

**U.S. Department of Energy
Office of Project Assistance and Assurance (EM-11)
Standard Operating Procedures (SOP)**

Title: EM-11 Weekly Highlights

EM ORG: EM-11 SOP #: 007

Revision #: 0

Effective Date: 6/01/10

1. **POLICY:** This Environmental Management (EM) process is the procedure identified to coordinate and issue the Weekly Highlights report within EM-11.
2. **OBJECTIVES:** The objective of the Weekly Highlights SOP is to create a formal process within EM-11 for responding to completing and issuing the weekly highlights.
3. **CANCELLATIONS:** This SOP does not cancel any previous SOPs.
4. **APPLICABILITY:** The provisions of this procedure will apply to all EM-11 and Field organizations responsible for providing input into the EM-11 Weekly Highlights report.
5. **CONTACT:** Lowell Ely, Office of Project Assistance and Assurance, EM-11, 301-903-6821, Lowell.Ely@em.doe.gov
6. **ROLES AND RESPONSIBILITIES:**
 - a. EM-11 Coordinator – solicits, gathers and compiles input into report
 - b. EM-11 Respondents – provides input weekly
 - c. EM-11 Director – reviews and solicits clarifications
7. **PROCEDURE/REQUIREMENTS:**
 - a. Weekly Highlights Input:
 - i. The EM-11 Coordinator for issuing the Office Weekly Highlights is responsible for sending out the weekly reminder for providing input to the weekly highlights report. Generally the reminder goes out to all EM-11 personnel on Friday afternoons, stating that weekly highlights are due by the following Tuesday at Noon. The EM-11 Coordinator will use the template or one similar to Appendix A to ensure that all input received follows the correct format.
 - ii. EM-11 Respondents are then responsible for providing input by the appropriate cut-off time (generally Noon on Tuesdays).

b. Weekly Highlights Issuance:

- i. Upon receipt of all input from the EM-11 Respondents, the EM-11 Coordinator will compile all appropriate input into the Weekly Highlights report using the template, or one similar, to Appendix B.
- ii. After reviewing and editing all response input, the EM-11 Coordinator will submit the version of the Weekly Highlights to the EM-11 Director for further review.

Approved By: Lowell Ely

Signature: 

Name and Title: Lowell Ely, Director of Project Assistance and Assurance, EM-11

Date: 6/14/10

***EM-11, Office of Project Assistance and Assurance
WEEKLY REPORT***

Week Ending April 28, 2010

I. Key Departmental News

Update-Department of Energy (DOE) Order 413.3B, *Program and Project Management for the Acquisition of Capital Assets*. DOE O 413.3B, *Program and Project Management for the Acquisition of Capital Assets*, has been placed into RevCom for review and comment. Comments can be placed into RevCom through May 21, 2010. A consolidated set of Environmental Management comments are due to RevCom by May 28, 2010.

Media Interest: None.

Program Contact: Johnnie Newson, EM-11, Office of Project Assistance and Assurance, (301) 903-8470.

An Earned Value Management System (EVMS) Certification Review was conducted at the Savannah River Site the week of April 19, 2010. This EVMS review was conducted on the Savannah River Remediation LLC (SRR) contract by the Office of Engineering and Construction Management (OECM), the Office of Project Assistance and Assurance, and the OECM Contractor (Tecalote). There were five corrective action requests (CARs) recorded. SRR needs to submit a corrective action plan to OECM with their plan to resolve the five CARs.

Actions: None.

Program Contact: Johnnie Newson, EM-11, Office of Project Assistance and Assurance, (301) 903-8479.

Project Management Partnership Staffing Initiative. the United States Army Corps of Engineers' team members briefed the results of their independent study of Waste Treatment Plant (WTP) project staffing to the Office of River Protection (ORP) representatives on April 26, 2010. The ORP and Environmental Management Headquarters' comments are being incorporated into the WTP staffing study report to be finalized by early May.

Media Interest: None.

Program Contact: Eric Cochran, EM-11, Office of Project Assistance and Assurance, (301) 903-7330.

Waste Treatment Plant (WTP) Staffing Summary for EM Management. EM-11 prepared a summary of the various construction project funding profiles. The information was presented in graphical form comparing four other construction projects to WTP to demonstrate how WTP's flat funding profile differs from other more typical construction project funding profiles.

Media Interest: None.

Program Contact: Scott Bartel, EM-11, Office of Project Assistance and Assurance, (301) 903-4745.

