

DEFENSE NUCLEAR FACILITIES SAFETY BOARD

Office of the General Manager

FISCAL YEAR 2017 WORK PLAN

SEPTEMBER, 2016

Purpose: The purpose of this document is to outline the Office of the General Manager (OGM) Work Plan. This Work Plan supports the Defense Nuclear Facilities Safety Board (Board) and the Board's Strategic and Annual Performance Plans. This work plan is structured by the following five major work areas:

- I. Office Level
- II. Front Office Support
- III. Division of Acquisition and Finance
- IV. Division of Human Resources
- V. Division of Operational Services

OGM resource needs to execute this work plan are summarized in Attachment One, with known shortfalls (i.e., current or known vacancies and an assumed schedule for replacements) also identified. The work OGM traditionally performs is virtually all non-discretionary, i.e., work required to maintain operations (e.g., ensuring employees are paid, maintaining Information Technology (IT) operations), work required to support customer requirements (e.g., procurement, authorizing and arranging travel), or work required by law or regulation (e.g., submitting an annual budget and performance reports). Some level of discretionary work is traditionally performed depending on resource constraints (e.g., available funding, effective personnel strength) for continual organizational improvement. This Work Plan describes the recurring non-discretionary work to be performed as well as new initiatives for FY 2017, i.e., initiatives not previously identified. Attachment Two provides the status of FY 2016 work plan initiatives and identifies those that have been carried forward into FY 2017. Additional new initiatives are not considered feasible pending fully attaining identified resource needs (e.g., filling vacant positions).

I. Office Level

In addition to planning and directing the OGM divisions (i.e., the Board's administrative operations) and the Front Office support, the following major functions are performed at the office level (e.g., General Manager (GM), Deputy General Manager (DGM), and support staff):

1. Budget Formulation
2. Continuity of Operations (COOP) Management
3. Equal Employment Opportunity (EEO) Program Management
4. Inspector General (IG) Liaison and Management
5. Internal Control Program Management
6. Strategic Planning and Performance Reports
7. Freedom of Information Act (FOIA)/Privacy Act

New Initiative: Oversee initiatives to improve agency's security program (see section V.5) including establishment of a Memorandum of Understanding with the Department of Energy (DOE) that outlines DNFSB and DOE roles and responsibilities, the planning for and procurement of a new security system, and the planning for physical upgrades to DNFSB space to bring the classified conference room and vault area into compliance with DOE standards.

1. Budget Formulation
 - a. FY 2018 Budget - Work includes the coordinating responses to the Office of Management and Budget (OMB) budget examiner questions, analyzing and negotiating the passback amount, drafting the Congressional Budget Request, coordinating the green folder process to obtain Board approval on the Budget Request, assisting in the preparation of budget briefing documents for the applicable Congressional committees, and attending budget briefings.
 - b. FY 2019 Budget – Work includes coordinating with the Office Directors to develop Board performance goals, analyzing Board resource needs to develop a recommended requested new budget authority, drafting the OMB Budget Request, and coordinating the green folder process to obtain Board approval on the Budget Request.
2. COOP – Work involves managing the Board’s emergency response process and procedures, including planning and executing the annual exercise activities.
3. EEO – Work involves overseeing and executing the Board’s EEO program, including ensuring required reports are submitted and the complaint process is handled efficiently and effectively.
4. IG – Work involves acting as the Board’s liaison with the Nuclear Regulatory Commission (NRC) Office of Inspector General (OIG), including serving as the point of contact for all FY 2017 audits (e.g., facilitating entrance and exit briefings and interviews with Board staff), developing timely submission of information requests and responses to audit recommendations to OIG, and coordinating and tracking status updates to open audit recommendations through closure.
5. Internal Control – Work involves leading the Executive Committee on Internal Control’s (ECIC) planning and execution of the Board’s Internal Control program, preparing briefings and disseminating information to support ECIC meetings, coordinating development of Internal Control assessments, ensuring independent assessments or testing of work processes are performed, and developing input to the Chairman’s annual Integrity Act Statement of Assurance reported in the Board’s Performance and Accountability Report (PAR).
6. Strategic Planning and Performance Reports
 - a. Strategic Planning – Work includes coordinating the development of a draft *DNFSB FY 2018 – FY 2022 Strategic Plan* for submission to OMB.
 - b. PAR – Work includes coordinating with the Office Directors to develop Board performance accomplishments, drafting the PAR to meet the requirements of OMB Circular A-136 (e.g., including an analysis of the financial statements), and coordinating the green folder process to obtain Board approval by November 15, 2016.

- c. Twenty-Seventh Annual Report to Congress – Work includes coordinating with the Office Directors for report preparation and coordinating the green folder process to obtain Board approval by the date the FY 2018 President’s Budget is submitted to Congress (tentatively February 6, 2017).
7. FOIA/Privacy Act – Work includes responding to all FOIA and Privacy Act requests and preparing annual reports, conducting privacy act training for new employees, conducting periodic reviews of DNFSB’s Systems of Record Notice (SORN) and preparing/coordinating updates as necessary. Serve as the agency Chief Freedom of Information Act (FOIA) Officer and Senior Agency Official for Privacy.

Workload: Approximately 35 FOIA and Privacy Act requests per year.

New Mandatory Initiative: Complete actions necessary to close audit findings in OIG Cyber Security Act Audit. Actions include revising policies, assigning responsibilities, conducting annual training, and conducting the bi-annual SORN review.

New Mandatory Initiative: Implement the requirements of the FOIA Improvement Act. Will require drafting and receiving approval for new agency FOIA regulations and drafting and receiving approval for a new agency FOIA Directive and OP in accordance with the new Act. Designate a FOIA Public Liaison position and fulfill the requirements for that position under the Act. Review all FOIA requests in accordance with the new disclosure standards, and respond according to new timeline requirements.

8. Other – Perform master timekeeping duties, including coordinating annual timekeeper training and providing ongoing time and attendance assistance to timekeepers.

II. Front Office Support

The Front Office supports the following major functions:¹

1. Executive Secretary Support
 2. Congressional Budget Support
 3. Congressional Engagement
 4. Public Hearings and Meetings
 5. Other Stakeholder Outreach
 6. Media Relations
1. Executive Secretary Support – Work includes daily preparation of the gold folder (pertinent information provided to Board Members and key staff on a daily basis), daily briefings on internal and external briefing requests, scheduling and maintenance of calendars (Board-wide, individual Board Members, DNFSB-Department of Energy (DOE), and external/public), preparing Board member travel authorizations and vouchers, ensuring green folder documents are processed efficiently and in accordance

¹ Functions 3-6 are major functions that were not included in the FY 2016 OGM Work Plan

with Board Operating Procedures (this includes management, coordination and tracking of all Requests for Board Action), tracking and recording Board unanimous consent requests, ensuring Board correspondence and related documents are posted to the Board's public website within two days of issuance, maintenance and posting of the Board's correspondence log to the Board's public website, ensuring Board voting records and related documents are posted to the Board's public website in accordance with the applicable Board Operating Procedure, creation of electronic archive files for Requests for Board Action and vote affirmations, management of all Board records, and compilation and transmission of site rep weekly and monthly reports to the DOE liaison (DEPREP).

