

OHIO FIELD OFFICE PERFORMANCE PLAN ASSESSMENT- *Safety Management*

Performance Board Review Matrix - Strategies and Performance Measures

STATUS FLAGS: ○ - On Track ⊗ - Warning ● - Off Track ✓ - Complete ✘ - Strategy or Performance Measure is Inappropriate

REPORTING LEGEND: (AB) Ashtabula; (CL) Columbus; (FN) Fernald; (MB) Miamisburg; (WV) West Valley; (FO) Functional Offices

STRATEGIES	PERFORMANCE MEASURES	STATUS FLAG											
		AB	CL	FN	MB	WV	FO	AB	CL	FN	MB	WV	FO

KEY SUCCESS FACTOR A.1.- Implement a Sound ESH&Q Culture to Guide Ohio Field Office Activities

OBJECTIVE 1: *Integrate and Embed Sound Environment, Safety, Health, and Quality Practices into the Performance of the Ohio Field Office’s day-to-day work.*

1. Strategy: Implement Integrated Safety Management (ISM) at all OH sites.	1. Performance Measure: Complete Annual ISMS Review at West Valley by January 31 st .												
	2. Performance Measure: Complete Annual ISMS Review at Fernald by January 31, 2002.												
	3. Performance Measure: Complete Annual ISMS Review at Miamisburg by November 30, 2001.												
2. Strategy: Identify and/or clarify ES&H roles and responsibilities.	4. Performance Measure: Update the OH Functions, Responsibilities, and Authorities Manual (FRAM) annually by March 31 st .												

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KEY SUCCESS FACTOR A.2. - Enhance Safety Through Work Planning and Assessment

OBJECTIVE 1: *Assure all site operations are conducted in a safe manner through proactive planning and surveillance to prevent fatalities, serious accidents, and environmental releases.*

1. Strategy: Conduct functional area independent oversight assessments	5. Performance Measure: Develop, in coordination with Project Offices, an assessment schedule annually by November 30 th .													
2. Strategy: Institute an effective Lessons Learned program.	6. Performance Measure: Perform Self-Assessment of OH Lessons Learned Program annually by March 31 st .													
3. Strategy: Institute an effective Quality Assurance Program	7. Performance Measure: Update OH-Wide QA Program annually by June 30 th .													
4. Strategy: Use VPP to enhance safety.	8. Performance Measure: Perform VPP Annual Review at WV by January 31 st .													
	9. Performance Measure: Perform VPP Assessment at Fernald Environmental Management Project by January 31, 2002.													
5. Strategy: Maintain an effective OH Facility Representative (Fac Rep) Program.	10. Performance Measure: Perform self-assessment of the Fac Rep Program implementation													

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KEY SUCCESS FACTOR A.3.- Improve Safety Monitoring

OBJECTIVE 1: *Utilize qualified personnel to monitor ESH&Q Programs by tracking and trending safety performance*

1. Strategy: Meet the DOE Technical Qualification Program (TQP) goals for personnel whose responsibilities impact safety at nuclear facilities.	11. Performance Measure: Update and revise TQP Procedures by February 28, 2002.												
2. Strategy: Evaluate overall effectiveness of safety and health program using performance indicators and establishing targets for performance improvement.	12. Performance Measure: OCS will prepare and distribute a quarterly report, which tabulates and tracks applicable EM-1 performance indicators; the report is due 30 days after the end of the quarter.												
3. Strategy: Maintain effective protection of site personnel and assets.	13. Performance Measure: Conduct periodic Safeguard and Security Surveys at Ohio Field Office by August 30, 2002												
	14. Performance Measure: Conduct periodic Safeguard and Security Surveys at Miamisburg Environmental Management Project by September 30, 2002.												

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	15. Performance Measure: Review and approve Site Security Plans (SSP). FEMP Plan – March 29, 2002 WVDP Plan – June 28, 2002 MEMP Plan – July 31, 2002.												
4. Strategy: Maintain an effective Emergency Management and Emergency Preparedness Program.	16. Performance Measure: Conduct Quarterly Emergency Management Drills (Dec, March, July, Sept)												
	17. Performance Measure: Revise and issue Emergency Readiness Assurance Plan (ERAP) November 30 th .												

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KEY SUCCESS FACTOR B.1. - Managers adopt public involvement methods as key strategy to achieve 10-year vision.