West Valley Demonstration Project-Record of Decision. The West Valley Decommissioning and Long-Term Stewardship Record of Decision (ROD) for the Final Environmental Impact Statement was issued on April 20, 2010. This ROD addresses Department of Energy decision for actions at West Valley necessary for completion of clean-up and long-term stewardship at the West Valley Demonstration Project. Program Contact: Ed Ciancone, EM-11, Office of Project Assistance and Assurance, (301) 903-6726.

II. Key Departmental News - 14-Day Projection

05/03 A Construction Project Review (CPR) is scheduled to be conducted at the Office of River Protection (ORP) Waste Treatment and Immobilization Plant at the Hanford, Washington site during the week of May 3-7, 2010. The review will also evaluate Bechtel National, Inc. and ORP progress and responses to issues raised by the team during its reviews in 2009, including the resolution of technical issues and updated forecast for the completion of the WTP. The tentative agenda has been drafted. Lines of inquiry by the CPR teams are being received and responses are being developed to facilitate the review.

Program Contact: Scott Bartel, EM-11, Office of Project Assistance and Assurance, (301) 903-4745.

05/10 A Construction Project Review is scheduled to be conducted at the CH2M-WG Sodium Bearing Waste Treatment Plant at the Idaho National Laboratories site during the week of May 10-14, 2010.

Actions: None.

Program Contact: Douglas Hatch, EM-11, Office of Project Assistance and Assurance, (301) 903-6718.

05/11 A combination review of the Red/Yellow/High Visibility and Quarterly Green Monthly Projects and the American Reinvestment and Recovery Act (ARRA) Projects is tentatively scheduled for May 11, 12, 13 and 14, 2010. The Office of Project Assistance and Assurance will host the Environmental Management (EM) Senior Management's Monthly Project Review of the Red, Yellow, and High Visibility and Quarterly Green Projects and ARRA Projects. The review is tentatively scheduled to take place Tuesday, May 11, Wednesday, May 12, Thursday, May 13, and Friday, May 14, 2010. The May 14, 2010 review will be for the Line Item Projects only and will include two "key topic" discussions from each Federal Project Director (FPD) responsible for Line Item Projects. One topic will be provided by the Office of Project Management (EM-10) to be discussed by all Line Item project sites. A second topic will be chosen by the project FPD. The topic provided by EM-10 to the FPDs for the next review is to be determined.

Media Interest: None.

Program Contact: Rick Smock, EM-11, Office of Project Assistance and Assurance, (301) 903-8318.

III. Press Inquiries

Weapons Complex Monitor. On April 20, 2010, a reporter from Weapons Complex Monitor contacted the Office of River Protection and inquired about the April 15, 2010 Quarterly Report to Congress by the Defense Nuclear Facilities Safety Board (DNFSB). The reporter is seeking the Department's reaction to the DNFSB's observations on the status of Waste Treatment and Immobilization Plant project technical issues. Given the DNFSB's report was addressed to the Secretary of Energy, the request was provided to Environmental Management's Office of Communications for coordination with the Public Affairs Office.

Program Contact: Scott Bartel, EM-11, Office of Project Assistance and Assurance, (301) 903-4745.

IV. 30-60-90 Day Projections

NEXT 30 DAYS

May

5/24 A Construction Project Review is scheduled to be conducted at the Parsons Salt Waste Processing Facility at the Savannah River Site during the week of May 24-28, 2010.

Actions: None.

Program Contact: Douglas Hatch, EM-11, Office of Project Assistance and Assurance, (301)903-6718.

NEXT 60 DAYS

June

06/15 Environmental Management's (EM) Project Management/Contract Management Workshop tentatively scheduled for June 15 through 17, 2010 in Kissimmee, Florida. This workshop has been postponed and tentatively rescheduled for the September 2010 timeframe.

Actions: None.

Program Contact: Kim Smith, EM-11, Office of Project Assistance and Assurance, (301) 903-5462.

06/22 A combination review of the Red/Yellow High Visibility and the American Reinvestment and Recovery Act (ARRA) Projects is tentatively scheduled for June 22, 23, 24 and 25, 2010. The Office of Project Assistance and Assurance will host the Environmental Management (EM) Senior Management's Monthly Project Review of the Red, Yellow, High Visibility Green and ARRA Projects. The review is tentatively scheduled to take place Tuesday, June 22, Wednesday June 23, Thursday, June 24, and Friday, June 25, 2010. The June 25, 2010 review will be for the Line Item Projects only and will include two "key topic" discussions from each Federal Project Director (FPD) responsible for Line Item Projects. One topic will be provided by the Office of Project Management (EM-10) to be discussed by all Line Item project sites. A second topic will be chosen by the project FPD. The topic provided by EM-10 to the FPDs for the next review is to be determined.
Media Interest: None.
Program Contact: Rick Smock, EM-11, Office of Project Assistance and Assurance, (301) 903-8318.

