

SECTION C - DESCRIPTION/SPECIFICATIONS

PERFORMANCE WORK STATEMENT

PADUCAH TECHNICAL SERVICES

C.1 PERFORMANCE WORK STATEMENT

The Department of Energy (DOE) established the Portsmouth/Paducah Project Office (PPPO) as part of an effort to better oversee and serve the Portsmouth and Paducah Gaseous Diffusion Plants (GDP) in completing the cleanup mission at those sites. PPPO is responsible for Environmental Management (EM), DOE-Retained Facilities, Decontamination and Decommissioning (D&D), Surveillance and Maintenance (S&M), Nuclear Criticality Safety (NCS), Construction Project Management, Economic Development, and Infrastructure and Landlord activities at the Paducah and Portsmouth sites. This includes writing procedures, reviewing contractor plans, conducting independent analyses, reviews, appraisals and assessments, and assisting in the preparation of formal response to the above mentioned, to include external audits and assessments.

Additionally, this responsibility extends to the assistance with oversight of program/project management and control elements including, but not limited to, associated functions such as regulatory compliance, budgeting and tracking, and ensuring environmental health and safety compliance.

C.2 TECHNICAL AND ADMINISTRATIVE REQUIREMENTS

The Contractor shall provide technical and administrative support to the PPPO Paducah Site Office. The Contractor is expected to have personnel physically located at the PPPO office in Paducah, KY as ordered to support the aforementioned activities. Contractor personnel will be required to routinely and/or periodically travel between PPPO sites in Paducah, Portsmouth, and Lexington regardless of where their office is physically located.

The Contractor shall provide personnel with the expertise necessary to perform the services identified in the Statement of Work and as ordered by the Contracting Officer. Labor Categories under which the expertise is required to be encompassed is identified in Tables C.2(a) Labor Category and Hours and C.2(b) Minimum Labor Qualifications.

The Contractor may be required to provide some support to Portsmouth or Lexington to share Paducah Lessons Learned or participate on PPPO assessment teams.

C.3 PERFORMANCE REQUIREMENTS

The Contractor shall perform the following tasks to support requirements at the PPPO.

C.3.1 PROJECT CONTROLS AND BASELINE SUPPORT

- a) Assist with the review of DOE Contractors' documents, (including, but not limited to, baseline submittals, Baseline Change Proposals (BCP), schedules, cost performance, earned value, risk documents, programmatic documents/deliverables, etc.), plans, reports, invoices and correspondence for technical/regulatory accuracy, and make recommendations to DOE on the above.
- b) Assist in the preparation and review of responses to external audits and/or assessments, and review documents/performance related to regulatory compliance with DOE Orders, any other orders and/or decrees, regulations and/or statutes.

- c) Providing assistance in support of DOE's oversight of budgeting, scheduling, and tracking project status related to the EM Program elements including, but not limited to, Environmental Safety and Health (ES&H).
- d) Provide support for baseline management which includes, but is not limited to, identifying Contractor carryover, unobligated positive balances, variances, earned value, and performance measurement.
- e) Provide support of Federal baseline including, but not limited to, analysis of scope, cost estimating, schedule, risk management, support baseline change control process, and preparation and/or review of DOE supporting procedures and documents.
- f) Oversee the management, configuration control, reporting, and advanced planning, required to maintain the DOE Paducah Integrated Sitewide Life-cycle Baseline (ISWLCB). Responsibilities include, but are not limited to: Maintaining the ISWLCB on DOE Primavera and COBRA software system; (2) Loading and ongoing alignment of the ISWLCB with DOE EM Headquarters (HQ) Integrated Planning, Accounting, and Budget System (IPABS); (3) Deltak, COBRA, and Primavera user training; (4) Technical support services for COBRA software implementation; (5) Performing reviews and developing recommendations related to Interim Project Measurement Baseline submittal; (6) Provide support to the DOE independent cost estimating process (ICE) and (7) Performing of cost and schedule risk analysis on the Paducah Federal Baseline segment utilizing Pertmaster/Crystal Ball risk software.
- g) Support identification and development of capital assets, documentation (critical decision process) in accordance with DOE Order 413.3B, if required.
- h) Project Controls personnel, supported by the technical project team perform the integration and ongoing maintenance of the contractor's baseline as part of the ISWLCBs. Change control is maintained in accordance with requirements of the PPPO Baseline Change Control Board via BCP. The project controls group integrates the contractor BCPs into a consolidated PPPO BCP package to maintain the alignment of the ISWLCB with the IPABS at the control level of the Work Breakdown Structure: Project Baseline Summary level. In conjunction with the project team, project controls personnel create advanced what-if scenarios in response to emergent situations and management requests.

C.3.1.1 Fiscal Planning and Reporting

Fiscal planning includes budget and funding analyses, impacts, and projections. HQ issues guidance that needs to be evaluated and recommendations made for implementation at Paducah. Budgets are tracked in the Integrated Paducah Federal Baseline and in the EM HQ IPABS. Activities include formal budget and funding cycles and a large volume of ad hoc requests from EM HQ and PPPO management. Headquarters Reporting includes, but is not limited to, Monthly, Quarterly, and Annual Performance Reviews: Earned Value Management System (EVMS) performance, performance metric status, milestone reporting and development of various supplemental packages including sitewide safety, headcount/staffing, contract status, Environmental Assessment (EA) milestones and lessons learned.

This group also supports baseline development, integration and change control by developing IPABS Change Requests, supporting the PPPO Baseline Change Control function and review process, and implementation and finalization of IPABS.

C.3.1.2 Special Projects

Special Projects will include the development and implementation of the Site Integrated Project Team (IPT) charter, program specific IPT charters (e.g., D&D & Waste), Cost Account Manager training, and EVMS system certification.

C.3.2 QUALITY ASSURANCE

- a) Assist with drafting and updating contractor and PPPO quality assurance documents such as PPPO plans and procedures. Provide quality assurance program support, including, but not limited to: reviewing application of DOE directives as they relate to the PPPO functions, responsibilities and authorities; advising and making recommendations to PPPO federal staff on implementation of DOE directives; attend and provide assistance in management assessments; and supporting PPPO with independent or external assessments.
- b) Provide assistance to DOE in the oversight of DOE contractor programs to ensure quality process requirements exist and are implemented for the control of suspect/counterfeit items (S/CIs), safety issue corrective actions, and safety software quality assurance.
- c) Assist in the quality assurance and review for declassifying documents and/or buildings in relation to D&D and/or remediation work.
- d) Provide support to DOE in reviews of DOE contractors' design and construction packages for technical content and overall project performance efficacy.

C.3.2.1 Quality Assurance

Quality Assurance (QA) support includes providing DOE with Nuclear Quality Assurance (NQA)- 1 certified lead auditors to lead PPPO audits and surveillances as specified in the current PPPO Assessment Plan. The QA group also provides accident investigation support, participates in readiness reviews, conducts document reviews, and maintains Paducah portions of the Management Tracking System. Specific activities include but are not limited to the following:

- a) Develop audit and surveillance plans
- b) Develop Criteria Review Approach Documents for audits and surveillances
- c) Perform QA audits and surveillances
- d) Develop final audit and surveillance reports
- e) Coordinate factual accuracy of audit and surveillance reports
- f) Perform QA reviews of documents
- g) Track deliverables
- h) Coordinate QA program updates

C.3.3 REGULATORY COMPLIANCE

- a) Review of and provide comments regarding DOE contractors' technical documents and/or assist in performing evaluations on various EM methods/technologies, and regulatory agencies' or DOE-required documents for programs and projects under the oversight of the PPPO. These documents, evaluations, and technology demonstrations

include a broad array of requirements pursuant to, but not limited to Resource Conservation and Recovery Act (RCRA); Comprehensive Environmental Response and Liability Act (CERCLA); National Environmental Policy Act (NEPA); North American Electric Reliability Council (NERC); Federal Energy Regulatory Commission (FERC); and other environmental, health and safety mandates. This element includes but is not limited to support for the following:

- b) Provide oversight support for regulatory compliance.
- c) Assist in the development of reports and correspondence and/or make recommendations that analyze the degree of compliance with requirements such as RCRA, CERCLA, NEPA, NERC, and FERC.
- d) Provide the resources to support environmental compliance oversight of the DOE facilities through surveillance and walkthrough activities on a routine and on-going basis. This effort will include all DOE-owned and contractor leased and/or operated facilities and those facilities being prepared for the D&D or S&M process. The contractor shall support DOE's reviews and evaluations of reporting activities which include, but are not limited to, Fire Hazard Analysis, hazard identification, and inspections (i.e. Occupational Safety and Health Administration, RCRA Part B Permitted Facilities, and Operations).
- e) Assist in the preparation and review of responses to external audits, assessments, and regulatory compliance as they relate to the above bullets.
- f) Provide geology/hydrology technical expertise support to PPPO including, but not limited to, topics such as trichloroethylene degradation, monitored natural attenuation, technical impracticability waivers, and groundwater modeling.
- g) Support PPPO with regulatory stakeholders and DOE contractors relative to DOE's responsibilities and interests under the Federal Facility Agreement (FFA). Support is provided to DOE for FFA requirements for DOE coordination with the Environmental Protection Agency (EPA) and Kentucky Department for Environmental Protection, as well as, administrative requirements and enforceable milestones for which DOE is responsible. Other activities include reviewing and coordinating the review of regulatory documents by DOE and contractor personnel; coordination and compliance with other orders and agreements at the Paducah Site, and supporting routine regulatory coordination among DOE and contractor personnel.

C.3.3.1 Paducah Federal Facility Agreement

This work element provides support for the overall administration of DOE's responsibilities under the FFA. Examples of this support include:

- a) Provide facilitation support to PPPO including, but not limited to, regulator, PPPO, and stakeholder meetings, workshops, seminars (e.g., FFA Managers' Meeting). Maintenance of a current understanding all deliverables required under FFA. Track and report on compliance with administrative and enforceable milestone requirements.
- b) Preparation of stakeholder correspondence (regulator and other) and transmittal documentation to track all DOE communications under the FFA.
- c) Maintenance of a FFA deliverable schedule
- d) Coordination of the development and maintenance schedule of all FFA-based activities

- e) Supporting and coordinating with potential schedule changes based on negotiated dates for lower tier deliverables throughout the process.
- f) Supporting the ongoing development of a comprehensive CERCLA implementation strategy to pursue PPPO D&D objectives.

C.3.3.2 Regulatory Document Oversight

Provide technical support and coordination to the Paducah Site to manage regulatory documents review and oversight. This scope will include the following:

- a) Provide project technical and regulatory review of regulatory and other contract documents.
- b) Ensure appropriate incorporation of DOE comments into regulatory and other contract documents.

C.3.3.3 Environmental Restoration

Environmental Restoration will support DOE/PPPO in the evaluation of contractor work plans and technical documents. Oversight of contractor regulatory documentation and compliance includes, but is not limited to, site-wide permits, licenses, environmental regulations/standards, review of technical documentation, contractual documentation, and contractual milestones. This element includes support for the following:

- a) Compilation of a comprehensive listing of required site compliance documents (permits, licenses, etc.) and identification of managing contractor
- b) Development of a comprehensive Paducah Site schedule that indicates anticipated document receipt, review period, comment resolution period, revision, and final submittal
- c) Technical evaluation of contractor documents
- d) Comment resolution support to facilitate timely submittal and revision
- e) Recommendation to DOE/PPPO on document sufficiency to support document acceptance/signatory decisions

This technical support element provides support to DOE/PPPO staff in the areas of project management, environmental/regulatory specialist, and environmental/regulatory subject matter experts (SME). This element includes, but is not limited to, the technical review and resolution of the following Environmental Restoration and Regulatory Review:

- a) Quarterly Surveillance and Monitoring Reports
- b) Quarterly Progress Reports
- c) Annual Groundwater Report
- d) Annual Site Environmental Report
- e) Quarterly Radiological Discharge Monitoring Report
- f) Integrated Surveillance and Maintenance Plan
- g) Environmental Monitoring Plan
- h) Monthly Kentucky Pollutant Discharge Elimination System (KPDES)
- i) 5-Year Remedy Reviews

C.3.3.4 Regulatory Compliance

Regulatory Compliance will support DOE/PPPO in the evaluation of contractor project plans and regulatory documents. Oversight of contractor regulatory documentation and compliance includes, but is not limited to, site-wide permits, licenses, environmental regulations/standards, contractual documentation, and contractual milestones. This element includes support for the following: compilation of a comprehensive listing of required site compliance documents (permits, licenses, etc.) and identification of managing contractor; development of a comprehensive Paducah Site schedule that indicates anticipated document receipt, review period, comment resolution period, revision, and final submittal; technical evaluation of contractor documents; comment resolution support to facilitate timely submittal and revision; and recommendation to DOE/PPPO on document sufficiency to support document acceptance/signatory decisions.

This technical support element includes providing support to DOE/PPPO staff in the areas of project management, environmental/regulatory specialist, and environmental/ regulatory SMEs. This element includes, but is not limited to, the technical review and resolution of the following Environmental Compliance and Regulatory Review:

- a) RCRA Part A/B Permits
- b) KPDES Permit
- c) Air Permits
- d) Water Permits

C.3.4 ENVIRONMENTAL SAFETY, HEALTH AND SECURITY

- a) In the conduct of the work performed under this task order, the Contractor shall establish and maintain a Quality Assurance Plan (QAP) and Worker Safety and Health Program (WSHP) and follow any Quality Assurance and Worker and Safety and Health requirements provided by PPPO as set forth in DOE Order 414D, Quality Assurance, and 10 CFR 851, Worker Safety and Health Program, respectively. Any subcontracts in support of this work shall require subcontractors to comply with the PPPO's QAP and WSHP.)
- b) Review independent analyses, appraisals and assessments and provide recommendations to DOE on issues related to, but not limited to, Safety and Health, Radiological Protection, Environmental Protection, Environmental Restoration, Waste Management, Criticality Safety, Construction Safety and Security.
- c) Provide the resources to support training efforts related to environmental, health, safety and security, and other pertinent areas of environmental restoration and waste management operations.
- d) Provide assistance in tracking and trending ES&H and security related information.

C.3.4.1 Environmental Safety and Health

This includes scope to support DOE by providing subject matter expertise for the ES&H technical disciplines. The support includes SME support to Field Services personnel for field oversight of the execution of all fieldwork. Additionally, ES&H SMEs will support the DOE Facility Representatives in the performance of audits, assessments, and surveillances for compliance with applicable contract conditions, DOE Orders, and State and Federal

Regulations. The ES&H support will also include document reviews, reporting, trending, and corrective action follow-up. Specific activities include the following:

- a) Support PPPO audits and surveillances
- b) Support DOE in regulatory compliance interpretations
- c) Track open findings and observations through closure
- d) Conduct trending analyses of ES&H findings and observations
- e) Provide input to the Annual Report to Congress
- f) Support accident investigations

C.3.4.2 Nuclear Material Management

Perform services in support of Paducah Site including, but not limited to, technical analyses, expert advice, and short turnaround assignments for special projects and/or unique applications. This includes providing SMEs to support PPPO, as needed, in areas of safeguards and security, nuclear safety, excess uranium inventory history, uranium inventory management, characterization, processing, storage, packaging and transportation, value estimation and trending, marketing, and disposition. Services to be provided include:

- a) Provide direct support to PPPO operations, as needed, to meet programmatic goals and objectives.
- b) Support independent assessments of the Nuclear Material Control and Accountability (NMC&A) Program and application of NMC&A practices per DOE requirements.
- c) Provide independent assessment of Physical Security and Safeguards and Security programs to assess compliance with DOE requirements.
- d) Provide SME support for PPPO excess uranium inventory management, including, but not limited to, the following specific tasks:
- e) Provide direct support to PPPO management in planning for the disposition of uranium inventories, including, but not limited to, activities such as updating the PPPO inventory data included in the DOE Excess Uranium Inventory Management Plan and maintaining oversight of ongoing activities and plans to ensure consistency with DOE plans and policies.
- f) Establish and maintain current and accurate data relative to PPPO uranium inventories at Paducah. This data should include location, quantities, count of containers/cylinders, characteristics, disposition path, marketability, potential shipping and transfer issues, and estimated market value. Data will be developed proactively and maintained in the form of tables, graphs, and schedules. Data will be provided, as appropriate, in briefings and meetings with PPPO management, and maintained for ready reference in responding to PPPO management needs for up-to-date information. This will require coordination with the Portsmouth site to provide total inventory management by PPPO.
- g) Document and maintain a uranium processing history for the U.S. uranium industry from which the PPPO excess uranium inventories are a legacy. This historical documentation will provide information essential for the identification and understanding of the characteristics of the uranium now in the PPPO inventory. Maintain a history of

uranium, uranium conversion, and separative work unit market prices and optimum tails for enrichment.

- h) Maintain uranium database information to meet PPPO management needs.
- i) Provide alternative data representation as appropriate to meet PPPO needs.
- j) Provide technical expertise and support to assist PPPO in planning and evaluation associated with disposition alternatives for the higher-value DUF6 inventories at Paducah.

C.3.4.3 Nuclear Safety Basis

DOE PPPO will have a need for technical support for federal nuclear safety capabilities. There is a need to support safety basis revisions for the Paducah site. There may also be safety basis changes that occur as a result of Un-reviewed Safety Questions (USQ), as well as annual update requirements. Support is also necessary to support oversight of safety basis implementation activities. These will include updates based on USQ results or Potential Inadequate Safety Analyses, as well as continued annual updates for existing nuclear facilities.

PPPO also requires technical support to carry out its responsibility to perform an annual assessment of the USQ process. This activity is required in accordance with 10 Code of Federal Regulation (CFR) 830, Subpart B.

- a) The following activities are anticipated to supplement PPPO related to nuclear safety responsibilities and activities:
 1. Technical review of any safety basis changes that occur (e.g., as emerging from Readiness Reviews). Anticipated activities include participation in interface meetings between DOE and the contractor, review of draft and final changes, and preparation of Safety Evaluation Report (SER) revision(s).
 2. Technical support with respect to oversight of safety basis implementation activities, including technical support needed for PPPO staff (facility representatives, technical managers, and others). Development and delivery of training and orientation on the Facility Documented Safety Analysis (DSA) and Technical Safety Requirements (TSR) will be provided.
 3. Technical review of any safety basis changes. Anticipated activities include participation in interface meetings between DOE and the contractor, review of USQ results, review of change packages and assistance with preparation of SER revision(s).
 4. Provide general PPPO Nuclear Safety Support.
 5. Provide assistance with safety basis related assessment activities, such as annual USQ assessments.
 6. Provide support in developing PPPO safety basis training and procedures.
 7. Provide safety basis review and/or independent review of PPPO SERs as needed for all PPPO nuclear facilities.
 8. Provide assistance to PPPO in addressing any emerging nuclear safety issues, initiatives, or external assessments.

9. Provide oversight of nuclear safety, NCS and NDA measurements including general nuclear safety oversight activities such as document reviews and assessments and walkdowns.
 10. Provide regulatory transition from NRC to DOE for balance of plant facilities including coordination and review of Basis of Interim Operations (BIO) submittal and development of implementing correspondence.
 11. Assist in preparation for transition from USEC.
 12. Assist in BIO and DSA merging activities in preparation for D&D including coordination and review of DSA submittal and development of correspondence.
 13. Assist in development and implementation of the PPPO NDA measurement oversight plan including finalizing plan, implementing oversight plan and administering the program demonstration plan.
- b) The following deliverables are anticipated to supplement PPPO related to nuclear safety responsibilities and activities:
1. Reviews of Safety Basis submittals and changes to Paducah nuclear facilities. Facility Tours and Walkdowns within 10 days after contractor submittal of draft safety basis and a trip summary as requested by DOE with recommendations and conclusions.
 2. Complete technical review and provide written comments to the contractor on draft DSA and TSR changes 30 days after submittal to DOE. Provide written comments and input to PPPO project correspondence.
 3. Prepare a SER on safety basis changes formally submitted to DOE 30 days after submittal to DOE. Provide input to PPPO project correspondence.
 4. Provide Independent Review of PPPO SERs (General PPPO Nuclear Safety Support). Complete technical review and provide written comments to PPPO staff 10 Days after submittal to DOE. Provide written comments, including recommendations and proposed fixes, as well as input to PPPO project correspondence.
 5. Assist PPPO in addressing emerging nuclear safety issues, initiatives, or external assessments (General PPPO Nuclear Safety Support).
 6. Provide direct input and recommendations on proposed or final DOE HQ nuclear safety policies and assessment activities promptly, typically within 5 days after identification. Email correspondence and/or white papers outlining issues and recommendations.
 7. Assist PPPO in nuclear safety training and procedures development (General PPPO Nuclear Safety Support).
 8. Develop draft training materials and/or PPPO procedures, typically within three weeks after identification. Provide written training materials and procedures as requested.
- c) Provide oversight of nuclear safety, NCS and NDA measurements includes:

1. Support Contractor will provide technical support to DOE Radiation Protection personnel including, but not limited to:
 - a) Evaluation of radiological release documentation of other DOE contractors at Paducah in context of meeting MARSAME requirements for statistically adequate sampling strategy.
 - b) Evaluating/assessing practices of other DOE contractors at Paducah pursuant to DOE O 450.1, 10 CFR 830, DOE O 458.1 (or 5400.5 if applicable), and associated contractor procedures including at least one observation of a free release survey. This includes performing a technical evaluation of technical basis documents and ensuring the program is comprehensive, protective, and cost effective.
 - c) Reviewing of other DOE contractors' Radiation Protection Program procedures, instrumentation, survey technique, survey documentation, training, and records management. This includes performing a technical evaluation of procedures and processes to ensure the program is comprehensive, protective, and cost effective.
 - d) Reviewing other DOE contractors' radiological submittals including, but not limited to, National emissions Standards for Hazardous Air Pollutants, External Gamma, Annual Exposure Reports, and Radiation Survey Plans including recalculation of raw data to data is properly calculated and reported.
 - e) Performing statistical analysis and evaluation of health physics data in support of radiation protection and environmental remediation projects. Support the development and implementation of the PPPO radiation protection oversight program.
 - f) Performing verification analysis of radiological program outputs, including, RESRAD, RESRAD-OFFSITE, CAP88, Radon Emanations (U-WISE), and other programs.
 - g) Assisting PPPO at the FFA Manager Radiation Support Group meetings.
 - h) Assisting PPPO in technical evaluations of technical standards and DOE Orders relating to radiation protection.

C.3.5 WASTE MANAGEMENT AND TRANSPORTATION

- a) Provide technical expertise to support DOE on issues regarding waste shipments, waste transportation, and other waste management matters.
- b) This work activity includes providing support to DOE/PPPO in the areas of waste management, regulatory documentation, and compliance guidance, including, but not limited to, site-wide permits, licenses, environmental and waste regulations/standards, transportation documentation, contractual documentation, and contractual milestones. Other activities include reviewing and coordinating the review of regulatory documents by DOE/PPPO and contractor personnel, coordination and compliance with orders and agreements at the Paducah Site (e.g., Site Treatment Plan, TSCA FFCA, and the

RCRA Corrective Action), and supporting routine regulatory coordination among DOE/PPPO and contractor personnel.

