



U.S. DEPARTMENT OF
ENERGY

OFFICE OF
**ENVIRONMENTAL
MANAGEMENT**

Mission and Functions

July 2016

Office of Environmental Management

Fifty years of nuclear weapons production and energy research generated millions of gallons of liquid radioactive waste, millions of cubic meters of solid radioactive waste, thousands of tons of spent nuclear fuel and special nuclear material, and large quantities of contaminated soil and water. Established in 1989, the Environmental Management (EM) program works to achieve the successful cleanup of this Cold War legacy. In a commitment to the safety and protection of workers and communities, EM pursues a safety culture built on trust, mutual respect, worker engagement and communication, fostering an atmosphere that advocates continuous learning, promotes a questioning attitude and employs effective resolution to reported problems.

Assistant Secretary

MISSION

The Assistant Secretary (AS) for Environmental Management (EM-1) executes the EM mission to complete the safe cleanup of the environmental legacy resulting from five decades of nuclear weapons development and government-sponsored nuclear energy research. EM-1 is responsible for managing and directing the cleanup of contaminated nuclear weapons manufacturing and testing sites across the United States. Integral to that responsibility is the need to safely disposition large volumes of nuclear waste, safeguard and prepare for disposition of nuclear materials that could be used in nuclear weapons, deactivate and decommission several thousand radiologically and chemically contaminated facilities no longer needed to support the Department of Energy's (DOE's) mission and remediate extensive surface and groundwater contamination.

EM-1's first priority is to ensure the safety and health of the public and EM's workforce while continuing to protect the environment. The AS carries out the mission using sound business practices, innovative management approaches, and science and technology to reduce risks and costs within the EM regulatory framework.

FUNCTIONS

1. Provides leadership and develops mission strategies, policy, and guidance for EM's environmental cleanup program and associated activities at EM sites.

2. Represents the Department's cleanup mission and vision to Congress, Office of Management and Budget (OMB), state, Tribal and local governments, and other stakeholders.
3. Provides policy direction to EM offices and EM sites across the complex.
4. Provides budget formulation and execution guidance.
5. Establishes policy for the transition of contaminated facilities from the initial shutdown, to decontamination and decommissioning, to the eventual disposition, consistent with applicable laws and regulations.
6. Ensures that the EM organization promotes principles of a safety conscious work environment, diversity, and equal employment opportunities consistent with applicable Departmental policies and requirements.
7. Serves as the Environmental Management Acquisition Executive and ensures that EM promotes small business initiatives across the complex.
8. Serves as the senior political official within the EM program responsible for representing the program to the offices of the Secretary, Deputy Secretary and Under Secretary for Management and Performance.

Principal Deputy Assistant Secretary

MISSION

The Principal Deputy Assistant Secretary (PDAS) for Environmental Management (EM-2) enables the overall EM mission and assists the AS with carrying out program and policy direction under EM's jurisdiction. EM-2 ensures coordination of corporate initiatives across the EM complex, provides oversight of programs, and ensures overall program integration and operations to maintain line management accountability.

FUNCTIONS

1. Serves as the EM management official responsible for operations.
2. Ensures execution of EM office responsibilities in accordance with DOE and EM policy, mission needs, and applicable laws and regulations.
3. Serves as the senior EM official responsible for integration of EM and DOE corporate initiatives to achieve performance excellence in cleanup.
4. Provides leadership and guidance for EM performance strategies and progress including cost, scope and schedule elements to ensure technically sound and efficient solutions to cleanup challenges.

5. Ensures that the EM organization promotes principles of a safety conscious work environment, diversity, and equal employment opportunities consistent with applicable Departmental policies and requirements.
6. Ensures that EM promotes small business initiatives across the complex.

Savannah River National Laboratory

MISSION

The Savannah River National Laboratory (SRNL) is the applied research and development laboratory at the EM Savannah River Site (SRS). SRNL works to provide solutions for application to assist the EM mission across the complex. The laboratory employs state-of-the-art science to provide practical, high-value, cost-effective solutions to EM's cleanup activities. SRNL works collaboratively with other DOE laboratories to deploy technologies critical to environmental remediation and risk reduction; nuclear materials processing and disposition; nuclear detection, characterization and assessments; and gas processing, storage, and transfer systems.

FUNCTIONS

1. Applies science and technology to reduce risks associated with radiological contamination.
2. Advances state-of-the-art radiological materials handling and chemical engineering processes.
3. Develops capabilities to assess and analyze nuclear materials, operations, and events.
4. Builds technologies to enable small molecules for use in national security and clean energy applications.

Chief of Staff

MISSION

The Chief of Staff (COS) supports the AS and PDAS and provides advice and assistance to senior members of the EM management team to inform decision making on highly complex, technical, and sensitive matters. The COS sets policy to manage staffing issues, oversees EM correspondence activities, and ensures timely response to internal information requests. The COS oversees the EM International Program and participation in interdepartmental initiatives established by the offices of the Secretary, Deputy Secretary, and Under Secretary for Management and Performance.

FUNCTIONS

1. Supports the development of long-range plans and identifies resources to promote an efficient, effective, and high-performing organization.
2. Provides input to managers to ensure accomplishment of major work activities.
3. Reviews operations for efficiency and develops studies or concept plans to drive final decisions.
4. Ensures the integration of all programs, plans, and policies into an EM plan of operation.
5. Executes processes to reach EM’s strategic goals.
6. Supports EM leadership in developing organization goals and objectives, prioritizing activities, and justifying personnel and financial resources to enable the mission.
7. Oversees the EM International Program.
8. Manages internal and external correspondence through the EM Correspondence Center (EMCC).
9. Arranges and coordinates EM headquarters and field quarterly meetings.



International Program

FUNCTIONS

1. Maintains a portfolio of international cooperative projects related to the EM mission.
2. Supports the EM Technology Development Office in identifying innovative technologies in collaboration with foreign governments, industry, and universities.
3. Collaborates with international partners (e.g. International Atomic Energy Agency, United Kingdom Nuclear Decommissioning Authority, Canadian Nuclear Laboratory, Sweden, Organization for Economic Co-operation, and Development's Nuclear Energy Agency, etc.) on efforts concerning EM issues.
4. Serves as point of contact for foreign visitors to EM headquarters and EM field offices.
5. Facilitates EM participation in international forums.
6. Manages the EM foreign travel program to ensure appropriate and consistent application of policies and procedures for all federal and contractor travel requests.

Correspondence Center

FUNCTIONS

1. Manages internal and external correspondence and other written material (e.g., letters, action memos, and reports).
2. Establishes correspondence policy and procedures consistent with DOE and government-wide requirements to ensure quality preparation and processing of correspondence.
3. Coordinates incoming and outgoing correspondence and ensures appropriate tracking.
4. Serves as EM's point of contact for matters with the Department's Executive Secretariat.
5. Maintains EM's Correspondence Guidance Handbook and conducts staff training on the controlled correspondence process.
6. Facilitates packaging, delivery, and return of signed correspondence.