Workload: Processing up to 20 green folder documents per month; and
Processing up to 10 travel authorizations/vouchers per month.

2. Congressional Budget Support – Work includes distribution of the FY 2018 budget to key Congressional stakeholders, creating and coordinating approval of budget briefing materials and coordinating Congressional staff briefings, coordinating concurrence of Congressional testimony for budget request hearings and drafting the Chairman's opening statement, coordinating responses to Congressional questions for the record (QFRs), coordinating the green folder process for all products, and monitoring Board authorization legislation and appropriations legislation.
3. Congressional Engagement – Work includes continual outreach efforts and liaison to relevant Members of Congress, committees, and personal office staff, to include development of new relationships, maintaining existing relationships, fielding all congressional inquiries, message development, notifications of Board Member site visits, managing the congressional fellowship pilot program, and managing the Congressional processes related to Board nominations.
4. Public Hearings and Meetings – Work includes managing overall coordination of public hearings and meetings with OGM, OTD and OGC and performing specific Public Affairs work including stakeholder outreach (state, local, tribal citizens groups), congressional notifications, drafting and placing public notices, drafting and coordinating concurrence of Chairman's statements and discussion sequence, and managing Board event binders.
5. Other Stakeholder Outreach – Work includes identifying local and national stakeholders for Board engagement, coordinating these engagements with OTD and site representatives, and continuing to liaise with NNSA and DOE executive offices.
6. Media Relations – Work includes serving as the primary point of contact for all media inquiries, providing daily news summary to the Board, drafting press releases and media advisories, and identifying earned media opportunities.

III. Division of Acquisition and Finance:

The Division of Acquisition and Finance (DAF) has the following major functions:

1. Acquisition
2. Budget
3. Financial Management
4. Travel

The work plan by functional area is as follows:

1. Acquisition
 - a. Contracting – Work includes the award, administration, and close-out of orders (valued at \$150,000 or less), contracts (greater than \$150,000), and interagency agreements that support the Board mission, and ensuring such orders, contracts, and interagency agreements are appropriately priced and meet all applicable federal acquisition policies and regulations. Orders are awarded for a wide range of supplies and services to support recurring needs (e.g., software licenses/maintenance, equipment maintenance, phone services, subscriptions, advisory and assistance services, training, and other support services). Orders (generally) less than \$3,500 are placed using purchase cards, while orders greater than \$3,500 are awarded as purchase orders or as task orders against General Services Administration (GSA) schedule contracts. Contracts are awarded for larger dollar requirements (e.g., the Board’s primary support contract whereby it obtains its recurring IT and Administrative contractor support). Interagency agreements are executed with other Government agencies for support (e.g., accounting services from the United States Department of Agriculture (USDA), payroll processing services from the United States Department of the Treasury’s Bureau of the Fiscal Service (BFS). Directly administer orders or contracts for requirements in which certified Contracting Officer Representatives (COR) are not available. Support, implement, and monitor changes to the acquisition process as a result of the newly implemented DATA Act requirements.

Workload: Award of 250-350 purchase card orders, 50-75 purchase or task orders, 1-3 contracts, and 10-15 Interagency Agreements.

- b. Purchase Card Program Management – Work includes establishing new cards, reviewing all purchase cardholder purchase transactions to ensure adherence to Board policies and procedures, monitoring cardholder training, performing internal reviews, and reconciling transactions to appropriate accounting codes within the USDA accounting system.

Workload: Establishing 1-3 new cards per year, reviewing 5-10 statements per month, reconciling 80-100 transactions per month.

- c. COR Program Management – Maintain list of current CORs and track required training.

- d. Reporting – Work includes preparing monthly Transparency Act reports, and annual FAIR Act, Service Contract Inventory, Charge Card, and Data Act reports.

2. Budget

- a. Budget Formulation – Work includes assisting in the analysis of the FY 2018 Budget passback and developing the recommended FY 2019 new budget authority (e.g., creating spreadsheets, reviewing trends in the obligations by object classes and sub-object classes, fund up to three fund categories, and forecasting future needs).
- b. Budget Execution – Work includes preparing apportionment request for OMB approval, inputting Board financial records (e.g., obligations and outlays) into an internal financial tracking system, reconciling the internal financial records with the official records maintained by USDA, resolving differences, and reporting actual obligations on a monthly basis against the financial plan, as well as updating projected year-end obligations as necessary (and periodically preparing slides for status briefings to the Board). For personnel salaries and benefits, obligations are also reconciled with BFS payroll records.

Workload: Post 600-800 obligations and outlays monthly.

- c. Reporting – Work includes preparing prior year, new obligation by object class, new obligations by organization, new obligations by funds, payroll, and Undelivered Order reports.

3. Financial Management

- a. Funds Administration – Work entails certifying the availability of funds for purchases and other transactions.

Workload: Approving 15-20 requisitions per month.

- b. Payments - Work includes receiving and posting invoices, routing to the appropriate receiver and acceptor of goods/services, approving payments, and sending to USDA to effect payment to ensure 1) payments are performed within 30 days of invoice receipt to avoid Prompt Payment Act invoice penalties; and 2) payments are proper and legitimate.

Workload: Routing and approving 50-60 invoices per month.

- c. Capitalization – Work entails posting and tracking capitalized assets to monitor depreciation, and performing monthly reconciliation with USDA records.
- d. Financial Statements
 - i. Quarterly (3) and Year-End – Work includes reviewing financial statements to ensure accuracy of amounts (e.g., capitalized assets, accounts receivable) and reconciling to accounting trial balances.

- ii. Year-End Only – Work includes providing USDA with required information to include in statements (e.g., accrued payroll, accrued payments for supplies/services) and preparing the statement notes.
- e. Financial Statements Audit – Work includes reviewing and updating Cycle Memoranda (including step-by-step walkthroughs with auditors for five major work processes), providing financial data to auditors (approximately 50-75 sets of data), and providing supporting documentation based on sample requests for various statement accounts (e.g., accounts receivable, obligations, payments, undelivered orders).
- f. Transportation Fringe Benefits – Work includes reviewing applications for completeness and accuracy prior to issuing parking permits on a semi-annual basis, reviewing applications to ensure calculations to determine the actual eligible transportation benefits are accurate and in accordance with IRS guidelines annually, adding and removing users as necessary to the WMATA SmartBenefit system, providing transportation benefits guidance, and updating user benefits in the system as necessary.