OBJECTIVE 1: *DOE and contractor management at every Ohio project develop a joint public affairs plan based on DOE and Ohio Field Office public involvement doctrine and unique local conditions.*

<p>1. Strategy: Public Affairs Plans will be brief, flexible, and include five sections (situation, objective, concept, logistics, and evaluation) in accordance with Ohio doctrine.</p>	<p>1. Performance Measure: Public Affairs Plans are revised as needed but at least annually by September 30th.</p>						
<p>2. Strategy: A process is in place to assess the quality of our external relationships and responsiveness to stakeholders. It will, as a minimum, seek to know the following about our stakeholders:</p> <ul style="list-style-type: none"> • Whether they feel that there is someone at the site to whom they can go to get prompt and accurate information about the site. • Whether they feel DOE understands their concerns and act upon them within the bounds of our mission and resources. • Whether they are aware of other stakeholders and have some understanding of their concerns. • Whether they understand our site mission and view it and our methods for achieving it as legitimate. • Whether they are aware of major internal and external obstacles to our achieving our mission. 	<p>2. Performance Measure: A written assessment of the process and results is prepared and used in each year’s planning cycle.</p>						

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KEY SUCCESS FACTOR B.2. - Maintain or Improve Cooperative Relationships and Dialogue Among Stakeholders at All Ohio Field Office EM Projects (including Local Residents, State and Federal Regulators, Local Government Officials, Members of Congress, Activists, etc.)

OBJECTIVE 1: *Managers accurately identify their stakeholders and apply appropriate techniques to achieve dialogue.*

<p>1. Strategy: A mechanism is in place at each site to ensure that stakeholders have at least one person within our organization who they know and who they can rely upon to keep them informed or to whom they can go when they have questions.</p> <p>a. Stakeholders are identified by name.</p> <p>b. Trained personnel or envoys are designated to be responsible for maintaining a relationship with each stakeholder.</p> <p>c. Envoys meet regularly with site management to discuss issues and share information about site programs and stakeholder relationships.</p> <p>d. Each stakeholder is communicated with on a regular basis. The frequency and nature of the contact will depend on circumstances, but will be defined specifically, and planned, at least, annually.</p>	<p>3. Performance Measure: Each Project shall review with the Director of Public Affairs the state of stakeholder relations quarterly.</p> <p>Ashtabula</p> <p>Columbus</p> <p>Fernald</p> <p>Miamisburg</p> <p>West Valley</p>						

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KEY SUCCESS FACTOR B.3. - Increase the Level of Awareness and Acceptance Among the General Public for the Mission and Approaches of the Ohio Field Office

OBJECTIVE 1: Increase public awareness and acceptance of the Ohio Field Office Missions and the methods for achieving them.

<p>1. Strategy: Public Affairs maintains cordial professional relationships with reporters in our market areas. Public Affairs staff can identify reporters in their market, personal relationships have been established and are maintained.</p>	<p>4. Performance Measure: The Director of Public Affairs shall assess status of media markets quarterly.</p>						
<p>2. Strategy: Public Affairs is organized and trained to respond swiftly in a crisis to position itself as the first and best source of information for the public and the media.</p>	<p>5. Performance Measure: Press conferences, news releases, media and stakeholder contacts are swift and accurate as measured by actual events or annual crisis management drill or table-top exercise, or round-table.</p> <p>Ashtabula</p> <p>Columbus</p> <p>Fernald</p> <p>Miamisburg</p> <p>West valley</p>						
<p>3. Strategy: PA develops the means to assess the level of public awareness around OH sites.</p>	<p>6. Performance Measure: PA Will annually (December 31st) report to the Performance Board assessment results.</p>						

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KEY SUCCESS FACTOR B.4. - Improve the Extent to Which Diversity is Valued and Used as a Means to Enhance Performance

OBJECTIVE 1: *OH's Workforce is a Place Where Differences are Valued and its make-up is reflective of the citizenry which it represents.*

1. Strategy: Educate the workforce and promote acceptance of differences.	7. Performance Measure: Diversity Manager to status programs conducted in June and December to the OH Performance Board.						
2. Strategy: Enhance recruitment where under-representation exists.	8. Performance Measure: Diversity Manager to inform the OH Performance Board in June and December on areas where under-representation exists.						