Corporate Services

MISSION

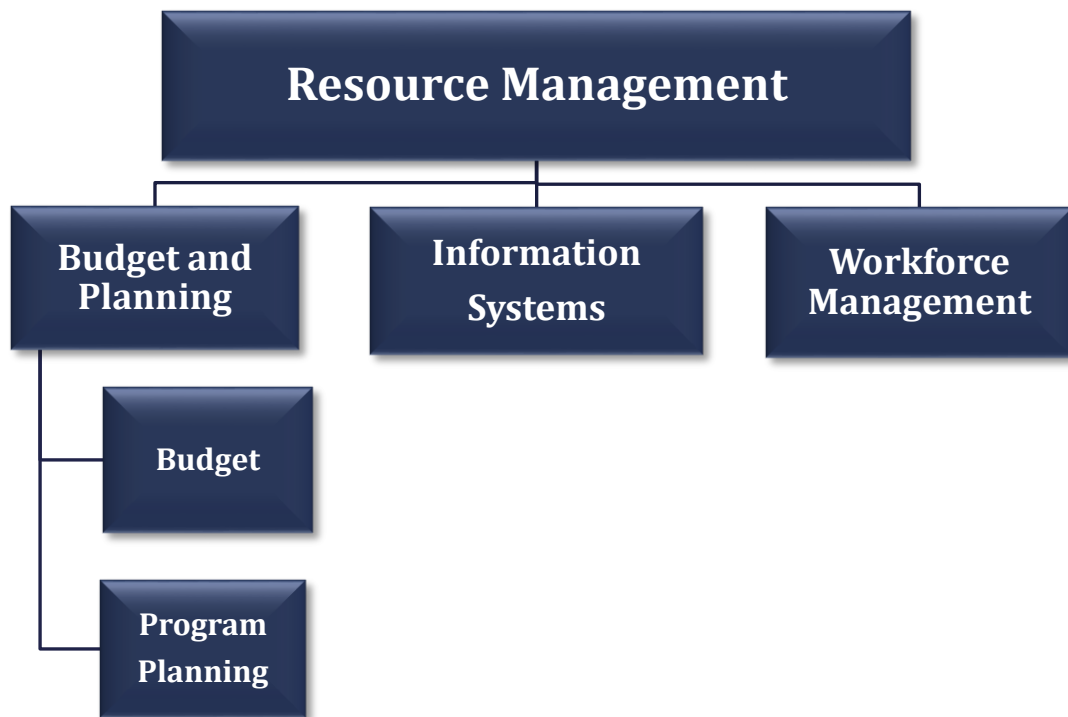
The Corporate Services Office provides leadership and develops mission strategies, policy, and guidance for business services in support of EM's environmental cleanup mission. The office is responsible for oversight, management, vision, and direction of essential business functions and has the overriding responsibility to support field offices by enabling the effective execution of the mission. The office is also responsible for strategic planning and development of procedures and policies for financial management, acquisition and project management. The office oversees workforce management, corporate information systems, cybersecurity, facilities, administrative services, and strategic external and internal communication. The office ensures that effective business and management systems and processes are developed and implemented across the EM complex. In addition, the office facilitates business and continuous improvement efforts to promote an open and collaborative work environment.



Resource Management

MISSION

The Resource Management Office provides leadership and develops mission strategies, policy, and guidance for business activities to support EM's mission. The office is responsible for the integration of budget and planning; budget formulation; budget execution; oversight of information systems and cybersecurity; workforce management, and has the overriding responsibility to support field offices by enabling the effective execution of the mission. The office provides leadership in the planning and implementation of policies, initiatives, and procedures designed to create an open, collaborative work environment and a diverse and inclusive workforce. In addition, the office serves as the primary interface with the Department's Chief Financial Officer (CFO), Chief Human Capital Officer (CHCO), Chief Information Officer (CIO), the DOE Office of Management (MA), and the OMB.



Budget and Planning

MISSION

The Budget and Planning Office provides leadership and develops mission strategies, policy, and guidance for budget and planning to support EM's mission. The office supports budget formulation, funds execution, strategic planning, and has the overriding responsibility to support field offices by enabling the effective execution of the mission. The office supports the interface with the CFO and OMB and ensures compliance with the Department's budget development and execution process and reporting requirements of the Federal Managers Financial Integrity Act (FMFIA). The office also performs strategic out-year planning and critical analysis, and is responsible for monitoring and reporting life-cycle costs and corporate performance measures.



Budget

FUNCTIONS

1. Supports EM budget rollout and delivery of budget documents and ancillary support information in accordance with CFO, OMB, and Congressional requirements.
2. Provides guidance on development of budget priorities, strategy and regulatory compliance assumptions, and coordinates recurring analyses to assess impacts of various funding levels.
3. Defends the budget request through development of presentation material including issue papers, impact statements, and briefing documents.
4. Implements budget execution systems such as requisitions and obligations for program expenditures and distribution of funds; this includes recurring analyses to assess impacts due to funding changes, rescissions, continuing resolution periods, potential lapses of appropriation, etc.
5. Executes EM funding as directed by congress and OMB apportionments restrictions.
6. Monitors implementation of congressionally directed funding.

7. Supports OMB financial information requests, working with the EM Communications Office, DOE Congressional Affairs Office, and DOE CFO.
8. Manages corporate program direction and program support accounts, which include EM-wide non-labor formulation and execution, and the management initiatives list.
9. Processes reprogramming and financial restructuring actions and recommends funding level adjustments to address requirements and unanticipated issues.

Program Planning

FUNCTIONS

1. Relays information on budget formulation and execution matters to the DOE CFO, OMB, and congressional appropriations committees including material for briefings and hearings, annual budget rollout and responses to committee inquiries.
2. Leads comprehensive program planning efforts that integrate EM program priorities, resource requirements, and compliance commitments to inform budget allocation and mission execution.
3. Serves as secretariat for the EM Strategic Planning Board.
4. Provides direction on program planning information to EM headquarters and field offices.
5. Evaluates mission-specific goals, objectives, and metrics in the implementation of EM management initiatives across the organization.
6. Implements the FMFIA.
7. Develops and coordinates program and budget planning, five-year planning documents and guidance packages to support life-cycle cost, scope, and schedule updates.
8. Prepares data and defines estimating methodologies for the annual audit of EM's environmental liability in accordance with the Government Management Reform Act.
9. Develops, tracks, and reports on EM performance metrics and milestones in accordance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010.
10. Works with EM leadership and the EM Strategic Planning Board to develop metrics for the EM Annual Performance Agreement to ensure focus on annual objectives and defined budget corporate metrics.
11. Coordinates with external organizations, such as the Government Accountability Office (GAO), National Academy of Public Administration, and internal Departmental organizations, such as the Inspector General (IG), to facilitate independent reviews and closure of recommendations and audit report findings.

Information Systems

MISSION

The Information Systems Office provides leadership and develops mission strategies, policy, and guidance for activities related to corporate information systems to support EM's mission. The office implements creative solutions and advises EM on matters related to information systems, services, and tools to ensure compliance with Departmental policies and procedures. The office is responsible for cybersecurity, records management, information technology infrastructure, systems and tools, and has the overriding responsibility to support field offices by enabling the effective execution of the mission.

FUNCTIONS

1. Ensures the confidentiality, integrity, and availability of EM headquarters' infrastructure information resources, systems and tools, to include serving as the Certification Agent for EM field office IT systems and using the Mission Information Protection Program (MIPP) to strengthen the cybersecurity posture of EM.
2. Implements federal IT strategies to achieve efficiencies and deliver services in cybersecurity, enterprise architecture, capital planning and investment control, mission systems, records management, sustainability, asset management, video conferencing, cloud and other hosting services; implements corrective actions identified from IG and GAO audits; and oversees internal and external reporting.
3. Coordinates all IT and cybersecurity aspects of emergency management and continuity of operations with the EM Safeguards, Security, and Quality Assurance Office; and serves as liaison to the CIO on all IT and cybersecurity matters.
4. Delivers Energy Information Technology Services (EITS) services to EM; serves as liaison to Department's senior agency official on all records management matters, ensuring compliance with federal records management statutes and regulations; manages production and post-application environments for EM tools; and oversees asset management for EM headquarters IT equipment, peripherals, and mobile devices.

Workforce Management

MISSION

The Workforce Management Office implements creative business solutions to achieve organizational effectiveness and advises EM on programs to strengthen EM's workforce. The office implements government-wide, Departmental, and EM policies that facilitate a high-performing workforce capable of accomplishing EM's mission and has the overriding responsibility to support field offices by enabling the effective execution of the mission. The office provides oversight, direction, and support on centralized and crosscutting workforce and organizational activities to optimize workforce planning; employee training and development; performance management; employee recognition (incentive and awards); data management and analysis; employee engagement and organizational culture improvement efforts. The office manages employee relocation; headquarters facilities and logistics; office space management; property accountability; employee travel cards; and small purchase orders.

FUNCTIONS

1. Serves as the EM liaison to CHCO for human capital strategies and policies and executes EM program human resource responsibilities as described in the CHCO's Service Level Agreement related to the Department's Shared Service Center.
2. Develops workforce management guidance and advisory services to EM headquarters managers; and ensures the completion of EM's workforce and succession planning to inform decision making regarding resource needs.
3. Promotes equal employment opportunities consistent with applicable policies and requirements in support of recruiting and retaining workforce diversity and inclusion.
4. Manages, in collaboration with the EM Budget and Planning Office, the fulltime equivalent (FTE) utilization process to project and adjust FTE ceilings across the complex.
5. Manages the EM headquarters human resource operational liaison activities in collaboration with the Department Shared Service Center to ensure timely completion of personnel actions; and oversees the completion of individual development plans and executive development plans across the complex.
6. Manages the EM headquarters awards and recognition program, including the submissions of Departmental awards and employee departure awards.
7. Coordinates employee engagement activities including the evaluation and utilization of Federal Employee Viewpoint Survey results and other efforts to advance organizational continuous improvement.
8. Advises on office space management; provides EM headquarters facility and asset management oversight, including mailroom, parking, and other building services in accordance with

Departmental standards; and oversees EM headquarters construction projects in coordination with DOE facilities including the identification of recurring maintenance issues and furniture replacement needs.

