

OFFICE OF CORPORATE PERFORMANCE ASSESSMENT

Mission

Provide analysis and certification of Department of Energy (DOE)-wide performance in protecting the public, the workers and the environment while performing the missions of DOE. This analysis supports corporate decision-making and synthesizes operational information to support continuous environment, safety and health (ES&H) improvement across the DOE complex.

Functions

1. Ensures meaningful and easily understood assessments of the Department's overall effectiveness in protecting the public, the worker, and the environment are produced in a timely manner and communicated to senior management.
2. Manages and directs corporate ES&H analyses to support top management decision-making and increase awareness of ES&H performance issues.
3. Manages and directs activities to develop and improve DOE ES&H accountability processes by linking performance analyses with enhanced accountability for EH performance through contracts. This includes use of fee for performance, and contract and request for proposal analysis for appropriate ES&H terms and conditions.
4. Ensures active liaison with Federal agencies, private industry and international organizations on performance measures.
5. Manages and directs the development and implementation of a quality assurance and certification programs to ensure the reliability of DOE operations.
6. Ensures active liaison with industry groups, other Federal agencies and international organizations to share information and facilitate the development of integrated, comprehensive Departmental quality assurance policies, standards and guidance.
7. Manages and directs certification program activities aimed at ensuring corporate capabilities and programs that are deployed to protect workers, the environment and the general public are fully operational and effective.
1. Manages and directs Office of Information Management activities and programs.
 8. Ensures effective and efficient information and database systems are implemented.

OFFICE OF CORPORATE PERFORMANCE ASSESSMENT

OFFICE OF QUALITY ASSURANCE PROGRAMS

Mission

Provide the Department of Energy's (DOE) corporate policies and processes to ensure that all work is performed in a rigorous and reliable manner.

Functions

1. Develops a quality assurance program (including software quality assurance) to ensure that DOE facilities are operated safely and reliably.
2. Manages the development, interpretation, and promulgation of quality management policies, requirements, and guidance documents for the Department's activities excluding quality assurance regulations in 10 CFR part 830.
3. Provide a central point of contact for coordination within DOE and act as liaison with other Federal agencies and groups for quality assurance issues.
4. Facilitates the identification and resolution of crosscutting quality assurance issues within the Department.
5. Interfaces with industry groups, other Federal agencies and international organizations to share information and facilitate the development of integrated, comprehensive Departmental quality assurance policies, standards, and guidance.
6. Maintains a cooperative relationship with counterpart Federal and non-federal organizations to ensure access to technical experts across a broad range of disciplines related to quality assurance.
7. Coordinates the activities of the Central Registry in support of an effective software quality assurance program.
8. Provides the primary DOE interface with the Defense Nuclear Facilities Safety Board on matters concerning nuclear and facility quality assurance policies and requirements.
9. Consults with line management in the implementation of requirements and standards and provides guidance and interpretation on Departmental nuclear and facility quality assurance standards.
10. Chairs meetings of quality assurance subject matter experts to share lessons learned, review Departmental issues and provide advice to management on quality assurance matters.
11. Sponsors training and workshops for Federal and contractor personnel to promote the effective implementation of quality assurance programs.
12. Maintains quality assurance technical expertise and provides the DOE complex with advice and consultative services to assist them in understanding and implementing policies,

standards, and guidance in response to compliance and program requirement issues.

13. Develops and supports that implementation of a suspect and counterfeit parts program that facilitates the identification of these parts, ensures that the appropriate organizations are notified, and follows-up to ensure resolution of critical issues.
14. Serves as the Departmental representative to the Government Industry Data Exchange Program.
15. Develops Departmental quality assurance positions and provides appropriate recommendations, advice, and counsel to the senior management.
16. Provides corporate management of the Radiological Environmental Science Laboratory, DOE Laboratory Accreditation Program and National Analytical Management Program.
17. Manages the DOE Voluntary Protection Program (VPP)
18. Develops, manages and maintains active liaison with all Departmental elements to implement DOE Self-Assessment Certification Program.
19. Manages and maintains Accreditation Association for Ambulatory Health Care.

OFFICE OF CORPORATE PERFORMANCE ASSESSMENT

OFFICE OF ANALYTICAL STUDIES

Mission

Evaluate the Department of Energy's (DOE) effectiveness, vulnerabilities, and trends in protecting the public, workers and the environment. Conducts activities aimed at enhancing contractor accountability for environment, safety and health (ES&H) performance and achieving desired behaviors by integrating performance assessment with contract remedies, terms and conditions.