Workload: 90-100 users receiving benefits per year.

4. Travel

- a. TDY Travel – Work includes reviewing travel authorizations to ensure proposed travel is in accordance with Government regulations and Board procedures, coordinating/making all travel reservations, providing guidance to staff on policies, resolving travel issues, and reviewing travel vouchers to ensure travel expense claims are properly paid.

Workload: Reviewing/approving 500 – 700 travel authorizations and vouchers.

- b. Airfare Credits – Work includes reconciling monthly Citibank airfare reports and AdTrav reports for accuracy ensuring credits owed to the agency are received and are timely.
- c. System Administration – Work includes maintaining the GSA-provided Concur Travel system (e.g., adding and removing system users, resetting passwords, and updating instructions) and providing onsite training.
- d. Relocation Travel – Work includes providing guidance on relocation regulations and policies, preparing travel authorizations, arranging for movement of household goods, and preparing/approving vouchers to ensure claims are proper and in accordance with regulations and policies.

Workload: Up to 10 relocations per year (e.g., new hires, site representative changes, and Professional Development Program employee moves).

- e. Travel Card Program Management – Work includes establishing new cards, cancelling cards of former employees, reviewing travel cardholder monthly

statements to ensure adherence to Board policies and procedures, monitoring, and providing cardholder training.

Workload: Establishing up to 15 new cards per year and reviewing 6 monthly reports (one of which includes all cardholder (~ 95) statements).

- f. Reporting – Work includes preparing semi-annual premium class travel and non-federally sponsored travel reports.
5. Other
 - a. Internal Controls – Perform internal control assessments on ECIC selected DAF work processes.
 - b. Policies and Procedures – Update or re-certify for continued use all outdated DAF Directives and Operating Procedures.

IV. Division of Human Resources:

The Division of Human Resources (DHR) provides continual recruitment, staffing, personnel, benefits, executive resource, workforce planning, diversity, special emphasis, employee engagement, policy, and workforce development services to all Board employees, including supervisors, executives, and presidential appointees. The following major functions capture federally-mandated processes and work products, internal and external reporting requirements, discretionary tasks aimed at improving the agency, and new initiatives based on organizational need. All workload figures are approximations based on historical data and current trends:

1. Staffing and Classification Services
 2. Executive Resources Services
 3. Employee Benefits Services
 4. Employee Development Services
 5. Employee-Management Relations Services
 6. Performance Management and Employee Engagement Services
 7. Planning, Policy, and Accountability Services
1. Staffing and Classification Services – Work includes responsibility for ensuring full compliance with all applicable laws, rules, and regulations and for meeting all mandatory requirements for federal staffing and classification processes and products. Additionally, DHR provides all Human Resource Management (HRM) services to Board Leadership, including technical assistance, guidance, advice, and consultation on Human Resource (HR) position management, position classification, staffing, recruitment strategies, pay flexibilities, workforce analysis, action processing, and pay administration.

Mandatory Workload (numbers based on historical data and trends):

- 12 – Position classifications (required for every new or changed position before it can be filled);
- 27 – Recruitment actions (including drafting and coordinating vacancy announcements and certificates for eligible candidates);

- 57 – Selection actions (including panel coordination, interview schedules, travel arrangements);
- 27 – Job Offer actions (reference checks, confirmation of salary, pay proposals, justifications, and calculations, salary and entry-on duty negotiations, drug testing, and writing/sending job offers);
- 10 – New Employee Orientations;
 - 1 – Annual 3R Report (relocation, retention, and recruitment);
 - 6 – Delegated Examining Unit Reporting Requirements to OPM;
 - 2 – Updating applicable Directives as needed; and
- 276 – Transactions (including completing the SF-52 for signature and approval, coordinating the processing and tracking of all actions, payroll).

Discretionary Tasks:

- 21 – Recruitment Fairs and Symposiums;
 - 6 – Behavioral interviewing training for OTD staff; and
 - 9 – DHR logistical and on-site support at career fairs and conferences.

New Initiative: Implementation of an electronic process to replace the OTD “Resume Book” procedure. Electronic process will allow for multiple reviewers to have same-time access to resumes, immediate consolidation of scoring sheets, and easy record retrieval. The new process is expected to greatly expedite the review of OTD resumes which will allow the agency to contact candidates sooner.

2. Executive Resources Services – Work includes responsibility for ensuring full compliance with all applicable laws, rules, and regulations and for meeting all mandatory requirements for federal recruitment and employment support services to the Board’s Senior Executive Service (SES). Leadership, technical assistance, guidance, advice, and consultation on SES performance management, performance bonuses, pay adjustments, and the Presidential Rank Award (PRA) program are included within this function.

Mandatory Workload (numbers based on historical data and trends):

- 2 – SES position classifications (required for every new or changed position before it can be filled).
- 2 – Recruitment actions (including announcements and certificates for eligible candidates).
- 2 – Selection actions (including panel coordination, interview schedules, travel arrangements).
- 2 – Job Offer actions (reference checks, confirmation of salary, pay proposals, justifications, and calculations, salary and entry-on duty negotiations, drug testing, and writing and sending job offers).
- 2 – OPM Qualifications Review Board (QRB) processes.
- 1 – Annual Performance Review Board (PRB) process (including verifying PRB membership and posting members in the *Federal Register*, coordination of performance appraisals, meeting scheduling, and development of final results).
- 1 – Annual OPM Report – SES Bonus and Ratings.
- 1 – Refresher training in an area of executive competencies.

- 1 – Biennial Allocation Request (SES and SL/ST positions).
- 1 – Presidential Position List.
- 1 – Plum Book data provided to OPM.

Discretionary Tasks:

- 2 – Additional professional development and/or teambuilding events for the SES.
- 1 – Submission of recertification SES performance management package to OPM to allow agency to retain higher salary options for SES.
- 1 – Annual PRA submission (if necessary).

New Initiative: To gain OPM approval for a Senior Leader (SL) performance management system that will allow the agency to pursue certification for that system after twelve months which would then allow for higher salaries and greater pay differential between the SL position and DN pay bands.

- 3. Employee Benefits Services – Work includes responsibility for ensuring full compliance with all applicable laws, rules, and regulations and for meeting all mandatory requirements for federal benefit programs and services. Additionally, DHR provides leadership, technical assistance, guidance, advice, and consultation on all offered employee benefits, workers compensation program, wellness programs, and retirement processing.