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COMMITMENT FLAGS: **D** FY2001 Upper Level Commitments

STRATEGIES	PERFORMANCE MEASURES	STATUS FLAG					

KEY SUCCESS FACTOR C.1. - Support the achievement of the OH Vision through effective fiscal management.

OBJECTIVE 1: *Effectively manage and account for appropriated funds.*

1. Strategy: Effectively manage uncOSTed balances.	1. Performance Measure: Maintain or reduce uncOSTed balances, using FY 2001 as benchmark.						
2. Strategy: Effectively manage unobligated balances.	2. Performance Measure: Maintain or reduce unobligated balances, using FY 2001 as benchmark.						
3. Strategy: Complete the FMFIA report on a timely and accurate basis.	3. Performance Measure: Assure that Corrective Action Plans from the prior year's FMFIA report are brought to close and that milestones are met by continually monitoring the progress of each Corrective Action Plan.						



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4. Strategy: Prepare and publish an annual accountability report that includes the department-wide audited financial statements with an unqualified opinion to the Office of Management and Budget by March 2002.	4. Performance Measure: Perform thorough analysis of OH financial statements, and provide accurate and complete footnote disclosure to the Headquarters CFO. This will assist in the Headquarters' preparation and publishing of an annual accountability report that includes the department-wide audited financial statements with an unqualified opinion to the Office of Management and Budget by March 2002.						
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OBJECTIVE 2: *Effectively integrate planning, budget and performance data.*

1. Strategy: Effectively utilize the EM Integrated Planning, Accountability and Budgeting System (IPABS).	5. Performance Measure: Provide required IPABS deliverables for planning, budget and performance data by due date(s).						
	6. Performance Measure: Submit high quality, well-supported performance-based budget request by due date(s).						
2. Strategy: Ensure compliance with DOE Order 413.3,	7. Performance Measure: Conduct Quarterly Project						



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STRATEGIES	PERFORMANCE MEASURES	STATUS FLAG					
Program and Project Management for the Acquisition of Capital Assets.	Reviews (QPRs) of OH EM Capital Asset Projects (CAPs), as designated by OH and EM-1.						
	8. Performance Measure : Submit a list of anticipated Baseline Change Proposal) BCP and Critical Decision (CD) requests to the OH Manager by October 1 of each fiscal year.						
KEY SUCCESS FACTOR C.2. - Support the achievement of the OH Vision through effective acquisition and asset management strategies.							
OBJECTIVE 1: Utilize innovative performance based contracting strategies to accelerate closure and site disposition.							
1. Strategy: Determine appropriate course of action, develop path forward at AEMP.	9. Performance Measure : By March 30, 2002, support Project Director at AEMP in determining the appropriate Strategy for a path forward at AEMP that leads to an accelerated end date reflected in the baseline.						

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OBJECTIVE 2: *Implement approved Headquarters objective for Mound.*

1. Strategy: Negotiate and award modification to contract as allowed by Section H.32 (Optional Types of Contracts), and as approved by Headquarters. Train MEMP contracting/technical officials on how to monitor contractor performance under new type of contract; develop monitoring process that facilitates successful implementation of the contract modification.	10. Performance Measure: By February 28 th , implement contractual strategy to incentivize 2006 closure date for Miamisburg Environmental Management Project.						
	11. Performance Measure: By February 28, 2002, provide training to all MEMP personnel on appropriate monitoring of contract performance. Include specific training for the Contracting Officer's Representative (COR), Alternate						

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STRATEGIES	PERFORMANCE MEASURES	STATUS FLAG					
	CORs, Performance Monitors (PMs), Facility Representatives (FRS) and any other group of personnel that has official interaction with the contractor. 12. Performance Measure : By June 30, 2002, implement process to track progress relative to contract targets cost and fee measures.						
OBJECTIVE 3: <i>Implement resolution of contract issues and incentive contract for CEMP.</i>							
1. Strategy: Research resolution on Battelle contract issues including change to an incentivized contract.	13. Performance Measure: By November 20 th , determine path forward for Battelle contract to resolve open issues and incentivize 2006 closure.						
	14. Performance Measure: By September 30, 2002, finalize resolution of contract issues and incentive contract for CEMP.						