9. Coordinates the review and approval process for EM headquarters employee permanent change of station moves and facilitates the purchase of products and services up to \$3,500 in accordance with the headquarters purchase card program.
10. Facilitates the dissemination of EM headquarters emergency preparedness information in collaboration with the EM Safeguards, Security, and Emergency Management Office.

Acquisition and Project Management

MISSION

The Acquisition and Project Management Office provides leadership and develops mission strategies, policy, and guidance for acquisition and project management to support the EM mission. The office supports the development of site and project-specific acquisition and contract strategies and the execution of all EM field office contracts; provides standardized policy, training, tools, oversight and guidance for project, acquisition and contract management; and has the overriding responsibility to support field offices by enabling the effective execution of the mission. The office provides support and independent oversight of cost, schedule, and management of EM construction and capital asset projects. The office implements EM policies on contractor workforce and benefits and is the primary interface with the DOE Senior Procurement Executive, the DOE Director of Acquisition and Contract Management, and the Director, DOE Project Management Oversight and Assessments Office (PM). The office ensures compliance with DOE procedures, reporting requirements, laws and regulations. The office is a member of the DOE Project Management Risk Committee and the Energy System Acquisition Advisory Board.



Acquisition and Contract Management

MISSION

The Acquisition and Contract Management Office provides leadership and develops mission strategies, policy, and guidance for acquisition and contract management to support EM's mission. The office assists EM field offices in the implementation of new contract policies and procedures to promote program efficiency and has the overriding responsibility to support field offices by enabling the effective execution of the mission. The office provides support for contract execution and

contract administration matters including reporting and contract data accountability and development of internal controls that support excellence in contract execution and oversight. The office provides standardized contracting policy, training, and tools, and oversight to assure strategic acquisition planning and preparation; and manages acquisition advisory boards.

FUNCTIONS

1. Develops strategic procurement and acquisition strategies to support the EM mission.
2. Develops and oversees implementation of policies, procedures, and guidance for procurement matters that promote effective and compliant contracts and contracting operations; and ensures efficient acquisition planning and procurement functions.
3. Creates crosscutting solutions to pre-award contract management problems and provides pre-award contracting support, including advice, policy guidance, tools, and training to promote effective and compliant contracts and contracting operations.
4. Coordinates acquisition planning and source selection processes and procedures for major acquisitions.
5. Fosters open collaboration and exchange of information with EM contracting officers to enhance knowledge of contracting and acquisition lessons learned and other topics.
6. Provides assistance in management of EM's government furnished equipment and property system, contracting officer representative, and federal acquisition certification programs.
7. Develops EM policy and facilitates implementation of Departmental policies on contractor pensions and benefits and workforce restructuring.
8. Provides support for the EM contract portfolio's post-award activities including contract modifications, change orders, and requests for equitable adjustment (REAs).
9. Provides contracting advice and assistance to EM program offices and assists contracting officers with complex contract modifications, change orders, and REAs on cost, schedule, fee, and Departmental liabilities, which require the Contract Fee Board review.
10. Evaluates EM's contract management and oversight for effectiveness and consistency through the Contractor Performance Assessment Reports System; and coordinates activities regarding Program Evaluation and Monitoring System.
11. Provides technical assistance and acquisition program guidance across the complex; helps coordinate post-award contractual efforts; and collects and analyzes performance data and monitors process management.
12. Supports contracting officer representatives in managing headquarters support services contracts, interagency agreements and financial assistance instruments; maintains cost reports with detailed funding information to ensure the financial integrity of the headquarters support service contracts.
13. Facilitates the purchases of products or services through the simplified acquisition process in coordination with the DOE MA procurement office or EMCBC.

14. Interacts with EM HCA, DOE Senior Procurement Executive, PM, and field offices in the resolution of issues regarding matters under review or findings from GAO or IG audits; oversees the corrective action process, and validates effectiveness of contracting policies and procedures in response to inspection and audit results.
15. Serves as the EM small business advocate. Implements subcontract small business program goals and monitors small business statistical data for progress; promotes prime and subcontract small business opportunities through counseling sessions, conferences, training and outreach.

Project Management

MISSION

The Project Management Office provides leadership and develops mission strategies, policy, and guidance for project management to support EM's mission in coordination with the EM Chief Engineer. The office ensures the effective implementation of all project management policies and directives including DOE Order 413.3B, *Program, and Project Management for the Acquisition of Capital Assets* across EM capital asset projects and operational activities, and has the overriding responsibility to support field offices by enabling the effective execution of the mission. This includes developing policy, defining project management requirements, analyzing and supporting field project oversight, assessing EM construction projects and their performance measures, and reporting project status. The office supports independent government cost estimate development and risk management planning.

FUNCTIONS

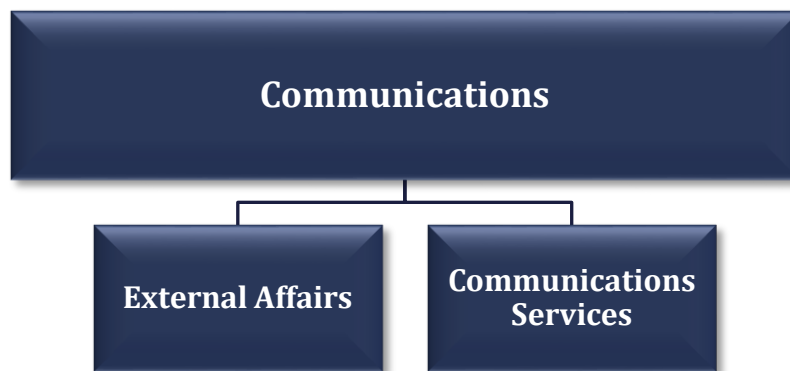
1. Provides project management advice and independently oversees EM construction, capital asset projects, and operations activities including activities involved with on-site cost, schedule, technical and management status reviews; develops project management policies, procedures, and guidance for management of EM capital asset projects and operations activities.
2. Evaluates all capital asset projects and operations performance against project management standards, project performance baselines, and performance measures data; conducts performance baseline analyses; performs validation reviews for capital asset projects under \$100 million; analyzes reported earned value information and project performance indicators for EM projects; independently reviews projects and operations; and provides recommended solutions to project owners, CFO, and PDAS.
3. Supports the Department's Project Management Oversight and Assessments Office, including assessing submissions of EM monthly project data, coordinating monthly reports, and providing assessments for quarterly status briefings to the AS, Deputy Secretary, and Under Secretary for Management and Performance.

4. Coordinates quarterly projects reports for capital asset projects with a total project cost of \$100 million or more.
5. Coordinates with the EM Field Operations Office to provide independent advice on whether a proposed DOE Order 413 acquisition strategy represents a valid, cost-effective, and realistic means of accomplishing objectives.
6. Validates that project performance is consistent with mission and project requirements, and that projects mature appropriately through the project review processes.
7. Supports EM headquarters and field offices in developing risk policy and asset-risk management plans for construction, capital asset projects, and operations under \$100 million.
8. Independently advises through peer reviews whether project scope and underlying technology, management, cost, and schedule baseline assumptions and contingency provisions are valid within DOE's budgetary and administrative constraints; reviews projects for cost and schedule and resolves issues if needed.
9. Evaluates proposed projects and acquisition strategies to ensure technically valid, cost-effective, and realistic means of accomplishing objectives.
10. Develops Exhibit 300s (non-IT) and project data sheets for EM construction and other capital asset projects with support from the Chief Engineer.
11. Oversees the implementation of requirements under DOE Order 413.3B, *Project Management for the Acquisition of Capital Assets*, and conducts monthly assessments of the performance of projects utilizing PARS II data, FPD and contractor reports, and other data sources, as appropriate.
12. Prepares project performance ratings to inform decision-making and defines processes and technical practices to improve life-cycle performance of EM projects.