Mandatory Workload (numbers based on historical data and trends):

- 12 – Separation processing (including retirements).
- 12 – Retirement calculations (employees asking for retirement estimates).
- 1 – On-site Retirement Seminar.
- 1 – Annual Workers Compensation Report.
- 1 – Retirement/Financial Education Plan and Report
- 1 – Development and implementation of directives for federally required health and wellness initiatives.
- 1 – Annual Student Loan Repayment Program (SLRP) Data Call Report.
- 9 – Military benefits – submissions of buy-back options.
- 4 – Quarterly report on agency benefit use to the IRS.

Discretionary Tasks:

- 1 – Annual Health Benefits Fair Coordination.
- 6 – On-site Wellness Programs for employees.
- 1 – Annual and ad hoc offering of the Student Loan Repayment Program.
- 12 – Monthly visits by nurse.
- 6 – Communication to employees about Employee Assistance Programs.
- 100 – One-on-one counseling sessions on benefit issues (e.g. retirement, leave, SLRP, financial planning).

4. Employee Development Services – Work includes responsibility for ensuring full compliance with all applicable laws, rules, and regulations and for meeting all mandatory requirements for federal professional development programs and services. Additionally, DHR provides leadership, technical assistance, guidance, advice, and consultation on all employee development and engagement programs and initiatives. Implementing and managing all federally mandated trainings, academic degree programs, responsibility for learning and training activities for all Board staff, approval of training requests, and managing the AgLearn system are included activities supporting the employee development function.

Mandatory Workload (numbers based on historical data and trends):

- 270 – Manual review of Training Requests for approval;
- 10 – Development and/or coordination of agency-wide mandatory on-line and on-site professional training (e.g., No Fear, WebT&A, Performance Management);
- 12 – EHRI – monthly reports to OPM on agency training;
- 2 – Three-day training for first-time supervisors in the federal government; and
- 2 – Refresher training for all federal supervisors.

Discretionary Tasks:

- 6 – Information Sessions for employee development issues and areas of interest (e.g. AgLearn course options, resume writing, IDPs);
- 100 – One-on-one trouble shooting, technical assistance, or professional development advice regarding AgLearn;
- 12 – Meetings with AgLearn provider to ensure optimal use of system and integrity in the IAA; and
- 4 – Quarterly meetings with Women’s affinity group.

5. Employee-Management Relations Services – Work includes responsibility for ensuring full compliance with all applicable laws, rules, and regulations and for meeting all mandatory requirements of federal employee-management services and programs. Additionally, DHR provides leadership, technical assistance, guidance, advice, and consultation on employee-management services, including alternative dispute resolution options, employee grievances, employee disciplinary actions, and EEO programs and initiatives.

Mandatory Workload (numbers based on historical data and trends):

- 15 – Reasonable Accommodation requests reviewed, approved, and processed;
- 6 – Coordination of process for employee complaints/grievances;
- 4 – EEO on-site programs (including 3 federally required special initiative programs) and;
- 1 – Annual review and submission of applicable agency policies (e.g. EEO, harassment).

Discretionary Tasks:

- 8 – Additional Special Emphasis Programs; and
- 3 – Information sessions applicable topics (e.g. civility in the workplace, respecting differences).

6. Performance Management and Employee Engagement Services – Work includes responsibility for ensuring full compliance with all applicable laws, rules, and regulations and for meeting all mandatory requirements for federal performance management systems and employee engagement initiatives. DHR also provides leadership, technical assistance, guidance, advice, and consultation on all employee performance management programs (GS and DN), including appraisals. Additionally, responsibility for the Board's Award Ceremony, coordination of the Employee Viewpoint Survey (EVS), processing of award actions, preparing all award plaques and certificates, and support services to the Board's employees in balancing the demands of work, family, and personal issues, compressed work schedules, and telework programs are included in the employee engagement function.

Mandatory Workload (numbers based on historical data and trends):

- 1 – Coordination of Annual EVS;
- 1 – Development of DNFSB-specific reports for website;
- 2 – Training sessions on Telework/Flexiplace and CWS Programs;
- 1 – Year-long facilitation of the GS and DN performance management systems (including developing and communicating annual timelines and ensuring all deadlines are met);
- 4 – Performance Management Trainings for Managers and Staff; and
- 175 – Review, processing (including completing and providing all required forms), and approval of monetary and non-monetary awards.

Discretionary Tasks:

- 1 – Annual Award Ceremony (including all preparation and coordination);
- 50 – Certificates and plaques annually;
- 9 – On-site All-Staff Employee Engagement activities;
- 9 – Informal employee activities (e.g. Veterans Day celebration, ice-cream social, scavenger hunts, annual employee picnic, holiday party);
- 2 – EVS sessions for managers to discuss results and action plans;
- 2 – Employee information sessions to get feedback on how to improve and explain results; and
- 1 – Agency and office-specific analysis provided to the Board Members.

7. Planning, Policy, and Accountability Services – Work includes responsibility for ensuring full compliance with all applicable laws, rules, and regulations and for meeting all mandatory requirements for accountability programs under the purview of DHR. Additionally, DHR provides leadership, technical assistance, guidance, advice, and consultation on HRM program development, Drug Free Workplace Program, HR policy, HRM program and policy compliance, strategic management of Human Capital, HR automation and reporting, change management, analyses, and studies on new services and

delivery alternatives to advance the Board's strategic management of Human Capital and HR initiatives.

Mandatory Workload (numbers based on historical data and trends):

- 1 – Annual Drug-Free Workplace Program Report;
 - 1 – Annual DNFSB Human Capital Plan (including staff, workforce, and succession plans);
 - 1 – Annual Human Capital Management Report (HCMR) to OPM;
 - 1 – Annual Telework Report to OPM;
 - 4 – Quarterly random Drug Test Coordination;
 - 1 – Board's Annual Financial Audit Support; and
 - 1 – Review and submission of Drug-Free Workforce Policy.
8. Other
- a. Internal Controls – Perform internal control assessments on ECIC-selected DHR work processes; and
 - b. Policies and Procedures – Update or re-certify for continued use all outdated DHR directives and operating procedures.

V. Division of Operational Services:²

The Division of Operational Services (DOS) has the following major functions:

- 1. Information Technology
- 2. IT Security/Information Assurance
- 3. Records Management
- 4. Facilities
- 5. Security
- 6. Public Outreach/Hearings/Meetings Support

The work plan by functional area is as follows:

- 1. Information Technology (IT)
 - a. IT Planning – Work includes managing the Board's overall IT strategy and specifically translating high-level goals from the Board and external sources (e.g., OMB) into technical solutions.