C.3.5.1 Transportation

Transportation will support DOE/PPPO to ensure safety and regulatory compliance and verification of work performance associated with transportation of materials, reuse and/or recycling and waste shipped off-site which will be performed through direct field observation and documentation verification. Support will include reporting of compliance and noncompliance circumstances with regulatory and contractual conditions. This element includes the following:

- a) Observation, evaluation, and documentation for shipments via truck and rail transportation;
- b) Impact evaluation on proposed transportation regulations and policies; and
- c) Observation, evaluation, and assessment of independent (HQ) DOE/regulatory audits and investigations.

C.3.5.2 Waste Management

Waste Management will support DOE/PPPO by providing technical support and oversight for activities including, but not limited to, asset recovery coordination for waste minimization verification. The scope includes reviews and comment dispositions of waste management documentation, proposed on-site waste disposal cell documentation, and coordination with the Investment Recovery Project. This includes level of effort and documented reviews of waste profiles, EM Corporate documents, waste management procedures, plans, forecasts, and reporting, quarterly and annual enriched uranium Toxic Substances Control Act (TSCA) FFCA reports for polychlorinated biphenyl waste, the Paducah Waste Management Plan, and the Site Treatment Plan.

Asset recovery and waste management/packaging support and oversight include, but are not limited to, the following:

- a) Inspection of staging areas for reused or recycled materials waste storage and accumulation areas RCRA permitted storage areas, universal waste accumulation areas, satellite accumulation areas, 90day storage areas, TSCA storage areas, and low-level waste areas.
- b) Monitoring, tracking, and trending the waste management activities, including, but not limited to, RCRA treatment and storage permit modifications.
- c) Performance of impact analyses of current projects/programs regarding the issuance of new and/or revised DOE publications (orders, manuals, guides, notices, directives, and policies).

C.3.6 PROJECT/PROGRAM MANAGEMENT SUPPORT

- a) Provide the resources to coordinate and manage a broad variety of technical support to the PPPO through a single, point-of-contact Senior Program Director, who shall also have technical expertise and provide technical support services.
- b) Review analyses, reviews, appraisals and assessments and provide recommendations to PPPO.

- c) Provide support (such as attendance, preparation of documents, information gathering, etc.) to DOE for various meetings (including, but not limited to, public and regulator meetings, Citizen Advisory Board briefings) regarding program and projects under the oversight of the PPPO.
- d) Provide a wide range of SMEs on an as needed basis (as ordered) with the appropriate expertise relating to the management of projects under the responsibility of the PPPO for pre-design, design, and/or construction work.
- e) The personnel in the Labor Categories identified in Section B (overall) should also have the abilities and background expertise to provide the following types of services, which include, but are not limited to, development of project strategy, design review relating to cost and time consequences, value management, budgeting, cost estimating, scheduling, monitoring of cost and schedule trends, procurement, observation to ensure that workmanship and materials comply with plans and specifications, contract administration, labor relations, construction/surveillance and maintenance methodologies and coordination, and other management efforts related to the acquisition/oversight of construction and/or surveillance and maintenance activities.
- f) Provide support to PPPO in United States Enrichment Corporation (USEC) lease termination and USEC lease turnover planning and implementation and verifying that USEC lease turnover requirements have been met.

C.3.6.1 Stakeholder Involvement

This work element is comprised of supporting DOE interactions with DOE-HQ, Paducah Site regulators, and other stakeholders. Support will be provided in the following areas: DOE interactions with the community reuse and property transfer, responses to Freedom of Information Act (FOIA) requests, DOE web site development, and stakeholder support.

- a) Support to PPPO interaction with the Citizen Advisory Board (CAB) includes the following:
 1. Assisting DOE in the development of the annual CAB work plan, which outlines topics that align with regulatory and other milestones;
 2. Coordinating with DOE and other contractors to establish subcommittee meeting agendas and presentations;
 3. Providing SMEs who deliver presentations at CAB full board and subcommittee meetings on topics related to the work plan;
 4. Developing Deputy Designated Federal Official report, which is delivered by Paducah Site Lead bi-monthly to the CAB full board;
 5. Assisting DOE in preparing responses to CAB recommendations;
 6. Assisting DOE in resolving action items that arise from various CAB meetings and activities;
 7. Supporting efforts of the CAB contractor, as requested by DOE;
 8. Coordinating with DOE and CAB contractor to ensure legal and regulatory compliance;

9. Interacting with CAB members to ensure timely completion of CAB work plan goals;
 10. Preparing/retrieving documents pertinent to DOE/PPPO support with the CAB;
 11. Attending CAB and subcommittee meetings in support of DOE; and
 12. Providing logistical support, as requested by DOE, for CAB functions
- b) Support to DOE interactions with internal and external stakeholders includes, but not limited to the following:
1. Supporting public and stakeholder interface, securing facilities and equipment, and preparation/control of presentation materials;
 2. Dissemination of information regarding public issues relevant to Paducah DOE- EM to DOE and affected contractor personnel;
 3. Collection of stakeholder comments and coordination of comment responses;
 4. Facilitate execution of various community relations programs, including, but not limited to, presentations at area schools, civic groups and elected officials;
 5. Coordinate tours designed to educate elected officials and various stakeholders on operations and progress on DOE site missions;
 6. Ensuring appropriate/required records retention; and
 7. Responding to internal and external requests for site-wide information.
- c) Stakeholder involvement also includes assisting DOE in complying with the requirements applicable to property transfer, including, but not limited to, DOE Orders, National Historic Preservation Act of 1966 (NHPA), other federal requirements, and CERCLA 120(h) as it pertains to the community reuse organization at the Paducah Site, which includes the following:
1. Provide timely support to DOE to respond to FOIA requests.
 2. Evaluation of the needs/requirements of a DOE Paducah website and providing information and documents in support of the web site.

C.3.6.2 PPPO Risk Assessment Support

This work will consist of providing senior level risk assessment support to DOE/PPPO to perform technical analysis and reviews of risk documents at the Paducah Site. Technical support will require periodic travel to other sites for coordination and technical meetings. This technical support element includes the following:

- a) Review of DOE contractors' Risk Management Plans.
- b) Coordinate risk reviews and analysis between DOE and DOE contractors.
- c) Maintain the Federal Risk Management Plan including the risk register and risk sheets.
- d) Perform all risks calculation for the Federal Risk Management Plan.
- e) Support all audits and inquiries (i.e., environmental liabilities).

C.3.7 DECONTAMINATION AND DECOMMISSIONING

- a) Provide support and assistance for PPPO's oversight of D & D including, but not limited to, providing D&D regulatory strategy, facility dismantlement and decommissioning options, applicable or relevant and appropriate requirements (ARARs) interpretation, overall D&D approach and its effect on infrastructure, waste management, safety envelope, and disposal options.
- b) Provide technical review support of draft D&D documents in support of critical decision milestones.
- c) Review independent analyses, reviews, appraisals and assessments providing recommendations to PPPO on NCS issues.
- d) Provide support of the deactivating of facilities including, but not limited to, walkdowns, review and of data, and checklist development.