OBJECTIVE 4: *Increase Use of Performance Based Service Contracting.*

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1. Strategy: Use performance based contracts for all contract actions over the simplified purchase threshold of \$100,000.	15. Performance Measure: Any applicable contracts to be issued by AAM over \$100,000 will be performance-based contracts for FY2002.						
	16. Performance Measure: By January 15, 2002, conduct market analysis and brief Manager/Deputy on results of Contracting Officer's evaluation of market conditions and Option 1 of IT Help Desk Performance-Based Support contract.						
2. Strategy: Define path forward for WVDP.	17. Performance Measure: By March 1, 2002, take appropriate action to implement the agreed-upon option strategy for continued cost-effective Help Desk support.						
	18. Performance Measure: By January 31, 2002, define path forward for long term closure of WVDP.						
	19. Performance Measure: By September 30, 2002, implement path forward for WVDP.						



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OBJECTIVE 5: *Continue to Support MEMP and FEMP Regulator Interface.*

1. Strategy: Finalize year 4 of EPA recovery grants for MEMP and FEMP.	20. Performance Measure: By July 1, 2002, finalize EPA recovery grant for MEMP.						
	21. Performance Measure: By July 1, 2002, finalize EPA recovery grant for FEMP.						

OBJECTIVE 6: *Implement Automated Procurement Techniques.*

1. Strategy: Implementation of requirement to issue synopsis requirements in FEDBIZOPPS.	22. Performance Measure: By January 31, 2002, implement requirement to publicize synopsis requirements in FEDBIZOPPS via IIPS.						
	23. Performance Measure: By September 30, 2002, verify that all solicitations over \$100,000 have been issued in IIPS and publicized in FEDBIZOPPS as appropriate.						

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KEY SUCCESS FACTOR C.3. - Support the achievement of the OH Vision through effective utilization of IM resources, human resources and training initiatives.

OBJECTIVE 1: *Ensure personnel operations and training functions show improvement in the delivery of services and products.*

<p>1. Strategy: Integrate Human Capital Management Practices into the personnel operations.</p>	<p>24. Performance Measure : Conduct an annual customer satisfaction survey to determine levels of satisfaction. Report on results and develop action plan to implement by February 28, 2002.</p>						
	<p>25. Performance Measure : Implement a self-assessment that reviews the current levels of implementation of Human Capital Management within HR. Utilize the HRMAP process. Report on results by April 1, 2002.</p>						
<p>2. Strategy: Effectively administer personnel operations and training programs.</p>	<p>26. Performance Measure : HR Director contacts project offices for performance feedback. This information serves as a basis for performance appraisal discussions</p>						

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	at the mid-year March and end of year September reviews.						
3. Strategy: Streamline, automate, and improve the quality and timeliness of basic personnel and training services and programs.	27. Performance Measure: Research available systems to improve the classification of positions and report results to management by September 30, 2002.						
	28. Performance Measure: Obtain startup of subscriptions to OLC, work with DOE HQ to resolve problems, conduct study to determine effectiveness and operational success. Report to management by June 30, 2002.						
4. Strategy: Insure that incentives are incorporated into the transition program and provide employees with the motivation to remain at the site to complete the mission. These incentives should be aligned with the Human Capital Management practices.	29. Performance Measure: Prepare the annual Transition Incentives Plan based upon Management determinations of the most appropriate incentives for retaining staff. The plan should be submitted and accepted by the Federal Employee Incentives Board (FEIB) by November 21,						

Business Indicators - Review Matrix for Strategies and Performance Measures - Champion - Pete Greenwalt

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	2001.						
	30. Performance Measure: Implement the incentives approved by the FEIB by December 31, 2001. This year's incentive action is to "extend the amount of leave time that can be accrued by employees at closure sites in accordance with the employee retention agreement".						

OBJECTIVE 2: *Maintain a management system that supports the OH Vision, increases communication, and measures success.*

1. Strategy: Develop and maintain IM capabilities and systems which cost-effectively serve the needs of DOE employees and management.	31. Performance Measure: Perform an annual survey of automation needs by November 30 th of each year.						
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	32. Performance Measure: CRAB will evaluate the survey and subjectively determine based on cost vs. benefits, which projects should be implemented, which should be						
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	modified to provide the most benefit at a reasonable cost, and which projects do not meet their cost/benefit criteria. An annual list of recommended projects will be developed by January 15 th of each year.						
2. Strategy: Communicate with project office and contractor IT organizations for dissemination of information and sharing of best practices	33. Performance Measure: Conduct meetings with project office and contractor IT organizations at least bi-monthly.						
3. Strategy: Establish a cost baseline for each user and compare with commercial, federal and DOE norms.	34. Performance Measure: Determine Ohio federal employee ‘per-user’ IT costs and compare with Department, Federal and commercial norms (with the goal of maintaining between \$4,000 and \$6,000).						
	35. Performance Measure: Determine Ohio contractor ‘per-user’ IT cost and compare with Department, Federal and commercial norms (with the goal of maintaining between \$4,000 and \$6,000).						