Communications

MISSION

The Communications Office provides leadership for all messaging across EM HQ and sites and develops mission strategies, policy, and guidance to support EM's environmental mission. The office provides guidance for integrated, timely, and responsive internal and external communications across the EM complex and has the overriding responsibility to support field offices by enabling the effective execution of the mission. The office is responsible for advising the AS on all communication, media relations, public affairs, and congressional issues. The office serves as the liaison between EM and the DOE Congressional and Intergovernmental Affairs Office. The office is the main contact for news media and public inquiries and is the liaison with the DOE Public Affairs Office (PA). The office is responsible for internal coordination of the directives review process, EM headquarters standard operating procedures, conference management, and the Freedom of Information Act (FOIA).



External Affairs

MISSION

The External Affairs Office develops policies and strategies for all messaging across EM HQ and sites and develops mission strategies, policy, and guidance for oversight and implementation of congressional and media relations to support EM's mission. The office oversees media, congressional and related communication across the EM complex and has the overriding responsibility to support field offices by enabling the effective execution of the mission. The office is responsible for advising the AS on all external communication, media relations, public affairs, and congressional issues. The office serves as the liaison between EM and the DOE Congressional and

Intergovernmental Affairs Office. The office is the main contact for news media and public inquiries and is the liaison with the DOE Public Affairs Office (PA).

FUNCTIONS

1. Develops policies, procedures, and strategic guidance for EM headquarters and field offices on external EM communication strategies.
2. Manages the development of talking points, speeches, and presentations for the AS and PDAS.
3. Handles all EM press inquiries.
4. Generates external EM messages to support Administration and Departmental policies and goals.
5. Provides guidance to the EM field offices on press releases, congressional activities, website content, and other related communications products and activities.
6. Coordinates congressional interfaces with the EM Budget and Planning Office.
7. Develops written testimony and oral statements for senior EM officials for congressional hearings and collaborates with the EM Budget and Planning Office regarding budget-related testimony to ensure consistency.
8. Coordinates the review of congressional hearing transcripts with the appropriate headquarters offices and oversees the management of Questions for the Record and Inserts for the Record.
9. Tracks status of EM congressional report preparation, concurrence, and approval actions.

Communications Services

MISSION

The Communications Services Office provides leadership and develops mission strategies, policy, and guidance for oversight and implementation of internal communication and communication support services to support EM's mission. The office supports internal communication across the EM complex and has the overriding responsibility to support field offices by enabling the effective execution of the mission. The office is also responsible for graphics, trip books, internal coordination of the directives review process, EM headquarters standard operating procedures, conference management, and the Freedom of Information Act (FOIA).

FUNCTIONS

1. Develops policies, procedures, and strategic guidance for EM headquarters and field offices on internal EM communication strategies.
2. Coordinates production of all internal EM headquarters communications materials including fedcasts and employee messages.
3. Supports dissemination of all external and internal EM headquarters communications materials including newsletters, press releases, fact sheets, annual reports, web content, infographics, and presentations.
4. Develops and maintains communication tools for public and internal outreach.
5. Manages development of Administration transition material for the EM program.
6. Ensures EM compliance with FOIA.
7. Provides strategic leadership and management for EM conference attendance and activities.
8. Serves as the EM directives point of contact for the Departmental directive online review and comment system.
9. Maintains standard operating procedures and a status of all EM Delegations of Authority.

Field Operations

MISSION

The Field Operations Office provides leadership and develops mission strategies, policy, and guidance for field operations to support EM's mission. The office oversees EM nuclear operations; construction; environmental restoration and other mission activities; health and safety; safeguards and security; quality assurance; emergency management; transportation operations; and has the overriding responsibility to support field offices by enabling the effective execution of the mission. In addition, the office provides EM with the development and implementation of technology and engineering practices, concepts, and programs to advance the EM mission. The office supports overall site integration and operations to ensure line management accountability to execute the safe, efficient, and timely completion of the EM mission. The office ensures effective coordination of field liaison functions, including liaison interface with the EM Corporate Services Office and the EM Regulatory and Policy Affairs Office. In addition, the office provides management oversight of, and direction to, all EM sites and facilities and champions their interests to ensure effectiveness and consistency in performance. The office provides oversight for the SRNL Policy Office.

The SRNL Policy Office supports the development of EM policies related to the management and operation of the DOE EM SRNL. This office facilitates SRNL appraisal and planning processes; supports the EM HCA on matters related to SRNL procurements; coordinates uniform policy on contractor human resource management, laboratory directed research and development (LDRD), and strategic partnership projects (SPP); represents EM on DOE and inter-agency working groups and councils whose focus relates to the general health, utilization, and vitality of the national laboratory system; develops strategic direction and standard procedures for managing lab operations and activities; and provides expert advice on technical matters and programmatic issues related to lab infrastructure, security and sustainability.



Safety, Security, and Quality Assurance

MISSION

The Safety, Security, and Quality Assurance Office provides leadership and develops mission strategies, policy and guidance for safety, security, and quality assurance operations in support of EM's mission. The office also serves as the Central Technical Authority (CTA); provides independent analysis and advice to EM headquarters field offices on nuclear facility safety; and has the overriding responsibility to support field offices by enabling the effective execution of the mission. The office represents EM in frequent interfaces with the Defense Nuclear Facilities Safety Board (DNFSB) and oversees the startup and restart of nuclear facilities and operational readiness reviews. The office oversees Integrated Safety Management (ISM) and Integrated Safeguards and Security Management (ISSM) activities.



Field Operations Oversight/ Chief of Nuclear Safety (CNS)

MISSION

The CNS provides leadership and develops mission strategies, policy, and guidance for field operations oversight and implementation of nuclear safety requirements to support EM's mission. The office oversees EM nuclear facilities across the DOE complex and has the overriding responsibility to support field offices by enabling the effective execution of the mission. The CNS is responsible for strengthening federal oversight, monitoring nuclear projects and operations, applying lessons learned and promoting best practices, carrying out CTA activities affecting nuclear safety at EM sites; and managing differing professional opinions (DPOs).

FUNCTIONS

1. Provides guidance for implementation of nuclear safety requirements and exemptions including nuclear facility safety basis and safety design basis documents.
2. Maintains operational awareness of nuclear safety requirements.
3. Advises on DOE-wide nuclear safety research and development activities.
4. Manages DPOs evaluation and decision authority at EM facilities.
5. Provides input and concurrence on safety documentation and critical decisions.
6. Coordinates DOE orders and directives on behalf of EM on nuclear safety matters in collaboration with the EM Regulatory and Policy Affairs Office.
7. Serves as the point of contact for review and concurrence of DOE technical standards concerning EM nuclear safety.
8. Concurs on safety requirements in EM prime contracts and modifications regarding nuclear safety operations as required by DOE Order 410.1.

Safety Management

MISSION

The Safety Management Office provides leadership and develops mission strategies, policy, and guidance for safety management to support EM's mission. The office supports implementation and

continuous improvement of Integrated Safety Management Systems (ISMS); provides strategic guidance on EM safety standards and has the overriding responsibility to support field offices by enabling the effective execution of the mission. The office also serves as the EM liaison with DNFSB, ensuring timely and technically sound responses to the Board's recommendations and issues. The office coordinates the safety-related authority delegations and conducts safety-related technical qualification activities to support the Federal Technical Capability Panel.

FUNCTIONS

1. Manages EM safety policy, standards, and guides.
2. Coordinates EM safety performance data including occurrence reports, Computerized Accident/Incident Reporting Systems (CAIRS) and other DOE corporate and field safety performance indicator input.
3. Supports oversight of the design, construction, and commissioning of safety systems.
4. Provides subject matter experts in safety disciplines, such as nuclear criticality and fire protection.
5. Maintains awareness of field office safety posture and safety performance trends.
6. Serves as EM's liaison to DNFSB, including coordinating EM responses to DNFSB recommendations and issues.
7. Reviews safety basis documents, design analyses, and exemption requests from the field offices on non-delegated nuclear safety design and other nuclear safety management requirements (e.g., fire protection, criticality safety, safety, and health).
8. Ensures EM's continuous ISMS improvement; develops criteria for field ISMS declarations; and participates in field ISMS validation reviews.
9. Manages EM Functions, Responsibilities and Authorities Manual process.
10. Oversees EM safety oversight plans and assessments and ensures consistency with the Department's oversight policy and requirements in DOE Order 226.1, the *DOE Worker Safety and Health Program*, and ISMS criteria.
11. Coordinates safety related technical qualification activities including the DOE Federal Technical Capability Panel commitments for EM.
12. Coordinates EM activities in support of DOE's Operating Experience Program.

