



Department of Energy

Washington, DC 20585

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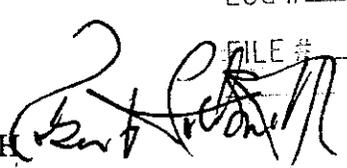
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MEMORANDUM FOR DISTRIBUTION

FROM: DR. ROBERT GOLDSMITH 
DIRECTOR OF SAFETY OPERATIONS ASSURANCE
OFFICE OF SAFETY AND SECURITY PROGRAM

SUBJECT: Work Planning and Control Guidelines Information Request

Last April, we issued "*Work Planning and Control Guidelines*" to all Office of Environmental Management (EM) sites to help remedy chronically deficient work control programs across EM. Those guidelines were intended to establish a standard set of expectations for developing, implementing, and overseeing contractor work planning and control programs. However, we continue to note substantial issues with these programs. Furthermore, The Defense Nuclear Facilities Safety Board has reiterated its concern with the processes used to plan and control activity-level work at EM sites.

Clearly, many sites have recognized their deficiencies in work planning and control, and have begun to correct them. During the forthcoming year, we will be visiting EM sites to evaluate progress in improving work planning and control programs, with particular focus on how the programs are being implemented. We would like to schedule our reviews to allow sufficient time for ongoing corrective actions to be effective. Therefore, please provide my office with documentation of any reviews of contractor work planning and control programs that have been completed within the past year (including Corrective Action Plans), and your schedule for any planned reviews.

Please send your information electronically to Craig Scott (craig.scott@em.doe.gov) (301) 903-2192, by November 15th. If you have any questions please call Craig, or me at (301) 903-4954. Thank you.

cc: I. Triay, EM-1
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