

## PROPOSED MISSION AND FUNCTION STATEMENT

### OFFICE OF SCIENCE

### OFFICE OF LABORATORY POLICY AND INFRASTRUCTURE

#### MISSION

The mission of the Office of Laboratory Policy and Infrastructure is to enable the stewardship of SC's scientific research mission by providing policy, direction, and guidance for: effective environment, safety and health; the integrity of the research complex infrastructure, the management and well-being of the National Laboratories, and ensure appropriate protection of SC's assets. This mission also includes providing leadership and a corporate focal point in the conduct of world-class science at Office of Science (SC) laboratories in the areas of operations and infrastructure.

#### ORGANIZATIONAL STRUCTURE

1. Environment, Safety, and Health Division
2. Infrastructure Division
3. Laboratory Policy Division
4. Safeguards and Security Team

#### OFFICE FUNCTIONS

- Provides leadership, integration, coordination, issue resolution and a corporate focal point for operations, infrastructure, and safeguards and security matters for the SC programs and laboratories.
- Develops, sets expectations, and monitors integrated safety management, infrastructure activities, and safeguards and security activities in consultation with SC Program Associate Directors.
- Integrates DOE policies and directives on operations and infrastructure with best business practices. Leads in the benchmarking of operations and infrastructure with industry and other Government laboratories.
- Provides advice and guidance on policy and other initiatives supporting the management and overall well-being of SC laboratories.
- Manages a corporate safeguards and security program for SC.

#### Environment, Safety, and Health Division

1. Enables the stewardship of science by providing policy, direction, and guidance for effective environment, safety and health and their integration into the conduct of research at the National Laboratories.
2. Provides guidance, technical assistance, and evaluation to ensure the technically sound and cost-effective implementation of Departmental and SC ES&H policies, directives, strategies, plans and management expectations to ensure the safe and effective achievement of SC planning goals and program objectives.
3. In coordination with program line management: integrates DOE policies and directives on ES&H with other operations; leads in the benchmarking of ES&H practices with industry and other Government labs and supports SC in the development and implementation of ISM.
4. Reviews and evaluates SC plans regarding environmental protection, pollution prevention, waste minimization, and waste management needs, as well as safety and health corrective actions. Follows progress on these commitments and those to correct problems identified by S&H and quality assurance reviews, appraisals, and evaluations conducted by SC, the Office of Environment, Safety and Health (EH), the Office of Nuclear Energy (NE), and external oversight groups. Prepares and coordinates the Performance Indicator Reports.
5. In consultation with SC line programs, develops and promulgates SC measures for ES&H and facility-specific requirements, performance measures and standards, as required, which supplement DOE generic requirements

in the areas of environmental protection, waste management, pollution prevention, facility and property safety, occupational safety and health protection, emergency preparedness, quality assurance, training of operating personnel, and incident reporting. Reviews and recommends SC approval of action plans addressing measures to be taken to remediate ES&H problems associated with the operation of SC facilities.

6. Provides the SC NEPA Compliance Officer, ensuring that the required NEPA documentation is prepared in a manner consistent with DOE's expectations for quality, adequacy, completeness and timeliness; coordinates the review and approval of NEPA documentation with SC programs and EH; and tracks all NEPA commitments of SC organizations and contractors, as per DOE Order 451.1A (NEPA).
7. In conjunction with line SC programs, plans, develops, and coordinates the SC review and/or approval of safety documents and/or environmental documents, including implementation plans for DOE ES&H Orders, Safety Analysis Reports (SARs), Pollution Prevention Plans, Waste Management Plans, and nuclear safety rules and standards.
8. Represents SC in negotiations between field elements and EPA, state, and local agencies in developing interagency and compliance agreements.
9. Supports the safety and health portion of the Institutional Planning Process by preparing summaries and analyses for senior SC field and Headquarters managers on safety and health data and performance of the SC facility.
10. Serves as the SC focal point in dealing with and resolving ES&H issues, and in managing ES&H matters originating from the Defense Nuclear Facilities Safety Board and with EH, EM, NE, the Operations Offices, and contractors for matters involving SC facilities.
11. As requested, represents SC in DOE-wide and government-wide activities to review, formulate, modify or develop policy, roles and responsibilities and procedures in the areas of ES&H. Currently, serves as SC's representative to the Waste Management Steering Committee, Waste Management Coordinating Council, Energy Management Steering Committee, Waste Reduction Steering Committee, Strategic Environmental Research and Development Program.
12. Supports program and field elements in the conduct of Operational Readiness Reviews of SC facilities.
13. Monitors the ES&H status and impacts of activities and facilities funded by SC and provides information to SC line programs on the status of these activities. This monitoring includes such matters as review of statutory requirements, review and analysis of Environmental Compliance Status Reports and Annual Environmental Monitoring Reports, and review of environmental incidents and investigations thereof, and accident/incident reporting and corrective actions.
14. Provides technical support and assistance to SC program offices in their programmatic reviews, which include ES&H consideration and compliance with ES&H requirements.
15. Provides insight (lessons learned) into the effectiveness of SC, field elements, and contractor efforts to conduct operations in a cost-effective, safe, healthful, and environmentally sound manner.
16. Reviews, as appropriate, for impact on SC facilities, Federal statutes, Executive Orders, and DOE requirements relating to environmental protection, waste management, pollution prevention, energy efficiency, the packaging and transportation of hazardous materials, occupational safety and health protection, emergency preparedness, nuclear safety process and equipment safety, and quality assurance.