C.3.7.1 Process Building

a) D&D Contract Management

This element includes, but is not limited to the following:

1. Review for accuracy and punctuality of contractor invoice submittals to PPPO;
2. Monitoring and tracking EVMS;
3. Support internal evaluation on EVMS Certification readiness;
4. Technical evaluations of request for equitable adjustments (REAs)/ Proposals;
5. Technical evaluations and verification of Performance Management Baseline, contract modifications;
6. Advise DOE on document sufficiency to support document acceptance/signatory decisions;
7. Support comment resolution to facilitate timely submittal and revision of returned documents; and
8. Assist with drafting of contract documents/letters and other correspondence for PPPO.

b) Contractor Oversight

This scope of work includes ensuring health, safety, and regulatory compliance and verification of work performance, which will be performed through direct field observation and documentation verification by the field services personnel in support of the process building management. Support will include reporting of compliance and noncompliance with regulatory and contractual conditions. This element includes, but is not limited to the following:

1. Observation, evaluation, and documentation compliance and noncompliance with nuclear regulatory requirements;
2. Observation, evaluation, and documentation compliance and noncompliance with environmental regulatory requirements;
3. Observation, evaluation, and documentation compliance and noncompliance with waste management packaging requirements;

4. Observation and evaluation during the winter months for freeze protection;
5. Inspections and building walk-downs for health and safety compliance;
6. Observation and evaluation of classified materials/documents in secure storage;
7. Observation, evaluation, and documentation of traffic issues;
8. Performance of scheduled and as directed audits and assessments; and
9. Verification of flow-down requirements to sub-tier contractors and off-site vendors.

c) Technical Services

This scope of work is to provide programmatic and technical support to PPPO in the areas of work planning, work authorization, and implementation. This element includes but is not limited to the following:

Review of project execution work packages for:

1. Removal and packaging of low-level waste (LLW) equipment, debris, and junk;
2. Removal of hazardous waste and material;
3. Removal of holdup nuclear material in order to meet the waste acceptance criteria;
4. Characterization building radiological contamination sampling, and analysis, surveys, for potential hazardous material;
5. Vent and purge work activities;
6. Cell housing panel removal;
7. Cutting, capping, and removal of targeted process and auxiliary equipment;
8. Review of cost estimates and schedules;
9. Review of work status and progress;
10. Review of process knowledge and existing and additional required (NDA) data;
11. Review of Utility and Infrastructure Optimization Plan for the process buildings;
12. Review of subcontractor plans for the inspection and repair/refurbishing cranes and building elevators; and
13. Review and support of Process Building Design Work Packages.

- d) Participate in project planning meetings.
- e) Participate in Operational Readiness Review to demonstrate contractor's ability to perform all aspects of the project.
- f) Review of process buildings utility isolation plans to assure security, emergency plans, accident alarms, etc., concur with site safety requirements.

C.3.7.2 Balance of Plant D&D

- a) Contract Management

This scope includes invoice reviews for accuracy, EVMS tracking, and technical evaluations of REAs, IPMB, contract modification reviews, and other documents. This element includes but is not limited to the following:

1. Review for accuracy and punctuality of contractor invoice submittals to PPPO;
2. Monitoring and tracking EVMS;
3. Technical evaluations of REAs/Proposals;
4. Technical evaluations and verification of Integrated Performance Management Baselines, contract modifications;
5. Advise DOE on document sufficiency to support document acceptance/signatory decisions;
6. Support comment resolution to facilitate timely submittal and revision of returned documents; and
7. Assist with drafting contract documents/letters and other correspondence for PPPO.

b) Contractor Oversight

This scope of work includes ensuring health, safety, and regulatory compliance and verification of work performance, which will be performed through direct field observation and documentation verification by the field services personnel in support of the Balance of Power (BOP) building management. Support will include reporting of compliance and noncompliance with regulatory and contractual conditions. This element includes but is not limited to the following:

1. Observation, evaluation, and documentation compliance and noncompliance with nuclear regulatory requirements;
2. Observation, evaluation, and documentation compliance and noncompliance with environmental regulatory requirements
3. Observation, evaluation, and documentation compliance and noncompliance with waste management packaging requirements;
4. Observation and evaluation during the winter months for freeze protection;
5. Inspections and building walk-downs for health and safety compliance;
6. Observation and evaluation of classified materials/documents in secure storage;
7. Observation, evaluation, and documentation of traffic issues;
8. Performance of scheduled and as directed audits and assessments; and
9. Verification of flow-down requirements to sub-tier contractors and off-site vendors.

c) Technical Services

This scope of work is to provide programmatic and technical support to PPPO in the areas of work planning, work authorization, and implementation. This element includes, but is not limited to the following. Review of project execution work packages for:

1. Removal and packaging of LLW equipment, debris, and junk;
 2. Removal of hazardous waste and material;
 3. Removal of holdup nuclear material in order to meet the waste acceptance criteria;
 4. Characterization building radiological contamination sampling, and analysis, surveys, for potential hazardous materials;
 5. Cutting, capping, and removal of targeted and auxiliary equipment;
 6. Review of cost estimates and schedules;
 7. Review of work status and progress;
 8. Review of process knowledge and existing and additional required NDA data;
 9. Review of Utility and Infrastructure Optimization Plan for the BOP buildings; and
 10. Review and support of BOP Building Remedial Design Work Packages.
- d) Participate in numerous project planning meetings.
- e) Utility Isolation Reviews for BOP buildings
- f) Review utility operations for compliance with regulatory requirements and verify they do not impact active buildings
- g) Review utility operations for compliance with safety requirements for the site
- h) Review utility operations for compliance with Work Authorizations.

C.3.7.3 Facility Surveillance and Maintenance

a) Contract Management Support

This element includes, but not limited to the following:

1. Review for accuracy and punctuality of contractor invoice submittals to PPPO;
2. Monitoring and tracking EVMS;
3. Technical evaluations of REAs/Proposals;
4. Technical evaluations and verification of IPMB and contract modifications;
5. Advise DOE on document sufficiency to support document acceptance/signatory decisions;
6. Support comment resolution to facilitate timely submittal and revision of returned documents; and
7. Draft comment documents/letters and other correspondence for PPPO.

b) Contract Oversight Support

This scope of work includes ensuring health, safety, and regulatory compliance and verification of work performance, which will be performed through direct field observation and documentation verification by the field services personnel in support of surveillance

and maintenance. Support will include reporting of compliance and noncompliance with regulatory and contractual conditions. This element includes the following:

1. Observations, evaluations, and documentation compliance and noncompliance with nuclear regulatory requirements;
2. Observations, evaluations, and documentation compliance and noncompliance with environmental regulatory requirements;
3. Observations, evaluations, and documentation compliance and noncompliance with waste management/packaging requirements;
4. Observations and evaluations during the winter months for freeze protection;
5. Inspections and building walk-downs for health and safety compliance;
6. Observation and evaluation of classified materials/documents is secure storage;
7. Observation, evaluation, and documentation of traffic issues;
8. Performance of scheduled and directed audits and assessments; and
9. Verification of flow-down requirements to sub-tier contractors and off-site vendors.

c) Technical Services

This scope of work is to provide programmatic and technical support in the areas of work planning, work authorization, and implementation. This element includes, but is not limited to the following:

1. Review of project execution work plans;
2. Review/comment on S&M Plan;
3. Review/comment on Utilities and infrastructure Optimization Plan;
4. Participate in S&M Project management meetings;
5. Review/comment on process building structural integrity assessments;
6. Review of cost estimates and schedules;
7. Review of work progress and progress status;
8. Review of process knowledge and existing and additional required NDA data;
9. Review of project plans for inspection and repair/refurbishment of process building cranes, elevators, and doors; and
10. Participate in readiness reviews to demonstrate contractor's readiness to perform activities.

d) Special Projects

This scope of work is to provide programmatic and technical support for special projects. This element includes, but is not limited to the following:

1. Review, provide comments, and provide field oversight on the project for installation of access control systems around the process buildings;

2. Review, provide comments, and provide field oversight on the project plans to shut down the steam plant; and
 3. Review, provide comments, and provide field oversight on utilities/infrastructure right-sizing.
- e) Utilities Operations
- This scope of work is to provide programmatic and technical oversight support of the utility operation systems on site. This element includes the following:
1. Review utility operations for compliance with regulatory requirements,
 2. Review utility operations for compliance with Work Authorizations issued to the Site utility provided to provide support to other site users, and
 3. Review cost allocation/distribution.

C.3.8 GDP Transition Support

- a) Provide support and assistance for PPPO's oversight of the GDP transition including, but not limited to, providing a GDP transition strategy and assisting in planning efforts;
- b) Provide a technical analysis of regulatory strategy, facility surveillance and maintenance options, and overall D&D approach;
- c) Provide an analysis of Lessons Learned;
- d) Prepare all DOE-specific documents for GDP transition; and
- e) Prepare and/or provide technical review of contractor documents for GDP transition.

