

Department of Energy
Oak Ridge Office of Environmental Management
Procedure

CORPORATE PERFORMANCE MEASURES

OREM-PC-IP-03
Revision 2

Prepared:


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Date

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Date



EM Environmental Management

safety ✦ performance ✦ cleanup ✦ closure

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Revision Log

Revision	Description of the Revision	Issue Date
0	Initial Issue.	On File
1	Unknown	Unknown
2	Update to ensure procedure complies with OREM Quality Assurance Implementation Plan (OREM-OM-PL-04). Update to new procedure numbering system EM-1.4 to OREM-PC-IP-03.	12/31/14

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List of Acronyms

BCP	Baseline Change Proposal
COB	Close of Business
CPM	Corporate Performance Measures
CH	Contact Handled
CR	Change Request
DOE	Department of Energy
EM	Environmental Management
FPD	Federal Project Director
FY	Fiscal Year
HQ	Headquarters
IC	Integrated Contractor
IPABS	Integrated Planning Accountability and Budgeting System – Information System
OREM	Oak Ridge Office of Environmental Management
PBMD	Planning and Baseline Management Division
QA	Quality Assurance
QL	Quality Level
RH	Remote Handled
RM	Reporting Month
TRU	Transuranic

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1.0 PURPOSE

To ensure accurate Corporate Performance Measure (CPM) records are being maintained and reported in the Integrated Planning Accountability and Budgeting System-Information System (IPABS). This process covers all CPM Metrics and Indicators for the United States Department of Energy (DOE) Oak Ridge Office of Environmental Management (OREM) projects.

2.0 SCOPE

This procedure applies to all OREM Sub-Project Baseline Summaries. Changes which affect CPM are subject to review and approval by the OREM Portfolio Federal Project Directors (FPDs) and/or the Planning and Baseline Management Division (PBMD) Director.

3.0 REFERENCES AND DEFINITIONS

3.1 Use References

- OREM-QA-IP-05, *Quality Records*
- OREM-QA-IP-03, *Graded Approach Program*
- OREM-QA-IP-03-F-01, *QL-1 Work Activity List*

3.2 Source References

- DOE Order 413.3, *Program and Project Management for the Acquisition of Capital Assets*
- DOE Guide 413.3-5, *U.S. Department of Energy Performance Baseline Guide*
- DOE Guide 413.3-10, *Earned Value Management System (EVMS)*
- DOE Guide 120.1-5, *Guidelines for Performance Measurement*
- DOE, *Guidance on Incorporating New Corporate Performance Metrics into the EM Base Program*

3.3 Forms Prescribed

None

3.4 Definitions

None

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4.0 RESPONSIBILITIES

4.1 Portfolio FPD or Designee

- 4.1.1 Reviews and approves the CPM data (metrics and indicators) to be entered and maintained in IPABS.

4.2 PBMD CPM Lead

- 4.2.1 Reviews monthly CPM data and variance narratives approved by the FPD and submits to DOE Headquarters (HQ) for final approval in IPABS.
- 4.2.2 Initiates at the end of each fiscal year (FY), zeroing out the completed FY's variances and ensures there is a monthly spread for each metric for the new FY.

4.3 PBMD Project Analysts

- 4.3.1 Reviews the contractor supplied CPM Metric data, variance narratives, and CPM Indicator data recorded in IPABS by the Integrating Contractor (IC) and obtains Project Manager and FPD approval. The CPM Lead is then notified that the approved CMP data and variance narratives are ready for submittal to HQ.
- 4.3.2 Provides each mid-October, the IC the monthly target spread for each CPM metric for the new FY.

4.4 Integrating Contractor

- 4.4.1 Maintains CPM spreadsheet submitted to the DOE contractors for monthly CPM updates.
- 4.4.2 Coordinates the CPM data submittals by DOE contractors and records the data and variance narratives into IPABS.
- 4.4.3 Notifies the PBMD Project Analysts when the contractors' CPM data has been recorded into IPABS for review prior to submittal to HQ.
- 4.4.4 Assists the PBMD CPM Lead with closing the completed year's metric target/actual variances and submittal of the next FY monthly Metric targets.

4.5 DOE Contractor

- 4.5.1 Develops and maintains a contract CPM baseline.

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4.5.2 Tracks performance and provides a monthly CPM report and variance explanations.