#### Infrastructure Division

1. Advises the Director of the Office of Science on policy and other matters relating to the facilities and infrastructure (F&I) management at the SC laboratories, and on actions required to achieve SC's F&I goals.
2. Develops and promulgates SC-wide guidance related to objectives, standards, specifications, performance measures and strategic plans which supplement DOE generic requirements in areas related to F&I management, maintenance, and recapitalization; excess facilities transfer and disposition; Congressional space management requirements; site planning; and, energy and utility management.

3. Serves as the SC focal point on F&I matters involving SC facilities originating from DOE Headquarters, field elements and contractors, and provides support to SC Program Offices on F&I issues.
4. Implements systems and processes, consistent with DOE facilities and project management orders that provide long-range site and facilities plans for assigned laboratories. These plans provide the basis for SC capital investment decisions. They also support preparation of the report on the condition and plans for the infrastructure of the multi-program energy laboratories required by the Energy Policy Act of 1992, and reported in the Science Laboratories Infrastructure (SLI) program budget submissions.
5. Supports the F&I portion of Institutional Planning Process by preparing summaries and analyses for senior SC field and Hqs managers on F&I status and performance.
6. Manages and executes the Science Laboratories Infrastructure (SLI) Program which supports the preservation, renewal, and development of the SC laboratories' infrastructures to meet the needs of existing, new, or expanding SC/Departmental research missions at SC laboratories. This includes coordinating and preparing planning, budgeting and execution documents, conducting meetings and reviews and, making presentations to defend budget requirements.
7. Coordinates and manages the execution of SLI funded activities at SC laboratories. These include the line item construction subprogram; Payment in Lieu of Taxes (PILT) to local communities around the Argonne National Laboratory-East, Brookhaven National Laboratory, and Oak Ridge National Laboratory; Oak Ridge Office (ORO) landlord subprogram; and excess facilities disposition subprogram.
8. Serves as the Manager of and maintains the SC Space Bank database. Provides support to the SC Space Manager (currently SC-3) in allocating space for new construction projects. Provides technical assistance and support in the implementation of SC's Space Management policies to SC Program Offices, Site Offices and other DOE program offices to assure offsetting space requirements for new facilities are met. Prepares reports on SC Space Bank as required.
9. Prepares reports as required to aid in the management and execution of the SC's F&I program including: quarterly maintenance and excess facilities expenditures, quarterly report on on-going Institutional General Plant Projects (IGPP) and, the maintenance portion of the annual Integrated Facility and Infrastructure (IFI) Crosscut Budget . Prepares other reports as required by Congress, including the Semi-Annual SC F&I Report.
10. Represents SC on the Facility Data Development Committee (FDDC) for the Facility Information Management System (FIMS) and, the Facilities & Infrastructure Steering Committee (FISC) for the development and implementation of the Real Property Management (RPAM) Order.
11. In coordination with line Program Offices, integrates DOE policies and directives on infrastructure with best business practices. Promotes a lessons-learned program in the infrastructure area. Supports benchmarking of infrastructure practices with industry and other Government laboratories especially via the EFCOG (Energy Facilities Contractors Group) and the Laboratory Management Council.
12. Serves as the Program Manager for occurrence reporting and processing of operations information for "balance of plant" facilities at the SC multiprogram laboratories.
13. Oversees safety programs, and development and maintenance of nuclear safety documents, for balance of plant (BOP) and "orphan" facilities at SC multiprogram laboratories.
14. Serves as the SC Headquarters point of contact for utility, energy management, commissioning, sustainable design and related activities in coordination with SC, other DOE offices, field offices and the laboratories. Provides advice and recommends corrective actions to senior SC management on activities of private and public utilities that impact DOE laboratories.
15. Represents SC on DOE-wide and government-wide committees/working groups such as the Federal Facilities Council (FFC), National Institute of Buildings Science (NIBS), Whole Building Design Guide Advisory Council, U.S. Green Building Council (USGBC), etc., to develop, review and modify policies, roles, responsibilities and procedures in the areas of F&I management.