OHIO FIELD OFFICE PERFORMANCE PLAN ASSESSMENT- *Mission Accomplishment and Compliance*

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COMMITMENT FLAGS: **D** FY2002 Upper Level Commitments (IPABS Milestone)

⚙️ FY2002 EM-1 Commitments

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Ashtabula	1-AB. Complete remediation of the Main Extrusion Plant (CAP) by September 30, 2002. (D) (⚙️)												
	2-AB. Complete shipment of 2400 cubic feet of mixed waste to TSCA (legacy) by July 31, 2002.												
	3-AB. Complete shipment of 1200 cubic feet of LLW to NTS (remediation) by September 30, 2002. (⚙️)												
	4-AB. Complete shipment of 29,000 cubic feet of LLW to Envirocare (remediation) by September 30, 2002.												
	5-AB. Complete processing of legacy STP waste by March 31, 2002. (⚙️)												

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☼ FY2002 EM-1 Commitments

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Columbus	1-CL. Complete removal and packaging for shipment of the hydraulic doors from the high and low level cells by October 31, 2002.												
	2-CL. Complete removal of Cask Sabotage Unit by October 31, 2002.												
	3-CL. Complete packaging of legacy TRU Waste by January 31, 2002. (☼)												
	4-CL. Complete shipment of 2,160 cubic feet of LLW (remediation) to NTS by September 30, 2002.												
	5-CL. Complete material removal from High-Energy cell by March 29, 2002.												
	6-CL. Complete identification of interim TRU waste receiving site by April 30, 2002. (☼)												
	7-CL. Complete gross decontamination of High-Energy cell by August 2, 2002.												



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⚙️ FY2002 EM-1 Commitments

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⚙️ FY2002 EM-1 Commitments

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Fernald	1-FN. Complete Plant 6 Complex D&D by August 2002.													
	2-FN. Complete processing and shipment of 2,293,000 cubic feet of legacy Waste Pit material to permitted commercial disposal facility by September 30, 2002. (⚙️)													
	3-FN. Complete excavation and placement of 5, 400, 000 cubic feet of impacted material in the On Site Disposal Facility by September 30, 2002.													
	4-FN. Complete construction of the Accelerated Waste Retrieval Radon Control System Phase I by September 30, 2002. (⚙️)													
	5-FN. Complete removal of nuclear material from site in accordance with the USEPA milestone by June 2002.													
	6-FN. Complete disposition to the TSCA incinerator of Batch 11 and 12 inventory by September 30, 2002.													
	7-FN. Complete disposition of 230,000 cubic feet legacy waste to Nevada Test Site by September 30, 2002.													

Mission Accomplishment - Review Matrix for Strategies and Performance Measures Champion – Rick Provencher

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Section D – FY2002

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☼ FY2002 EM-1 Commitments

STRATEGIES	PERFORMANCE MEASURES	STATUS FLAG											
		AB	CL	FN	MB	WV	FO	AB	CL	FN	MB	WV	FO

Miamisburg	1-MB. Complete and submit Building Data Reports to the Core Team that are sufficient to attain the “No Further Action” determination for transition of Buildings 2, 3, 49, 63, 80, 81, 82, 83, 84, & salt storage shed by March 31, 2002. (D)														
	2-MB. Complete demolition of I Building by September 30, 2002. (☼)														
	3-MB. Deactivate critical tritium containing equipment and components resulting in a reduction on residual tritium inventory by 200, 000 curies by September 30, 2002. (Above 150k curies contingent on higher funding.) (☼)														
	4-MB. Complete shipment of 48, 000 cubic feet of low-level (remediation) waste to the Nevada Test Site by September 30, 2002. (Funding dependent)														
	5-MB. Complete deactivation (safe-shutdown) activities for														

Mission Accomplishment - Review Matrix for Strategies and Performance Measures Champion – Rick Provencher

