

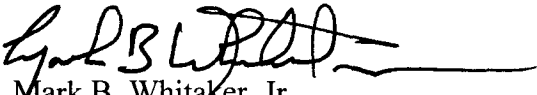


Department of Energy

Washington, DC 20585

April 15, 1998

Memorandum For: Headquarters and Field Elements
Responsible Managers for DNFSB Implementation Plans
DNFSB Points of Contact

From: 
Mark B. Whitaker, Jr.
Departmental Representative to the
Defense Nuclear Facilities Safety Board (DOE S-3.1)

Subject: DNFSB INTERFACE WORKSHOP - JUNE 17-18, 1998

I am pleased to invite you to attend the Department's annual DNFSB Interface Workshop on June 17-18, 1998, in Washington, D.C. at DOE Headquarters. The purpose of this workshop is to exchange information and to share experiences for effectively resolving safety issues raised by the Board. The theme for this year's workshop will be ***Improving Performance: Communications and Actions for Safety Management***. The workshop will focus on the most pressing safety and management issues raised by the Board and examine the path forward on these key issues. The workshop will provide an excellent opportunity to make contacts and build working relationships with headquarters and field counterparts. Feedback from past years has been very positive and I encourage you and your staff to participate. A list of specific agenda topics is attached; the workshop agenda is being finalized and will be provided as soon as it is available.

The senior manager responsible for Board issues at each field and program office is strongly encouraged to participate in this workshop; in general, this should be at least the Assistant Manager level in the field or the Deputy Assistant Secretary at headquarters. Other key personnel interfacing with the Board on a routine basis are strongly encouraged to participate. In addition to these senior managers, field and program offices should also encourage participation by Responsible Line Managers for Department implementation plans and associated key staff members, Field Office Points of Contact and alternates, Headquarters Office Points of Contact and alternates, lead M&O Contractor counterparts responsible for Board issues, and M&O Contractor Managers and Points of Contact and alternates. Each field office involved in Board activities is requested to send a delegation of at least 3-5 individuals including a DOE senior/general manager and one or more of the technical and/or contact/interface personnel responsible for coordinating interface activities on a daily basis; field offices with heavy Board interface should consider more participation. For each active Department implementation plan, at least 1-3 people are requested to participate in the workshop. For program offices, the appropriate number of participants will vary from 5 or more for offices with high Board involvement (DP, EM, EH) down to 1-2 participants for other program offices. Please let us



On Tuesday, June 16, 1998, before the start of the main Workshop, we will host a one-day session on effective interfacing with the Board and its staff. This session will be led by my office and will focus on exchange of information useful to Board points of contact and responsible managers for technical issues. Each site and program office is encouraged to participate in this session. New personnel involved in coordinating site interfaces or technical issue interfaces are strongly encouraged to participate. A list of specific agenda topics is attached; a finalized agenda will be provided when available. Any input on the topics to be covered at this one day session are welcome.

We have also reserved a block of rooms at the Holiday Inn - Downtown (550 C Street SW); if you are interested, please call (202) 479-4000 or (800) 465-4329 to transfer a reservation into your name (mention "DOE/DNFSB Interface Workshop"). The Holiday Inn is one block from the Forrestal Building and one block from the L'Enfant Metro Station (Maryland Avenue Exit). Rates are at the Federal per diem rate of \$126/night (+ tax).

I believe you will find this workshop well worth the investment of your time. I look forward to seeing each of you. If you need further information on the Workshop, please contact me at 202/586-3887, or David Compton (202/586-1034) of my staff.

cc:

Federico Pena, S
Elizabeth Moler, DS
Ernest Moniz, US
John Conway, Chairman, DNFSB

DNFSB Interface Workshop
June 17-18, 1998

Workshop Location and Schedule

Wednesday, June 17th - Forrestal GE-086, 8:30 a.m. - 5:00 p.m.

Thursday, June 18th - Forrestal GE-086, 8:30 a.m. - 3:30 p.m.

Agenda Topics (draft)

- Departmental Representative's Welcome and Overview
- Deputy Secretary's Message
- Question and Answer Session with the Board members
- Funding for Department Commitments to the Board
- Panel Discussion on Closure of Issues, Commitments, and Recommendations
- Panel Discussion on Good Presentations to the Board
- Panel Discussion on Safety Lessons Learned
- Panel Discussion on External Regulation of DOE facilities
- Break-out Session by Peer Groups (senior/general managers; technical/responsible managers; and contact/interface managers)*
- Break-out Session by Technical Area (defense programs/weapons issues; environmental issues; and engineering issues)
- Improved Technical Capability (Rec. 93-3) - New Implementation Plan
- Remediating Nuclear Material Vulnerabilities (Rec. 94-1) - Path Forward
- Safety Management (Rec. 95-2) - Path Forward

* To make these peer-group sessions more effective, we will be asking participants to fill out a survey in advance. The individual survey responses will be confidential and the overall survey results will be fed back to the peer-groups at the beginning of these sessions. The sessions will then prioritize the issues raised in the survey results and focus on developing actions steps on several priority issues, as determined by the peer-group. More information on these sessions and on the surveys will be forthcoming in the near future.