Functions

1. Prepares meaningful and easily understood assessments of the Department's overall effectiveness in protecting the public, the workers and the environment.
2. Evaluates the effectiveness of DOE operations and management in meeting ES&H policies, goals and objectives.
3. Develops complex and site specific analyses to identify vulnerabilities, trends and emerging issues of interest to senior DOE and contractor management, and the public.
4. Develops, promotes and facilitates the implementation of a lessons-learned program.
5. Provides corporate ES&H analyses to support top management decision-making and increase awareness of ES&H performance issues.
6. Develops and improves ES&H accountability processes by linking performance analyses with enhanced accountability mechanisms for contractor ES&H performance in contracts.
7. Improves the use of fee for ES&H performance and developing methods for spurring appropriate contractor behaviors to protect the public, workers and the environment.
8. Conducts analyses of operating experience and root cause analysis to support continuous improvement in ES&H performance across the entire DOE complex.
9. Prepares Quarterly Reports on ES&H performance for the Secretary's Office.
10. Prepares and issues DOE Annual ES&H Report that summarizes overall ES&H performance for the Department, including successes, needs for improvement and cross-cutting issues that require management attention in the coming year.
11. Conducts safety monitoring and analyses and trending and include results in Quarterly Safety Report and DOE Annual Report for external stakeholders and the public.

12. Provides support for event related inquiries and other management requests, e.g., program office briefings and support to the Office of Oversight Assessments.
13. Prepares and disseminates operating experience information for the DOE complex on a bi-weekly basis.

OFFICE OF CORPORATE PERFORMANCE ASSESSMENT

OFFICE OF INFORMATION MANAGEMENT

Mission

Maximize the sharing and efficient use of data and information by developing and managing a centralized authority to inventory and integrate environment, safety and health (ES&H) data and information

Functions

1. Conducts activities to ensure internal efficiency and effectiveness to meet the e-Government goals across the Office of Environment, Safety and Health (EH).
2. Develops and maintains an on-line database of industry standards, programs, policies and activities.
3. Develops and maintains a crosswalk of DOE requirements and voluntary consensus standards
4. Provides and maintains a DOE commercial standards subscription service.
5. Consolidates, manages and maintains the EH website.
6. Develops and maintains historical ES&H information for all DOE operations and maintains site profiles developed by the Office of Analytical Studies.
7. Maintains and improves the synergy between various reporting and tracking systems. This includes Occurrence Reporting and Processing System, Computerized Accident/Incident Reporting System, Radiation Exposure Monitoring System and Workers Compensation Reporting to the Department of Labor. Develops or otherwise provides for interfaces between existing data and information systems to minimize the amount of data maintained in multiple systems, facilitate analysis by different users, and protect the integrity of data by allowing it to continue to reside in its "home" system for management and updating.
8. Develops and maintains an on-line inventory and descriptions of data elements and systems available throughout EH; assists in identifying core data elements and defining the protocol for collecting and recording data in order to simplify coordination and minimize duplication of effort.
9. Provides centralized acquisition of and access to external data and information sources and promotes the awareness and cost effective utilization of off-the-shelf resources.
10. Advises the Assistant Secretary on all matters relating to information resource management, including policy development; interprets DOE policy on information

management; and represents the Assistant Secretary on various information management boards, committees, councils, etc. both internal and external to the Department.

11. Ensures successful achievement of the Information Management and Communications goal of the EH Strategic Plan and provides an information environment that supports EH in contributing to the successful achievement of the goals of the DOE Strategic Plan.
12. Ensures that EH records are managed in accordance with Departmental Orders, the Federal Records Act, the Freedom of Information Act, the Privacy Act, and the Paperwork Reduction Act. "Health Insurance Privacy Portability Act (HIPPA), and other federal statutes and regulations on records and privacy. " HIPPA is a new statute effective April 14, 2003, which has some effects on privacy issues in DOE's health study data collections.
13. Identifies and responds to the needs of EH, DOE and other stakeholders and public customers; develops and implements strategies to improve public awareness of and access to EH information products.
14. Assists in determining publishing requirements and standards and coordinates use of graphics, printing and dissemination technologies.