New Mandatory Work: Complete security review and issue authorization for all contractor and government-hosted systems in accordance with the schedule submitted to the IG for closure of recommendations 7 and 9 of OIG audit DNFSB-15-A-02.

² Section V includes multiple areas of required recurring work or workload not included in the FY 2016 OGM Work Plan, which have been identified as “new mandatory work” or “new mandatory workload”.

New Mandatory Work: Document and present all new hardware, software or configuration changes to the DNFSB Change Control Board for review and approval.

- b. Telecommunications – Work includes researching, recommending, procuring and implementing new or upgraded systems and providing on-going services to staff, reviewing monthly telecommunications charges, managing additional services such as international service and wireless hotspot, and providing user administration for the Board’s VoIP phone system (adds/removes/feature customizations).

Workload: Responding to 20-45 customer requests per month.

- c. Hardware and Software Procurement – Work includes making micro-purchases of IT hardware, software and supplies, tracking hardware purchases and software licenses, maintaining personal property records and performing the annual physical asset inventory, and coordinating with DAF to develop Statements of Work (SOW) for hardware and software acquisitions above the micro-purchase limit.

Workload: Complete 15-35 micro-purchases per month.

Conduct annual equipment inventory.

Develop 2-5 SOWs per year for acquisitions above micro-purchase limit.

- d. System Administration – Work involves day-to-day operation of the Board’s datacenter equipment (e.g., servers, switches, routers, firewalls, etc.), including managing and patching Board-owned end-user IT equipment (laptops, tablets, mobile devices, etc.), managing government-issued and personally-owned mobile devices, and administration of user accounts and access to Board resources (Intranet, SharePoint, network drives, etc.).

New Mandatory Workload: Install and test 50 new patches monthly.

- e. Help Desk Services – Work includes first-line support for all end-user hardware and software issues, responding to email, phone and in-person help requests and resolving associated issues in a timely manner.

Workload: Responding to 75-100 customer requests per month.

- f. Website Support – Work includes maintaining and adding new features to the Board’s Public Website and Intranet and posting all relevant Board and DOE documents in accordance with the Board’s policies and procedures.

Workload: Posting of 30-50 documents per month. Website development/changes average 4-16 hours/page.

New Initiative: Oversee contractor redesign of the Board’s public website and Intranet and implement improvements to its accessibility, organization, user-friendliness, and search capability. Test and approve contractor’s final product.

- g. SharePoint Development – Maintaining and adding new features to the Board’s internal SharePoint environment. Work includes responding to staff requests for new features and developing the necessary user accounts and permission rights to restrict access to content based on end-user roles.

New Mandatory Initiative: Deploy new version of SharePoint (current version is no longer supportable) and migrate necessary information. Redesign SharePoint to create an online library and increase usability.

Workload: Responding to 20-40 customer requests per month.

- h. Liaison with IT and telecommunications vendors (e.g., Verizon, Qwest, Dell, Microsoft), as well as many software vendors for customer support, renewals and purchases.
- i. Correspondence Management System – Develop, install and test a new correspondence management system to accommodate the Board’s folder, voting and correspondence processes.

New Initiative: Procure new system, conduct configuration sessions, oversee installation, configuration, and testing.

New Workload: Provide end user training and support 5-10 help desk tickets per week (estimated).

2. IT Security/Information Assurance

- a. Information Systems Security Program (ISSP) – Work includes recommending and implementing enhancements to the IT security posture and responding to all IT-related incidents (“cyber-attacks”).

New Mandatory Initiative: Develop new policies and procedures for continuous network monitoring using automated tools to support Federal Information Security Management Act (FISMA) requirements.

New Mandatory Workload: Address 10-20 security alerts per week (estimated).

- b. ISSP Policy Development – Work includes developing policies, procedures and work practices that cover all steps of the National Institute of Standards and Technology Risk Management Framework and other required documentation, such as OMB or Congressional mandates. Updating all currently published IT security policies, procedures and work practices every 3 or 5 years in accordance with Board practices.

Workload: Review/update 3 documents per year on average. Develop 10-15 new documents over the next year.

- c. Security Control Implementation – Work includes implementing, documenting and continuously monitoring all security controls required to ensure protection of Board information and information systems.

Workload: Daily and ongoing.

New Mandatory Workload: Oversee and validate annual control testing for five additional contractor or government hosted systems in accordance with the Plan and Schedule for Authorizing Contractor Hosted Systems dated June 30, 2016 (submitted to NRC-OIG for closure of DNFSB-15-A-02, Recommendation).

New Mandatory Workload: Provide quarterly logs or other documentation to support audit and continuous monitoring requirements to support annual FISMA requirements.

- d. FISMA Reporting – Work includes maintaining documents and collecting information to support completing the Board’s annual FISMA report to OMB.

Workload: Minor activities throughout the year and one month of solid effort directly prior to report submission.

- e. Annual IG External FISMA Evaluation – Work includes collecting and providing requested documents to the IG and answering any questions from the IG.

Workload: Two weeks collecting and organizing requested documents plus additional time as needed to respond to any IG questions (August-September).

- f. Annual IT Security Awareness Training Program – Work includes selecting appropriate IT security awareness training course, notifying staff to complete the training, and monitoring completion rate of training and following up with individuals to try to obtain a 100 percent completion rate.

Workload: One month each year, plus additional time for any new hires.

New Mandatory Initiative: Perform necessary actions necessary to close out recommendations from the NRC-OIG’s FY 2016 FISMA independent evaluation (independent evaluation anticipated in November 2016).

3. Records Management

- a. Records Management Program – Work includes the scheduling, maintenance and disposition of all official Board records and the upkeep of safe and accessible storage of all vital Board records.

New Initiative: Update the Board’s Records Management Program policies and procedures and perform necessary actions to ensure the Board complies with

OMB Memorandum M-12-18, including establishing records liaisons in each office, providing training to liaisons and staff, updating current schedules for records which have not been scheduled and to ensure language is media neutral, and implement an email system that will enable emails to be retained and dispositioned in accordance with NARA guidance (coordinated with the initiatives under V.1.f and V.3.b as an enterprise approach to the maximum extent practicable). Provide semi-annual briefings to the Board updating progress toward meeting the milestone for transition to electronic records by December 31, 2019).

- b. Library – Work includes the collection, preservation, and dissemination of scientific and technical information.

New Initiative: Conduct an analysis of the Board’s library requirements, re-organize the library based on the analysis recommendations, and implement new procedures for the request, receipt, usage, and retention of documents, periodicals, books, and other like materials (coordinated with the initiatives under V.1.f and V.3.a as an enterprise approach to the maximum extent practicable).

