



The Under Secretary of Energy  
Washington, DC 20585

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April 26, 1996

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DNF SAFETY BOARD

The Honorable John T. Conway  
Chairman  
Defense Nuclear Facilities Safety Board  
625 Indiana Avenue, NW  
Suite 700  
Washington, DC 20004

Dear Mr. Chairman:

In connection with the transmittal of the Department's Implementation Plan in response to Recommendation 95-2, I wish to notify you of steps that I am taking to establish a Safety Management Implementation Team as discussed in the Plan.

The Safety Management Implementation Team will be established under the direction of Mr. Frank McCoy, Assistant Manager for Environment, Safety and Health at the Savannah River Site. Mr. McCoy will report directly to me in this capacity as Implementation Team Director. The Implementation Team will consist of a small group of senior Department Officers with representation from Field and Program Offices. The composition of the Implementation Team is set forth in Attachment 1.

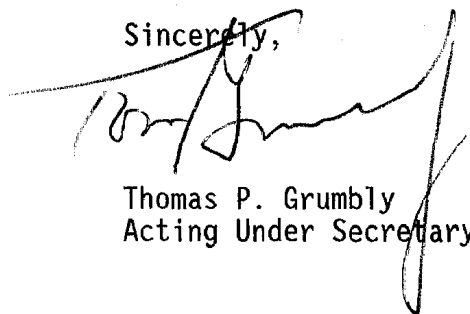
I have given the Implementation Team broad authority for ensuring that the Department's commitment to an effective Safety Management System is carried out. Their charter (Attachment 2) covers not only the oversight of deliverables to the Board, but also provides responsibility for proactively driving the safety management principles and functions throughout the Department's activities. This Implementation Team will also track and reconcile safety related programs and initiatives to ensure consistency with the approach outlined in the 95-2 Implementation Plan.

Cognizant Secretarial Officers and Site and Operations Office managers have also been directed to not only support the Implementation Team in its oversight and management role of this very important initiative, but to effectively fulfill the commitments of the Implementation Plan consistent with the guidance provided by the Implementation Team.

I have directed the Implementation Team to keep the Board informed as to our progress in carrying out the ambitious undertakings in the Implementation Plan and to ensure that there continues to be full and open communication with the Board as we move forward.

I wish to reiterate the appreciation expressed by Secretary O'Leary for the tireless support by Mr. DiNunno and Dr. Kouts in the Department's effort of preparing its Implementation Plan. It is our intention that this spirit of cooperation continue as we begin our implementation activities.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tom Grumbly', written over the word 'Sincerely,'.

Thomas P. Grumbly  
Acting Under Secretary

Attachments:

- (1) Implementation Team
- (2) Charter

cc:  
DP-1  
EH-1  
EM-1  
ER-1  
FE-1  
GC-1  
HR-1  
NE-1  
Dan Rose (AL)  
Charles Billups (ER)  
Dick Crowe (DP)  
Charles O'Dell (EM)  
John Hobbs (ID)  
Susan King (AAO)  
Marty Mathamel (EH)  
Dero Sargent (RF)  
Craig Zamuda (FE)  
Area Office Managers  
Field Office Managers  
Operation Office Managers

**Attachment 1**

**Proposed Safety Management Implementation Team**

**Frank McCoy (SR) - Director**

**Dan Rose (AL)**

**Dick Crowe (DP)**

**Marty Mathamel (EH)**

**Charles O'Dell (EM)**

**Charles Billups (ER)**

**Craig Zamuda (FE)**

**John Hobbs (ID)**

**Susan King (Pantex)**

**Dero Sargent (RF)**

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## Attachment 2

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**Safety Management Implementation Team  
Recommendation 95-2****Mission**

Oversee commitments and internal management actions outlined in the Implementation Plan and ensure action using the established line management channels. Ensure that safety related Department programs and initiatives are consistent with the safety management approach outlined in the Implementation Plan.

**Functions**

- Provide, through the Under Secretary, program direction for the implementation of integrated safety management and for ensuring consistency of other safety related programs and initiatives with this approach.
- Establish the following Safety Management Implementation Team Communications
  - Biweekly status meeting with the Under Secretary
  - Weekly meeting with the advisory team and responsible leads for the Implementation Plan commitments.
  - Monthly meeting with, EH-2, EM-2, DP-2, NE-2, ER-2, and S-3.1.
  - Quarterly briefing to the Board
  - Field communication will be accomplished through the established chain of command using the designated Implementation Team Points of Contact.

- **Coordinate with the Departmental Representative Office concerning:**
  - **Communications with the Board and Board Staff**
  - **Other Implementation Plan commitments**
- **Oversee all Recommendation 95-2 deliverables, all of which are to be submitted to the Board via the Implementation Team.**
- **Track and reconcile safety related programs to assure consistency with the approach outlined in the 95-2 Implementation Plan.**
- **Participate with the lead offices in the development of commitment deliverables.**
- **Coordinate with the Department Standards Committee and other committees, as appropriate, on issues related to the integration of Department programs and initiatives into the Safety Management System.**
- **Establish a Department-wide process for reconciling and integrating existing directives and ongoing initiatives with the Safety Management System.  
(Internal Management Action 1.b)**
- **Coordinate with Human Resources, and develop a Department approach for improving the technical expertise and competence necessary to implement the Safety Management System.  
(Commitment 5.1)**
- **Develop and present an awareness briefing for Department and contractor management at sites and facilities regarding implementation of the Safety Management System.  
(Internal Management Action 5.a)**
- **Advise senior Department managers of schedule variances and their impact on commitments and safety management system implementation, and recommend appropriate action.**

- **Submit Implementation Plan revisions through the Secretary, as appropriate, to the Board based on changes to commitments and milestones in the Implementation Plan.**
- **Chair an annual Safety Management Conference with headquarters and the field to review Recommendation 95-2 implementation lessons learned.**