C.3.8.1 Facility Release Support

The scope of work for this transition includes the transfer of USEC leased facilities back to DOE and potential leasing of facilities, as necessary. These de-leasing/leasing activities will necessitate focused attention to the requirements under the lease to meet facility turnover. Under this scope, support PPPO in interacting with USEC by preparing assessments of facility turnover and acceptance readiness, evaluating existing documents and current information related to facility transition and turnover, and providing field and engineering/technical support for the de-lease and return of facilities, systems, and grounds currently leased to USEC under existing lease agreements. Similar support for other general site lease issues, including, but not limited to, easements, will be provided.

Specific activities under this work element include the following:

- a) Technical reviews of all Binding Facility Agreements (BFAs);
- b) Technical reviews of all 60 day notices issued under the lease agreement with USEC;
- c) Technical assessment of USEC documents provided as part of facility turnover;
- d) Assessment of USEC compliance with lease turnover requirements, including, but not limited to, publishing of status metrics, where applicable;
- e) Assessment of environmental regulatory requirements;
- f) Maintenance of schedules and trackers to ensure timely completion of DOE lease related activities;

- g) Walk down and field assessment/verification of personal and leased property locations and status as well as validation of waste categorization and location;
- h) Assessment and verification of deactivation, isolation, and establishment of jurisdictional boundaries of facility utilities and systems;
- i) Review, identification, and tagging of items to be segregated, stored, and used for national historic preservation, as required;
- j) Verification of personal property numbers for the Lease Agreement Between The United States Department of Energy and the United States Enrichment Corporation (Previously Issued as POEF-090-95-050) (GDP Lease, dated July 1, 1993, Exhibit B items in the lease);
- k) Completion of other lease-related tasks as directed by DOE;
- l) Review of draft BFAs assessment of plans for utility status, deactivation, isolation, and establishment of jurisdictional boundaries of site systems/utilities;
- m) Planning and development of potential alternate design options for systems and facilities needed to allow segregation and enhancements to DOE site operations;
- n) Technical support related to nuclear and regulatory transition of returned facilities;
- o) Review and assessment of security-related transition issues; and
- p) QA reviews as required.

C.3.9 SURVEILLANCE AND MAINTENANCE

- a) Provide support to PPPO for the oversight of surveillance and maintenance activities, which include but are not limited to, providing S&M regulatory strategies, facility surveillance and maintenance options, ARARs interpretation, overall S&M approach and its effect on infrastructure, waste management, safety envelope, and future disposal options.
- b) Provide technical review of draft S&M documents in support of critical decision milestones. Review independent analyses, reviews, appraisals and assessments and provide recommendations to DOE on NCS issues.

C.3.10 ADMINISTRATIVE SUPPORT

Provide clerical and program analyst support to the Paducah. Duties will include, but may not be limited to:

- a) General administrative support including, but not limited to, telephone reception, typing and preparation of documents in a variety of word processing, presentation and/or spreadsheet software, copying, and security escort assistance;
- b) Records and document management including, but not limited to, organizing, managing and maintaining files (including master filing systems), filing, mail distribution, perform record searches in assisting DOE in responding to discovery requests, FOIA requests, and similar requests including compilation and reproduction of documents,
- c) Meeting support for various types of meetings (including, but not limited to, public and regulator meetings) regarding program and projects under the oversight of the PPPO including, but not limited to, making arrangements and taking meeting minutes.

- d) Support is expected to be provided by temporary or other personnel when regularly assigned personnel (as identified in Section B) are unavailable

C.3.10.1 Administrative Services

Provide technical editing, administrative support for document preparation and general administrative support to program management. These services include, but not limited to the following:

- a) Preparation, proofreading, formatting and technical editing of all applicable correspondence and documents generated at the Paducah Site;
- b) Provide graphical expertise to the DOE Program Office for DOE HQ presentations and other public meetings;
- c) Provide guidance for and oversight of the Administrative Consent Order Administrative Records (ARs), CERCLA Administrative Records, AR Files, and Information Repository. The CERCLA AR and AR Files are to be maintained under CERCLA for the D&D/Remedial Action Project. To the extent practicable, the CERCLA Administrative Record will be consistent with and coordinated with the existing Administrative Record established in support of the Administrative Consent Order;
- d) Maintain the Paducah Site D&D Library and other such libraries (e.g., NEPA, NHPA, etc.) as requested by DOE/PPPO;
- e) Greet and direct visitors to appropriate DOE Paducah Site personnel;
- f) Preparation, proofreading, and editing of all DOE correspondence generated at the Paducah Site;
- g) Facilitate visitor access support requirements for DOE visitors to the Paducah Site;
- h) Answer DOE Paducah Site telephones;
- i) Provide administrative support to eight DOE Facility Representatives and Technical Leads;
- j) Conduct training and orientation for new hires and other office personnel as needed;
- k) Schedule conference rooms and maintaining DOE office calendars;
- l) Track all incoming and outgoing correspondence;
- m) Prepare DOE travel plans, and reservations;
- n) Provide administrative support to the Program Management office;
- o) Track and identify when office supplies need to be ordered;
- p) Track and update telephone listing; and
- q) Update organizational chart.

C.3.11 INFRASTRUCTURE SUPPORT AND FIELD SERVICES

C.3.11.1 Infrastructure Support

This scope includes technical support to the Field Support Services Federal Project Director in the evaluation of contractor performance, contract scope interpretations, and preparations of

technical documents and rough order of magnitudes for contract modifications, proposal technical evaluations, contractor progress, and EVMS reporting. Specific scope includes but is not limited to the following:

- a) Review for accuracy and punctuality of contractor invoice submittals to DOE;
- b) Monitoring and tracking of EVMS;
- c) Technical evaluations of REAs and proposals;
- d) Technical evaluations of contract deliverables;
- e) Technical evaluation and verification of Performance Measurement Baseline (PMB);
- f) Advise DOE on document sufficiency to support document acceptance/signatory decisions; and
- g) Support to comment resolution to facilitate timely submittal and revision of returned documents.

C.3.11.2 Field Services

Field services support includes ensuring safety and regulatory compliance and verification of work performance, which will be performed through direct field observation and documentation verification. Support will include reporting of compliance and noncompliance with regulatory, contractual, and work package documentation.

Additionally, field services support includes providing administrative services for reporting, field oversight scheduling; field services logistics, and performing site tours of the Paducah Site in support of DOE and technical support. Specific scope includes but is not limited to the following:

- a) Observation of process building D&D activities including, but not limited to, preparations, deactivation, and equipment removal.
- b) Observation of balance of plant BOPs D&D activities including, but not limited to preparations, deactivation, equipment removal, demolition, and waste disposition.
- c) Providing site tours for dignitaries, officials, and senior managers
- d) Providing photographs for story boards.
- e) Preparation of schedules and coordination of project field oversight.
- f) Preparation of daily, weekly, and monthly reports.

C.3.12 CLOSEOUT SUPPORT

C.3.12.1 Remediation Contract Closeout Support

Perform closeout of the remediation contract. This will include verification of the actual scope of work performed and recommendations of appropriate contract adjustments where warranted. Reviews will also be performed to ensure that invoices are compliant with Federal Acquisition Regulations and that final deliverables to have been received and are acceptable.

C.3.12.2 Infrastructure Contract Closeout Support

Perform closeout of the infrastructure contract. This will include verification of the actual scope of work performed and recommendations of appropriate contract adjustments where warranted.

Reviews will also be performed to ensure that invoices are compliant with Federal Acquisition Regulations and that final deliverables have been received and are acceptable.