New Mandatory Workload: Purchase online services to allow all technical staff assigned to the Office of the Technical Director have an integrated solutions that provides comprehensive search capabilities and access to the associated technical articles.

The General Manager shall implement these services no later than March 1, 2017, subject to applicable regulatory compliance requirements.

- c. Mailroom – Work includes the receipt and distribution of incoming mail and packages, including faxes, and management of the Board’s photocopier and fax machines.
 - d. Occupational Radiation Program – Work includes creating and maintaining radiation exposure files for Board employees, making radiation exposure files available to Board employees quarterly and upon request, serving as the Board’s main interface with the DOE REMS system at Oak Ridge National Laboratory, and resolving issues with REMS and other radiation exposure records received by employees from any trip to a DOE facility.
 - e. Reporting – Work includes Annual FOIA Report and Annual Fee Schedule Report.
4. Facilities
- a. Safety – Work includes conducting daily fire/safety inspections, conducting safety briefings to all newly assigned personnel, coordinating fire drills and emergency evacuation exercises with GSA and other building tenants, maintaining adequate emergency supplies and first aid kits, and providing annual floor warden training.

- b. Leasing – Work includes liaison with GSA on current leasing issues, and assuring that the lessor is meeting all terms of the lease.
- c. Building Management – Work includes daily contact with the building engineer and/or property manager to follow-up on complaints and requests for support submitted through their building customer support management tool and daily contact or follow-up with agency staff in response to facilities related complaints and requests pertaining to HVAC, office furniture, housekeeping, repairs, renovations, and build-outs.

Workload: Respond to 40 per week (average).

- d. COOP – Work includes providing Board liaison with the Federal Emergency Management Agency (FEMA) and DOE, managing Board space at the DOE Cloverleaf facility, and planning and coordinating the Board’s participation in Federal COOP exercises.

Workload: Annual COOP exercise.

Preparing monthly and quarterly COOP readiness reports for submittal to FEMA.

New Mandatory Workload: Implement COOP Test, Training, & Exercises (TT&E) Plan.

- e. Furniture/Equipment – Work includes the procurement of government owned property (furniture) and the storage or disposal of excess or unserviceable property.

5. Security

- a. Personnel Security – Work includes processing initial background investigations and reinvestigations, and processing clearances for access to DOE sites.

Workload: Processing 20-30 reinvestigations and 5-6 initial clearance investigations.

Note: The following workload and initiatives are in accordance with the findings in the DOE Security Assessment of DNFSB dated June 22, 2016.

New Mandatory Workload: Ensure cleared employees complete annual training and properly execute SF-312 forms.

New Mandatory Workload: Establish quarterly follow-up process to reconcile pending requests with DOE records, ensure timely reinvestigations, and access requests.

New Mandatory Initiative: Establish policies and procedures for maintaining personnel security files and review current files to identify gaps.

New Mandatory Initiative: Establish Personnel Security Directive and Operating Procedures to address gaps identified in the DOE security assessment.

- b. Facility Clearances – Work includes processing the Clearance Visit Request forms for all the DOE sites for annual renewal for the technical staff (in addition to the transfer of Q clearances, there is separate paperwork for the transfer of Sigma 15 access to various DOE sites).

Workload: Approximately 80 staff traveling to 10 different DOE sites.

- c. Protection of Classified Information/Documents – Work includes managing classified information, processes, procedures and access consistent with the requirements of Executive Order 13526, *Classified National Security Information* and 32 CFR 2001, *Implementing Directive*.

Workload: Processing an average of 2-3 classified documents per month received from the DOE sites, and packaging and transmitting 3-4 classified documents per year to our site reps.

New Initiative: Create filing system for vault and develop guidelines for annual review of classified materials (for destruction).

New Initiative: Update Directive and Operating Procedure to ensure policy and procedures resolve findings in the DOE security assessment.

New Initiative: Develop a plan to bring Classified Conference Room and Vault Area into compliance with DOE standards.

- d. Sensitive Documents – Work includes managing the DOE classification review program.

Workload: On average, 26 documents per week are logged, packaged, and sent to DOE Office of Classification for review; once returned the results are logged, documents are stored electronically as official record, and often prepared and posted on the Board's webpage.

New Initiative: Train employees to be UCNI Reviewing Officials and draft and implement new UCNI policies.

- e. Physical Security – Work includes managing the headquarters physical access control system (PACS) and administering the HSPD-12 program, which involves activating new badges, doing PIN resets, and performing certificate updates.

Workload: Daily PACS activity log check for unusual occurrences or maintenance issues.

Issue 15-20 HSPD-12 badges per year, update 4-6 badge security certificates monthly, 2-3 miscellaneous actions (i.e., pin reset, run reports, add employees, etc.) per month.

New Mandatory Workload: Implement processes to inventory and control access card, badges and keys.

New Initiative: Plan and procure new security system compliant with UL 2050 standards and integrate access controls, intrusion detection, cameras, and key control.

- f. Building Security – Attend Building Security Committee meetings that discuss security and facility issues concerning the guards and building management.

Workload: 2-4 hours per month.

- g. Annual Security Refresher Briefing – Work includes contacting all cleared federal and contract employees and assuring they take the required briefing.

Workload: Assure 100-125 staff meet requirement within 60 day period.

- h. Security Incidents – Work includes investigation of security incidents that occur in the agency (e.g., issues dealing with classified or sensitive information, clearances, computer forensics, letters, emails, or phone calls of concern/threat, and property theft).

Workload: 1-2 incidents per year. Investigations typically last from two days to several weeks.

- i. Insider Threat Program (in accordance with Executive Order 13587) – Work includes policy promulgation, managing the Insider Threat Assessment Team actions, conducting assessments of incoming information, coordinating with the FBI and, when necessary, making referrals to appropriate entities.

New Mandatory Workload – Compiling an annual report, mandatory annual training for employees, completion of annual self-assessment, attendance at quarterly meetings, assessment of incoming information, leading coordination of expanded assessments and liaising with law enforcement, counterintelligence, and the FBI, as needed. Responding to forthcoming findings of the National Insider Threat Task Force Assessment conducted June 2016 (anticipated date of report is August 2016).

New Initiative: Perform actions necessary to close out recommendations for the NRC-OIG audit report on the Board's Information Security program.

6. Public Outreach/Hearings/Meetings Support

- a. Headquarters – Work includes coordinating the setup of weekly and monthly teleconferences and video teleconferences between Board and DOE staff and

contractors located at defense nuclear sites, and facilitating the use of the public conference room for headquarters public hearings, outside agency use, and other Board events (e.g., staff meetings, award and retirement ceremonies).

Workload: Board Events/VTC: 8-10 hours per month.