Operational Safety

MISSION

The Operational Safety Office provides leadership and develops mission strategies, policy, and guidance for operational safety to support EM's mission. The office has the overriding responsibility to support field offices by enabling effective execution of the mission and oversees federal and contractor safety and health programs and management systems such as operational awareness activities, conduct of operations, work planning and execution, and assessments. The office supports operational safety performance across the EM complex; helps ensure timely correction of deficient safety conditions; assists with safety innovations, and practices; and verifies the effectiveness of corrective actions.

FUNCTIONS

1. Oversees EM complex-wide performance of EM operational safety and health systems including the Facility Representative Program.
2. Evaluates field office operational safety performance.
3. Resolves safety-related occurrences including the Occurrence Reporting and Processing System information.
4. Evaluates field office conduct of operations and operational assessment processes, including readiness reviews and results, and implements corrective actions.
5. Ensures timely closure of EM corrective action plans in the DOE Corrective Action Tracking System.
6. Manages Price-Anderson Amendments Act issues on behalf of EM.
7. Evaluates Occupational Radiation Protection Programs and practices at field offices consistent with 10 Code of Federal Regulations 835.

Standards and Quality Assurance

MISSION

The Standards and Quality Assurance Office provides leadership and develops mission strategies, policy, and guidance for standards and quality assurance to support EM's mission. The office identifies technical, safety, quality requirements, and standards for EM capital and major operating projects and has the overriding responsibility to support field offices by enabling the effective execution of the mission. The office develops key criteria for evaluating the quality and technical implementation of the appropriate requirements to support a decision-making process for project

critical phases. The office manages the corporate quality assurance (QA) evaluation program to ensure field offices implement the EM headquarters Corporate Quality Assurance Plan (QAP).

FUNCTIONS

1. Supports the review processes for major construction projects.
2. Maintains the EM headquarters Corporate QAP.
3. Oversees EM headquarters and field office QAP implementation.
4. Assists with headquarters review of deactivation and decommissioning (D&D) project planning documents, facility/system walk downs, configuration management and controls, and surveillance and maintenance programs.
5. Coordinates review of acquisition strategies, project planning, and execution documents to ensure appropriate quality requirements and standards.
6. Interfaces with the DNFSB, DOE Field Elements and Program Secretarial Offices, and stakeholders on matters concerning quality assurance and standards.
7. Implements a high-level waste/used nuclear fuel (HLW/UNF) QA oversight program in coordination with the EM Waste and Materials Management Office to verify EM conformance to the waste acceptance requirements associated with the Quality Assurance Requirements Description.
8. Leads HLW/UNF related EM QA audits and surveillances.
9. Monitors EM headquarters vendors and suppliers to support complex wide activities.

Office of Safeguards, Security, and Emergency Preparedness

MISSION

The Safeguards, Security, and Emergency Preparedness Office provides leadership and develops strategies and guidance for meeting safeguards, security, and emergency preparedness requirements to support EM's mission. The office has the overriding responsibility to support field offices by enabling the effective execution of the mission and implements policy related to physical and information security; classification; and emergency management. The office also supports continuous improvement across the EM complex through application of ISSM principles and serves

as a liaison on physical security and emergency management issues to ensure readiness and resilience when incidents occur.

FUNCTIONS

1. Serves as the security officer responsible for security programs, operations, and facilities under the purview of EM headquarters.
2. Verifies the implementation of safeguards and security programs in accordance with applicable DOE directives including the development of EM procedures and guidance.
3. Maintains status of field office Delegations of Authority in relation to safeguards, security, and emergency preparedness (e.g., foreign visits and assignments).
4. Develops facility and field office defensive plans for the protection of nuclear weapons and components, Category I Special Nuclear Material (SNM) or targets subject to radiological or technical sabotage, in accordance with the DOE Tactical Doctrine.
5. Oversees safeguards and security plans and procedures at EM facilities and field offices.
6. Supports development of EM safeguards and security budget guidance.
7. Supports implementation of Safeguards and Security Directives; verifies the implementation of authorized security condition level actions.
8. Ensures implementation of government-wide policies, objectives, and requirements related to classified information.
9. Serves as the EM headquarters classification officer.
10. Serves as point of contact for EM headquarters security and emergency preparedness and as the EM headquarters security liaison with DOE and other federal and state agencies.
11. Oversees EM safeguards, security, and emergency preparedness through assistance visits, assessments, ProForce capabilities analysis, exercise evaluations, etc.
12. Helps maintain the Nuclear Materials Inventory Assessment (NMIA) database.
13. Implements an EM headquarters emergency management assistance, assessment, and oversight program for EM field offices.
14. Manages the EM headquarters emergency management program including the EM Emergency Readiness Assurance Program.
15. Provides training for EM headquarters emergency management team members.
16. Provides 24-hour initial notification for emergency and security incidents at EM field offices and supports EM field office emergency exercises.
17. Manages the EM headquarters Continuity of Operations Program (COOP) and oversees the EM field office COOP coordinators.

EM Field Offices and Field Support

Field managers and federal project directors provide leadership and develop mission strategies, policy, and guidance to support EM's mission. Field offices execute the EM mission, implement DOE policy and EM strategy, and identify resource needs on behalf of the AS. Field offices are responsible for safe, secure, and efficient operations and hold contractors accountable for meeting contract requirements.

ORP*	SRS
RL	PPPO
ID	CBFO
OR	WVDP
EMLA	ETEC
MOAB	SPRU
EMCBC <i>Field Support</i>	NNSA EM PROJECTS

*ORP reporting requirement per 1999
NDAA Section 3139

EM Field Office Missions

Office of River Protection (ORP)

To safely and responsibly manage the nuclear waste stored in Hanford's 177 underground tanks; oversee the construction, startup, and commissioning and operation of the Waste Treatment and Immobilization Plant; and prepare the tank waste for final disposition.

Savannah River Site (SRS)

To safely and efficiently operate the Savannah River Site to protect the public, workers, and the environment through addressing the environmental legacy of Cold War-era nuclear weapons production while also continuing to support the U.S. nuclear deterrent and nonproliferation needs and preparing the site for future uses.

Richland (RL)

To address the environmental legacy of five decades of nuclear weapons production and protect the public, workers, and Columbia River through safe and effective cleanup and risk reduction, while working to make Hanford lands and access available for future use.

Portsmouth/Paducah Project Office (PPPO)

To safely clean up the former gaseous diffusion enrichment plants in Ohio and Kentucky, thereby ensuring protection of the public and environment.

Idaho (ID)

To clean up legacy facilities and contamination at the Idaho site and aid DOE and Idaho National Laboratory in research and development of transformative science, technology innovation, and market solutions to meet our environmental challenges.

Carlsbad Field Office (CBFO)

To provide safe, compliant, efficient and environmentally responsible characterization, transportation and disposal of defense transuranic waste and thereby help to enable a nuclear future for our country through safe and environmentally responsible waste management.

Oak Ridge (OR)

To complete the cleanup of the Oak Ridge Reservation to protect the region's health and environment; enable DOE's science, energy and national security missions; and make clean land available for future use.

West Valley Demonstration Project (WVDP)

To protect the public and the environment through the safe and effective cleanup of the only commercial nuclear fuel reprocessing facility to have operated in the U.S.

EM-Los Alamos (EMLA)

To protect the public, workers and the environment through the safe and effective implementation of legacy cleanup activities at the Los Alamos National Laboratory, while allowing the National Nuclear Security Administration to focus on the core national security missions at the laboratory.

Energy Technology Engineering Center (ETEC)

To clean up contamination that transpired from past operations in support of DOE and predecessor agency programs through D&D and soil and groundwater remediation.

Moab

To protect the public and the environment by relocating mill tailings and other contaminated materials from a former uranium-ore processing facility near the Colorado River to an engineered disposal cell.

Separations Processing Research Unit (SPRU)

To complete disposition of all SPRU facilities and land for the Naval Reactors Office mission use.

NNSA EM Projects

Nevada National Security Site (NNSS)

To complete legacy environmental cleanup activities including soil and groundwater remediation; and to safely and efficiently manage DOE waste streams and disposal needs.

Lawrence Livermore National Lab (LLNL)

To complete legacy soil and groundwater remediation at the Livermore Site.

Sandia National Lab (SNL)

To complete waste characterization and management and soil restoration.