C.3.13 PADUCAH NEPA ASSESSMENTS

The Contractor shall provide NEPA support including, but not limited to, review and comment, revise and/or conduct, develop and submit NEPA assessments to support projects such as transfer of DOE real property (e.g., land and facilities) at the Paducah Gaseous Diffusion Plant (PGDP), disposition of nickel, or any other work requiring NEPA assessment. This effort shall also include associated technical support, including, but not limited to, requisite program management and administrative services in support of the NEPA assessment for the reuse, revitalization, and reindustrialization of the PGDP.

C.3.13.1 Project/Program Description

As a part of DOE's initiative to make unutilized/underutilized or excess DOE property available to communities affected by DOE downsizing, the Paducah Site Office plans to expand its land and facility reuse ("Reindustrialization") program to facilitate property transfers. DOE anticipates a series of transfers of land and buildings to the Paducah Area Community Reuse Organization (PACRO), DOE's recognized community reuse organization, the Commonwealth of Kentucky for continued use as a Wildlife Management Area and potentially to other requestors. Transfers would occur primarily via the 10 CFR 770 process (Transfer of Real Property at Defense Nuclear Facilities for Economic Development Purposes).

C.3.13.2 Paducah NEPA Assessments

Preparation and associated technical support for NEPA assessments will include, but not be limited to, the following tasks:

- a) Public involvement will be determined on an as need basis.
- b) Routine communications and coordination with stakeholder groups is expected as well as public notification of the EA.
- c) A public poster session to discuss the results of the EA should be hosted or coordinated with the Remediation Contractor.
- d) Periodic travel throughout the period of performance is anticipated, including, but not limited to, a kickoff meeting, site walk down, support for public information sessions/meetings as needed as well as interactions with the site and local stakeholders.
- e) Deliverables, Required Reports and Delivery Schedule will be determined as specific assessment needs are identified, but would include: Project/Task NEPA milestone schedule for a completed EA and finding of no significant impact (FONSI). The milestone schedule shall include two draft versions of the EA and FONSI. Upon review and approval by DOE, selected key milestones/dates will be contract deliverable milestones. The milestone schedule must provide sufficient time for DOE to review project/task submittals.
- f) Project/Task schedules are to include status on the preliminary draft with sensitive resource information incorporated, final draft for review by DOE, ready for public review draft, response to public comments and final EA, draft FONSI, and revised FONSI in response to DOE and internal comments, and a final FONSI.
- g) Project costs, spend notes, variances and cost schedule performance indicators.

- h) Develop materials and participate in stakeholder (e.g., Paducah CAB, community leaders, PACRO) updates on the status of the EA.
- i) A transfer plan (for any assessment for transfer of property) that conforms to CERCLA 120h requirements.
- j) The contractor will hold a meeting with stakeholder groups to review the actions that have been taken and to outline the additional tasks necessary to complete the task.
- k) Complete EA and FONSI

C.4 SECURITY

All contractors shall be required to have the ability to obtain an access authorization (e.g., L or Q security clearance).

Labor Classification	Security Clearance Post Award
Program Director	Q
Senior Project Manager	Q
Certified Project Manager	Q
Senior Engineer	Q
Program Analyst	L
Admin Assistant II	L
Senior Waste Engineer	Q
Project Planning Specialist	L
Construction Management Specialist/Engineer	L
Construction/Fire Protection Safety Specialist/Engineer	L
Lead Scheduler	L
Cost Estimator	Q
Project Controls Engineer	L
Safeguards/Security Specialist	Q
Subject Matter Expert	L or Q as applicable for assignment
Senior Regulatory Specialist	L
Regulatory Specialist	L
Senior Environmental or Civil Engineer or Physical Scientist	L
Process/Facility Engineer (Industrial/ Mechanical/Nuclear)	Q
Nuclear Safety Engineer	Q

Labor Classification	Security Clearance Post Award
Certified Safety Professional	L
Nuclear Criticality Engineer	Q
Fire Protection	L
Certified Health Physicist	L
Document Control Specialist	Q
Senior Technical Writer/Editor	L
Technical Writer/Editor	L
Senior Certified Industrial Hygienist	L
Public Affairs Specialist	L
Graphics Designer	L
Senior QA Specialist	L
QA Specialist	L
Field Technician	L

C.5 REPORTING REQUIREMENTS

The contractor shall provide reports and other requirements in accordance with Section J, Attachment 3.

C.6 MINIMUM LABOR QUALIFICATIONS

For the performance of the PWS, the Contractor shall provide skilled labor workforce with the minimum labor qualifications specified below:

1. **Program Director** - Must have at a minimum of a Bachelor's Degree from an accredited school in a related field. Possess at least 15 years' experience in the appropriate field or twenty years related experience. Must be able to research and define project scope, schedule and budgets. Must demonstrate an enterprising, innovative, proactive management approach. Must be able to research and define multiple project scopes, schedules and targets. Desired: PMP Certification, DOE Experience, D&D project experience and/or nuclear facility experience.
2. **Senior Project Manager** - Must have at a minimum of a Bachelor's Degree from an accredited school and over 10 years of project management experience. Must have the ability to manage and direct larger and more complex engineering, environmental or constructions projects. Must demonstrate innovative and proactive project management approach along with strong verbal and written communication skills. Responsible for all aspects of project planning and scheduling, cost estimating and monitoring, and quality review. Relies on extensive experience and judgment to plan and accomplish goals. Must have the ability to direct and coordinate a variety of professional disciplines to achieve

project goals. Desired: Project Management Professional (PMP) Certification, DOE Experience, D&D project experience and/or nuclear facility experience.

3. **Certified Project Manager** - Must have at a minimum of a Bachelor's Degree from an accredited school and 5 to 10 years of project management experience. Must possess strong verbal and written communication skills, must have the ability to manage and direct engineering, environmental or constructions projects. Responsible for project planning and scheduling, cost estimating and monitoring, and quality review. Relies on extensive experience and judgment to plan and accomplish goals. Must have the ability to direct and coordinate a variety of professional disciplines to achieve project goals. Desired: PMP Certification, DOE Experience, D&D project experience and/or nuclear facility experience.
4. **Senior Engineer** - Must have a Bachelor's Degree in Engineering and 10-15 years' experience in engineering, PE preferred. Requires working knowledge of DOE operations, facility design, S&M and/or D&D; perform calculations and analyses of design components, equipment operations or corrective actions.
5. **Program Analyst** - Must have at a minimum an Associate Degree in Business from an accredited school or a minimum of 10 years' experience. Knowledgeable of Microsoft Office Suite; good attention to detail; database management, and office administration such as planning meetings, handling security and travel arrangements, and invoicing.
6. **Administrative Assistant II** - Must possess five years of general business experience, excellent communication skills, Microsoft Office proficiency. Must be able to prepare, proofread and format complex reports, presentations, and contract/task order documents using standard software. Must be able to complete documents, including reproduction, collation and delivery and be able to effectively handle a variety of competing job tasks and use good judgment in handling information.
7. **Senior Waste Engineer** - Must have a Bachelor's Degree in Engineering or equivalent and 10-15 years of waste management experience. Broad experience in all aspects of LLW, Mixed-LLW, TSCA and PCB waste management, radiological controls, hazardous materials transportation and waste storage operations.
8. **Project Planning Specialist** - Must have an Engineering or Business degree or equivalent experience and five years' experience. Working knowledge of project planning, scheduling and budgeting tools, task definition, interface with engineering for development of work control packages and job sequencing.
9. **Construction Management Specialist/Engineer** - Must have a Bachelor's Degree in Engineering or a minimum 10 years' experience in construction or D&D. Hands on experience with DOE facility S&M, modifications and repairs or D&D of radioactive contaminated facilities; work planning and scheduling, use of heavy construction equipment and supervision of union labor.
10. **Construction/Fire Protection Safety Specialist/Engineer** - Must have a Bachelor's Degree in Engineering or a minimum 10 years' experience in fire protection safety. Hands on experience with DOE facility S&M, modifications and repairs specifically related to fire protection; performance of fire hazards analyses; and design and operations of fire protection systems.
11. **Lead Scheduler** - Must have at a minimum a Bachelor's Degree in Construction

Management, Engineering or related discipline. Ten or more years of experience with P6 Scheduling Software, Cobra and Earned Value Management working for Federal, Military, and commercial building construction and renovation projects. Must be familiar with DOE Orders, Cost Guides and DOE Order 413.3B.