5.0 PROCEDURES

5.1 CPM Metrics

NOTE: OREM's CPM Metrics are quantitative and focus on the accomplishment of risk-reducing actions that lead to site completion. Progress against these target metrics demonstrates the movement towards Environmental Management's (EM) cleanup goals. There are twelve (12) Metrics that are reported applicable to OREM.

5.1.1 OREM's Applicable CPM Metrics:

- Remote Handled (RH) Transuranic (TRU) Waste Disposed (Cubic Meters)
- Contact Handled (CH) TRU Waste Disposed (Cubic Meters)
- Legacy and Newly Generated Low-Level Waste and Mixed Low-Level Waste disposed (Cubic Meters)
- Nuclear Facility Completions (Number of Facilities)
- Radioactive Facility Completions (Number of Facilities)
- Industrial Facility Completions (Number of Facilities)
- Remediation Complete (Number of Release Sites)
- Number of geographic sites closed
- Groundwater Wells Installed (Number Completed)
- Facility Square Footage De-Inventoried (Square Feet)
- Facility Square Footage Demolished (Square Feet)
- Site Remediated/Footprint Reduction (Acres)

5.2 CPM Indicators

5.2.1 EM's CPM Indicators are quantitative and focus on the accomplishment of actions that support site completion. Indicators report only actual quantities and are not tracked against an established target. There are five (5) indicators that are reported:

- CH TRU Waste Processed (Certification Ready) (Cubic Meters)
- RH TRU Waste Processed (Certification Ready) (Cubic Meters)

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- CH-TRU Waste Certified for Final Disposal (Cubic Meters)
- RH-TRU Waste Certified for Final Disposal (Cubic Meters)
- Demolition and Disposition Debris and Remediated Soil Disposed [Low-Level Waste, Mixed Low-Level Waste, and Industrial Waste (Cubic Meters)]

5.3 Performance Submittal and Maintenance Process

5.3.1 Submit Reminders and Templates to Reporting Contractors.

5.3.1.1 The IC will submit to all DOE contractors, on the 13th working day of the reporting month (RM), a reminder of the reporting due date, along with a spreadsheet of the respective CPM Metrics and Indicators to use for the update. An additional reminder will be submitted to contractors two working days prior to their respective due date.

5.3.2 DOE Contractor Submittals

5.3.2.1 Contractors reporting CPM Metrics and Indicators will have until close of business (COB) on the 3rd working day following the end of the RM.

5.3.3 Data Review and Input

5.3.3.1 Upon submission of CPM Metric and Indicator data from the contractors, the IC will review variance explanations, request clarification of the variance explanations as necessary, and compare the IPABS target values against data submitted by contractors.

5.3.3.2 The IC will determine if a change in IPABS target values are required by identifying any differences in established target values and will notify the appropriate analyst. If the IPABS target values require a change, the IC and/or Analyst will prepare an IPABS Change Request (CR) for submittal to HQ following the confirmation of a locally approved Baseline Change Proposal (BCP).

5.3.3.3 The IC will also input actual values and variance explanations into IPABS, no later than COB on the 4th working day following the end of the RM.

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5.3.4 Analyst Review and Approval

5.3.4.1 The IC will submit to the Program Analysts (copying the PBMD CPM Lead) an e-mail notifying them that the CPM Metrics and Indicators have been updated in IPABS and are ready for their review. Attached to the notification e-mail will be a spreadsheet of the contractor input.

5.3.4.2 The Program Analysts will review the CPM Metrics and Indicators for which they are responsible. Program Analysts will have until noon on the 2nd Friday following the end of the RM to complete the review and seek the Project Manager and FPD's approval for the CPM data.

NOTE: If the contractor data has unresolved issues at the time reporting to HQ is required, the Program Analyst/Project Manager/FPD will make a determination to submit the contractor data or to defer reporting until the data is verified.

