance at those facilities; serving as landlord for the specific set of facilities; reviewing and recommending contract acquisition strategy; and providing stewardship of facilities including institutional health and long term planning. In directing the execution of their programs, PSOs must conform to the requirements of facility-wide operational programs, including ES&H and S&S. In recent years NE has been the CSO for Test Reactor Area (TRA) and EM has been the CSO for all other INEEL facilities. Going forward, CSO responsibility for some facilities will shift from EM to NE, and NE will serve as landlord for all facilities not covered by EM or another CSO. Details will be worked throughout transition.

Program Secretarial Officer (PSO). Secretarial Officers assume the role of LPSO or CSO through formal designations. A Secretarial Officer becomes a Program Secretarial Officer, or PSO, at a particular site *simply by funding programmatic activities* at that site. There is no formal designation involved in becoming a PSO. By definition, there are multiple PSOs at every DOE multi-program national laboratory. PSOs bear overall responsibility for execution of their specific programs and provide program specific infrastructure needs. In directing the execution of their programs, PSOs must conform to the requirements of facility-wide operational programs, including ES&H and S&S. In recent years, at any given point, all DOE PSOs have sponsored work at the INEEL. This will not necessarily change as a result of the changes in the CSO and LPSO roles of EM and NE.

Operations Office Manager Role

The S-2 memorandum that defined the roles of Secretarial Officers also delineated the roles and responsibilities of the Operations Office Manager (in this case ID) relative to their LPSO, any Secretarial Officer exercising CSO responsibilities through that

operations office, and any PSOs funding work at facilities under their purview. The Manager reports directly to the LPSO and has line accountability for all site programs and project execution, operational excellence including ES&H and S&S, contract management, management of the Federal workforce consistent with LPSO direction, and providing and integrating services to the LPSO, CSO(s) and PSOs.

Laboratory Director Role

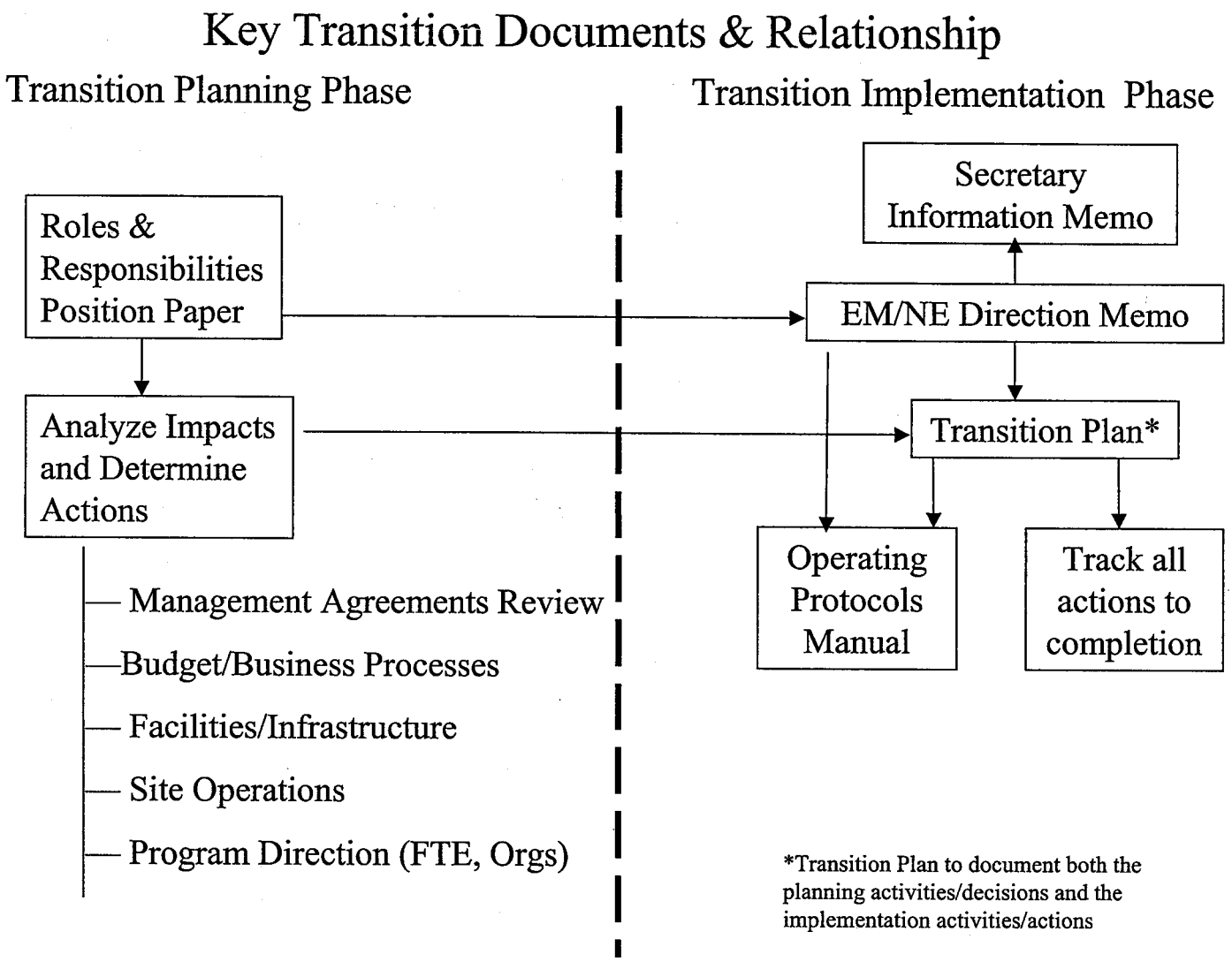
The S-2 memorandum that defined roles within the Department of Energy does not address the role of the Laboratory Director. Roles and responsibilities for the Laboratory Director are determined by the terms of the contract, DOE management directives that issue from time to time, and direction received from the DOE contracting officer, including funding actions from the CSO(s) and PSOs. The Laboratory Director has overall responsibility for the day-to-day execution of work scope and strategic management of all facilities, activities, and conditions on the site within the scope and term of the contract. This includes defining strategic direction for INEEL and ensuring institutional health.