03/14/02 10:14 AM

Section D – FY2002

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OHIO FIELD OFFICE PERFORMANCE PLAN ASSESSMENT- *Mission Accomplishment and Compliance*

Performance Board Review Matrix - Strategies and Performance Measures

STATUS FLAGS: ○ - On Track ⊗ - Warning ● - Off Track ✓ - Complete ✗ - Strategy or Performance Measure is Inappropriate

REPORTING LEGEND: (AB) Ashtabula; (CL) Columbus; (FN) Fernald; (MB) Miamisburg; (WV) West Valley; (FO) Functional Offices

COMMITMENT FLAGS: **D** FY2002 Upper Level Commitments (IPABS Milestone)

⚙️ FY2002 EM-1 Commitments

STRATEGIES	PERFORMANCE MEASURES	STATUS FLAG											
		AB	CL	FN	MB	WV	FO	AB	CL	FN	MB	WV	FO
	Building 38 by September 30, 2002. (Not including the stack) (D)	■	■	■	□	■	■	■	■	■	□	■	■



OHIO FIELD OFFICE PERFORMANCE PLAN ASSESSMENT- *Mission Accomplishment and Compliance*

Performance Board Review Matrix - Strategies and Performance Measures

STATUS FLAGS: ○ - On Track ⊗ - Warning ● - Off Track ✓ - Complete ✕ - Strategy or Performance Measure is Inappropriate

REPORTING LEGEND: (AB) Ashtabula; (CL) Columbus; (FN) Fernald; (MB) Miamisburg; (WV) West Valley; (FO) Functional Offices

COMMITMENT FLAGS: **D** FY2002 Upper Level Commitments (IPABS Milestone)

⚙️ FY2002 EM-1 Commitments

STRATEGIES	PERFORMANCE MEASURES	STATUS FLAG											
		AB	CL	FN	MB	WV	FO	AB	CL	FN	MB	WV	FO

	6-MB. Complete all preparation activities (including Phase III characterization, rail spur upgrade/pit expansion, haul road construction, utility reroute, pond, and dewatering) for PRS 66 in preparation of removal action by September 30, 2002. (All except Phase III characterization contingent on higher funding.)													
	7-MB. Complete shipments of TRU waste to SRS by September 30, 2002. (⚙️)													
	8-MB. Complete remaining Bioassay Investigation Corrective Actions by March 31, 2002.													



OHIO FIELD OFFICE PERFORMANCE PLAN ASSESSMENT- *Mission Accomplishment and Compliance*

Performance Board Review Matrix - Strategies and Performance Measures

STATUS FLAGS: ○ - On Track ⊗ - Warning ● - Off Track ✓ - Complete ✕ - Strategy or Performance Measure is Inappropriate

REPORTING LEGEND: (AB) Ashtabula; (CL) Columbus; (FN) Fernald; (MB) Miamisburg; (WV) West Valley; (FO) Functional Offices

COMMITMENT FLAGS: **D** FY2002 Upper Level Commitments (IPABS Milestone)

☼ FY2002 EM-1 Commitments

STRATEGIES	PERFORMANCE MEASURES	STATUS FLAG												
		AB	CL	FN	MB	WV	FO	AB	CL	FN	MB	WV	FO	
West Valley	1-WV. Complete melter shut-down/Vitrification Facility Deactivation by September 30, 2002. (☼)													
	2-WV. Complete shipment of 15,000 cubic feet of LLW (legacy) to Nevada Test Site by September 30, 2002.													
	3-WV. Complete treatment of 2,120 cubic feet of (legacy) MLLW by September 30, 2002. (D) (☼)													

OHIO FIELD OFFICE PERFORMANCE PLAN ASSESSMENT- *Malcolm Baldrige Criteria*
 Performance Board Review Matrix - Strategies and Performance Measures



STATUS FLAGS: ○ - On Track ⊗ - Warning ● - Off Track ✓ - Complete ✕ - Strategy or Performance Measure is Inappropriate

