Department of Energy
Office of Science
Washington, DC 20585

June 20, 2005

MEMORANDUM FOR REGENIA L. GRISWOLD
HUMAN RESOURCES DIRECTOR
CHICAGO OFFICE

FROM: JAMES F. DECKER
PRINCIPAL DEPUTY DIRECTOR
OneSC PROGRAM MANAGER
OFFICE OF SCIENCE

SUBJECT: Appointment as Human Resources Management System Owner

You are appointed as the Management System Owner (MSO) for the Human Resources Management System within the Office of Science Management System (SCMS). As the MSO, you are responsible and accountable for identifying/analyzing/accepting requirements governing the management system (MS), developing uniform Office of Science (SC) procedures for implementing requirements, recommending approval of SCMS documents (e.g., management system description, subject area (SA) descriptions, SA implementing procedures), and ensuring that all SCMS documents are current and accurate. Attachment 1 provides additional information on the roles, responsibilities, accountabilities and authorities of the MSO, as well as other SCMS participants. Attachment 2 is a checklist of MSO responsibilities from initial document development through ongoing SCMS operation and maintenance.

The goal for reengineering is to develop and implement uniform procedures for use by SC employees at every location. To accomplish this, we are using a tested approach that has been successfully implemented at several of our National Laboratory sites. This approach, the Standards Based Management System (SBMS), involves first identifying our management systems, establishing teams consisting of subject matter experts and system users, and then using these teams to develop a set of uniform SC procedures. The resulting reengineered procedures are then maintained and made accessible to all SC employees via a web application tool. Attachment 3 provides OneSC Phase 2 Goals and Reengineering Principles that will guide your efforts.

The first step in the SBMS reengineering process is to define the scope of your assigned MS. Accordingly, a management system developmental session has been scheduled for **July 25-29, 2005** in Washington, DC. Attachment 4 provides a draft agenda for this session, which will include your team as well as four other teams. Specific logistics information will be provided to you in the near future.

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During this initial session, each MS Development Team will:

- Formulate and finalize the scope for the assigned MS. Discussions will focus upon the internal and external drivers that affect how SC conducts business. (These drivers include formal DOE directives, laws, and other federal regulations as well as other less formal requirements such as management instructions and best business practices.) Your assigned facilitator will assist you and your team in discussing the applicability of various requirements to your MS. Attachment 6 contains an initial mapping of DOE directives to your MS.
- Draft a Management System Description (MSD) for your MS using a standard template that will be provided to you. The MSD serves as a summary of your MS in the SCMS web tool.
- Identify major topical functions (Subject Areas) within your MS that will be used to later define procedures for use across the SC complex.
- Develop an Action Plan to complete reengineering of the MS.

This initial week is just the beginning of the reengineering process for your MS. It is envisioned that each MS will be completely reengineered over a 3-4 month time frame, depending upon its complexity.

Each team will be provided a room, facilitator, and technical support to complete initial SCMS products. A video conference will be scheduled the week of July 5 to provide an overview of the SCMS and to review the documents provided with this memorandum to help you prepare for the reengineering session starting July 25, 2005. Prior to the video conference, I suggest you consider designating a point-of-contact (POC) to assist you in your responsibilities as MSO and provide hands-on direction on your behalf to the reengineering effort. Also prior to the video conference, you should begin forming a Development Team consisting of senior subject matter experts and management system users. Attachment 5 provides guidance for forming your MS Development Team and Attachment 7 provides a sample team solicitation memorandum. Please ensure that you, your designated POC, and all the members of your MS Development Team attend the MS development session in July. Any Team members already identified are also invited to attend the videoconference.

In order for us to make logistical arrangements, please provide the name, location, email address, telephone number, and badge number for yourself, your MS POC, and the members of your MS Development Team to Jeff Roberts, Project Director (jeffrey.roberts@ch.doe.gov) no later than **July 15th**. Jeff and the Phase 2 Integrated Project Team are available to answer questions or assist you in any way to prepare for reengineering. Jeff can also be reached at (630) 252-2228.

I look forward to seeing you at the July reengineering session and appreciate your willingness to assume the responsibilities of MSO in this critical effort for SC.

Attachment 1 – SCMS Roles, Responsibilities, Accountabilities, and Authorities
Attachment 2 – Management System Owner Checklist
Attachment 3 – OneSC Phase 2 Goals and Reengineering Principles
Attachment 4 – Draft Agenda for July 25-29, 2005
Attachment 5 – Management System Development Team Guidelines
Attachment 6 – Initial List of Requirements
Attachment 7 – Sample MS Development Team Solicitation memorandum

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