Public Hearings: 3 months of weekly working group meetings prior to the event (1-3 at Board).

- b. Off-Site – Work includes logistics support for all Board off-site Public Hearings, including surveying locations and contracting for venues, audio-visual services, and security.

Workload: 1-3. Effort requires at least 2 IT and Security Division staff. Prior to the event, there are approximately 3 months of weekly working group meetings. There is also a 40-80 man hours requirement for processing all the logistical elements mentioned above.

7. Other

- a. Internal Controls – Perform internal control assessments on ECIC selected DOS work processes.
- b. Policies and Procedures – Update or re-certify for continued use all outdated DOS Directives and Operating Procedures.

**Attachment One
Staffing/Resource Needs**

Work Area	Federal FTEs	Contractor FTEs (Recurring)	Services from Govt. Agencies	Other Contractor Support (\$)
Office Level	5	2	\$0	\$200,000 ¹
Front Office	3	1	\$0	\$0
DAF – Management	1	0	\$0	\$0
DAF – Acquisition	1	0	\$0	\$0
DAF – Budget	.5	0	\$0	\$0
DAF – Financial Mgt.	1	0	\$130,000 ²	\$0
DAF – Travel	.5	0	\$0	\$0
DHR – Management	1	0	\$0	\$0
DHR – Staffing & Class.	.2	.5	\$120,000 ³	\$0
DHR – Exec. Resources	.5	.1	\$0	\$0
DHR – Employee Benefits	.3	.1	\$30,000 ⁴	\$0
DHR – Employee Develop.	.6	.2	\$30,000 ⁵	\$0
DHR – Empl.-Mgt. Relations	.7	0	\$0	\$0
DHR – Perf. Mgt. & Emp. Eng.	.7	.1	\$0	\$0
DHR – Plan., Pol. & Account.	1	0	\$0	\$0
DOS – Management	1	1	\$0	\$0
DOS – IT Operations	3	5	\$0	\$0
DOS – IT Security	1	1	\$0	\$0
DOS – Records Management	1	2	\$0	\$80,000 ⁶
DOS – Facilities	1	0	\$0	\$0
DOS – Security	2	0	\$200,000 ⁷	\$0
Total OGM Staffing/Resources	26	13	\$510,000	\$280,000
Projected FTE	25	13	NA	NA
Shortfall (FTE)	1.0	0	NA	NA

¹ Support for updating policies and procedures and internal control documentation/testing

² Accounting, financial management, and travel system services from USDA.

³ Personnel processing support from and payroll services from USDA/National Finance Center

⁴ Employee Assistance and Health Services support from Department of Health and Human Service’s Federal Occupational Health organization

⁵ Support from USDA for AgLearn Learning Management System (obligated in FY 2016)

⁶ Support for records management (6 months) (obligated in FY 2016)

⁷ Security investigations support from DOE (\$181K)/HSPD-12 identification card support from GSA (\$10K)

**Attachment Two
FY 2016 OGM Work Plan New Initiatives**

Office or Division	Initiatives (by Office or Division)	Status
Office Level	<p>Lead Board efforts to coordinate with the General Services Administration (GSA) in the process of establishing a replacement lease for office space.</p> <p>Develop and implement an updated <i>Directive and Operating Procedure</i> for the EEO Program.</p> <p>Develop and implement a new <i>Directive and Operating Procedure</i> for responding to NRC-OIG audits.</p>	<p>Accomplished</p> <p>Accomplishment Anticipated³</p> <p>Accomplishment Anticipated³</p>
Acquisition & Finance	<p>Perform actions necessary to close out recommendations for the NRC-OIG audit report on the Board's Travel Card and Travel programs.</p> <p>Research, solicit, and award a new contract for an updated financial tracking system (used to internally record financial data), to be implemented effective for FY 2017.</p>	<p>Accomplished</p> <p>Accomplished</p>
Human Resources	<p>In support of rewarding our SES corps; improving our ability to attract and hire the best qualified candidates for the Board's SES positions; and strengthening our succession plan efforts: DHR will initiate the implementation of an SES Performance System that will achieve provisional certification from OPM during FY 2015.</p> <p>Work with Board offices to review, revise, and finalize all position descriptions that have not been updated in the last three years or are in need of updating based on a change in duties and responsibilities. Many outdated position descriptions are no longer completely accurate or effective in supporting the Board's current recruitment and retention goals. This initiative will allow for greater consistency across the agency, a more transparent promotional path for those positions with grade/band advancement potential, and support a planned skill gap analysis in FY 2016.</p>	<p>Accomplished. Provisional certification approved on August 11, 2016.</p> <p>Accomplished. All position descriptions for the agency have been updated. OGM identified a skill gap in the areas of Security, IT, and Records. OGC identified a skill gap in employment law. OTD identified a skill gap in mid-level technical positions.</p>

³ Accomplishment anticipated by end of FY 2016. If not accomplished, continuing efforts are included as an FY 2017 initiative.

Office or Division	Initiatives (by Office or Division)	Status
	<p>Based on feedback from employee surveys, and in support of strengthening the skills and abilities of our SES corps, DHR will provide internal and external professional development opportunities in the areas of communication (including providing and getting feedback), employee engagement, and conflict resolution. These will provide our Executives with additional tools to address improving organizational culture and provide for continual professional growth.</p> <p>In support of improving the efficiency and usefulness of the Board's Performance Management Systems for DN, GS, and SES employees, DHR will research and analyze the options for implementing an electronic Performance Management System (including training for managers and employees) for implementation in FY 2017, which supports the Administration's initiative to go paperless by 2019. Options will include interagency agreements with other federal entities, off-the-shelf commercial software, and contracting to build an agency-specific system.</p> <p>Update DHR policies and procedures that are outdated or otherwise in need of revision (Merit Staffing System for Professional Scientific and Technical Personnel; Recruitment, Relocation, and Retention Incentives; Position Classification; Telecommuting; Performance Management System for SES Employees; Employee Relations; and Training and Upward Mobility Program).</p> <p>In support of succession planning, DHR will implement the new option of phased retirements for those positions eligible for the program, allowing retirement-eligible employees to go into a part-time status for a determined period of time while also drawing on their retirement funds. This allows for a smoother transition into retirement for the employee and for vital agency knowledge to be passed on rather than lost when an employee retires.</p>	<p>Accomplished. Mandatory initial supervisory training for some supervisors and executives who have not already received provided (scheduled for 1st quarter of FY 2017 for remaining supervisors), receiving feedback training provided, and writing performance management plans training provided for all supervisors and executives.</p> <p>Accomplished. Research, solicitation, and analysis have been conducted. Tentative selection made and the electronic system will be piloted in FY 2017; first for SES and then for DN and GS employees.</p> <p>Partially accomplished (Seven new directives and procedures updated). Continuing efforts included as FY 2017 initiative</p> <p>Partially accomplished. Continuing efforts included as FY 2017 initiative.</p>
Operational Services	Update Board COOP Plan to address weaknesses delineated in FEMA COOP Plan Evaluation Tool from the FY 2014 COOP exercise.	Accomplished