These roles will guide decision making regarding transfer/retention of specific functions, authorities, facilities, and budgets through the transition period. Decisions that involve deviation from these roles will be captured in issue papers that lay out the rationale for the proposed deviation.

B. PLAN FOR DEFINING AND DOCUMENTING ROLES

High Level Documentation. A Direction Memorandum will be issued to document, at a high level, the roles of the various Secretarial Officers as LPSO, CSO(s), PSOs, and the Operations Office Manager relative to a given field activity or facility. This practice is intended to eliminate multiple reporting channels and improve lines of communication, direction, and accountability. A number of Memoranda of Agreement (MOAs) currently in place reflect relationships prior to the assignment of NE as the LPSO for ID and the CSO for INEEL. These are being identified and analyzed to facilitate negotiation of agreement documents. See figure 1 below, for the high level activities and documentation that will guide decision making for the transition of responsibilities and resources for facilities/infrastructure, budgets, business processes, program direction, etc.

Figure 1



8-30-02

Identifying the Details of the Roles. In order to document roles and responsibilities at the operational level, an exhaustive review of existing documents will be conducted to identify existing requirements, authorities, etc. This review will encompass DOE directives, the FRAM (Functions, Responsibilities and Authorities Manual), delegations of authority, and other documents that establish requirements and assign roles. The roles, requirements, and authorities will be analyzed to determine whether changes are necessitated by the new organizational alignments. This effort will involve staff from all affected organizations.

Working Level Documentation. At the end of transition, it will be essential to have a documented path forward in terms of process, responsibility, and authority in all functional areas in order for all parties to work together effectively and feel confident that all responsibilities are being fulfilled.

Once the full extent of each of the new relationships involving the NE, EM, ID, and INEEL is identified, the relationships will be detailed in operating protocols to be produced by the end of the transition period. The operating protocols will be written by people at the operating level to reflect anticipated operating relationships. For example, NE, ID, and BBWI personnel in the infrastructure management area will work together to negotiate and document how they will interact and who will fill what roles to ensure that all requirements in the infrastructure management area are met. It will be up to them, with management concurrence, to determine the number and content of the operating protocols in the infrastructure management area.