EM Field Support

EM Consolidated Business Center (EMCBC) Field Support

Provides business, personnel, safety, and other technical environmental management support to EM field offices with a focus on customer service and diverse perspectives and skills that drive mission execution.

Headquarters Field Liaisons

Headquarters Field Liaisons perform duties related to operations at EM field offices and facilities and work effectively with EM headquarters offices to provide field-specific business and technical support. The liaisons advocate for EM field offices and resolve issues with EM headquarters. As direct reports to field managers, deputy managers, or federal project directors, the liaisons:

1. Resolve issues to enable successful execution of EM's cleanup.
2. Support field office assessments or evaluations.
3. Collaborate with EM headquarters and other stakeholders on field requirements, budget needs, project status, strategies, and planned or accomplished work.
4. Represent the field managers, deputy managers, or federal project directors in EM and DOE forums.
5. Work with other EM headquarters and DOE offices to maintain integrated assessment activity calendars to ensure efficiency and to minimize disruption of field office work.
6. Provide budget formulation input to the EM Field Operations Office.

Technology Development

MISSION

The Technology Development Office provides leadership and develops mission strategies, policy, and guidance for technology development to support EM's mission. The office supports the use of state-of-the-art technology to reduce costs, accelerate schedules, and mitigate vulnerabilities; and has the overriding responsibility to support field offices by enabling the effective execution of the mission. In addition to integrating best practices across the DOE complex, the office manages EM's technology-based international, interagency, and academic interfaces to identify advancing technologies, solutions, materials and processes. The office fosters the transfer of commercially available technology and newly developed entrepreneurial technology to support cleanup.

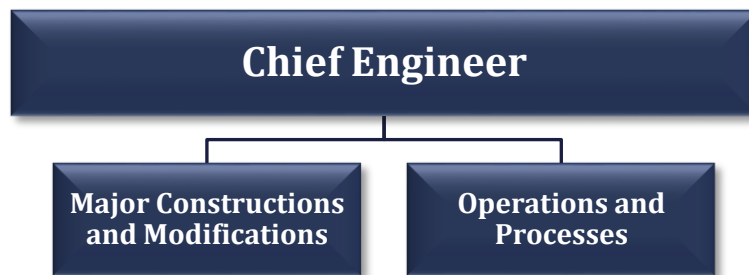
FUNCTIONS

1. Recommends complex-wide technology strategies and supports implementation of specialized technology programs and projects.
2. Supports technology readiness assessments and assists field offices with implementing technology development concepts.
3. Manages EM's participation in Science, Technology, Engineering, and Mathematics Emphasis Programs and provides guidance for EM internship programs, traineeships, minority serving institution partnership programs, and other initiatives.
4. Identifies technological best practices (e.g. Laboratory Directed Research and Development portfolios, Work-For-Others, doctoral research); and represents EM in interagency science and technology initiatives and establishes formal agreements.
5. Facilitates mission innovations and life-cycle technological advancements and advises EM senior leadership on technical issues with potential impact to programmatic deliverables.
6. Coordinates technology development activities performed by DOE's national laboratories and technology centers, to include the use of EM resources by technology researchers and developers for promising technologies related to the EM mission (i.e., radioactive test beds) and serves as a technology development interface with SRNL.

Chief Engineer

MISSION

The Chief Engineer provides leadership and develops engineering strategies, policy, and guidance to support EM's mission. The office advocates for technical design consistency throughout the EM complex while recognizing field office regulatory frameworks and has the overriding responsibility to support field offices by enabling the effective execution of the mission. The office provides policy direction and oversight on the engineering posture, readiness, and execution of EM programs and supports the execution of engineering best practices in the acquisition of major systems. The office provides input on the defensibility of engineering approaches and identifies options to increase effectiveness in the EM mission. In addition, the office provides guidance to EM field offices on major construction and commissioning activities and presents opportunities to reduce environmental liability and life-cycle costs while improving operational quality and safety across the EM complex.



Major Constructions and Modifications

MISSION

The Major Constructions and Modifications Office provides leadership and develops mission strategies, policy, and guidance for major construction projects to support EM's mission. The office has the overriding responsibility to support field offices by enabling the effective execution of the mission. The office supports engineering excellence in the acquisition of major systems (capital asset projects with a total cost of greater than or equal to \$750 million or as designated by the Deputy Secretary) and in other acquisition projects as determined by the AS. The office provides technical support to EM field offices with major construction or commissioning activities including the Idaho Integrated Waste Treatment Unit, the Savannah River Site Salt Waste Processing Facility, and the Waste Treatment and Immobilization Plant Project at Hanford.

FUNCTIONS

1. Evaluates technical risks, vulnerabilities, and conditions related to Critical Decisions (CD) and other commitments including post CD-4 activities.
2. Fosters a common approach to technical issues, develops supporting guidance, and monitors risk management programs for major construction activities.
3. Supports operational readiness, startup, and commissioning programs across the EM complex.
4. Monitors lessons learned from construction projects and shares information across the EM complex.
5. Conducts independent surveys and surveillances of EM construction for quality, code compliance, safety, and environmental issues in coordination with federal project directors and facility representatives.
6. Ensures modifications meet requirements for major modifications in support of DOE-STD-1189 implementation.
7. Coordinates design reviews.

Operations and Processes

MISSION

The Operations and Processes Office provides leadership and develops mission strategies, policy, and guidance for complex-wide engineering operations and processes to support EM's mission. The office establishes guidance to support complex-wide efficiencies; evaluates EM engineering operations focused on waste treatment processing methods for liquids, solids, soil and groundwater, and facilities to determine best practices; and has the overriding responsibility to support field offices by enabling the effective execution of the mission.

FUNCTIONS

1. Coordinates external technical reviews.
2. Reviews facility and system plans, designs, and flow sheets across the EM complex and provides recommendations for design, construction, or operational improvements.
3. Supports field offices in the review of engineering documents and contractor deliverables.

4. Supports the review of engineering flow sheets and technology recommendations to ensure appropriate scale-testing including the use of pilot facilities.
5. Maintains database of EM waste processing technologies.
6. Verifies implementation of DOE Order 430.1 for EM radiological facilities below hazard category 3.
7. Oversees preventative and corrective maintenance programs to identify crosscutting opportunities to minimize engineering risks and liabilities.
8. Maintains engineering response teams for issues including unplanned operational and field office events that require engineering support.

Regulatory and Policy Affairs

MISSION

The Regulatory and Policy Affairs Office provides leadership on matters related to EM's legal and regulatory affairs defined by law and negotiated or stipulated compliance agreements, DOE policies, orders, and standards. The office provides support in the planning and execution of EM waste and materials disposition, soil, groundwater, and D&D and has the overriding responsibility to support field offices by enabling the effective execution of the mission. The office supports the resolution of disposal operations issues and supports the complex-wide integration of disposition activities. The office promotes complex-wide policy integration to standardize best technical practices, solutions, materials, and processes. This office integrates with intergovernmental entities and other EM stakeholders.

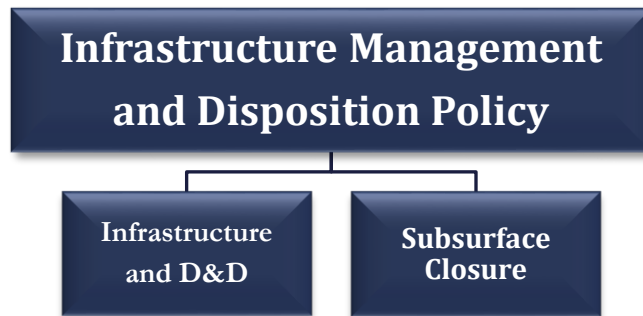


Infrastructure Management and Disposition Policy

MISSION

The Infrastructure Management and Disposition Policy Office provides leadership on matters related to EM's remediation activities, tank closures, sustainability, energy management, and efficiency initiatives. The office provides EM field offices tools to manage EM buildings and assets, thereby improving technologies and optimizing real property assets and energy use. The office

establishes EM policy on D&D, tank closure, and soil and groundwater remediation and has the overriding responsibility to support field offices by enabling the effective execution of the mission.



Infrastructure and D&D

MISSION

The Infrastructure and D&D Office develops policy for D&D, real property asset management, sustainability, and energy management. The office leads the transfer of completed projects; manages the transfer of excess contaminated facilities and materials from NNSA, Office of Science (SC), and the Office of Nuclear Energy (NE); and has the overriding responsibility to support field offices by enabling the effective execution of the mission.