STRATEGIES	PERFORMANCE MEASURES	STATUS FLAG					

OBJECTIVE: 1. Leadership

<p>1. Strategy: During monthly “All-Hands” meetings, provide information regarding benefits derived from outside contacts including travel. The Ohio Field Office Manager should consider personally meeting with employees more often.</p> <p>(Champion – Office of the Manager)</p>	<p>1. Performance Measure: The Ohio Field Office Manager will continue to provide timely information to employees during month “All-Hands” Meetings.</p>						
<p>2. Strategy: Managers and supervisors should continue to seek ways to resolve personnel problems more timely, when possible.</p> <p>(Champion – Human Resources)</p>	<p>2. Performance Measure: HR will provide a draft memorandum to the Manager by October 1st encouraging participation in HR sponsored management training which will help supervisors learn to handle adverse actions. (This will also be added to the group training survey this fall.)</p>						
<p>3. Strategy: Update the Ohio Field Office Vision to reflect current conditions.</p> <p>(Champion – Office of the Manager)</p>	<p>3. Performance Measure: The Ohio Field Office Manager will communicate to all employees the status of the Ohio Vision and impacts on employees once the FY’02 budget is finalized.</p>						

OHIO FIELD OFFICE PERFORMANCE PLAN ASSESSMENT- *Malcolm Baldrige Criteria*
 Performance Board Review Matrix - Strategies and Performance Measures



STATUS FLAGS: ○ - On Track ⊗ - Warning ● - Off Track ✓ - Complete ✘ - Strategy or Performance Measure is Inappropriate

STRATEGIES	PERFORMANCE MEASURES	STATUS FLAG					
<p>4. Strategy: Consider providing feedback regarding major decisions to affected employees.</p> <p>(Champion – Office of the Manager)</p>	<p>4. Performance Measure: The Ohio Field Office Manager will communicate with Direct Reports by December 1st reminding them to ensure all OH employees receive information concerning major decisions which impact OH activities.</p>						

OBJECTIVE 2: Strategic Plan

<p>1. Strategy: Align Strategic Plan with project baselines and essential milestones.</p> <p>(Champion – Public Affairs)</p>	<p>5. Performance Measure: Revise and update Strategic Plan by December 1st.</p>						
<p>2. Strategy: Ohio Field Office should continue to solicit employee input in the development of performance measures.</p> <p>(Champions: Business Unit Champions)</p>	<p>6. Performance Measure: Each Section champion will solicit employee input in the development of performance measures by August 31st, with a deadline of September 18th.</p>						

OHIO FIELD OFFICE PERFORMANCE PLAN ASSESSMENT- *Malcolm Baldrige Criteria*
 Performance Board Review Matrix - Strategies and Performance Measures



STATUS FLAGS: ○ - On Track ⊗ - Warning ● - Off Track ✓ - Complete ✕ - Strategy or Performance Measure is Inappropriate

STRATEGIES	PERFORMANCE MEASURES	STATUS FLAG					
3. Strategy: Management should consider additional methods for communicating performance measures. (Champion – Manager’s Office)	7. Performance Measure: The Ohio Field Manager will send an e-mail by December 1 st to employees reminding them that the current Ohio Performance Plan can be found on the Ohio Field Office Home Page.						
	8. Performance Measure: The Ohio Field Office Manager will compile a Performance Metrics Annual Report, describing FY'01 Strategic Plan performance results by 11/30 and provide a briefing on the results at the December 2001 "All Hands" meeting.						

OBJECTIVE 3: *Customer and Market Focus*

1. Strategy: Increase the attention to the need to balance different customer agendas with the need to continue progress toward project closure. (Champion – Manager’s Office)	9. Performance Measure: The Ohio Field Office Manager will issue an e-mail to all employees to explain why working cooperatively with stakeholders is essential to missions’ success. (Action: Public Affairs)						
2. Strategy: Clarify and publicize OCS’s roles and responsibilities associated with dual role of compliance and support. (Champion – Office for Compliance and Support)	10. Performance Measure: Give a presentation of OCS roles and responsibilities at the February “All-Hands” meeting.						

OHIO FIELD OFFICE PERFORMANCE PLAN ASSESSMENT- *Malcolm Baldrige Criteria*
 Performance Board Review Matrix - Strategies and Performance Measures



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STRATEGIES	PERFORMANCE MEASURES	STATUS FLAG					
<p>3. Strategy: Though not noted as an area of improvement, management should continue efforts to foster teamwork development strategies for the internal organizations.</p> <p>(Champion – Manager’s Office)</p>	<p>11. Performance Measure: Management will continue efforts to foster teamwork development strategies within Ohio organization.</p>						