## Laboratory Policy Division

1. Advises the Director of the Office of Science on policy matters relating to the management and well-being of the national laboratories.
2. Supports the Director of the Office of Science and the Deputy Secretary in regular meetings with Laboratory Directors and Operations Office Managers, and with the Laboratory Operations Board and Contract Executive Review Board. These forums are used for examining and resolving crosscutting issues relating to science policy, research budgets, cost-effective operations of the laboratories, contracts and barriers to and improvements in the efficient management of the laboratories.
3. Supports the Director of the Office of Science in interactions with the National Science and Technology Council, the DOE R&D Council, university vice presidents for research, and university and contractor associations. Support includes developing issue papers, speeches, talking points, serving on subpanels, and representing the Director when appropriate.
4. Manages the departmental multi-program and program-dedicated laboratories' institutional planning process, including preparation of the annual laboratory policy and institutional planning guidance and instructions. Integrates institutional planning with the departmental strategic planning process and recommends approval of the institutional plans to the Director of the Office of Science.
5. Chairs the activities of the Institutional Planning Working Group which assists in the development and annual self-assessment of the departmental institutional planning process.
6. Manages the On-Site Review process for the Office of Science laboratories.
7. Leads the development of an SC long-range plan for the SC multi-program labs based on coordination and integration of laboratory institutional plans and program plans.
8. Provides information about the DOE laboratories; produces reports which describe the laboratories, their management and trends, individually, and as a system, and develops and maintains briefing materials.
9. Advises the Director of the Office of Science on procurement issues related to the extension or competition of the management and operating contracts for the national laboratories. Analyzes the technical performance and business management appraisals prior to making a recommendation.
10. Serves on intra-agency working groups to develop strategies for enhancing laboratory performance and implementing contract reform provisions where contract extensions are recommended and in developing competitive strategies where competition is required.
11. Develops and coordinates implementation of the overall appraisal policy for the SC laboratories incorporating the new performance-based management contracting principles.
12. Manages performance by establishing expectations for the Operations Offices and laboratories in program areas for which the Office has cognizance, working with the field and the Office of Science programs in the development of associated performance objectives and measures, and participating in consolidated reviews of Operations Offices and laboratories.
13. Develops and coordinates departmental and SC Work-for-Others (WFO) policies and procedures; represents the Office of Science on departmental review committees and interdepartmental task forces on program policies and procedures, and serves as liaison with departmental elements. Establishes and implements procedures for oversight and reporting of WFO activities.
14. Develops and coordinates the Department's overall Laboratory Directed Research and Development (LDRD) policy for the DOE multi-program laboratories. Develops SC implementation guidelines and performs programmatic oversight of the LDRD programs at the SC laboratories.
15. Maintains information and performs trend analysis of functional and other measures of the cost of doing business at SC's multi-program laboratories. Provides summary information to SC management and program offices.

16. Performs as SC lead for laboratory human resource activities pertaining to salary actions/approvals, downsizing efforts, and contractor work force information systems.

#### Safeguards and Security Management Team

1. Provides advice to the Director of Science on safeguards and security policy and other issues to assure adequate protection of SC assets, including personnel, facilities, property, information, and nuclear materials, while maintaining the necessary openness and integrity to foster the advancement of basic science and technological innovation.
2. Provides individual to perform SC Headquarters security officer functions, including personnel security, security awareness, classified matter protection and control, and security incident reporting. Prepares and conducts required annual security briefings for SC Headquarters Federal and contractor staff.
3. Develops and promulgates SC-wide guidance, objectives, standards, specifications, and performance measures supplementing DOE generic requirements in the areas of safeguards and security. Evaluates security functions and activities within SC to ensure their compliance or consistence with DOE, and as applicable NNSA, security directives and requirements.
4. Provides guidance and direction to SC Program Offices, field offices, and laboratories on the requirements of the Department's Integrated Safeguards and Security Management (ISSM) Program.
5. Serves as a point of contact to answer questions and provide assistance to ensure effective ISSM implementation at all SC facilities.
6. Represents SC on DOE-wide and government-wide committees/working groups to develop, review and modify policies, roles, responsibilities and procedures in the areas of safeguards and security (S&S). Serves as the SC focal point in dealing with S&S matters involving SC facilities originating from DOE Headquarters, field elements and contractors and provides key support to SC Program Offices on S&S issues.
7. Manages the SC-wide safeguards and security program budget. Coordinates the formulation and defense of budget requirements to ensure that adequate funding is provided to enable SC and its facilities to fulfill both SC and Departmental S&S program goals.
8. Manages and supports SC foreign visitors and assignments and J-1 Visa Waiver activities. Also responsible for processing and maintaining records on badging activities for SC Headquarters and contractor personnel.
9. Serves as the SC focal point in dealing with and resolving S&S issues impacting SC laboratories and their contractors that originate from the NNSA.
10. Supports the S&S portion of the Institutional planning process by preparing, as requested, summaries and analyses of S&S issues for senior SC field and Headquarters managers.