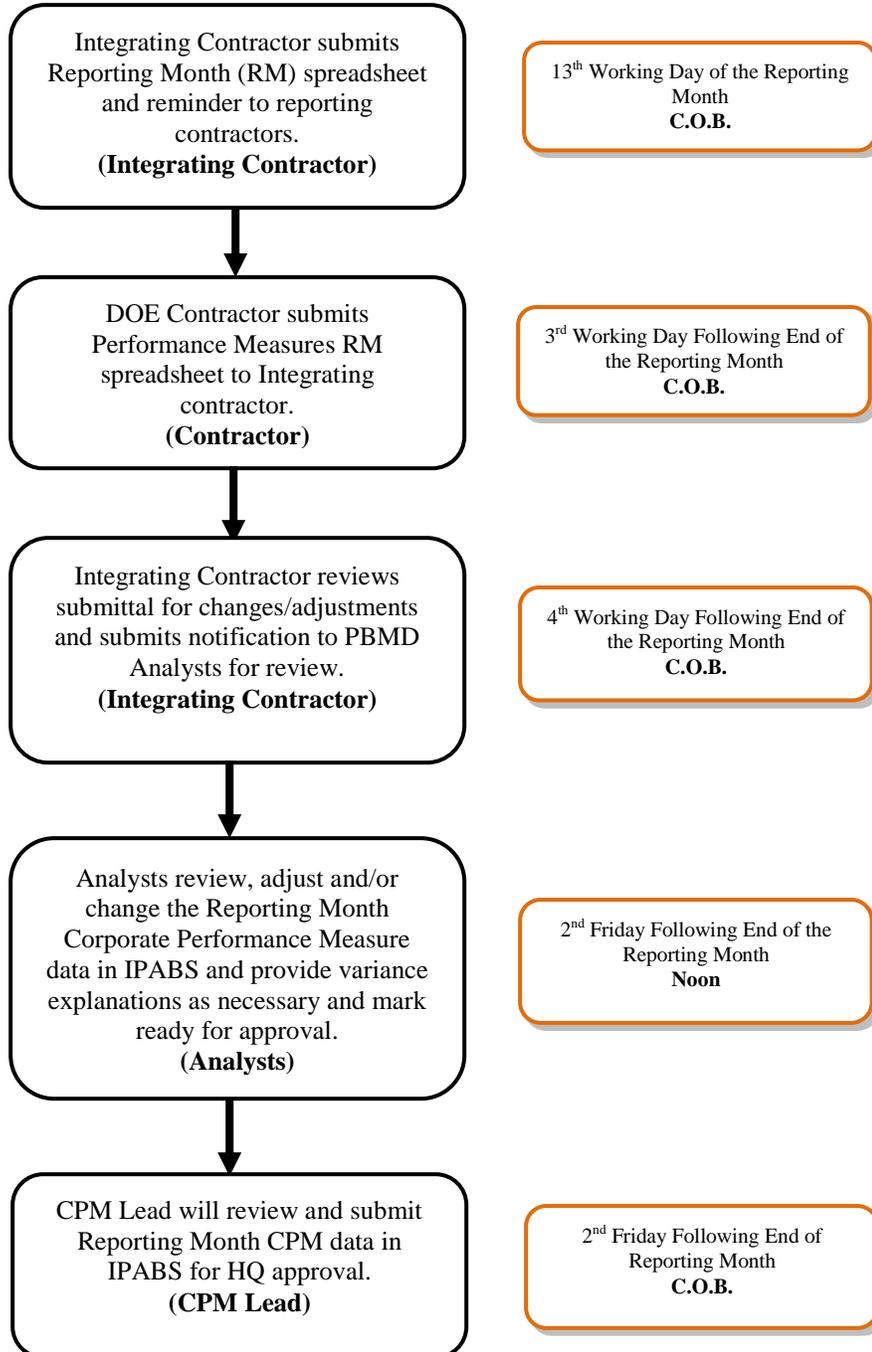
5.3.4.3 The CPM Lead will submit all CPM Metric and Indicator RM data to HQ by COB on the 2nd Friday following the end of the RM.

5.3.5 Adding and/or Modifying Performance Measures

5.3.5.1 The following are required when modifying CPM Metric and/or Indicators:

- When modifying previously submitted/approved CPM Metric and Indicator actual data, a HQ approved IPABS CR is required.
- When modifying Metric target values a locally approved BCP and HQ approved IPABS CR is required.
- The CPM Lead will submit the IPABS CR for HQ approval after the CR has been approved by the appropriate FPD and/or PBMD Director.

5.4 OREM CPM PROCESS MAP



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6.0 RECORDS

The following Records are generated during the performance of this procedure:

Record Description (section)	Record Type (QL-1, QL-2, NA)*	Form Number (if applicable)	Record Owner
None			

* Quality Assurance (QA) records for Quality Level-1 (QL-1) activities shall be processed and submitted per OREM-QA-IP-05, *Quality Records*. OREM-QA-IP-03-F-01, *QL-1 OREM Work Activity List*, contains a listing of OREM QL-1 Activities.

Non QA records and QL-2 Activities Records shall be processed as a Federal Record and submitted following the Office of Science Management System Description Records Management System procedures.

7.0 ATTACHMENTS

None