OBJECTIVE 4: Leadership

<p>1. Strategy: The Manager should at an “All-Hands” meeting discuss the impacts of the FY2002 budget on DOE and contractor employees.</p> <p>(Champion: Manager’s Office)</p>	<p>12. Performance Measure: The Ohio Field Office Manager will communicate to all employees the status of the Ohio Vision and impacts on employees once the FY’02 budget is finalized.</p>						
<p>2. Strategy: The Chief Financial Office and Human Resources should explore ways to improve the use of Travel Manager.</p> <p>(Champion – Chief Financial Officer)</p>	<p>13. Performance Measure: CFO will solicit input from each office by September 14th with and due date of October 5th. CFO and IM will develop corrective actions based on the input and update the performance plan via change control.</p>						
<p>3. Strategy: Human Resources should update employees on their assessment of the e-mail system and proposed solutions that are being evaluated.</p> <p>(Champion – Human Resources)</p>	<p>14. Performance Measure: The IM team will prepare a memorandum or e-mail message sharing the progress/results of the CRAB and IM assessments by September 15th.</p>						

OHIO FIELD OFFICE PERFORMANCE PLAN ASSESSMENT- *Malcolm Baldrige Criteria*
 Performance Board Review Matrix - Strategies and Performance Measures



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STRATEGIES	PERFORMANCE MEASURES	STATUS FLAG					
<p>4. Strategy: The technology requirements for All-Hands meetings should be reviewed for compatibility with off-site locations. During All-Hands meetings, questions should be restated for off-site employees and there should be consistent use of the microphones.</p> <p>(Champion – Human Resources)</p>	<p>15. Performance Measure: The IM team will develop “helpful tips” papers for All-Hands and other televideo meetings by September 15th.</p>						
Objective 5: Human Resource Focus							
<p>1. Strategy: Although differences will exist in management style, managers and supervisors should perform an exercise to come to a closer understanding on the types of actions that are recognition-worthy. An open discussion between managers and supervisors may be all that is necessary to balancing the wide disparity in the application of awards and recognition within the Ohio Field Office.</p> <p>(Champion – Human Resources)</p>	<p>16. Performance Measure: HR will arrange a forum for supervisors and managers to share lessons learned on how each handles recognition within their organization by January 31st. HR will provide criteria for the various award categories.</p>						

OHIO FIELD OFFICE PERFORMANCE PLAN ASSESSMENT- *Malcolm Baldrige Criteria*
 Performance Board Review Matrix - Strategies and Performance Measures



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STRATEGIES	PERFORMANCE MEASURES	STATUS FLAG					
<p>2. Strategy: Ohio Field Office employees expressed a desire to examine additional methods of employee rewards and recognition – those other than money. Examples are parking spots, meal tickets, time off, etc.</p> <p>(Champion – Human Resources)</p>	<p>17. Performance Measure: HR will send a memo or e-mail to all employees by December 31st reminding them of the awards program processes and rewards options that are available.</p>						
<p>3. Strategy: Offer Personnel Management Specialist a more private work area and/or office space.</p> <p>(Champion – Miamisburg Environmental Management Project)</p>	<p>18. Performance Measure: Miamisburg Environmental Management Project will work with Managers on 3rd Floor to develop corrective actions by September 30th.</p>						
<p>4. Strategy: When projecting full time equivalent needs for the staffing summit, managers should report the staffing needs and explain this rationale to employees.</p> <p>(Champion – Direct Reports)</p>	<p>19. Performance Measure: Present and discuss the rationale for the Staffing Summit results at the All-Hands meeting 60 days following the summit, allowing time for Direct Reports to discuss presentations with staff.</p>						

OHIO FIELD OFFICE PERFORMANCE PLAN ASSESSMENT- *Malcolm Baldrige Criteria*

Performance Board Review Matrix - Strategies and Performance Measures



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STRATEGIES	PERFORMANCE MEASURES	STATUS FLAG					

OBJECTIVE 6: *Process Management*

<p>1. Strategy: The Ohio Field Office Senior Management needs to ensure that Records Management is deemed a high priority thought the Ohio Field Office. Sufficient Federal resources (i.e. FTEs) need to be assigned to the Records Management Program, consistent with the roles and responsibilities outlined in the Ohio Field Office Records Management Program Management Guide.</p> <p>(Champion – Council)</p>	<p>20. Performance Measure: Will develop and provide Records Management training for Federal employees by November 30th.</p>						
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