NEXT 90 DAYS

July

07/13 A combination review of the Red/Yellow/High Visibility and the American Reinvestment and Recovery Act (ARRA) Projects is tentatively scheduled for July 13, 14, 15, and 16, 2010. The Office of Project Assistance and Assurance will host the Environmental Management (EM) Senior Management's Monthly Project Review of the Red, Yellow, High Visibility Green and ARRA Projects. The review is tentatively scheduled to take place Tuesday, July 13, Wednesday July 14, Thursday, July 15, and Friday, July 16, 2010. The July 16, 2010 review will be for the Line Item Projects only and will include two "key topic" discussions from each Federal Project Director (FPD) responsible for Line Item Projects. One topic will be provided by the Office of Project Management (EM-10) to be discussed by all Line Item project sites. A second topic will be chosen by the project FPD. The topic provided by EM-10 to the FPDs for the next review is to be determined.
Media Interest: None.
Program Contact: Rick smock, EM-11, Office of Project Assistance and Assurance, (301) 903-8318.

07/19 An Earned Value Management System (EVMS) Surveillance Review originally to be conducted on the Parsons Infrastructure and Technology Group (PI&TG) contract at the Savannah River Site the week of May 24, 2010 has been rescheduled for the week of July 19, 2010. This review will be conducted on the PI&TG contract by the Office of Engineering and Construction Management (OECM), the Office of Project Assistance and Assurance, and the OECM Contractor (Tecalote).
Actions: None.
Program Contact: Johnnie Newson, EM-11, Office of Project Assistance and Assurance, (301) 903-8479.

July

07/25 An Earned Value Management System (EVMS) Surveillance Review will be conducted on the River Corridor Cleanup Contractor, Washington Closure LLC (WCH) at the Richland office the week of July 25, 2010. This EVMS Surveillance Review will be conducted on the WCH contract by the Office of Engineering and Construction Management (OECM), the Office of Project Assistance and Assurance, and the OECM Contractor (Tecolote).

Actions: None.

Program Contact: Johnnie Newson, EM-11, Office of Project Assistance and Assurance, (301) 903-8479.

NEXT 150 DAYS

August

08/10 An Earned Value Management System (EVMS) Surveillance Review will be conducted on the Waste Treatment and Immobilization Plant Contractor, Bechtel National, Inc. (BNI) at the Office of River Protection the week of August 8, 2010.

This EVMS surveillance review will be conducted on the BNI contract by the Office of Engineering and Construction Management (OECM), the Office of Project Assistance and Assurance, and the OECM Contractor (Tecolote).

Actions: None.

Program Contact: Johnnie Newson, EM-11, Office of Project Assistance and Assurance, (301) 903-8479.

V. FOIA REQUESTS

No Freedom of Information Act Requests are included in this week's report.

Brear, Isaac

Subject: FW: Weekly EM-11 Highlights, Week ending 02-23-10

To all – Please return your items for the EM-11 Highlights Report by 3 p.m. tomorrow, XXX. Ensure the following information and formatting is included in your submissions.

- Return your **submissions in the same format as the report** attached below.
- Completely **define all acronyms** the first time they are used in each submission, i.e. Environmental Management (EM), Point of Contact (POC), etc.
- Use **complete sentences**.
- Don't use **sentences which are not grammatically correct**.
- Use **correct punctuation**.
- Check and **correct spelling**.
- Include **correct contact names and phone numbers**.

Please note the following information regarding the weekly highlights. Use these suggestions to help decide what type of information to submit. This list is not comprehensive. You will find other data which is appropriate to include, as well.

- Line item news and updates.
- EVMS Reviews.
- Site visits.
- CD-1 through CD-4 progress.
- Construction Project Reviews
- Press inquiries.
- EM specific training.
- Etc.

Please submit your highlights in the same format as the previous week's submission (see attached) including the category (i.e. Key Department News), highlighted subject, degree of media interest (None, Limited, High), action required, and the program contact including name, department, and telephone number.

Thanks.