Office or Division	Initiatives (by Office or Division)	Status
	<p>Implement a technological refresh of the Board's existing laptop devices in 1st quarter.</p> <p>Perform an analysis of the Board's public website and Intranet, recommend improvements to its accessibility, organization, user-friendliness, and search capability, and implement changes</p> <p>Perform necessary actions necessary to close out recommendations from the NRC-OIG's FY 2015 FISMA independent evaluation.</p> <p>Update the Board's Records Management Program policies and procedures and perform necessary actions to ensure the Board complies with OMB Memorandum M-12-18, including establishing records liaisons in each office, providing training to liaisons and staff, updating current schedules for records which have not been scheduled and to ensure language is media neutral, and implementing an email system that will enable emails to be retained and dispositioned in accordance with NARA guidance.</p> <p>Conduct an analysis of the Board's library requirements, re-organize the library based on the analysis recommendations, and implement new procedures for the request, receipt, usage, and retention of documents, periodicals, books, and other like materials.</p> <p>Perform actions necessary to close out recommendations for the NRC-OIG audit report on the Board's Information Security program.</p>	<p>Accomplished.</p> <p>Partially accomplished. Implementation ongoing, continuing efforts included as FY 2017 initiative.</p> <p>Accomplished</p> <p>Ongoing. Continuing efforts included as FY 2017 initiative.</p> <p>Ongoing. Continuing efforts included as FY 2017 initiative</p> <p>Ongoing. Continuing efforts included as FY 2017 initiative</p>

AFFIRMATION OF BOARD VOTING RECORD

SUBJECT: FY 2017 OGM Work Plan 24-Hour Review

Doc Control#2016-300-032


The Board, with Board Member(s) Joyce L. Connery, Jessie H. Roberson, Sean Sullivan, Daniel J. Santos, Bruce Hamilton *approving*, Board Member(s), none *disapproving*, Board Member(s) none *abstaining*, and Board Member(s) none *recusing*, have voted to approve the above document on October 11, 2016.

The votes were recorded as:

	APRVD	DISAPRVD	ABSTAIN	NOT PARTICIPATING*	COMMENT	DATE
Joyce L. Connery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10/04/16
Jessie H. Roberson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/05/16
Sean Sullivan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/05/16
Daniel J. Santos	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/11/16
Bruce Hamilton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/05/16

*Reason for Not Participating:

This Record contains a summary of voting on this matter together with the individual vote sheets, views and comments of the Board Members.



 Executive Secretary to the Board

Attachments:

1. Voting Summary
2. Board Member Vote Sheets

cc: Board Members
 OGC
 OGM Records Officer
 OTD

**DEFENSE NUCLEAR FACILITIES SAFETY BOARD
NOTATIONAL VOTE RESPONSE SHEET**

FROM: Joyce L. Connery

SUBJECT: FY 2017 OGM Work Plan

Doc Control#2016-300-032

Approved **Disapproved** **Abstain**

Recusal - Not Participating

COMMENTS: **Below** **Attached** **None**

*Ambitious plan but I believe the outstanding
Staff is more than capability of achieving its goals.*

Joyce L. Connery

Joyce L. Connery
10/4/16

Date

**DEFENSE NUCLEAR FACILITIES SAFETY BOARD
NOTATIONAL VOTE RESPONSE SHEET**

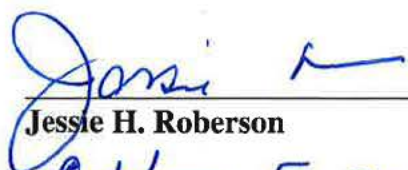
FROM: Jessie H. Roberson

SUBJECT: FY 2017 OGM Work Plan

Doc Control#2016-300-032

Approved **Disapproved** **Abstain**
Recusal - Not Participating

COMMENTS: **Below** **Attached** **None**



Jessie H. Roberson
Oct 5, 2016

Date

**DEFENSE NUCLEAR FACILITIES SAFETY BOARD
NOTATIONAL VOTE RESPONSE SHEET**

FROM: Sean Sullivan

SUBJECT: FY 2017 OGM Work Plan

Doc Control#2016-300-032

Approved **Disapproved** **Abstain**

Recusal - Not Participating

COMMENTS: **Below** **Attached** **None**



Sean Sullivan

10/5/16

Date

Shelby Qualls

From: Daniel J. Santos
Sent: Tuesday, October 11, 2016 9:27 AM
To: Lotus Smith; Shelby Qualls
Subject: RE: Notational Vote: Doc#2016-300-032 FY 2017 OGM Work Plan Blue Folder

Approved.

From: Lotus Smith
Sent: Tuesday, October 04, 2016 4:03 PM
To: Bruce Hamilton <[REDACTED]>; Daniel J. Santos <[REDACTED]>; Jessie Roberson <[REDACTED]>; Joyce Connery <[REDACTED]>; Sean Sullivan <[REDACTED]>
Cc: ExSec <[REDACTED]>
Subject: Notational Vote: Doc#2016-300-032 FY 2017 OGM Work Plan Blue Folder

This email is an electronic record of Notational Vote. Voting ballot will follow shortly. Also, accepting electronic votes.

**DEFENSE NUCLEAR FACILITIES SAFETY BOARD
NOTATIONAL VOTE RESPONSE SHEET**

FROM: Members of the Board
SUBJECT: FY 2017 OGM Work Plan

DOC# 2016-300-032

The following amendment [Doc#2016-300-032A] has been incorporated in this final version. A RLSO .docx version is also attached to see changes made to the final document.

Approved _____
Disapproved _____
Abstain _____
Recusal – Not Participating _____

COMMENTS:
Below _____
Attached _____
None _____

Lotus Smith
Executive Secretary
Office of the Chairman
Defense Nuclear Facilities Safety Board
625 Indiana Ave, NW, STE 700
Washington, DC 20004

**DEFENSE NUCLEAR FACILITIES SAFETY BOARD
NOTATIONAL VOTE RESPONSE SHEET**

FROM: Bruce Hamilton


SUBJECT: FY 2017 OGM Work Plan

Doc Control#2016-300-032

Approved **Disapproved** **Abstain**

Recusal – Not Participating

COMMENTS: **Below** **Attached** **None**


Bruce Hamilton

5 OCT 2016
Date