FUNCTIONS

1. Provides policy, planning, and analysis for transition of facilities in and out of EM.
2. Manages transfer of excess contaminated facilities and materials from NNSA, SC, and NE to EM and the transfer of cleaned land from EM to NNSA, SC, NE, or Legacy Management.
3. Maintains residual radioactivity (RESRAD) codes for buildings and soils, and baseline risk assessment; and provides technical support for RESRAD use.
4. Integrates energy efficiency and sustainability initiatives across the EM complex; and supports DOE's Sustainability Performance Office in the collection and analysis of sustainability performance and planning data.
5. Approves authorized limits for the radiological release of real property.
6. Coordinates EM field office infrastructure reporting including the 10-year site plans.

7. Implements policies and strategies to address asset revitalization and promote DOE's national goals for clean energy and energy security.
8. Ensures EM compliance with DOE real property and energy management orders; and supports transfers of real property to community reuse organizations and other entities for asset revitalization and economic development.
9. Works with the EM Technology Development Office to assess strategies to leverage technology investments to improve performance and reduce infrastructure & D&D life-cycle costs.

Subsurface Closure

MISSION

The Subsurface Closure Office provides expert advice, leadership, and policy guidance to ensure safe and effective management of subsurface contaminants including remediation of soil and groundwater and tank closures. The office reviews practices related to tank closures and soil and groundwater remediation across the EM complex and has the overriding responsibility to support field offices by enabling the effective execution of the mission. The office monitors progress in meeting milestones, metrics, and contract requirements specific to complex-wide tank closures and remediation activities.

FUNCTIONS

1. Drafts policy and provides strategic guidance for complex-wide EM soil and groundwater remediation and tank closure activities.
2. Supports the conduct of subsurface-related National Environmental Policy Act (NEPA) analyses; and interacts with external agencies and organizations.
3. Works with the EM Technology Development Office to assess strategies to leverage technology investments to improve performance and reduce tank operations life-cycle costs.
4. Integrates EM complex-wide tank closure technology development plans with field office operating and system plans.
5. Provides technical assistance to resolve remediation and tank closure issues.
6. Coordinates performance of readiness assessments and external technical peer reviews and risk assessments related to remediation and tank closures.
7. Interfaces with Consortium for Risk Evaluation with Stakeholder Participation and manages input to grants and agreements.

8. Monitors grants and cooperative agreements related to remediation and tank closures.

Waste and Materials Management

MISSION

The Waste and Materials Management Office advances strategies to optimize EM waste management projects and processes. The office develops risk-based disposal policy to ensure safe disposal of EM waste. The office enables efficiencies in management and disposition of excess material inventories, safe and efficient packaging and transportation systems, and has the overriding responsibility to support field offices by enabling the effective execution of the mission. The office adheres to DOE radioactive waste management policies and statutory responsibilities related to radioactive waste streams. The office serves as the DOE headquarters certifying official for radioactive and other hazardous material package certifications, co-chair for the TRU Waste Corporate Board in coordination with the CBFO manager, and co-chairs (with the EM Regulatory Compliance Office) the Low-Level Waste (LLW) Disposal Facility Federal Review Group (LFRG).



National Transuranic (TRU) Program

MISSION

The National Transuranic (TRU) Program Office provides integration, planning, and analysis for all EM TRU waste of defense origin to be disposed at the Waste Isolation Pilot Plant (WIPP) to ensure safe and effective disposal operations. The office has the overriding responsibility to support field offices by enabling the effective execution of the mission. The office provides federal oversight across the DOE complex in three segments of the National TRU Program: the Generator Site TRU Waste Program, TRU Waste Certification Program, and WIPP. Major program elements and oversight activities include the following: inventory of material or waste, storage container and treatment assessment, waste characterization and certification, packaging, loading, transport and final disposition. The office oversees TRU waste packaging and transport in coordination with the

EM Packaging and Transportation Office and, in coordination with the EM International Program and the CBFO, has responsibility for TRU waste in support of the Interagency Working Group of the Joint Convention.

FUNCTIONS

1. Supports WIPP and generator sites in implementing their TRU waste missions.
2. Facilitates collaboration among TRU waste generators and the Central Characterization Program (CCP).
3. Ensures centralized, standardized, and efficient characterization of TRU material.
4. Oversees DOE Order 435.1, *Radioactive Waste Management*, requirements for the National TRU Program (NTP).
5. Oversees NTP activities including CCP project management support, radioactive material package engineering, TRU waste route, and schedule coordination.
6. Issues NTP policy guidance.
7. Issues policy guidance for all DOE TRU waste management in coordination with CBFO.
8. Reviews proposed CBFO policy and provides policy guidance to ensure consistency with other waste-type planning efforts and other DOE programs.
9. Serves as co-chair of the TRU Waste Corporate Board.

Waste Disposal

MISSION

The Waste Disposal Office integrates, plans, and analyzes all EM waste streams to ensure effective EM complex-wide disposal operations. The office is responsible for developing policy for waste management and disposal, co-chairs the LFRG, and has the overriding responsibility to support field offices by enabling the effective execution of the mission. The office provides guidance on low-level radioactive waste, mixed hazardous radioactive waste, and Greater Than Class C (GTCC) waste.

FUNCTIONS

1. Reviews and approves complex-wide waste management program plans and advances EM waste management strategies in accordance with DOE Order 435.1 requirements.
2. Supports development of waste acceptance criteria and analysis plans, and other strategic documents necessary for operating EM/DOE disposal facilities.

3. Recommends disposition-related change control actions that affect EM activities.
4. Implements DOE statutory responsibilities related to the Low-Level Radioactive Waste Policy Amendments Act of 1985 including managing the Manifest Information Management System (MIMS) to support (LLW/Mixed Low-Level Waste (MLLW) disposal matters.
5. Develops options for EM complex-wide disposition of mercury and radioactive sources, including conducting NEPA analysis and interacting with external organizations.
6. Leads complex-wide waste management strategies to manage and dispose EM inventories of excess uranium, depleted uranium oxide converted product, surplus metals, heavy water, nickel, and other recyclable materials inventories, having potential market value.
7. Evaluates waste and waste streams risks.
8. Implements guidance for LLW and MLLW disposal (e.g., to ensure consideration of life cycle cost data analyses).
9. Works within EM to resolve issues affecting completion of EM's cleanup, as it relates to waste disposal.
10. Develops options for disposition of commercial GTCC, LLW, and radioactive sources (e.g., Molybdenum-99, Cs/Sr) including NEPA analyses and interaction with external agencies and organizations.
11. Evaluates EM disposal resources and leads efforts to develop new disposal facilities, as necessary, to accomplish EM missions.
12. Co-chairs (with the EM Regulatory Compliance Office) the LFRG. Supports the LFRG in review of technical consistency and adequacy of performance assessments, composite analyses and disposal authorization statements.
13. Collects and maintains complex-wide LLW/MLLW forecast database and provides technical input and guidance for LLW and MLLW disposal including assurance of consideration of life cycle cost data analyses.
14. Coordinates activities for all HQ functions under Title X (Uranium/Thorium Reimbursement Program) of the Energy Policy Act of 1992
9. Serves on the TRU Corporate Board.
10. Leads the Interagency Working Group of the Joint Convention including development of the USA national report and participation in meetings of the Contracting Parties, in coordination with the EM International Program.

Nuclear Materials Disposition

MISSION

The Nuclear Materials Disposition Office provides expert advice, leadership, and guidance for ensuring safe and effective management of EM nuclear material. The office represents EM for excess materials disposition policy and has the overriding responsibility to support field offices by enabling the effective execution of the mission. The office provides strategic advice on the evaluation of DOE disposal systems and resources, leads development of future disposal systems to accomplish EM's mission, and provides guidance regarding spent/used nuclear fuel (SNF) and SNM.