Together, these operating protocols will constitute a blueprint for management useful to all parties. Operating protocols will cover all areas in which there is an ongoing required interface between any two of the roles (LPSO with ID, CSO with ID and Contractor, CSO with PSOs, etc.). The protocols will be aggregated in a manual to facilitate changes and a change control mechanism will be used to ensure all parties have the most current version.

Each individual operating protocol must be no more than 3-4 pages and address the following:

- Purpose and Policy. Brief description of the purpose of the function/process, high level policy, and identification of key statutes and directives.
- Roles and Responsibilities. Brief articulation of the roles and responsibilities of the various players (LPSO/CSO/PSO/ID/BBWI) with emphasis on identifying review/approval/coordination/ concurrence roles.
- Delegations of authority. Identify any delegations existing and/or needed.
- Management Details. Narrative on how the parties interact, what products are produced and how are they used, timing (if there is an established calendar for function) of products, reviews, what other functions this function interfaces with, etc.

- Near Term Actions Needed. Not all of the details of the relationships/interfaces/ processes will be known immediately. This section should catalog open issues, roles, etc. that need to be addressed.
- Ongoing Staff Functions. Party by party (NE/ID/BBWI), identify ongoing functions. This will ensure all functions have an owner.
- Organizational Contacts for the Function. Identify key contacts for the function in each organization in a matrix.

APPROVAL: Transition Executive Steering Committee

Rebecca Smith-Kevern	3 September 2002
Rebecca Smith-Kevern	Date
Jay Rhoderick	9/3/02
Jay Rhoderick	Date
Midge Vivian	9/3/02
Midge Vivian	Date

[1] References:

Secretary of Energy Bill Richardson's memorandum, "Changes to the Departmental Management Structure"	April 19, 1999
Memorandum, T.J. Glauthier to Departmental Elements, "Roles and Responsibilities Guiding Principles"	August 19, 1999; update issued June 2, 2000

INEEL Building Ownership Database Summary

October 2002

	CFA		IF		INTEC		RWMC		Sitewide		TAN		TRA		WROC		Totals	
	Building Count	Total Floor Area (ft^2)	Building Count	Total Floor Area (ft^2)	Building Count	Total Floor Area (ft^2)	Building Count	Total Floor Area (ft^2)	Building Count	Total Floor Area (ft^2)	Building Count	Total Floor Area (ft^2)	Building Count	Total Floor Area (ft^2)	Building Count	Total Floor Area (ft^2)	Building Count	Total Floor Area (ft^2)
Prior to Transition																		
EM Owned	73	677,028	14	264,901	144	1,124,164	46	654,813	33	55,145	62	401,189	45	268,714	26	112,177	443	3,558,131
EM Leased			16	861,383					3	5,235							19	866,618
NE Owned													44	351,035			44	351,035
NE Leased																		
DP Owned											19	294,270					19	294,270
NN Leased			1	7,000													1	7,000
Totals =	73	677,028	31	1,133,284	144	1,124,164	46	654,813	36	60,380	81	695,459	89	619,749	26	112,177	526	5,077,054
After Transition																		
EM Owned	1	11,494			144	1,124,164	46	654,813			57	409,140	10	68,047	25	109,283	283	2,376,941
EM Leased			1	6,700													1	6,700
NE Owned	71	633,296	14	264,901					33	55,145	24	286,319	79	551,702	1	2,894	222	1,794,257
NE Leased			15	854,683					3	5,235							18	859,918
EH Owned	1	32,238															1	32,238
NN Leased			1	7,000													1	7,000
Totals =	73	677,028	31	1,133,284	144	1,124,164	46	654,813	36	60,380	81	695,459	89	619,749	26	112,177	526	5,077,054

Building Ownership Change Control: Changes to building ownership are approved by the DOE-ID Infrastructure Program Manager based upon concurrence by the respective Secretarial Offices.

To obtain copies of the detailed INEEL Building Ownership Database contact Dan Shirley at 208 526-9905, shirledb@id.doe.gov - ref. document LST-246.