12. **Cost Estimator** - Must have at a minimum a Bachelor's Degree in Construction Management, Engineering or related discipline. Four or more years of experience in conceptual estimating and design/build delivery working for Federal, Military, and commercial building construction and renovation projects.
13. **Project Controls Engineer** - Must have at a minimum a Bachelor's Degree in Construction Management, Engineering or related discipline. Fifteen or more years of experience with P6 Scheduling Software, Cobra and EVM working for Federal, Military, and commercial building construction and renovation projects. Must be familiar with DOE Orders, Cost Guides and DOE Order 413.3B.
14. **Safeguards/Security Specialist** - Must have a minimum of a Bachelor's Degree in Science or Engineering Degree from an accredited school or a minimum of 15 years in DOD or DOE safeguard and security. Expert knowledge of applicable DOE orders and security requirements, nuclear operation considerations and tracking and conducting security exercises and training.
15. **Subject Matter Expert** - Must have at a minimum, of a Bachelor's Degree in a related field from an accredited school. Must possess at least 15 years of relevant, practical experience. Candidate must have a Bachelor's Degree in a related field from an accredited school and at least 15 years of relevant, practical experience. Experience in lieu of Bachelor's Degree is acceptable provided the candidate has at least 20 years of relevant, practical experience.
16. **Senior Regulatory Specialist** - Must have at a minimum of a Bachelor's Degree from an accredited school in environmental or physical science and/or demonstrated experience in the environmental area with 10-15 years of regulatory related experience. Requires an understanding of current business issues, utility design, construction activities, regulatory requirements, safety orders, government standards, and policies. Knowledge of Department of Transportation (DOT), EPA, State, Federal and local regulations and the effect they have on region operation business units. Desired: Experience working with the EPA, and Ohio/Kentucky environmental regulatory agencies, DOE experience, D&D project experience, and/or nuclear facility experience.
17. **Regulatory Specialist** - Must have at a minimum of a Bachelor's Degree from an accredited school in environmental or physical science and/or demonstrated experience in the environmental area with 5-10 years of regulatory related experience. Requires an understanding of current business issues, utility design, construction activities, regulatory requirements, safety orders, government standards, and policies. Knowledge of DOT, EPA, State, Federal and local regulations and the effect they have on region operation business units. Desired: Experience working with the EPA, and Ohio/Kentucky environmental regulatory agencies, DOE experience, D&D project experience, and/or nuclear facility experience.
18. **Sr. Environmental/Civil Engineer or Physical Scientist** - Must have at a minimum a Bachelor's Degree in environmental science or engineering from an accredited school and

10-15 years of environmental experience. Requires working knowledge of environmental regulations, environmental regulations, preferably from DOE sites, development of regulatory strategies and interpretations, preparation of EM program descriptions, and tracking compliance and technical support for public meetings. Must have the ability to become a Classification Officer/Derivative Classifier.

19. **Process/Facility Engineer** - Must have at a minimum BA/BS in Science, Engineering, or related field from an accredited school. Facility Engineering: Minimum 6 years' experience in Construction, Engineering, Manufacturing, Project Management or Facilities Operations organizations. Knowledge and application of safe work practices. Ability to read and understand drawings. Desired: DOE experience, nuclear facility experience.
20. **Nuclear Safety Engineer** - Must have at a minimum a Bachelor's Degree in Nuclear and/or Mechanical Engineering from an accredited school. Minimum 5-10 years direct experience in nuclear safety analysis. Knowledge of fundamental nuclear, mechanical, electrical theory and engineering principles, nuclear regulations and regulatory processes. Ability to define problems, collect information, evaluate data, draw valid conclusions, and develop solutions in a time-critical environment. Desired: DOE experience, NRC experience, D&D project experience and/or nuclear facility experience.
21. **Certified Safety Professional** - Must have at a minimum a Bachelor's Degree in Engineering from an accredited school. Must be a practicing Board Certified Safety Professional (CSP) with 10 to 15 years of experience in this field. Desired: DOE experience, NRC experience, D&D project experience and/or nuclear facility experience.
22. **Nuclear Criticality Engineer** - Must have at a minimum a Bachelor's Degree in Engineering from an accredited school and minimum 15 years' experience in NCS, including development of NCSEs, recent working knowledge of MCNP, KENO or similar models and use of double contingency principle, and support of DOE operations and designs. Desired: DOE experience, NRC experience, D&D project experience and/or nuclear facility experience.
23. **Fire Protection** - Must have at a minimum a Bachelor's Degree in Fire Protection from an accredited school or related science/engineering field, CFPS (Certified Fire Protection Specialist) or CSP (Certified Safety Professional). Minimum of 2 years safety, health or emergency response experience. Demonstrated knowledge of governmental safety, emergency response and security regulations including ANSI (American National Standards Institute), NFPA (National Fire Protection Association); demonstrated knowledge of industrial fire protection systems.
24. **Certified Health Physicist** - Must have a Bachelor's Degree in Science and/or Engineering from an accredited school and 10 years' experience. Requires Certification by the American Board of Health Physics (CHP).
25. **Document Control Specialist** - Must have at a minimum an Associate's Degree from an accredited school or minimum of 5 years in records management. Working knowledge of DOE requirements for management of environmental and project records, preparation of compliance documents as required for regulatory permits and in support of DOE operations. Desired: experience with database systems.
26. **Sr. Technical Writer/Editor** - Must have, at a minimum, a Bachelor's Degree in English or a related field from an accredited school. Must possess at least 10 years of technical

writing experience. Must possess above average proficiency in Microsoft Word, strong organizational skills, and excellent communication skills.

27. **Technical Writer/Editor** - Must have, at a minimum, a Bachelor's Degree in English or a related field from an accredited school. Must possess at least 5 years of technical writing experience. Must possess average proficiency in Microsoft Word, strong organizational skills, and excellent communication skills.
28. **Sr. Certified Industrial Hygienist** - Must have at a minimum a Bachelor's in Science and/or Engineering from an accredited school or equivalent and 10 to 15 years of experience. Must be a practicing Board Certified Industrial hygienist (CIH).
29. **Public Affairs Specialist** - Must have at a minimum a bachelor's or master's degree in a related field from an accredited school or possess at least 10 years of relevant, practical experience in establishing and maintaining relationships with the general public, the news and information media, key officials, agency stakeholders, industry representatives, and/or community groups in order to communicate and disseminate program information which results in an understanding of the agency's mission and activities.
30. **Graphics Designer** - Must possess, at a minimum, an Associate Degree in a related field from an accredited school. Must possess 5 years of graphic design experience. Must possess strong conceptual and creative abilities, above average communication skills, and an understanding of design concepts. Must be highly skilled in advanced graphic principles and able to review documents for grammar corrections and compliance with company standards. Requires proficiency in graphic designing software such as PageMaker, CorelDraw, PowerPoint and Photoshop.
31. **Sr. Quality Assurance (QA)/Quality Control (QC) Specialist** - Must have at a minimum a Bachelor's Degree in Engineering and/or Science from an accredited school and 15 years of QA experience on DOE projects. Requires expert knowledge of 10 CFR 830, Subpart A and NQA-1, developing and conducting assessments, controls of S/CIs, and oversight of DOE contractor's QA programs.
32. **QA Specialist** - Must have at a minimum a Bachelor's Degree in Engineering from an accredited school and 5-10 years QA experience on DOE projects. Requires working knowledge of 10 CFR 830, Subpart A and NQA-1, developing and conducting assessments, controls of S/CIs, and oversight of DOE contractor's QA programs.
33. **Field Technician** - 10 years related experience and AA/AS/equivalent.