FUNCTIONS

1. Supports waste incidental to reprocessing determinations in accordance with DOE Order 435.1, and waste determinations pursuant to National Defense Authorization Act for 2005, Section 3116. Supports the issuance of disposal authorizations by the EM Regulatory and Policy Affairs Office.
2. Supports the LFRG.
3. Supports field office efforts to develop and defend performance assessments and develop on-site disposal facilities.
4. Evaluates EM complex-wide nuclear materials disposition resources and recommends new disposition paths to accomplish EM missions.
5. Maintains waste acceptance requirements for EM-owned HLW streams requiring geologic disposal.
6. Coordinates updates to the NMIA database with the EM Safety, Security, and Quality Assurance Office and NNSA.
7. Works with other DOE headquarters offices and programs to dispose of emerging waste streams and excess material inventories.
8. Coordinates with DOE programs on waste acceptance issues on HLW, SNF, and other materials planned for disposal in a geologic repository.
9. Coordinates EM's surplus plutonium, highly enriched uranium (HEU), target materials (such as Mark-18A targets) and other nuclear material disposition activities with NNSA and other DOE program offices to support DOE initiatives.
10. Represents EM with NNSA in negotiations with foreign governments and in planning for future

receipts of the Foreign Research Reactor (FRR) SNF and gap material at EM facilities, consistent with commitments on the FRR return program and nuclear nonproliferation goals.

11. Develops strategies, plans, and guidance documents for management and disposition of EM's inventory of surplus SNM (such as Pu-239 and HEU), SNF, other surplus nuclear materials (such as Pu-238), and gap nuclear material and SNF.
12. Leads the DOE Spent Nuclear Fuel Working Group and oversees maintenance of the SNF inventory database.
13. Serves as EM headquarters point-of-contact for plutonium stabilization and the storage surveillance program per DOE 3013 standard.
14. Represents EM in DOE forums related to SNM and SNF disposition; and maintains the EM interface with the SC, NE, Naval Reactors, and NNSA on matters related to SNM, SNF, and other nuclear materials.
15. Represents EM in nuclear materials integration activities conducted by DOE and NNSA; and coordinates EM headquarters actions related to DOE Order 410.2, *Management of Nuclear Materials*, and DOE Guide 410.2-1, *Nuclear Material Disposition*.

Packaging and Transportation

MISSION

The Packaging and Transportation Office manages, develops, and coordinates policies and procedures for transportation and packaging activities for DOE materials, including hazardous materials (particularly radioactive), substances, and wastes. The office has the overriding responsibility to support field offices by enabling the effective execution of the mission. The office develops systems and technologies to ensure transportation and packaging activities are safe, economical, efficient and secure, and meet applicable regulatory requirements; and resolves transportation and packaging issues safely, economically, and promptly.

FUNCTIONS

1. Provides policy advice for consistency, uniformity, and regulatory compliance of DOE transportation and packaging activities; maintains appropriate DOE orders and implementation guides for packaging and transportation; and approves and conducts radioactive material package tests, evaluations, and certifications.

2. Assists with responding to challenges of Departmental transportation and packaging activities.
3. Maintains transportation and packaging tools for headquarters and field applications including automation technology to support DOE's transportation and packaging activities.
4. Provides transportation and packaging oversight; develops safety training for domestic and international regulations, safety analysis report for packaging analysis and review, relevant DOE orders and associated guidance and standards.
5. Approves field office requests for DOE and the Nuclear Regulatory Commission (NRC) certificate of compliance applications, DOE and U.S. Department of Transportation (DOT) special permits and exemptions, and IAEA certificates of competent authority.
6. Develops proposed international, federal, state, Tribal, and local transportation and packaging regulations and develops lessons learned based on the analysis of packaging and transportation incidents.
7. Maintains the Departmental permanent records for packaging certifications, DOT special permits, field office emergency management plans, DOE rates/service agreements, and campaign specific activities.
8. Assists DOT in its role as competent authority for the U.S. in international deliberations on the transportation and packaging of radioactive materials.
9. Monitors for new regulations, interprets, and communicates new requirements to EM, advocates EM's position on new or revised regulations to appropriate agencies, such as DOT and NRC, and manages all transportation exemptions.
10. Coordinates with stakeholders and provides forums for the Department's transportation, packaging and transportation emergency preparedness activities.
11. Provides the policy decisions, program direction, and development for the Transportation Emergency Preparedness Program.
12. Provides an emergency preparedness training program for federal, state, Tribal, and local emergency responders for DOE radiological transportation incidents.
13. Maintains EM's standards of motor carrier safety, conducts EM motor carrier safety evaluations, publishes EM-approved motor carrier reports, coordinates motor carrier tenders, and supports the Commercial Vehicle Safety Alliance.
14. Coordinates classified shipments with NNSA's Secure Transportation Office.

Regulatory, Intergovernmental, and Stakeholder Engagement

MISSION

The Regulatory, Intergovernmental, and Stakeholder Engagement Office provides leadership for the implementation and monitoring of the environmental regulatory compliance function to support EM cleanup efforts while interacting with communities and interested EM stakeholders. The office supports the development of EM low-level waste disposal facility disposal authorization statements and has the overriding responsibility to support field offices by enabling the effective execution of the mission.



Regulatory Compliance

MISSION

The Regulatory Compliance Office develops policy on regulatory compliance and assists field offices in ensuring compliant and risk-informed cleanup strategies. The office has the overriding responsibility to support field offices by enabling the effective execution of the mission and is responsible for evaluating regulatory options for cleanup and compliance with environmental statutes, regulations [e.g., EM directives, LFRG, Resource Conservation and Recovery Act, Comprehensive Environmental Response, Compensation, and Liability Act, agreements, and DOE orders (e.g., Radioactive Waste Management)]. The office interacts with external regulators and shares compliance lessons learned.

FUNCTIONS

1. Serves as the EM NEPA compliance office, assisting DOE offices [i.e., General Counsel

(GC)] on NEPA-related issues.

2. Serves as the EM lead for DOE Order 435.1, *Radioactive Waste Management*, oversight.
3. Provides policy on environmental laws and regulations, DOE orders, compliance agreements, permits, and cleanup/siting decisions; and determines EM environmental authorities; and integrates the analysis to resolve issues and to support program planning and budgeting.
4. Maintains a compliance agreement milestone database and reports on status.
5. Interfaces with federal external regulators (e.g., Environmental Protection Agency and NRC) and other federal cleanup programs.
6. Helps field offices negotiate agreements in coordination with GC.
7. Coordinates the waste incidental to reprocessing determinations in accordance with DOE Order 435.1 and waste determination pursuant to the National Defense Authorization Act for 2005, Section 3116 and supports LFRG in review of disposal authorization statements for approval by the EM Regulatory and Policy Affairs Office.
8. Supports the LFRG in review of technical consistency and adequacy of performance assessments and composite analyses. Ensures technical consistency and adequacy of other environment and public health risk evaluations.
9. Co-chairs the LFRG with the EM Waste and Materials Management Office.
10. Supports long-term stewardship, institutional controls, and natural resources damage assessments.
11. Leads field calls for annual agreements, milestones, and decision documents and provides analysis for compliance evaluation and planning.
12. Coordinates with EM headquarters and field personnel, and NNSA Enterprise Operating Requirements Review Board, and liaises with Department's Directive Review Board on EM matters.
13. Conducts internal remedy reviews to help field sites develop remediation strategies.
14. Interfaces with the National Academy of Sciences and manages input to related grants and agreements.
15. Manages the Delegation of Environmental Authorities.

Intergovernmental and Stakeholder Programs

MISSION

The Intergovernmental and Stakeholder Programs Office oversees EM's formalized interactions with intergovernmental groups, Tribal nations, affected entities, communities, and other stakeholders. The office administers HQ and site interactions for the EM Federal Advisory

Committee Act Boards and has the overriding responsibility to support field offices by enabling the effective execution of the mission.

FUNCTIONS

1. Communicates EM program activities with intergovernmental groups, advisory boards, Tribal nations, and other affected entities and stakeholders, and coordinates with DOE offices such as Public Affairs and Congressional Affairs on these interactions.
2. Administers EM's Advisory Board Management Program, which includes the EM Site-Specific Advisory Board and the Environmental Management Advisory Board.
3. Ensures compliance with the requirements of the Federal Advisory Committee Act of 1972, the General Services Administration implementing regulations, and the DOE Advisory Management Program Manual, DOE M 515.1-1.
4. Administers EM's National Tribal Government Programs, including interactions with the State and Tribal Government Working Group.
5. Administers EM's Intergovernmental programs through institutionalized activities with national intergovernmental organizations, including the National Governors Association, National Conference of State Legislatures, the Energy Communities Alliance, National Association of Attorneys General, and Environmental Council of the States.
6. Manages EM stakeholder outreach policy and oversees studies and surveys to collect performance information on EM's public participation.
7. Ensures implementation of grants and cooperative agreements in accordance with laws, regulations, and directives.



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