Warm-up to DNFSB Interface Workshop
One Day Session on Effective Interfacing
June 16, 1998

Workshop Location and Schedule

Tuesday, June 16th - Forrestal 1E-245, 9:00 a.m. - 5:00 p.m.

Agenda Topics (draft)

- Departmental Representative's Welcome and Overview
- Interface Roles and Responsibilities
- Panel Discussion on Effective Meetings with the Board
- Panel Discussion on Effective Site Visits
- Board Enabling Statute and Department Interface Manual
- Defining the Scope of Defense Nuclear Facilities
- Board Organization and Operations
- Change Management
- Negotiation Skills
- Dissemination of Board Information/Web Site
- Commitment Management/Safety Issues Management System

Whitaker to Distribution
April 15, 1998

Field Office Managers

Bruce Twining, DOE-AL
William Goodrum, DOE-AAO
Mike Zamorski, DOE-KAO
Tom Todd, DOE-LAAO
John Kennedy, DOE-CH
John Wilczynski, DOE-ID
Gerry Johnson, DOE-NV
Jim Hall, DOE-OR
Jim Turner, DOE-OAK
Leah Dever, DOE-OH
John Wagoner, DOE-RL
Jessie Roberson, DOE-RF
George Rudy, DOE-SR

Field Office Points of Contact
for DNFSB Issues

Pat Higgins, Albuquerque
Dan Pellegrino, Albuquerque
Don Brunell, Amarillo
Dan Loney, Amarillo
Kent Hunter, Carlsbad
Pat Hoopes, Kansas City
Dick Steele, Kirtland/Sandia
Mary Rosenthal, Los Alamos
Mike Flanagan, Chicago
Dave Kozlowski, Fernald
Wally Quaider, Fernald
Steve Somers, Idaho
John Hobbs, Idaho
Kevin O'Neill, Idaho
Scott Traeger, Nevada
Connie Burbanks, Nevada
Ed Ballard, Oakland
Phil Hill, Oakland
Abel Garcia, Lawrence Livermore
Anthony Boegel, Lawrence Livermore
Martin, McBride, Oak Ridge
David Wall, Oak Ridge
Dan Hoag, Oak Ridge
Julia Insalaco, OR/Lockheed Martin
Geoff Gorsuch, Ohio
Janice Scherer, Miamisburg

Field Office Points of Contact
for DNFSB Issues (Cont.)

Allison Wright, Richland
Shivaji Seth, Richland
Dave Roha, Richland
Lola Morgan, Richland
Janell Hales, Richland/Fluor Daniel
Dero Sargent, Rocky Flats
Doug Smith, Rocky Flats
Amy Poston, Savannah River
Rick Provencher, West Valley

Responsible Managers for
Implementation Plans

Robin Staffin (97-2)
Mike Thompson (97-2)
Dennis Cabrilla (97-2)
John Tseng (97-1, 94-1)
Hoyt Johnson (97-1)
Roy Schepens (96-1)
Bill Spader (96-1)
Dick Crowe (95-2)
Dan Giessing (95-1)
Ched Bradley (95-1)
Dick Black (94-5)
Phil Aiken (94-4)
Mike McCormick (94-3)
Patty Bubar (94-3)
Martin Letourneau (94-2)
Carl Sink (94-1)
Ray Ferry (93-6)
Martin Schoenbauer (93-6)
Ken Lang (93-5, 92-4)
Pat Byrns (93-5, 92-4)
Dave Roth (93-3)
Tom Evans (93-3)
Steve Richardson (93-3)
Mike Mitchell (93-1)
Alan Ellif (92-4)

Headquarters Program Offices

Tom Vellenga, S-1
Ellen Livingston, S-1
M.L. Wagner, S-1
Jeff Crater, S-1
John Angell, CP-1
BG Tom Gioconda, DP-2
Vic Stello, DP-3
Robin Staffin, DP-10
Gene Ives, DP-20
David LeClaire, DP-40
Peter Brush, EH-1
Glenn Podonsky, EH-2
Orin Pearson, EH-3
Ray Berube, EH-4
Joe Fitzgerald, EH-5
Geoff Judge, EH-7
Jim Owendoff, EM-1
Mark Frei, EM-30
Joe Fiore, EH-40
Dave Huizenga, EM-60
Gene Schmitt, EM-70
Charlie Billups, ER-8
Craig Zamuda, FE-6
Frank Peters, FM-1
Tom Tamura, HR-1
Tim Dirks, HR-2
Howard Canter, MD-1
Dan Giessing, NE-2

Program Office Points of Contact
for DNFSB Issues

Emil Morrow, DP-3
Earl Hughes, EH-3
Carol Peabody, EM-4
Kim Ringley, EM-4
Joe Hassenfeldt, FM-10
Larry Miller, NE-40